

University of
JAMESTOWN
DEPARTMENT OF NURSING

**NURSING
STUDENT
HANDBOOK**

Dear Nursing Student:

Congratulations and welcome to the University of Jamestown's nursing program. It is our hope that you find your time in our program both challenging and rewarding. Here you will form friendships and bonds that will last a lifetime. You will touch the lives of patients and their families as you combine the science of nursing and the art of caring.

This *Nursing Student Handbook* supplements the *University of Jamestown's Catalog* and the *University of Jamestown's Student Handbook*. This handbook provides additional guidance on expectations, policies, and procedures in relation to the Department of Nursing.

Each student is responsible for the information in the Nursing Student Handbook. If you have any questions regarding any of the material in this document, please talk with any of the nursing faculty. Additions or modifications to the *Nursing Student Handbook* may be made during the year. Modifications will be effective immediately. Students will be notified in writing via email &/or class announcements on Canvas when major changes are made. The *Nursing Student Handbook* will be available on all course home pages on Canvas.

Our warmest wishes to you as you begin your formal nursing education at the University of Jamestown.

Sincerely,

A handwritten signature in black ink that reads "Kim Ash". The signature is written in a cursive, flowing style.

Kimberly Ash, DNP, MS, RN
Chair, Department of Nursing
Associate Professor

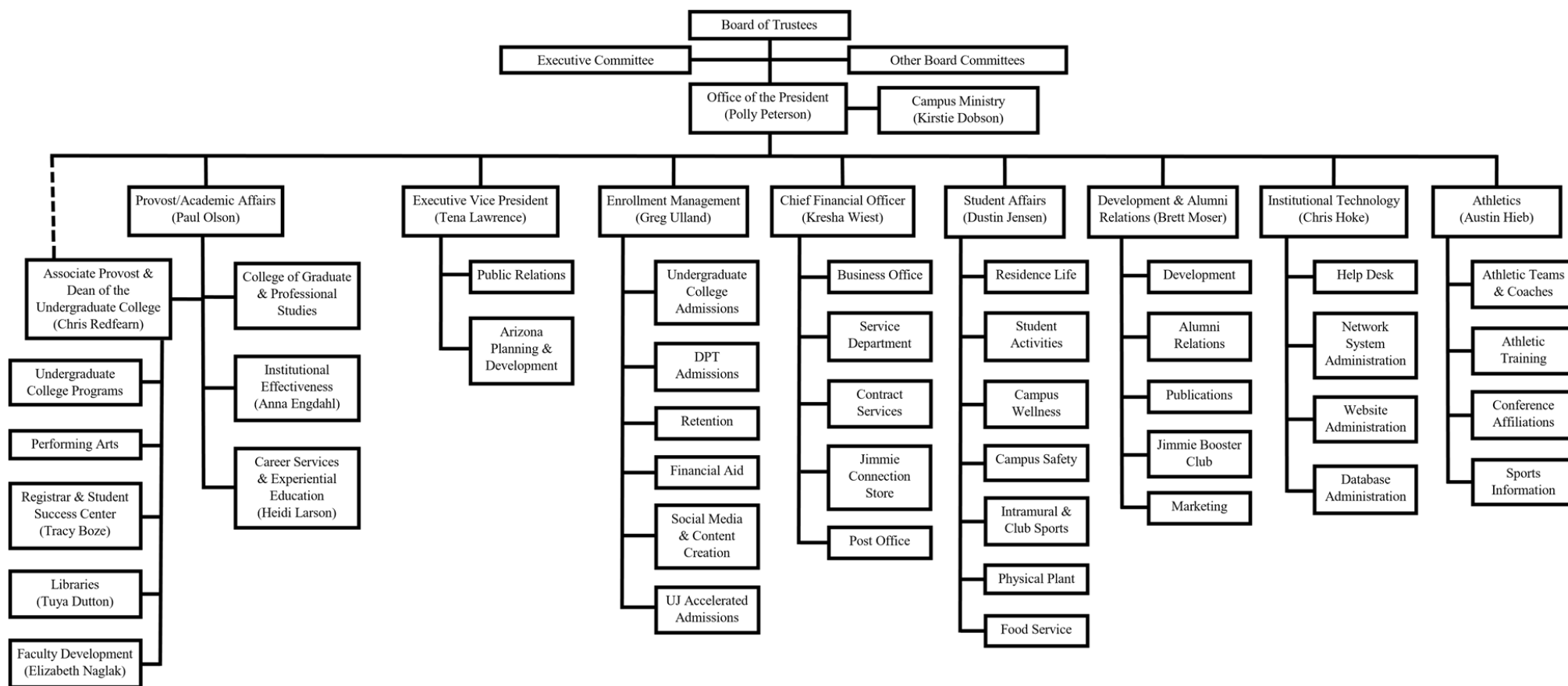
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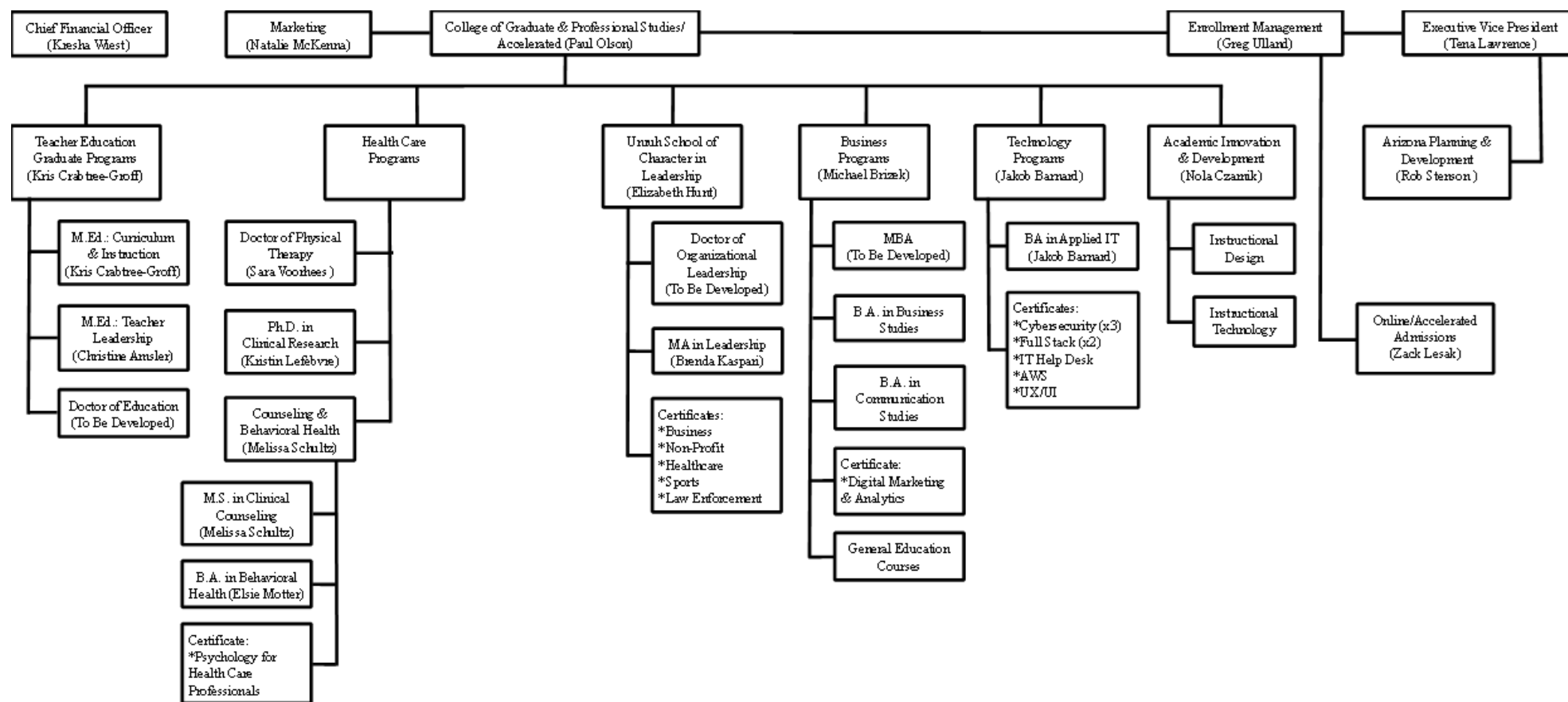
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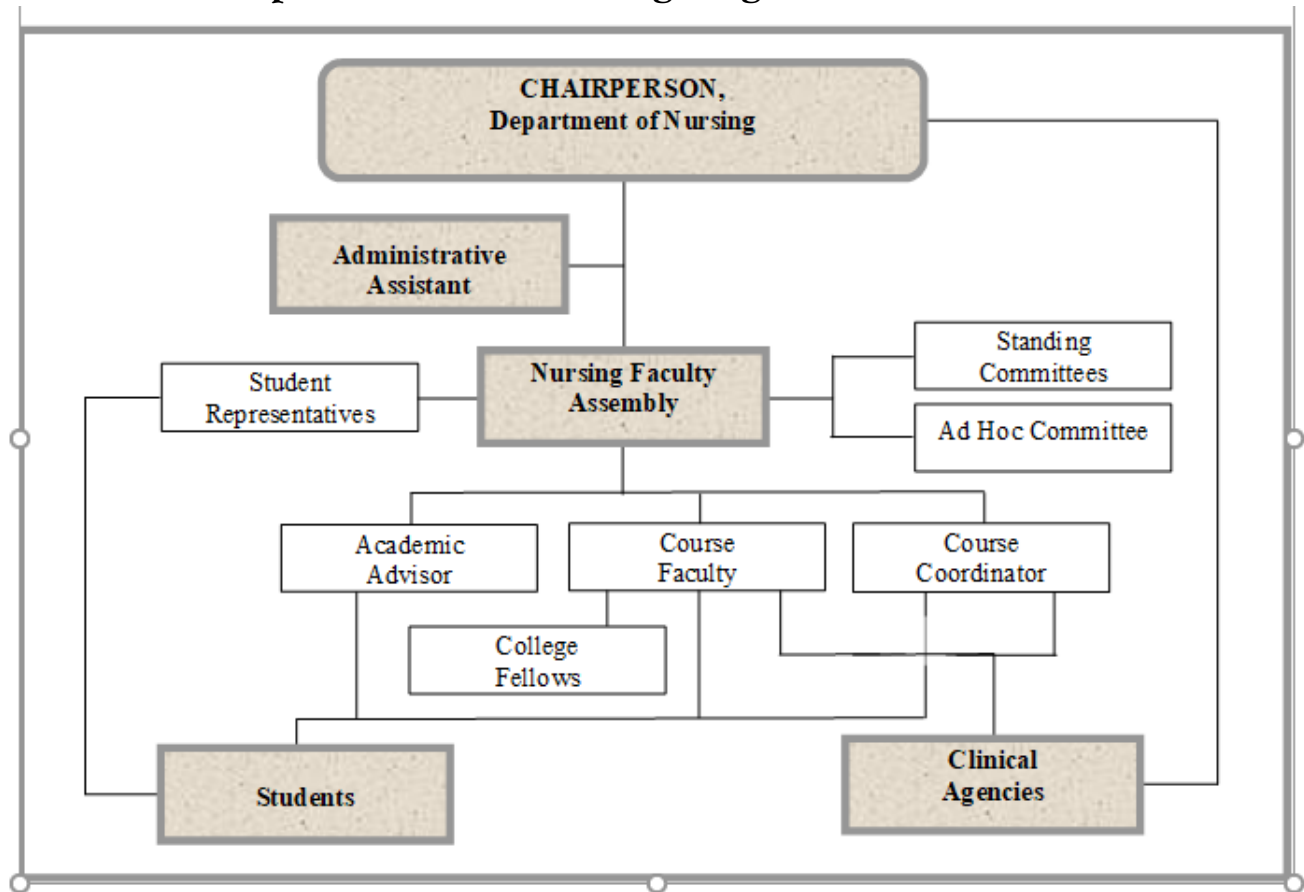
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University of Jamestown Organizational Chart





