

MARIAN UNIVERSITY

SCHOOL OF NURSING

Student Handbook

2011 – 2012

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Welcome!

Welcome to the Marian University School of Nursing. You are joining numerous graduates who are making a difference in the lives of others. Marian University nurses have a long and respected history of excellence in holistic nursing care based on the four Franciscan Sponsorship Values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship.

At Marian University, you will experience a diverse mix of liberal arts, sciences, and nursing courses as you gain the skills and knowledge you need to provide care for patients across the lifespan. Your clinical experiences will take you to a wide variety of healthcare settings. The faculty and staff are eager and willing to work with you to achieve your goal of becoming a registered nurse.

I look forward to meeting you and wish you the best as you pursue your degree here at Marian University.

Anita Siccardi, EdD, APRN-BC

Introduction

The faculty and staff of the School of Nursing at Marian University welcome you and wish you success in the educational endeavor of nursing! The information contained in this handbook will assist you in understanding more fully the policies, practices, and procedures of the School of Nursing. The faculty, staff, and academic advisors are excellent resources for your questions and concerns regarding the program.

At the beginning of your nursing program you will be asked to sign a receipt indicating that you have access to the handbook and are responsible for the content and any revisions. This form can be found in the appendix. This handbook is designed for use in conjunction with the current Marian University Course Catalog and the Marian University Code of Student Rights and Responsibilities.

Contact Information

The School of Nursing is located in St. Francis Hall.

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History of Nursing at Marian University

Prior to establishing an independent accredited nursing program, Marian College partnered with St. Vincent Hospital Diploma Program to provide the means for collegiate education. In 1974 a community needs assessment headed by Dr. Louis B. Gatto, college president, revealed the need to provide a program to transition Licensed Practical Nursing (LPN) to the Registered Nurse (RN) with an Associate Degree (AN) and Bachelor of Science in Nursing (BSN) education for the licensed RN.

Marian University has offered a program of study for nursing at the baccalaureate level since 1979. The original program was designed for registered nurses to obtain a baccalaureate degree. In May 1980, the first class of baccalaureate degree students graduated.

The Indiana State Board of Nursing (ISBN) approved the traditional four-year baccalaureate program in 1987. Initial five year accreditation by the National League for Nursing (NLN) was granted in 1992. Esther O'Dea RN, PhD, who became the Chairperson of the Department of Nursing in 1990, and the BSN faculty accomplished this enormous task. The first class of eleven students graduated in May 1991. During this time of study and transition, it was decided to continue with the AN program and to develop the BSN program while carefully monitoring student interests, enrollment, community needs and budgetary resources.

In 1993 an accelerated track for students with degrees in other disciplines was implemented. The first class of accelerated track students graduated in May 1994.

In 1996, the name of the department was changed from the *Department of Nursing* to the *Department of Nursing and Nutrition Sciences*. After closing the Food and Nutrition Sciences programs in 2001 the name was changed again to the *Department of Nursing*.

The nursing program received a five-year accreditation status from the Commission on Collegiate Nursing Education (CCNE) in 2005. The nursing faculty, advisors, and staff accomplished this time consuming and very important task.

In anticipation of the transition from college to university status, the *Department of Nursing* became the *Marian College School of Nursing* in 2007. After serving as the Chairperson of the Department of Nursing since 2001, Marian Pettengill, RN, PhD was named the first dean of the School of Nursing. Karen Hardin, MSN, RN served as the interim dean for the 2008-2009 academic year. Anita Siccardi, EdD, APRN-BC, began her tenure as dean on September 1, 2009.

On July 1, 2009, Marian College became Marian University. With emphasis on baccalaureate educated nurses from local healthcare agencies and university status, Fall 2008 was the admission of the last AN class. The baccalaureate program continues to offer both the traditional and accelerated tracks for a BSN. In 2009, an Online Accelerated BSN (OABSN) program was added to the curricular offerings.

SECTION ONE

SCHOOL OF NURSING

CURRICULUM MATERIALS

SISTERS OF ST. FRANCIS, OLDENBURG

FRANCISCAN SPONSORSHIP VALUES

Dignity of the Individual

We strive to reflect in our lives and in our service our belief in the presence of God, dwelling among us, loving us unconditionally, and calling us in that love to accept our dignity as human persons endowed with the very life of our Creator. We recognize and affirm the personal gifts and talents of each person. We likewise acknowledge and celebrate the gift of rich diversity present among us. Through collaboration and mutual support, we empower one another and strive to achieve life-giving unity within authentic relationship (p.12).

