Concordia University

Nursing Student Handbook

Upper Division Cohort Students Only
2016-2017

NURSING MISSION

Concordia University's Nursing Program builds upon scientific preparation and liberal studies to develop clinical competence and reflective compassion. We strive to prepare nurses who practice evidenced based care, promote health, and provide leadership within healthcare organizations and the community.

Table of Contents

NOTE: THIS IS AN ADDENDUM TO THE CONCORDIA UNIVERSITY HANDBOOK and UNIVERSITY CATALOG. The content is specific to the nursing program except where noted.

INTRODUCTION

Welcome

Congratulations and welcome to the Concordia University Nursing Program! We are very excited you decided to join us in a program that that focuses on clinical competence and authentic caring. We offer a nursing program that delivers a very personal experience for learning and growing.

The curriculum lays a strong foundation in practice skills so that at the end of the junior year you will be able to perform most common nursing procedures and responsibilities. You will study the nursing care of adults with physical illness for your entire junior year.   In the summer, basic skills are covered and students are introduced to the professional comportment of nursing. Then both fall and spring semesters of the junior year, students engage in learning concepts and skills that emphasize the integration of pathophysiology, pharmacology, and professional nursing clinical judgment. Health promotion is introduced in the spring of the junior year.

After the junior year, you will study mental health nursing in the summer along with ethics specifically relating to health care. Fall courses in the senior year include pediatric, obstetrical, and community nursing as well as a course in research and evidence-based practice. Spring of the senior year focuses on a final capstone course that includes complex care, a 200-hour clinical preceptorship, and nursing leadership.

The nursing program at Concordia will prepare you to promote health as well as care for the sick. The practice of compassion will be emphasized throughout the program as students systematically develop interpersonal and cross-cultural understanding and competency. Developing one's own spiritual grounding will be strongly emphasized. Leadership skills will be developed throughout the program.

Blessings,

Nursing Program Faculty

Statement of Purpose for Concordia University

Concordia University-Portland was founded in 1905 as a four year preparatory academy for young boys who wanted to enter the ministry or teaching within the Lutheran Church Missouri Synod. Today, Concordia provides a variety of educational opportunities for college students who are preparing for vocations in various educational, professional, and business settings in addition to a variety of Liberal Arts programs and graduate degrees in a several fields. Concordia University-Portland is a member of the Concordia University System, a nationwide consortium of Lutheran colleges and universities located throughout the United States.

Concordia University's programs of study are centered on course offerings which emphasize educational experiences, cultivating personal growth, and the development of specific skills in preparation for a full and productive life. The total program is governed by sound educational standards energized by a Christian philosophy supported by The Lutheran Church—Missouri Synod.

The program described in this *Nursing Program Handbook* leads to a Bachelor's of Science in Nursing.

The University is fully accredited by Northwest Commission on Colleges and Universities. In addition, the nursing program is approved by the Oregon State Board of Nursing. The baccalaureate degree in nursing program at Concordia University-Portland is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

University Mission

Concordia is a Christian University preparing leaders for the transformation of society.

Nursing Program Mission

Concordia University's Nursing Program builds upon scientific preparation and liberal studies to develop clinical competence and reflective compassion. We strive to prepare nurses who practice evidenced based care, promote health, and provide leadership within healthcare organizations and the community.

Nursing Program Outcomes

Graduates of Concordia University-Portland's Nursing Program will:

1. Use intrapersonal spiritual principles to guide personal and professional nursing responses when engaged in health care delivery that respects spiritual beliefs, cultural and individual differences, and the values of self and others.

2. Collaborate with varied cultures, organizations, and communities promoting mutual projects for health promotion, policy development, and accessibility for the underserved.

3. Communicate effectively by means of therapeutic and collaborative listening, recognizing the value, application, and ethical responsibilities when communicating through multiple technologies using professional language in diverse situations.

4. Engage in leadership roles promoting safety and quality care in health care settings, illustrative of altruism, autonomy, human dignity, integrity, and social justice while working with organizational systems and regulatory environments.

5. Use complex thinking to analyze holistic health needs of individuals, families, groups, communities, and populations across the lifespan in various practice settings implementing evidence-based patient centeredness systems towards optimizing health outcomes.

Organizing Framework
Concordia Nursing Program Curriculum Threads

Curriculum elements woven throughout the Concordia Nursing Program include the following focus areas:

The Practice of Compassion
The practice of compassion and human caring is emphasized throughout the program with deliberate inclusion of readings for reflection, caring narratives, and faculty role modeling. Understanding the human experience of illness, through reading narratives and listening to persons living with illness, will be a central feature.

Spiritual Caring
The program is founded on the belief that nursing is a Christian calling. Every semester will include grounding that promotes development of the individual nursing student's own faith, recognizing the spiritual needs of patients, respect for diverse faith traditions, reverence and unconditional regard for all patients as children of God, and caring spiritual interventions with an emphasis on authentic presence.

As a foundation for spiritual caring, all Concordia nursing students are required to take World Religions and REL 221 (New Testament) at Concordia University. Students who have taken New Testament at another college may elect to take REL 401 (Faith for Life) instead.

Integration of Pathophysiology, Pharmacology, and Clinical Nursing
The timing of course content in NUR 303 and 313, Clinical Nursing I and II, will be linked with course content in NUR 304 and 314, Integration of Pathophysiology and Pharmacology I and II. This structure will foster student understanding of the inter-relationships of disease processes, pharmacological interventions, standard medical care, and nursing interventions. The junior year emphasizes physiological nursing of adults experiencing physical illness in preparation for the study of specialties that follow.

Health Promotion
Health promotion is introduced in the second semester of the junior year, then reinforced and expanded to include family and community in the final semester. Throughout the program, the student is encouraged to undertake a broad perspective to understand impaired health as the result of a complex interplay of personal behaviors, as well as environmental and societal forces. Factors affecting global and local health are examined throughout the program.

Health Assessment
Health assessment is overviewed at the beginning practice level in NUR 301. It is then expanded in each of the Clinical Nursing courses. The concluding Clinical Nursing V advances the study of health assessment to a point when students are able to more fully integrate these skills into their nursing practice. Other dimensions of nursing investigation, such as assessment of the environment, family, culture, and spiritual assessment are covered in other courses throughout the curriculum.

Holistic Interventions

The interplay of mind-body-spirit on health is acknowledged throughout the program.

Practice Skills

The program endeavors to lay a strong groundwork in practice skills so that at the end of the junior year, the student is proficient and confident to perform the most common nursing procedures and tasks. This is the foundation for Concordia students being able to function effectively and with lessened anxiety in the clinical setting, and facilitate the integration theoretical concepts, clinical reasoning, and therapeutic relationship into their nursing actions. As students bring strong basic practice skills into the clinical agencies, they will be able to gain the respect of practicing professionals who will become their mentors.

Cultural Sensitivity

Cultural awareness and sensitivity will be systematically developed with a carefully designed focus in every semester of the program.

Non-Discrimination Statement

Concordia University, Portland is a regionally accredited, private university that specializes in undergraduate and graduate programs grounded in a strong Lutheran Liberal Arts tradition. Concordia University Nursing Program follows the Concordia University Non-Discrimination policy and does not discriminate in the administration its educational programs, admissions, or activities on the basis of age, race, color, national or ethnic origin, sexual orientation, marital status, sex or disability.

Concordia University Bachelor of Science in Nursing Curriculum

The first two years require completion of general education and pre-requisite courses at Concordia or at another college or university.

