Florence Nightingale:

“Nursing is an art: And if it is to be made an art, it requires an exclusive devotion as hard a preparation, as any painter’s or sculptor’s work; for what is the having to do with dead canvas or dead marble, compared with having to do with the living body, the temple of God’s spirit? It is one of the Fine Arts... the finest of Fine Arts.”
WELCOME TO HERITAGE UNIVERSITY NURSING PROGRAM

Dear Nursing Student:

Congratulations on your admission to the Heritage University Nursing Program! We are pleased to serve students with your dedication and motivation.

This handbook has been prepared to help orient you to the Heritage University Nursing Program, policies, and procedures. The faculty and staff of the university want this educational experience to be both pleasant and successful for you. Please feel free to call upon us for help at any time.

The Nursing Student Handbook expresses the mission of the Heritage University Nursing Program and philosophy, purposes and objectives of the program and supersedes the Heritage University Student Handbook (Student Planner). These beliefs provide a basis for the curriculum and learning activities. The policies and procedures of the program include pertinent information and serve as a guideline for nursing students seeking admission into the program and during their progression through the program.

The faculty and program director are available to clarify any policy or procedures outlined in this handbook. We wish you success in the program and look forward to helping you achieve your dreams and goals in nursing.

Sincerely,

[Signature]

Christina Nyirati, PhD, FNP-BC
Chair and Director of Nursing
Heritage University
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**Nursing Director, Faculty, and Staff**

In an effort to be available to the students as much as possible the nursing faculty and staff practice an open door policy. Office hours of the faculty are posted on their office doors. During the week, nursing faculty are off campus at clinical sites throughout the year. Appointments can be made for times outside of office hours by contacting the Administrative Coordinator, Michelle May.

**CONTACT INFORMATION**

**DIRECTOR:**

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Statement of Purpose

The purpose of the Nursing Student Handbook is for students to have access to the policies and guidelines of the nursing program. It is a reference for students to use. It is the student's responsibility to become familiar with this handbook. You and the faculty will refer to it throughout your educational process.

The Mission of the Practical Nurse (PN) Program is to prepare students for entry-level practical nursing by offering learning experiences through clinical practice and classroom theory. The PN program is committed to meeting the educational needs for vocational nursing within the ever changing health care system. This commitment is directed at advancing health care by providing an effective educational program through excellence in learning and teaching and service to the health care community.

HERITAGE UNIVERSITY- Vision, Mission, and Values

VISION

Heritage University has been inspired by a vision that revolves around the realization that cooperation across cultural boundaries — whether they are geographic, ethnic, racial, religious, or economic — will be vital to human survival. Heritage University recognizes a basic principle rooted in all the world’s great religions and moral traditions: Each human person is endowed with inalienable dignity and gifted with unique potential.

To translate this vision into everyday reality in the Heritage University learning community requires a highly qualified and unusually dedicated faculty and staff with a low student-to-faculty ratio. These employees’ dedication to the Heritage University mission leads them to create and sustain unique educational programs specifically tailored to the special needs of multicultural and rural or isolated constituencies. The Heritage community attempts to live its motto, “Knowledge Brings Us Together,” by placing great importance on the dignity and potential of each student and by considering diverse cultural and ethnic backgrounds as assets to the educational process.

MISSION

Heritage University's mission is to provide quality, accessible baccalaureate and master’s degrees to populations that, for reasons of location, poverty, or cultural background, have been denied these opportunities in the past. Within its liberal arts curriculum, Heritage offers strong professional and career-oriented programs designed to enrich the quality of life for students and their communities.

VALUES

Underlying the Heritage vision are three key values: 1) honoring each person’s human dignity and potential, 2) seeking intellectual growth and challenges, and 3) celebrating the shared spiritual roots of all humankind.
Vision, Mission Statements and Philosophy of the Nursing Program

The Vision of Heritage University Nursing Education Department is to prepare nurse leaders to meet the unique health care needs of communities with emphasis on underserved populations and rural environments through excellence in education and evidenced based practice.

The mission statement of Heritage University Nursing Education Department is preparing highly qualified nurse leaders to serve multicultural populations. The nursing faculty believes in the basic values of Heritage University and embodies the eight operating principles of the college:

- H For the healing circle of life we live together
- E For the excellence in teaching and in learning
- R For responsiveness to student needs
- I For inclusivity and cultural pluralism
- T For team-work building community
- A For awareness leading to continuous improvement
- G For grass-roots community involvement
- E For effectiveness in managing limited resources to achieve goals

The Philosophy of the Nursing Program is consistent with those expressed in the Mission/Vision Statement of Heritage University. Heritage has been inspired by a vision of education which embraces issues of national and international significance. These issues revolve around the realization that cooperation across cultural boundaries, whether geographic, ethnic, religious, or economic—will be vital to human survival. Heritage University recognizes a basic principal that each person is endowed with inalienable dignity and gifted with unique potential.

The Values of the Heritage University Department of Nursing embraces the three key values of the University: Honoring each person’s human dignity and potential; seeking intellectual growth and challenges; and celebrating the shared spiritual roots of all humankind. The Nursing Department also endorses the core values of caring, connectivism, autonomy, integrity and social justice with a focus on health and well-being and consistent with accepted standards of professional nursing practice.

The Organizing Framework for Heritage University Nursing Program curriculum is derived from the philosophical beliefs of the faculty and is expressed in the Nursing program Mission, Vision, and Values statements. The nursing program is organized around 6 major concepts: Caring, Connectivism, Integrity, Social Justice, Health and Well-Being, and Professional Nursing Practice. In order for the faculty to develop course objectives from the concepts above, the faculty further identified eleven curricular threads that provide the basis for defining the program goals and outcomes of the nursing program and for developing specific course objectives. These curriculum threads are the basis of the organizing framework and include: Nursing Process, Communication, Leadership, Cultural Diversity, Life-span, Health Teaching, Legal Issues, Pharmacology, Safety, Advocacy, Holism, and Ethical Practice.
<table>
<thead>
<tr>
<th>Major Concepts</th>
<th>Curriculum Threads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring, Altruism, and Integrity</td>
<td>-Communication</td>
</tr>
<tr>
<td></td>
<td>-Lifespan</td>
</tr>
<tr>
<td></td>
<td>-Ethical Practice</td>
</tr>
<tr>
<td>Social Justice</td>
<td>-Safety</td>
</tr>
<tr>
<td></td>
<td>-Cultural Diversity</td>
</tr>
<tr>
<td></td>
<td>-Advocacy</td>
</tr>
<tr>
<td>Health and Well Being</td>
<td>-Health Teaching</td>
</tr>
<tr>
<td>Professional Nursing Practice</td>
<td>-Nursing Process</td>
</tr>
<tr>
<td></td>
<td>-Leadership</td>
</tr>
<tr>
<td></td>
<td>-Legal</td>
</tr>
<tr>
<td></td>
<td>-Pharmacology</td>
</tr>
</tbody>
</table>

**Practical Nursing Program Student Learning Outcomes**

The Practical Nursing Program Student Learning Outcomes are derived directly from the Heritage University Students Learning Outcomes, and are consistent with nationally accepted standards of practical nursing education. The table below presents the Practical Nursing outcomes as associated with the Heritage University Student Learning Outcomes.

<table>
<thead>
<tr>
<th>Heritage University Student Learning Outcomes</th>
<th>Heritage University Practical Nursing Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of the Physical World and of Human Cultures</td>
<td></td>
</tr>
<tr>
<td>a. Students possess the knowledge of the physical world and scientific methodology necessary to engage in informed discussions regarding currently relevant issues in science and society.</td>
<td>The Heritage practical nurse uses knowledge from the arts, social and physical sciences to provide rationale for clinical judgments.</td>
</tr>
<tr>
<td>b. Students explain contributions and impacts of, as well as the connections among, history, the arts, social sciences, and cultural elements such as religion, philosophy, and literature.</td>
<td></td>
</tr>
<tr>
<td>2. Intellectual and Practical Skills</td>
<td></td>
</tr>
<tr>
<td>a. Students employ the appropriate methods to find, evaluate, produce, share, and use information.</td>
<td>The Heritage practical nurse questions the basis for nursing actions, considering research,</td>
</tr>
</tbody>
</table>
b. Students ask questions, demonstrate their ability to think systematically, and answer their questions by analyzing literature or conducting investigations.

<table>
<thead>
<tr>
<th>Evidence, tradition, and patient preference.</th>
</tr>
</thead>
</table>

c. Students demonstrate communication skills in one or more areas including reading, writing, speaking, listening, and use of visual media in a variety of contexts.

<table>
<thead>
<tr>
<th>The Heritage practical nurse communicates effectively in reading, writing, speaking, and listening with team members to promote safe and effective nursing care.</th>
</tr>
</thead>
</table>

d. Students construct valid and sound arguments.

<table>
<thead>
<tr>
<th>[The Heritage practical nurse questions the basis for nursing actions, considering research, evidence, tradition, and patient preference.] see 2.a.</th>
</tr>
</thead>
</table>

e. Students demonstrate the mathematical and technological knowledge and skills necessary to succeed in their disciplines and to contribute to their communities and to society.

<table>
<thead>
<tr>
<th>The Heritage practical nurse uses mathematical and technological skills to deliver safe and effective nursing care.</th>
</tr>
</thead>
</table>

3. Personal and Social Responsibility

| a. Students demonstrate increasing emotional competence, self-awareness, and resilience to maintain a sense of well-being. |
| The Heritage practical nurse practices self-care as requisite to providing safe and effective nursing care. |

| b. Students interpret and explain issues impacting society, including issues of sustainability and justice. |
| The Heritage practical nurse expresses passion for justice. |

| c. Students demonstrate knowledge of the interconnections among ecological, social, and economic systems. |
| The Heritage practical nurse provides safe nursing care to individuals within the context of the family. |

| d. Students respect, with dignity, the similarities and differences among people with whom they live and work. |
| The Heritage practical nurse provides culturally inclusive nursing care. |

4. Integrative and Applied Learning

| a. Students synthesize and apply the knowledge and skills gained through their university experience in the contexts of their fields [to be achieved by the time the baccalaureate is completed]. |
| The Heritage practical nurse participates in assessing, planning, implementing and evaluating safe, holistic nursing care. |

| b. Students apply personal and social responsibility outside the campus community. |
| The Heritage practical nurse advocates for the rights of all to health and care. |
c. Students exhibit personal, professional, and academic ethics.

The Heritage practical nurse embodies professional values and responsibilities defined by the *Standards and Scope of Practice for the Licensed Practical Nurse*, and the *American Nurses Association Code of Ethics with Interpretive Statements*.

The Heritage practical nurse is self-reflective and engages in continuous lifelong learning.

**Standards of Practical Nursing Conduct and Practice**

The Washington Administrative Code (WAC) 246-840-700 relating to Standards of nursing conduct or practice is the primary guideline used to interpret practical nursing scope of practice.

**Student Application of the ANA Code of Ethics**

Nursing Students of Heritage University will be expected to observe and adhere to the American Nurses Association Code of Ethics.

- The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.

- A nurse safeguard the client’s right to privacy by judiciously protecting information of a confidential nature.

- The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.

- The nurse assumes responsibility and accountability for individual nursing judgments and actions.

- The nurse maintains competence in nursing.

- The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities and delegating nursing activities to others.

- The nurse participates in activities that contribute to the ongoing development of the profession’s body of knowledge.

- The nurse participates in the profession’s efforts to implement and improve standards of nursing.
The nurse participates in the profession’s effort to establish and maintain conditions of employment conducive to high quality nursing care.

The nurse participates in the profession’s effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

Examples of application of the American Nurses Code of Ethics are:

- Demonstrate respect for others, including classmates, instructors, clients, and other members of the healthcare team.
- Keep in confidence all information about the client. Information shall not be shared with classmates, friends, family, or anyone outside of the work environment.
- Demonstrate professional behavior.
- Achieve and maintain competence at the level of a student nurse.

Violations of ethical behavior may result in a Deficiency Notice and may lead to dismissal from the Nursing Program.

**Conflict Resolution**

The Nursing Faculty strives to create a safe learning environment, including mutual respect between faculty and students. If a problem should arise, the issue can usually be resolved by direct communication between the student and the professor/instructor. Students are encouraged to resolve conflicts in the following manner:

Step 1: Speak with the professor/instructor as soon as a problem or concern arises. If the professor is not available after class, attempt to meet with him/her during office hours. If the concern is with a part-time faculty instructor, schedule to meet with him/her to discuss the concern. If the part-time faculty instructor is not able to assist the student with his/her concern, the student should seek assistance from the lead instructor.

Step 2: If the conflict remains, an appointment to meet with the Nursing Education Program Director should be scheduled.

**Title IX: Complaints and Grievances**

The Executive Director of Human Resources is the individual designated by the College to coordinate its efforts to comply with Title IX, Section 504, and other equal opportunity and affirmative action regulations and laws. Questions or concerns about Title IX, Section 504, or
other aspects of the College’s equal opportunity or affirmative action or harassment policy should be directed to the Executive Director of Human Resources

The Grievance Process procedure in the 2014-2015 HU Student Handbook will be utilized for all nursing student appeals.

