

**CLARION UNIVERSITY
OF
PENNSYLVANIA
SCHOOL OF NURSING AND ALLIED HEALTH
Department of Nursing**

**ASSOCIATE OF SCIENCE IN NURSING
PROGRAM**

**STUDENT HANDBOOK
2011-2012**

School of Nursing and Allied Health
Clarion University of Pennsylvania
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Clarion University of Pennsylvania's Equal Educational Opportunity Statement

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2000.

The Associate of Science in Nursing Program is accredited by the National League for Nursing Accrediting Commission.

National League for Nursing Accrediting Commission
3343 Peachtree Rd. NE Suite 500
Atlanta, GA. 30326
P: 404-975-5000 F: 404-975-5020
www.nlnac.org

Purpose

The Clarion University of Pennsylvania Associate of Science in Nursing Program is designed to prepare technical nurses to give client-centered care within structured settings and to work effectively with other members of the health team. The two-year Associate of Science in Nursing Program provides the graduate with a foundation for further study at the baccalaureate level. Upon completion of the program, the graduate will be eligible to take the national licensure examination.

Department Philosophy

The philosophy of the Clarion University Nursing Department is consistent with the philosophy of Clarion University in establishing as the Department's primary goal the provision of educational experiences designed to promote scientific inquiry, creative thinking, critical judgment and self-evaluation. The students' nursing education is complemented by such curriculum offerings as humanities, natural sciences, and free electives. The programs are based on the concept of continued self-development so that graduates will aspire to improve and expand their competencies on a continuing basis after graduation.

Nursing is a profession concerned with the delivery of care to individuals who desire assistance with health maintenance during their life processes. The nursing process is the basis for communication between the nurse, client and family who collaborate to achieve maximum health potential. This process includes health teaching by a nurse for the purpose of establishing and maintaining a high level of well-being.

Man is a unified whole who continually interrelates with his environment. Man, as a sensing, thinking being makes conscious choices and assumes responsibility for the consequences. Given freedom of choice, man will make decisions regarding his health care needs according to his priorities. He possesses and manifests traits that are greater than but different from the sum of his parts. Man's family is made up of significant others within his framework of life.

Health as defined by the client is the primary focus of nursing care. It is a dynamic ever-changing state based on man's ability to maintain his optimum level of wellness. A client's concept of health=illness is derived from patterns he has formulated based on his personal experiences. Man, as an expert himself, assumes responsibility for seeking assistance throughout the health-illness continuum. Therefore, he must be consulted concerning his own health goals and participate actively in his health care.

Society is a dynamic organization which is composed of individuals, families, and communities. Societal roles and trends interrelate with man's experience to direct his behavioral patterns and life goals. This interaction is demonstrated by man's practicing of health maintenance and striving for well being.

Education is a dynamic activity which involves the teaching-learning process. Teaching is an organized activity that facilitates learning and is accomplished by the active sharing of attitudes, skills, and knowledge. Learning requires mental activity and is enhanced by a climate which takes into consideration the learner's previous educational and life experiences.

Learning is a self-directed activity requiring motivation, desire, and effort by the learner and the learner's response to the process is unique to that individual.

The nursing faculty endorses two levels of nursing practice – the technical and the professional as follows.

The first level of nursing is provided by the technical nurse who is educated in associate degree nursing programs and the second level by the professional nurse prepared in baccalaureate and post-baccalaureate programs. The nursing care provided by the associate degree nurse demonstrates a high degree of technical skill based upon principles from an every expanding body of science. The associate degree nurse works under the supervision of the professional nurse performing those skills necessary to carry out the prescribed nursing care plan and the medical regimen. The professional nurse, although proficient in technical skills, assumes primary responsibility for the nursing care of individuals and groups, coordinates the health team as it assists the client with his goals,

serves as a resources person for all persons giving direct client care, and engages in research to evolve nursing theory.

ASN Philosophy

The philosophy of the Associate of Science in Nursing Program is derived from the philosophy of the Clarion University of Pennsylvania Department of Nursing. It is consistent with the stated mission of the Clarion University of Pennsylvania in seeking as its primary goal the provision of educational experiences to promote scientific inquiry, creative thinking, critical judgment, and self-evaluation. The Associate of Science in Nursing Program affords the nursing student the opportunity to learn technical nursing in a collegiate setting.

Nursing is a profession concerned with the delivery of care to individuals of all ages, cultures, races, and ethnic groups who desire assistance with health during their life processes. The nursing process is the basis for communication between the nurse, client, and family who collaborate to achieve maximum health potential. This process includes health teaching by the nurse for the purpose of establishing and maintaining a high level of well-being.

Within the scope of all nursing practice, technical nursing is provided by the associate degree graduate who has been educated to function as a direct caregiver within structured settings. Technical nursing focuses on the client with common recurring health problems and incorporated those nursing interventions which are bases on a previously established protocol. The technical nurse utilizes the nursing process to assist the client with activities of daily living. The technical nurse is directly responsible and accountable to the client and family for providing quality nursing care.

The individual is a unified whole who continually interrelates with the environment. As a sensing, thinking being, the individual makes conscious choices and assumes responsibly for the consequences. Given freedom of choice, individuals will make decisions regarding their health care needs according to their priorities. They possess and manifest traits that are greater than and different from the sum of all their parts. The individual's families are made up of significant other within their framework of life.

Health, as defined by the client, is the primary focus of nursing care. It is dynamic, ever-changing process that reflects individuals' ability to maintain their optimum level of wellness. The clients' concepts of health-illness are derived from patterns they have formulated based on their attitudes and personal experiences. Individuals, as experts on themselves, assume responsibility for seeking assistance throughout the health-illness continuum. Therefore, they must be consulted concerning their own health goals and participate actively in their health care. Environment is the aggregate of influences that interrelate with individuals. Society, a component of the environment, is a dynamic, multi-cultural organization which is composed of individuals, families, and communities. Societal roles and trends interrelate with individuals' experience to direct their behavioral

patterns and life goals. This interaction is demonstrated by the individual's practicing of health maintenance and striving for well-being.

Education is a dynamic activity which involves the teaching-learning process. Teaching is an organized activity that facilitates learning and is accomplished by the active sharing of attitudes, skills, and knowledge. Learning requires mental activity and is enhanced by a climate which takes into consideration the learner's previous educational and life experiences. Learning is a self-directed activity requiring motivation, desire, and effort by the learner. The learner's response to the process is unique to that individual.

Nursing education provides students with a theoretical and clinical foundation for the development of knowledge and skills necessary to assist individuals with their health. Technical nursing education prepares the graduate to function as a generalist who incorporates critical thinking and decision making skills in the solution of problems which reflect increasing complexity. It promotes the practice of technical skills based on principles from the natural, social, and behavioral sciences. The Associate of Science in Nursing program affords the nursing student the opportunity to develop knowledge on a technical level and provides the basis for professional nursing education.

Program Outcomes

The Clarion University of Pennsylvania Associate of Science in Nursing Program prepares the graduate to:

1. Provide competent technical nursing care to clients of diverse populations in complex situations.
2. Utilize the nursing process in caring for clients of all ages with differing levels of health and illness.
3. Utilize critical thinking and effective decision making in providing comprehensive technical nursing care.
4. Establish effective interpersonal relationships with clients, families, and health team members.
5. Implement health teaching for clients and families.
6. Demonstrate responsibilities and accountability for nursing practice.

ADMISSION

Admission Requirements

All applicants to the Associate of Science in Nursing Program are required to meet the following requirements:

- Meet or exceed the Clarion University admission criteria related to high school, class rank, SAT/ACT scores, and college/university grades.
- Four units of high school English.
- Three units of high school social studies.
- Two units of high school science: one year of chemistry with a grade of “C” or better and one year of biology with a grade of “C” or better within five years of date of entry.
- Two units of high school mathematics (one must be algebra with a grade of “C” or better and one course may be algebra II, trigonometry, geometry, or calculus). These courses must have been taken within five years of date of entry.
- Q.P.A. of 2.5 or better in high school and/or college.

Candidates who do not meet all the high school requirements listed above must take college level courses to meet the requirement(s). The following Clarion University courses or acceptable transfer courses from other colleges/universities or College Level Examination Program (CLEP) provide acceptable substitutions for the high school requirements.

