BACHELOR OF SCIENCE IN NURSING
STUDENT HANDBOOK

2016 - 2017

Alvernia University
400 Saint Bernardine Street
Reading, PA 19607
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

STUDENT'S ACKNOWLEDGMENT OF RECEIPT

The undersigned hereby acknowledges receipt of the Bachelor of Science in Nursing Program Student Handbook containing the current policies and procedures of the Alvernia University Nursing Program as of the 2016-2017 school year. I understand that this Handbook is a compilation of policies and procedures in effect prior to this publication date, and that the application of its policies and procedures predates the publication of this Handbook. I further understand and agree that it is my responsibility to read and familiarize myself with this compilation of policies and procedures. I also understand that the Chair of the Nursing Program is available to answer any questions that arise as a result of my review of the Handbook and its policies and procedures.

My signature below represents my acknowledgment that I have thoroughly read and understood the policies and my obligations under those policies and procedures, and further represents my consent to conducting myself in a way consistent with the policies and procedures. Students are required to read this handbook upon matriculation in the BSN program. A copy of the Nursing Student Handbook is available on the Alvernia University website.

I understand that my enrollment in the Nursing Program is conditioned upon my compliance with the policies of this Handbook. I further understand that nothing in this Handbook creates or is intended to create a promise or representation of continued enrollment, and that the policies and procedures contained herein may be changed by Alvernia University at any time. A copy of this signed document will be maintained in my student file.

______________________________
Student’s Signature

______________________________
Student’s Name Printed

______________________________
Date

Initial 6/04; Reviewed Annually; Revised 6/09, 5/11, 5/12, 6/13, 6/14, 6/15, 6/16
# ALVERNIA UNIVERSITY
## BACHELOR OF SCIENCE IN NURSING PROGRAM
### TABLE OF CONTENTS

**Introduction**

1.0 **Purpose, Organization, and Administration**

1.1 History ................................................................. 6-7

1.2 Mission Statement ................................................ 8

1.3 Program Outcomes ............................................... 8

1.4 Purpose ........................................................................ 8

1.5 Student Learning Outcomes ........................................ 8-9

1.6 Professional Standards and Guidelines ......................... 9

1.7 College of Professional Programs: Mission Statement .... 9

1.8 Table of Organization - Nursing Department ............... 10

1.9 Statement of Mission & Values in Academic Life .......... 11

1.10 Code of Academic and Clinical Conduct .................... 12-13

1.11 Alvernia Student Nurses’ Association By-Laws .......... 14-19

1.12 Sigma Theta Tau - Nursing Honor Society ............... 20

**2.0 Curriculum**

2.1 Conceptual Framework ............................................ 22-23

2.2 Conceptual Framework Model .................................. 24

2.3 Curriculum Overview ............................................. 25

2.4 Program Evaluation and Assessment of Outcomes ........ 26-27

2.5 Capstone Project .................................................... 28

2.6 Nursing Capstone Components ................................. 29

**3.0 Guidelines and Policies**

3.1 Policy on Students with Disabilities ......................... 31-33

3.2 Academic and Clinical Performance Policy ................ 34-37

3.3 Clinical Remediation Form ...................................... 38

3.4 Academic and Clinical Record Policy ....................... 39

3.5 Admission and Progression Policy ............................ 40-41

3.6 Professional Probation Status .................................. 42

3.7 Mandatory Drug Testing .......................................... 43-44

3.15 Drug Testing Waiver Agreement ............................. 45

3.8 Chemical Impairment Policy .................................... 46-48

3.8 Legal Limitations for State Licensure ...................... 49

3.9 Fraternization Policy ............................................... 50

3.10 Harassment Policy ................................................ 51-52

3.11 Initial and Ongoing Clinical Requirements ................ 53

3.12 Background Check Policy ...................................... 54-57

3.13 Online HIPAA Education Session ............................ 58

3.16 Non-Discrimination Policy ...................................... 59

3.17 Non-Progression/Grievance Policy ......................... 60-62

3.18 Formal Complaint Procedure .................................. 63

3.19 Medication Calculation Competency Policy ................. 64

3.20 Nursing Laboratory Policies and Guidelines .............. 65-66

3.21 Nursing Student’s Health Policy ............................ 67-69

3.22 Authorization to Release Medical Information ............ 70

3.23 Sudden Illness and/or Accident Policy ..................... 71

3.24 Professional Development Policy ............................ 72

3.25 Professional Dress and Uniform Policy ..................... 73-75

3.26 Statement on the Use of Social Media ...................... 76

3.27 Student Responsibilities ........................................ 77-78

3.28 Student Employment Guidelines ............................. 79

3.29 Photo Release Policy ............................................ 80
INTRODUCTION

The Bachelor of Science in Nursing Program Student Handbook is designed to supplement the Alvernia University Catalog and Alvernia University Student Handbook. It has been prepared with policies specific to the Nursing Department.

The policies contain essential requirements in the preparation of the professional nurse both academically and clinically in accord with the mission of Alvernia University, the outcomes of the Nursing Program, the requirements of the Pennsylvania State Board of Nursing, and the outcomes proposed by professional nursing standards.

Students are required to read this handbook upon matriculation in the BSN Program. A signed statement by the student that he/she received a Handbook will be maintained in the student file.
1.0 Purpose, Organization, and Administration
ALVERNIA UNIVERSITY
NURSING PROGRAMS

HISTORY OF THE NURSING PROGRAM

Alvernia’s Nursing Program was first established in 1973. In cooperation with a local Catholic hospital whose intent it was to phase out its diploma program, Alvernia College embarked on a commitment to establish a nursing program “within the mainstream of an institution of higher learning.” Alvernia’s administration embraced the opportunity to develop a Catholic-oriented nursing program according to the mission of the College, along with the sponsoring religious order, the Bernardine Franciscan Sisters.

A feasibility study and examination of the Pennsylvania’s Task Force Report on Two-Year Post-Secondary Education in Pennsylvania and the Pennsylvania Commission for the Study of Nursing and Nursing Education – 1974 verified the need for a college-based nursing program in Berks County. Alvernia College made a commitment to establish a two-year associate degree nursing program with resident facilities.

Initial approval to plan the program was granted by the State Board of Nurse Examiners on May 28, 1974. The Bernardine Sisters were integral in pursuing the advanced nursing education necessary for program planning and teaching expertise. In addition, consultations for program development were obtained from Dr. Edith Rubino, a consultant from the National League for Nursing, as well as from directors of many Associate and Baccalaureate Programs. The college division heads, the dean, and the president also shared their expertise in the planning process.

On November 17 and 18, 1976, the State Board of Nurse Examiners granted initial approval. On January 19, 1977, the Pennsylvania Department of Education approved the granting of the Associate Degree in Nursing (ADN). In addition to the Bernardine Sisters, qualified lay people were hired to meet the faculty needs of the program. Clinical sites from the surrounding communities were utilized for clinical experiences. Nineteen students registered for the first class which began in the summer of 1977, and seventeen graduated in May, 1979.

After engaging in an extensive self-study process, a survey was conducted by the National League for Nursing, Division of Accreditation Services in the spring of 1985. As a result of the evaluation, initial accreditation of the Associate Degree in Nursing Program was granted in March, 1985. The program was re-visited and re-accredited again by the National League for Nursing in November 1993 for a full eight years.

In order to meet the changing needs of the nursing workforce and meet the needs of Berks County, the Alvernia College Administration and nursing faculty examined the feasibility of converting the Associate Degree in Nursing Program to a four-year generic Bachelor of Science in Nursing (BSN) Program. Over a two-year period, Alvernia College faculty submitted and defended proposals to the Pennsylvania State Board of Nursing, including completion of a site visit by the State Board. Full, initial approval was granted on June 23, 2000.

During the same 1999-2000 academic year the RN to BSN Program was undergoing the initial accreditation process with the Commission on Collegiate Nursing Education (CCNE). The generic Bachelor of Science in Nursing Program was included under the accreditation. The first freshman class of 20 students was admitted in the fall of 2000. The ADN Program was closed following the graduation of its last class in May 2003.
In the Spring of 2002, the program received a $250,000 PA State Grant from the Department of Community and Economic Development which was used to upgrade classroom and skills laboratory technology, launch an outreach program to bring additional students, and research the need for a Master of Science in Nursing program in the Berks County area. Equipment and technology for simulation education was expanded as a result of this grant, as well.

In 2004, the PA State Board of Nursing conducted an on-site compliance visit. As a result, the new BSN program changed from initial approval status to full approval. In addition, the Commission on Collegiate Nursing Education (CCNE) conducted an on-site visit in November, 2004. The BSN and RN to BSN Programs were given a 10-year approval status with no recommendations for improvement. During the fall of 2014, a periodic site visit and program review was conducted by the CCNE and in the spring of 2015 all Nursing Programs were given a new 10-year approval status.

Alvernia College received five-year program approval for a new School Nurse Certification Program at the undergraduate and graduate level in the summer of 2006 from the Pennsylvania Department of Teacher Certification and Preparation and ongoing approval in March 2008. Upon completion of a School Nurse Certification Program, students apply for Educational Specialist I certificates in order to practice as certified school nurses in the Commonwealth of Pennsylvania. In addition, a Master in Education with Emphasis in School Health program began in 2006 to meet the graduate educational needs of certified school nurses in Southeastern Pennsylvania. In October, 2008, Alvernia University submitted a grandfathering process application to the Pennsylvania Department of Education, Bureau of Postsecondary Services, and in spring, 2009, the Master in Education with Emphasis in School Health program was approved through the grandfathering process and renamed the Program in School Health Services leading to a Master of Education. Due to a pattern of low enrollment, a decision was made in 2011 to teach-out and close this particular MEd program.

In September, 2008, during its 50th Anniversary year, Alvernia College transitioned to Alvernia University. This transition led to an increased emphasis on graduate education across disciplines. For the Nursing Department, this movement toward increased graduate offerings led to the development of a Master of Science in Nursing (MSN) Program. The decision to design and seek approval for a MSN degree was based on input from faculty, administrators, students, alumni and community leaders. Consistent with national trends, schools of nursing in the Berks County region were experiencing a shortage of qualified nursing faculty. With sufficient data and faculty expertise to support a program in Nursing Education leading to a MSN, the curriculum and blended online program was designed based on national and state standards.

After a full proposal and on-site evaluation by the Pennsylvania Department of Education (PDE), provisional approval was granted in August, 2008. A class of 17 students started the first nursing course in January, 2009. In May, 2011, the first six graduates of the MSN program received their degrees from Alvernia University.

Reviewed Annually; Revised 5/09, 5/11, 6/13, 6/14, 6/15
ALVERNIA UNIVERSITY
NURSING PROGRAMS

MISSION STATEMENT

The Nursing Programs are designed to function within the overall educational framework and in accordance with the Mission Statement of Alvernia University. The Programs provide students with an education in the Catholic intellectual tradition, combining liberal arts, professional education, and ethical values. Learning takes place within a caring Franciscan environment, emphasizing respect for the dignity of all human beings and the call to serve others. Christian values are blended with professional competence to provide the student the knowledge and skills to serve in health care settings with diverse populations. Faculty and students work together to increase understanding of each other and clients with different cultural backgrounds and perspectives. Graduates are prepared to be reflective practitioners with high moral integrity, engaged in lifelong learning.

PROGRAM OUTCOMES

1. Prepare learners for evidence-based, clinically competent professional practice that serves diverse populations within a rapidly changing healthcare practice and delivery system.
2. Develop professional nurses to contribute to the discipline through practice, research, education, and leadership.
3. Serve regional communities by educating nurses at the general and/or graduate levels.
4. Demonstrate Catholic Franciscan values through community leadership and service opportunities.

PURPOSE

The purpose of the Bachelor of Science in Nursing (BSN) Program is to offer a dimension of learning for the student in a Christian-oriented environment. The BSN graduate functions as a generalist practitioner in a variety of health care environments. Alvernia's BSN graduate is prepared to deliver health care to persons of all ages, families and community groups with sensitivity to cultural and environmental factors.

The goals of the BSN Program are to prepare graduates to integrate values, skills, knowledge and ethical standards of the nursing profession. The graduate will be given the tools to develop skills as a provider of care, coordinator of care, and member of the profession.

STUDENT LEARNING OUTCOMES: Pre-licensure BSN Program

1. Demonstrate a solid base in liberal education – humanities, social sciences, and natural sciences – to inform generalist nursing practice.
2. Assume an ethical leadership role to improve quality of clients’ care and safety within a variety of health care settings.
3. Integrate reliable evidence to inform practice and make clinical judgments.
4. Demonstrate skills in information technology and client care technologies to facilitate ethical and safe care.
5. Recognize local, state, national, and global trends in health policy and regulation and its effect on nursing practice.
6. Use professional communication and collaboration skills to deliver safe and evidence-based, client-centered care.
7. Use evidence-based disease prevention and health promotion practices across the life span.
8. Demonstrate the professional standards of moral, ethical, and legal conduct.
9. Synthesize core knowledge and skills for generalist nursing practice across the life span in a variety of health care settings.

PROFESSIONAL STANDARDS AND GUIDELINES

The Bachelor of Science Degree in Nursing (BSN) Program utilizes Nursing: Scope and Standards of Practice (ANA, 2010); The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008); Professional & Vocational Standards (Title 49, Chapter 21) Pennsylvania Code (July 4, 2015); and The American Nurses Association Code of Ethics (ANA, 2015).

COLLEGE OF PROFESSIONAL PROGRAMS: MISSION STATEMENT

As an academic department within the College of Professional Programs, Nursing faculty and students support the following:

The Mission of the College of Professional Programs is to empower departments to develop students’, faculty members’, and staffs’ personal and professional responsibility in the context of their vocations. Through modeling ethical standards of our richly diverse professional programs, we encourage continual investment in best practices and engaged learning in collaboration with our communities.
ALVERNIA UNIVERSITY
NURSING PROGRAMS

STATEMENT OF MISSION AND VALUES IN ACADEMIC LIFE

The Nursing Department supports the Alvernia University Statement of Mission and Values in Academic Life. This is in conjunction with the professional nursing standards of conduct.

- Franciscan higher education provides a value system seeking integration of all academic disciplines and a curriculum that acknowledges these values as a transforming force in the light of the Gospel.

- Those who acknowledge this value system also recognize that we are to be “in relationship” with all our brothers and sisters in respectful, loving and compassionate concern for each other.

Therefore, we:

- Support peace and non-violence by respecting diversity and affirming the dignity of everyone in our University community.

- Practice civility, respect and courtesy in our daily conversation and behaviors.

In light of the issues raised and understanding that the solution lies primarily in our living according to the Franciscan values we support, the Alvernia University faculty should continue to explore creative opportunities for integrating our core values and the mission statement into academic life, thereby recognizing moral development across the curriculum as a priority at the University.
The BSN Program adopts the National Student Nurses’ Association Code of Academic and Clinical Conduct (http://www.nsna.org/Portals/0/Skins/NSNA/pdf/pubs_code_of_ac.pdf) as a guide for professional student nurse behavior.