**Admission to the Nursing Program**

**Policy:**
Admission to the nursing programs is selective. Nursing is a practice discipline which bears great responsibility for maintaining high ethical and intellectual standards. The admission process provides a method of selection that assures qualified applicants are granted admission.

**Procedure:**
1. Individuals seeking admission to one of the programs offered by Heritage University Department of Nursing must meet the admission criteria of Heritage University prior to consideration for admission to the nursing program. Prospective students apply to Heritage University indicating their interest in the pre-nursing major. Once it has been determined that an individual has met Heritage University’s admission standards the application is reviewed for admission to the Nursing program. Admission to Heritage University does not guarantee admission to the specific nursing program of choice. Admission to either of the nursing programs is selective.

2. The pre-requisites for the Practical Nursing Program include:
   a. Math proficiency as defined in the University catalog
   b. English 101 (English Comp I)
   c. Chemistry 101 (Intro to Chemistry –with lab)
   d. Biology 110 and 111 (General Biology I and II – with labs)
   e. Biology 211 and 212 (Anatomy and Physiology I and II – with labs)
   f. Sociology 101(Introduction to Sociology)
   g. Psychology 101 (Introduction to Psychology)

3. All prerequisites must be passed with a C+ or better grade.

**Selection Procedure:**

Applications will be considered for selection when all required documents are submitted to the Nursing Department. Qualified applicants will be those who have scored > 66% on the Kaplan admissions test; have completed all prerequisites with a C+ or better, and turned in a completed application. Applications will be discarded if:

Score from the Kaplan Admissions test < 66% overall; or > 60% in Science sub-score (as long as overall score is at least 50%).

Application is incomplete
Prerequisites at grade of C+ or better are unfulfilled

The Criminal Background Check reveals applicant is not in compliance with the Washington Department of Health RCW 18.130.050 (13)

The application process for the PN program involves completion of the admissions packet by the announced day in the spring. A completed packet will include:

a. Two letters of recommendation from previous employers

b. A mission statement in the form of an essay of 1-3 pages defining the applicant’s desire to be a nurse. This should include qualities or characteristics the person feels he possesses that are required for a good nurse. Examples of life experiences where the nursing characteristics have been learned is acceptable, though not mandatory. Recognition of personal views is more desirable than fact based research.

c. Application

d. Resume

e. Official Transcripts

4. A background check will be completed prior to entry into the program.

5. A valid social security number is mandatory.

6. Once the applications are gathered, the admission committee will convene to review the applications.

7. Once the cohort is selected, a letter will be mailed to each applicant, both those individuals chosen and not chosen to enter the program. An explanation is offered to students not chosen for the program and are told of areas in need of improvement and how they can be improved for a more positive outcome. They are encouraged to apply in the future and stay in contact with their academic advisor.

8. Applicants may ask questions about the selection process, have the option to ask for further consideration or request a grievance. Concerns are referred to the Dean of Arts and Sciences and then to the VP of Student Affairs.

9. A letter verifying the selection process and information shared in the telephone call is sent to each applicant within two weeks of the selection process.

10. An orientation is held during summer semester before fall classes begin to explain expectations for the classes, register for Fall semester, discuss text books, uniforms, stethoscope and tools of a nurse. And to answer student questions.
# Nursing Theory/Lab/Clinical sequence and concurrent courses for the PN Program

1\textsuperscript{st} Semester (Fall):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 101W</td>
<td>Nursing Fundamentals</td>
<td>4 CR</td>
</tr>
<tr>
<td>NURS 102</td>
<td>Clinical and Skills Lab</td>
<td>4 CR</td>
</tr>
<tr>
<td>NURS 110</td>
<td>Pharmacology I</td>
<td>1 CR</td>
</tr>
<tr>
<td>HUM 105</td>
<td>Heritage Core</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

2\textsuperscript{nd} Semester (Spring):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 104</td>
<td>Medical Surgical Theory</td>
<td>4 CR</td>
</tr>
<tr>
<td>NURS 105</td>
<td>Clinical Skills Lab</td>
<td>4 CR</td>
</tr>
<tr>
<td>NURS 120</td>
<td>Pharmacology II</td>
<td>1 CR</td>
</tr>
</tbody>
</table>

3\textsuperscript{rd} Semester (Summer):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 250</td>
<td>Maternity and Pediatric Theory</td>
<td>3 CR</td>
</tr>
<tr>
<td>NURS 252</td>
<td>Maternity and Pediatric Clinical</td>
<td>1 CR</td>
</tr>
<tr>
<td>NURS 260</td>
<td>Mental Health Theory</td>
<td>1 CR</td>
</tr>
<tr>
<td>NURS 260</td>
<td>Mental Health Clinical</td>
<td>1 CR</td>
</tr>
</tbody>
</table>

*4\textsuperscript{th} Semester (Fall):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 290W</td>
<td>Transition to Practical Nursing</td>
<td>3 CR</td>
</tr>
<tr>
<td>NURS 291</td>
<td>Practicum</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

*The Nursing Department is exploring the possibility of an intensive, late summer completion of NURS 290W and NURS 291 for Summer Semester 2015.*
### Tuition Per Quarter PN Program *

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Credits</th>
<th>Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>9</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>6</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>7</td>
<td>Fall</td>
<td></td>
</tr>
</tbody>
</table>

**Total Tuition** $31,520.00

---

**Fees**

- Malpractice Insurance $35.00
- Kaplan $350.00
- Background Check $35.00
- Typhon $50.00

**Total Fees** $470.00

---

**Associated Costs**

- Scrubs $75.00
- Shoes $100.00
- Stethoscope $75.00
- Books $1,000.00
- Student Service Fee $30.00

**Total Associated Costs** $1,280.00

---

**Total Costs** $33,270

* Tuition, fees and costs will vary from year to year this is only an estimation.*
**Essential Function of a Nursing Student**

Students accepted into this program will need the cognitive ability, emotional stability, and physical endurance to complete the program and practice professional nursing. When determining personal suitability for the practice of nursing, the nursing student must be able to do the following: Exercise safe judgments; remain visibly calm in emergency situations; interact in a caring manner with others; follow directions; effectively respond to the evaluation process; be flexible; and demonstrate honesty, integrity, commitment, cooperation, respect, and accountability. The student must not pose a significant risk to the health and safety of him- or herself or others.

The practice of nursing involves skills and performance requirements that are essential to participation in an educational program. These are cognitive, sensory, affective, and psychomotor performance functions. Therefore, the essential eligibility requirements for participants in a nursing program shall be further defined according to the following standards:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation</td>
<td>Identification of cause/effect relationships in clinical situations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use of the scientific method in the development of patient care plans within the PN or scope of practice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluation of the effectiveness of nursing interventions.</td>
</tr>
<tr>
<td>Caring Relationships</td>
<td>Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups.</td>
<td>Establishment of rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capacity to engage in successful conflict resolution. Peer accountability.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Communication adeptness sufficient for verbal and written professional interactions</td>
<td>Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient responses.</td>
</tr>
<tr>
<td><strong>Mobility</strong></td>
<td>Physical abilities sufficient for movement from room to room and in small spaces</td>
<td>Movement about patient's room, work spaces and treatment areas. Administration of rescue procedures-cardiopulmonary resuscitation.</td>
</tr>
<tr>
<td><strong>Motor skills</strong></td>
<td>Gross and fine motor abilities sufficient for providing safe, effective nursing care.</td>
<td>Calibration and use of equipment. Therapeutic positioning of patients.</td>
</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Auditory ability sufficient for monitoring and assessing health needs.</td>
<td>Ability to hear monitoring device alarm and other emergency signals. Ability to discern auscultatory sounds and cries for help.</td>
</tr>
<tr>
<td><strong>Visual</strong></td>
<td>Visual ability sufficient for observation and assessment necessary in patient care.</td>
<td>Ability to observe patient's condition and responses to treatments.</td>
</tr>
<tr>
<td><strong>Tactile Sense</strong></td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Ability to palpitate in physical examinations and various therapeutic interventions.</td>
</tr>
</tbody>
</table>
Essential Functions Student Statement

I have read the Essential functions for the Heritage University Nursing Program and I certify to the best of my knowledge that I have the ability to perform these functions. I understand that admission, progression, and graduation are contingent upon the ability of each individual to demonstrate the essential functions delineated for Nursing Program with or without reasonable accommodations.

Student Services

Counseling Services

Students who are currently enrolled at Heritage University who are experiencing personal issues impacting their academic performance can work with a licensed mental health counselor. These services are free and totally confidential. Students may contact the Northwest Employee Assistance Program at (800) 321-3498 to schedule an appointment.

Students with Disabilities

The Office of Student Affairs coordinates appropriate and reasonable accommodations for students with disabilities or special needs. Trained staff works with each student on an individual basis. Faculty and staff of Heritage University work closely with the vice president of student affairs to ensure access to academic programs, services, events, and activities for all students. Students are responsible for making a formal request for appropriate and reasonable accommodations.

If you have a documented disability and need accommodations you must schedule an appointment with Office of Student Affairs. For more information on requesting accommodations, contact the Advising Center in the Student Services Center, or call (509) 865-0440.

Upon admission, an applicant who discloses a disability can request reasonable accommodations. Applicants will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The Nursing Program will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program to provide accommodations that inflict an undue burden on the program. In order to be admitted, the applicant must be able to perform all of the essential functions with or without reasonable accommodations. A change in the student’s health during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, may result in withdrawal from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to perform the essential functions.

Contact Information
On campus: Student Services Center
Phone: (509) 865-8515 or (888) 272-6190
Fax: (509) 865-8659
All Campus Emergency Policy

Classes will be cancelled for inclement conditions if Heritage campus is closed. Students are encouraged to sign up for the RAVE emergency alert system adopted by Heritage University which sends emergency alert messages to cell phones. This is a free service and students can sign up on MyHeritage website.

KAPLAN

Policy:
The Kaplan resources will be implemented once students are admitted into the Nursing Program. All monetary requirements will be the responsibility of the student. The cost per program is $350.00 ($87.50 a semester) for PN Students

Procedure:
1. After completion of each semester the Content Mastery Series appropriate testing will occur. There is a small percentage of each course’s grade dependent on these results. Texts are ordered fall semester. Remediation will be worked on during the subsequent semester with testing shared with the appropriate faculty. Copies of test results will be filed monthly as the faculty feel it is appropriate.

2. NCLEX preparation and individual study patterns will be organized by the practicum professor and the assistant professor if appropriate.

3. Heritage University Nursing Program has adopted to use Kaplan and it will be used throughout the program to promote program success and to support student learning. Students will receive testing and support resources such as on-line practice assessments, proctored assessments, and NCLEX PN® preparatory assessments. Students pay a quarterly fee for the services of Kaplan. Students will be informed of the testing schedule via the Semester course calendar.

Types of tests include:
Kaplan Admissions (Math, Reading, and Science Assessment) for PN level entry
Non-Proctored Focused Review Assessment Tests taken throughout the year on fundamentals, pharmacology, adult medical-surgical, care of children, maternal-newborn, mental health, community health, leadership
Proctored Comprehensive Exams given the end of each semester.
Medical Surgical Focused Assessments
Diagnostic Comprehensive Predictor
NCLEX Readiness Test

The faculty recommends that students take the practice tests and remediate them as often as necessary to achieve the required score. However, they must be spaced at least 72 hours (3 days) apart.
Students will not be permitted to take the related proctored exam without evidence of successful completion of the non-proctored test in the above content areas.

4. **Guidelines for Kaplan and Remediation of Proctored Kaplan Tests:**

   “Students will be awarded a maximum of 15 points for their scores on the Integrated Tests IF they use the remediation resources.” “Points will be added to the total points awarded for each integrated Kaplan test.”

Use of integrated Testing scores and remediation resources total possible points=15

- 60th percentile and higher score: 5 points
- 50th to 59th percentile score: 3 points
- 40th to 49th percentile score: 1 point
- Below 40th percentile score: 0 points

Use of remediation explanations for specialty tests: 0-10 points

- Access and remediate ALL explanations: 10 points
- Access and remediate explanations for questions MISSED: 5 points

**Example:** Kaplan Integrated Test score was 58.7%. I would receive 3 points for being in the 50-59th percentile and I remediate (look over) the entire integrated test, spent over 2 hours, to receive additional 10 points. 58.7 + 3 + 10= 71.7% Final grade after remediation of Kaplan test.


**BACKGROUND CHECKS AND FINGERPRINTING**

**Policy:**
A background check is obtained by the student with Americacheck upon admission to the Nursing Program. The cost to the student for the Americacheck background check is $35.00, this is the responsibility of the student to pay. Washington State Department of Social and Health Services have a list of crimes and negative actions document that prevents unsupervised contact with vulnerable persons. Failure of background checks at any time in the program will be reviewed case by case when considered for dismissal and may be a barrier for students to qualify to sit for the licensure exam based on Decision Making Criteria for License Applicants and DSHS Disqualifiers. This result may also impede practice at clinical sites based on facility policies.

Each semester follow-up background checks are made with the Washington State Patrol and fingerprints are obtained as deemed necessary.
Procedure:
1. Applicants are made aware of the need for these background and fingerprint reports when applying to the Nursing Program. The student is responsible for purchasing and providing the Nursing Program with the complete background check.

2. A report raising any issues or past activity is discussed with the applicant and the procedure for expunging the record is shared.