- Biology requirement: BIOL 111 or BIOL 115
- Chemistry requirement: PHSC 111 or CHEM 153/163
- Mathematics requirement: Students may be placed into a college level mathematics course by the Mathematics Department or be required to take the university mathematics placement test. Examination or placement will determine the need to complete MATH 050- Basic Algebra

College credits for biology, chemistry and math are acceptable only if earned within ten (10) years of admission. A grade of “C” or better must have been achieved.

Application Procedure

Application procedure for the ASN program includes the following:

1. Completion of a university application or a Change of Status Form by the designated date.

Currently Enrolled Students at Clarion:

Students who are currently enrolled and taking courses or have accumulated credits at Clarion University must submit a CHANGE OF STATUS FORM to the School

of Nursing by December 15th in order to be considered for admission into the Nursing Program for the fall of the next year. A Change of Status form may be obtained for the Clarion University Registrars Office or the Admissions Office at Clarion Campus or on the website, the School of Nursing and Allied Health Office at Venango Campus, or the Administrative Office at Venango Campus.

Transfer students:

First Time in College (FTIC) Students – **currently enrolled at other institutions:** Must submit an APPLICATION FOR ADMISSION by December 15th in order to be considered for admission into the Nursing Program beginning in the fall of the next year.

The Application Form may be obtained from the Clarion University Admissions Office at Clarion Campus, the School of Nursing and Allied Health Office at Venango Campus, or the Administrative Office at Venango Campus. The application form is also available on-line at www.Clarion.edu The Application Form must be completed and sent with the **non-refundable** application fee to the Admissions Office, Clarion University, 840 Wood Street, Clarion, PA 16214. Official high school, post secondary school, and college/university transcripts must also be forwarded to the Admissions Office.

2. Completion of an essay (250 words or less) which addresses the applicant's interest in the nursing profession. Submit to: The Department of Nursing
3. Submit an official high school transcript and official transcripts from all previously attended colleges and/or universities to the Admissions Office, 840 Wood Street, Clarion, PA 16214.
4. Completion of the NLN Pre-entrance Test.
5. Licensed Practical Nurses may qualify for Advanced Placement. See the Advanced Placement for Licensed Practical Nurses Policy in this Handbook.

Transfer

1. The transfer policy for nursing students is consistent with that of Clarion University of Pennsylvania, as published in the Clarion University Undergraduate Catalog.
2. The procedure for transferring from another college or university to the ASN Program is:
 - a. Application must be made directly to:

Office of Admissions
Clarion University of Pennsylvania
Clarion, PA 16214

- b. Official transcript of credits and certificates of honorable dismissal must accompany the application for admission. A grade of “C” or better is required on all credits transferred. Transfer courses must be comparable with those offered at Clarion University.
 - c. A student must complete a minimum of 30 credit hours of credit at the Venango Campus of Clarion University of Pennsylvania to qualify for an associate degree.
3. Nursing credits are only transferable if earned in an accredited associate degree or baccalaureate program within the preceding two years. Only the courses NURS 101, 102, 111, 112, 121, 131 and 132 are transferable if they are deemed comparable by the nursing faculty of the School of Nursing and Allied Health. Diploma students must take challenge exams for transfer of nursing credits.
 4. Transfer applicants shall have met all admission requirements as listed in this Handbook.
 5. Individuals transferring into the Associate of Science in Nursing Program are evaluated according to the following criteria:
 - a. Scholastic aptitude.
 - b. Educational transcript.
 - c. Educational reference.
 - d. NLN Acceleration Challenge Exam. (Individuals who have completed a nursing course(s) more than 2 years prior to application must take the NLN Acceleration Challenge Exam and achieve a satisfactory score for transfer of nursing credits.)

Advanced Placement for Licensed Practical Nurses

In addition to meeting criteria for admission to the University and the ASN program, LPN’s may qualify for advanced placement. Advanced placement may be granted to Licensed Practical Nurses based on the Pennsylvania Articulation Model. The model provides education progression for Licensed Practical Nurses from state approved and NLNAC accredited schools to progress to the next educational program without repetition. Up to six life experience credits may be granted for NURS 101, 111 and 121. The following criteria apply to applicants seeking Advanced Placement:

1. All applicants must take the NLN entrance exam for registered nursing students.
2. Applicants who have graduated from an accredited program must meet the following requirements:
 - a. A “C” average or higher upon graduation from Licensed Practical Nursing Program. An official transcript must be provided as evidence.
 - b. Letter of reference from director of program addressing applicant’s ability to successfully complete an RN program (if applicant has graduated within five years).

- c. Letter from employer/employers reporting verification of hours worked.
 - d. Must provide copy of LPN licensure.
3. Applicants who have not worked 1,000 hours within the past three (3) years, or have not graduated from an accredited program DO NOT qualify for advanced placement.
 4. Applicants who have graduated or will graduate from an accredited program and have not passed NCLEX-PN and/or completed the preadmission requirements may be admitted as Pre-nursing students, and will be considered for admission based on routine admission procedures.
 5. To be considered for advanced placement, ALL LPNs must take the NLN Foundations of Nursing Challenge exam by **March 31** of the year seeking admission and MUST score 70% or higher.

Any applicant NOT meeting ALL of the above criteria will not qualify for advanced placement.

Clearances

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of criminal clearance of individuals working in these settings. Since the Department of Nursing utilizes numerous agencies with this requirement, all Clarion University nursing students must file a "Request for Criminal Record Check" (Act 34) with the Pennsylvania State Police, and a "Child Abuse History Clearance" (Act 33) with the Department of Public Welfare. All students will be required to have a FBI background clearance which includes fingerprinting. Students will not be permitted in a clinical course without all clearances being on file in the nursing department.

All clearances must be dated within one year of entering the program. Application forms and detailed instructions are included with the admission packet and are available from the ASN secretary in the School of Nursing and Allied Health, 814-676-6591 ext. 1250. Applications for clearances can also be found on the following websites: www.fbi.gov and www.dpw.state.pa.us/general/forms/pub

Processing of the application can take several weeks, so it is advisable to begin application as soon as possible after receipt. These clearances will be valid for the time a student is enrolled in the ASN program. If a student takes a leave of absence or is otherwise separated from the ASN program, new clearances must be submitted.

Felony Statement

Under Pennsylvania law, the State Board of Nursing may not issue a license to an applicant who has been convicted of certain felonious acts. Students in the ASN program, who have been convicted of a felony, may not be eligible to take the State Board Licensing Examination (NCLEX). Prior to entrance into the ASN Program all students are required to sign a felony statement. This statement verifies that the student has read the State Board's Felony Policy and understands the ramifications of this policy to obtaining a license as a registered nurse in the state of Pennsylvania.

Some felony and/or misdemeanor convictions are considered prohibitive offenses and prevent the student from participating in certain clinical experiences and/or agencies. For more information contact the nursing department or:

www.aging.state.pa.us/psolinetraining/cwp/view

CPR Certification

All nursing students are required to maintain certification in cardiopulmonary resuscitation (CPR) throughout their enrollment in the nursing program. Students must be certified in adult, infant, and child CPR as well as the use of the AED. Students will not be permitted to engage in clinical practice without proof of current CPR certification.

Health Requirements

Students enrolled in the ASN Program are required to undergo a physical examination within six months prior to entering the program. The physical exam must be documented on the Clarion University Department of Nursing physical examination form and signed and dated by a medical doctor, doctor of osteopathy, certified registered nurse practitioner or a physician's assistant. The physical examination includes a record of immunity to **tetanus, rubeola** (red measles), **mumps, rubella** (German or three day measles) and **varicella** (chicken pox). It also includes proof of freedom from **active tuberculosis**. Additionally, students must either show proof of immunity of **Hepatitis B** or sign a statement acknowledging the risks of contracting this disease. **The Department of Nursing highly recommends that students receive the Hepatitis B vaccine.** P.P.D. testing for tuberculosis is required prior to admission and must be repeated before beginning the second year of the ASN program.

Students have an ethical duty to report any health condition that would pose a risk to their patients or interfere with the performance of their duties. Both the student and the examining health care provider must initial a set of Program Performance Standards, indicating that there is no apparent reason why the student would be unable to perform the duties of a nursing student.