Peace and Justice

We strive to reflect in our lives and in our service our belief that our individual response to God's initiative is best experienced and fostered in our sharing of ourselves, our gifts, and our talents. We desire to be concretely responsive to the ever-present issues of peace and justice. In this stance, and together with church, religious and civil communities, we dare to challenge contemporary values and practices, which are contrary to the Gospel's whenever they occur. We likewise challenge one another to venture into new creative responses to ever-changing needs among and together with a diversity of God's people (p.14).

Reconciliation

We strive to reflect in our lives and in our service our belief in the unifying effect of the dwelling of the Spirit within us and among us. Keenly aware of the pain, brokenness, and pervading grief in our society – especially on the part of the poor, oppressed, and alienated persons – we feel especially called to the ministry of reconciliation in every level of society (p.16).

Responsible Stewardship

We strive to reflect in our lives and in our service our belief that an intimate relationship with our God calls us to responsible stewardship; delight with all creation, reverence for persons, responsible use of the earth's resources, and freely sharing the gifts entrusted to us with those in need and less fortunate (p.18).

Citations from Marian University Franciscan Heritage (Sisters of St. Francis, Oldenburg, 2010, 3rd Edition)

MARIAN UNIVERSITY
School of Nursing

MISSION STATEMENT

Marian University is a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions.

PHILOSOPHY
BACCALAUREATE IN NURSING

The baccalaureate in nursing program promotes the holistic development of students in the tradition of the mission of Marian University and the Franciscan Values: responsible stewardship, dignity of the individual, reconciliation and peace and justice. The Marian University Baccalaureate Nursing Program builds on the liberal arts foundation as students attain competencies in moral reasoning, scientific and quantitative understanding, individual, social, and cultural awareness, effective communication, critical thinking, assessment, and technical skills for holistic care of diverse patient populations and for the global community. Students are unique and multidimensional humans representing diverse ethnic, cultural, and educational backgrounds. Students are educated through a dynamic process within an environment that promotes respect or knowledge and a habit of critical thinking. Within this liberal arts environment, nursing education is achieved through a curriculum in which concepts of human; environment, health, and nursing are organized within the supporting framework of human needs, socialization, roles, communication, research, leadership, and lifelong learning.

The integration of concepts and theories from nursing, liberal arts, and sciences provides a foundation for the practice of nursing which supports students in making sound clinical and ethical judgments. Nursing education builds on previous knowledge across the curriculum and promotes the attainment of core competencies and knowledge. The active relationship among faith, reason, and moral development is explored in the socialization process. Core competencies in baccalaureate education include critical thinking, communication, assessment, technical skills, and leadership. Core knowledge includes the areas of health promotion, risk reduction, disease prevention, illness and disease management, information and health-care technologies, ethics, human diversity, global health care, healthcare systems, and policy.

The goals of nursing education are achieved when mutual trust, caring, and respect are established among the student, teacher, and the learning environment and inquiry and debate are fostered. Teaching and learning have an egalitarian relationship with the teacher and learner sharing responsibility for translation of information into knowledge and nursing practice. Faculty recognize learning is a unique, individualized process and therefore develop learning strategies that stimulate critical thinking, facilitate behavioral and attitudinal change, and promote the acquisition of nursing competencies.

Faculty demonstrates their commitment to excellence in teaching and learning through their pursuit of personal and professional lifelong learning. As teachers, clinicians, and professionals, faculty are academically and experientially qualified to plan, implement, and evaluate the nursing curriculum in response to research-based practice and changing health-care trends. The development of personal and professional goals and Franciscan values is facilitated throughout the educational process and through self-direction of the learner.

Marian University Baccalaureate Program graduates are prepared to practice as providers and managers of care and to be active members of the profession. Graduates provide comprehensive care to individuals, families, groups, and/or communities based on a foundation of sciences, liberal arts, humanities, nursing theory, and the Franciscan Values. The baccalaureate graduate is cognizant of the need for population-based care in a global community, integrates care across multiple settings, and provides leadership in improving patient care and managing the health-care environment. The Baccalaureate graduate interprets and incorporates nursing research into practice and contributes to the advancement of nursing knowledge. The Baccalaureate degree provides the foundation for lifelong learning and continued education at the graduate level.

BACCALAUREATE IN NURSING: PROGRAM OBJECTIVES/OUTCOMES

1. Integrates knowledge from liberal arts, sciences, humanities, nursing theory, and the Franciscan Values through the habit of critical thinking into professional nursing practice.

Level One - Relates knowledge and principles of the liberal arts, sciences, humanities, nursing theory and the Franciscan Values through the use of critical thinking to nursing care of individuals.