3. The circumstances and level of crime are considered as well as the length of time between the altercation and the application to the Nursing Program. Consideration is given for personal growth.

4. Discussions with the University VP of Services, with the President, with legal counsel and with the Nursing Commission occur when appropriate.

5. Documentation of this investigation report and any follow up are kept in the applicant/student file.

6. Background check and fingerprint results will not be communicated in letters of reference recognizing each facilities’ procedure for background checks.

Health Record and Certification Requirements

Policy:
Immunizations and certifications listed below are expected to be completed and documentation turned into the Nursing Administrative Assistant before the first day of class Fall Semester.

Procedure:
Students are required to have the following immunizations, titers and certifications. In the case of immunizations composed of a series of injections, the series must be initiated prior to the start of clinicals and subsequent immunizations in the series done in a timely manner. Documentation is to be forwarded to the Nursing Department Administrative Assistant and kept in the student files.

*In obtaining vaccines it is important to note that all live vaccines (MMR, Varicella, LAIV (Nasal flu) have to be given on the same day or separated by 28 days. Students should not get any other vaccination with the first PPD.

1. **Tetanus, diphtheria, acellular pertussis combined (Tdap)**
   Students must have had a Tetanus/Diphtheria/ and acellular Pertussis injection, or booster, within the last ten (10) years.

2. **Measles, Mumps**
Documented administration of two doses of live virus vaccine or positive titers

3. **Rubella**
   Documentation of immune titer

4. **Varicella (chicken pox)**
   Documentation of immune titer

5. **Hepatitis B (HEPB)**
   - Documentation Hepatitis B Vaccine Series or documentation of immunity by Hepatitis B Surface and Core Antigen Profiles.
   - If not immune = must repeat vaccine series. Student will allowed in clinical during repeat series

6. **Hepatitis A (HAV): a series of 2 injections**
   - 1\textsuperscript{st} dose – initial dose
   - 2\textsuperscript{nd} dose – 6 months after 1\textsuperscript{st}

7. **Tuberculin Test (PPD)**
   Screening for Tuberculosis can be accomplished by a Mantoux Tuberculin Test.
   - **Two-Step PPD (Tuberculin Skin Tests)** It is required for nursing students to have an initial negative two-step PPD unless they can show record of two previous years of negative PPD readings and current year if due. A two-step is defined as; two (2) separate tuberculin skin tests that have been placed one to three weeks apart. Each test is read 48 to 72 hours after it has been placed. This is a four-visit procedure. This two-step approach can reduce the likelihood that a boosted reaction to a subsequent TST will be misinterpreted as a recent infection. Documentation must show the dates and results of the tests, as well as the lot numbers of the vaccine. Students should not get any other vaccination with the first PPD.
   - Mantoux Tuberculin skins tests are required each year (annual renewal) and must be placed and read within one year following the initial two-step PPD. The TB tine test is not acceptable.
   - As some facilities now utilize the QuantiFERON® TB Gold Test in place of the PPD, HU will accept this method. This does not require a two-step initial skin test; however, the test must be performed annually. If both tests are negative the individual is considered to be uninfected.
   - If you have ever received a BCG vaccination, a PPD tuberculin test should be performed and a chest x-ray within a month prior to the nursing program. Verification of x-ray results must be included.
   - If there has been a prior positive reaction to tuberculin skin testing, do not take the PPD. Instead, a chest x-ray is required within the month prior to the nursing program.
Students with a positive reading for the Mantoux test will be required to have a documented chest x-ray and follow-up Mantoux questionnaire and must provide documentation of a chest x-ray, treatment (if necessary), and a release to work in a healthcare setting from a doctor or healthcare provider.

8. **CPR Card**
   A current CPR card for health care professional level must be brought to the Administrative Coordinator to be copied and the copy will be kept in the students file. It must be American Heart Association affiliated. The student is responsible for the renewal of the certificate in a timely manner. If students do not have a current CPR card they will not be allowed in clinical.

9. **Seven Hours of HIV/Aids Training**
   The student must have seven (7) hours of certified HIV/Aids training. Documentation of the training must be provided to the Nursing Administrative Coordinator. An online course is offered through Wild Iris at [www.nursingceu.com](http://www.nursingceu.com).

10. **Medical Coverage**
    Clinical affiliates associated with the HU Nursing Program require that students provide proof of comprehensive and accident insurance. Students refusing to provide proof of accident insurance will not be allowed access to clinical agencies to complete clinical course work. Students must maintain this coverage throughout the Program to cover any accident that might occur while at a clinical site. Even though a clinical facility may provide necessary emergency care or first aid for an accident (i.e., needle stick), a clinical facility has no obligation to furnish medical or surgical care to any student. The student bears responsibility for the cost of such care, as well as for any follow-up care.

    A copy of the student’s current personal medical insurance card is required prior to starting the nursing program.

11. **Professional Liability Insurance**
    $1,000,000/3,000,000 policy is required and can be purchased through the student’s personal liability policy or Nurses Service Organization [http://www.nso.com/professional-liability-insurance/nurse-coverage.jsp?refID=iiWW2PPi](http://www.nso.com/professional-liability-insurance/nurse-coverage.jsp?refID=iiWW2PPi) (We do not endorse a specific provider).

12. **Influenza Vaccine**
    Students must supply evidence of seasonal influenza vaccine during flu season in order to attend clinical.
Advising of Nursing Students

Policy:
Advising is according to the standard set by the registrar of Heritage University. The Nursing Program needs are aligned with the needs of the registrar and of the Nursing Washington Administrative Codes (WACs).

Procedure:
1. Advisors are required to complete the orientation for student advising conducted by the registrar's office.
2. Scheduling begins once the semester's classes are posted on the University web site. The web site information is considered the most up to date.
3. The scheduling forms or on-line registration are completed by the student in consultation with the advisor. An academic audit is prepared and a copy given to the student. If scheduling is done before the end of the previous semester verification of grades is made and, if necessary, schedule changes made.
4. Substitutions and/or Waivers are completed for consideration by the registrar for classes taken at another school. It is expected that appropriate Department Directors will be consulted when the classes are for other than nursing courses in the curriculum.
5. Students will be expected to sign forms going to the Registrar.
6. The Nursing Department Director will work with instructors to assure that required University classes do not conflict with nursing classes or when a student's status is questioned.
7. Financial aid questions are referred to the Director of Financial Aid and the University Business Office.
8. Advisors meet with students a minimum of 3 times per semester.
9. You will learn the name of your advisor after the start of the academic year.

Policies and Procedures For Nursing in Social Networking

The following applies to the use of social media related to Heritage University Nursing Program and the use of social networking sites that include, but are not limited to, Facebook, YouTube, Twitter, Linkedin, and Blogs. While we attempt to provide reasonable guidelines, as new opportunities and challenges emerge, these guidelines will evolve.
Protect confidential and proprietary information. Do not post confidential or proprietary information about Heritage University Nursing students, employees, alumni or identifiable things you encounter in your clinical settings. All persons must follow the applicable federal requirements such as FERPA and HIPAA, as well as NAIA regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws. Be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online. Computers accessed at clinical sites follow the facilities social media policies, which are very strict and include; computers are not to be used for web surfing, or to access personal email accounts or to look up any information other than your patient’s pertinent information. Looking up information on a patient other than your own is not permitted and doing so, is considered a HIPAA violation, warranting immediate dismissal. The facility computer activity is tracked and violations are easily traceable. Links to nursing journals and research information are provided on the facility’s web page.

Your posting can impact the College and your future career. Do not post anything that could negatively impact the University. The health care community is a well-connected group and your comments about a certain hospital, doctor, preceptor or instructor are not private and can impact you and the University by association. Defamation of the University, Nursing Program and others is breaking the student code of conduct and appropriate disciplinary action will apply. Recognize that actions online and content posted may negatively affect one’s reputation among potential employers which may have consequences for future nursing careers and can undermine public trust in the nursing profession.

All faculty, staff, and students associated with Heritage Nursing Program should be aware that social media postings are often public. As such, they offer a mirror into the professionalism and integrity of the individual posting it. Current and/or potential employers and professional colleagues may be among those clicking on your Facebook and Linkedin web pages. Please be sure they truly represent you and the University in a positive light. Be aware that the individual, whether it is a patient, a colleague, an instructor, a peer, etc. has a right to privacy. The individual whose privacy is violated may have grounds for civil litigation for invasion of privacy, slander, or libel. Be aware that direct communication with instructors regarding assignments is more professional, more effective and more accurate than debating what the assignment requires with each other via social media. Use privacy settings to safeguard personal information and content to the extent possible, but realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, nursing students should routinely monitor their own Internet presence to ensure that the personal and professional information is accurate and appropriate. Speak privately to the individual whose posting appears unprofessional and suggest the posting be removed. All faculty, staff and students are required to report serious violations of the Code of Ethics to the Heritage University Nursing Education Program Director or Student Services immediately.

The use Heritage University properties is only with permission. NO user may establish social networking sites that use Heritage University logo/text treatment or other intellectual properties such as photography, video, artwork, and publications copyrighted to the University without authorization from the University. It is a violation of social networking site policies to represent an institution without authorization.
Disseminating official information is only to be done by designated persons. The communications manager and other designated persons are responsible for posting and publishing online official information on behalf of the University. All employees and students approached by a media representative regarding any matter of Heritage business must refer such inquiries to the University’s communication manager. The manager also welcomes information about professional activities, student accomplishments, innovative courses or teaching strategies, special events, or other developments of potential interest to the media and having such information on a timely basis helps bring such important matters to public attention.

Policy and Procedure Regarding Grades

Policy:
The nursing department has distinct requirements for nursing courses, separate from the HU grade policy for other courses taken at Heritage or transferred in from other schools.

Procedure:
1. Courses accepted from other institutions must be at minimum of C level. Beginning February 2014 the prerequisite requirement will be a C+.

2. Each course substitution from other schools for a department other than Nursing, such as history, will be reviewed by the Office of the Registrar for that area before being substituted. When substituted, the other Department Director’s signature is expected on the form submitted to the Registrar.

3. Periodically a student will take a course different from that expected in the Heritage curriculum, but offering content appropriate to the nursing curriculum. With consultation from the department directors, the course may be waived for acceptance to meet the nursing curriculum.

4. Nursing courses must have at least a B- (80%) or better for acceptance. Lower than a B necessitates the student meeting with the Nursing Department Director, to plan the student’s continued participation in the nursing program. As of Fall semester 2013 all newly enrolled students must pass all nursing courses with a B- (80%) or better to continue in the program.

5. Assessment of a student’s progress is evaluated each semester in both the clinical and lab areas. A written summary of how the student demonstrated the objectives expected will be completed by the professor and student jointly. Copies of these evaluations will be kept in the student's folders in the nursing office.

6. Incomplete grades will occur only in unusual circumstances.

7. Incomplete grades will have a plan for completion with a specific date attached turned into the professor and to the registrar.
8. If an incomplete grade is not completed in the agreed upon timeline, an F is recorded.

Grading Scale:

The minimum passing grade is 80%. There is no rounding of points. Grading will be based on the following criteria:

- 93-100 = A
- 90-92.9 = A-
- 87-89.9 = B+
- 83-86.9 = B
- 80-82.9 = B.*Minimum Passing for Nursing Courses
- 77-79.9 = C+
- 73-76.9 = C
- 70-72.9 = C-
- 67-69.9 = D+
- 63-66.9 = D
- 60-62.9 = D-
- 0-59.9 = F

Program Progression

For a student to progress to the next quarter of the Nursing Program, a student must pass each semester courses with a B- (80%) or better. If a student does not pass with a 80% or better in all courses the student is dismissed from the program but is given one opportunity to retake a course or courses to better his or her percentage. A student who has to retake a course because of a grade lower than 80% needs to re-apply to the Nursing Program with the Nursing Director in writing and with a suggested signed remediation plan from their advisor. Each nursing student may return to the Nursing Program on a space availability basis, one time only. It will be determined on space available in the classroom, clinical facility, and available clinical faculty. A student who is dismissed from the Nursing Program is still a Heritage student and may have other education options at the University.

If a student that re-enters the program based on grade percentage, and does not pass another course in the Nursing Program, the student will not be allowed to re-enter the program. Eligible re-admission requests will be reviewed on a case by case basis by the Nursing Director and faculty. The student will receive a written response from the Nursing Director regarding their decision. Upon re-admission to the program, the student will be required to repeat the course which they did not successfully complete before being eligible to proceed to the next nursing courses in the nursing program sequence.

In some instances the student may be required to re-take other courses if suggested by the student's advisor or by the Nursing Director. The faculty and director will determine with the student, the best strategy for the individual student to be successful and be able to successfully pass the program and NCLEX exam.
Program Exit Policy

A student may exit Heritage University Nursing Program at any semester and return to the Program the following year (based upon space availability) for readmission one (1) time only. If the student withdraws mid-quarter, s/he must formally withdraw with the Registrar’s Office in order to preserve his/her good standing status.

An exit for any reason is leaving the program. Reasons for leaving the program may include academic or clinical failure, family emergency, or entering the workforce. A student repeating a nursing theory course is required to repeat the companion lab course.

Any student exiting the program must meet with the Heritage University Department of Nursing Programs Director to complete the exit interview process, in order to be considered for re-entry to the program at a later date.