Clinical Rotations

Clinical assignments are made by the faculty, and students are rotated between several agencies. Students must be available for variations in clinical hours (afternoons and/or evenings) which may be necessary for some clinical experiences. On occasion a 12-hour or weekend experience is needed.

Transportation

Students assume all responsibilities for transportation to and from the clinical agency where they are assigned. Most clinical agencies are within a 50-mile radius of Venango Campus. Reliable transportation is necessary as “car-pooling” is not always an option.

ACADEMIC POLICIES

Requirements for Graduation

To receive an Associate of Science in Nursing Degree from Clarion University of Pennsylvania the student must meet the following requirements:

1. Complete the Associate of Science in Nursing curriculum – 61 credits, 30 of which must be earned at the Venango Campus.
2. Complete all nursing course requirements within 5 calendar years of formal admission to the program.
3. Attain a cumulative quality point average of 2.5 on a 4.00 scale in the major.
4. Attain an overall cumulative quality point average of 2.5 on a 4.00 scale.

Academic/Clinical Grading and Satisfactory Progress

Because of the uniqueness of nursing education, the nursing faculty has developed academic standards that are higher and more stringent than the university at large. The student must earn grades of "B" in each of the following nursing courses: Nurs 101, 131, 102, 132, 201, 202, and 203. A passing grade is required in all clinical courses: Nurs 111, 121, 112, 211, 212.

<u>Grading Scale</u>	
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	E

Clinical Evaluation

Clinical evaluation is a process for determining that nursing students are achieving the established goals identified in the clinical learning objectives. Because nursing is a practice profession, clinical experiences are essential and are regulated within an educational program by the state's Nurse Practice Act. No individual can be certified as a graduate without successfully passing both the clinical and didactic portions of the educational program.

In addition to the statutory regulations regarding the safe practice of nursing, there are a number of professional ethical regulations or codes which also establish guidelines for safe practice and are recognized internationally (Patient's Bill of Rights, International Council of Nurses Code for Nurses, American Nurses Association). If a student cannot demonstrate an ability to deliver care at the expected level required in a course, the faculty member has a responsibility and the authority to remove the student so as not to compromise safety and welfare of the assigned client.

As part of contractual agreements with clinical agencies, the institution may request a student not be assigned if their health, behavior, or performance is found unacceptable to the standard of the institution.

Clinical agencies may, at any time, request additional requirements be met prior to participation in a clinical experience at that agency. This may include, but is not limited to, substance abuse testing.

Clinical evaluation within the ASN program at Clarion University of Pennsylvania measures the student's ability in relation to established standards and objectives, **not** in comparison to the performance of other students.

The Clinical Evaluation Tool is a means by which students will have ongoing evaluation of their clinical progress during clinical rotations. Anecdotal notes are written, at least, bi-weekly by nursing faculty and a graded (pass/fail) clinical evaluation is given at mid-term and end of the semester. The grade considers both the anecdotal record and evidence of progress over time. Students must receive a "pass" grade at the conclusion of each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at mid-term clinical evaluation must make an appointment to meet with the appropriate faculty member within one week to initiate a learning contract. See Retention Policy and Procedure for additional information.

NOTE: During all clinical rotations, students are expected to evaluate themselves (mid-term and final). This self perception of progress is reviewed with the faculty in light of the faculty's evaluation and differences are discussed. Students are encouraged to comment in writing on their evaluation.

At Clarion University, clinical performance is based on the following critical elements:

1. Maintains the physical safety of the client
2. Utilizes the nursing process
3. Communicates appropriately
4. Demonstrates responsibility and accountability

ANY disagreements between students and faculty on student rights and/or academic complaints against faculty members **MUST** be dealt with as described in the Clarion University *Student Rights, Regulation, and Procedures Handbook*.

Administration of Medications.

1. All students must pass a written medication administration test **prior** to being permitted to pass medications in the clinical area. Specific details are provided at the beginning of the semester.
2. Students are expected to assume responsibility for their own learning and client safety by:
 - a. reading a variety of resources.
 - b. preparing adequate pre-clinical references for medications to be given.
 - c. assimilating information necessary for safe functioning in the clinical setting.
 - d. questioning the clinical instructor when uncertain about any medication.
 - e. prior to passing medications in the clinical area, students must successfully pass the medication skills test.
3. All students must seek direct supervision of the clinical instructor, or their designee, when administering:
 - a. intravenous solutions
 - b. parenteral medications
 - c. narcotics
 - d. heparin
 - e. insulin
4. First year students must seek direct supervision of the clinical instructor when:
 - a. administering all medications.
 - b. calculating drug dosages.

Retention/Progression

The retention/progression policy for the Clarion University Associate of Science in Nursing (ASN) Program is consistent with that of other two year programs in the university. The ASN courses are sequential and must be taken in order.

All theory courses are graded on the conventional, "A, B, C, D, E" scale according to the nursing department's grading scale. Any grade less than "B" indicates failure. Clinical courses are graded "pass/fail". A student is evaluated according to behavioral criteria based on the program and course objectives which must be met in order to receive a passing grade in clinical.

All students must maintain an overall quality point average (QPA) of 2.5 on a 4.0 scale to remain in good standing.

All ASN students must earn a "B" or better in theory courses which are co-requisites to clinical courses (NURS 101,102,201 and 202) **and** earn a "pass" on the co-requisite clinical courses (NURS 111 for NURS 101, NURS 112 for NURS 102, NURS 211 for NURS 201 and NURS 212 for NURS 202.) A grade lower than a "B:" in the theory component **or** a "fail" in the clinical practice experience, or both in any of the clinical nursing courses listed in this section is regarded as a failure for the entire course and the student **must** repeat the entire course (theory and clinical) if they are readmitted to the ASN program, and receive a "B" or better and/or a "pass" before being permitted to progress.

All students must also achieve a minimum grade of "C" or better in ENG 111 and BIOL 258 and BIOL 259 or they may not progress.

Students must complete the ASN program within five (5) calendar years of formal admission to the program. A student needing additional time, must submit a written request for extension to the chair of the nursing department.

A student who does not meet the above standards is dismissed from the ASN Program and should refer to the ASN Dismissal and Readmission Policies.

Retention/Progression Procedure:

Purpose: To intervene with students having academic and/or clinical difficulty.

Goal: To increase student academic and clinical success.

Procedure:

1. Faculty will explain the retention algorithm/learning contract with students as the beginning of each nursing course.

2. The student will sign and date the algorithm/learning contract. A signed copy will be returned to the appropriate faculty.
3. The student will be provided with a reference copy of the algorithm/learning contract in each theory course.
4. Students doing well (>80% on tests and “satisfactory” in clinical) will be monitored according to the algorithm/learning contract.
5. Students obtaining less than a “B” (<80%) on any test in a theory course must make an appointment to meet with the appropriate faculty within one week to initiate a learning contract and/or referral for help. A copy of the contract will be given to the student. The original will be maintained by the instructor.
6. Students obtaining a “needs improvement” or an “unsatisfactory” on anecdotal/midterm clinical evaluations must make an appointment to meet with the appropriate faculty within one week to initiate a learning contract. A copy of the contract will be given to the student. The original will be maintained by the instructor.
7. During each student-faculty meeting, the retention algorithm/learning contract will be dated and initialed by the student/faculty and notes made related to contract interventions.
8. The retention algorithm/learning contract will be utilized to evaluate student progress throughout the semester.
9. The completed retention algorithm/learning contract will be placed in the student file at the end of each semester.

Academic Dismissal

A student will be dismissed from the Associate of Science in Nursing (ASN) Program for any of the following reasons:

1. Failure to obtain a “B” in all ASN required nursing courses, and a “C” in BIOL 258 and 259, and ENG 111.
2. Failure to obtain a “P” (pass) in all ASN clinical courses.
3. Failure to attain a cumulative QPA of 2.5 on a 4.0 scale.
4. Failure to comply with ASN policies and procedures.

- 5 Serious misconduct or disciplinary involvement resulting in dismissal from the university (see Clarion University's policy on dismissal from the university which can be found in the *Student Rights, Regulations, and Procedures Handbook*).