Department of Nursing Organizational Chart



1979; Revised 2004, 2013, 2019, 2022

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.

Bachelor of Science in Nursing End of Program Outcomes (EOPO)

The graduate will:

1. Approach patient-centered care of the individual as a biopsychosocial-spiritual being.
2. Synthesize knowledge of individuals, families, and communities into the practice of nursing.
3. Collaborate with health team members to assist individuals/families/communities/world toward optimal wellness as they vacillate on the health continuum.
4. Apply nursing research, evidence-based practice, and knowledge from the liberal arts in refining nursing practice.
5. Utilize clinical judgement in the application of the nursing process to provide compassionate care throughout the lifespan and across various healthcare settings.
6. Promote quality health care in a safe environment.
7. Responsibly engage in unselfish service to humankind.
8. Apply technology and information management tools to support safe and effective patient care.

Updated: September 2018, March 2021

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 clinical judgement 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 and to grow with the rapidly advancing changes in healthcare technology.

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

DIAGRAM OF CONCEPTUAL FRAMEWORK

MAJOR CONCEPT	PERSON		HEALTH		NURSING		ENVIRONMENT	
LEVEL III (Senior Year)	Biopsychosocial-Spiritual Being	Community/World	Health/Illness Critical & Complex & Health Promotion	Health Care Delivery System	Nursing Process	Manage/Lead	Caring	Look Beyond/ Forward
LEVEL II (Junior Year)	Biopsychosocial-Spiritual Being	Family	Health/Illness Acute/Chronic	Multidisciplinary Health Team	Nursing Process	Collaborate	Caring	Look Out/Beyond
LEVEL I (Sophomore Year)	Biopsychosocial-Spiritual Being	Individual	Health/Illness	Nursing	Nursing Process	Implement	Caring	Look In/Out
SUBCONCEPTS	Biopsychosocial-Spiritual Being	Culture	Health Continuum	Health Care Delivery System	Process	Role	Caring	Journey