Attendance Policy

Attendance is not graded; however, research demonstrates a high correlation between attendance and academic success. Therefore, students are strongly encouraged to attend all learning experiences. Attendance expectations are specific to individual courses at the discretion of your instructor. See syllabi for attendance expectations and absence notifications.

Theory - Students are expected to attend all theory classes. At the discretion of the instructor, some classes may be mandatory and students are required to attend. Make-up assignments will be made at the discretion of the nursing instructor. Students will be provided with a calendar for theory and clinical at the beginning of the course.

Clinical - Attendance is required at all scheduled campus and clinical labs. Students may miss the equivalent of one day of clinical per semester.

Test Make-Up Procedure

If you miss an exam, contact your instructor for approval to schedule a retake if allowed per your syllabus policy. Retakes will be scheduled by your instructor in the Academic Tutoring/Testing Skills Center. Students will receive an email that indicates the test is available at the Academic Skills and what times are available to them to take it. This program is administered by Director Irma DePrieto at dePrieto_I@heritage.edu. Your instructor will take the exam with attached instructions to the Academic Skills Center in a sealed envelope and the nursing office will pick up the completed exam.
**Writing Requirements**

*Written Scholarly Papers.* Students are required to write scholarly papers during the Practical Nursing Program.

*Purpose of Written Paper Assignments.* Nursing is grounded in the use of scientific evidence to inform our practices. Evidence based practice involves both the use of scholarly writing and the dissemination of credible evidence by sharing findings with the interdisciplinary healthcare team. Scholarly writing involves a rigorous, systematic process of gaining knowledge. The ability to write in a scholarly manner is essential for the professional nurse. The nursing faculty values lifelong learning and encourages students to continue their nursing education at baccalaureate and higher levels. We believe that lifelong learning is an essential component of professional development and continuing competence. Requiring written papers provides the opportunity for students to build skills in scholarly writing to facilitate their transition to university nursing education where writing is required extensively.

*APA formatting* is required for all formal papers and reference citations in the nursing program and health professions.

*APA and Writing Rubric Forms.* Students are encouraged to use the APA and Writing Rubric forms as checklists for preparing the paper. Each item on the rubrics will be required to receive full points for the paper and can be found in course syllabi.

*Writing Portfolio.* Students will maintain a Writing Portfolio in which every formal written paper along with the instructors’ completed APA and Writing Rubric forms are collected throughout the program. All written papers are submitted to the assigning instructor in the Portfolio and returned in the Portfolio after grading. Faculty will be tracking students’ progress in improving their writing by reviewing previously graded papers.
<table>
<thead>
<tr>
<th>Rubric/Criteria for Nursing Papers</th>
<th>Poor (0-4 points)</th>
<th>Good (5-8 points)</th>
<th>Excellent (9-10 points)</th>
<th>Multiplier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introducing the idea: Problem statement</td>
<td>Neither implicit nor explicit reference is made to the topic that is to be examined.</td>
<td>Readers are aware of the overall problem, challenge, or topic that is to be examined.</td>
<td>The topic is introduced, and groundwork is laid as to the direction of the report.</td>
<td>x 1</td>
<td>/10</td>
</tr>
<tr>
<td>Body: Flow of the report</td>
<td>The report appears to have no direction, with subtopics appearing disjointed.</td>
<td>There is a basic flow from one section to the next, but not all sections or paragraphs follow in a natural or logical order.</td>
<td>The report goes from general ideas to specific conclusions. Transitions tie sections together, as well as adjacent paragraphs.</td>
<td>x 2</td>
<td>/20</td>
</tr>
<tr>
<td>Coverage of content Disciplinary Learning</td>
<td>Major sections of pertinent content have been omitted or greatly run-on. The topic/discussion is of little significance to nursing.</td>
<td>All major sections of the pertinent content are included, but not covered in as much depth, or as explicit, as expected. Significance to nursing is evident.</td>
<td>The appropriate content in consideration is covered in depth without being redundant. Sources are cited when specific statements are made. Significance to nursing is unquestionable.</td>
<td>x 3</td>
<td>/30</td>
</tr>
<tr>
<td>Clarity of writing and writing technique Literacy</td>
<td>It is hard to know what the writer is trying to express. Writing is convoluted. Misspelled words, incorrect grammar, and improper punctuation are evident.</td>
<td>Writing is generally clear, but unnecessary words are occasionally used. Meaning is sometimes hidden. Paragraph or sentence structure is too repetitive.</td>
<td>Writing is crisp, clear, and succinct. The writer incorporates the active voice when appropriate. The use of pronouns, modifiers, parallel construction, and non-sexist language are appropriate.</td>
<td>x 1</td>
<td>/10</td>
</tr>
<tr>
<td>Conclusion: A synthesis of ideas and hypothesis or research question Disciplinary Learning; Literacy</td>
<td>There is no indication the author tried to synthesize the information or make a conclusion based on the literature under review. No hypothesis or research question is provided.</td>
<td>The author provides concluding remarks that show an analysis and synthesis of ideas occurred. Some of the conclusions, however, were not supported in the body of the report. The hypothesis or research question is stated.</td>
<td>The author was able to make succinct and precise conclusions based on the review. Insights into the problem are appropriate. Conclusions and the hypothesis or research question are strongly supported in the report.</td>
<td>x 1</td>
<td>/10</td>
</tr>
<tr>
<td>Citations/References: Proper APA format APA checklist attached Information Use</td>
<td>Significant problems in Format, Title Page, Text Citations, Quotations, and References (see APA checklist for specifics)</td>
<td>Some problems exist, or components were missing in Format, Title Page, Text Citations, Quotations and References (see APA checklist for specifics).</td>
<td>Format, Title Page, Text Citations, Quotations, and References met GHC Nursing Program expectations (see APA checklist for specifics).</td>
<td>x 1</td>
<td>/10</td>
</tr>
<tr>
<td>Timeliness Social and Personal Responsibility</td>
<td>Material was submitted more than one hour late. (see note below)</td>
<td>Material was submitted up to one hour late.</td>
<td>Material is submitted on time.</td>
<td>x 1</td>
<td>/10</td>
</tr>
</tbody>
</table>

No late papers will be accepted unless arrangements have been made in advance with the instructor. Evidence of Plagiarism will result in a grade of "0" for the paper.
Total Points Earned /100 = %
Professional Behavior and Civility

CIVILITY IS BEHAVIOR THAT:

1) Shows respect toward another,
2) Causes another to feel valued, and
3) Contributes to mutual respect, effective communication and team collaboration.

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of “appropriate” behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

Department of Nursing Students’ Responsibilities:

Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing of Nursing Student Handbook or Heritage University Undergraduate Student Handbook may result in a conference with the appropriate Nursing Program Director or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Nursing Program Director may recommend the student be dismissed from the program/Department of Nursing. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Department of Nursing.

Attentiveness - The student regularly attends class. All extended absences are for relevant and serious reasons, and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor - The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity - The student functions as a responsible, ethical, law-abiding adult.
Cooperation - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility - The student has nursing Department of Nursing performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

Professional Role - The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse. The student conducts self as a professional role model at all times and in compliance with Standards of Practice Relative to Nursing as outlined in the Washington Administrative Code (WAC) 246-840-700 and the ANA Code of Ethics for Nurses with Interpretive Statements (http://nursingworld.org/ethics/code/protected_nwcoe813.htm).

Judgment - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics - The student conducts self in compliance with the ANA Code of Ethics.

Moral Standards - The student respects the rights and privacy of other individuals and does not violate the laws of our society.

The Heritage University Department of Nursing will review student behaviors that breech this civility contract, and make recommendations regarding continuance in the Nursing Program.

Effective August 27, 2014 disruptive behavior and inappropriate behaviors will be broken down into two of its elements of performance: 1) The profession, as defined by the Washington Authoritative Codes and American Nurses Association Code of Ethics for Nurses with Interpretive Statements 2) The Heritage University code of conduct that defines acceptable and disruptive and inappropriate behaviors.
As future nurses and leaders you must manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Examples of uncivil behavior are below but not inclusive:

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging the reputation of any student, faculty member, administrator or staff
- Habitually interrupting as others speak
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail requiring reply
- Sending emails that are inflammatory in nature
- Speaking with a condescending attitude
- Yelling or screaming at instructors, peers, clinical staff, faculty, administrative staff or administration
- Habitually arriving late to meetings or class
- Knowingly withholding information needed by a peer, instructor, or clinical staff or the Director.
- Discounting or ignoring solicited input from peers, faculty, students or administrators regarding classroom and/or clinical performance or professional conduct.
- Not following faculty or student policies
- Overruling decisions without direct discussion and rationale;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned;
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper tantrums
- Using up supplies or breaking equipment or learning materials without notifying appropriate staff/faculty/administrative staff/Director.
- Rudeness that ultimately escalates into threatened or actual violence
- Any form of implied or overt discrimination based on age, sex, spiritual or religious belief, political affiliation, sexual orientation, gender identity, race, cultural and ethnic origin, educational achievement, or physical disability.

As Heritage University Department of Nursing of Nursing Students We Commit to:

1. Follow conventions of good classroom manners and Department of Nursing student responsibilities as outlined above.
2. Ask permission to tape record and respect the instructor’s decision to allow or disallow.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from electronic harassment via email, Facebook, or any other electronic/Wi-Fi media or devices.
5. Refrain from use of the internet during classroom time.
6. Listen respectfully to each other.
7. Respond respectfully and reflectively to ideas aired in the classroom.
8. Refrain from personal insults, profanity and other communication-stoppers.
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the professor.

10. Issue “gentle reminders” when these guidelines are breached.

11. Arrive timely to class/clinical sessions.

12. Bring the required supplies and be ready to be actively engaged in the learning process.

13. Focus on the business at hand – the class, its content, learning and the professor.

14. Turn cell phones off or to vibrate before the start of class.

15. Refrain from texting during class time.

16. PICK UP OUR TRASH upon leaving the room.

17. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)

18. Turn in assignments on time.

19. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class.)

20. Raise a hand to indicate a question or comment as a courtesy to classmates and the professor. (Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You’ll learn more, it makes the class more interesting, and you are helping others learn as well.)

21. Make arrangement if an emergency arises that requires an absence from a session, to get the notes and all other information that was covered in class from a colleague you trust.

22. Respect the need to request to meet individually with the instructor of a course for review of an exam within one week following administration of the exam as needed. No visual review of exam materials will be granted after this period.

23. Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

**HU Nursing Program Professional Behavior**

Nurses are leaders, as leaders we have a responsibility to lead by example. It is our responsibility to facilitate a safe, positive work and learning environment. The learning environment reflects the working environment in practice and is a good environment to practice the same guidelines of professionalism that will be utilized in working situations.

Leaders direct negative to positive, by offering solutions to problems instead of being a participant of the problem. This means if a coworker is complaining about another coworker or work situation, redirect them to think about how they can offer a solution or encourage them to go directly and speak with that person. While, we understand life happens while we are making other plans, your instructors are empathetic, not sympathetic to personal situations, we believe personal problems are left at the door. You would not burden your patients with personal problems at work.

Leaders offer encouragement and support. We will respect our coworkers and fellow students. We will support a positive, adult learning environment by being active participants and encourage
others to be their best. We will encourage instead of laugh at fellow students during scenario and lab practice situations, discourage gossip and show respect for our differences. We ask for accountability in the learner-centered environment.

Essential core nursing values include human dignity, integrity, autonomy, altruism, and social justice. This includes being role models for coworkers and fellow students by displaying mutual respect, empowering others, and helping others feel valued.

The nursing faculty, staff, and I are committed to socializing you to the roles and responsibilities of professional nursing. We will challenge you to think differently and more critically than you have in the past. We will test your ability to adapt and to prioritize the complex responsibilities you will have as nurses. We will ask you to reach high to absorb the breadth and depth of knowledge needed for success in your nursing career. Be bold in stepping out of your comfort zone. Let go of the urge to require perfection in yourselves and others. Perfection is not possible but excellence is. Strive for excellence in everything you do but recognize when things are “good enough” given the circumstances. We practice our profession under the Washington State Nursing Quality Assurance Commission laws.

- Students are expected to maintain professional behavior in clinical, as per the definition in Heritage Nursing Program Handbook, ANA Scope and Standards of Nursing Practice, Code of Ethics, the facility’s policy, and the instructor’s discretion.

- Students who exhibit unprofessional behavior will be asked to leave clinical until the incident is addressed by the instructor and/or program director. This can result with a Notice of Deficiency and possible dismissal from the program.

**Behaviors that Imply Professional Values**

**Placing the patient’s welfare first.**

The student: Is accessible and prompt in answering patients’ requests. Sets priority of activities reflecting patients’ needs. Explains treatments and procedures; keeps patients well informed. Is responsive and reliable when needs are identified by patients, staff, or faculty. Calls and makes appropriate arrangements if unable to be on time or present for scheduled clinical experience per syllabi policies.

**Commitment to Nursing and to Nursing Program policies.**

The student: Is present and willing to learn; complies voluntarily with rules and policies of the Nursing Program. Demonstrates enthusiasm for the clinical experience; appears to enjoy nursing.