General Ed. Requirements (34)

Communications (6)
WR 121-English Composition (3)
WR 303/304/305/306/307-Writing (3)

Humanities (6)
HUM 151-Ethics & Citizenship (3)
HUM 251-Premodern to Postmodern World (3)

Math (3)
MTH 123-College Algebra (3)

Natural Sciences (7)
BIO 211-General Biology (4)
CHM 101-Chemistry for Life (3)

Physical Education (2)
ESS 260-Health & Fitness for Life (2)

Religion (5 + 6 in major = 11 total)
REL 221-History & Literature of NT (3)
Or REL 401-Faith for Life (3)
REL 371-World Religions (2)
Plus HCA 411 (3) & NUR 341 (3)

Social Sciences (5-6)
PSY 201-Principles of Psychology (3)
Either GEO 110-Intro to Cultural Geography (2)
Or SOC 230-Diversity Studies (3)

Nursing Pre-requisites (23)
BIO 284-Microbiology (3)
BIO 364-Human Anatomy & Physiology I (4)
BIO 365-Human Anatomy & Physiology II (4)
CHM 102-Principles of Organic & Biochemistry (3)
ESS 462-Nutrition (3)
PSY 321-Human Growth & Development (3)
MTH 231-Research & Statistics (3)

Nursing Core (66)
NUR 301-The Nursing Experience (6)
HCA 201-Nation's Health (3)
HCA 411-Health Care Ethics (3)
NUR 304-Integration of Path & Pharm I (3)
NUR 314-Integration of Path & Pharm II (3)
NUR 305-Health Promotion (3)
NUR 303-Clinical Nursing I:Adults w/Physical Illness (7)
NUR 313-Clinical Nursing II:Acute Physical Illness (7)
NUR 341-Psychosocial & Spiritual (3)
NUR 401-Clinical Nursing III:Mental Health Challenges (4)
NUR 402-Clinical Nursing IV: Children & Childbearing (8)
NUR 403-Nursing Research & Evidence Based Practice (2)
NUR 404-Leadership & Management (2)
NUR 405-Clinical Nursing V: Senior Integration (8)
NUR 406-Clinical Nursing VI: Community Nursing (4)

Pre-Nursing Course Plan for Freshmen and Sophomores

Freshman

Fall—15 credits
CHM 101-Chemistry for Life (3)
WR 121-English Composition (3)
MTH 123-College Algebra (3)
PSY 201-Principles of Psychology (3)
REL 221-History & Literature of NT (3)
(or Faith for Life if a transfer student)

Spring—14 or 15 credits
BIO 211-General Biology I (4)
CHM 102-Principles of Organic & Biochemistry (3)
GEO 110-Intro to Cultural Geography (2)
Or: SOC 230-Diversity Studies (3)
HUM 151-Ethics & Citizenship (3)
ESS 260-Health & Fitness for Life (2)

Sophomore

Fall—15 credits
BIO 284-Microbiology (3)
BIO 364-Human Anatomy & Physiology I (4)
HUM 251-Premodern to Postmodern World (3)
MTH 231-Research & Statistics (3)
REL 371-World Religions (2)

Spring—13 credits
BIO 365-Human Anatomy & Physiology II (4)
WR 303/304/305/306/307-Writing (3)
ESS 462-Nutrition (3)
PSY 321-Human Growth & Development (3)

Course Plan for Students Admitted to Nursing Program

Summer Term before the Junior Year
NUR 301-The Nursing Experience (6)

Junior Year

Fall—13 credits
NUR 303-Clinical Nursing I (7)
NUR 304-Integration of Patho & Pharm I (3)
NUR 341-Psychosocial and Spiritual Care (3)

Spring—13 credits
NUR 305-Health Promotion (3)
NUR 313-Clinical Nursing II (7)
NUR 314-Integration of Patho & Pharm II (3)

Summer Term before Senior Year
NUR 401-Clinical Nursing III (4)
HCA 411-Health Care Ethics (3)

Senior Year

Fall—14 credits
NUR 402-Clinical Nursing IV (8)
NUR 403-Nursing Research & Evidence (2)
NUR 406-Community Health (4)

Spring—13 credits
HCA 301-The Nation's Health (3)
NUR 404-Leadership & Management (2)
NUR 405-Clinical Nursing V (8)

Calculating Clinical Hours

Many nursing courses are clinical courses. The number of hours students spend in clinical is based on the Oregon State Board of Nursing rule and calculation (OAR-Division 21, 851-021-0005 and 851-021-0050). In clinical courses, students spend three hours of clinical time for each hour in the classroom. Hours are calculated for a 15-week semester. Refer to individual course syllabi for an explanation of how clinical hours are calculated.

Computer Proficiency and Access

All nursing students need to have basic proficiency with word processing and electronic communication. All students have access to technology in the campus computer labs and in the library. Access is limited to specific hours (see CU student handbook for details). Nursing classrooms are equipped with power supply that enables use of personal laptops. All students are provided with a network account including Web-based CU e-mail and other web and network services including online library reference resources, and online grades and registration. See the CU student handbook for more information about on and off campus computing. See http://www.cu-portland.edu/its/CPUreq.cfm for minimum configuration guidelines and software compatibility and functionality.

ACADEMIC PERFORMANCE

Attendance

The achievement of educational goals and objectives of each course requires regular attendance and/or participation depending on the course delivery method. No accommodations or make-up will be made for students choosing to leave early for school breaks or return late from school breaks. Testing accommodation is made only for special circumstances (e.g. rescheduling an exam due to illness; a personal crisis such as a death in the family); and must be approved by the faculty member. Attendance in nursing clinical practice activities, both on campus (lab) and off campus, is required unless excused by faculty (see Clinical Attendance Policy).   Each course syllabus will contain specific attendance requirements related to the objectives of the course.

Learning Disabilities & Accommodations

Reasonable accommodation will be made for students with documented disabilities. If you are a student with a disability and feel you may require accommodations, contact Liisa Ferguson, Learning Services Coordinator, no later than the second Friday of the semester for which you are seeking accommodation. The Nursing Program recommends that students communicate with their faculty members about accommodations and any special needs an instructor should be aware of (see CU Student Handbook Learning Disabilities & Accommodations).

Student Evaluation: Grading

Grades are determined by classroom grades and, in courses with a clinical component, the clinical practice evaluation. Students receive a midterm and final evaluation for each clinical course. The clinical component is graded as pass/fail. Any student who does not pass the clinical component will receive a failing grade in the entire course.

A. Midterm evaluations. The Clinical Practice Evaluation is completed with clinical faculty and the student at mid- term. Students may be asked to complete a self-evaluation prior to, but as part of the mid-term assessment. Student are evaluated on essential clinical behaviors with examples identified as evidence for the grade given. Areas for improvement are clearly stated. The instructor facilitates an individual conference with each student to review the evaluation. A student who is failing at midterm will have a development plan clearly written and signed with the instructor. This may include asking another instructor to evaluate the student's performance.

B. Final evaluations. The Clinical Practice Evaluation is completed by clinical faculty at the end of the semester. Students complete a self-evaluation using the same tool. The student and faculty review these evaluations together. The instructor may choose at that time to add information. Both student and instructor sign the final evaluation. At the end of the semester, the evaluation is placed in the individual student's file.

C. Academic Alerts: Report of unsatisfactory work is completed by faculty at any time during a course when a student is performing at a level that places him/her at risk for failing the course. The unsatisfactory work can occur either in the classroom (grade less than C) or in clinical practice. The alert describes the unsatisfactory work and identifies specific areas for improvement. The student is required to meet with the faculty member to develop a plan for improvement. A copy of the alert will be sent to others involved with facilitating student success, such as the student's academic advisor. The Academic Alert notice will be retained in the student file until graduation. At that time it will be destroyed.