Vertical Strands: Culture
Health Continuum
Health Care Delivery System
Role
Journey

Horizontal Strands: Caring
Process
Biopsychosocial-Spiritual Being

1979

Revised 1981, 1984, 1990, 1995, 1999, 2001, 2009, 2010, 2012, 2017, 2022

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 clinical judgement.
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 university, 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)

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

12. To take reasoned exception to the data or views offered in any course.
13. Of protection against prejudiced academic evaluation through an identified procedure.
14. To help determine your curriculum.
15. As a member of NSA and the UJ student organization to invite and hear any person of your own choosing.
16. To examine and discuss all questions of interest to your group and to express opinions.
17. To have written 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.
19. To collaborate with the faculty representatives in establishing policies that will maintain high professional standards.
20. To have in writing estimated average departmental student costs at The University of Jamestown.

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

12. For learning the content of any course of study in which you are enrolled.
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 assist in curriculum development, implementation and evaluation.
15. To protect the right of freedom of expression for all.
16. To develop forums for receipt of ideas and diverse views.
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 to those organizations which offer personal, academic, social, professional, cultural, and religious growth.
19. To assist in establishing, knowing, and following the policies.
20. To seek out appropriate financial assistance and follow through in meeting your commitment to financial aid.

Progression in the Nursing Major

Progression in the major is determined by successful completion of theory 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 in the University of Jamestown Catalog. Alternatives to the sequence may be available upon discussion with the nursing department.

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.**

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. Clinical evaluations are viewed as essential to the development of the professional role of ethical nursing practices, positive agency relationships, and safe constructive student/faculty interactions.

Clinical Requirements

Prior to beginning any clinical experience, each student will be responsible for setting up and maintaining an account with Castle Branch an external compliance tracker. Castle Branch will store immunizations, CPR certification, and other required documents. All required documents to be submitted to Castle Branch are specific to the University of Jamestown nursing department. Each student is responsible for meeting all deadlines and requirements. Clinical agencies may require proof of certain documents. Students will be assessed a one-time fee by Castle Branch.

REQUIREMENTS FOR CLINICAL EXPERIENCES

Students are responsible for the cost incurred for any out-of-town clinical experiences.

- ☐ Yearly OSHA/HIPAA Training.
- ☐ Current AHA BLS CPR Certification (Obtained through the University of Jamestown).
- ☐ Record of a QuantiFERON Gold TB blood draw within the past 5 years.
- ☐ Record of 2 MMRs (rubeola or rubella vaccination), **OR** Positive Titer.
- ☐ Record of 2 Chicken Pox (Herpes Varicella/Zoster) Vaccinations, **OR** a Positive Titer.
- ☐ Record of 3 Hepatitis B Vaccinations, **OR** Positive Titer, **OR** a Signed Release Form.
- ☐ Record of Tdap/Td.
- ☐ Record of Covid Vaccination series as recommended by manufacturer.
- ☐ Record of annual influenza vaccine.
- ☐ Record of Health History Report (completed by a physician, nurse practitioner, physician's assistant, or registered nurse) Document to be used located in Castle Branch.
- ☐ Proof of Health Insurance/Health Insurance Waiver.
- ☐ Criminal Background Check through compliance tracker.
- ☐ Latex Allergy Questionnaire.
- ☐ Confidentiality Statement.
- ☐ Policy for Student Lab Supplies.
- ☐ 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.

University Related Information

Information related to **The University Mission, Academic Catalog and Student Handbook, Academic Assistance, Writing Assistance, Students with Disabilities, Academic Credit, Academic Integrity, Attendance Policy, Helpdesk Support, Information Technology and Copyright Policies** can be found here:

https://my.uj.edu/ICS/Academics/Academic_Resources.jnz

Or here: My.uj.edu → Academics → Academic Resources tab in the upper right.

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

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. Notifications will be sent out via email after the application is reviewed. The program start date is always spring semester (January).

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 230 with a grade of C- or above. Biol 209 and lab may be taken before or concurrently with sophomore courses and must also be passed with a grade of C- or above to continue in the program. A student may petition to the nursing faculty for permission to take EITHER Soc 101 or Soc 230 OR Psych 203 concurrently with sophomore nursing courses in the spring. This course must also be passed with a grade of C- or above to continue in the program.

Students who receive a grade lower than a C- in any one of the prerequisites or corequisite courses listed above must repeat that course and receive a grade of C- or above to either qualify or continue in the program. Students who receive a grade lower than C- in more than one pre/corequisite course will not be eligible for application or continuation in the program. Prerequisites cannot be fulfilled via CLEP or PEP.