Level Two – Applies knowledge and principles of the liberal arts, sciences, humanities, nursing theory, and the Franciscan Values through the use of critical thinking to nursing care of individuals and families.

Level Three – Integrates knowledge and principles of the liberal arts, sciences, humanities, nursing theory, and the Franciscan Values through the habit of critical thinking into professional nursing practice.

2. Integrates comprehensive and technically competent care to manage the complex health care needs of diverse clients.

Level One – Demonstrates safe and effective strategies in providing nursing care of individuals.

Level Two – Analyzes comprehensive strategies in providing nursing care of individuals and families.

Level Three – Integrates technical competence and comprehensive strategies to manage complex health care needs to diverse individuals, families, and communities.

3. Evaluates care using the nursing process in health promotion, risk reduction, and disease prevention for diverse client populations and the global community.

Level One – Demonstrates principles of health promotion, risk reduction, and disease prevention through the use of the nursing process in care of individuals.

Level Two – Applies principles of health promotion, risk reduction, and disease prevention through the use of the nursing process in care of individuals and families.

Level Three – Synthesizes principles of health promotion, risk reduction, and disease prevention through the use of the nursing process in care of individuals, families, and the global community.

4. Analyzes ethical and moral principles and legal standards of professional nursing practice that respect the worth and dignity of diverse clients.

Level One – Defines ethical, moral and legal responsibility for providing nursing care that respects the worth and dignity of diverse clients.

Level Two – Identifies ethical, moral and legal responsibility for providing nursing care that respects the worth and dignity of diverse clients.

Level Three – Demonstrates ethical, moral and legal responsibility for providing nursing care that respects the worth and dignity of diverse clients and communities.

5. Practices within the framework of evolving roles of the professional nurse as a provider of care, manager of care, and a member of the health professions.

Level One – Relates historic, present, and evolving roles of the professional nurse.

Level Two – Describes present and evolving roles of the nurse in professional practice.

Level Three - Applies present and evolving roles of the nurse into professional practice.

6. Integrates accountability and responsibility to self, clients, the nursing profession and society for nursing practice.

Level One – Recognizes accountability and responsibility to self, clients, the nursing profession and society for nursing practice.

Level Two – Utilizes accountability and responsibility to self, clients, the nursing profession and society for nursing practice

Level Three – Analyzes accountability and responsibility to self, clients, the nursing profession and society for nursing practice

7. Evaluates effectiveness of communication and information management with clients, community, and health care professionals across multiple settings.

Level One – Demonstrates principles and strategies of effective communication with clients, and health care professionals.

Level Two – Analyzes principles and strategies of effective communication and information management with clients, families, and health care professionals.

Level Three – Integrates principles and strategies of effective communication and information management with clients, families, health care professionals, and communities.

8. Analyzes principals of leadership and management to coordinate high quality, cost-effective care to diverse client populations and the global community in collaboration with other health care professions.

Level One – Identifies principles of management for professional nursing care to diverse individuals in collaboration with other health care professionals.

Level Two – Applies principles of management for professional nursing care to diverse individuals and families in collaboration with other health care professionals.

Level Three – Examines principles of leadership and management for professional nursing care to diverse individuals, families, and the global community in collaboration with other health care professionals.

9. Contributes to the advancement of nursing knowledge through the interpretation and incorporation of nursing research into practice.

Level One – Identifies current research in providing care to individuals.

Level Two – Critiques current research findings in planning and providing care to individuals and families.

Level Three – Analyzes research pertinent to the care of the clients, families, and communities.

10. Integrates opportunities for lifelong learning and professional and personal growth.

Level One – Identifies methods for self-development and continued learning.

Level Two – Applies methods for self-development and continued learning in nursing practice.

Level Three – Pursues methods for continued lifelong learning and personal growth in professional nursing practice.

Revised and approved by Department of Nursing Faculty, March 2004

Suggested changes from School of Nursing, CCNE Standard III, November 6, 2009

MARIAN UNIVERSITY

School of Nursing

ORGANIZATIONAL FRAMEWORK

BACCALAUREATE IN NURSING

An organizational framework structures theoretical knowledge and provides rationale for selecting learning experiences. This organizational framework is based on the Baccalaureate Philosophy of the School of Nursing and the mission of Marian University. It provides the basis for program objectives and learning outcomes. Curricular concepts are delineated as pervasive and progressive strands for content and process organization. Pervasive strands are constant and process oriented and are focused on the use of theoretical content. The pervasive strands are: Nursing, Nursing Process, Environment, Health, Humans, Caring, and Franciscan Values: Responsible Stewardship, Dignity of the Individual, Reconciliation, and peace and Justice. Progressive strands build throughout the curriculum and include: Patient, Socialization, Roles, Communication, Research, and Leadership, as these are essentials for baccalaureate education.