A student dismissed from the university is also dismissed from the ASN program; however, a student dismissed from the ASN program is not necessarily dismissed from the university.

A student who is dismissed from the ASN program will be informed by letter. The student may choose to:

1. Continue to take required general education courses and reapply to the ASN program (See Readmission Policy in Student Handbook).
2. Remain at the university and pursue another course of study.
3. Withdraw from the university.
4. Appeal dismissal (See *Student Rights, Regulations, and Procedures Handbook*).

Students who are dismissed from the ASN Program are strongly encouraged to utilize their academic advisor to assist in problem solving and planning to meet their goals.

Readmission

Students who have been dismissed or who have withdrawn from the ASN Program may apply for readmission to the program.

1. Students must request readmission **in writing**, and address reason for the dismissal or withdrawal and if applicable, what the student has done or plans to do to improve academic performance. The letter must be sent to:

Department Chairperson
Department of Nursing
Clarion University of Pennsylvania
1801 West First Street
Oil City, PA 16301

2. Requests for readmission the fall semester of the next academic year **must** be received by the chairperson **no later than March 31**. Requests for readmission the spring semester of the next academic year **must** be received by the chairperson **no later than September 30**.

3. After the written request is received, the student will meet with a faculty advisor to address reasons for dismissal or withdrawal, and if applicable, what the student has done or plans to do to improve academic performance.
4. For readmission, students must have a **GPA of 2.75** or better. For fall semester readmission the GPA requirement must be met by then end of Summer II session, for spring readmission the GPA requirement must be met by the end of the fall semester. The nursing department does not “round” GPA’s.
5. Students who have been dismissed for academic reasons are **NOT guaranteed** readmission. Students are permitted only **one readmission** to the nursing program.
6. Students who have withdrawn for other than academic reasons, or who have been granted a leave of absence, must seek readmission within one year from the date of withdrawal and will be readmitted to the ASN program on a **space available basis**.
7. Students must apply for readmission within **one year** from the date of dismissal. Students who are not readmitted within the one-year period will be considered new applicants and must meet the admission criteria.
8. Students readmitted after being unsuccessful in a nursing theory course (<80%) and/or clinical course (fail), **must** repeat **both** the theory and clinical course.
9. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (**space available**). Faculty evaluate the student’s request for readmission and grant or deny the petition according to the student’s general academic history, nursing course grades, clinical evaluations and potential for success.
10. Students will be notified in writing of the faculty decision regarding readmission.

Leave of Absence

Any student requesting a leave of absence from the nursing program must submit a request in writing to the chair of the Department of Nursing. This letter must include a reason for requesting the leave and the student’s plans for return. A leave of absence is **not granted for academic underachievement**.

1. The chair has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each leave of absence will be handled individually according to the specific need, academic standing, and clinical performance. Supporting documentation may be required.

3. The chair will present the request to the nursing faculty with all pertinent information.
4. The program faculty will recommend denial or granting of the leave of absence.
5. No leave of absence will be granted for longer than one year or two full semesters.
6. If the leave is granted, the student will be informed of such and must withdraw officially from the nursing program. At this time, the student will be informed of any conditional requirements for return.
7. Only one (1) Leave of Absence is permitted while enrolled in the ASN program.

Requesting return from Leave of Absence

Students who have withdrawn from the ASN Program must request a return to the ASN program.

1. Students must request readmission **in writing**, and address reason for the withdrawal. The letter must be sent to:

Department Chairperson
Department of Nursing
Clarion University of Pennsylvania
1801 West First Street
Oil City, PA 16301
2. Requests for return the fall semester of the next academic year **must** be received by the chairperson **no later than March 31**. Requests for readmission the spring semester of the next academic year **must** be received by the chairperson **no later than September 30**.
3. Students returning from a Leave of Absence must have a **GPA of 2.75** or better. For fall semester readmission the GPA requirement must be met by then end of Summer II session, for spring readmission the GPA requirement must be met by the end of the fall semester. The nursing department does not “round” GPA’s.
4. Students who have been granted a leave of absence, must seek readmission within one year from the date of withdrawal and will be readmitted to the ASN program on a **space available basis**.
5. Students who are not readmitted within the one-year period will be considered new applicants and must go through the admission process along with all other potential candidates.

6. Students will be notified in writing of the faculty decision regarding readmission.

7. If the leave of absence is for medical reasons, to be readmitted, the student must have a new Core Performance Standards Agreement signed and provide to the Department a statement from the healthcare provider documenting resolution of the medical concerns.

Attendance

Clarion University of Pennsylvania regards student participation in class as essential to the learning process. Therefore, regular classroom attendance is required of all students. Faculty members determine the absence policies for their own classes, except that participation in university sanctioned activities or active military service will be excused and the student will be given reasonable assistance when class work is missed. It is understood that absence does not excuse the student from course work and the responsibility to complete assignments on time. If a student knows a class must be missed, the instructor should be notified in advance and arrangements made to complete the work. **The instructor is not required to give make-up examinations or accept class work missed as a result of an unexcused absence.**

Due to the nature of laboratory sessions and clinical experiences, students are expected to attend all sessions, including pre- and post-conferences. If students are unable to attend clinical or laboratory experiences they are expected to follow the policies provided by the faculty member teaching that course. An alternative experience will be provided.

In the event of an unexpected absence such as a serious illness or military deployment, the Office of the Registrar and the Department of Nursing should be notified as soon as possible so instructors can be informed of the reason for a student's absence. This information is provided to faculty as a courtesy and does not, in and of itself, constitute a valid excuse for the student's absence from class. A valid excuse will be granted following receipt of a medical excuse from the student's physician or a copy of the military orders from the student's military command. The Department of Nursing will consider all other absences as unexcused.

Within the Department of Nursing, punctual attendance at class, practice laboratory, and clinical is mandatory. If the student is unable to attend class, they must notify the Department of Nursing (814-676-6591 x 1252) **prior** to the beginning of the class. (In the case of "off-campus" classes, the student must follow the procedure identified by the instructor.). If a student is unable to attend the clinical experience they are expected to notify the health care facility as directed by their instructor.

Students showing patterns (more than three) of tardiness or early departure from class will be counseled by the faculty member. Any further infractions will result in a one percent reduction per occurrence in the final course grade. In the clinical setting, students will receive an unsatisfactory evaluation for accountability and responsibility and will be subject to dismissal from the program.

All unexcused absences will have the following penalties:

1. In Class: After missing two classes in any nursing course the student will receive a decrease of one percent of the final course grade for each additional absence.
2. In Clinical: After missing two days (equivalent to 12 hours) or practice laboratory days, the student will be unable to meet the course objectives and will receive an unsatisfactory for the clinical experience. Any additional absences will be reviewed by the ASN faculty and the student will be subject to disciplinary action which may include dismissal from the program.

All missed clinical and laboratory experiences **must** be made up. Assignments for missed clinical and laboratory work will be determined by the instructor.

Unauthorized Electronic Devices:

The Department of Nursing recognizes the extensive use and potential benefit of cellular phones, and other communication devices, beepers, pager, blackberries, two-way radios, etc. However, the use of these devices creates disruption and distraction in both classroom and clinical settings. The use of these devices is **strictly forbidden** during class or clinical experiences. Approved PDA's may be used by the clinical faculty. Please advise those who may need to contact you in an emergency to call either the Department of Nursing (814-676-6591 x 1252) or the clinical agency and ask for your instructor. Each faculty will provide specific information at the start of each course as to emergency notification. Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or unsatisfactory clinical evaluation.

Exit Testing

The end of program assessment will be mandatory for **all** ASN students in their final semester. Remediation is based on the assessment score (NCLEX-RN pass rate predictability). Readmitted students are required to repeat the end of program assessment test and remediation. The fee for this examination will be paid by the student.

Test Scoring and Exam Review

Students are cautioned to mark the scantron answer sheet carefully; any changed answers may result in a reading error and loss of that point. **NO** scantron sheets will be returned to the students. Students are encouraged to mark their answers on the exam itself as this is what will be used for review, however the answers on the scantron sheets are what will be used to calculate the grade. Students are referred to the student handbook and course syllabi regarding rights and responsibilities relative to grading procedures.