2. A Cumulative Grade Point Average (CGPA) of 3.2 or higher.

If a student's CGPA does not meet the 3.2 requirement but meets all other admission requirements, and the student's CGPA is at or above 2.85 (no rounding will be applied), the student may take the

TEAS (Version 7.0). If the student scores 70% or above (*no rounding will be applied*), the student will be considered qualified for admission. The student will be allowed a maximum of 3 attempts on the TEAS. It is the responsibility of the student to register, schedule and pay for the TEAS exam using the link below. When registering for the TEAS choose “Remote Online” and then choose “ATI Remote Proctor-Nursing” in order for the student to take the exam on their own through the ATI system. The last date to complete the TEAS will be one week prior to the start of the spring semester. Once the student completes the exam, they must share the score with the University of Jamestown by logging into their student ATI account and clicking “Send Transcript.” Link to ATI TEAS exam registration: <https://atitesting.com/teas>

Link to ATI TEAS Study Manual 2022-2023: <https://atitesting.com/teas/study-manual>

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 process that relies significantly on the cumulative grade point average. The process used to determine acceptance also gives University of Jamestown students some advantage over transfers. No candidate is excluded based on 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 official 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.
9. Admitted students are considered conditionally approved until all required documents are received, including all clinical requirements.

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 program. The nursing faculty will meet to consider 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.

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. Two zoom sessions for unexcused reasons will be allowed, without penalty, for class content. You must zoom in live with your camera on. Additional unexcused absences may affect the course grade.

Children in Classroom/Laboratory

Safety issues may 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. In addition, the nursing faculty will strive to recognize the unique value of each student as an individual and encourage his/her creativity. 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. Students will also sign confidentiality requirements as required by clinical agencies.

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 through the external compliance tracker upon admission to the program. Participation in the criminal background check process is MANDATORY for students' continuation in the nursing program. Students will be required to sign a document annually stating they have not any criminal activity that would impede their 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. Upon graduation from the nursing program, the state Board of Nursing will make a final determination based on 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 if he/she would be denied a nursing license upon completion of the program. It is the responsibility of the student to disclose all criminal activity. 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.

Students will follow the directives given by nursing faculty to complete a criminal background check through an external compliance tracker. The student is responsible for paying the cost of the criminal background check.

Steps in the Criminal Background Check:

1. Results of the student's criminal background checks are returned and saved in the student's Castle Branch account. Information will be communicated to clinical agencies as requested.
2. The Chair 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.
3. 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.
4. 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 Chair of the Department Nursing and the nursing faculty in consultation with the Associate Provost and Dean of the Undergraduate College regarding the student's continued progression in the nursing major.

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.

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.

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 principles 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 a 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 an "unsatisfactory" in two or more critical behaviors resulting in two critical incidents in the same course, immediate failure of the course will occur. **An accumulative sum of three critical incidents across all of the courses, including math, may result in dismissal from the program and readmission will not be considered.**

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 the 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 critical incident, grievance procedure #1 in the handbook may be followed.
6. Distribute copies of the incident and rationale to the Department Chair, the student, and the advisor to be filed in the student's file. The Associate Provost and Dean of the Undergraduate College 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 apply to the nursing major. This ensures 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 letter 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.
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 requested schedule change.
4. For request of deadline extension on written assignments 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.

Drug Screen Policy

Drug Screen Due to Reasonable Suspicion: The Department of Nursing reserves the right to drug test nursing students at any time there is reasonable suspicion of drug use. If the instructor has reasonable suspicion of mind-altering drug use, the student will be suspended from clinical or lab and be required to take an immediate drug screening test (paid for by the nursing department). If a student refuses to provide a sample when requested, it will then be considered a positive drug test.

Positive Drug Screen: A positive drug screen will be considered a critical incident and the student will be required to attend a drug evaluation. See the critical incidents policy. If not dismissed from the nursing program, the Chair of the Department of Nursing will create a plan including length of suspension and requirements to continue in the nursing program.

Self-Referral – Safe Harbor: The Department of Nursing encourages each student to seek help about concerns he/she may have regarding substance abuse. Any student who has a concern about substance abuse may notify a nursing faculty member and receive information and a referral for further assessment and/or counseling. The first such self-referral shall not result in a critical incident provided the self-referral is made before notice of reasonable suspicion. Further self-referrals will be evaluated on a case-by-case basis.

Disclosure of Other Medication: It is the responsibility of the student to disclose the use of any medications or supplements that may alter performance during lab or clinical to the nursing instructor or Chair of the Department of Nursing. Arrangements for make-up labs or clinicals will be discussed at a later date. .

Exam Policy

You must bring a fully charged computer to class on all exam days. I-pads, tablets, and cell phones are not compatible with testing software. Exams and quizzes will be given on the LMS, Canvas. 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 backpacks in a designated location and turn off cellphones and place them in their backpacks. Students are not allowed to wear hats or earbuds when taking their exams.