Humans are holistic, interdependent, biopsychosocial, sociocultural, and spiritual beings endowed by the Creator with dignity and worth. Human health needs evolve along these dimensions throughout the lifespan. Humans have commonalities and diversities and live in constant interaction with their environment and communities. The communities in which humans choose to interact influence their health care behaviors. Changing knowledge, technology and resources within the environment influence human responses. Humans are responsible and accountable for their healthcare decisions. Humans possess rights and privileges and, therefore, should be cared for with dignity and respect regardless of socioeconomic status, culture, lifestyle, nationality, gender, race or creed.

Health, both a process and an outcome, is dynamic in nature, fluctuating along an optimal wellness-illness continuum. Health state is the state of a human's adjustment at a given point in time. Health is multidimensional, reflecting an interplay among physiological, psychological, sociocultural, spiritual, and developmental aspects of human life within communities. Humans have a right to access and receive health care. Patients, healthcare providers, and society share responsibility for health promotion, risk reduction, and disease prevention.

Nursing is a profession which incorporates nursing and scientific research to implement a holistic and caring approach to healthcare. Nurses view patients as individuals, families, groups, and communities throughout the lifespan. Integration and synthesis of knowledge from liberal arts, humanities, and behavioral, natural, and nursing sciences are facilitated by the development and use of critical thinking. Guided by the Franciscan Values, Marian University baccalaureate graduates apply the nursing process within a caring environment to reduce risk, promote health, and meet diverse patient needs. The nursing process components of assessment, diagnosis, planning, implementation, and evaluation provide a problem solving approach for the identification of patient needs, the utilization of therapeutic interventions, patient education, and the evaluation of care outcomes. Nurses foster health through assisting patients to develop, strengthen, and implement strategies to move toward optimal wellness.

Effective communication and collaboration with other health-care professionals are essential in meeting patient and organizational needs. The use of communication and conflict resolution skills allows the nurse to develop a caring and therapeutic relationship in which the patient experiences a nonjudgmental, empathic atmosphere of acceptance. Ongoing acquisition of technical and information management skills based on sound scientific principles is critical for nurses to function in a dynamic healthcare environment and the global community.

The Marian University baccalaureate graduate provides the leadership to deliver high quality care and evaluate and improve care outcomes. Through delegating and supervising the implementation of nursing interventions, the nurse integrates care with other members of the interdisciplinary healthcare team. Nurses educate patients to access, interpret, evaluate, and apply health-related information. Nurses address the health care needs of diverse populations within interrelated economic, educational, political, and sociacultural systems and address disparities in access to healthcare. Nurses foster high quality and cost effective care through professional involvement in health care policy and organizational leadership.

Professional nursing practice is guided by the Standards of Clinical Nursing Practice and the American Nurses Association Code for Nurses with Interpretive Statements, and the legal, ethical, and social obligations of nursing. Nurses are socialized from novice to expert in a process that is a lifelong endeavor of skill and knowledge acquisition and incorporation of professional values.

The role of the baccalaureate graduate includes being a knowledgeable consumer of research through interpretation and utilization of quantitative and qualitative data for designing and coordinating high quality and cost effective care. Application of evidence based practice forms the basis of scientific inquiry when providing nursing care to individuals, families, groups, or communities.

Within the framework and philosophy of a value-based liberal arts education at Marian University, baccalaureate graduates are prepared to provide excellence in care and leadership in managing the complex health care needs of diverse patient populations and the global community and to profoundly change lives and society. Upon completion of the baccalaureate program, students are prepared and encouraged to pursue advance studies.

SECTION TWO

School of Nursing

ACADEMIC POLICIES

A. Declaration of Accelerated Program & Progression

During the pre-nursing stage, students may switch between online and campus based accelerated nursing program. They must use a “Change of Track” form which can be obtained from their academic advisor. This form is then given to the Registrar’s Office so that all administrative offices can be made aware of the switch.

Students will then apply to the program track of their choice. They may only apply for one program. Once admitted to the program and acceptance of placement occurs, students must remain in that track.

If an on-campus accelerated student is unsuccessful in a nursing course, earning a grade less than a C+, the student may transition to the generic on campus program.

If an on-campus accelerated student withdraws from a nursing course they may transition to the generic campus program.

Students must adhere to all pre-requisite requirements as stated in the course catalog and may not progress unless they meet these requirements.

B. Communication Protocol: Chain of Command

The student needs to follow the appropriate communication channel should the need arise. The student cannot proceed to the next tier until meeting with the previous tier.