Smokeless Tobacco

The use of smokeless tobacco in any form is **strictly forbidden** during class and/or clinical experiences.

Communicating Policy Changes

Any changes in policy which are made during the academic year, either by the University or by the Department of Nursing will be communicated to the students in the following manner.

Announcements will be made by the instructor in all appropriate classes. Two written copies of the policy will be distributed to all students. The student will keep one copy of the policy and sign and submit the second copy to the instructor. The signed new or revised policy will then be kept in the student's folder located in the nursing office. All policy changes will then be included in the appropriate handbook or catalog at the next review and revision which usually occurs during the summer prior to the start of the fall semester.

Student Records

It has been a long standing policy of Clarion University of Pennsylvania to publish a statement of Student Rights and Regulations. Included in this statement is a policy on student records. This policy is included in a *Student Rights and Regulations Handbook* which is available to all students. The handbook is accessible online at www.clarion.edu and linking to the Student Affairs site. Copies are also available from the Office of the Vice President for Student Affairs, 222 Egbert Hall and the Office of the Provost and Academic Vice President, 115 Carrier, Clarion University of PA, Clarion, PA 16214. Nursing student records are maintained in the CUP Nursing Office and the Records Office at the Clarion Campus. Student education records, except that information which is otherwise public, are confidential in nature and shall be released only to appropriate faculty, administrative officers, and parents and guardians (if the student is a minor). Release of these records to other persons, institutions or governmental and legal agencies shall occur only upon approval of the student or graduate or upon subpoena.

1. No record of information shall be made or retained unless there is a demonstrable need for it which has reasonable and substantial relevance to the educational and related purposes of the university.
2. Nursing Health Forms are kept in the Nursing Office. These records are confidential in nature and cannot be released without students' written permission.
3. Students shall have the right to inspect their records, the release of which requires their consent, except for recommendations and evaluations gathered for placement credential purposes.

4. Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.
5. For additional information relating to maintenance of Records and Release Procedures, please refer to *Student Rights and Regulations Handbook*--Clarion University of PA.

Transcripts

Students are assessed a one-time \$15 transcript fee which is added to the statement of charges from the Accounts Receivable Office. No additional fee is needed to obtain a transcript at any time. An official transcript of academic coursework may be obtained by submitting a signed, written request to the Office of the Registrar. The request should include 1) name (include former name if appropriate), 2) social security number, 3) dates of attendance or graduation, 4) complete mailing address where transcript is to be mailed, 5) current mailing address (if different from above), and 6) signature. Note: There is a limit of three transcripts per request per day. Questions concerning processing should be directed to: Office of the Registrar, Clarion University, 122 Carrier Administration Building, Clarion, PA 16214.

Academic Honesty

The Department of Nursing's position on academic honesty is consistent with the *Academic Honesty Policy* (stated below), *Student Handbook* and *Calendar*, and *Student Rights, Regulations, and Procedures Handbook* of Clarion University.

“Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with conduct regulations found in the university catalogs, *Student Handbook and Calendar*; *Residence Hall Handbook*; *Student Rights, Regulations, and Procedures Handbook*, and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examinations, or other academic work, or without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism**—the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expressions of ideas of another person and representing them as one's own—even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named.

2. **Collusion**-working with another person in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specifically approved in advance by the instructor.
3. **Cheating on an examination or quiz**-giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data**-manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Consequences for academic dishonesty range from a failing grade on a particular assignment or examination to dismissal for the university based on the seriousness of the action and whether it is part of a pattern on academic dishonesty. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student. Students have the right to appeal an instructors decisions (*Student Rights, on Student Rights in the Classroom*) either through the grade appeal process, or directly to the Conduct Board (see section on Adjudication Appeals) depending on the nature of the dispute. Sanctions extending beyond a particular course such as suspension or dismissal from an academic program or from the university can only be imposed as the result of complaints filed under the Disciplinary Procedures Code and after Formal Hearings under the Code.”

Student Responsibility for Academic Requirements

Provisions in the Clarion undergraduate catalog cannot be considered an irrevocable contract between the university and the student. The university makes every effect to keep information in the catalog current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and to update fees or service charges described in the university catalog without prior notice to persons affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding the general education requirements as published in the catalog when they matriculate. They are held responsible for the requirements of a major in effect at the time they officially declare a major. If students change majors, they are responsible for the requirements of the major in effect when they officially change majors.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at Clarion. Such changes will not be retroactive, although students will have the option for electing to meet the new program requirements, if desired. Exceptions may be necessary when changes in professional certification or licensure standards mandate such changes in requirements or programs.

EXPENSES AND FINANCIAL AID

Complete information regarding tuition, fees, payments schedules, residency status and student accounts can be found in the “Financial Information” section of the Clarion University Catalog.

Withdrawals

Individual Course Withdrawal Policy: An undergraduate student is permitted five individual course withdrawals at Clarion University. Effective Fall 1999, each continuing student will have five additional course withdrawal options, without regard to the number of previous course withdrawals. Exceptions may be made for withdrawals due to documented extenuating circumstances with approval of the instructor, advisor, and college dean. All class withdrawals must be initiated by completing a class withdrawal form, which is signed by the student’s advisor. These forms are available through the Office of the Registrar. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Classes a student drops during the period of drop/add will not appear on the student’s record. Course withdrawals between the end of the second and ninth weeks may be made without penalty. After the beginning of the 10th week of a semester or the second half of a Summer Session, a course from which a student withdraws shall be finally reported with a grade of “E.” Exceptions may be made for withdrawals due to documented extenuating circumstances such as illness or some other unavoidable occurrence with approval of the instructor, advisor, and college dean.

Withdrawal from the University: Students may withdraw from the university (all courses) through the last day of classes. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Any student who withdraws from the university either during or at the end of a semester must notify the Office of the Registrar in writing of his or her intention to withdraw and the reason for withdrawal. This is necessary for completion of the student's permanent record. Failure to comply with this regulation will constitute an unofficial withdrawal and may affect the student's chances of future readmission. University withdrawals, which are recorded with grades of "WX," are not included in the limit of five individual course withdrawals. Please see section on refunds under financial information. (See page the Clarion University Catalog for financial implications of withdrawal.)

Refunds

Refunds are granted in accordance with the policy established by the State System of Higher Education Board of Governors and **are subject to change at any time by the board.** To receive a refund, students must officially withdraw through the Registrar's Office. See the Clarion University catalog for additional information about refunds.

Financial Aid

Admission to the ASN program does not include financial support. Information about financial assistance available to undergraduate students may be obtained by contacting the Financial Aid Office at Clarion University at 814-393-2315 or at Venango Campus at 1-877-VENANGO. Contact the Nursing Office for scholarship information.

ASN students may apply for federal financial aid such as Pell Grants and Stafford loans. Eligibility for federal aid is determined by the Free Application of Federal Student Aid (FAFSA).

A number of scholarships are available to Clarion University students and prospective students attending classes on Venango Campus or taking Venango Campus Programs. Scholarships are made available by businesses, service organizations, the faculty of Venango Campus, and the Clarion University Foundation. Each of the sponsoring agencies set certain criteria for their scholarship(s). Students are requested to submit one application to the Venango Campus Scholarship Committee. The committee will make a determination of all the scholarships for which the applicant is eligible, and consider him/her for each one of them. A listing of all Venango Campus scholarships is available in the Administration Office at Venango Campus.

Scholarships not administered by the Venango Campus Scholarship Committee may require a separate application sent to the sponsor. Scholarships administered through the School of Nursing and Allied Health will be posted on the ASN list-serv as the applications become available each year. Check the university catalog, the Venango

Campus Administration Office or the Nursing and Allied Health Office at Venango Campus for more information.

STUDENT LIFE

Student Identification Cards

Clarion University student identification cards are used to access meal plans, library services, and gain entrance to residence halls, campus activities, and the recreation center. Student IDs can also purchase goods and materials with Eagle Dollars. Call the Frame Administrative office for information about Eagle Dollars.

It is the student's responsibility to ensure that the ID card remains in working condition. If the ID card is lost or damaged, it must be replaced by the student. Student ID cards are available through Student Services, Montgomery Hall, Room 222, telephone: 814-676-6591, Ext. 1271.