D. Unsafe Clinical Practice; Unethical, Unprofessional or Illegal Behavior.   When a faculty member identifies unsafe, unethical (e.g. violation of ANA Code of Ethics for Nurses), unprofessional or illegal activity in any Nursing Program activity, the faculty member will notify the student through an Academic Alert. The instructor may remove a student from a clinical area any time s/he judges a student to be unsafe to practice. The behavior is documented through an Academic Alert. Poor judgment that endangers the health of a patient/s, connotes unsafe behavior. The Clinical Faculty member consults with the Course Lead Faculty, and together they decide whether the student fails the course or will be given a chance to continue in clinical practice following planned remediation. The Faculty member will issue an Academic Alert to the student documenting the incident/s and or behaviors and the planned remediation or course failure.

E. Unsatisfactory on-campus (skills lab) performance. Concordia nursing students are given repeated opportunities to achieve satisfactory performance with all skills. Satisfactory performance in the on-campus clinical (lab) is required to begin or continue in clinical settings with patients. The on-campus (lab) clinical instructor documents and shares serious performance failures with the Course Lead Faculty member.

Progression and Retention
Matriculation (progression) in the nursing program is dependent on successfully completing each course in sequence.   Because courses build upon each other, courses may not be taken out of sequence.

In order to progress in the nursing program, students must receive a grade of at least C in each course with a NUR prefix. During the semester, and particularly at midterm, students who are not making satisfactory progress in either theory or clinical will be notified either in writing with an Academic Alert and/or in a student-faculty conference.

Each clinical instructor will encourage and coach students struggling in their clinical experience. At any time, the instructor has the authority to decide that a student is unsafe to provide patient care and cannot continue in the clinical agency. The final decision to fail a student clinically is made in collaboration with the nursing faculty team and the nursing program director. A student who fails a clinical course due to unsafe clinical practice will be dismissed from the nursing program.

A student who fails two courses in the nursing major (courses with the NUR prefix) will be academically dismissed from the program. A student who receives a C- in lecture content will be allowed to continue in the program only after filing an appeal with the Nursing Admissions & Progression Committee. The appeal must be presented in writing no later than 7 business days following the course failure (at the end of the semester). Since each nursing course is offered only once a year, repetition of a nursing course will require waiting a full year until it is offered again. The Admission & Progression Committee determines whether the student can progress part time into other courses.

 A student who is given permission to repeat a course the year following a withdrawal or failure is required to attend a remediation program in the nursing skills lab. The on campus (lab) faculty member will evaluate the student's knowledge and practice and design a program of remediation to prepare the student to resume clinical practice. Participation in the remediation program is mandatory, and students must demonstrate mastery of basic skills prior to returning to the clinical setting. Students failing to demonstrate mastery of basic skills will be removed from the program.

Academic Probation
Concordia University requires all students to maintain a minimum cumulative and semester grade point average of 2.0. Students in nursing can progress if they have achieved this minimum and received no grade lower than a C in a course with a nursing prefix. Students who do not achieve these minimums at the end of each semester are placed on Academic Probation. The student is dismissed if s/he does not meet the minimum standard in the succeeding semester. Students on Academic Probation are required to meet with their academic advisor bi-weekly. An individualized remediation program for success will be developed. Further detail is provided in the Concordia University Student Handbook.

Dismissal
If a student's grades fall below the 2.0 for the second semester in a row, a letter of dismissal from the Registrar will be mailed directly to the student's current address by certified mail. Likewise, a student who receives more than one grade below C in a nursing course will receive a letter of dismissal from the program.

Academic Grievance Procedures

Procedures for student grievances (e.g. concerns over grades, grading policies, grading practice, course design), are delineated in the CU Student Handbook. These procedures are designed to provide a mechanism by which students can seek to express concerns, disagreements or complaints about a faculty member, and seek redress of perceived injustice, harassment, discrimination or inequity. Students are encouraged to start by discussing concerns face-to face with the faculty member in an attempt to resolve issues. Students should also consider discussing concerns with his/her academic advisor or a professional staff person in student services. This will provide an opportunity to review the appropriate University policies and practices related to the student's concern.

Professional Behavior and Academic Integrity

Students are expected to demonstrate professional behavior that reflects integrity and respect for other persons and is consistent with the ANA Code of Ethics for Nurses. Faculty members will place written documentation in the student file and notify the Director of all incidents that do not meet these standards. A pattern of disrespect or dishonesty is grounds for dismissal from the program. The following behaviors are unacceptable and will be documented with each occurrence. The documentation will be signed by the student and clinical or classroom instructor and placed in the student's file. The consequences of repeat behavior should be clearly identified. Lying, plagiarism, and cheating will be addressed through University policy on academic integrity. A documented pattern of the following behaviors is grounds for dismissal:

- Falsifying (Lying about) patient assessments completed or patient care provided.
- Falsifying (Lying about) completing required course activities.
- Plagiarism, adopting another person's work and claiming it as one's own.
- Any form of cheating on tests.
- Performing nursing activities without necessary training and supervision.
- Violating patient confidentiality.
- Alarming patients by giving them incorrect information.
- Discussing personal problems with patients or health team members; developing social relationships with patients or families.
- Disrespectful or abusive communication with fellow students, patients, families, faculty, and health team members.
- Persistent interruptions during class, nursing report, or clinical meetings.
- Refusal to follow instructions of clinical or classroom instructor or agency staff.
- Threats of violence or retaliation toward faculty. This behavior will be documented and the student immediately dismissed from the program.

Concordia University Code of Academic Integrity

Preamble: A college degree prepares people to serve as professionals in society. All professions expect that their members conduct their work with integrity and character, for their work affects the whole fiber and strength of the society. As part of Concordia's goal to prepare students to be professionals for the transformation of society, we expect students to pursue their studies with integrity and character.

Purpose: The Code of Academic Integrity at Concordia University Portland reflects our community values of honesty and integrity in the work of all scholars and students. Students are charged to honestly complete and present their work under the terms specified by the instructor. As a Christian community we model the values expressed in Phillipians 4:8-9:

 "Whatever is true, whatever is honorable, whatever is just, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. Keep on doing the things that you have learned and received and heard and seen in me, and the God of peace will be with you."

We also strive to honor the covenant of trust pledged among community members.

Explanation

What does "fraudulent" mean?

"Fraudulent" work is any material submitted for evaluation that is falsely or improperly presented as one's own. This includes, but is not limited to texts, graphics and other multi-media files appropriated from any source, including another individual, that are intentionally presented as all or part of a student's final work without full and complete documentation.

What is "unauthorized" assistance?

"Unauthorized assistance" refers to any support students solicit in the completion of their work that has not been either explicitly specified as appropriate by the instructor, or any assistance that is understood in the class context as inappropriate. This can include, but is not limited to: use of unauthorized notes or another's work during a proctored test; use of unauthorized notes or personal assistance in a take-home exam setting; inappropriate collaboration in preparation or completion of a project; unauthorized solicitation of professional resources for the completion of the work.

Concordia University Plagiarism Statement

Plagiarism is the use of another's thoughts, words, or ideas without providing appropriate and complete documentation of the original source. This includes, but is not limited to, use of text-based sources (books, articles, etc.), media sources (movies, videos, television and radio broadcasts, etc.), and electronic sources (CD-ROMs, Internet, World Wide Web, e-mail and use net discussion groups, etc.) without proper documentation. Plagiarism also results from using all or a portion of a classmate's or other's work as part of your own text without proper documentation. A complete explanation of plagiarism may be found in most academic handbooks on grammar and usage. Plagiarism in any form is considered academic dishonesty and can result in a failing grade for the class. Instructors have the authority to impose one or more of the following academic penalties:

- Require repetition of the questionable work;
- Reduce the grade to "F" or zero, if appropriate, on the questionable work;
- Dismiss the student from the course with a failing grade.