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and personal development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

CODE OF ACADEMIC AND CLINICAL CONDUCT (Cont'd)

- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

ALVERNIA NURSING FACULTY ADDENDUM

Honesty is a trait essential to the nursing profession. Nursing students are expected to be completely honest in all matters relative to their nursing education and transition to the professional role. There are many varied situations which require truthfulness from nursing students. Examples of such situations include:

- admitting mistakes in the clinical setting
- providing reasons for absences
- documenting in health agency records
- writing about clinical experiences in logs and journals
- applying for licensure
- preparing a personal resume
- corresponding with prospective employers

Consequences for violations of any of the ethical standards of the Alvernia University Nursing Department will vary according to the severity of the infraction. Examples of consequences include reduction in course grades, loss of eligibility for awards or membership in the Honor Society, and letters of warning or reprimand placed in the student's file. All instances of cheating or plagiarism are required by the Provost to be reported to the Registrar's office. Serious or repeated ethics violations may result in dismissal from the nursing program.

Initial 6/01; Reviewed Annually, Revised 6/08
ALVERNIA UNIVERSITY
BY-LAWS
THE ALVERNIA STUDENT NURSES’ ASSOCIATION
ARTICLE I
NAME, PURPOSE, AND FUNCTION

SECTION 1. NAME
The name of this organization shall be The Alvernia Student Nurses’ Association, hereafter referred to as ASNA.

SECTION 2. PURPOSE
The purpose of ASNA is to:
   a. Aid in the development of the nursing students’ integrity through their professional role and responsibility for the holistic care of all people.
   b. Enhance academic and professional growth in nursing education.
   c. Promote a greater understanding of the nursing profession throughout the University and the Community.
   d. Develop leadership skills.

SECTION 3. FUNCTION
The functions of ASNA are to:
   a. Provide programs representative of fundamental and current professional interest and concerns.
   b. Promote and encourage student participation in the University’s interdisciplinary activities.
   c. Promote and encourage nursing students’ participation in the community affairs and health care activities.
   d. Represent nursing students to consumers, organizations, and other organizational and governmental bodies.
   e. Inform, advise, and advocate the nursing students and their rights and responsibilities.

ARTICLE II
MEMBERSHIP, PRIVILEGES, AND RESPONSIBILITIES

SECTION 1. MEMBERSHIP
Starting fall semester of 2015 for all incoming freshman: Membership in ASNA shall only be gained through a signed document by the nursing student of Alvernia University to be signed at any time during the academic year, acknowledging: membership begins after signing the document, they understand the purpose of the association, they understand the benefits of the association, as well as understanding the rules of membership, i.e. active members must come to at least two meetings per semester or they become an inactive member.

SECTION 2. PRIVILEGES
The privileges of this membership shall be the same as any other club or organization’s on the Alvernia University campus – regarding the use of the University facilities, scheduling activities on campus and in the community, and fundraising projects.

Reviewed Annually: Revised 5/09; 2/15
ALVERnia UNIVERSITY
BY-LAWS
THE ALVERnia STUDENT NURSES’ ASSOCIATION

SECTION 3. RESPONSIBILITIES
The responsibilities of the membership shall be to attend meetings, to participate in planned
activities, and to work in cooperation with the officers and faculty to ensure optimum
effectiveness of the organization.

ARTICLE III
OFFICERS, ELIGIBILITY, AND TERMS OF OFFICE

SECTION 1. EXECUTIVE OFFICERS
The elected officers of ASNA shall be the President, Vice-President, Treasurer, and Secretary.

SECTION 2. EXECUTIVE COMMITTEE
The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary,
two representatives from each level of the nursing program (Freshman, Sophomore, Junior, and
Senior), a Fundraising Chairperson, a Community Service Chairperson, Communications
Chairperson, Peer Mentor Coordinator, and Public Relations Chair. The Nursing Department
Chair and faculty/staff advisor(s) are considered ex-officio members.

SECTION 3. ELIGIBILITY
All officials shall:
   a. Be an active member of ASNA
   b. Meet progression requirements as per the nursing program and as stated in the nursing
      handbook
   c. Be required to join NSNA
   d. Not be students who have been impeached or have not fulfilled previously elected duties.

SECTION 4. TERMS OF OFFICE
Term of Office shall be for one (1) year. Elections will be held annually at the beginning of
Spring semester. The Freshman Class Representative will be elected at the beginning of each
Fall semester. Students interested in running for an executive officer position – president, vice
president, treasurer, or secretary – must have maintained active membership in ASNA for one
year before running for executive office. This does not apply for executive committee positions
including: class representatives, fundraising chairperson, community service chairperson,
communications chairperson, peer mentor coordinator, or public relations chairperson.

ARTICLE IV
VOTING

SECTION 1. VOTING
Only current nursing students at Alvernia University may be allowed to cast a vote for
candidates running for executive office.

Reviewed Annually: Revised 5/06; 2/15

15
SECTION 2. VACANT POSITIONS
In case of a vacancy of the office of the President during the term, the Vice-President will fill the position. Members of ASNA will vote to fill the vacancy for the Vice-President, Treasurer, Secretary, and Class Representatives.

SECTION 3. IMPEACHMENT
Grounds for impeachment (at least one must apply):
   a. Failing to fulfill the purpose of ASNA
   b. Failing to fulfill duties of the office
   c. Misappropriation of funds

Impeachment procedure:
   a. Any ASNA member may initiate the impeachment process.
   b. The call for impeachment must be presented to an ASNA advisor in the form of a petition stating the reason(s) for impeachment.
   c. ASNA’s Executive Committee and advisors will then vote on the impeachment petition. A two-third (2/3) vote is required for the petition to carry forward.
   d. The advisor(s) will present the petition to the entire membership for vote. A two-third (2/3) majority is required for the petition to carry forward.
   e. If the impeachment carries forward, the person will be removed from the office and the vacancy will be filled as specified in Article IV, Section 2.

ARTICLE V
DUTIES OF THE OFFICERS

SECTION 1. PRESIDENT OF ASNA
The President of ASNA shall:
   a. Attend and preside over all ASNA meetings.
   b. Keep informed on all matters affecting ASNA.
   c. Act as chief spokesperson for the nursing student body in dealing with the administration and faculty.
   d. Form ad hoc committees as circumstances deem necessary.
   e. Represent the nursing student body or appoint a replacement, to act as a liaison officer with the Student Government Association (SGA) and the Faculty Council.
   f. Call special meetings when necessary.
   g. Report directly to faculty advisor(s).
   h. Prepare agenda for meetings.
   i. Be responsible for coordinating ASNA participation in SGA activities.
ALVERnia UNIVERSITY
BY-LAWS
THE ALVERnia STUDENT NURSES' ASSOCIATION

SECTION 2. VICE-PRESIDENT OF ASNA
The Vice-President of ASNA shall:
   a. Attend all ASNA meetings.
   b. Assist the President in all matters concerning the ASNA.
   c. In case of temporary or permanent vacancy of the Presidential Office, the Vice-President will assume the duties of the President.
   d. Perform all other duties as assigned by the President or as usual to this Office.
   e. Coordinate convention planning.

SECTION 3. TREASURER OF ASNA
The Treasurer of ASNA shall:
   a. Attend all ASNA meetings.
   b. Keep accurate records of all financial accounts, under the supervision of ASNA advisors.
   c. Provide a treasurer's report at each meeting.
   d. Responsible for paperwork and activities related to financial transactions.
   e. Perform other duties as assigned by the President as usual to this Office.

SECTION 4. SECRETARY OF ASNA
The Secretary of ASNA shall:
   a. Attend all ASNA meetings.
   b. Keep accurate minutes of all ASNA meetings.
   c. Post minutes within seven (7) academic days in suitably prominent locations and/or submit a copy to administration if requested.
   d. Keep ASNA files up-to-date.
   e. Serve as historian of ASNA by keeping a log of the Association's activities and events during the Term.
   f. Perform all other duties as assigned by the President of as usual to this Office.

SECTION 5. FUNDRAISING CHAIRPERSON
The Fundraising Chairperson of ASNA shall:
   a. Attend all ASNA meetings.
   b. Be responsible for all fundraising activities.
   c. Collaborate with Class Representatives when necessary.
   d. Perform other duties as assigned by the President as usual to this Office.
   e. Coordinate with Treasurer to track fundraising activities by student account.
   d. Collect, coordinate, and distribute fundraising materials to represented class and act as liaison between the class and the Treasurer.
   e. Perform other duties as assigned by the President as usual to this Office.
SECTION 6. COMMUNICATION CHAIRPERSON
The Communication Chairperson of ASNA shall:
   a. Attend all ASNA meetings.
   b. Write and distribute the ASNA newsletter at times determined by the Executive Committee.
   c. Be responsible for maintaining the ASNA bulletin board.
   d. Perform other duties as assigned by the President as usual to this Office.

SECTION 7. COMMUNITY SERVICE CHAIRPERSON
The Community Service Chairperson of ASNA shall:
   a. Attend all ASNA meetings.
   b. Be responsible for coordinating community service projects.
   c. Perform other duties as assigned by the President as usual to this Office.

SECTION 8. PEER MENTOR COORDINATOR
The Peer Mentor Coordinator of ASNA shall:
   a. Attend all ASNA meetings.
   b. Be responsible for matching peer mentors with peer mentees.
   c. Be responsible for coordinating ASNA Peer Mentor Socials
   d. Perform other duties as assigned by the President as usual to this Office.

SECTION 9. PUBLIC RELATIONS OFFICER
The Public Relations Officer of ASNA shall:
   a. Attend all ASNA meetings.
   b. Maintain existing ASNA social media websites including; keep the sites updated while adding new members and taking away members no longer in ASNA.
   c. Advertise upcoming events on all available ASNA social media outlets.
   d. Assist in the creation of flyers for events to be distributed around campus.
   e. Create a survey at least once an academic year to be distributed to all nursing students including questions on how to improve ASNA.
   f. Assist with club activities and community service projects after each meeting and as appropriate.

SECTION 10. CLASS REPRESENTATIVES
The Class Representatives of ASNA shall:
   a. Attend all ASNA meetings.
   b. Keep represented class updated with information pertaining to ASNA.
   c. Mention the next ASNA meeting before, or during, nursing class a few days in advance of the meeting.
   d. Assist with club activities and community service projects after each meeting and as appropriate.

Reviewed Annually; Revised 5/09; 2/15
SECTION 1. MEETINGS
Meeting time and place will be determined every semester by the current ASNA Executive Committee and will be open to all ASNA members.

SECTION 2. PLANNING MEETINGS
A planning meeting will be held annually prior to/at the start of the school year to plan ASNA events for the upcoming Term. Attendance is mandatory for the ASNA Executive Committee.

SECTION 3. AD HOC MEETINGS
Ad Hoc meetings may be called at the discretion of the President, faculty advisor, or Executive Committee of ASNA.

SECTION 4. ORDER OF BUSINESS
The order of business of each meeting shall be in accord with the agenda and shall follow the given rule of order:
   a. Call of order
   b. Mission moment
   c. Approval of minutes
   d. Treasurer’s report
   e. Report of committees
   f. Old business
   g. New business
   h. Newsletter
   i. Open forum
   j. Adjournment

ARTICLE VIII
CONVENTION
Only officers can attend the National Student Nurses Association (NSNA) national convention. Students who plan to attend convention must currently be serving as an officer in ASNA for one year and maintain active membership in ASNA for at least one year. Those who do not meet set qualifications may have the opportunity to attend at the discretion of the executive board.

ARTICLE IX
AMENDMENTS
Amendments to this constitution (By-laws) may be presented by the members of ASNA. They must be submitted in writing to the President ten (10) days prior to the Association’s meeting and must receive two-third (2/3) of the votes of those present during their approval.

By-laws shall be reviewed and updated annually.

Reviewed Annually: Revised 5/09; 2/15
ALVERNIA UNIVERSITY
NURSING PROGRAMS

SIGMA THETA TAU - NURSING HONOR SOCIETY
UPSILOZ ZETA CHAPTER (#460)

On April 17, 2007 the Nursing Honor Society at Alvernia College was chartered as an official chapter of Sigma Theta Tau International, the Honor Society of Nursing. Designated the Upsilon Zeta Chapter, the Honor Society is an organization which provides opportunities and responsibilities to make definite contributions to the Alvernia University Nursing Department, to the profession, and to the health of the public worldwide. Its purposes are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

The precursor of Upsilon Zeta was the Alvernia College Nursing Honor Society, chartered on November 14, 2003. Approval for the Upsilon Zeta Chapter was granted at the Sigma Theta Tau International Biennial Convention in the fall of 2006. Membership in the honor society is by invitation only. The criteria for membership for undergraduate students is based on having completed at least half of the nursing curriculum, having achieved a cumulative grade point average of at least 3.0 on a 4.0 grading scale, and ranking in the top 35% of their class. Nurse leaders must hold a baccalaureate degree and have demonstrated achievement in nursing education, practice, research, administration, or publication.

At Alvernia University, 93 nurse leaders and senior level baccalaureate nursing students were inducted as Charter Members into the Upsilon Zeta chapter. Each candidate is required to meet the criteria for academic integrity. Academic integrity is defined as a “commitment, even in the face of adversity, to five fundamental values: 1) trust, 2) honesty, 3) fairness, 4) respect, and 5) responsibility.” At the Chartering Ceremony, Sister Mary Stella Cisz received the Chapter’s first “Friend of Nursing” award and was recognized as one of the principle founders of Alvernia’s nursing program in 1977.

The Honor Society of Nursing, Sigma Theta Tau International, is a not-for-profit organization whose mission is to improve the health of people worldwide through leadership and scholarship in practice, education, and research. Founded in 1922, the honor society currently has 135,000 active members in more than 90 countries. Members include practicing nurses, instructors, researchers, policymakers, entrepreneurs and others. Sigma Theta Tau’s vision is to create a global community of nurses who lead using scholarship, knowledge, and technology to improve the health of the world’s people.

For additional information on Sigma Theta Tau International, contact www.nursingsociety.org.

Initial 11/03; Reviewed Annually; Revised 5/07, 6/10, 6/16

20
2.0 Curriculum
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

CONCEPTUAL FRAMEWORK

The Conceptual Framework for the Nursing Programs at Alvernia focuses on the care of the client, which may be the individual, family, group, or the community. Eight essential concepts surround this central core. Each concept interrelates to the others as they circle the core, which impact and are impacted by the client or receiver/s of nursing care.

The outer ring of the model represents the continuously revolving process which is the system by which professional nursing care is accomplished. Each step in the nursing process connects by the vital link of communication. The entire system of nursing care operates in continual awareness of the core, the client, through the actualization of one or more of the essential concepts. The broken line represents the fluid movement between process, concepts, and the focus of nursing care.

The conceptual framework, built upon a firm foundation of the liberal arts, the sciences, and the humanities, operates within a caring teaching-learning environment. It illustrates the means to providing holistic nursing care across practice environments.