To best prepare the student for successfully passing the NCLEX-RN all exams will be timed. 80 seconds will be allotted for multiple choice and fill in the blank style questions. 2 minutes will be allotted for alternate style questions such as bow ties, select all that apply, etc. The student may use more or less time on a particular question but the *total test time* allotted will be calculated using the above formula. Questions must be taken in the order they appear, and the student must select an answer to move forward on the exam. The student will not be allowed to go back and review questions or change answers. The student should pay attention to the time clock that is displayed on the computer screen. Additional time will not be allowed.

Exam Review Policy

To maintain the integrity of all quizzes and exams, students who receive a passing grade (77% or above) on the quiz or exam will not be allowed to review the exam either in the classroom or in the professor's office. Course faculty will be diligent in their review of the exam analysis before posting grades. Students who do not achieve a passing exam score should refer to the "Exam Student Academic Success Policy" below.

Exam Student Academic Success Policy

Academic Success is a commitment made by each faculty member in support of each student's success. Progressing positively towards the successful completion of each course is the goal of all faculty in the University of Jamestown's Department of Nursing.

Course faculty will monitor student's progress with each major examination in the course. When a student is not able to achieve a passing grade (greater than or equal to 77%) on an exam, the student is responsible for scheduling a meeting with the course faculty. The student should complete the Student Academic Success form located on the Canvas course page prior to this meeting and send the filled-in electronic copy to the course faculty. The student is responsible for identifying factors that may have contributed to the failing exam score and developing an action plan to facilitate success on upcoming exams. The student will schedule a time to review the failed exam and discuss the remediation plan with the course faculty. Course faculty may also suggest additional methods and/or assignments for remediation, i.e., ATI resources, in addition to the student's plan. The exam will be reviewed using the course faculty computer. This form will be placed in the student's academic folder.

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. The lab may be unlocked with permission of the nursing faculty.
2. Equipment (Baby Scale, BP Cuffs, etc.) may be checked out upon approval and will be returned at an agreed upon time.
3. All equipment must be returned clean and in good working order.
4. If there has been a problem with equipment, the staff should be notified so that repairs can be made.
5. The students will sign the lab supplies agreement.

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 Chair of the Department of Nursing with the consent of the Associate Provost and Dean of the Undergraduate 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 their hands after each wearing of gloves to decrease exposure and transfer of latex proteins.
3. We are a latex free lab.

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. It is the responsibility of the student to communicate with faculty any issues/concerns about latex. If a concern arises about a potential latex reaction/allergy, the student is responsible to report it immediately to the faculty.
 - b. Non-latex gloves will be provided to the students and should be used by all latex-allergic to decrease the risk of allergic reactions.
 - c. Avoiding exposure to high levels of latex allergens continues.

Medication Calculation Exam Policy

Sophomore Level 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 one 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.

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 **an accumulative sum of three critical incidents across all of the courses may result in dismissal 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 competency exams this semester, however 10% of every exam in every clinical course may 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 across the program may be removed from the program and readmission will not be considered.

NCLEX Success - ATI

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. ATI will be utilized throughout the program. The cost of the ATI will be charged in the form of fees and supplies on the student's tuition and fees bill. This fee will be divided over the first four semesters of the program. ATI is a required component of the program.

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 on-line content review and mastery as well as preparation for the NCLEX-RN exam. ATI methodologies provide the framework for this course.

NCLEX Success - ATI Grading Rubric

Content Mastery Series (CMS) GRADING RUBRIC

10% of course grade will be from ATI practice & proctored assessments.

PRACTICE ASSESSMENT			
4 points			
Complete Practice Assessment A.		Complete Practice Assessment B.	
Remediation**: • <u>Score 0 to 74%:</u> The student completes 18 ALTs recommended for the lowest areas identified in the Focused Review and complete the Post Remediation Quiz if available. • <u>Score 75% to 81%:</u> The student completes 12 ALTs chosen from the lowest scoring areas identified in the Focused Review and complete the Post Remediation Quiz if available. • <u>Score 82% to 100%:</u> The student completes 6 ALTs chosen from the lowest scoring areas identified in the Focused Review and complete the Post Remediation Quiz if available.		Remediation**: • <u>Score 0 to 74%:</u> The student completes 18 ALTs recommended for the lowest areas identified in the Focused Review and complete the Post Remediation Quiz if available. • <u>Score 75% to 81%:</u> The student completes 12 ALTs chosen from the lowest scoring areas identified in the Focused Review and complete the Post Remediation Quiz if available. • <u>Score 82% to 100%:</u> The student completes 6 ALTs chosen from the lowest scoring areas identified in the Focused Review and complete the Post Remediation Quiz if available.	
STANDARDIZED PROCTORED ASSESSMENT			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
Remediation = 2 points: • Starting with your lowest topic areas complete <u>6 ALTs</u> as part of the remediation process.**	Remediation = 2 points: • Starting with your lowest topic areas complete <u>12 ALTs</u> as part of the remediation process.**	Remediation = 2 points: • Complete <u>all of the ALTs</u> as part of the remediation process.**	Remediation = 2 points: • Complete <u>all of the ALTs</u> as part of the remediation process.**
10/10 points	9/10 points	**7/10 points	**6/10 points
No retake required.	No retake required.	Retake required.	Retake required.