Breach of Academic Integrity Sanctions Process

1. An instructor perceives that a student has committed a breach in academic integrity.
2. Student and instructor meet to discuss the event.
3. Event resolved as follows:

   a. It is determined that no breach in academic integrity has been committed. (In the case of perceived plagiarism, (ie. faulty or incorrect documentation) the student may be required to re-do parts of the paper or the paper may be graded down.)

                                OR

   b. It is determined that a breach in academic integrity has occurred. The student receives a "0" for the assignment and documentation. Academic Breach Reporting Form and evidence of the event is sent to the Registrar's office and placed in the student's file.

   c. In the case of a second breach in academic integrity in the same class, same semester, the student is dismissed from the class, and the student receives an "F" grade in the course without opportunity to withdraw. The instructor sends an Academic Breach Report and evidence to be placed in the student's file.

d. When documentation for two (2) cumulative breaches has been recorded with the Registrar's office, the student is placed on academic probation.
e. When documentation for three (3) cumulative breaches has been recorded with the Registrar's office, the student is academically dismissed from school.

Appeals Process
If a student believes that the determination of a breach is in error, s/he has the right to appeal the decision, accordingly:

1. Appeal, with appropriate documentation, must be delivered to the chair of the Academic Integrity Appeals Committee within 72 hours of action taken by an instructor which identifies a breach in academic integrity. Proposed members of the Academic Integrity Appeals Committee include: two students appointed by ASCU President, 2 faculty members appointed by the CLC Chair, and a college Dean (rotating) as chair. The committee then determines whether to repeal or uphold the decision.
2. If the decision is upheld, the student may appeal again to first the Provost and the President of the University. The President's decision is final.
3. If the decision is repealed, the record for the breach is erased and the student continues work in the class with no penalty.

Additional issues:
Students will indicate compliance with the Academic Integrity Policy (and all policies and guidelines of the University contained in all official handbooks and the university catalog) when they sign their application for admission to Concordia.

Communication
Clear, conscious communication between faculty and students is critical for quality relationships. The expectation for faculty and students is that both will communicate in a manner that conveys good will. All individuals have a responsibility for telling the truth to each other, being willing to ask for help and to give and receive feedback. If students hear or observe behavior of another student that they interpret as contradicting the policies described in this handbook, they are obliged to speak in confidence to a faculty member. Sometimes we feel troubled about another's behavior but are hesitant to be judgmental. A student may confide in the Nursing Program Director to think this through.

Compassionate Nursing Community Standards for Nursing Students
Students are encouraged to talk with faculty about their concerns. If those concerns are not adequately addressed, students should work with the Program Director to find solutions. The faculty seeks to promote a positive learning environment and to develop a culture of caring with our students. All students are called to carefully consider how they speak to each other and to faculty and staff. Communication must be consistently respectful. All students are called to consider how they speak about the Concordia nursing program to family, friends and acquaintances, including communication via social media. Students should consider the reputation of the program and all our clinical partners in the community.

CHHS Expectations of E-Professionalism

CHHS welcomes and encourages the responsible use of social media and electronic technologies such as e-mail, Facebook, Linked-in, YouTube, Twitter or other virtual hubs where users interact. We embrace social media sites to help enhance and engage learning. We want to make certain that students, faculty and staff in CHHS are aware of guidelines for using social media appropriately.

Health and human service professionals must be conscious that content posted to social media may have consequences on reputations or careers for years to come, reflect poorly upon the professions, or undermine client/patient confidence. Postings on social media should be subject to the same professional standards and ethical considerations as other personal or public interactions.

While students, faculty and staff are expected to use social media and electronic technologies in a responsible and professional manner, the following E-Professionalism Expectations are designed to guide student behavior in the use of social media. CHHS does not monitor students' electronic communication or posting on social media sites. However, if a student violates the E-Professionalism Expectations, and it is brought to the attention of the College, appropriate action may be taken.

CHHS students are expected to practice in a professional and ethical manner, in accordance with their discipline specific Code of Ethics. This includes responsible use of social media that protects confidentiality, demonstrates respect for colleagues and programs, and minimizes risk. By identifying themselves publically using social media, CHHS students are creating perceptions about themselves, the Program, the College, the University and their profession. The following are expectations for responsible use of social media:
- CHHS faculty and staff will often use e-mail to communicate with students. This information may be important and/or time-sensitive. Thus, it is the students' responsibility to be connected to e-mail and check it frequently.
- Students should not use websites and/or applications in a manner that interferes with academic commitments.   Use of email, text, social media sites, or other websites should not be used in class unless it is directly related to the subject material presented and use is expressly permitted by the instructor.
- Students should not represent themselves as another person.
- Students should show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including CU copyrights and brands (see CU policy in Student Handbook).
- Social media may be used (e.g. Facebook, twitter, blogs) but it should have a disclaimer that it is not an official site of CU.
- Students may not present themselves as an official representative or spokesperson for CU and CHHS. The following best practices in E-Professionalism are strongly encouraged as these reflect positively on the individual, the Program, the College, the University, and their chosen profession:
- Any posting on any forum needs to be considered public. The posts are in the public realm, and are not appropriate for the discussion or dissemination of private matters.
- Select privacy settings in social media accounts that provide the greatest degree of protection for personal information, keeping in mind that privacy settings are not perfect and that information posted online is likely permanent. Continuous self-monitoring of privacy settings is necessary, as social media sites change privacy policies.

- Consider separating personal from professional social media use.
- Maintain the privacy of colleagues, faculty and staff unless they have been given permission to use the person's likeness or name on their site.
- Avoid content that is threatening, obscene, profane, racist, sexist, encouraging of unethical or unprofessional behavior, or is otherwise injurious.
- Be respectful (Is it kind? Is it true? Is it necessary?). Social media sites are often not the best forums for raising grievances that may be better addressed in other ways or handled privately. When negative statements are posted, it can be perceived as disrespectful and be interpreted as incivility, bullying or lateral violence.
- Complaining about or disparaging people, even in general terms, does not advance the dignity of others or reflect well on professionals in health and human services. Students should keep in mind that simply avoiding the name of the person is not sufficient to protect the persons' identification.
- Avoid using photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Public postings on social media may have legal ramifications. Comments made by students concerning clients/patients or internship sites or unprofessional comments about themselves or other colleagues can be used by the courts or professional licensing boards. Students must be diligent to ensure that their electronic communication or postings on social media sites do not violate laws pertaining to client/patient or student privacy, including the Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Affordability Act (HIPAA). FERPA and HIPAA regulations apply to all comments made on social media sites and violators are subject to the same prosecution as with other FERPA and HIPAA violations. To avoid legal ramifications, students should adhere to the following guidelines:

- Students should not report protected academic information of another student. Such information includes, but is not limited to: course grades, evaluations, examination scores, judicial outcomes, or adverse academic actions.
- Online discussions of specific clients/patients should be avoided, even if all identifying information is excluded. It may be possible for someone to identify the client/patient from the context of the discussion.
- Under no circumstances is it appropriate or legal to post photos of clients/patients or client/patient body parts on social media without the specific written permission of the client/patient.
- Professional advice and interactions with client/patients through social media should be avoided.

Nursing Program Social Media Statement:

Concordia University is in the process of developing a social media policy. In the interim, the College of Health and Human Services (CHHS) E-Professionalism expectations applies to all nursing students. To further clarify for nursing students this Nursing Program Social Media Statement applies.