The eight essential concepts integral to the Alvernia Nursing Programs are:

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Role</td>
<td>Nurses are providers of care, designers, managers, and coordinators of care, and members of an ever-evolving, multi-faceted practice profession (AACN, 2008).</td>
</tr>
<tr>
<td>Ethics</td>
<td>Ethical and legal principles define nursing practice and provide guidelines for responsible, effective, and compassionate care of individuals, families, groups, and communities. The nursing programs at Alvernia follow the tenets of the Code of Ethics for Nurses (ANA, 2015).</td>
</tr>
<tr>
<td>Evidence Based Practice</td>
<td>Nurses consciously and judiciously integrate the current best evidence with clinical expertise and patient/family preferences and values for delivery of optimal nursing care. Evidence Based Practice is a mark of excellence among professional nurses and healthcare organizations.</td>
</tr>
<tr>
<td>Diversity</td>
<td>Learning about and demonstrating respect for diversity and cultural awareness enhances the delivery of health care that is holistic and client centered. The promotion of cultural competence and respect for diversity are hallmarks of the nursing programs at Alvernia.</td>
</tr>
</tbody>
</table>
Leadership

Leadership is the informed and wise use of power and the ability to influence others effectively in order to accomplish a goal. The potential for capable and ethical leadership distinguishes Alvernia’s nursing students.

Skill

The ability to do something well, according to standards of professional nursing practice, is usually gained through education or experience. Skill refers to both tasks performed and care provided by a nurse, as well as to critical thinking and problem solving ability within healthcare settings. Such activities of providing service to others in a competent, safe manner are essential to the promotion, maintenance, and restoration of health and well-being or in prevention of illness.

Technology

The systematic application or use of scientific knowledge, devices, machines, tools, and techniques to solve practical problems which affect those seeking and using healthcare is an expectation of professional nurses in the 21st century. The use of various technologies and software applications is woven throughout the nursing programs at Alvernia.

Safety

Within the healthcare environment, safety refers to freedom from whatever exposes one to danger or from liability to cause danger, harm, injury or loss. Safety is taught and modeled at every level of the nursing programs and is considered a standard of all nursing practice and care.

References:


ALVERNIA NURSING PROGRAMS
CONCEPTUAL FRAMEWORK

CLIENT, FAMILY, GROUP, and COMMUNITY

EVIDENCE BASED PRACTICE

ETHICS

DIVERSITY

LEADERSHIP

SKILL

TECHNOLOGY

SAFETY

PROFESSIONAL ROLE

COMMUNICATING

EVALUATING

IMPLEMENTING

PLANNING

COMMUNICATING

IDENTIFYING PROBLEM(S)

ASSESSING

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COMMUNICATION
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING

CURRICULUM OVERVIEW

FRESHMAN LEVEL

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>17.5 credits</th>
<th>Semester 2</th>
<th>17.5 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 110 First Year Seminar</td>
<td>3 cr</td>
<td>Communication (COM)</td>
<td>3 cr</td>
</tr>
<tr>
<td>COM 101 Composition &amp; Research</td>
<td>3 cr</td>
<td>THE 105 Foundations of Theology</td>
<td>3 cr</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>3 cr</td>
<td>BIO 108/118 Human Anatomy &amp; Physiology II</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIO 107/117 Human Anatomy &amp; Physiology I</td>
<td>4 cr</td>
<td>BIO 220 Clinical Microbiology</td>
<td>4 cr</td>
</tr>
<tr>
<td>CHE 106 Fundamentals of Chemistry</td>
<td>3 cr</td>
<td>Fine Arts (Art or Music)</td>
<td>3 cr</td>
</tr>
<tr>
<td>CHE 109 Fundamental Laboratory Techniques</td>
<td>1 cr</td>
<td>NUR 111 Intro to Experiential Nursing Science I</td>
<td>0.5 cr</td>
</tr>
<tr>
<td>NUR 110 Intro to Experiential Nursing Science I</td>
<td>0.5 cr</td>
<td>(suggested course)</td>
<td></td>
</tr>
</tbody>
</table>

SOPHOMORE LEVEL

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>17 credits</th>
<th>Semester 4</th>
<th>17 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 105 Introduction to Philosophy</td>
<td>3 cr</td>
<td>THE 210 Medical Moral Theology</td>
<td>3 cr</td>
</tr>
<tr>
<td>BIO 216 Nutrition</td>
<td>3 cr</td>
<td>Foreign Language</td>
<td>3 cr</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 cr</td>
<td>Literature (ENG)</td>
<td>3 cr</td>
</tr>
<tr>
<td>NUR 209 Foundations of Professional Nursing Skills</td>
<td>5 cr</td>
<td>NUR 218 Pharmacology and the Nursing Process</td>
<td>3 cr</td>
</tr>
<tr>
<td>NUR 210 Introduction to Nursing Practice: Roles and Responsibilities</td>
<td>3 cr</td>
<td>NUR 220 Nursing I: Adult Medical Surgical Clients</td>
<td>5 cr</td>
</tr>
</tbody>
</table>

JUNIOR LEVEL

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>15 credits</th>
<th>Semester 6</th>
<th>14 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>3 cr</td>
<td>BIO 410 Pathophysiology</td>
<td>3 cr</td>
</tr>
<tr>
<td>NUR 311 Health Assessment Across the Lifespan</td>
<td>3 cr</td>
<td>MAT 208 Introductory Statistics</td>
<td>3 cr</td>
</tr>
<tr>
<td>NUR 315 Nursing II: Birth &amp; Childhood to Adulthood</td>
<td>9 cr</td>
<td>NUR 312 Transcultural Nursing</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 317 Nursing III: Behavioral Health &amp; Chronicity</td>
<td>5 cr</td>
</tr>
</tbody>
</table>

SENIOR LEVEL

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>16 credits</th>
<th>Semester 8</th>
<th>12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI or THE (200-400 level)</td>
<td>3 cr</td>
<td>NUR 409 Leadership &amp; Ethical Dimensions for Nursing Practice</td>
<td>3 cr</td>
</tr>
<tr>
<td>NUR 408 Introduction to Research Methods</td>
<td>3 cr</td>
<td>NUR 417 Nursing Role Synthesis Practicum</td>
<td>6 cr</td>
</tr>
<tr>
<td>NUR 410 Nursing IV: Adult &amp; Geriatric Clients</td>
<td>5 cr</td>
<td>NUR 418 Nursing of the Acute and Critically Ill</td>
<td>3 cr</td>
</tr>
<tr>
<td>NUR 412 Nursing of the Family &amp; Community</td>
<td>5 cr</td>
<td></td>
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</tbody>
</table>

TOTAL # OF CREDITS: 125

Initial 10/99, Reviewed Annually; Revised 5/09, 5/11, 5/12, 6/13, 6/14, 6/15
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES

The BSN Program evaluation processes are folded into current University-wide and Nursing Department evaluation practices. The Commission on Collegiate Nursing Education (CCNE) Accreditation Standards ensures comprehensive, ongoing evaluation from every level of the curriculum and internal/external consumer.

The purposes of the Nursing Department’s program evaluation are to systematically assess curriculum, instruction, student outcomes, identify areas of challenge and opportunities for improvement, and facilitate program improvement. The processes of collecting, analyzing, and providing data for reports to State agencies, accrediting agencies, and governing bodies are key to program evaluation.

Multiple data sources from students, faculty, and employers are used to assess student learning and evaluate the BSN Program. The following two tables provide a snapshot of these data sources:

<table>
<thead>
<tr>
<th>Source</th>
<th>Why</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Feedback Reports</td>
<td>The Nursing Department complies with the University-wide policy found in the Alvernia University Faculty Handbook. These evaluations are forwarded to the Office of the Provost and returned in aggregate form to the individual faculty member and relevant administrators.</td>
<td>Students</td>
<td>At end of course</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>Evaluate course content, process, evaluation methods, and teaching strategies. Methods may include formal evaluation tools, focus groups, or classroom discussions.</td>
<td>Students and Course Faculty</td>
<td>At end of course (on a rotating schedule)</td>
</tr>
<tr>
<td>Clinical Site Evaluation</td>
<td>Evaluate clinical sites used during various clinical rotations.</td>
<td>Students</td>
<td>At end of course (as specified in the Nursing Faculty Handbook, and thereafter on a rotating schedule)</td>
</tr>
<tr>
<td>Clinical Skills Lab</td>
<td>Evaluate the Nursing Skills Laboratory in areas such as physical layout, accessibility of staff, convenience of lab hours, sufficient numbers of computers, software and audiovisuals.</td>
<td>Students</td>
<td>Every 1-2 years as designated by faculty</td>
</tr>
<tr>
<td>Source</td>
<td>Why</td>
<td>Who</td>
<td>When</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Focus Group</td>
<td>Describe perception of satisfaction with curriculum, physical facilities and secretarial support in the Nursing Department, and academic support services such as, Health, Counseling, Academic Advisement, Assistance/Disability Assistance, Career Placement, and Financial Aid.</td>
<td>Coordinated by Pre-licensure BSN Coordinator and facilitated by a neutral party from outside the Nursing Department</td>
<td>Every few years</td>
</tr>
<tr>
<td>Graduation Survey</td>
<td>Evaluate student satisfaction with university and department-related services, for example, student support services, physical facilities, and financial aid.</td>
<td>Institutional Research Department</td>
<td>Annually</td>
</tr>
<tr>
<td>(university-wide)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Survey</td>
<td>Evaluate satisfaction with preparation as a BSN prepared nurse</td>
<td>Institutional Research Department and Nursing Department</td>
<td>Every three years</td>
</tr>
<tr>
<td>Employment Survey</td>
<td>Assess number of graduates in a cohort who are employed as a RN within one year of graduation</td>
<td>Pre-licensure BSN Program Coordinator and Chair</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Data from the above evaluation methods are summarized annually using the Systematic Evaluation Plan as a guide. The plan is comprehensive and designed to evaluate all aspects of the program based on CCNE Standards; starting with the mission and philosophy and continuing through with goals and program learning objectives. The Nursing Department Chair will be responsible for gathering, interpreting and presenting the data to the entire Nursing Faculty on an annual basis. Through these mechanisms, the faculty will evaluate the overall curriculum and make appropriate changes.

Students and faculty will be engaged in the on-going process of reflection and self-evaluation to assess their personal and professional development as they develop competencies and apply knowledge. These opportunities for self-evaluation will foster professional independence and critical thinking. Student success will be judged by each student's mastery of the knowledge and competencies, combined with their understanding of the attitudes and values that link their master's education to responsible professional practice as they continue to develop their professional expertise in an increasingly complex health care environment.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

CAPSTONE PROJECT

The purpose of the Capstone Project is to allow students to develop and demonstrate competency in a cluster of skills integral to the practice of professional nursing at the baccalaureate level. These skills reflect the outcomes of the BSN Program and include:

- Reading and critiquing published research
- Critical thinking
- Collaboration and communication with peers and other professionals
- Time management
- Professional presentation
- Ethical decision making

Phase I – Research Critique, Critical Thinking (NUR 408)

Work on the Capstone Project begins in NUR 408, Introduction to Research Methods. In this course, with faculty guidance, students examine evidence-based practice (EBP) relevant to the discipline of nursing. Students gather published research on the assigned topic. While studying specific aspects of the research process in class, students analyze the research studies relevant to this topic. Skills in searching for appropriate research sources, reading research, critical thinking, and research critique are developed throughout the course.

In collaboration with an assigned student group, students examine and prepare a poster that describes the 1) significance of the problem, 2) current literature, 3) summary of the evidence, 4) clinical considerations, and 5) recommendations for nursing practice. Students present their findings to their classmates via a poster presentation. A copy of the poster and presentation grade completes the requirements for Phase I of the Capstone. The skills developed in Phase I enable each student to progress to the next level of the Capstone work, a group project on an EBP topic, which follows in the final semester in the Alvernia University Pre-licensure BSN Nursing Program.

Phase II – Application of Research Skills, Collaboration, Time Management, Professional Presentation (NUR 409/NUR 417)

In the second phase of the Capstone Project, students further develop skills in research critique, critical thinking, and communication to produce an evidence-based practice project. Project topics are selected in conjunction with faculty and nursing professionals at the various agencies where students are assigned in their senior level clinical rotations. In collaboration with an assigned group, students gather and critique research related to the professional issue. The culmination of this project is a scholarly paper and formal presentation of the findings. Findings may also be disseminated to appropriate agency staff. Students complete a written reflection on their beliefs/goals about their future nursing practice, and how vocational decisions have been shaped by values, Franciscan mission, and their general undergraduate experience at Alvernia.
Note: Students who are taking NUR 408, NUR 409, and/or NUR 417 out of the usual sequence must meet the Capstone objectives in a manner negotiated with the course faculty and department chair. This process may require taking a directed study course.

The diagram below illustrates Nursing Capstone Components for the Pre-licensure BSN Program.
3.0 Guidelines and Policies
ALVERNIA UNIVERSITY  
BACHELOR OF SCIENCE IN NURSING PROGRAM  

POLICY ON STUDENTS WITH DISABILITIES  
CORE PERFORMANCE STANDARDS

In keeping with its mission and goals and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Alvernia University promotes an environment of respect for and support of persons with disabilities. The two categories of individuals with disabilities are: a) individuals with a physical or mental impairment that substantially limits one or more major life activities; and b) individuals with a record of physical or mental impairment that substantially limits one or more major life activities including care for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, and working.

The term “physical impairment” includes but is not limited to orthopedic, visual, speech and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, tuberculosis, drug addiction, and alcoholism. Mental impairments may include mental or psychological disorders such as intellectual disabilities, emotional or mental illness and specific learning disabilities.

Individuals applying for admission, progressing to clinical courses and graduating from the Alvernia University generic BSN Program must be able to meet the physical and emotional requirements of the academic and clinical programs. Individuals who pose a direct threat to the health or safety of others or to themselves may be denied admission, progression, and graduation. The university’s determination that a person poses a direct threat will be based on the best available objective evidence to assess: a) the nature, duration, and severity of the risk; and b) the probability that a potential injury will actually occur.

The following statement appears on each nursing syllabus and indicates it is the responsibility of the student to self-disclose special learning needs:

Disability Services and Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act ("ADA"), the University offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact the Disability Services Coordinator, preferably prior to the beginning of the semester, to initiate the accommodation process and to notify instructors as soon as possible so accommodations can be made early on in the semester. Course requirements will not be waived but, if possible, reasonable accommodations will be made to allow each student to meet course requirements. Students needing assistance should contact the Disability Services Office in BH 105, by phone 610.568.1499, fax 484.335.4486, or e-mail: disability.services@alvernia.edu.