*Handwritten ALTs are required.

**If less than the required ALTs generate for the scoring category, complete an ALT for all generated topics.

***Required retake of a Proctored Assessment using ATI Final Exam: If a student meets the ATI level 2 or 3 based on the CMS Proficiency Levels, that student will earn an additional percentage point (for example, a Level 1 student can now earn 8 points). The required retake may not be taken until remediation from the first proctored exam is completed. There is no remediation on the ATI Final exam retake.

ATI Student Acknowledgement Agreement**STUDENT ACKNOWLEDGEMENT**

Initial all and sign below:

_____ I have received a copy of and have read and understand University of Jamestown's ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all the review modules, tutorials, and online resources available from ATI, as designated by the University of Jamestown-Nursing Department.

Student printed name

Date

Student signature

OSHA and HIPAA

OSHA (Occupational Safety and Health Administration) regulations specify standards to follow to ensure employee safety regarding 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 for students to progress into the clinical courses.

HIPAA, the Health Insurance Portability and Accountability Act. 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 for the student to progress into the clinical courses.

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 CDC recommended guidelines.

Retention

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

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 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.

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 properly disposed of in a sharp's container. All needles are kept in a locked cabinet. The lab coordinator is responsible for ensuring these guidelines are followed.

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 weekly and as needed. A deep clean will be done at the end of each semester.
- ▶ If faculty or work study students note equipment is not functioning properly, a lock out/tag out label should be placed on the equipment and the lab coordinator must be notified.
- ▶ 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 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.

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 must always 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 Chair 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.

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

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

Student nurses 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 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 (MicroMedEx, Medscape, Skyscape, 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 or other electronic devices 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 Lab Supplies

Sophomore nursing students will be required to pay a fee for nursing skills supplies. The cost of the supplies will be charged in the form of fees and supplies on the student's tuition and fees bill in association of N210.

Transportation

1. Travel and lodging 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 different clinical experiences. The cost of the uniform is the responsibility of the student.

1. Standard uniforms (white top with UJ Emblem and black scrub pants) must be worn with socks and closed-toed shoes that appear professional. Shoes should be worn for clinical use only.
2. Alternative uniforms, as defined by the Department of Nursing, are worn during certain clinical experiences to comply with the policies of the individual agency. Jeans, leggings, exercise, or any tight-fitting pants are not acceptable to wear in clinical agencies for clinical experiences.
3. Hair must be kept neat and worn away from the face in a manner that does not interfere with aseptic technique.
4. A name badge is worn on the upper right side of the uniform top, alternative uniform, lab coat, or street clothes.
5. 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*.
6. The appropriateness of visible tattoos are subject to individual assessment by faculty of the Department of Nursing.
7. 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.
8. Gum chewing is not permitted during clinicals.
9. A watch with a sweep second hand or a digital second feature is preferable.
10. Any specific dress code regulations of the affiliating agencies must be followed.
11. Faculty have the prerogative to exercise discretion in determining what constitutes professional appearance in any clinical situation and may require students to comply.

RN to BSN Program

General 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 traditional students. All students in the Bachelor of Science in Nursing program must fulfill the same academic requirements for graduation. In addition, the RN student's current unencumbered license will be verified prior to granting full admission.

Prior to admission to the program, all official transcripts will be reviewed by the Director of the RN to BSN Program. Through collaboration with the University Registrar and the Nursing Department Chair, placement within the nursing program 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 as per university policy, 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 124 semester credits. The 124 credits consist of 42 credits of general education requirements. Thirty-five of the credits needed for the degree must be taken at the University of Jamestown.

- I. Moral and Civic Education (9 semester credits)
 - Ethics (3)
 - American History or American Government (3)
 - Global Perspectives (3)
- II. Communication Skills (6 semester credits)
 - Expository Writing (3) – with a grade of C- or higher
 - Argumentative/Analytical Writing (3) – with a grade of C- or higher
- III. Cultural and Social Heritage (12 semester credits)
 - Religion (3)
 - Music, Art, or Theater or Literature (3)
 - Psychology, Sociology, Political Science, Economics, Communications 112 (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, or Physical Activity Course (1)

Validation of Nursing Courses

Content mastery of the following courses is demonstrated by successfully passing the NCLEX exam and holding a current unencumbered RN license:

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	<u>5 credits</u>
TOTAL		39 Credits

Portions of clinical requirements for remaining nursing courses may be validated with a Professional Experience Portfolio 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 and the director of the RN-BSN program.