Communication tier:

1. Clinical Instructor
2. Course Faculty
3. Director of BSN Program
4. Dean of School of Nursing
5. Dean of Academic Affairs

C. Program Progression

1. Nursing classes

A minimum grade of C+ (77%) is required for all nursing courses. Nursing courses are labeled with NUR and NUB. If a student earns a grade below a C+ in a nursing course, that course must be repeated. In the case of a grade below C+ in a nursing elective, a different nursing elective may be substituted to meet the elective requirement. See Course Catalog for course sequencing.

2. Repeating a Course

A student may repeat a nursing course only once. A repeat is defined as taking the identical course a second time after completing it with a final course grade the first time.

3. Withdrawing from a nursing course

A student may withdraw from required nursing courses no more than 2 times throughout the program.

4. **Clinical classes**
Students must earn both a satisfactory grade in the clinical component of a nursing course and C+ (77%) or higher in the theory component to successfully complete the course. An unsatisfactory grade in the clinical component results in a grade less than a C+ as deemed by the course coordinator. A student receiving a grade of less than a C+ (77%) for the course (theory) and/or an unsatisfactory grade for clinical must repeat the entire course.
5. **Nursing Failures**
Earning a grade lower than a C+ (77%) in any two nursing courses results in automatic dismissal from the School of Nursing. The student is ineligible for re-admission to the School of Nursing for a period of five years. The student may petition the APG in writing for a re-admission decision.
6. **Re-admission**
Students who have withdrawn from the university must submit a written request to the APG for re-admission to the School of Nursing. Students must have a 2.8 Marian University GPA to seek readmission. Re-admission decisions will be based on the School of Nursing Admission Decision Tree and available resources. Re-admitted students will be bound by the current School of Nursing Student Handbook policies and Marian University Course Catalog at the time of re-admission. If more than one semester has elapsed since completion of the last nursing course, a re-entry plan will be developed by the APG.
7. **Out of Progression**
Students who are “out of progression” (earned a grade below 77% in a nursing course or voluntarily chose to not take nursing courses for one or more semesters) must submit a letter to APG to initiate the progression/re-entry process. “Out of progression” nursing students who continue to be enrolled in Marian University courses may re-enter the nursing program the next time the required nursing course is offered based on available resources and APG approval.
8. **General Education Classes**
The Indiana State Board of Nursing requires nursing students to achieve a grade of “C” or higher in general education courses required for degree completion.
9. Upon application to the School of Nursing, Accelerated Baccalaureate Nursing Students must declare the on-line or on-ground program.

D. Appeal Process – Course Grade

Refer to current Marian University Course Catalog.

E. Appeal Process – Academic Status

1. When a student is notified of dismissal from the nursing program due to poor scholarship (i.e. two nursing course failures), the student may appeal the academic status. Evidence of the student’s commitment to academic progress is a major, but not the only, consideration in deciding whether or not to reverse dismissal. If the student desires to appeal the

dismissal decision, then the student must follow the procedure outlined in the letter of dismissal.

2. If you plan to appeal through Admission, Progression, and Graduation Committee (APG), set up an appointment with an Academic Advisor. Submit a written appeal to the APG **within two weeks** of notification of course failure and dismissal.

Include in your letter of appeal:

- a. documentation supporting your rationale of circumstances leading to dismissal from the School of Nursing
 - b. a detailed plan for improving your academic standing
3. Reversals of dismissal decisions are extremely rare. Academic status decisions of the APG may be appealed to the Dean of the School of Nursing within one week of the decision. The decision of the Dean may be appealed to the Dean of Academic Affairs.

F. Grievance Procedure

Any student may present a grievance (school issue or concern not related to course grade appeal) when the issue cannot be resolved. Documentation (see appendix B) of date, time, and results of meetings, as well as signatures of student and faculty is required at each step of the procedure. The steps listed below for conducting a grievance must be followed or the appeal will be invalid:

1. The student must first meet with the faculty person(s) involved and present the problem as a grievance.
2. If the grievance cannot be resolved with the faculty member(s), the student must present the grievance in a formal letter to the BSN Program Director within one week of the meeting with the faculty member(s).
3. If the grievance cannot be resolved with the BSN Program Director, the student must present the grievance in a formal letter to the Dean of the School of Nursing within one week of the meeting with the BSN Program Director.
4. If the grievance cannot be resolved with the Dean of the School of Nursing, the student may present the grievance to the Dean of Academic Affairs within one week of the decision of the Dean of the School of Nursing.