The faculty, having accepted the definition of nursing as a practice discipline with cognitive, sensory, affective and psychomotor requirements, have a list of “Core Performance Standards” which will provide an objective measure upon which an individual and the faculty can base informed decisions regarding whether the individual is “qualified” to meet the requirements of the academic program. Each standard has an example of activities, which a student would be required to perform while enrolled in the generic BSN Program.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Standards</th>
<th>Some Examples of Necessary Activities (Not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause and effect relationships in critical situations, develop nursing care plans, and plan and implement safe and effective evidence-based nursing care.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in oral and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Give oral and written reports to other members of the health care team.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Maneuver in patient room, work spaces, and treatment areas. Administer cardio pulmonary resuscitation procedures. Meet responsibilities in a timely manner. Lift or support at least 75 pounds in order to reposition, transfer, and ambulate patients.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standards</td>
<td>Some Examples of Necessary Activities (Not all inclusive)</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment, and position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, auscultation, percussion and functions of physical examination and/or those related to therapeutic intervention.</td>
</tr>
<tr>
<td>Social Behavior</td>
<td>Compassion, integrity, interpersonal skills, interest and motivation.</td>
<td>Develop a mature, sensitive, and effective relationship with clients.</td>
</tr>
</tbody>
</table>

Adapted from: Barry University, Nursing Dept., North Shore, Florida

Reference:

ALVERMIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

ACADEMIC AND CLINICAL PERFORMANCE POLICY

I. ACADEMIC PERFORMANCE
Scholastic standing is based on the combined results of daily classwork, assignments, tests, examinations and proficiency in clinical practice. The student is urged to work for intellectual excellence integrated with a mastery of clinical skills and personal professional growth on the expected level of instruction to meet the cognitive, affective and psychomotor objectives of each nursing course. Educational activities take priority. Classes and clinical practice are scheduled within the University framework. Students need to be flexible within this framework to fulfill the week’s objectives in theory and practice.

A. GRADING GUIDELINES

Successful completion of any nursing courses with a clinical practice component requires the achievement of objectives for both the clinical and classroom components of the courses. If the student fails to meet the clinical objectives, or receives a grade of less than 77% (C+) in the course, he/she may NOT progress in nursing courses for which that course is a prerequisite.

1. Final course grades will be rounded to the nearest whole number according to the “rule of 5”.
2. A “C+” average (77%) plus a “pass” rating for any/all clinical experiences must be achieved for progression into the next courses in the curriculum sequence.
3. In keeping with the mission statement of Alvernia University, unacceptable behaviors include, but are not limited to plagiarism and cheating.
4. At the end of each semester, grade reports are submitted according to Alvernia University policy.
5. Due to confidentiality concerns, faculty will take measures to ensure that grades are only reported through secure channels.
6. Students are expected to take the course tests/quizzes on the scheduled class day. Students with special Disability Services accommodations are expected to take the test at the time scheduled with tutoring personnel. Faculty may penalize students who are not present for scheduled tests or quizzes. See course syllabus for specific details regarding late or missing work.
   Non-compliance with this policy may result in a zero (0) for the test/quiz grade.
7. Written assignments are to be submitted as specified by faculty. Late penalties will apply as stated in the course syllabus. The Learning Center is available for help with writing skills.
B. ALVERnia University Department of Nursing Writing Standards:
Students enrolled in the course are expected to use literate and effective English in their speech and in their writing. All papers submitted must be well written; grades on written work (including examinations) will be based on expression as well as on content. All written material must be submitted neatly, on the required forms, using APA format. Any student who has difficulty with writing skills is requested to seek assistance from the Learning Center PRIOR to submitting papers to the instructor.

C. Academic Warning
In collaboration with the Educational Planning Center, mid-semester warning reports are prepared by faculty and sent to students at the address on file in the University’s database system. A copy of the letter is also placed in the student’s academic file. While faculty and advisors make reasonable efforts to connect with students who are not doing well, ultimately students are responsible for keeping themselves informed about their progress in courses. Keep in mind that nursing students are required to achieve satisfactory ratings in all clinical rotations, C+ grades in nursing courses, and a minimum of C grades in all science courses.

D. Clinical Guidelines
1. The student must assume responsibility and accountability for all obligations regarding clinical practice, including transportation to/from the clinical site.
2. Attendance is mandatory on assigned clinical days and also for campus clinical lab experiences and supervised practice.
3. Clinical experience hours may vary. Consequently, working hours need to be manageable with the priority of attaining excellence in education.
4. Make-up for missed clinical days is considered on an individual basis in conjunction with the course faculty. Additional supervised make-up time may be required and, depending on the circumstances, may require an additional charge to the student.
5. The student must adhere to Health Insurance Portability and Accountability Act (HIPAA) as stated in the University policy.
6. The Professional Dress and Uniform Policy shall be adhered to at all times.
7. Clinical performance evaluation is completed on an on-going basis during each of the clinical practice courses. Every nursing student is responsible for self-evaluation and for seeking feedback from clinical instructors about clinical performance. Course faculty are responsible for written evaluation at designated times. Ongoing feedback is given to the student. Student and faculty signatures are required on evaluation forms.
8. Anecdotal notes are recorded for commendable achievements and are required for any instances of unsafe practice.
9. Medication administration is to be supervised by nursing faculty.
10. Nursing interventions that are invasive to the client including but not limited to urinary catheterization or complex wound care, must be supervised by the nursing faculty unless otherwise directed.

Initial 1/00; Reviewed Annually; Revised 5/09, 6/13, 6/14, 6/15
11. The student may be asked to leave the clinical practice setting if the course faculty evaluates unsafe practice or the student is unprepared for clinical practice. Documentation of unsafe practice or inadequate preparation will be completed by the clinical faculty and communicated with the course coordinator within 24 hours and remediation initiated as indicated. Consequences may include failure of the clinical component of the course or a reduced course grade.

12. The clinical remediation form will be used by the clinical faculty to communicate with the course coordinator about a student’s specific clinical deficiencies which must be addressed to assure safe, competent practice. Upon receipt, the course coordinator will meet with the student to review the remediation form and note those specific skill(s) which must be safely demonstrated prior to the student’s next clinical day. The student must schedule an appointment with the Lab staff in order to complete the remediation within one week or prior to the next clinical day. The student is responsible to be self-directed in reviewing the skill(s) and practicing during open lab hours, utilizing ATI and other available resources, prior to their remediation appointment. If the student is unsuccessful in demonstrating safe, competent performance of noted skill(s) in the lab, the student will be given only one additional remediation opportunity. If the student is unable to safely perform the indicated skill(s) to an accepted standard at this second appointment, the student will be unable to meet the clinical outcomes for the course. In this instance, the highest grade the student can receive for the course is a “C”.

13. The student must refrain from placing any private or personal content or from making derogatory statements about any clinical agency or staff, clients, fellow students, faculty, staff, or administration of Alvernia University via any social networking media or other venue without prior permission.

14. All policies and procedures of the University and facility at which the student undertakes his/her clinical practice must be strictly followed.

E. SOCIAL MEDIA GUIDELINES

Students are reminded that the standards for professionalism are the same online as in any other circumstance. All students are expected to read and follow the guidelines outlined in these two websites:

NCSBN’s White Paper: A Nurse’s Guide to Social Media
https://m.ncsbn.org/Social_Media.pdf

ANA’s Social Media Networking Principles Toolkit
F. UNSATISFACTORY CLINICAL PERFORMANCE

Clinical deemed "unsatisfactory" includes but is not limited to:

1. Placing clients at risk physically and/or emotionally.
2. Inability to relate appropriately to others, including clients.
3. Inability to perform in a professional manner, and not accepting supervision.
4. Inability to use professional judgment, including seeking help for personal problems which interfere with professional practice.
5. Consistent inability to demonstrate knowledge, values and previously learned skills necessary for generalist nursing practice.
Alvernia University
Clinical Remediation Form
Nursing Resource Center

Student Name ___________________________ Nursing Course ______________________

Date of Referral ______________________ Signature ___________________________

You are required to remediate the following skills within the time frame specified by your course/clinical faculty. Please bring this form with you to your scheduled remediation session. It will be completed by the lab staff and a copy will be sent to the course faculty.

Skill: ________________________________________________________________
Comments ____________________________________________________________

Skill: ________________________________________________________________
Comments ____________________________________________________________

Skill: ________________________________________________________________
Comments ____________________________________________________________

Skill: ________________________________________________________________
Comments ____________________________________________________________

Remediation Completion Date ________________ Signature ______________________

General Comments: ____________________________________________________

________________________________________

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________________________________________

Initial 6/27/15: Reviewed RMF
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

ACADEMIC AND CLINICAL RECORD POLICY

The Bachelor of Science in Nursing Program will adhere to the Family Educational Rights and Privacy Act of 1974, found in the Alvernia University Catalog and the Pennsylvania Code, Title 49 Professional and Vocational Standards: State Board of Nursing. The following are specific records maintained for the Nursing Program.

- Faculty are responsible to maintain records of student progress in their nursing courses throughout the semester. At the end of the semester, clinical evaluation forms are transferred to separate files which are maintained in a secure area of the nursing building.
- Current files are maintained in locked file cabinets.
- Student health records are maintained in locked cabinets in the University Health and Wellness Center. Student health records are kept for five (5) years following completion of the program.
- Official transcripts, and grade reports are in the custody of the Registrar. Transcripts may be requested from the Registrar’s office for a small fee.
- Employer recommendations are not released by the Nursing Office unless authorized by the student/graduate.
- The Nursing Department Chairperson is custodian of all student files.
- Student portfolios are maintained by the Nursing Department for 7 years in a secure area of the nursing building.

Initial 1/00; Reviewed Annually; Revised 5/09
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

ADMISSION AND PROGRESSION POLICY

Admission to the Alvernia University Bachelor of Science in Nursing Program is determined on an individual basis at each entry level. The total number of students admitted to the program is based upon available facilities and faculty. Students are admitted throughout the calendar year until all spaces in the class are filled.

Admission Requirements for Freshman Level:
This level is for all first time college students and for college students who have less than 29 hours of college level work.

- First time college students must meet the general admission requirements of Alvernia University.
- First time college students with less than 12 credits of college work must have a minimum composite score from the critical reading and math sections on the SAT of 950 or greater and a high school grade point average of 3.0 or higher, with consideration given to college preparatory courses of study.
- College students must have a grade point average of at least 2.75. Grades and credits from developmental courses are not considered. Credits from science courses taken at another institution will fulfill nursing prerequisite requirements only if a grade equal to or greater than C+ was achieved. Exceptions may be made for students with otherwise outstanding academic records.
- Two (2) letters of reference.

As required by the Pennsylvania State Board of Nursing, applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including 4 units of English, 2 units of Mathematics (1 of which is Algebra), 2 units of Science, with a related laboratory or the equivalent, and 3 units of Social Science.

Requirements for Transfer to Sophomore Level Nursing: (includes both internal and external transfer students)
To be eligible for admission to the nursing program the applicant must:

- Meet the general admission requirements of Alvernia University.
- Have a minimum grade point average of 2.7 or higher.
- Provide official transcripts or document current enrollment in the prescribed science courses for the freshman year.
- Have two (2) letters of reference.
- Have three of four of the required sciences successfully completed with a C+ or better, two of which must be Human Anatomy and Physiology I & II. Transfer students may not have repeated any science course more than one time for a passing grade and may have repeated no more than three required science courses at any/all previous institutions for which the students present transcripts when applying to Alvernia. [Note: The transferability of any required science coursework completed prior to matriculation in the Nursing curriculum will be evaluated on an individual basis. Students may be required to take a science placement exam or re-take certain foundational science courses at the discretion of the Nursing Department Chair in collaboration with the Science Department Chair.]

Initial 5/99; Reviewed Annually: Revised 5/08, 5/11, 5/12, 6/13, 6/15, 6/16

40
Transfer students may be required to successfully complete a bridge course (NUR 098) to demonstrate skills and orient to the expectations for Alvernia BSN students prior to their first clinical course.

Transfer Nursing Credits:
Nursing credit may be given to those students transferring from a four-year baccalaureate accredited program, associate degree in nursing program, or hospital diploma program. Transfer courses will be judged in relation to Alvernia University curriculum for acceptability. Evaluation of transfer courses is completed in the Registrar’s Office in conjunction with the Department Chair and will follow University policy. In addition, for the transfer of nursing course credits, students may be required to successfully complete NUR 098 to demonstrate theoretical knowledge and clinical proficiency. For any identified areas of deficiency, students will work with faculty/staff on a remediation plan which must be completed by mid-term of the first clinical course at any level.

Returning and Readmitted Students:
Returning students who have not been enrolled in a clinical nursing course for one or more semesters and students who apply for readmission to the program may be required to successfully complete NUR 098 to demonstrate theoretical knowledge and clinical proficiency.

Students who take a prolonged leave of absence should be aware that nursing courses may require to be repeated due to the rapid changes in content and practice in the nursing field. Ordinarily, nursing courses will not count toward progression if greater than one calendar year has passed since enrollment in the most recent clinical course. Decisions about the need to repeat nursing courses will be made by the Department Chair in consultation with faculty.

Progression Policies for all Nursing Students:
- Achievement of a “C+” or better in each nursing course. Students who receive a grade of less than a “C+” in a nursing course may not progress in nursing courses for which that course is a prerequisite.
- Students may repeat/delete only one nursing course for a grade lower than a “C+” throughout the nursing program.
- Students may not withdraw from any one NUR course more than one time and may not withdraw from more than two total NUR courses during the time they are enrolled in the Nursing program.
- Achievement of a “C” or better in each required science course. BIO 107/117 and BIO 108/118 and either CHE 106/109 or BIO 220 must be successfully completed prior to NUR 209.
- A single science course may be repeat/deleted only one time. No more than three required foundational science courses (including BIO 107, 117, 108, 118, 220, and CHE 106, 109) may be repeated in order to earn a passing grade of a “C”.
- All lab sciences must be successfully completed prior to the junior year nursing courses.
- Achievement of 90% or better on the Medication Administration / Math Calculation Examinations given in specified courses.
- Maintain a cumulative GPA of 2.5.
- Students must display professional, ethical behavior in the classroom and clinical setting as outlined in the Nursing Student Handbook.
- Adhere to policies found in the Nursing Student Handbook, Alvernia University Catalog and Alvernia University Student Handbook.
ALVERNIA UNIVERSITY
PRE-LICENSEURE BSN PROGRAM

PROFESSIONAL PROBATION STATUS

A status of professional probation may be applied to students who have passed a nursing course, but have ongoing concerns associated with professional performance that faculty deem necessary to communicate with the faculty in sequential courses. This status is intended for students who are meeting course outcomes in general, but who have demonstrated behaviors or issues related to professional performance in educational settings that still require improvement at the end of the semester. Educational settings include classrooms, off-campus facilities, clinical simulation lab, independent clinical observational experiences, and on-campus clinical experiences.

- Students will be given an individualized Behavior Contract developed by the course/clinical faculty in collaboration with the Program Coordinator and Nursing Department Chairperson.
- The Behavior Contract will be discussed with the student at the conclusion of the semester during which the unacceptable professional behavior(s) occurred.
- A copy of the Behavior Contract signed by the student will be placed in the student’s academic file.
- Faculty who teach the student in any educational experiences in the next semester, as well as the student’s academic advisor, will be notified of the terms of the Behavior Contract and will support the student in the remediation of any knowledge/skills/attitudes which prevent the student from performing in accordance with standards of professional nursing.
- Student progress with the terms of the Behavior Contract will be discussed with the student prior to mid-term in the semester following the initiation of the contract: The expectations are that any student issue or issues will be improving or resolved within the semester following the initiation of a Behavioral Contract.
- Documentation of student progress with the terms of the Behavior Contract will be kept in the student’s academic file.
- Students will continue to be evaluated by course faculty in accordance with any evaluation tool used within that course.
- Students who fail to meet the terms of the Behavior Contract by the completion of the following semester may be dismissed from the Nursing Program.