**Looks and acts in a professional manner; i.e., is neat and clean, behaves professionally.**

The student: Is pleasant to staff, peers, and faculty. Gives appropriate information to other nurses. Completes charts and records.

**Cooperation.**

The student: Is able to disagree diplomatically. Knows when to stop arguing and start helping. Takes criticism constructively. Accepts the roles of others and works in appropriate capacity in response to others. Deals with stress and frustration without taking it out on others. Objectively
handles conflict with others; tries to see both sides of issues. Offers solutions, not negative complaints.

Intellectual and personal integrity.

**The student:** Readily admits mistakes and oversights. Is forthright with peers, staff, and faculty. Selects appropriate responses to patients. Always observes safe techniques. Accepts responsibility for errors and tries to take appropriate corrective action. Makes statements that appear to be based on fact and believable; does not provide information or facts unless known to be correct. Does own work and does not represent the work of others as being original. Is respectful of faculty, staff, peers, and patients.

*Behaviors that Imply the Absence of Professional Values*

Failure to rescue in a clinical setting.

**Placing the patient’s welfare first.**
**The student:** Is unreliable in completion of tasks. Is difficult to find when needed. Elicits hostility from patients and others. Displays hostility toward difficult patients. Justifies doing things “just for the experience,” without taking patients’ needs into consideration. Approaches with “who is right,” rather than “what is right” attitude. Fails to make appropriate arrangements if unable to be on time or present for the clinical experience. Failure to rescue in a clinical setting.

**Commitment to nursing and to Nursing Program policies.**
**The student:** Is chronically tardy or absent. Skips the clinical experience or other obligations if not supervised. Passes assignments or tasks to others when possible. Is a chronic malcontent and complainer. Is sloppy. Gives inappropriate information to others. Is chronically deficient on upkeep of charts and records. Feels existent policies are irrelevant, unimportant, and nonobligatory.

**Cooperation.**
**The student:** Is argumentative or stubborn. Is sullen or arrogant with faculty, peers, staff, and patients. Is uncommunicative with staff and faculty. Responds in a hostile manner to frustrating situations. Exhibits passive-aggressive behaviors when dissatisfied.

**Intellectual and personal integrity.**
**The student:** Lies or fabricates data, when needed, to cover up mistakes and oversights. Fails to use safe techniques when not being supervised. Blames others for own shortcomings. Provides data without appropriate checks for correctness. Sneaks away or does not show up if unsupervised. Represents the work of others as being original. Is disrespectful and rude to faculty, staff, peers, or patients.

*Unprofessional and/or Unacceptable Behavior*

Unacceptable behavior or conduct includes, but is not limited to: Interference with the learning of others. Smoking at clinical sites and/or in a Heritage University nursing student uniform. Tardiness. Interruptions or disruption of the positive student-learning environment. Intimidation
of students and/or faculty (angry, hostile, or violent behavior). Inappropriate or provocative dress or appearance. Use of pagers or cell phones during class time. Fabrication of data. Sleeping in class. Sexual harassment. Use of vulgar or obscene language. Any other behavior deemed by nursing faculty as unacceptable and which interferes with the learning or safety of others.

The Scope of Practice Decision Tree is a tool provided by the Department of Health. This algorithm’s purpose is to assist nurses and nursing students make decisions within their scope of practice and will be taught in each course of the nursing program. Please access the link provided to become familiar with the tool.

**Scope of Practice Decision Tree link**

The Washington State Nursing Quality Assurance Commission approves the nursing program. We practice under these regulations. Refer to the link below for nursing profession guidelines and licensure information

http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission.aspx

**DRESS AND BEHAVIOR FOR NURSING STUDENTS**

**Policy:**

The HU casual and appropriate dress policy is basic to nursing students, remembering the importance of professional appearance to foster professional behaviors. This policy is in accordance with clinical site expectations.

**Procedure:**

- Professional dress is expected for any activity off campus. This is defined as casual business attire, lab coat and name tag. Do not wear jeans, tank tops, halter tops, sheer blouses, midriff/half shirts, miniskirts, slit skirts, shorts, spike heels, flip-flops, and/or any tight clothing. There is to be no bare skin (midriff, back, abdomen, etc.) showing while in
uniform. Underwear (briefs or boxer shorts for males, panties and bra for women) must be worn. No thongs should be worn.

- Student uniforms are expected in labs.

- A name tag with picture as provided by HU must be worn into all clinical sites. (This includes going into sites for any patient information even if not in clinical at the time).

- No more than one ear ring in each ear. This must be a stud, no dangling ear rings

- No tongue, mouth, nose, or belly button rings are to be worn during lab or clinical. Removed piercings for the nose, for example, must be covered with a piercing Band-Aid which are small and designed for such situations. No exceptions. Uncovered, healed piercing sites can still become infected and contaminated, jeopardizing the safety of the student and patient.

- Any tattoos seen on skin or around clothing must be covered by a band aid or piece of clothing. Long sleeve shirts need to be rolled up above the elbow per infection control guidelines.

- Clothing must not be revealing in any manner and must not impede your ability to move or lift.

- A Lab coat is to be worn in all labs and nursing scrubs of school color in clinical situations.

- Hair is to be kept back from the face, off of shoulders, and clean in presentation

- No perfumes to be used during clinical days, perfumes (patchouli in particular), trigger asthma attacks in patients. This is a safety issue and will lead to immediate dismissal from the clinical site.

- Body odors may not be offensive to prospective patients and will be addressed by the clinical instructor.

- No gum chewing during labs or clinical. Breath mints approved.

- Hands are to be with trim nails no longer than a quarter inch and no nail polish. False nails are not allowed, no exceptions. This includes acrylics, gels, and application nails. No more than one ring such as a wedding or engagement ring is to be worn. See attached, “The Dark Side of Nails.”

- Nursing students are expected to wear their clean and ironed lab coat in the lab.

- Conduct is expected to be professional, honest and ethical in class.

- Behavior should be flexible, sensitive and appropriate to the situation.
Respect is to be shown when interacting with fellow students, with faculty and with personnel in the facilities doing clinical experiences.

Team building skills are expected and questions encouraged when mentoring seems unclear.

Cultural competency awareness is evident. What does this mean? Respecting cultural differences, beliefs and boundaries. Possessing knowledge of cultural, ethnic disease and pharmacologic response in our patients.

Responsibility, accountability and reliability is expected with a genuine desire for personal and professional growth reflected.

Appropriate language is expected in class, in the lab and in clinical experiences.

Recognition of the time, place and person to refer questions is a skill expected to be learned and displayed.

A willingness to assist appropriately all persons is expected, with sensitivity to the person in need.

Additional policies are posted in the syllabi, i.e., late policies per course, absences’, etc.

**STUDENT SUBSTANCE ABUSE/MISUSE**

Policy:
HU has implemented a drug abuse policy in compliance with Public Law 100-690. The purpose of this policy is to protect the welfare of clients, students, instructors, HU and affiliating agencies. All students are expected to perform clinical activities efficiently and safely, whether in the agency or the campus lab setting, without the influence of drugs or alcohol.

The following actions/conditions are prohibited:

- Deficient clinical performance due to use of drugs and/or alcohol.
- Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on clinical time.
- Removing any drug from the institution or patient supply for any reason.
- Falsifying specimen collection for required drug screen in clinical.

All students have a responsibility to notify their instructor(s) if they are taking any medications which may impact student’s ability to provide safe, competent care.
Procedure:

All questionable student behavior will be dealt with through the following procedure:

1. In the judgment of the clinical instructor, if the student’s clinical performance could be or is adversely affected by a prescribed medication; the student will be sent home and considered ill for make-up purposes.

2. Mandatory drug testing is not currently a policy of the nursing program; however, drug testing policy varies between clinical sites and subject to the discretion of the clinical site facility per guidelines of the affiliation agreement. Should an incident or an occasion in clinical occur when the instructor or staff has a reasonable suspicion of use or being under “the influence,” the student may choose to submit immediately to a Substance Abuse Assessment at a facility approved by the university and the facility. The expense of such testing will be the responsibility of the student. Student agrees that results of the tests will be made known to the Nursing Program Director. If the student refuses testing, he/she will be dismissed from the program on the grounds of implied admission of substance use/abuse.

3. Should an incident or an occasion in clinical occur when the instructor or staff has a reasonable suspicion of use or being under “the influence,” the student may choose to submit immediately to a Substance Abuse Assessment at a facility approved by the University. The expense of such testing will be borne by the student. Student agrees that results of the tests will be made known to the Nursing Program Director. If the student refuses testing, he/she will be dismissed from the program on the grounds of implied admission of substance use/abuse.

4. Any student dismissed from the program for substance use/misuse may apply for re-entry with evidence of having successfully completed an approved treatment program. Other aspects of the re-entry process will be handled under the standard procedures for re-entry.

**BIOHAZARD AWARENESS AND SAFETY**

**Policy:**

Students in the nursing program need to have an awareness of the biohazards they may encounter while caring for patients.

**Procedure:**

1. The admission packet statement on biohazard risk is read and signed by each student to the start of classes applying for admission.

2. The faculty and Director of the Nursing program work with the students for awareness and safety with biohazards. The student understanding of personal protection procedures and hand washing is assured in the lab before clinicals begin.
3. Following personal protection procedures when in the clinical site is followed by instructors as well as students.

4. Students known to be pregnant are given a choice of working with a patient who is or has received chemotherapy, recognizing that when personal protection equipment is utilized appropriately, there is no risk to the fetus.

5. Students known to be pregnant are not involved in any procedures involving radiation.

6. Exposures/Injuries in Clinical Rotation or Campus Laboratory
   Nursing students are at risk of harm from exposure to infectious diseases, radiation, hazardous equipment, and environments in which accidents can occur. Because students are not employees of clinical facilities to which they are assigned, they are required to carry appropriate insurance to cover medical care in the event of an accidental exposure or injury. Students are expected to adhere to the following protocol upon accidental exposure or injury during a clinical or campus lab experience. The student will:

   Access emergent care immediately as the accident dictates.
   Notify clinical instructor, who will assist in following the policy of the clinical facility/college. In the case where the instructor cannot be contacted, follow the facility policy for workplace injury.
   If urgent care is required, seek evaluation and medical care to the emergency department at the closest hospital. If on campus, call “0” and direct the operator to call 911.

   If urgent care is not required, seek evaluation and medical care at one’s Primary Care Provider’s office.

   Complete the facility specific event report and route to the appropriate personnel, notify the nursing supervisor of the injury. In some cases, the student may need to follow facility policy.

   The nursing instructor will notify the Nursing Program Director on the day of the incident and will provide written documentation, in narrative form, within 24 hours. The instructor and director will follow up with the student.
CLINICAL ASSIGNMENTS

Policy:
The HU course descriptions define the purpose of each class. This is based on the curriculum of the Nursing Department.

Procedure:
1. Prior to each semester arrangements are made with the Health Care facilities for the student clinical experiences.

2. There are meetings with the other nursing programs in using the health care facilities for planning to avoid conflicts in the clinical sites. These meetings are attended by the Director and faculty as available.

3. The number of students per faculty is maintained at no more than ten (10).

4. In the event that a clinical site would accept 12, per the WAC, the Commission would be consulted and a letter of the acceptance or rejection kept by the Director of the Nursing Department.

5. Faculty are responsible to obtain a survey from the health care facility Coordinator of Education placement when the clinical experience is completed. This is discussed in the next faculty meeting and tracked by the Director for any trends.

6. Any problems occurring during the clinical experience are communicated promptly between the Director and faculty. Timeliness in this discussion is important so that problem resolution is timely.

7. The faculty and Director coordinate with the health care facility to assure the students meet curriculum and course goals.

8. When in the nursing homes and acute care medical-surgical units the focus should be on medication administration whenever possible.

9. Tracking of medication administration experience is completed by the student and faculty jointly and indicated on the skills list.

10. At the end of the clinical experience an evaluation is completed and discussed by the faculty with the student. The student receives a copy and one is placed in the student’s folder.

11. At least a pass grade is necessary to not repeat a clinical. As of Fall semester 2013 all newly enrolled students must pass all nursing courses with a B- (80%) or better to continue in the program.
12. Practicum clinical experiences provide 180 hours of hands-on practice under the
guidance of a preceptor in assigned clinical sites, the last semester of each program.

- The purpose is for the student to apply cumulative knowledge learned in their
  program of study to patient care, including managing a patient assignment,
  utilizing the nursing process.
- Clinical facilities and Heritage Nursing program work together under the criteria
  of the Affiliation Agreements approved at all clinical sites.
- Preceptors are chosen under the Washington State Nursing Care Quality
  Assurance Commission WAC 246-840-570 criteria.
- During this rotation, the nursing faculty member supervising the experience will
  meet with students and preceptors at a minimum of three times during the
  practicum (individually and together) to evaluate student performance and
  ensure that outlined objectives are achieved.
- Faculty and the Nursing Director collaborate with practicum site educator
  coordinators and unit managers in assigning preceptors. Preceptors are in good
  standing with the institution of employment, preferably have a minimum of two
  years’ experience in the specialty field and have a license equal to or above that
  of the practical nurse.
- Preceptors are oriented to student learning objectives, documented role
  expectations of faculty, preceptor and preceptee.
- Learning objectives, role expectations of the student and evaluation plans are
  reviewed with the preceptor and student prior to the practicum.
- Preceptors contribute to the evaluation plan, but the nursing faculty is ultimately
  responsible for the complete evaluation.
- The student is not assigned to a practicum experiences in student’s place of
  employment. Students deserve to an objective evaluation of performance, and
  performing in the place of employment could create a conflict of interest for the
  student and the preceptor.
- Clinical experiences can only be scheduled at sites with an existing affiliation
  agreement.