G. Course-specific Progression Policies

1. **Math Assessment** – If a student places below PSY 205 on the University admission math assessment test, the student is required to complete MAT 098 prior to NUR104.
2. **NUR 104: Dosage Calculations** – A student must earn a course grade of C+ (77%) or better and a minimum score of 90% on the final exam in order to be successful in the course. If the student does not pass the course, the highest grade that the student will receive on the transcript is a C. The students must repeat the course and progression will be affected. If the student is unsuccessful in either of these

requirements, the course grade will be a C and the student must re-enroll in NUR 104 the following semester.

If a student is unsuccessful in NUR 104 a second time, the student will be dismissed from the program.

NUR 104 is not required for the BSN Completion Track.

3. **Dosage Calculation Competency Exam**

Students (except RN to BSN Completion track and those currently enrolled in NUR 104) must take the Dosage Calculation Competency Exam. Students in the traditional nursing program will take the exam the first week of NUB 220, NUB 350, & NUB 430. Students in the accelerated nursing program will take the exam the first week of NUB 430. Students who are out of progression must take the Dosage Competency Exam during the first week of their first clinical course.

Students must earn a score of 90% or better on the Dosage Competency Exam. Students who score lower than 90% must complete the Kaplan Dosage and Calculation Workshop as well as the 4 Kaplan quizzes. Students must retake the Dosage Calculation Competency Exam by Friday of the first week of class. Students must score a 100% on the 2nd attempt. Failure to earn a 100% will result in dismissal from the program.

H. Program Credit Transfer from Other Institutions

Applicants/students wishing to transfer in credits from other institutions must earn the last 30 credits in the BSN program at Marian University. Decisions on transfer of credits are made in cooperation with the Registrar, faculty of the appropriate department, and the APG. Nursing courses generally do not transfer and requests for such transfer must be submitted in writing, along with the course syllabus, to the APG.

Science credits or transfer equivalents (chemistry, anatomy and physiology, and microbiology) may be no older than ten (10) years at the time of the admission to the University. Science credits that do not include comparable content and are not approved by the appropriate department are not accepted for transfer to the School of Nursing.

I. School of Nursing Conduct

The Dean and Faculty of the Marian University School of Nursing (SON) have the responsibility and power to establish and maintain standards of conduct for students in the program. The Dean has the authority to administratively withdraw a student from the SON at any time if circumstances of a legal, moral, ethical, health, social, or academic nature are considered to justify such action.

Honesty is a professional characteristic that is vital to the practice of safe nursing, and is expected of students. Therefore, dishonest behavior will not be allowed because it places the public at risk.

Students shall have the right to petition. Refer to the current Code of Students Rights and Responsibilities.

- J. Code of Conduct:** The nursing student is bound by the Marian University policies for proscribed (inappropriate) conduct as detailed in the Marian University Student Rights and Responsibilities. In addition, the nursing student is expected to adhere to the following School of Nursing Code of Conduct.

The Marian University nursing student will:

1. exhibit courtesy. This courtesy will be evidenced by positive, dignified, sincere thoughtful consideration for self and others in word and deed.
2. follow rules and regulations of affiliating institutions as well as those of Marian University. The student will work within the organizational structure and will act on principles rather than personal opinion.
3. exemplify the Franciscan Sponsorship Values as reflected by respect for the university, clinical facility, nursing programs, peers, and faculty.
4. strive always to protect the rights of the patient and family. This includes the patient's right to privacy as well as the rights defined in the Patient's Bill of Rights. The patient's medical record and behavior reflect privileged information which must not be discussed outside of legal and ethical usage. Students will adhere to clinical site policies related to acquisition and use of patient data.
5. reflect self-dignity and respect for others at all times. The student will refrain from vulgar or profane language and suggestive or obscene gestures.

Violation of any Code of Conduct may be referred to Dean of Students and/or Administration of the clinical facility.

K. Conduct That May Result in Immediate Dismissal From the Nursing Program and/or a Failing Grade (F) for the Course:

1. Illegal possession of drugs and/or alcohol.
2. Impairment due to the use of drugs and/or alcohol.
3. Proven theft.
4. Conviction of a felony.
5. Failure to notify the Dean of the School of Nursing of a change in criminal status after submission of initial background check.
6. Suspension or revocation of professional license.
7. Unsafe or negligent nursing care.
8. Any violation of the Code of Academic Integrity. (See current Marian University Code of Student Rights and Responsibilities.)

L. Procedure for Suspected Impairment

Impairment is defined as being under the influence of psychoactive substances and/or evidencing psychological or physical symptoms. This can be episodic or chronic and affect cognitive, interpersonal, and psychomotor learning and performance. When a student's performance is impaired, safe effective care is at risk, whether it occurs in the classroom, NRC, or in the clinical setting.