The procedure for Professional Probation status is different than a Clinical Action Plan. A Clinical Action Plan may be initiated by course faculty within a specific course (but not across semesters) in order to formally communicate specific areas of concern in writing and develop a written remediation plan to assist a student to meet course and program outcomes.

The procedure for Professional Probation does not preclude the possibility that a student may fail the requirements within a given course and therefore not be able to receive a final course grade higher than a “C”.

Initial 6/13; Revised 6/14
ALVERNIA UNIVERSITY
NURSING PROGRAMS

MANDATORY DRUG TESTING

POLICY
It is the policy of the Alvernia University Nursing Department to require students to undergo a
drug screening test for the presence of drugs or controlled substances immediately prior to
clinical rotations (twice per year). The cost for this mandatory drug screening is covered by
student fees. Additional drug screening may be required at any time during a student’s
enrollment. Indications may include but are not limited to observed impaired behavior, delay in
obtaining drug screening past prescribed deadline, and/or frequent absences or tardiness. The
cost for drug screen for cause will be the student’s responsibility. Students may also be required
to participate in any random drug screening protocol implemented by clinical agencies.

PURPOSE
Chemical impairment compromises both the educational process and patient safety. The facility
and Alvernia University Nursing Department are responsible to the patients and families in the
care of the student nurse. Early identification, evaluation and treatment are in the best interest of
our students and the patients they serve.

PROCEDURE
1. Routine off-site drug screens at the beginning of a semester are performed within specific
timelines as directed. The student is responsible for his/her transportation to the lab site.
   a. Designated Penn State Health St. Joseph (PSHSJ) Laboratory locations must be
      utilized.
   b. A 10-panel drug screen will be performed according to national and PSHSJ
      Laboratory standards (includes marijuana, opiates, cocaine, amphetamines, PCP,
      barbiturates, benzodiazepine, methoqualone, propoxyphene, methadone). A
      positive result will be retested.
   c. A photo ID is required.
   d. Every student will sign a release to allow PSHSJ to report results directly to the
      Alvernia University Health and Wellness Center.
   e. It is the student’s responsibility to report any medications prescribed by their
      physician to the laboratory during the testing (not to the faculty) that may result in
      a positive screen.

POSITIVE RESULTS:
1. The student may request a third sample from another certified laboratory to rule out
   false-positive readings.
2. The Alvernia University Health and Wellness Center will communicate a positive student
   report to the Nursing Department Chairperson or his/her designee.
3. A student taking a medication on the 10-panel screen under the direction of a physician is
   required to obtain a written explanation and release to perform direct patient care from
   the prescribing physician. The Director of the Health and Wellness Center will make a
decision if the student is released to perform clinical practice.
4. The Health and Wellness Center is the referral base for chemical abuse evaluation. The student signs an agreement (refer to Chemical Impairment Policy) to participate in a treatment program and to have his/her progress monitored by the Health and Wellness Center. The Director of the Health and Wellness Center will provide written communication to the Nursing Department Chair or his/her designee regarding treatment progress.

5. The student may not participate or progress in clinical practice until the evaluation and recommended treatment are completed and the student has been cleared to return to clinical practice by the treating healthcare provider. Refusal to obtain an evaluation results in immediate dismissal from the Nursing Program.

6. The student may return to the Nursing Program after the treatment program is completed. Usually, this will result in an extra year to complete the program of study.

7. If further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity is substantiated, the student is dismissed from the program.
DRUG TESTING WAIVER AGREEMENT

I understand it is the policy of the Alvernia University Nursing Department to require students to undergo a substance abuse test for the presence of drugs or controlled substances immediately prior to clinical rotations. I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Alvernia University Health and Wellness Center and the Nursing Department Chairperson. I understand that if the test result is positive, I will be denied progression in the Bachelor of Science Degree in Nursing Program Clinical Component.

I further understand that I may be subject to random drug tests while enrolled in the nursing program. A positive drug test or refusal to submit to testing will result in dismissal from the nursing program.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE ALVERNIA UNIVERSITY BACHELOR OF SCIENCE IN NURSING PROGRAM DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR PROGRESSION IN THE NURSING PROGRAM.

THIS DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A LABORATORY DESIGNATED BY ALVERNIA UNIVERSITY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TEST TO THE ALVERNIA UNIVERSITY HEALTH AND WELLNESS CENTER AND THE NURSING DEPARTMENT CHAIRPERSON.

________________________________________
Signature of Student

________________________________________
Signature of Witness

________________________________________
Student Name Printed

________________________________________
Witness Name Printed

________________________________________
Date

________________________________________
Date

Initial 6/04; Reviewed Annually
ALVERnia UNIVERSITY
NURsING PROGRAMS
CHEMICAL IMPAIRMENT POLICY

POLICY
It is the policy of the Alvernia University Nursing Department to address any emotional, psychological or physical problems experienced by a nursing student that interferes with his/her safe function in the classroom or clinical practice settings. Suspected student behaviors that are consistent with chemical impairment in the student will be confronted to provide an avenue of evaluation and treatment and to ensure patient safety.

DEFINITION OF IMPAIRMENT IN THE CLINICAL PRACTICE SETTING:
Impairment is defined as the deterioration of a student’s ability to comprehend or implement a patient care assignment in a safe and competent manner. Unsafe clinical practice is behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress that puts the client or family at risk for emotional or psychological harm. Unsafe clinical practice is an occurrence, or pattern of behavior involving unacceptable risk (Scanlon, Care, and Gessler, 2001).

PURPOSE
Chemical impairment compromises both the educational process and patient safety. The Alvernia University Nursing Department is responsible to the patients and families in the care of students enrolled in any of its nursing programs. Early identification, evaluation and treatment are in the best interest of our students.

PROCEDURE
1. The faculty member in the clinical setting who is confronted with a student who is unable to perform competently, and/or exhibits symptoms of abuse (odor of alcohol, slurred speech, unsteady gait, altered thought processes) will immediately remove the student from the patient care area.
   a. The student will be required to submit for cause a Drug and Alcohol test pursuant to the policies and procedures of the Mandatory Drug Screen Policy set forth in this handbook.
   b. The student will remain in the health care facility until the faculty member or preceptor has an opportunity to assist them in finding safe transportation to their home.
   c. Transportation, at the student’s expense, will then be accomplished by calling a family member, public transportation, or taxi.
   d. If the student insists on leaving the health care facility unattended, he/she will be asked to sign a waiver, stating that it is against the Nursing Department policy and is an unsafe action. The police may be notified.
   e. The next class/clinical day, the faculty will meet the student on campus to allow another opportunity for explanation of his/her behavior.

Initial 5/01; Reviewed Annually; Revised 5/09, 5/12, 6/16
ALVERnia UniverSiTy
NURSiNG PrOGRAmS

CHEMICAL IMPAIRMENT POLICY (Cont'd)

2. The faculty member in the classroom who is confronted with a student who is unable to participate appropriately in that classroom and/or exhibits behaviors consistent with substance use will contact Campus Security and request that when they respond the student be taken to the Health and Wellness Center for immediate evaluation.

3. Additional information is contained in the Mandatory Drug Screen Policy included in this handbook.

4. The student may not participate in clinical practice until the evaluation is obtained. Refusal to obtain an evaluation results in immediate dismissal from the Nursing Program.

OUTCOMES of procedures under the Chemical Impairment Policy:
   a. Evaluation does not substantiate a substance abuse problem. The student returns to the classroom and clinical setting with no negative consequences. The faculty will provide opportunity for the make-up of missed work and assignments.

   b. Evaluation does substantiate substance abuse and student agrees to abide by policy. The student signs an agreement to participate in a treatment program and to have his/her progress monitored by the Health and Wellness Center. The Director of the Health and Wellness Center or his/her designee is to provide communication to the Nursing Department Chair on the treatment progress. The student is allowed to continue in the program of study as long as he/she is compliant with the treatment program. A student may request a medical leave if needed to complete a treatment program. Further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity will result in dismissal from the program.

   c. Evaluation does substantiate a substance abuse problem, but the student refuses to abide by policy of enrollment in a treatment program and ongoing monitoring. This will result in immediate dismissal from the Alvernia University Nursing Program.

The student has the right to appeal the application of this policy. See the Alvernia University Student Grievance Policy and Process in the Alvernia University Student Handbook.

Reference:

SAMPLE AGREEMENT

This is a sample agreement. Each agreement will be individualized to the specific situation.

I, ________________________________, will receive a comprehensive substance abuse evaluation conducted by _________________________________. I understand that payment for the evaluation, treatment, and follow-up care will be my responsibility. If no treatment is recommended, evidence of such will be provided to the Nursing Department Chairperson before I return to the clinical practice setting. If treatment is recommended, I must successfully complete the program determined by the evaluator. Written evidence of my treatment program completion, ability to return safely without impairment of the academic program and my after-care treatment and monitoring plan will be submitted to the Nursing Department Chair.

I give permission to the Director of the Alvernia University Health and Wellness Center to release information regarding my evaluation and treatment to the Nursing Department Chair.

It has been explained to me that the grade of "I" or "W" may be awarded for courses interrupted by my treatment. I understand that my failure to successfully complete my treatment and after-care program and/or further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity will result in dismissal from the program.

Student Signature: ________________________________

Date: __________________________________________________________________

Witness Signature: ________________________________ Relationship: ______________

Witness Signature: ________________________________ Relationship: ______________
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

LEGAL LIMITATIONS FOR STATE LICENSURE

It is the policy of the BSN Program to inform each student of the Pennsylvania State Board of Nursing Professional Nurse Law in the area of legal limitation for licensure.

The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."; or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country.

The term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the licensure application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary. (6 amended Dec. 15, 1986, P.L. 1607, No. 179). This action by the Board may be recommended regardless of the student's ability to complete the BSN Program's educational requirements for graduation.

It is possible that the Board may deny licensure based on the applicant's criminal or child abuse history. If the individual does become licensed, various laws may preclude the individual from employment in a wide variety of settings.

References: Legal Counsel to the Board of Nursing Correspondence Letter, 2/28/01 and PA Professional Nurse Law Section 6. Fees; Qualifications for Licensure, 9/99.

I have read and understand the above limitations for licensure as stated.

__________________________
Signature

__________________________
Name Printed

__________________________
Date

Initial 6/01; Reviewed Annually
FRATERNIZATION POLICY

It is the policy of the Alvernia University Academic Programs that students should NOT fraternize on a personal level with faculty, staff, patients, students or clients during assigned academic field placements on or off campus. Selected examples of fraternization are:

- Unethical after hours personal contact with staff, client, patients or students
- Inappropriate touching or gestures
- Inappropriate communication (implied or direct)
- Flirting
- Communication between students and faculty/staff/patients on social media except as specifically required or allowed for a particular course.

Upon receipt of a written complaint, the Department Chair will initiate an investigation. Following the completion of an investigation, appropriate corrective measures, if warranted, will be taken. Corrective measures may include:

- Verbal warning
- Written warning
- Dismissal from course
- Dismissal from academic program
ALVERNIA UNIVERSITY  
BACHELOR OF SCIENCE IN NURSING PROGRAM

HARASSMENT POLICY

ACADEMIC FIELD EXPERIENCES

A. BACKGROUND

It is the responsibility of each person on campus to respect the personal dignity of others. Alvernia has always encouraged its students, faculty and staff to celebrate in the diversity of the University and to immediately confront any expressions of harassment within the community based on differences in sex, race, religion, disability or ethnic background. Your Academic Field Experience will be taking you outside of the Alvernia Campus Community. The Agency in which you will serve has been carefully screened by the University and the Sponsoring Agency has affirmed its complete agreement with the policy of showing no tolerance for any form of harassment. The Sponsoring Agency has agreed to hold all members of its institutional community to the same high standards of respect and dignity essential to the mission of Alvernia.

B. DEFINITIONS

Sexual Harassment is one example of forbidden harassment and has been defined by the University as unwanted sexual attention, intimidation or advances that are made:

1. Either explicitly or implicitly as a term or condition of academic or employment status or advancement;

2. As a basis for academic or employment decisions;

3. Which unreasonably interfere with an individual’s work or academic performance; and/or

4. Which create an intimidating, hostile or offensive work or academic environment.

C. RESOURCES

Alvernia does wish to make known to all of the participants in Academic Field Experiences that there are available resources and procedures for resolving any instances of harassment, including sexual harassment, which might be confronted by program participants within the Alvernia Community, or while in the institutional community of the Sponsoring Agency.

1. Information, Counseling and Support

If you, as a participant in an Academic Field Experience, believe that you may have been the victim of harassing conduct, and you wish to seek information and/or counseling about the incident or incidences giving rise to this concern, you should immediately contact either:

a. The Faculty Supervisor of the Program;
b. The Department Chair; or

c. The College Dean, and request a confidential counseling session. In order that any incident may be immediately addressed, you should make this contact within ten (10) days of the occurrence.

If your concerns can be addressed at this first counseling session, and neither you nor your counselor feel that the incident rises to the level of harassment, the matter may be concluded without further action. If, however, after the counseling, you wish to proceed with a formal Complaint regarding the perceived harassment, you may take advantage of the formal Complaint procedure.

2. Formal Complaint Procedure

Any participant in an Academic Field Experience who feels he or she has been the subject of harassment of any kind may, after participating in the initial counseling session, file a Complaint in writing setting forth the material facts of the incident. To facilitate the contemporaneous investigation of the incident, the written Complaint should be filed within ten (10) days of the informal counseling session. The written Complaint should be directed to and addressed to the Provost.

Upon receipt of the written Complaint, the Provost will initiate an investigation concerning the Complaint. The investigation will include the contacting of the Sponsoring Agency, as well as others identified as being witnesses or having first hand knowledge of the alleged behavior or incident.

Following an investigation and a completion of appropriate corrective measures, if warranted, the University will so advise the person filing the formal Complaint.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

INITIAL AND ONGOING CLINICAL REQUIREMENTS

REQUIREMENTS:

Confirmed sophomore and transfer students are notified in writing of the mandatory items to be completed by the beginning of a clinical semester:

- CPR Certification (Professional Rescuer or Health Care Provider course)
- Act 34 – PA State Police Criminal Record Check
- Act 114 – FBI Clearance - PA Resident / FBI Clearance – Out of State Resident
- Act 151 – PA Child Abuse History Clearance
- OSHA (Occupational Safety and Health Administration) Certification [including Workplace Safety and Preventing Bloodborne Infections]
- HIPAA (Health Insurance Portability and Accountability Act) Certification
- Immunization Records and Physical Exam (according to Nursing Student Health Policy)
- Drug Screen (time-frame as specified)
- Disabilities and Core Performance Standards

Due to strict agency regulations, failure to comply will result in non-progression to NUR 220. Students who do not have the items completed will not be allowed into the clinical courses, which may delay their education by a full year.