13. Types of Supervision for Clinical - WAC Definitions and Guidelines for Students during
Clinical Rotations

Supervision.
A Heritage nursing faculty member provides guidance and evaluation of the nursing student
in the accomplishment of nursing care. A student in a final preceptorship experience
may perform all procedures for which he/she has been competency validated positively
by an instructor. Instructors visit the site and observe student competencies.

Immediate Supervision.
The licensed registered nurse is on the premises and is within audible and visual range
of the patient; and has assessed the patient prior to the delegation of nursing to any
caregiver. Instructors are in the clinical area and are immediately available. Students may
not commence patient care, passing medications, doing procedures etc. until an
instructor is on site. Unless the clinical instructor is immediately available at the facility, students are to be observers only and will follow the guidelines for indirect observation.

Observational.
Observational experiences are structured so that students may “shadow” licensed nurses and perform basic, noninvasive procedures such as vital signs, assessments, therapeutic communication interviews etc. Taking responsibility for patient care and documentation is not part of the observational experience and students will not participate in care unless an instructor is on site at the time.

14. Legal Liability for Care Delivery – Nursing students are entrusted with the responsibility of providing nursing care to patients. When liability is assessed, a nursing student serving at a hospital/other facility is considered an agent of the facility. This is true even if the student is at the facility on an affiliation basis. Nursing students are personally liable for their own negligent acts, and the contracted facility is liable for their acts on the basis of respondent superior. Students must be supervised by a registered professional nurse who is either the direct agent of the student’s nursing school or one who has been designated by the school to serve in that capacity.

A practical nursing student is held to the same standard of a competent licensed practical nurse when performing nursing duties. The courts, in several decisions, have taken the position that anyone who performs duties customarily performed by nurses is held to the standards of the nurse at the level of the scope of practice. Each and every patient has the right to expect competent nursing care even if the care is provided by students as part of their clinical training. It would be unfair to deprive the patient of compensation for an injury merely because a student was responsible for a negligent act. Until it is demonstrated clearly that nursing students are competent to render nursing services without increasing the risks of injury to patients, they must be supervised more closely than graduate nurses. (Pozgar, 1993).


15. Monitoring and Evaluating Nursing Student Competencies - Learning outcomes also referred to as competencies, provide direction for learning and evaluation of learning. At Heritage University, nursing competencies are organized around the abilities of nursing students to provide care, to manage care, and to function as a member of the discipline of nursing. Faculty members guide students in achieving these competencies by providing repeated opportunities to practice nursing skills and demonstrate professional behaviors. Through observation of students’ performance, faculty members determine whether students have gained the competency necessary to advance to the next level of the program and ultimately whether the student is ready to enter nursing practice. Clinical Competency Rubric is the appraisal tool used for clinical.

Pat Benner in her classic work From Novice to Expert (1984) identifies the new graduate of a nursing program as a NOVICE. This is a nurse with no nursing experience who
Graduates of the Heritage University nursing program are prepared to enter nursing practice at the NOVICE level. As nurses gain experience in practice, they grow and develop from novice to advanced beginner to competent to expert.

Competency is defined as practice at a minimum standard that protects the public. Competency is gained with repeated opportunities to perform cognitive, affective or behavioral skills. One opportunity to demonstrate does not ensure competence. Therefore, students’ performance must be monitored and documented repeatedly during the process of learning. Nursing students are expected to demonstrate competence for entry into practice at the NOVICE level.

It is the responsibility of the student to maintain his or her personal Skills Checklist on the Typhon Student Tracking System. Students will be oriented to use of Typhon prior to beginning the nursing program. Typhon will give a graphical depiction and list of skills practiced throughout the program to document skills performance. Prospective employers are interested in seeing what types of experiences you have had in school and may ask to see your Skills List during interviews.

**TYPHON STUDENT CLINICAL TRACKING POLICY**

Nursing students are required to purchase and use the Typhon Student Clinical Tracking System throughout the nursing program. Heritage University is responsible for part of the cost, and students pay an additional $50. Data entered into the Typhon system will be available to students for up to 3 years after graduation from Heritage University. Typhon Group's NSST Student Tracking System functions as a complete electronic student tracking system, including comprehensive clinical skill logs and reports. Students must log into the Typhon Clinical Tracking System at the end of each clinical day; all entries are required to be made within 72 hours of the clinical practice day in order for the student to receive credit for the clinical hours.

**LAB POLICY**

Professional behavior is expected at all times.
Cell phones must be turned off.
Professional business attire with lab coat and sturdy shoes or full uniform is required attire.
No food or drinks allowed.
Basic safety rules must be followed.
Confidentiality must be maintained.

The area is maintained in a neat and orderly manner; it is the responsibility of every student and faculty member to take care of the equipment and supplies so they are available for future use. Beds should be made and manikin care area left just as we would expect the patient care area to look when we leave a room-neat and tidy.
Faculty members are required to log out and in any equipment removed from the lab for use in another learning facility. The log will be kept on a clip board at the Administrative Assistant’s desk.

All items used in the lab must be returned to their proper storage location.

Respect the manikins just as we would patients. All manikins will have gowns on, all parts attached and in working order, and will be lying supine in the bed, under the covers. The call light will be within reach of the manikin.

Beds are made with bed pad, bottom sheet, incontinence pad, top sheet, and spread and will have mitered corners. The bed will have one (or two) pillows with pillow case/s. The bed will be in the low position with the over bed table over the foot of the bed.

All accidents must be reported as noted in the Exposures/Injuries policy.

All students are expected to use the lab on a frequent basis, outside of clinical hours for skills proficiency and optimal learning. Students are encouraged to spend at least two (2) hours every week of each academic semester practicing skills.

Failure to comply with lab standards may result in disciplinary action.

**Lab Security:** The lab must be secured to reduce the risk of theft and vandalism. Students must obtain permission to access the lab for any purpose. Students are required to sign in and out on a clip board kept at the Clerical Assistant’s desk. The last student leaving the lab is kindly requested to inform staff or faculty so the door can be locked.

**Lab Hours:** Students may use the lab for skills practice during the following times: Tuesdays through Thursday from 0830 – 1600 by permission only.

**No Invasive Procedures Policy.** Unless special arrangements have been procured by a nursing instructor and director, students may not do injections, IV starts or other skills on each other, nursing instructors or health care facility staff in which the skin or mucous membrane are penetrated.

**Video-Taping Policy:** Audio and/or video recording of any class, lecture, or meeting is allowed only with the written permission of the instructor. At no time may electronic devises be used during testing. Failure to comply with this policy may result in disciplinary action.

* For safety reasons, children are not permitted in labs

**Gifts**

Relationships to those entrusted to the care of a nurse require that appropriate boundaries be maintained to ensure objectivity so that services are delivered in an unbiased manner. The nurse-patient relationship is not a social one. Therefore, nurses do not accept gratuities from clients for
their services. Likewise, students and nursing faculty work closely together in a professional relationship. Students often wish to express their appreciation to the faculty and staff at the end of a quarter. Small tokens of appreciation such as a greeting card are acceptable but we kindly request that students not give gifts to individual nursing faculty members. Again our goal is to be objective in providing a service to the student in an unbiased manner. Thank you for respecting this professional principle.

**NCLEX Preparation**

**Policy:**

The Nursing Department will assist students in the preparation of the application for the NCLEX. All monetary requirements will be the responsibility of the student.

**Procedure:**

1. The cost of the exam is explained at the student orientation at the start of the PN Program. Saving for the cost is encouraged as the fees to the Washington Nursing Commission and to the National State Board of Nursing are the responsibilities of the students.

2. During the last semester of the PN Program information will be shared with students explaining the registration process for NCLEX.

3. Study for NCLEX is multi-involved: recommendation of books to use, computer discs appropriate for study and scheduling of group or individual tutoring sessions.

4. Many group sessions with students and faculty will be offered during the last semester of the practicum. The focus will be computerized sample test questions.

5. Students are encouraged to work with test questions for at least 1 ½ hours daily for at least two months before the exam. Faculty can be consulted with questions as need arises.

6. Test results are available online for a minimal additional fee 48 hours after testing.

7. For students not passing the first time, additional tutoring is available and arrangements can be made through the nursing office.
NURSING STUDENT - RIGHTS AND RESPONSIBILITIES

Policy:
The nursing students work under the Student Rights under Family Educational Rights and Privacy Act (FERPA) as stated in the HU catalog as well as according to the procedures below.

Procedure:
1. Each student has a folder that is kept in the Nursing Department office. The information in the folder has also been received by the students.
2. To view a folder, a request can be made to the administrative assistant, nursing faculty or Department Director. The nursing faculty member or the Nursing Department Director will be present when the file is reviewed.
3. The student should submit any comments regarding material disagreed with to the Nursing Department Director in writing.
4. It is desired for the material disagreed with to be discussed at the time the issue occurs and for each person involved to submit their view of the issue. (Refer to the Student Interventions policy and procedure).
5. Communication to and from other departments in the school will be shared and when issues occur it is desired that the nursing faculty or Director are kept appraised.
6. The HU policy is also adhered to with any difference between the Nursing Policy and Procedure, and HU Policy and Procedure being discussed between the Nursing Director and the Dean of Arts and Sciences and the Provost.

NURSING STUDENT INTERVENTIONS AND DISMISSAL

Policy:
The Nursing Department intervenes with students utilizing the HU Catalogue, Student Handbook and discussions with the Dean of Arts and Sciences. When Nursing Department interventions vary, the reason for the variance is explained. All interventions will provide a notice of deficiency, which will be signed by the student, instructor and/or director of nursing.

Procedure:

Commendations

1. Students receiving commendations for activities above and beyond the defined expectations are recipients of nursing recognition.
2. These commendations can be initiated by fellow students, by faculty or by a health care facility. Faculty will be made will note these recognitions in the student file.
3. A nursing student displaying exemplary activity on campus may be recognized by the 
HU student body or faculty. This will also be recognized by the Nursing Department.

Cheatng

1. A student suspected or found cheating will be talked with in a timely manner.
2. If the incident occurred in a nursing class the circumstances will be investigated by the 
faculty involved, the Director and the department Director of the department in which 
the incident occurred.
3. The faculty responsible for the class determines the ramification.
4. The need to repeat a course can cause the student to be removed from the nursing 
program, temporarily or permanently dependent on the situation.
5. Referral to the Student Life Counselor is encouraged.
6. Documentation of the situation is kept in the student folder.
7. The situation is discussed by the Director with the Dean of Arts and Sciences, the 
Student Life Director if appropriate and only after permission to do so is received from 
the student.
8. A grievance may be pursued and the student is referred to the Student Life Director, per 
HU procedure.

Plagiarism

1. When a student’s work is suspected for plagiarism, a computerized verification is 
requested. Location of copying from a text used for a class is the faculty’s responsibility.
2. The faculty responsible for the class determines the ramification.
3. Documentation of the situation is kept in the student folder, along with a copy of the 
plagiarized work.
4. Referral of the student for tutoring or for counseling is considered and based on the 
need agreed upon with the student.
5. Dependent on the affect on the course grade, a student may be required to be dropped 
from the nursing program.

Copyright Infringement
1. The HU student manual and faculty manual address the University copyright policy.

2. When a question arises, consultation is received from the Director of the Library to verify the problem.

3. Correction of the infringement is stated to the student by the Nursing Program Director.

4. If compensation received as a result of the copyright infringement all money will be returned to the payor/s.

5. Documentation of the occurrence will be kept in the student folder.

6. A grievance may be pursued by the student with the Director of Human Relations or with the Provost for Academic Issues.

**Health Insurance Portability and Accountability Act (HIPAA) Violation**

1. HIPAA importance is explained to students before their first clinical with emphasis on this being carefully followed.

2. Recognition of any HIPAA violation needs to be immediately discussed with the student and assurance of understanding present.

3. Any Student violations of HIPAA are documented and placed in the student folder.

4. The severity of discussion directs the ramification and is at the discretion of the faculty with the Director made aware.

5. If, as a result of a HIPAA violation, a course grade is below the accepted level for continuation, a student may be required to be dropped from the nursing program.

6. A grievance may be pursued and the student is referred to the Student Life Director, per HU procedure.

**Medication Error**

1. Verification of a suspected medication error is the responsibility of the faculty and student involved.

2. Discussion with the facility involved occurs in a timely manner if awareness of an error occurs after students have left the facility.

3. When a medication error is made in a clinical rotation, the facilities routine for quality tracking is followed first.
4. The faculty present discusses the situation with the student and with the professional involved from the facility.

5. The faculty is responsible to assure the student understands how and why the error occurred and the means to prevent more errors in the future.

6. Research and documentation about errors is at the discretion of the faculty based on the error.

7. Documentation of the error will be kept in the student folder.

Clinical Site Issue
(Unethical behavior, not being prepared, medication errors, etc.)