1. Any student suspected of being under the influence of drugs or alcohol will be requested to submit to a blood and/or urine analysis immediately at his/her own expense. A specific lab may be requested by the faculty. The results of the test must be submitted by the lab to the Dean of the School of Nursing within twenty-four hours of receipt.
2. If the test is positive, the student will be referred to the Dean of Students for further evaluation and disciplinary sanctions (See current Marian University Code of Student Rights and Responsibilities).
3. If the student meets the disciplinary sanctions, faculty will determine, based on the amount of work the student has missed, whether a grade of incomplete can be awarded or withdrawal from the course is required.
4. If the test is positive and the student does not meet the disciplinary sanctions, the student will be given an (F) for the course(s) and dismissed from the program. The Dean of Academic Affairs and Vice President & Dean of Student Affairs are notified.
5. If the student refuses to submit to drug testing, it is grounds for immediate dismissal from the program, and he or she is given an (F) for the course(s). The Dean of Academic Affairs and Vice President & Dean of Student Affairs are notified.
6. If the student with a positive test holds a professional license, the university is required to notify the licensing agency.

M. Clinical Conduct/Attendance

The clinical experience allows the students to practice and grow in the professional setting. The faculty recognizes the challenges students may encounter while meeting the time commitment required of such a personal investment. However, there is little flexibility in addressing the needs of students who are unable to meet the required clinical hours.

The following policies apply:

1. The student is required to complete all clinical hours.
2. Excused absence may include: death of immediate family member, documented illness, or sanctioned university events.
3. Unexcused absence will result in clinical failure.
4. Punctual attendance at all clinicals is mandatory.

5. Tardiness is defined as five (5) minutes late. If a tardy is incurred, the student must meet with the course lead faculty for counseling of professional behaviors; documentation of the tardiness will be placed in the student's permanent file.
6. Clinical missed due to administrative closure and/or inclement weather is made up at the discretion of the faculty and/or the Dean of the School of Nursing.

A faculty member may dismiss the student from clinical for the day if the student displays unprofessional conduct and/or unsafe acts deemed as such by the faculty. Any such occurrence is recorded anecdotally and placed in the student record. The Clinical Site Incident/Error Report (see appendix A) will be completed. Dismissal from clinical for unprofessional conduct and/or unsafe acts may result in unsatisfactory for the day, failure (F) for the course, or dismissal from the program. Examples of the criteria for immediate dismissal from the clinical area include but are not limited to:

1. Failure to demonstrate adequate preparation for patient care or for medication administration.
2. Failure to comply with the dress code.
3. Failure to apply nursing principles/skills resulting in actual or potential harm to patient.
4. Any acts of gross negligence on the part of the student.
5. Violation of HIPAA/confidentiality policies.
6. Behavior suggestive of being under the influence of drugs or alcohol.

N. Classroom Conduct/Attendance

1. The School of Nursing endeavors to foster a positive learning environment. Students are expected to be respectful of fellow students and professors. Expected behaviors include the following:
 - Arriving to class on time.
 - Turning off all electronic devices.
 - Class participation.
 - Coming prepared to learn.
2. Punctual and regular attendance is expected at all class sessions. Absences from class will interfere with the student's ability to meet course objectives. The student is responsible for all course content. The student should refer to course syllabi for specific policies related to assignments and course expectations.
3. Children and pets are not permitted in the classroom, NRC, or clinical experiences unless they are part of the educational program.

O. Examination Conduct

1. A student who must be absent during a scheduled examination, due to an emergency or illness, must notify the faculty prior to the exam.
2. Failure to notify the faculty of absence for an examination results in a grade of zero for that exam.
3. Cell phone calculators are not permitted. Students may not share calculators.
4. No questions will be allowed/answered during the exam.
5. Hats, hooded sweatshirts, sunglasses, and water bottles are not permitted during an exam.
6. No eating or drinking is permitted during an exam.
7. Backpacks, book bags, and personal belongings may not be placed next to the student. The faculty will instruct students where to place personal belongings during the exam.
8. Students will not be allowed to leave the room during an exam. If a student leaves the room, the exam must be turned in and is considered completed.
9. The scantron sheet is the official record of the exam.
10. Faculty have the right to inspect the student's test area/workspace at any time during the exam.
11. The student will adhere to the policies delineated in the Code of Student Rights and Responsibilities related to academic integrity.
12. All missed exams in the School of Nursing will be made up at the designated time before the midterm withdrawal date and prior to final exam week. Failure to take the makeup exam at the designated time will result in a zero for that exam.