Students are reminded that they are responsible for their own transportation to clinical sites throughout the nursing program.
ALVERNIA UNIVERSITY
BACKGROUND CHECK POLICY – ACADEMIC PROGRAMS

It is the policy of Alvernia University’s academic programs to fully comply with Pennsylvania Laws related to criminal record and child abuse history clearances prior to entering any field/clinical educational setting that involves direct contact with children or older adults (defined as a person who is 60 years of age or older) and is associated with academic programs and/or service learning. Depending on the academic program, a repeated background check may be required prior to entering senior-level coursework.

Students in academic programs and/or service learning (if required by the facility) with convictions/charges documented on the background check reports will be advised on an individual basis. The student must understand and agree that Alvernia University may disclose the results of the background checks to the clinical/field facility where the student has sought to be placed. Certain types of clinical/field facilities have the right and/or responsibility to preclude students from the facility who have a history of criminal activity or child abuse.

Additionally, applicants to the Education and pre-license Health Programs (Nursing, Occupational Therapy and Social Work) must understand that in order to meet program outcomes they are obliged to directly work with children (Education and Nursing) and/or older adults (Nursing, Occupational Therapy and Social Work). There are no alternatives to meet program outcomes. Such applicants/students with convictions/charges documented on the criminal* or child abuse reports will be denied acceptance into courses with associated clinical/field practice and therefore cannot complete the applicable program of study. Such applicants/students will be advised of other academic study options at Alvernia University.

* Convictions/charges documented on a PA Criminal Record Check report will be based on criteria outlined in Acts 169/13

Many professions require further licensing or certification beyond a college degree and applicants may be denied employment in certain occupations for misdemeanors and felony convictions, including alcohol related offenses. Refer to the Pennsylvania Liquor Control Board for a complete listing of criminal violations related to licensure www.lcb.state.pa.us/edu/.

Academic programs will include written statements regarding background checks in their marketing and catalog documents. Students will be advised of the background check policy during the admission process prior to service learning (if required by the facility).

The specific laws affecting background checks and the accompanying mechanism of checking are outlined on the following page.

PROCEDURES:
Students are responsible for obtaining the following clearances. The fees for the clearances are the responsibility of the students. A copy of the clearances will be maintained in the student’s file.

1. Act 34 – PA State Police Criminal Record Check
2. Act 114 – FBI Clearance (fingerprint clearance through the Cogent System)
3. Act 151 – PA Child Abuse History Clearance
4. The decision to not allow enrollment in a Nursing Program clinical course based upon a positive criminal or child abuse record check may be appealed by the student. See Alvernia University Student Grievance Policy and Process.

Initialed 5/09; Reviewed Annually; Revised 6/10

54
<table>
<thead>
<tr>
<th>Law</th>
<th>Description</th>
<th>Requirement</th>
<th>Mechanism of Checking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Older Adults Protective Services Act</td>
<td>Affects employees/students in nursing homes, personal care homes, domiciliary care homes, adult daycare centers and home health care providers</td>
<td>Submit to a criminal record background check</td>
<td>PA Criminal Record Check</td>
</tr>
<tr>
<td>OAPSA Act 169 (1996) and Act 13 (1997) (<a href="http://www.aging.state.pa.us">www.aging.state.pa.us</a>)</td>
<td>Report the suspected abuse of any person who is receiving care from the agency regardless of age</td>
<td>For students who have not been residents of PA for two consecutive years immediately preceding the date of application, a Federal Bureau of Investigation (FBI) Criminal History Background check on the required Department of Aging Form (FD-258 and PDACBC-1) (8/31/07 Department of Aging Memo)</td>
<td></td>
</tr>
<tr>
<td>PA Department of Public Welfare Child Protective Services Law</td>
<td>Affects any individual with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training.</td>
<td>Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check</td>
<td>PA Child Abuse History Clearance Form (CY-113-UF)</td>
</tr>
<tr>
<td>Section 6344</td>
<td></td>
<td></td>
<td>PA Criminal Record Check</td>
</tr>
<tr>
<td>Title 23 Pa. Chap. 63 Act 73 (<a href="http://www.dpw.state.pa.us">www.dpw.state.pa.us</a>)</td>
<td></td>
<td></td>
<td>FBI Criminal History Background Check via Cogent Systems</td>
</tr>
<tr>
<td>PA Department of Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act 34 (1985) amended by Act 114 (2006) (criminal background) Act 151 (child abuse)</td>
<td>All student teachers participating in classroom teaching, internships, clinical, or field experiences; prospective employees of public and private schools, vo-tech, and intermediate units who have direct contact with children must provide a copy of PSP. FBI reports no more than 1 year old</td>
<td>Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check</td>
<td>PA Child Abuse History Clearance Form (CY-113-UF)</td>
</tr>
<tr>
<td>Section 111 of Public School Code and Chapter 8 of State Board of Education Regulations (<a href="http://www.teaching.state.pa.us">www.teaching.state.pa.us</a>)</td>
<td></td>
<td></td>
<td>PA Criminal Record Check</td>
</tr>
<tr>
<td>PA Department of Education Background Checks (Act 114 and Act 24) Changes to Section 111 of School Code September 28, 2011</td>
<td>Act 24 of 2011 contains a number of significant changes to the PA School Code that are designed to enhance the safety of school children. Section 111 applies to all student teachers participating in classroom teaching, internships, clinical, or field experiences; prospective employees of public and private schools, vo-tech, and intermediate units who have direct contact with children.</td>
<td>Required reporting within 72 hours of any arrest or conviction of an offense listed in Section 111e that has occurred after September 28, 2011.</td>
<td>PA Child Abuse History Clearance Form (CY-113-UF)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PA Criminal Record Check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FBI Criminal History Background Check via Cogent Systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PDE reporting form 6004</td>
</tr>
</tbody>
</table>

Initial 5/09; Reviewed Annually
<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Prohibitive Offense</th>
<th>Type of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC2500</td>
<td>Criminal Homicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502A</td>
<td>Murder I</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502B</td>
<td>Murder II</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502C</td>
<td>Murder III</td>
<td>Any</td>
</tr>
<tr>
<td>CC2503</td>
<td>Voluntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2504</td>
<td>Involuntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2505</td>
<td>Causing or Aiding Suicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2506</td>
<td>Drug Delivery Resulting in Death</td>
<td>Any</td>
</tr>
<tr>
<td>CC2702</td>
<td>Aggravated Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC2901</td>
<td>Kidnapping</td>
<td>Any</td>
</tr>
<tr>
<td>CC2902</td>
<td>Unlawful Restraint</td>
<td>Any</td>
</tr>
<tr>
<td>CC3121</td>
<td>Rape</td>
<td>Any</td>
</tr>
<tr>
<td>CC3122.1</td>
<td>Statutory Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3123</td>
<td>Involuntary Deviate Sexual Intercourse</td>
<td>Any</td>
</tr>
<tr>
<td>CC3124.1</td>
<td>Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3125</td>
<td>Aggravated Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3126</td>
<td>Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3127</td>
<td>Indecent Exposure</td>
<td>Any</td>
</tr>
<tr>
<td>CC3301</td>
<td>Arson and Related Offenses</td>
<td>Any</td>
</tr>
<tr>
<td>CC3502</td>
<td>Burglary</td>
<td>Any</td>
</tr>
<tr>
<td>CC3701</td>
<td>Robbery</td>
<td>Any</td>
</tr>
<tr>
<td>CC3901</td>
<td>Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3921</td>
<td>Theft By Unlawful Taking</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3922</td>
<td>Theft By Deception</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3923</td>
<td>Theft By Extortion</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3924</td>
<td>Theft By Property Lost</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3925</td>
<td>Receiving Stolen Property</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3926</td>
<td>Theft of Services</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3927</td>
<td>Theft By Failure to Deposit</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3928</td>
<td>Unauthorized Use of a Motor Vehicle</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929</td>
<td>Retail Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929.1</td>
<td>Library Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3930</td>
<td>Theft of Trade Secrets</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3932</td>
<td>Theft of Unpublished Dramas or Musicals</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3932</td>
<td>Theft of Leased Properties</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3933</td>
<td>Unlawful Use of a Computer</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3934</td>
<td>Theft From a Motor Vehicle</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC4101</td>
<td>Forgery</td>
<td>Any</td>
</tr>
<tr>
<td>CC4114</td>
<td>Securing Execution of Documents by Deception</td>
<td>Any</td>
</tr>
<tr>
<td>CC4302</td>
<td>Incest</td>
<td>Any</td>
</tr>
<tr>
<td>CC4303</td>
<td>Concealing Death of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4304</td>
<td>Endangering Welfare of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4305</td>
<td>Dealing in Infant Children</td>
<td>Any</td>
</tr>
<tr>
<td>CC4952</td>
<td>Intimidation of Witnesses or Victims</td>
<td>Any</td>
</tr>
<tr>
<td>CC4953</td>
<td>Retaliation Against Witness or Victim</td>
<td>Any</td>
</tr>
<tr>
<td>CC5902B</td>
<td>Promoting Prostitution</td>
<td>Felony</td>
</tr>
<tr>
<td>CC5903C</td>
<td>Obscene or Other Sexual Materials to Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC5903D</td>
<td>Obscene or Other Sexual Materials</td>
<td>Any</td>
</tr>
<tr>
<td>CC6301</td>
<td>Corruption of Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC6312</td>
<td>Sexual Abuse of Children</td>
<td>Any</td>
</tr>
<tr>
<td>CS13A12</td>
<td>Acquisition of Controlled Substance by Fraud</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A14</td>
<td>Delivery by Practitioner</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A30</td>
<td>Possession with Intent to Deliver</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A36</td>
<td>Illegal Sale of Non-Controlled Substance</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A37</td>
<td>Designer Drugs</td>
<td>Felony</td>
</tr>
</tbody>
</table>
Background Checks
Notification of Policy

(Initials in all boxes)

☐ I acknowledge receipt of the background check policy.

☐ I acknowledge that if convictions/charges are documented on the background check reports, it is my responsibility to notify the school/clinical/field facility of these infractions.

☐ I acknowledge my responsibility to make Alvernia University aware of any changes to my record after the initial background check is completed.

☐ I acknowledge that my failure to adhere to the background check policy, or to make the required disclosures to Alvernia University, shall subject me to disciplinary action up to and including dismissal from any academic program in which I am participating and my removal from the University.

☐ I acknowledge that I am aware of the provisions of Act 24 and that certain enumerated convictions result in an individual being prohibited from working in the Pennsylvania Educational System and that the prohibition may be for a period of years or even a lifetime ban from working in the educational field.

Student name printed

Date

Student signature

Provost Office 8/2009
ALVERNIA UNIVERSITY
NURSING PROGRAMS

HEALTH CARE MAJORS MANDATORY ONLINE HIPAA EDUCATION SESSION

POLICY:
It is the policy of Alvernia University College of Professional Programs’ Health Care Students and Faculty (Athletic Training, Nursing, Occupational Therapy, and Social Work) to participate in a mandatory online Health Insurance Portability and Accountability Act (HIPAA) Education Session prior to entering clinical field work with client contact.

PURPOSE:
The goal of this program is to identify HIPAA initiatives regarding patient privacy and data security and to help healthcare workers comply with the guidelines.

COURSE OBJECTIVES:
1. Describe the overall purpose and goals of the HIPAA.
2. Discuss the compliance issues with privacy reforms, including written notice, acknowledgement, prior authorization, and minimum disclosure.
3. Discuss compliance with data security reforms, including issues regarding workplace layout, information storage, and rules covering conversation.

PROCEDURE:
1. Access the online HIPAA for Healthcare Workers program by MEDCOM TRAINEX through the website: http://www.medcomrn.com/alvernia. Any computer with online access may be used.
2. Create an account following directions on the screen. There is not an Alvernia identifier, so use any ID and Password you wish.
3. Enter personal registration information following directions on the screen. Identify yourself having a License in PA and enter “RN” in the Type of License Window.
4. Proceed to program instructions. NOTE: you may need to install the free version of RealPlayer for the streaming video to work. There is a link on the screen.
5. Complete all three (3) programs:
   a. HIPAA for Healthcare Workers: An Overview
   b. HIPAA for Healthcare Workers: The Privacy Rule
   c. HIPAA for Healthcare Workers: The Security Rule
6. Complete all three post tests, program evaluations and print certificates.
7. Provide your department secretary with all three (3) program certificates by the due date given by your program.

FAQ:
1. What if I have already attended a HIPAA program?
   a. There are no exceptions to this policy; however, if you are competent in the HIPAA content, you may take the post tests without viewing the videos. Print certificates and submit to the department secretary.

2. What if I encounter problems with the online program?
   a. Contact the MEDCOM Technical support as directed on your screen
   b. If you have unresolved questions after working with the MEDCOM technical support staff, report the specific issues in writing to your department secretary.

Initial 5/08; Reviewed Annually; Revised 6/10

58
ALVERNIA UNIVERSITY
NURSING PROGRAMS

NON-DISCRIMINATION POLICY

It is the policy of the BSN Program to follow through with the Alvernia University Non-discrimination Policy in the admission process, classroom and clinical practice settings. Please refer to the Alvernia University Catalog.

We are committed to equality. All persons have equal opportunity to be enrolled and progress in the Nursing Program provided that they meet Core Performance Standards as outlined in this handbook; discriminatory and harassment practices are strictly prohibited.

Classroom and clinical placement opportunities are designed to be similar to meet the program objectives and profession standards. Students have equal opportunity to experience all planned clinical rotations.

Policies included in the Alvernia University Catalog, Alvernia University Student Handbook and the Nursing Program Student Handbook are consistently followed for all students.
ALVERNA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

NON-PROGRESSION / GRIEVANCE POLICY

It is the policy of the Alvernia University BSN Program to adhere to the Alvernia University criteria for academic and non-academic dismissal and grievance policies and procedures as outlined in the catalog and handbook. The following is to serve as additional clarification of professional and academic standards for the Alvernia University nursing student.

CRITERIA FOR NON-PROGRESSION

The following are examples of situations that might constitute criteria for non-progression in the Nursing Program:

1. Failure to maintain a cumulative average of 2.5 for any student who has matriculated into the BSN Program.
2. Failure to maintain a “C+” in all nursing courses. Only one nursing course may be repeated to achieve a “C+”. This may result in a one-year absence from the sequential nursing courses. The student is responsible to submit a written request to the Department Chair stating his/her desire to repeat the nursing course.
   Note: Students who receive a grade less than a “C+” in two nursing courses are dismissed from the program for academic reasons.
3. Failure to achieve a 90% on Medication Administration/Math Calculation Examinations given in specific courses.
4. Failure to achieve a “C” or better in each required science course. Each science course may be repeat/deleted one time and no more than three total foundational science courses may be repeated. If unsuccessful with the repeat, the student may not progress in the nursing program. BIO 107/117 and BIO 108/118 must be successfully completed prior to the NUR 209 nursing course. All lab sciences must be successfully completed prior to the junior year nursing courses.
5. Failure to complete Pathophysiology (BIO 410) prior to senior level nursing courses.
6. Failure to function appropriately within the clinical setting as documented through his/her preceptor, course faculty and/or academic advisor.