Student Housing

Apartment-style residence facilities for Clarion University-Venango Campus students are directly across the street from the campus. More information about the apartments is available by contacting the Director of Students Affairs, (814) 676-6591, Ext. 1270.

Meals

A light-fare menu is available for purchase at the Rhoads Auditorium Snack Bar Monday to Thursday. Eagle Dollars may be used to purchase meals and snacks.

Health Insurance

Students are encouraged to carry private health insurance. In an attempt to offer students an affordable health insurance option, Clarion University has collaborated with nine other universities in the State System of Higher Education to offer an economical and comprehensive insurance policy administered by Consolidated Health Plans to those students not otherwise covered. Consolidated Health Plans' web-site is www.consolidatedhealthplan.com. Students are required to have medical insurance coverage to participate in university-sanctioned and/or approved activities, including intercollegiate sport.

Liability Insurance

The terms accountability and liability reflect the expanded responsibilities of today's practicing nurse. Nurses are being required to assume complete responsibility for their own judgments, decisions, and actions.

Nurse Practice Acts places the burden of liability upon the individual nurse. In addition to moral and ethical accountability nurses must assume full legal responsibility for their nursing practice. For this reason, the Department of Nursing of Clarion University requires that each Associate of Science in Nursing student have liability insurance during their nursing education. It is the responsibility of the nursing student to obtain appropriate insurance coverage prior to admission into the Associate of Science in Nursing Program. Information regarding liability insurance for nursing students is obtained through the Department of Nursing at Venango Campus.

Library Services

Library Catalog: Students may access the library's catalog from home through Clarion University's Library home page. The Clarion University Library home page can be found at <http://www.clarion.edu/library>. From the library home pages, students are directed to various links such as library information, the library catalog, online journals, reference web sites, and other academic links.

Online Journals: Online journals and other digital databases can be accessed from home via the library home pages. All students have automatic access to Clarion University digital databases when they are registered for classes.

Interlibrary Loan Request: Requests for interlibrary loan can be placed from Clarion University Library's home pages. Students should request interlibrary loans from the campus at which they are attending classes.

Computer Access/E-mail: All students are provided with passwords in order to utilize the computer system. Students activate their account through the web at www.webmail.clarion.edu.

Attire

The Department of Nursing requires that each nursing student purchase at least two complete uniforms and one lab jacket to be worn during the two years in the Associate of Science in Nursing Program at Clarion University of Pennsylvania. When the student purchases the uniform, he/she must also purchase three Clarion University of Pennsylvania "patches" which will be sewn onto the uniform by the company. Other uniform requirements include; white shoes (no open toes or clogs) and white or navy socks to be worn with pants uniforms and flesh-colored hosiery with a skirt uniform.

Students must also purchase a Student Nurse Photo Identification Badge (different from the Clarion University Student Identification). The badge replaces the name pin and **must** be worn at all clinical sites. The badge is non-transferable to any other student and will have validity markings added at the start of each semester. The badge **must** be returned to the nursing department at the end of each semester and upon leaving the ASN program.

SAFETY PROCEDURES

Blood borne pathogen precautions:

The following policy is based upon the guidelines distributed by the Centers for Disease Control and Prevention, Public Health Service, and U.S. Department of Health and Human Services.

Admission/Progression - Consistent with our mission, the School of Nursing and Allied Health adopts a non-discriminatory stance in relation to admission and progression of students in the nursing programs. Inquiry into HIV status is not part of student, faculty, or staff application processes. Students are informed of health hazards inherent in nursing education programs, including those that might pose additional risks to the personal health of HIV+ persons. Actual HIV infection, HIV-Related conditions, or AIDS does not alone constitute a basis for denial of admission or progression in the nursing programs. Rather, each case will be responded to on the basis of its particular facts.

Education - Each semester, standard precautions will be reviewed with students prior to clinical experience and updated printed information will be distributed. Students will also be apprised of the availability of current information via the CDC Hotline (1-800-342-AIDS) or via the web at www.cdc.gov. The ad hoc committee on AIDS will advise faculty of changes in the recommended guidelines.

Prevention of HIV Transmission - The School of Nursing and Allied Health follows the guidelines prepared by the Centers for Disease Control and Prevention (January, 1994; August 3, 2000). When the clinical agency in which the student is affiliating has a policy that is more restrictive than the standard precautions, the student shall follow the institution's policy. If the agency policies do not reflect these standards or if no policy exists, the student shall adhere to the standard precautions (Appendix C).

Patient Care (Compliance Required) - Nursing students cannot refuse to follow standard precaution guidelines. Standard precautions will be implemented on ALL patients both in the inpatient and outpatient settings. Nursing students cannot refuse to care for those with HIV/AIDS disease.

Confidentiality - This policy adheres to the Confidentiality of HIV-Related Information Act (February 27, 1991) which protects individuals from inappropriate disclosure and subsequent misuse of confidential HIV-Related information. The confidentiality of HIV-related information will be protected, as is the case for all health-related information. Testing records are kept separate from academic or employment files.

Exposure - The standard precautions (Appendix B) are designed to reduce the risk of disease transmission in the health care setting. Each semester, students will be educated about the use of precautions and their responsibility for adherence to them. Nursing Faculty will periodically evaluate adherence to precautions, and use findings to direct improvements. Students, faculty or staff who believes themselves to be at risk for HIV antibody have an obligation to be tested and receive pre-post counseling. It is the individual's responsibility to pay for these health services.

Revision - This policy will be reviewed and revised annually in accordance with updated information dissemination by the Centers for Disease Control and Prevention.

Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

Blood and most body fluids whether or not they contain blood

Broken skin

Mucous membranes

To reduce the risk of disease transmission in the health care setting, the School of Nursing and Allied Health required the use of the following Standard Precautions:

1. Wash hand immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated items – whether or not gloves were worn. Soap containing an antimicrobial agent is recommended.
2. Wear clean, ordinary thin gloves anytime there is contact with blood, body fluids, mucous membrane and broken skin. Change gloves between tasks or procedures on the same patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.
3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluid are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.
5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, patient examination tables and bedside tables.
6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.
7. Place a patient whose blood or body fluids are likely to contaminate surfaces or other patients in an isolation room or area.
8. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure. Use oral rather than injectable medications whenever possible.

When a specific diagnosis is made, find out how the disease is transmitted. Use precautions according to the transmission risk.

If airborne transmission:

1. Place the patient in an isolation room that is not air-conditioned or where air is not circulated to the rest of the health facility. Make sure the room has a door that can be closed.
2. Wear a HEPA or other biosafety mask when working with the patient and in the patient's room.
3. Limit movement of the patient from the room to other areas. Place a surgical mask on the patient who must be moved.

If droplet transmission:

1. Place the patient in an isolation room.
2. Wear a HEPA or other biosafety mask when working with the patient.
3. Limit movement of the patient from the room to other areas. If patient must be moved, place a surgical mask on the patient.

If contact transmission:

1. Place the patient in an isolation room and limit access.
2. Wear gloves during contact with patient and with infectious body fluids or contaminated items. Reinforce hand washing throughout the health care facility.
3. Wear two layers of protective clothing.
4. Limit movement of the patient from the room to other areas.
5. Avoid sharing equipment between patients. Designate equipment for each patient, if supplies allow. If sharing equipment is unavoidable, clean and disinfect it before use with the next patient.

Source: <http://www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/annex1.pdf>

Bomb Threat:

All students will be dismissed immediately in the event of a bomb threat at a facility where students are involved in clinical practice.

Class Cancellation Notification

Information concerning class cancellation at Venango Campus may be obtained by dialing 814-676-6591, Ext.1200. A recorded message will inform the caller of the status of class sessions. The message is updated as necessary according to conditions affecting class meetings. Announcements of closure of university classes will be broadcast over local television and radio stations.

Parking Regulations

Students enrolled in the ASN Program are eligible for parking privileges at both Venango and Clarion campuses. At Clarion Campus, Venango Campus students are permitted to park in the commuter designated lots marked with a red dot. Students may secure a parking permit at the Administrative Office at Venango Campus. The cost of the permit will be added to the tuition bill from Clarion University.