Like CHHS, the Nursing Program welcomes and encourages the responsible use of social media and electronic technologies such as e-mail, Facebook, Linked-in, YouTube, Twitter or other virtual hubs where users interact. We embrace social media sites as access venues to help reach out to and stay connected with different constituencies, such as students, alumni, donors and community partners. We also use the sites to help enhance and engage learning. We are excited about these resources and want to make certain that students, faculty and staff in the Nursing Program are aware of guidelines in using social media appropriately.
Guidelines:

1. Be accurate and transparent: Use good judgment about content. Cite resources appropriately. If you post inaccurate information, then correct it quickly. Think twice about the content you are about to post and double check EVERYTHING with respect to accuracy, spelling and grammar.

2. Respect other's privacy: Any posting on any forum needs to be considered public. The posts are in the public realm, and are not appropriate for the discussion or dissemination of private matters.

3. Practice Professional Communication: Follow all applicable University policies, ANA code of Ethics and other appropriate policies governing sharing personal information, including HIPPA, FERPA etc. Do not include private information about the Nursing Program, University staff or students. Do "not post content or otherwise speak on behalf of the employer unless authorized to do so and must follow all applicable policies of the employer." (https://www.ncsbn.org/2551.htm).

4. Understand how your role may impact how others interpret what you say: Do not post any content that is threatening, obscene, profane, racist, sexist, encouraging of unethical or unprofessional behavior, a violation of intellectual property rights, copyright laws, or is otherwise injurious. **Be respectful**. Social media sites are often not the best forums for raising grievances that may be better addressed in other ways or handled privately. When negative statements are posted, it can be perceived as disrespectful and be interpreted as incivility, bullying or lateral violence. If you are upset about something, take some time and then respond. Use good "netiquette".

Created: 5/14
Approved: 6/14
Revised: 6/15

Evaluation of Courses
In order to evaluate and improve teaching and learning, we rely on feedback from students through course evaluations. Students' comments are reviewed by the Program Director and faculty to assist in improving teaching. The data are also used in decisions about future course assignments. Course evaluations should be completed after all course work is complete. Students will also be asked to provide feedback about their clinical sites and experiences.

Academic Records
Students in the Nursing Program have access to their academic records. Nursing student records are housed in the College of Health and Human Services and permanent student records are housed in the Registrar's Office. Please contact the Program Coordinator for assistance if you wish to review your record. Students may request copies of materials from their student records. In order to view their record, a nursing student must request to view the record and must remain in the presence of the Program Coordinator or designee while viewing the record. At no time is a nursing student permitted to copy any portion of their nursing record. Refer to the University policy in the Concordia University Student Handbook.

Advising Guidelines
It is the responsibility of the student to maintain normal progress and to select the proper courses leading to and fulfilling all requirements for his or her chosen degree. Academic advising for students regarding curriculum, progression (including registration of courses), career options, and letters of recommendation and other matters of student concern will be available for all nursing students. All nursing students are encouraged to seek assistance from the nursing advisor in Student Services regarding any advising related to academic or professional concerns.

Leave of Absence
A student may request a leave of absence from the Nursing Program due to personal circumstances or other situations with the approval of the Nursing Program Director.   An approved leave of absence will be filed in the student's academic record. Students should expect to be placed in a later cohort in order to complete the next course(s) in the curricular sequence and complete the missed core course(s) after completing all other core courses. Students considering a leave of absence should contact the Nursing Program Director to submit a request and determine a plan to resume studies. Requests for a leave of absence must be made in writing.

A leave of absence is normally granted for a period of one semester unless circumstances warrant a longer period of time. Under no circumstances will a leave of absence be granted for longer than one year. Students taking a leave of absence do not need to reapply to the Nursing Program.   Students taking one semester off will have to wait one year to reenter the program since courses are only offered one time per year. If a student does not resume the program within one year, s/he must reapply for admission.

Students withdrawing, transferring, or taking a leave of absence must complete an exit interview with the Nursing Program Director prior to departure. Exchange of information (i.e. forwarding address/new school/reason for departure) serves both the individual and the institutional needs.

APA Documentation Requirements for Academic Papers/Projects

Assigned papers are to be written according to the format presented in the 6th Edition of the Publication Manual of the American Psychological Association. The Nursing Program uses the American Psychological Association (APA) format as a standard format because of its use in professional writing. The most current publication manual is available at the library. The APA publication guide is available for purchase from the bookstore or other retail outlets. APA guidance is also accessible on the Internet. Students will be introduced to resources for APA guidance during library orientation.

Student Services

Personal Counseling: As care givers, nurses need to be conscious of caring for themselves. There are a number of stresses related to college and achieving personal goals. In addition, life stresses, both positive and negative may occur. One way Concordia seeks to support its students is through providing personal counseling. All sessions are confidential and can be arranged through the Student Services office. Students may request an appointment online or call the counseling connection line at 503-493-6499.

Health Services: Health Services are available from the Campus Nurse on a part time basis year round. The nurse will assist with referrals for immunizations, TB testing, and medical care. Please visit www.cu-portland.edu. Under Student Services/Health and Wellness you will find additional details, location and hours of the nurse. Medical Insurance information including an application and claim form for the medical insurance offered through Concordia University is listed on the CU intranet. As well as required Certificate of Immunization and Health History forms.

Food Services: Campus meals provide an extension of our community and life together. Dining Services provides a good atmosphere and quality fresh food. There are flexible dining hours and a convenient location.

Security: Public Safety staff is provided at all hours and is responsible for the safety of the campus community and for the protection of property. The public security staff is responsible for working with the residential staff and in close contact with the local law enforcement agencies. After dark, a personal escort may be requested of the staff. Security can be contacted at 503-280-8517 off-campus and extension 8517 on-campus.

NURSING PROGRAM POLICIES AND PROCEDURES

Orientation

Orientation is <u>mandatory</u> of all students beginning the nursing program. Students will be given adequate notice of the date, time and location.   For students who are new to Concordia University, this will include a general orientation to the university as well. Orientation will cover topics such as: welcome, an introduction to the program and curriculum, self-care, expected expenses (outside of tuition), review of handbook content, criminal background check, clinical requirements, ordering uniforms, getting to know fellow classmates, and time to address questions.

Student Representation

Students are represented through the Associated Students of Concordia University (ASCU) which assists in developing policies, standards, and programs for the life and activity of the student body. Additionally, the junior and senior nursing classes each select class representatives. Class representatives meet as needed to discuss issues and concerns expressed by classmates. If needed, they request meetings with the Program Director to resolve problems.

One junior and one senior representative attend all Nursing Monthly Faculty Business meetings and give student perspective as appropriate. One junior and one senior representative meet as members of ad hoc or taskforce workgroups, as members of the Admission, Progression and Honors Committee, and the Curriculum Committee of the Nursing Faculty. This allows students a voice in curricular and other matters that affect the Nursing Program.

The Nursing Program Director holds at least one "brown-bag" noon hour open forum each semester. The Director's Brown-bag Open forum is open to all members of the Nursing Cohorts (junior and senior students). The Director will share information relevant to students and will solicit student concerns and complements about the nursing program.