CRITERIA FOR DISMISSAL: Clinical Performance

The following are examples of behavior that are considered serious and might constitute criteria for dismissal from the clinical site and ultimately the nursing program:

1. Students who place their clients at risk physically and/or emotionally.
2. Students who are unable to relate appropriately with others, including clients. Verbal abuse (profane language, threats, etc.) directed toward another student(s), University employee, clinical site staff, peers, or clients.
3. Students who are unable to perform in a professional manner, and who cannot accept supervision.
4. Students who are unable to use professional judgment, including seeking help for personal problems which interfere with professional practice.
5. Students who are consistently unable to demonstrate knowledge, values, and skills necessary for generalist nursing practice.
6. Failure to comply with HIPAA confidentiality.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM
NON-PROGRESSION / GRIEVANCE POLICY (Cont’d)

DISMISSAL FOR NON-ACADEMIC REASONS

Violation of any of the below criteria can result in dismissal of the student from the Nursing Program:

1. Failure to respect the rights of others as evidenced by verbal, physical or mental abuse or others, harassment of any kind, assault, or any action which endangers the rights of others.
2. Failure to abide by federal, state, and local laws which prohibit the use, possession, and sale of illegal substances.
3. Willful destruction of University property or clinical site property.
4. The possession or use of illegally obtained drugs and/or alcohol while in a clinical and/or classroom setting.
5. Any acts of academic dishonesty, including but not limited to plagiarism, falsification of documents, or any form of cheating and any breach of honesty will result in immediate counseling by the Nursing Department Chair, a written report in the student’s file and may result in dismissal from the nursing program.

PROCEDURES FOR DISMISSAL FROM THE NURSING PROGRAM

If it is determined that a student has met criteria for dismissal from the Nursing Program, the following procedures will be followed:

1. The student will be formally notified of the intent to dismiss the student from the Nursing Program, including the reason(s) for dismissal, by the Department Chair.
2. The student will be referred to the Educational Planning Center to discuss an alternate academic plan.
3. Students who wish to petition the Nursing Department for reinstatement to the Program at any future point in time should follow these procedures:
   a. A formal letter must be delivered to the Department Chair outlining the rationale for the student’s petition and offering evidence, including supporting documents if relevant, of any extenuating circumstances which may have impacted the student’s academic success and/or personal situation when previously enrolled in the Nursing Program.
   b. The letter should include a specific, detailed plan for success developed by the student to address prior problems.
   c. The student’s appeal (petition) for reinstatement will be evaluated by Nursing faculty appointed by the Chair. All other faculty will be invited to contribute any relevant information to the Reinstatement Committee Chair. The Reinstatement Committee will review the case and render their recommendation to the Department Chair, who will then contact the student with the final decision.
   d. Students who may be granted reinstatement to the Nursing Program must be successful (final course grade of ≥ C+) in all subsequent NUR courses.

Initial 5/99; Reviewed Annually; Revised 6/08, 5/11, 6/14

61
GRIEVANCE POLICY

All grievances related to student issues at Alvernia University are handled according to procedures specified in the student handbook published on the Alvernia website. It is the student's responsibility to access, read, and understand these policies, procedures, and specific timelines.
ALVERNIA UNIVERSITY
NURSING PROGRAMS

FORMAL COMPLAINT PROCEDURE

A formal complaint is defined as a written expression of serious dissatisfaction related to any aspect of Alvernia University nursing programs. A formal complaint is distinguished from a dispute about a grade in a course or other course evaluation matter, which is handled under the Alvernia academic grievance procedures and harassment complaints, which are handled in accord with the Alvernia University Harassment policy.

Formal complaints may be initially received by any Alvernia faculty member or administrator. A formal complaint regarding any of the nursing programs is initially screened by the Nursing Department Chair, unless the complaint directly involves the Chair, in which case it is screened by the Dean of Professional Programs. After initial screening, the complaint is channeled to the individual or group judged to be most directly relevant and appropriate. Our guiding principle is to settle disputes in a prompt and fair manner, in keeping with the underlying Franciscan values of Alvernia University. If appropriate, an ad hoc panel may be appointed to seek resolution of the complaint or the complaint may be channeled to the Professional Programs interdisciplinary review body, consisting of the Department Chairs of the College of Professional Programs. A written response will be conveyed to the initiator of the complaint by the Department Chair or Dean within 90 days. Anonymous complaints are not accepted.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

MEDICATION CALCULATION COMPETENCY POLICY

It is the policy of the BSN Program to require each student to achieve a score of 90% on medication calculation proficiency examinations throughout the curriculum. Students have an ethical and moral responsibility to their clients in learning safe practice. Administering medications is an invasive procedure that has potential for harmful outcomes; therefore, knowledge of calculation skills is essential to everyday nursing practice.

Medication calculation competencies will be measured during designated clinical nursing courses in the BSN curriculum during the following courses:

NUR 209 or 210 Nursing Fundamentals/Introduction to Professional Nursing courses
NUR 220 Nursing in Health and Illness I: Medical-Surgical Clients
NUR 315 Nursing in Health and Illness II: Birth and Childhood to Adulthood
NUR 317 Nursing in Health and Illness III: Behavioral Health and Chronicity
NUR 410 Nursing in Health and Illness IV: Adult and Geriatric Clients
NUR 417/418 Nursing Role Synthesis Practicum/Nursing of the Acute and Critically Ill

Students must achieve a score of 90% on a 20 item medication math exam to pass each course. Calculators may be used for Math exams beginning at the junior level. If students are unsuccessful on their first attempt to achieve 90%, they will be given one additional chance to pass the exam at a date determined by the faculty. Failure to achieve a grade of 90% on the second math exam will result in the student receiving a grade no higher than “C” for the course. Therefore, unsuccessful students will be unable to progress to the next clinical course. The first exam will be recorded as part of the total course grade, as determined by course faculty.

In addition, math problems will be included on exams in all clinical courses.
NURSING LABORATORY POLICIES AND GUIDELINES

General

• For health and safety reasons, eating or drinking in the labs may be curtailed. No food or drinks are permitted in the computer lab (including in closed containers) or at the bedside practice stations.
• Students and faculty are expected to leave the lab in the same manner or better than when they arrived. This includes making and straightening bed linens, returning equipment to its designated storage area, putting all tables in order and pushing chairs in.
• Students are reminded to check the area before leaving to make sure that they have all of their materials and notes with them.
• Disruptive behavior of any sort will not be tolerated.
• When a class is in session in the lab, students needing to access the computer lab are expected to enter quietly, without conversation, and limit their talking in the computer lab.
• The telephone in the nursing computer lab is for campus calls and emergencies only.
• Nursing Lab supplies, books, and/or equipment are not to be removed from the Nursing Lab without specific permission of the Lab staff.
• Books and other resources are available to students but must be signed out with a lab staff person. Appropriate sign-out and sign-in procedures must be used by both students and faculty in order to track materials.
• Any malfunctioning or broken equipment should be reported immediately to a member of the lab staff. Likewise, students should notify lab staff if any needed supplies are low.
• The NRC Lab is available for independent skill practice during posted open lab hours. These hours are subject to change depending on staff availability and scheduled classes.
• When the lab is open, staff members may be in either the lower level or the second level in the simulation-video lab. Staff should not be interrupted during a skill scenario evaluation unless there is an emergency.
• Any student who requires individual assistance from a member of the lab staff during open lab hours must sign up according to established procedures.

Nursing Computer Lab

• Refer to the Computer Resources and Responsibilities Policy in the Alvernia Student Handbook for general computer use policies, all of which apply in the Nursing Computer Lab.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

NURSING LABORATORY POLICIES AND GUIDELINES (Cont’d)

- Students are expected to log on to the network using their own personal ID and password when using the computers. Sharing of account information is prohibited. Problems with personal account access should be directed to IT support at Ext. 2008 (on-campus) or the 24 hour service line at 610-927-2008 or 1-855-402-3828.
- All activities in the computer lab are to be conducted so that they do not interfere with the studying of other students, including both those in the computer lab and those in the main lab.
- Students should please report any equipment that is not functioning properly to the lab staff or to Alvernia’s IT Service Desk by e-mail to servicedesk@alvernia.edu or by calling one of the above phone numbers. DO NOT attempt to repair equipment or use equipment that is not functioning properly.
- Students are permitted to print only one copy of any document. The printer in the Nursing Computer Lab is to be used only for documents related to nursing courses and clinical work.
- Students are reminded to check for travel-drives, CDs, etc. when leaving the lab area. The Nursing Department is not responsible for any personal items left in the NRC Lab.

Violations of any of these policies may result in the student being denied use of the NRC Computer Lab.

Skill Competencies and Performance Guidelines

- The methods and standards for assessment and evaluation of nursing skill competencies are determined by course faculty, working in collaboration with the Lab Director and staff.
- Due to the number of faculty and students who seek to use the NRC lab, adherence to established procedures and schedules are essential. Students who do not keep scheduled individual appointments or who fail to notify the lab staff prior to missing a scheduled appointment due to illness or an emergency may have their course grade penalized.
- Faculty reserve the right to establish grading procedures relative to the performance of simulated patient care scenarios and other skill competencies for their courses.
- It is an expectation of the student nurse role that all communication, including verbal, written, and electronic, with peers, faculty, and staff be professional at all times. Incivility to the lab staff will not be tolerated and may result in a grade deduction.
- Professional attire and grooming may be expectations for the student’s performance of any skills or simulated patient care scenarios, as listed in the course syllabus.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

NURSING STUDENT'S HEALTH POLICY
(Also refer to University Handbook and University Catalog)

It is the policy of the Alvernia University BSN Program to adhere to the University health standards, clinical agency health standards, and the Pennsylvania State Board requirements of health standards. A health care provider (physician, nurse practitioner, and physician assistant) must complete a physical examination for the student and certify the student's emotional well-being and physical health for carrying out nursing responsibilities (see Core Performance Standards).

I. PRE-CLINICAL PRACTICE health examination shall include the following:
   A. Complete medical history and physical examination on provided form.
   B. Required and recommended immunizations as specified on the health forms:
      ▪ 1 Tdap (Tetanus, Diphtheria, and Pertussis) vaccine within 10 years
      ▪ Hepatitis B – 3 doses, signed declination or positive titer
      ▪ 2 MMR (Measles, Mumps, Rubella) vaccines or proof of immunity
      ▪ 2 Varicella Vaccines – Completed Varicella series (2) or a positive titer
      ▪ 2-step Tuberculosis (TB) Test: Two negative skin tests; administered one week apart then one test every year
      ▪ Influenza Vaccine (annually)
      ▪ Pneumococcal Vaccine or signed declination within 5 years
      ▪ Meningococcal Vaccine (for resident students)

   C. Ten (10) Panel Urine Drug Screen (see Mandatory Drug Screen Policy)

II. PROGRAM PROGRESSION:
   A. Tuberculosis Testing (TST 1-step) required annually.
   B. Influenza annually in the Fall semester at the first availability of the vaccine.
   C. Ten (10) Panel Drug Screen required prior to each clinical course.
   D. Maintain current CPR for Health Care Providers certification.

III. EACH STUDENT IS RESPONSIBLE FOR:
   A. Personal health insurance coverage. A copy of your card required annually.
   B. Maintenance of good health promotion practices and utilizing preventive care in common illnesses.
   C. Reporting any health concern to the Nursing Department (including pregnancy) that could affect the health safety for self and/or fetus.
   D. Obtaining certification in CPR prior to starting the first clinical practice course (NUR 220).
E. Students should report exposure of the following to the clinical faculty as soon as exposure or symptoms are known. The clinical faculty will consult with the Nursing Department Chair and the infection control department at the assigned health facility as appropriate. A mutual decision will be made regarding clinical and class attendance for the student.
1. Hepatitis
2. Chicken Pox
3. Rubella
4. Mononucleosis
5. Herpes
6. Other potentially infectious active disease

IV. SICK LEAVE ALLOWANCES:
A. THEORY: Make-up of class work and exams is considered on an individual basis in conjunction with the course faculty. University-wide policy on Incompletes (I) will be followed as outlined in the University Catalog.
B. CLINICAL PRACTICE: Illness or accidents occurring while in clinical practice must be reported to the clinical faculty as soon as possible. The student is responsible for any expense incurred for personal treatment. (See Sudden Illness and/or Accident Policy). Institutional accidents must be referred to the nursing management within the health care facility.
C. CLINICAL PRACTICE MAKE-UP: Make-up for clinical practice is considered on an individual basis in conjunction with the course coordinator and clinical faculty. Additional supervised make-up time may be at the expense of the student. University-wide policy on Incompletes (I) will be followed as outlined in the University Catalog.
D. Medical Leave of Absence from clinical or academic classes is arranged through the Alvernia University Health and Wellness Center in accordance with stated policies.

V. PREGNANCY:
In the event of pregnancy, the student is totally responsible for her own health care. She is also required to inform the Alvernia University Health and Wellness Center of her prenatal status. She must also obtain written verification of ability to continue in the Nursing Program and clinical assignment from her health care provider. Medically necessary information will be maintained by the Director of the Health and Wellness Center.

VI. LATEX POLICY:
When working in the clinical setting or nursing skills labs, students may be exposed to latex and other allergens.

For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment, it is recommended that you:

- Obtain consultation from your health care provider about your sensitivity/allergy, risks and treatment.
- Inform the Skills Lab Director and your clinical instructor of your sensitivity.
  - Latex-free gloves will be provided. However, the lab environment and clinical facilities are not latex free.
- Inform your faculty member of your plan to handle a reaction.

Initial 1/00; Reviewed Annually; Revised 6/08, 6/10, 6/16
VII. MAINTENANCE OF HEALTH RECORDS:
Health records are maintained in a locked file in the University Health and Wellness Center. Health information will be kept strictly confidential and will not be released without written consent. Special physical conditions or circumstances may arise that may necessitate the University Health and Wellness Center to share the confidential information with local medical personnel to insure appropriate medical care. The student’s signature is necessary for permission for treatment. Nursing health records are kept for five (5) years following completion of program. Health records must be resubmitted if a student is absent more than one semester from nursing courses or the university.

VIII. MAINTENANCE OF HEALTH AND PERFORMANCE STANDARDS:
In order to meet core performance standards for progression and graduation, students are expected to maintain satisfactory physical and behavioral health (mental health and substance abuse) status. At anytime, the Department of Nursing Chairperson may require documentation from a physician or other healthcare practitioner that states a student is able to meet core performance standards in classroom and clinical settings. The student will be referred to the Alvernia University Student Health and Wellness Center for evaluation, referral or treatment. Please refer to the core performance standards, chemical impairment and mandatory drug screening policies.
All full-time Alvernia University students are required to submit a completed Medical History Form and Physical Exam to the Health and Wellness Center.