On-Campus or Online Senior Level Nursing Courses

Courses taken by admitted RN to BSN students include:

N497	Nursing Research	2 credits
N427	Nursing as a Profession.....	2 credits
N425	Community Health.....	6 credits
N426	Nursing Leadership and Management.....	7 credits

**A grade of C- or above must be earned in these nursing courses.*

Cost of Attendance

<https://www.uj.edu/academics/programs/nursing-online-rn-to-bsn/>

Clinical Requirements

Prior to beginning any clinical experience, each student will be responsible for setting up and maintaining an account with Castle Branch, an external compliance tracker. Castle Branch will store immunizations, CPR certification, RN license, and other required documents. All required documents to be submitted to Castle Branch are specific to the University of Jamestown nursing department. Each student is responsible for meeting all deadlines and requirements. Clinical agencies may require proof of certain documents. Students will be assessed a one-time fee by Castle Branch. Clinical agencies may require a criminal background check. Any additional clinical fees are the responsibility of the student.

LPN to BSN Program

General 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 traditional students and all students in the Bachelor of Science in Nursing program must fulfill the same requirements for graduation. In addition, a copy of the LPN's current unencumbered license must be on file in the student's Castle Branch account. The transcripts of all transfer student applicants are reviewed by the Chair of the Department of Nursing regarding requirements for the major. Through collaboration with the Registrar, placement within the nursing program 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 as per university policy, 3) validation by approved 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 124 semester credits. The 124 credits consist of 42 credits of general education requirements. 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 may be given at the discretion of the nursing faculty for N210 Nursing Foundations and N206 Health Assessment based on the student's previous nursing courses.

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 a senior nursing student(s), selected by the nursing faculty, who best fulfill the following criteria:

1. Outstanding academic achievement - major GPA of 3.2.
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.

Faculty Recognition Award in Nursing

A certificate of recognition and a gift is presented to a senior nursing student(s) 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 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 Dr. 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.

Dr. Teree Rittenbach Award

A certificate of recognition and a gift is presented in honor of and out of love for Dr. Teree Rittenbach, Professor of Nursing at the University of Jamestown Since 1977. It is presented to a student nurse who demonstrates unselfish dedication to nursing and volunteerism, a love of learning, and a love for the elderly population.

Sigma Theta Tau International

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

Course Evaluation

Goal: to promote collection of meaningful feedback used for course and faculty teaching improvement.

Method: the evaluation link will be provided to the student via email to complete.

Nursing Department Weekly Team Meetings

Each nursing cohort at the beginning of each semester will elect a representative, and class representatives are to represent their classes at the nursing department weekly team 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. The team meeting will be closed to students and visitors if confidential items are discussed. Class Representatives meet with faculty twice a month or as invited. If the Class Representative cannot attend, the representative must notify alternate to attend in their place.

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 Chair of the Department of Nursing within five working days.
3. If a concern or a grievance is unresolved, the student should utilize the Formal Student Complaint Process located in the *UJ Student Handbook*.

Course and/or Curriculum

A student who has a concern or grievance related to a course and/or the curriculum will follow the procedure in the *UJ Student Handbook*.

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 Chair of the Department of Nursing. Participants in this meeting will be the student expressing the grievance, faculty member involved, and Chair of the Department of Nursing.
3. If a concern or a grievance is unresolved, the student should utilize the Formal Student Complaint Process located in the *UJ Student Handbook*.

Complaints against the University of Jamestown Department of Nursing Program

Complaints against the University of Jamestown Department of Nursing are to be reported as stated in the Formal Student Complaint Process located in the *UJ Student Handbook*. The North Dakota Board of Nursing will be notified as deemed necessary for information and review.

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 can 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.

Abbie's Award

Abbie's award is given annually to a nursing student enrolled in the program who exemplified the passion that Abbie had for those individuals with disabilities. To celebrate who Abbie was and her love of those she cared for an award has been established that will highlight caring for those with disabilities and/or promotion of mental health and suicide prevention. Students who wish to apply for Abbie's Award will write a one-page essay to submit in April. A monetary award will be given with the award each year at the end of the year Nursing Picnic. There will also be a donation each year to a mental health awareness cause.

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 to be considered for SNOY. Six candidates who are junior or sophomore nursing students are chosen by the nursing faculty. Of those six nominees, three candidates are chosen by the local NSA and then independent community judges choose the winner. The UJ SNOY then advances to the state competition. The role of the SNOY is to assist in recruitment and to conduct 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.