Advisement

It is the purpose of the academic advisement program at Clarion University to:

- assist students in their growth and development;
- promote advisor-advisee relationships characterized by trust, mutual respect, and openness;
- establish a climate of purposeful learning which maximizes student growth and minimizes student withdrawal.

In the advisor-advisee relationship, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are to:

1. Assist students in developing sound academic programs by:
 - a. exploring with students their individual interests, abilities, and goals;
 - b. assisting students in developing an academic plan that satisfies graduation requirements;
 - c. offering advice in the selection and sequencing of courses which meet requirements for general education, major, and electives;
 - d. monitoring student progress and helping students make desired adaptations in their programs.
2. Make known to students the programs, resources, and services available in the university.
3. Be a responsive listener to students and to assist them by referral to specialized sources of help when needed.
4. Discuss matters of general university adjustment with students.
5. Keep informed about university policies, regulations, programs, and procedures in order to accurately answer student questions and concerns.

In the advisor-advisee relationship, the student's responsibilities are:

1. Meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals;
2. Seek sources of information which will assist them in making life/career decisions;
3. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance;
4. Meet all graduation requirements, following the academic plan established in consultation with their advisor;
5. Maintain personal records of academic progress and to resolve any discrepancies on the official grade reports; and
6. Become knowledgeable about university regulations, program requirements, and procedures.

For more information on advising, contact the University Advising Center in 111 Becht Hall or the Center's Website at www.clarion.edu/advising.

Class Registration

The following is a brief synopsis of the steps involved in registering for classes at Clarion University, on the Registrar's webpage of the Clarion home page. (www.clarion.edu). It is the responsibility of the student to be aware of University regulations and requirements as published in the Clarion University Catalog and the Student Handbook.

Look forward to and read your registration scheduling e-mail. This e-mail is sent to your Clarion e-mail account and contains your registration scheduling time, credit hours you have already earned, your advisor and any registration holds you may have:

1. Review your academic progress on the MyClarion for Students degree audit feature.
2. Contact any office that has a hold on your account and take the appropriate action to remove the hold at least 24 hours in advance of registration.
3. Make an appointment to see your advisor during his/her regularly scheduled office hours. First year freshman and new transfer students are **REQUIRED** to meet with their advisor to review and discuss degree requirements.
4. Plan a tentative course schedule. Check course availability, general education requirements and flags, co-requisite and pre-requisite courses, and any additional restrictions for the course. Pay special attention to course section notes.
5. Register for classes. Eligibility is based on the number of credits you have earned as of October 1. Web registration is available seven days a week from 8 a.m. to 11 p.m. during the registration period. Protecting your user name and password will keep your information

confidential.

Instructions for Registering for Classes:

In order to register for classes, you must login to MyClarion

Add a Class

All changes to your student schedule must be processed during the add/drop period. You can check the availability of classes using MyClarion Student Center.

- * Next, click the Student Center link.
- * Click the Enroll link.
- * Choose the class you wish to add, either by entering the class number or choosing a search option.
- * Click Select Class next to the class section you wish to add.
- * Click Next.
- * Repeat steps 4 through 6 for all the classes you wish to enroll in.
- * When you are happy with the contents of your shopping cart, click Proceed to Step 2 of 3.
- * Click Finish Enrolling to attempt to enroll in each of the classes.
- * The View Results page displays the results of the enrollment. From this page, you can view any errors, add other classes, and view your schedule.

Drop a Class

- * Next, click the Student Center link.
- * Click the Enroll link.
- * Click the Drop tab.
- * Select the class or classes to drop and click Drop Selected Classes.
- * Click Finish Dropping.
- * The View Results page confirms the drop.

Swap a Class

- * Login to MyClarion
- * Next, click the Student Center link.
- * Click the Enroll link.
- * Click the Swap tab.
- * Choose the class you wish to drop.
- * Choose the class to add by searching for it, selecting it from the Enrollment Shopping Cart or entering the class number.
- * Verify the swapping information and click Finish Swapping to complete the swap.
- * The View Results page confirms the swap.

It is your responsibility to verify the accuracy of your schedule

Student Services

In order to provide activities and services designed to promote students' academic and personal development, the Student Affairs Division at Clarion University has professional staff assigned to a variety of areas. Students are referred to Clarion University's Undergraduate Catalog for a brief description of the available services. For more detailed information, students should call the Student Services Office at Venango Campus at 814-676-6591, Ext. 1269. Available services include, but are not limited to: career, child care, personal counseling, health, learning support, and financial aid.

Student Involvement in Governance

There are many opportunities for students to become actively involved in governance at Venango Campus, including the Nursing Club, Student Senate and various committees. Appropriate student representation at nursing faculty meetings is welcomed. Interested students should contact nursing faculty and/or the Venango Campus Student Affairs Office (814) 677-2056.

Student Rights

The Student and University Affairs Office promotes responsible citizenship by protecting student rights and maintaining the principles outlined in the *Student Rights: Regulations and Procedures Online Handbook*. The office administers campus disciplinary procedures, seeks to maintain a positive living and learning environment and encourages the building of a respectful and inclusive community.

The office also serves as a resource to the University community regarding conflict management and resolution by providing services that promote the development of critical life skills. A mediation service was recently added to assist students in resolving interpersonal conflicts. Trained mediators guide the process, and the parties voluntarily participate in a structured setting to reach a workable solution.

Grade Disputes:

Disagreements between students and faculty members, including grade disputes, may be dealt with in the following manner. Initially, the student should attempt to resolve the problem with the faculty member. The student may first explain the problem either to the appropriate departmental chair or college dean. The student is entitled to a private conference with the administrator and to a conference involving both the administrator and faculty member. If the student is still in conflict with the decision of the departmental chair, the student may appeal the decision to the college dean. The decision of a college dean may be appealed to the provost and academic vice president. The

student, faculty member, and department chair must be informed of the decision at each administrative level. Cases involving an alleged violation of students' academic rights may be heard by the University Conduct Board. A student who has a grievance involving academic rights must file a complaint with the vice president for student and university affairs to initiate the hearing. Contact the Student and University Affairs Office, 212 Egbert Hall, Clarion, PA 16214-1232. Phone 814-393-1918.

PROGRAM OF LEARNING

CLARION UNIVERSITY OF PENNSYLVANIA DEPARTMENT OF NURSING ASSOCIATE OF SCIENCE IN NURSING

Curriculum Plan

			Clock Hours		
			Lec.	Lab	Credit
FIRST SEMESTER					
NURS 101	Nursing Process I		3	0	3
NURS 111	Nursing Process I: Clinical Practice		0	6	2
NURS 121	Nursing Process I: Practice Laboratory		0	3	1
NURS 131	Nursing Health Assessment		2	0	2
BIOL 258	Anatomy and Physiology I		2	3	3
PSY 211	General Psychology		3	0	3
			10	12	14
SECOND SEMESTER					
NURS 102	Nursing Process II		4	0	4
NURS 112	Nursing Process II: Clinical Practice		0	12	4
NURS. 132	Pharmacological Aspects of Nursing		3	0	3
BIOL 259	Anatomy and Physiology II		2	3	3
PSY 260	Developmental Psychology		3	0	3
			12	15	17
THIRD SEMESTER					
NURS 201	Nursing Process III		4	0	4
NURS 211	Nursing Process III: Clinical Practice		0	12	4
MATH	Any math course > Math 110		3	3	3
SOC 211	Principles of Sociology		3	0	3
ENG 111	Writing II		3	0	3
			13	12	17
FOURTH SEMESTER					
NURS 202	Nursing Process IV		4	0	4
NURS 212	Nursing Process IV: Clinical Practice		0	12	4
NURS 203	Trends and Issues in Nursing		2	0	2
CMST 113	Fundamentals of Speech		3	0	3
			9	12	13