Health records maintained by the Health and Wellness Center are confidential and will be released only with written permission. Students are responsible for completing the Authorization to Release Medical Information (ARMI) below and submitting it to the Health & Wellness Center (located in Veronica Hall) in order that information requested by clinical sites may be made available to them. Students are responsible for maintaining communication with the Director of the Health and Wellness Center and for assuring that current information is on file in the Health & Wellness Center.

Students and clinical sites may request information from:

Claire Murphy, MD  
Director of Health Services  
Alvernia University  
400 St. Bernardine Street  
Reading, PA 19607-1799

Phone: 610-568-1467  
FAX: 610-796-8422

**AUTHORIZATION TO RELEASE MEDICAL INFORMATION**

I, ________________________________ , give my permission to Alvernia University

Name of Student

Health and Wellness Center to release my medical information such as immunization records, physical exams, PPDs, and drug screens to my clinical site and the Nursing Department as requested.

Information shared with Teaching, Clinical or Internship sites becomes part of the student’s Educational Record under FERPA. This includes, but is not limited to immunization records, physical exams, PPDs, and drug screens.

_____________________________  
Student’s Signature

_____________________________  
Date

_____________________________  
Student’s Name Printed

_____________________________  
Student ID number

Initial 5/11: Reviewed Annually, Revised 6/16
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

SUDDEN ILLNESS AND/OR ACCIDENT POLICY

It is the policy of the BSN Program to inform each student of their financial responsibility for any necessary emergency treatment during clinical practice rotations.

During the BSN Program, the student is required to perform clinical practice in many health care agencies. If the student becomes suddenly ill or injured during the clinical practice rotation, emergency care will be rendered. Health care facility policies will be followed in the event of an injury.

The financial responsibility for treatment of a personal nature must be assumed by the student, parent, or guardian.

I do accept the financial responsibility for any necessary emergency medical care required by ___________________________ while in the assigned health care agency or on campus as a student of Alvernia University.

_________________________                ___________________________
Date                                  Signature

_________________________
Relationship

Initial 6/01: Reviewed Annually: Revised 7/07

71
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

PROFESSIONAL DEVELOPMENT POLICY

It is the policy of the BSN Program to encourage student participation in professional continuing education programs, the Student Nurses’ Association of Pennsylvania (SNAP) Convention, and the National Student Nurse Association (NSNA) Convention. Funding sources will include money from the Alvernia University Student Nurses’ Association, Alvernia University Student Government, fund raising, and personal assessment.

Student eligibility to attend an outside conference is based on the following criteria:

1. The student must be in good academic standing at the time of conference registration.

2. The student must display professional conduct inside and outside classroom and clinical practice.

3. The student must obtain written approval from all course and clinical faculty prior to registering for the conference.

4. Nursing clinical faculty must give written approval prior to any missed clinical practice due to conference attendance.

5. Students are responsible for all missed work and may be asked to complete scheduled exams during the conference. Unless otherwise stated by course faculty, conference attendees will be expected to meet all due dates for course assignments, even if they occur during the conference. This may mean attendees must hand in work prior to leaving for the conference.

The Student Nurses’ Association leadership, in conjunction with the Nursing Faculty, will determine appropriate professional development opportunities for student participation and funding allocation.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

PROFESSIONAL DRESS AND UNIFORM POLICY

Students are expected to be well groomed and dress appropriately at all times, in clinical settings, on field trips, and on the Alvernia University campus. Requirements for dress at clinical settings vary, and students are expected to pay close attention to these written guidelines and to specific instructions about dress given to them by faculty. In clinical settings, a nursing student’s appearance takes on additional importance. The comfort, security and well-being of the patient may be influenced by the appearance and behavior of the nursing student. In addition, each student represents Alvernia University to the public, and it is essential that each student makes a positive and professional impression.

ALL CLINICAL AREAS:
Unless otherwise noted, students shall be in complete uniform when in the clinical area for nursing experience. The student nurse uniform must be purchased according to instructions given by the Nursing Department.

1. The uniform includes:
   a. Alvernia University Student ID card is to be worn at all times in clinical agencies.
   b. An Alvernia nursing student professional name badge must be worn with the ‘community health’ uniform, as described below, and may be worn with the white clinical uniform. Instructions for purchase of this standard name badge will be given with uniform information each year.
   c. White uniform with University patch sewn on left sleeve, 2 inches below the shoulder seam. The uniform shall be clean and pressed for each clinical session.
      1) Uniform of approved styles only, using the uniform company/vendor designated by the Alvernia University faculty.
      2) Pants are to be hemmed at an appropriate length above the heel. Pants may not be cuffed.
      3) Full complement of white or flesh colored undergarments (no thongs) shall be worn under uniforms.
      4) Only thin white cotton crew socks or knee high stockings may be worn with uniform pants. No pattern is allowed on socks. The ankle must be fully covered.
      5) Only white full length hose (pantyhose) may be worn with uniform dresses.
      6) All white nursing shoes or sneakers may be worn ONLY if they are absent of color or fabric inserts. No open back, or sling back shoes may be worn.
      7) Plain white long sleeve T-shirt or turtleneck tops may be worn underneath uniforms if agency policy permits and at the discretion of the clinical instructor.
      8) All uniforms should be appropriately fit, neither too tight nor too loose. If a student gains or loses significant weight, she/he may need to purchase a different size uniform in order to maintain an acceptable professional appearance.
   d. Long sleeve scrub jacket (navy blue):
      1) Sleeves may be cuffed or uncuffed. University patch is to be sewn on left sleeve 2 inches below the shoulder seam.
      2) This jacket is optional, but highly recommended due to temperature variations on the nursing units.
3) No sweaters may be worn while wearing the white clinical uniform in the clinical area.

e. White Lab Coat:
1) All students need to have a medium length white lab coat.
2) The lab coat is worn over professional clothes when on clinical units researching client data and other selected circumstances.
3) The lab coat shall be clean and wrinkle-free at all times.
4) The lab coat may be required for some clinical lab experiences. Students should refer to the course syllabi for specific instructions regarding required lab attire.
5) The Alvernia University ID should be worn and clearly visible whenever the lab coat is worn for any clinical nursing purposes.

f. All students are also required to have the following supplies with them in the clinical area at all times:
1) Bandage scissors
2) Wristwatch (with second-hand) or digital timer [the use of a cellphone as a ‘watch’/timer is not permitted]
3) Ball point pen: black ink only
4) Stethoscope
5) Pocket pen-light
6) Alvernia University student photo ID badge (on clip)

PROFESSIONAL DRESS:

1. Selected Community-Based Clinical Rotations:
   a. Knit maroon Alvernia University polo shirt is required. Shirts may be worn over the slacks if the appearance is neat and professional. Shirts may also be tucked into the slacks and worn with a belt. The Alvernia Nursing Student professional ID badge should be worn with the maroon polo shirt.
   b. Standard beige or khaki pants (slacks) are to be worn. Tan or beige uniform pants (“scrubs”) may be worn if desired. No knit pants, leggings, or jeans-styles are acceptable. Pants must come to the waist or slightly-below the waist. Students may be sent home from the clinical site if attire is deemed un-professional by the faculty.
   c. Practical flat heeled closed-toe shoes. White athletic shoes are acceptable only if they are used with your nursing uniform. No sandals, flip-flops, clogs, boots, platform shoes or high heeled shoes are permitted.

2. Clinical Site Visit for Preparation or Research of Client Records:
   Students are often required to go to clinical sites at times other than clinical to prepare for their next day’s assignment or review records. At such times, the student is not with an instructor or clinical group, thus professional appearance and clear identification as an Alvernia University nursing student is imperative.
Students may choose one of the following options for their preparation for these situations:

- A community uniform, as described above in section 1, along with the white lab coat.
- Conference attire, as described below, along with the white lab coat.

Students who are at any clinical sites should wear their Alvernia University photo ID badge in a clearly visible manner at all times.

3. Conferences:
   a. Women are to wear business casual slacks or skirt (no shorter than 2 inches above the knee, blouse/knit top of modest appearance, or dress (no shorter than 2 inches above the knee). Appropriate undergarments and hosiery are required.
   b. Modest makeup, jewelry and shoes.
   c. Men are to wear dress slacks and shirt with collar (button-down or polo style are acceptable). Ties are not necessary for most events.
   d. Jeans, short skirts, low-cut tops/blouses, tight-fitting clothes or other non-professional clothing are not permitted for professional events and whenever a student represents him/herself as an Alvernia nursing student.

4. Other Appearance Requirements:
   a. All students, men and women, must keep hair neat and off the face and the collar when in uniform in any clinical setting. Only natural hair colors are acceptable. Men’s facial hair should be short, neat, and well groomed. For health reasons, faculty and agencies may have stricter requirements.
   b. The only jewelry permitted while in uniform is the wedding band, wristwatch and small post earrings. If ears are pierced, only one earring in each ear is allowed. No nose, tongue, or other facial jewelry is allowed.
   c. Fingernails need to be short and clean for the safety of the patient. Only natural color nail polish is acceptable.
   d. Artificial nails, acrylic nails, and nail tips are prohibited.
   e. Make-up may be worn sparingly.
   f. Bad breath, body odor, and residual tobacco odor shall be controlled.
   g. Students shall abstain from chewing gum and smoking in the clinical area or on facility property.
   h. No perfume, cologne, or body sprays.
   i. Visible tattoos must be covered to the fullest extent possible.

5. If nursing students are employed in health care agencies, they may not wear the Alvernia University student nurse’s uniform during working hours.

Appearance is a serious matter. Any student not complying with the above uniform policy may be directed to leave the clinical area and may receive a “U” for the day, depending on the nature of the infraction. Compliance or lack of compliance with this policy is reflected in clinical grades.

Initial 5/99; Reviewed Annually; Revised 5/09, 5/12, 6/14, 6/16
ALVERNIA UNIVERSITY
NURSING PROGRAMS

STATEMENT ON THE USE OF SOCIAL MEDIA

Social media is a powerful communication tool that may have a significant impact on personal, professional and organizational reputations. There are numerous resources available which include but are not limited to Twitter, Facebook, YouTube and LinkedIn. Students are liable for anything that is posted on a social networking site whether or not it is directly related to their academic program. It is essential that students know and follow fair use laws, copyright laws, code/s of ethics, HIPAA regulations, and good conduct guidelines to be an appropriate representative of Alvernia University and, specifically, its Nursing Programs. Students are reminded not to provide any confidential or proprietary information when using social media. Be respectful of your audience. You are not permitted to post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing or unlawful. You are no permitted to utilize the Alvernia University logo in social media postings. Current students are strongly discouraged from communicating with Faculty/clinical faculty/staff on social media.

Privacy does not exist in social media. In fact, Facebook’s Privacy Policy states: “You post User Content on the Site at your own risk. Although we allow you to set privacy options that limit access to your pages, please be aware that no security measures are perfect or impenetrable. We cannot control the actions of other Users with whom you may choose to share your pages and information. Therefore, we cannot and do not guarantee that User Content you post on the Site will not be viewed by unauthorized persons.”

Based on the current evidence, the following “best practices” for Social Media use are suggested:

- Think twice before posting anything on a Social Media website.
- Be respectful of your audience or potential audience.
- Photographs should represent how you want the public at large, including future employers, to view you as a person.
- Protect confidential and proprietary information.
- Follow code of conduct guidelines for each institution/healthcare facility with which you are associated.
- Identify your views as being your own opinions and not those of Alvernia University or any institution/healthcare facility with which you are associated.
- Protect the institutional voice of Alvernia University and all healthcare facilities/institutions with which you are associated.
- Do not have the illusion that anything you do or say is private.

Any questionable situation that comes to the attention of the nursing faculty/staff will be reported to the Nursing Department Chair and Dean of Professional Programs. Students may be counseled about appropriate social media use and a written note placed in their academic file. Disciplinary action may be taken.

Adapted from Conemaugh School of Nursing (8/11) and used with permission.

References:


76
ALVERNDIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

STUDENT RESPONSIBILITIES

In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines within the classroom, laboratories, library, clinical settings, and other college facilities.

1. Students are expected to report to class on time and remain for the duration of class. Each individual instructor establishes classroom attendance policy. Students should notify their instructor when absent; they are responsible for all material covered and announcements made within the class(es), even when absent. Academic success within the classroom generally requires two hours of work outside the classroom for each hour spent in class.

2. Students are responsible for reading the course syllabi thoroughly and they are expected to come to class prepared (homework and readings completed).

3. Students are expected to turn in their assignments on time (in the proper format), participate in class discussions, and prepare for tests.

4. Students should refrain from conversations whenever the instructor or another student is speaking. Any type of distracting or disruptive behavior detracts from the teaching/learning process and should be avoided. A disruptive student may be asked to leave the class.

5. Students should not be looking at other materials in class that are not directly related to that class.

6. Cellular telephones and other technology should be either turned off or set to vibrate during class, lab and clinical experiences unless students have been given specific faculty permission to use such devices. Electronic devices should only be used for class- and clinically-related activities in accordance with the policies of the course faculty and/or the clinical agency.

7. Children are not permitted in classrooms, laboratories, or the testing laboratory. Children under the age of 12 must be accompanied by an adult at all times when on University property.

8. In order to ensure full class participation, students covered by the Americans with Disabilities Act (ADA), should contact the ADA Coordinator at the beginning of every semester, if accommodations are requested. This is required even if you have a class with a faculty member who you have had for class or clinical in a previous semester.

9. No animals are permitted in class unless the person is disabled.

10. Appropriate dress is required; shirts and shoes must be worn at all times.
11. The Nursing Resource building is smoke free. Areas for smoking are provided outside the building across the street. Eating and drinking are not permitted in the computer lab.


13. An anecdotal note will be added to a student’s file if any violation of the above responsibilities is noted.
ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM

STUDENT EMPLOYMENT GUIDELINES

Many students engage in part-time employment during their educational program. To assist new students in planning a combined academic and part-time employment weekly schedule, the Nursing Department recommends the limits set below. This lists the academic credit loads consistent with various total hours of employment. It is based on the recommendation that the student should plan two (2) hours of study and class preparation for each hour in class.

<table>
<thead>
<tr>
<th>Maximum Hours Of Employment</th>
<th>Maximum Hours Of Course Credit</th>
<th>Hours Of Preparation Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>15</td>
<td>30</td>
<td>57</td>
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<td>18</td>
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<tr>
<td>40</td>
<td>6</td>
<td>12</td>
<td>58</td>
</tr>
</tbody>
</table>

Reference:
ALVERNIA UNIVERSITY
NURSING PROGRAMS

PHOTO RELEASE POLICY

Students will be videotaped in the Nursing Skills Lab and may be photographed while participating in any student activity. A signed Photo Release Policy will be obtained from each student and maintained in their permanent file.

I, (please print your name) ________________________________, give Alvernia University, Reading, the absolute right and permission to use my photograph in its promotional materials and publicity efforts. I understand the photographs may be used in publications, print ads, direct-mail pieces, electronic media (e.g. video, CD-ROM, Internet/WWW), or other forms of promotion. I release the University, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use. I am 18 years of age or older.

Signature ________________________________ Date ________________

Address __________________________________________________________

City __________________________ State _____ Zip Code __________

Telephone No. __________________________

Initial 6/04: Reviewed Annually