American Nurses Association: Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

To access additional information about the Code of Ethics:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses

Requirements for Clinical Nursing Practice Experiences

Student Clinical Passport
Students must have a "clinical passport" completed and up to date in order to begin <u>each</u> clinical experience. Students are responsible for keeping their passport document throughout the program. Students receive information about passport requirements when accepted into the Nursing Program. The Nursing Program is responsible for communicating passport information students provide to clinical agencies. Passport requirements are updated as required by agencies. The most up to date passport requirements for Concordia University Nursing Program are available at CertifiedBackground.com. Some of the required "passport" requirements are below:

Tuberculin Skin Test (PPD)
Students are required, as a condition of enrollment in the Nursing Program, to present proof of a current two-step tuberculin skin test or QuantiFERON Gold standard blood test. A chest x-ray and any medical treatment will be required for positive PPD and will be the responsibility of the student. Students with a history of a positive PPD must have documentation of a clear chest x-ray and/or management as medically advised.

Immunizations
Students are required, as a condition of enrollment in the Nursing Program, to present proof of up-to-date immunizations for or immunity to: diphtheria-tetanus-pertussis (Tdap); rubella, rubeola, mumps (MMR); varicella (Chicken Pox); hepatitis B; and influenza (each fall). Titers will be required for those who do not have immunity records for any of the diseases listed above. Students who are unable to meet these requirements, due to medical conditions, shall furnish an explanation from their health care provider. Students not meeting immunization requirements are not able to engage in clinical experiences. Therefore, philosophical or religious exemption is not possible for those wishing to become nursing students.

Cardiopulmonary Resuscitation Certification (CPR)
All nursing students engaged in clinical practice or who have contact with patients <u>must</u> obtain and maintain a current CPR certification (Health Care Provider level) from the American Heart Association. Students will not be allowed to participate in clinical without this certification.

Universal Precautions/Blood Borne Pathogen Training
All nursing students engaged in direct patient care during the academic year will receive blood borne pathogen training during the first term of enrollment, followed up with a second training at the beginning of the senior year. All students will sign the Concordia University Bloodborne Pathogen Exposure Policy before beginning clinical work with patients.

Health Screening/Physical Exam
All nursing students are required to submit to the University nurse a Concordia University Health History form and the Certificate of Immunization form for measles. These forms are located on the Concordia website at http://www.cu-portland.edu/services/health_wellness/. The Physical Exam form must be completed by a physician, nurse practitioner or physician's assistant only and are submitted electronically to the student's immunization tracker via CertifiedBackground.

Health Insurance
All nursing students are required to have health insurance coverage purchased through the University or through their private insurance company. Neither clinical agencies nor the University cover student injuries. Some of the potential injuries that could occur are needle sticks, back injuries, and infectious diseases. Given the risks, health insurance is essential.

Liability Insurance Coverage
Professional Liability & Malpractice Insurance
Students will be required to purchase liability insurance each year during the nursing program.

Drug Test
All nursing students are required to submit to a drug test at the beginning of their junior year for clinical compliance reasons. Drug tests consist of a urinalysis submission to the designated agency Concordia University has established a relationship with. The required drug test form is supplied by the College of Health & Human Services. Results from the drug tests are maintained in student files for compliance.

If the drug test report is positive for any substance, the student must retest at their own expense prior to the start of each clinical course in the nursing program. The Dean of Students will also be notified of any positive test. Further action may be taken by the University as a result. Any subsequent positive test constitutes grounds for dismissal from the nursing program. Under no circumstances will a student be permitted to attend clinical rotations with a positive drug test. A student's most recent drug test must be negative for any student to attend clinical rotations.

If the drug test report is positive for any substance, the student must also report to Concordia University's Counseling Center for assessment and/or referral. The results of consultation with the Counseling Center and/or referral center are confidential. If ongoing counseling or treatment is recommended, the student must comply with the recommendation and must show documentation of ongoing participation in such treatment.

Current CNA Card or Certificate of Completion
You must complete a state approved C.N.A. course before summer of the junior year. Documentation of C.N.A. training must be on file with the College of Health & Human Services Program Coordinator.

Personal Appearance Policy (Dress Code)
Students are expected to maintain a neat and well-groomed appearance congruent with a professional culture. When attending class in a health care setting or working in a clinical area, students are expected to conform to the professional norm and polices of the agency.

Identification
Identification badges must be worn and visible at all times while in the health care clinical setting. Students will be photographed during the first week of the summer term. Clinical ID badges will be created and furnished to the student prior to the start of the fall clinical at no charge. Lost clinical ID badges will be replaced at $25 per lost card. Students should notify the College of Health & Human Services Program Coordinator should a badge be lost or stolen. Student University ID cards may be obtained during orientation or later from the Help Desk. For more information on Student University ID uses and for lost or damaged cards, refer to the Concordia University Student Handbook.

Clothing
Students are **required** to wear a Concordia Nursing Program uniform. The uniform will be a white top embroidered with Concordia logo and navy blue pants. Some clinical/practicum sites may require students to wear street clothes and footwear while practicing in their agency; in these settings a navy blue Concordia University polo shirt or sweater and twill pants or slacks are appropriate required attire. Polo shirts and sweaters may be purchased through designated vendors approved by the College of Health & Human Services. Students should check with their instructors for specific guidelines.

Footwear
- Shoes must be clean, in good repair and appropriate for the clinical/practicum assignment.
- Closed toes are required for all clinical sites.
- Professional clogs or dedicated (worn only in the clinical setting) leather athletic shoes are appropriate for hospital and long-term care sites.

Jewelry
Jewelry shall be kept to a minimum. Two sets of small earrings are the only visible body piercing jewelry allowed. Jewelry should be appropriate and safe for the clinical environment and not pose a risk to the student or patients. Hoop or dangling earrings are not allowed. Other jewelry is limited to a wedding band and wrist watch. The wrist watch should have a sweep second hand.

Hygiene and Grooming
- Students shall be clean and free from strong odors, including perfumed fragrances.
- Fingernails shall be clean and at a length that does not interfere with the safe clinical practice or pose a risk to student or clients. Artificial nails pose an infection control and safety risk and are not allowed.
- Nail polish can only be worn if it is clear in color.
- Hair, sideburns, mustaches and/or beards shall be clean, neat and well trimmed.
- Male students without mustaches or beards must be clean-shaven.
- Long hair must be pulled back from the face.
- Make-up must be appropriate to the professional work environment and not extreme.

Other Appearance Considerations
- Hair color is to be within the natural color range.
- Body piercing, except pierced ears (see jewelry), is not to be visible during clinical.
- Tattoos are not to be visible during clinical experience. Clinical agencies differ on tattoos. Consult with instructor for specific guidelines.
- Clothing cannot reveal the breasts, buttocks or abdomens. Pants must come above the hip line and shirts must cover the chest area.

<u>*Non-compliance/disciplinary action*</u>
Students who fail to comply with the personal appearance policy will be sent home and asked to return in appropriate attire. Students will be required to make up missed clinical hours. If a student continues to violate the policy, s/he may fail the course. Missed clinical hours may require a clinical faculty fee for make-up hours.

<u>*Exceptions*</u>
Students with verified medical conditions, disabilities, or members of a religious affiliation requiring a certain dress style may be an exception to this policy. Concordia will accommodate the student provided that safety, health and hygiene requirements are satisfied. The student has the responsibility to inform his or her clinical instructor at the beginning of the clinical experience of his or her need for an exception to the policy.

<u>*Supplies*</u>
Required:
- Concordia clinical ID badge
- Uniform with Concordia logo
- Professional shoes with closed toes
- Watch with second hand
- Stethoscope
- Pen light
- Bandage scissors

Criminal Background Check

The Nursing Program reserves the right to revoke admission or deny continuation in the program to any nursing student, whose background posed a threat to the college, nursing profession and/or health care community. The Nursing Program requires state and federal criminal background checks upon admission. The student is responsible for any costs. The Program reserves the right to do random criminal background checks throughout the time the student is enrolled in the Nursing Program.