1. Verification of a suspected patient care or institution related Issue by a student is the responsibility of the faculty and student involved.

2. Discussion with the facility occurs in a timely manner if awareness of the situation becomes evident to either the student or the faculty after leaving the facility.

3. The situation, per the student, is documented, discussed with the appropriate personnel and with the Director of the Nursing Department.

4. The faculty decides the severity of the situation and the outcome is discussed with the student.

5. Education to prevent a future occurrence may be verbal or in writing as decided by the faculty.

6. Documentation of the issue, the student’s perception and reaction, education attention will be added to the student’s folder.

Notice of Deficiency in Theory and Clinical Courses

Students are expected to comport themselves with civility at all times. Students are also expected to demonstrate respectful behavior in their interactions with peers and instructors. Unsatisfactory performance in these areas will be brought to the attention of the student so that the student is allowed to demonstrate improvement in areas of noted concern. If unsatisfactory performance in these areas is not corrected, the student will receive a grade of “Fail” or “No Credit” in that particular course and may be dismissed from the program.

In clinical courses, students will be made aware of areas of deficiency in a timely fashion by his or her clinical instructor. This notification will be put in writing and signed by both the student and
instructor. The documentation will include strategies for improving the student’s performance. These strategies will be co-developed by both the student and instructor.

Written notification of a student’s theory/clinical deficiencies will become part of the student’s permanent file while in the Nursing Program, and will be a consideration in subsequent semesters when evaluating student performance as it relates to the student’s repeating deficiencies. Areas of repeated deficiencies in subsequent semesters may result in the student earning a failing grade or a grade of no-credit and may be dismissed from the program (e.g., a student consistently shows up late for clinical rotations, or is not prepared to provide safe patient care).

Violations of HIPAA, unacceptable behaviors interfering with the safety of others, and failure to maintain acceptable student conduct, as outlined in Professional Behaviors in the Nursing Handbook, will result in a recommendation for dismissal from the program by the Nursing Program Director. Failure of background checks at any time in the program will be reviewed case by case when considered for dismissal and may be a barrier for students to qualify to sit for the licensure exam based on Decision Making Criteria for License Applicants and DSHS Disqualifiers. This result may also impede practice at clinical sites based on facility policies.
Following is an example of the Notification of Deficiency Form:

Heritage University - Nursing

Notification of Deficiency

Student Name: ____________________ Course# __________ Date: __________

This student has been counseled for the following deficiencies that have been identified in the student's performance in this course:

The following strategies developed by the student and instructor for improving the student's performance:

By signing this form, the student verifies that the above mentioned concerns have been discussed with them and that a copy of this signed document was given to the student.

Student Signature: ________________________________

Instructor Signature: ________________________________
Remediation Policy

In theory courses, after each exam students will have available a written report of their performance. If a student’s cumulative course grade falls below 80%, the student is strongly encouraged to meet with his or her instructor to identify strategies for future success. Additionally, the student must recognize that he or she is in danger of failing the course unless the cumulative grade is raised. A remediation plan will be initiated by the instructor with the first B- on an exam.

Remediation Plan (Example of document)

Student Name_________________________ Semester_________________________
Unit ___________________________ Unit Grade_________________________

If test performance on any one exam is below 80%, or below 90% on any math competency exam, the student will be advised to complete the designated activities on or before before

_____Consult with the instructor who wrote the exam and review questions to determine why the item was missed, using the Test Analysis Form.
_____Meet with the instructor to review notes and determine how to study for the test.
_____Complete pertinent chapters in the student study guide that accompanies the textbook for units covered on the test and for the remainder of the quarter.
_____Complete Kaplan Content Mastery Review Module_________________________
Pages_____
_____Take Kaplan____Practice ____Proctored ____ Focused____ Exam____
___ Take alternate HU ________________________________ Exam
___ Establish times to meet the instructor to clarify any material.
___ Other interventions, as agreed upon by the instructor and the student, described below:

______________________________________________________________
______________________________________________________________

Instructor Signature __________________________ Date ________________

______________________________________________________________
Student Signature __________________________ Date ________________
(Original to be placed in student file; copy to be given to student.)
Graduation and Licensing

Requirements for Graduation.
All students who believe they have fulfilled the requirements for the practical nurse certificate from Heritage University are required to submit an Application for Degree with printed advising worksheet signed by the advisor to the Admissions Office at least two semesters before graduating. The registrar will conduct a credit audit to determine whether the student has earned the certificate for which he/she is applying. Upon completion of the program requirements, a Certificate of Completion in Practical Nursing is awarded to students who successfully complete the program.

Licensing. In order to minimize potential problems nursing graduates might experience in obtaining a nursing license, it is important to understand the relationship of nursing programs to the licensing process. Schools of nursing do not have the power to grant licensure as a Licensed Practical Nurse (LPN). The nursing program is approved by the Washington State Nursing Care Quality Assurance Commission (NCQAC) to provide education and training, which qualifies graduates to take a state licensing examination. In addition to completing a nursing education program, the NCQAC also has the right to inquire about aspects of your personal life that might have a bearing on your ability to practice as a licensed nurse. When you near completion of the nursing education program you will make application to the NCQAC to take your licensing examination. One part of this application asks you to answer “yes” or “no” to the following questions:

1. Do you have any medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety?

2. Do you currently use chemical substance (s) in any way which impairs or limits your ability to practice your profession with reasonable skill and safety?

3. Have you been diagnosed with or treated for, pedophilia, exhibitionism, voyeurism, or frotteurism?

4. Are you currently engaged in the illegal use of controlled substances?

5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?

6. Are you now subject to criminal conviction or pending charges of a crime in any state or jurisdiction?

7. Have you ever been found in any civil, administrative or criminal proceeding to have possessed, used, and prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes? Diverted controlled substances or legend drugs? Violated any drug law? Prescribed controlled substances for yourself?

8. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?
9. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?

10. Have you ever surrendered a credential like those listed above in connection with or to avoid action by a state, federal, or foreign authority?

11. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession?

Failure to answer these questions honestly may result in a charge of perjury. If you answered “yes” to any of the above, full details must be furnished to the Nursing Commission. The laws of Washington State do not allow college programs to discriminate in their admission process based on difficulties in any of the areas covered by these questions. Therefore, it is possible that a student could be admitted to, and successfully complete the programs and not be eligible for licensure.

The Nursing Commission will not discuss the possible action it might take regarding eligibility for licensure until the time that the candidate makes official application for the examination. Therefore, if you have any questions regarding this requirement, it is recommended that you discuss these with the Program Director prior to entering the Nursing Program.

**Licensure Requirements.**

The nursing program will assist students who are in the final quarter of the nursing program to complete two applications necessary to become licensed as LPNs. You must apply to the Washington State Department of Health - Nursing Care Quality Assurance Commission (NCQAC) to become licensed in this state. Application forms are available at [http://www.doh.wa.gov/hsqa/Professions/Nursing/default.htm](http://www.doh.wa.gov/hsqa/Professions/Nursing/default.htm)

Following approval from the NCLEX Examination Committee and the NCSBN Board of Directors, we will be implementing a new ID policy for candidate admission to Pearson VUE test centers beginning June 16, 2014. The change to the ID policy is designed to improve the admission process for candidates entering the test centers while maintaining the highest level of security within the testing industry.

Please see the new policy listed below and do not hesitate to contact me with questions.

All forms of identification listed below must be valid (non-expired) government-issued identification containing the following information:

- Name (in Roman characters)
- Photograph
- Signature.

Temporary identification (examples include limited term IDs and any ID reading “temp” or “temporary”) is only acceptable if it meets the required elements stated above.

**Domestic Test Centers (PPC’s)**

To gain access to the NCLEX the candidate must present one form of acceptable identification (ID) that matches exactly the name they provided when registering.
The only acceptable forms of identification for domestic test centers are:
• Passport books and cards
• Driver’s license
• Provincial/Territorial or state identification card
• Permanent residence card
• Military identification card

International Test Centers (PPC’s)
To gain access to the NCLEX the candidate must present one form of acceptable identification (ID) that matches exactly the name they provided when registering.

The only identifications acceptable for international test centers are:
• Passport books and cards

If you wish initial licensure in another state, you can find contact information about boards of nursing on the National Council of State Boards of Nursing webpage at http://www.ncsbn.org.

You must also apply to take the licensure exam (NCLEX-PN) either online at the http://www.ncsbn.org by phone, or by mail. It is your responsibility to authorize an official Heritage University transcript to be sent to NCQAC as directed in the application. Please note: transcripts sent to the NCQAC must show the degree or certificate earned. The petition to graduate cues Admissions and Records to record the degree/certificate on the transcript.

Responsibility of Nursing Program Upon Graduation. The program director is responsible to send a Certification of Completion form to the NCQAC. The form will be sent once documentation of program completion has been received from the registrar. Students are reminded that they are responsible for authorizing the college Admissions Office to send an official transcript to the NCQAC after the degree is posted. Forms are available in the Admissions Office for this purpose. Send this form to:

Credentialing Representative
Washington State Department of Health
Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7864

There is a small fee for this service. Heritage University will not release transcripts of any student with outstanding financial obligations to the college.

Pinning Ceremony.
Graduating Heritage University nursing students celebrate their achievement by planning and participating in a special pinning ceremony at the end of the program. It is a special celebration for students and their families. The nursing faculty will assist students with planning their cohort’s pinning ceremony.
Pinning ceremonies are time-honored celebrations in nursing programs throughout our country. These ceremonies mark a milestone in the education of students as they transition from students to practicing nurses. The nursing pin has its origins in the military, which has had a strong influence on the traditions of nursing. Each school has a specific pin worn by its graduates to reflect pride in their program. The ceremony also includes candle lighting honoring the founder of modern nursing, Florence Nightingale. Please note that the pinning does not replace the Heritage University graduation ceremony and students are encouraged to participate in both.

There have been several studies published recently that call for significant change in the preparation of the “Nurse of the Future.” Improving patient outcomes is a function of a well-educated nursing workforce. A national effort is underway to increase the percentage of nurses with bachelor’s degrees, in what has become known as the “80/20” target. This refers to meeting a goal of 80% of nurses with bachelor's degrees by the year 2020. What this means for you is that you need to plan to enter a BSN program designed specifically for graduates after completing this program. There are many of them, some are very good, others not so much. There are many online programs that warrant caution. One area of concern is that nursing program accreditation must be approved by Washington State Quality Assurance Nursing Commission for the degree to be valid. There is only one accredited online program approved in our state. We can advise you about what to look for in a BSN program or in an LPN to BSN completion program.

**Heritage University Future Nurses Club**

The primary purpose of the HU Future Nurses Club is to help educate fellow Heritage students, club members and the public about health issues. Educational activities are planned that will enhance and support the existing Nursing Program and foster nursing as a profession.

The secondary purpose of the club is to organize fundraising events for nursing student’s activities. Funds raised are be used for student participation in state and national nursing activities and to cover the cost of outreach into the community. The HU Future Nurses Club follows guidelines in accordance with Heritage University Policy per HU Student Handbook.

**How to Start a Club**

In order to restart or create a new club acknowledged by the university with a budget, the following items must be completed according to HU Student Handbook:

1. There must be at least five (5) Heritage University students as members.
2. There must be a club advisor identified. The advisor must be a full-time employee of Heritage University and approved by the Dean of Students. The advisor or previously approved designee must be present at all club functions (meetings and activities).
3. Submit Petition to Establish an Official HU Club/Organization and the club constitution to the HU Student Life Coordinator.
4. Notify the Student Life Coordinator in writing (via email) of changes in officer, meeting times, SGA Representatives or any other pertinent information.
5. Your club will become official when affirmed by the Dean of Students under the direction of the Student Life Advisory Committee. Please allow one month to process the petition after initial request has been submitted to Student Life.

Student Life Coordinator: Erica Macias Tait: Office: 509-865-0420 Ext. 1733, macias_e@heritage.edu

Club Forms and More Information

1. Example of Constitution  
2. Advisor Agreement Form  
3. Club Petition  
4. Club Member Contact Information

Future Nursing Club Advisor:  
Christina Nyirati, PhD, FNP-BC  
Phone: 509-865-8578

Student Participation in Nursing Program Governance
Class representatives of will be elected by the nursing student body, and invited by the director and faculty to attend Nursing Department Meetings and all Nursing Advisory Board meetings. Representatives bring issues of concern of their fellow students regarding policies and practices of the nursing program for discussion and resolution by the faculty group. The faculty values student participation and feedback for improvement. Student feedback and governance is vital to the nursing program evaluation and improvement.

Nursing Evaluation Plan

Purpose: This plan is to evaluate the Practical Nurse program by using Continuous Quality Improvement methodology, with consensus as the deciding methodology.

Implementation:

1. Evaluation of the nursing program consists of many components and the evaluation is conducted throughout the students program, throughout the year and then year to year. Change occurs based on the identification of the need for change, on the agreed upon need for change and upon the means to change. Annual goals for the program are included in the identification of change for evaluation of the program.

2. The Nursing Program Staff and Faculty identify and work with change within the Nursing Program.
3. The Nursing Program submits identified needs for change to the Dean of Arts of Sciences and then to the Provost and Administration of the University. Consideration of how Nursing Program changes will impact other areas on campus is included in any change to be made.