Total Credits=61
1 Hour Lecture=1 Credit
3 Hour Laboratory=1 Credit

Curriculum Requirements

I. Liberal Education Skills	6 credits
A. English Composition	3 credits
B. Math course greater than Math 110.....	3 credits
II. Liberal Knowledge	18 credits
A. Biological Sciences	
• Anatomy & Physiology I.....	3 credits
• Anatomy & Physiology II	3 credits
B. Social and Behavioral Sciences	
• General Psychology.....	3 credits
• Developmental Psychology.....	3 credits
• Principles of Sociology	3 credits
C. Arts and Humanities	
• Fundamentals of Speech.....	3 credits
III. Nursing	36 credits
A. Nursing Process I: Fund of Nursing Practice	3 credits
B. Nursing Process I: Fund of Nurs Clinical Practice...	2 credits
C. Nursing Process I: Fund of Nurs Practice Lab.....	1 credit
D. Nursing Health Assessment.....	2 credits
E. Nursing Process II	4 credits
F. Nursing Process II Clinical Practice.....	4 credits
G. Pharmacological Aspects of Nursing	3 credits
H. Nursing Process III.....	4 credits
I. Nursing Process III Clinical Practice	4 credits
J. Nursing Process IV	4 credits
K. Nursing Process IV Clinical Practice	4 credits
L. Trends and Issues in Nursing	2 credits
TOTAL.....	61 Credits

Course Descriptions

NURS 101 Nursing Process I: Fundamentals of Nursing Practice.....3 crs

Introduces students to the concepts of individual, health, and environment. Emphasizes the nursing process as the basis for client-centered care. Provides the theoretical foundation for the development of cognitive, psychomotor, and communication skills necessary to care for clients and promote healthy responses. Examines the needs of culturally diverse individuals within the context of their functional health patterns.

Prerequisites or co-requisites: BIOL 258 and PSY 211. Co-requisites: NURS 111,121, and 131. Fall, annually.

NURS 111 Nursing Process I: Fundamentals of Nursing Clinical Practice2 crs

Clinical practice experience provides opportunities for the student to implement the objectives identified in NURS 101 and 131. Students care for elderly and/or chronically ill clients who require basic nursing interventions in long-term care settings. Six clinical hours weekly. Co-requisites: NURS 101 and 121. Fall, annually.

NURS 121 Nursing Process I: Fundamentals of Nursing Practice Lab.....1 cr

Provides students with the opportunity to learn basic nursing skills required to deliver nursing interventions to clients experiencing alterations in their health status. Enables nursing students to acquire beginning skills and confidence through practice in the college learning laboratory. Three laboratory hours weekly. Pass/Fail. Co-requisites: NURS 101 and 11. Prerequisite or co-requisite: NURS 131. Fall, annually.

NURS 131 Nursing Health Assessment.....2 crs

Teaches students beginning skills in assessing the health of clients through health histories and physical examinations. Provides students with opportunities to practice assessment skills. Required of all ASN students. Open to any student with permission of the instructor. Fall, annually.

NURS 102 Nursing Process II.....4 crs

Focuses on the application of the nursing process in acute care settings to individuals across the life span. Explores the nursing process as it relates to the care of the clients in crisis from rape/sexual assault/domestic violence and clients with ineffective response to crisis (chemical dependency/suicide). Considers the nursing care of clients with musculoskeletal, gastrointestinal, and gynecologic dysfunction. The last portion of the class focuses on human reproduction in health and illness. Prerequisites: A minimum grade of "C" in BIOL 258 and NURS 101 and 131 and "Pass" in NURS 111 and 121. Co-requisites: NURS 112, BIOL 259, and PSY 260. Prerequisite or co-requisite: NURS 132. Spring, annually.

NURS 112 Nursing Process II: Clinical Practice4 crs

Clinical practice experience provides opportunities for the student to implement the objectives identified in NURS 102 and 132. Students care for clients in crisis and clients across the life span having musculoskeletal, gastrointestinal, and gynecologic dysfunction. Provides clinical experience in the obstetrical setting with mothers and

newborns. Offers increased opportunities for medication administration. Twelve clinical hours weekly. Co-requisites: NURS 102 and 132. Prerequisites: minimum grade of “C” in BIOL 258 and NURS 101 and 131 and “Pass” in NURS 111 and 121. Spring, annually.

NURS 132 Pharmacological Aspects of Nursing.....3 crs

Presents principles of pharmacology with practical application to the care of clients. Emphasizes major drug classifications, actions/interactions, side effects, and related nursing interventions. Introduces learning strategies to develop student abilities in making critical assessments and decisions about pharmacological interventions. Required of all ASN students. Open to any student with permission of the instructor. Spring, annually.

NURS 201 Nursing Process III4 crs

Focuses on the application of the nursing process to individuals across the life span in acute care and community settings. Utilizes the nursing process in determining the care of clients having cancer, and the care of clients with respiratory, cardiovascular, sensory, urinary and renal dysfunctions. Co-requisite: NURS 211. Prerequisites: PSY 260, minimum grade of “C” in BIOL 259 and NURS 102 and 132, and “Pass” in NURS 112. Fall, annually.

NURS 211 Nursing process III: Clinical Practice.....4 crs

Clinical practice experience provides opportunities for students to implement objectives identified in NURS 201. Students care for clients across the life span having cancer and clients having respiratory, cardiovascular, sensory, urinary and renal dysfunctions. Provides opportunities for the administration of intravenous medications and development of skills in comprehensive client assessment. Twelve clinical hours weekly. Co-requisite: NURS 201. Prerequisites: minimum grade of “C” in BIOL 259 and NURS 102 and 132 and “Pass” in NURS 112. Fall, annually.

NURS 202 Nursing Process IV.....4 crs

Focuses on the application of the nursing process in a variety of settings to individuals across the life span. Explores the nursing process as it relates to the care of clients having immune, neurologic, endocrine and psychiatric-mental health dysfunction. Emphasizes the nursing management of selected clients requiring critical care. Co-requisite: NURS 212. Prerequisites: minimum grade of “C” in NURS 201 and “Pass” in Nursing 211. Spring, annually.

NURS 212 Nursing Process III: Clinical Practice.....4 crs

Clinical practice experience provides opportunities for students to implement objectives identified in NURS 202 and 203. Students care for acutely ill clients across the life span having immune, neurologic, endocrine, and psychiatric-mental health dysfunctions. Provides opportunities for delivery of care to increasing numbers of clients and guided practice in refining interpersonal and decision-making skills required of the graduate nurse. Twelve clinical hours weekly. Co-requisites: NURS 202 and 203. Prerequisites: minimum grade of “C” in NURS 201 and “Pass” in NURS 211. Spring, annually.

NURS 203 Trends and Issues in Nursing.....2 crs
Introduces students to relevant aspects of change in the nursing profession, ranging from historical development to current issues and trends. Provides opportunities for students to participate in in-depth studies of selected topics of interest. Emphasizes role transition from student to graduate nurse. Prerequisites: minimum grade of “C” in NURS 101, 102, and 201. Spring, annually.

NURS 299 Special Topics in Nursing.....1-2 crs
variable

This course deals with topics of special interest for all nursing students. It will focus on identified nursing subjects needed to keep students abreast of the changing trends in the profession and provide them with a mechanism for updating their nursing knowledge and clinical competencies. This course may be offered summers and weekends during the academic year according to demand, and will be open to all students.

APPENDIX A

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2004)

Standards of Practice for the Registered Nurse

The six Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process:

Assessment –

Collects comprehensive data pertinent to the patient's health or the situation.

Diagnosis –

Analyzes the assessment of data to determine the diagnoses or issues.

Outcomes Identification –

Identifies expected outcomes for a plan individualized to the patient or the situation.

Planning –

Develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Implementation –

Implements the identified plan. Elaborating this standard are five others:

- a. Coordination of Care.
- b. Health Teaching and Health Promotion.
- c. Consultation.
- d. Prescriptive Authority.
- e. Treatment and Evaluation.

Evaluation –

Evaluates progress towards attainment of outcomes.

Standards of Professional Performance for the Registered Nurse

The nine Standards of Professional Performance describe a competent level of behavior in the professional role.

Quality of Practice –

Systematically enhances the quality of effectiveness of nursing practice.

Education –

Attains knowledge and competency that reflects current nursing practice.

Professional Practice Evaluation -

Evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

Collegiality –

Interacts with and contributes to the professional development of peers and colleagues.

Collaboration –

Collaborates with patient family and others in the conduct of nursing practice.

Ethics –

Integrates ethical provisions in all areas of practice.

Research –

Integrates research findings into practice.

Resource Utilization –

Considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

Leadership –

Provides leadership in the professional practice setting and the profession.