The criminal background check will include some or all of the following questions:

- Have you ever been involved in, charged, or convicted of a misdemeanor?
- Have you ever been involved in, charged, or convicted of a felony?
- Have you ever been found guilty except for insanity, mental disease, defect, etc. or not guilty by reason of insanity, mental defect, etc. in any proceedings in which you were charged with a misdemeanor or felony?
- Have you ever been dismissed from any college or university, including nursing school?
- Have you ever been dismissed from employment for cause?
- Have you ever been served with a restraining order?

It is vital that students voluntarily disclose any mitigating information relevant to their background. If the answer to any of the above is "yes", you will be asked to provide additional information. Any student responding "yes" will be referred to the Nursing Program Director for an evaluation interview.

Note to Applicants with Criminal Conviction Histories:
The Oregon State Board of Nursing may deny nurse licensure to persons with criminal conviction histories. Contact the Board for information at (503) 731-4745.

Clinical Attendance

Attendance is <u>required</u> for all on campus (lab) and off campus clinical experiences. Students must arrive at the time that their clinical or lab is scheduled.

Absence/Tardiness/Make-Up

A student who is unable to attend a clinical or lab experience must notify the faculty <u>and</u> facility prior to the scheduled start time for the experience. The student who is going to be late must also notify the facility and their clinical instructor as soon as possible. Tardiness is not acceptable, unless it is due to extenuating circumstances (accident, car trouble, etc.). Repeated tardiness may lead to failure of the class.

Students who miss any portion of clinical or laboratory experience may not be able to meet course outcomes and may fail the course. Two options are available in the case of excused absence or tardiness. The student may arrange for make-up time with the clinical instructor and course faculty or the student may complete the course the next time it is offered and space is available. The first option depends on the availability of the clinical instructor and the clinical site. In some circumstances, it may be necessary for the student to pay for make-up hours.

Policies of Clinical Agencies

Students are expected to comply with the policies of the clinical agency in which they are assigned for clinical experience. This includes, but is not limited to, policies related to appearance, client confidentiality, accessing and recording client information, immunizations, and/or criminal background checks.

Transportation

Students must provide their own transportation to agencies for clinical experiences. Parking fees associated with clinical practice are the responsibility of the student. Students are not allowed to transport clients in their personal vehicles for any reason.

Student Injury/Accident

Students must follow the procedure of the clinical facility in reporting injuries. Students must report all body fluid splashes, needle sticks, and other events that could endanger the health of the student to their clinical faculty, as soon as possible. Follow the protocol of the agency. Immediate follow-up with a medical provider is recommended. Request information from the agency regarding the contamination risk based on the clients health status. If medical treatment is required, the student is responsible for insurance related documentation. Also, see section on Blood-borne Pathogen Exposure. Students should notify their clinical instructor of the injury.

Student Errors/Incidents

Students making an error of omission or commission in the clinical setting must notify the clinical faculty immediately. The procedure for reporting errors or incidents identified by the clinical agency is to be followed. Faculty will also notify the Nursing Program Director in writing of any student errors that require legal intervention, are of great significance, or require an agency adverse occurrence report. A Concordia Nursing Program adverse occurrence (incident) report must be completed in any circumstance where one is completed for a clinical agency.

Inclement Weather

In instances of inclement weather the decision to cancel classes will be determined by the Provost or Registrar and broadcast on the local radio and TV stations. Students should also check the CU home page on the Internet. Updated school closures information will be posted on the hour and at half-past the hour on the TV and Radio Station websites. Log on to the station's website and select school closure information.

Policies

Standard Precautions

Nursing students are considered to be at risk for potential exposure to blood and other potentially infectious body fluids. Standard precautions will be taught to students in the summer in NUR 301. For students who are currently working as CNAs, documentation of training must be provided. Procedures involving blood or other potentially infectious materials are taught and performed to minimize splashing, spraying, splattering, and droplet generation. The University will provide hand washing facilities, sharps containers, biohazard labels, and has written polices and appropriate equipment for the nursing skills lab to minimize the risk of exposure. The Nursing Program will choose clinical sites with ready access to hand washing facilities.   Protective equipment and supplies will be provided in the nursing practice laboratory and for practicing skills that have an exposure risk in the clinical situation. Students will be oriented to the location of protective equipment in clinical sites.

Clinical Practice and Laboratory Guidelines

The following guidelines apply to faculty and students in the on and off campus clinical sites:
- Standard precautions will be used for all skills
- Hand washing will be done before and after procedures and anytime there is contact of skin or mucous membranes with blood or potentially infectious body fluid. Any exposed area will be thoroughly cleansed with soap and water or water only as appropriate.
- Do not recap contaminated needles under any circumstances. Dispose of all contaminated sharps in containers which are puncture resistant, labeled, leak proof, and appropriately sealed prior to disposal.
- Food and beverages (except water in a closed container) are prohibited in the nursing lab.
- Smoking is not permitted at any time in the nursing lab.
- Smoking and food and beverage consumption in off-campus clinical areas follow the facility's policies.
- Procedures involving blood or other potentially infectious materials are taught and performed to minimize splashing, spraying, splattering, and droplet generation.
- Appropriate cleaning procedures are observed for any spills or contamination.

Statement on HIV/HBV/HCV Infection and Nursing Students

Concordia University Nursing Program supports comprehensive education for all nursing students regarding communicable disease prevention, including AIDS/HIV and Hepatitis B and C infection. This information will be provided to students at the onset of their academic careers as well as throughout the course of their studies.

Nursing students will be assured clinical setting protection consistent with those of employees covered under the Occupational Health and Safety Act. The school of nursing requires the strict use of standard precautions and availability of proven safety measures for students in the healthcare setting consistent with the practice and standards of the nurses who are employed by the facility. The continued evaluation, monitoring and modification of the student's clinical practices by qualified nursing supervision will be provided to ensure optimum safety in the clinical setting. Personal protective equipment will be readily available to the student nurse as mandated by the Occupational Exposure to Bloodborne Pathogens Standard, 1991.

The policy of the Concordia University Nursing Program concerning HIV/HBV/HCV infection and nursing students is as follows:

- The nursing curriculum will include current communicable disease prevention content at the onset of the academic program. This will include content on patient treatment, transmission, and mechanisms for protection while delivering care to persons with AIDS/HIV infection and Hepatitis B (HBV) and Hepatitis C (HCV) infection. In addition, the program will include instruction in standard precautions, infection control policies and programs, Hepatitis vaccine, post-exposure polices, occupational health and safety issues and engineering controls/equipment. A discussion of ethical and practice concerns of students regarding the care of HIV-infected patients will be done.
- Hepatitis B vaccine is <u>required</u> for all students prior to clinical experiences (See section on immunizations).
- Nursing students who sustain exposure to AIDS/HIV, HBV and HCV infection in the clinical setting will be encouraged to seek post-exposure follow-up.
- Nursing students or applicants to the nursing program will not be deprived of access to the nursing program nor dismissed from the program based solely on HIV/HBV/HCV status.
- All HIV/HBV/HCV related information will be kept confidential to safeguard nursing student's right to privacy.
- Students are required to carry personal healthcare insurance or the University's health insurance.
- There is no data to support that the virus has been transmitted from nurse to patient; therefore, each HIV infected nurse should be evaluated on a case-by-case basis relative to the extent to which procedures need to be limited. Transmission of infection can be avoided through strict adherence to CDC guidelines and the OSHA Standard. These are presently the most effective methods to reduce risk to patients and nurses.