4. Changes identified by other areas on campus will be discussed for the impact on nursing and feedback given in a timely manner.

5. The evaluation of the program overall is according to the Heritage University Assessment Handbook, and according to the program mission and objectives. An annual report of progress to these will be submitted within a month of the completion of the spring semester.

6. The Nursing Program policy and procedure manual is utilized for direction as needed and is updated at least annually with change agreed upon by the nursing faculty and staff.

7. Student representation at the faculty meetings will occur when topics pertinent to student feedback, curriculum or other student related business is to be discussed. This will mean including a student at several meetings, and will notify the student when disciplinary action is to be discussed or other topics not appropriate for a student to be present.

8. Minutes for the staff and faculty meetings will be completed by the Administrative Assistant.

9. Admission of students is according to the admission policy and procedure. The group chosen for acceptance of students will be decided upon by the Nursing Admissions Committee. The Director will specify the date for closing the acceptance of applications. The number of applicants to be accepted will be decided once the applications have been reviewed, with input from the Dean of Arts and Sciences.

10. Student progress will begin to be tracked by the Director from the time of acceptance into the program. Items to be tracked will be decided upon by the faculty and director at a staff meeting. Items to routinely be tracked include:

   1. Name
   2. Age
   3. Ethnicity
   4. Languages spoken
   5. Reading level
   6. Math level on admission
   7. GPA on admission
   8. Semester progress per faculty
   9. Grades at end of each semester
   10. Personal issues interfering with academic progress

Other items for tracking will be added as needed.

11. Faculty in each theory and clinical will be expected to track the following information:
Theory
1. Name
2. Cumulative GPA
3. Test scores
4. Assignment scores
5. Attendance
6. Community participation

Clinical
1. Name
2. Cumulative GPA
3. Care plan scores,
4. Number of patients cared for
5. Assignment each day
6. Attendance
7. Medications administered
8. Procedures completed
9. Grade weekly
10. Midterm
11. Final summation of clinical experience.

Lab
1. Name
2. Cumulative GPA
3. Procedures practiced
4. Routines mastered
5. Scenarios completed

12. Problems raised will be discussed individually with students or in a group as determined appropriate. Summation of discussions will be generally described and shared with faculty or with other faculty not involved.

13. Faculty has the autonomy of decision making when situations arise in class or in clinicals requiring immediate response, unless the impact is seen to be precedent setting for future students or in other classes. Then the situation is to be discussed with the Director and the decision for a faculty meeting made.

14. Decisions made by faculty should be explained to the Director when feasible. This can be done by email, voicemail or in person. The purpose is for support of the decision with students.

15. Review of each student’s progress is evaluated at the completion of each semester and before signing up for the next semester’s classes. When the semester is completed each advisor will review grades for his/her students and assure assignment in appropriate classes. The students will be called in for classes that need to be added or dropped.
16. Consultation with the Registrar will occur by the Director as concerns arise, and at the end of each semester with comments included in each semester's evaluation.

17. Each institution will evaluate the student experience at the completion of clinicals.

18. Faculty will evaluate how each semester progresses, with comments requiring change taken to a faculty meeting.

19. Students will evaluate each semester with the Heritage University evaluation form plus the nursing evaluation last page.

20. Each semester's evaluations will be compiled and reviewed by the Director and discussed with the Dean of Arts and Sciences, with the Provost and with a nursing colleague to be decided upon each semester. Arrangement for routine consultations will be ongoing. The summary will be shared with faculty and areas in need of change discussed.

21. Annual evaluations of the Nursing Faculty, Staff and Director of the Program will be based on the ongoing progress and each evaluation will be done by the member first and attached will be the supervisory evaluation. These will include yearly personal and program related goals. The Director of the Nursing Program will sign each Evaluation before it is submitted to the Dean of Arts and Science and the Provost.
STUDENT HANDBOOK SIGNATURE FORM

I, __________________________ have received a copy of the Nursing Education Program Student Handbook. The Nursing Program Student Handbook supersedes the Heritage University Student Handbook (Student Planner).

________________________________________
Printed name of student

________________________  __________________
Signature                  Date
STUDENT DISCLOSURE
Pursuant to RCW 18.130.180 Unprofessional Conduct

1. Do you currently use chemical substance(s) in any way which impairs or limits your ability to practice your profession with reasonable skill and safety? .................................................[ ] [ ]
   If yes, please explain.

   "Currently" means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, and includes at least the past two years.
   "Chemical substances" includes alcohol, drugs or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

2. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism or frotteurism? .................................................................[ ] [ ]

3. Are you currently engaged in the illegal use of controlled substances? .................................................................[ ] [ ]
   "Currently" means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, and includes at least the past two years.
   "Illegal use of controlled substances" means the use of controlled substances obtained illegally (e.g., heroin, cocaine) as well as the use of legally obtained controlled substances, not taken in accordance with the directions of a licensed health care practitioner.

   Note: If you answer "yes" to any of the remaining questions, the state licensing board will ask you to provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders.

4. Have you ever been convicted, entered a plea of guilty, nolo contendere or a plea of similar effect, or had prosecution or sentence deferred or suspended, in connection with:
   a. the use or distribution of controlled substances or legend drugs .................................................[ ] [ ]
   b. a charge of a sex offense? .............................................................................................................[ ] [ ]
   c. any other crime, other than minor traffic infractions? (Including driving under the influence and reckless driving) ........................................................................................................[ ] [ ]

5. Have you ever been found in any civil, administrative or criminal proceedings to have:
   a. possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate, or therapeutic purposes, diverted controlled substance or legend drugs, violated any drug law, or prescribed controlled substances for yourself? .........................................................[ ] [ ]
   b. committed any act involving moral turpitude, dishonesty or corruption?
      .............................................................................................................................................[ ] [ ]
   c. Violated any state or federal law or rule regulating practice of a health care professional? .................................................................[ ] [ ]

   Name ______________________________________ (Printed Last name) (Printed First name) (Initial)

   Signature________________________________ Date___________________

Answering any of these questions with a yes will not necessarily prevent you from entering the Heritage University Nursing Program, but could affect your ability to be licensed in the State of Washington.
Student Reference Request and FERPA Release

In accordance with FERPA (Family Educational Rights and Privacy Act) regulations, any student wishing a recommendation from nursing faculty will provide the following information.

Student name (please print):

________________________________________________________________________

I request (please print nursing faculty name) to serve as a reference for me and to provide requested reference in written form.

The purpose of the reference is (check all applicable spaces):

☐ Application for employment
☐ All forms of scholarship or honorary award
☐ Admission to another education institution

I authorize the above person to release information and provide an evaluation about any and all information from my education records at WVC, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at WVC, to the following (please print):

1. ______________________________________________________________________
   (Name and Address)

2. ______________________________________________________________________
   (Name and Address)

3. ______________________________________________________________________
   (Name and Address)

4. ______________________________________________________________________
   (Name and Address)

I understand that I have the right not to consent to the release of my education records; I have a right to receive a copy of any written reference upon request; and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above faculty member, but that any such revocation shall not affect disclosures previously made by said faculty member prior to the faculty member’s receipt of any such written revocation.

________________________________________________________________________

Student Signature        Date

This Student Reference Request and FERPA Release will be attached to a copy of each reference sent on behalf of the requesting student and will be maintained in the student’s nursing file.
CONFIDENTIALITY AGREEMENT

I, ____________________________ , understand that I must protect the privacy of my patients, their charts, and the areas in which I work as a student nurse. I will speak about patient care activities only in conferences with my colleagues in designated places where I cannot be overheard by others. I will not at any time during or after my student rotation in any facility, disclose any information to any person whatsoever, or permit any person whatsoever to examine or make copies of any reports or other documents prepared by me or which have come into my possession and under my control that have in any way to do with the patients of any facility. No patient record will be taken from the facility. All records are reviewed on site and copied information such as medication lists, will be left in the shred bin before I leave the floor. I recognize that the disclosure of such information by me may give rise to irreparable injury to the facilities and/or their employees and/or to the owners of such information, and that accordingly, the facilities and/or their employees and/or the owners of such information may seek any legal remedies against me which may be available.

I have read, understand, and agree to all of the above Sections of this Agreement.

________________________________________
Printed name

________________________________________  ________________________________
Signature                      Date
RELEASE OF INFORMATION

I, ________________________________, authorize Heritage University Nursing Education Program to provide copies of my Criminal Background and/or immunization record to the health care agency to which I am assigned for clinical.

______________________________
Printed name of student

______________________________  ______________________________
Student Signature                 Date

______________________________
Printed name of witness

______________________________  ______________________________
Witness Signature                 Date
TRANSCRIPT REQUEST FORM

Transcripts will be processed on Thursdays and mailed out on Fridays ONLY. Transcript requests must be received by 5:00 p.m. on Wednesday to be processed on Thursday. A $10.00 fee is required for an official or unofficial transcript before it can be processed. Additional transcripts after the first one, is available for $5.00. Same day processing for official transcripts is available for $15.00. You may pay by cash, check or credit card.

Please check all that apply:

University Attended: **Heritage University** ______ Fort Wright ______
Official Quantity ______ Unofficial Quantity ______
Mail ______ Pick Up ______ Same Day (Official) ______ Fax ______
Send Now ______ OR ______ Hold Until:
End of Current Semester ______
Degree is Posted ______ Month and Year of Graduation: ______/_____
Grade Change ______ Course Number ______ Term ______

Please Print:

Last Name ______ First Name ______ Middle Initial ______ Previous Name(s) ______ Birthdate ______ SS# ______

Address ______ City ______ State ______ Zip Code ______

(_____) ______ (_____) ______ Home Phone # ______ Work Phone # ______ Student Signature ______ Date ______

Send Transcript To:

1. ______ Name ______ Qty: ______
   Address ______ City ______ State ______ Zip Code ______
   ______ Name ______ Qty: ______
   Address ______ City ______ State ______ Zip Code ______

Credit Card: Visa ( ) MasterCard ( ) Credit Card Number: ______/_____/_____/______ Exp. Date: ______/______

1 Financial indebtedness to Heritage University prevents release of transcripts.
* Transcripts not picked up within four weeks will be sent to the student’s address.

SSO:
Date Rec’d ______ Ch # ______ Fee Paid ______ Initials ______ Date Sent/Picked Up ______ Initials ______

8/11MBPage: 1
Heritage University
Registrar's Office
3240 Fort Road
Toppenish, WA 98948

Student Address/Name Change

Name: ____________________________  Social Security #: ____________________________  Date: ____________

Your new name (if applicable):

Note: Your name is changed on your permanent record only if a copy of a legal document (marriage certificate, court order) is attached to this form.

Document attached? Yes ______ No ______

Old Address: ____________________________  Old Home Phone #: ____________________________

______________________________  Old Work Phone #: ____________________________

New Address: ____________________________  New Home Phone #: ____________________________

______________________________  New Work Phone #: ____________________________

SSO Use Only: Form Rec'd by: ____________________________

Computer input: ____________________________

Name Chg on Student Folder: ____________________________
(Only if name changed)

Original: SSO
cc: Advancement Office
Financial Aid
Department
Library
Admissions
803MLP
Graduation Application for UNDERGRADUATE Degree
Apply TWO Semesters before your Graduation Date

1. SUBMIT a completed and signed **Graduation Application with an ADVISOR SIGNATURES*** (this form and attached Advising Sheet) and the Graduation Fee ($160/Bachelor’s or $85/Associate or Certificate) to Registrar’s Office.
2. Your degree WILL NOT be posted and will not appear on your transcript unless:
   a) you have completed this Graduation Application AND b) you have fulfilled all degree requirements.
3. All graduation requirements must be completed before participation in the commencement ceremony.

A. PRINT your name EXACTLY as you want it to appear on your diploma; SIGN at the bottom of this form.

First          Middle          Last                  Student ID# (not SS)

Address              City          State          Zip Code

Home Phone #          Work Phone #

B. Please check the degree you are applying for and indicate your major:
   - [ ] B.A. with Major in________________________
   - [ ] B.A. with Major in Interdisciplinary Studies with Primary Concentration in: _______________ and Secondary Concentration in ____________________________
   - [ ] B.A. in Ed. with Major in Elementary Education with a Concentration in ____________________________
   - [ ] B.S. with Major in ____________________________
   - [ ] B.S.W. with Major in Social Work
   - [ ] A.A. with Major in ____________________________
   - [ ] AS in LPN
   - [ ] Certificate in ____________________________
   ** If you are applying for BOTH ASLPN and LPN Certificate, you need to fill out two forms.

C. Courses yet to be completed:

D. All courses will be completed by the end of: (circle one) Fall/Spring/Summer of ______________ (indicate year)

E. Catalog Year Graduating Under: ( ) 2006-2008   ( ) 2008-2010   ( ) Other: ____________________________

** Signature of Applicant for Graduation / Date Signed

***REQUIRED ADVISOR SIGNATURES plus attached ADVISING SHEET signed by advisor

Signature of Academic Advisor / Date Signed                       Department Chair / Date Signed

Note: Once the Registrar’s Office receives your completed Graduation Application, you will receive a letter in approximately 2-4 weeks advising you of any missing requirements. Please contact the Registrar’s Office with any questions.

Original: SSO

*08/12 MB Rev Date