Concordia University Bloodborne Pathogen Exposure Policy

1. Yearly bloodborne pathogen training is required for all nursing students and faculty.
2. Policy if a nursing student is exposed to a bloodborne pathogen.

    A.   Wash immediately with soap and water.
    B.   Notify your clinical instructor of all circumstances.
    C.   Go to the nearest emergency room or to your primary care provider for assessment and follow-up; costs are borne by your own medical insurance.
    D.   The hospital or agency will be asked to assess the patient/client source of exposure to determine hepatitis B and C and HIV status.
    E.   Post-exposure prophylaxis will be offered to you by the emergency department depending on assessment of patient status and your risk. All costs are paid by your medical insurance.
    F.   Likelihood of infection through sharps injuries is determined by the degree of blood exposure and viral load of the blood.   In uncertain circumstances, you may need to seek advice from an infectious disease specialist. Faculty and the campus nurse can help you consider options.
    G.   Your injury will be kept confidential. The clinical instructor will inform the Program Director.
    H.   You are encouraged to seek support from the Campus Nurse as needed.

Policy on Alcohol and Other Drug Use in Clinical Settings

The Nursing Program prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students. Students will not be allowed to remain at a clinical site if under the influence of, affected by or impaired by mind altering drugs (even if prescribed) or alcohol. Any student exhibiting intoxicated behavior (e.g. slurred speech, impaired judgment, undue aggressiveness, other bizarre or inappropriate behavior, or alcohol on the breath) shall be removed from the clinical site and subject to disciplinary sanctions imposed by the University. Students may use or possess medications as prescribed by their health care provider if such use does not impair safe and/or efficient clinical performance.

Confidentiality

The Nursing Program is committed to protecting the confidentiality, privacy and security of health information. This commitment to confidentiality applies in all settings where Concordia students create, receive, use, or process health information, including but not limited to classroom and clinical.

No student shall access, discuss, review, disclose, transmit, alter or destroy health information, except as required to fulfill their educational, agency or volunteer responsibilities. The scope of any disclosure, access, use or transmittal of health information must be limited to that appropriate for the performance of their role and responsibility.

Specific obligations and prohibitions include, without limitation, the following:

- Each student shall take appropriate and necessary steps to protect the confidentiality of health information, to the extent required by law or agency policy.
- No student shall discuss health information, including, without limitation, specific patient cases in public areas such as hallways, elevators, waiting areas, lounges, buses or cafeterias during classroom or clinical or other time.
- No student shall leave unattended in public or other areas accessible to persons without authority to access such information, health information such as patient-specific information and medical records, or health information. This prohibition includes leaving patient information on unattended computer screens.

All students must comply with the policies about the confidentiality of health information. A failure to follow such policies, including without limitation, unauthorized access of any patient record or sharing of health information, except as permitted by policy, may lead to sanctions including, loss of clinical privileges, and/or corrective action up to and including dismissal from the nursing program. Any student learning of an improper disclosure of confidential information shall report immediately to current course instructor and/or Program Director.

Certification as a Nursing Assistant (C.N.A.)

You must complete a state approved C.N.A. course before summer of the junior year. Documentation of C.N.A. training must be on file with the College of Health & Human Services Program Coordinator.

Preparation for NCLEX-RN

Throughout the curriculum, there will be a series of exams to test the student's mastery of the course content. Every student must take an NCLEX-RN preparation program offered through Kaplan. In spring of the senior year, all students complete the final intensive Kaplan NCLEX-RN preparation course. Attendance at the Kaplan NCLEX-RN preparation course is mandatory. Students missing one session will be required to complete a make-up session through Kaplan. Any student missing more than one session will not have their name forwarded to the State Board of Nursing allowing them to take the NCLEX-RN exam until a complete Kaplan NCLEX-RN preparation course is completed.

GRADUATION

Procedure

A student will be graduated after completing 124 semester credits including all Nursing Program credits and all graduation requirements of Concordia University and the Nursing Program.

Students must submit a graduation application to the Registrar's office NO EARLIER THAN THREE SEMESTERS and NO LATER THAN TWO SEMESTERS before they graduate. Consult the University catalog for more information and/or questions.

Senior Celebration

In addition to the University commencement, the Nursing Faculty may hold a pinning ceremony to recognize and honor each nursing student's accomplishments. The pinning ceremony is directed by the Nursing Faculty. Students may be asked for input. Each student will have the opportunity to purchase a Concordia University Nursing Pin.

Honors

To receive honors, the student must be registered in an undergraduate program. See the Concordia University Catalog for more information.

NURSING PROGRAM ORGANIZATIONS

National Student Nurses Association (NSNA)

Information regarding the National Student Nursing Association (NSNA) is available on their website www.nsna.org.   Opportunities to become involved at a national, state, and a Concordia University Nursing Chapter level are available. To learn more about the benefits of joining, see the NSNA and OSNA websites at www.nsna.org and www.oregonsna.org. You may also email the Faculty Advisor for the Concordia Nursing Students' Association (CNSA), Dr. Lisa Presnall, at lpresnall@cu-portland.edu, or any of the current CNSA officers, to discuss this opportunity further! Note that CNSA membership is open to pre-nursing as well as nursing students.

The Nursing Club
Information about The Nursing Club at Concordia is available from members of the club or from the intranet at Concordia.

Clinical Passport for Nursing Students:

A complete clinical passport must be carried by the student to all clinical rotations. Failure to do so may result in the student being sent home and therefore missing a clinical rotation. The clinical passport and requirements will be handled through Certified Background. Students may be contacted by this company and will be required to comply with requirements in order to participate in clinical activities. Students that do not submit all of the requirements are not allowed to attend clinical until all requirements are met. Inability to attend clinical may result in clinical failure. Certified Background will contact you via email regarding your requirement tracking and any need for updates. They will also make sure to deliver your complete passport to you prior to the start of each terms clinical rotation.

Name: _____

School: **Concordia University**

Academic Year: **2016**

Immunizations: *Annual* (dates)

TB: _____

Seasonal Flu Vaccine: _____

One time requirement (dates)

HepB_____Varicella_____

MMR_____Tdap: _____

Faculty Verification:

Urine Drug Screen: _____
Background Check: _____
Clinical Orientation Module: _____
BLS for HCP exp. Date_____

Signature/Date	School Term

CONCORDIA UNIVERSITY

Nursing Student Physical Examination

Student Name: _____ **My.CU ID:** _____

All Concordia nursing students are required to submit documentation of medical history and physical examination by a physician (M.D. or D.O.), nurse practitioner, or physician's assistant. Naturopathic and chiropractic exams will <u>not</u> be accepted. **Providers may use their own form, and attach it to this form. Student must upload to Corporate Screening to fulfill requirement.**

To the physician, N.P., or P.A.:
*Based upon your professional judgment upon completion of this history and physical examination, is this person's health adequate to allow participation in the rigorous physical, emotional, and intellectual demands of a nursing program preparing him/her to practice as a professional nurse? Please comment below. This information will be kept **confidential**, to be shared only with the Concordia University Nursing Department designee. If you do not recommend that the student begin nursing studies, because of poor physical or emotional health, please advise your patient at this time. Please comment below:*

_____
_____
_____
_____
_____
_____
_____
_____
_____

Signature: _____ Date of exam:_____

Please print name, title, address, phone number.

Thank you!
Donna Bachand, PhD, RN
Nursing Program Director
503.280.8600

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I have read the **Concordia University Student Handbook** and the **Nursing Program Handbook** in their entirety. I understand the content and have had my questions answered. I understand that I am responsible for following the guidelines and other content contained in the handbooks.

Student Name: _____

Student Signature: _____ Date:_____