P. Grading System for the School of Nursing

A	93 and above	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	60-66
B	83-86	F	less than 60
B-	80-82	S	Satisfactory
C+	77-79	U	Unsatisfactory
C	73-76		

Please see the current Marian University Catalog for further explanation of satisfactory/unsatisfactory, incomplete work, auditing, appeal and withdrawal. Each course syllabus at Marian University will indicate how the university grading system will be applied to that course.

Q. Kaplan Integrated Testing

1. Students have purchased the *Kaplan Nursing Program* for use during their course of study for a BSN degree. The program contains many valuable tools that students will be using.
2. Students should use these tools to complement their learning. The Faculty and the Academic Advisors will use them to assess student's ability to be successful in attaining their goals. In addition, these tools also prepare students for the licensure exam.
3. Students will be taking Kaplan Integrated Tests as part of their clinical nursing courses.
4. Students can maximize their success with Kaplan Integrated Testing by taking the Focused Review Tests that are associated with the course content before taking the Kaplan Integrated Tests.
5. The Kaplan Integrated Tests are worth 3% of the student's final grade for the course if they pass (see course syllabi) the integrated test on the first attempt.
6. The Marian University Senior Comprehensive Exam requirement for the BSN graduates is met by completion of the Kaplan Integrated tests administered in the last semester of senior year. All nursing students, except the RN to BSN students must take the tests.
7. All students are required to take the Kaplan NCLEX Preparation Course.
8. Kaplan Nursing Guarantee: All Students taking the NCLEX for the first time within six (6) months of graduation and do not pass the NCLEX-RN exam are entitled to a continuation of the enrollment. Kaplan will work with each student until they pass the exam. Non-passing students must meet the following eligibility criteria:
 - Take the Kaplan Diagnostic and Readiness Tests from the online Kaplan account
 - Attend all class sessions live, live online, or online. Up to 2 live class sessions can be made up online as directed by the Kaplan Center.
 - Answer all questions on the seven Question Trainer Tests at 65% or higher.

If a student has met all the requirements and fails the exam, they must contact the local Kaplan Center within 30 days of the date of their NCLEX-RN for instructions regarding next steps.

R. Student Participation in Nursing Program Evaluation

The School of Nursing Faculty values the creative input and evaluation feedback from students in the nursing programs. During the course of the program, students are involved in a variety of ways through evaluation of clinical agencies, faculty effectiveness, course organization, and curriculum. This data is used for continued program improvement and course refinement. Students will also be contacted to provide evaluative feedback one year post graduation. Student participation in program evaluation includes:

1. Student Participation in Faculty Council and Curriculum meetings – Students may attend nursing faculty meetings to provide input for agenda items. The Dean of the School of Nursing reserves the right to limit the number of students based on space and time

constraints. Students may not be present if confidential issues are under discussion. The following guidelines are utilized to encourage student participation:

- a. The faculty meeting agenda will be posted in advance of the meeting on the bulletin board outside nursing office on the main floor, if possible. Students may request an item be placed on the agenda if the request is made in writing to the Chairperson of the Faculty Council and Curriculum no later than four days prior to the meeting.
 - b. Students may provide brief written input related to the agenda item if unable to attend the meeting. This written input must be submitted to the Chairperson of the Faculty Council and Curriculum.
 - c. The first thirty minutes of the faculty meeting will be designated as opportunity for student input on agenda items. The Chairperson may place time limits on discussion.
2. Students complete anonymous written course and faculty evaluations at the end of each course and clinical rotation, the Graduate Exit Survey, and an alumni survey at one year post graduation. This evaluation feedback is reviewed by faculty and the Dean and is incorporated into course and program improvement.
 3. Students may file written grievance with recommendations for improvement by completing the Student Grievance Form (see appendix B).

SECTION THREE

School of Nursing

General Information

A. Academic Advisor

Upon acceptance into the university, the student is to meet an Academic Advisor for each program. Students are expected to meet with an advisor at least once each semester for advising. Phone numbers: 955-6157 or 955-6164.

B. Health Record

Upon application to the School of Nursing, **all** students must submit a Health Record to the Academic Advisors. The forms are available from the Advisors.

Verification of the following is required:

STUDENTS WILL NOT BE PERMITTED IN THE CLINICAL AREAS WITHOUT DOCUMENTATION THAT THE HEALTH REQUIRMENTS HAVE BEEN MET.

- **Diphtheria – Tetanus Booster** if needed
- **Hepatitis B Vaccine** (strongly recommended) – Consent/Declination form must be signed.
- **Physical Examination** – Any change in health status may require a repeat physical examination
- **Rubella Titre** of 1:10
- **Rubeola Titre** or Screen
- **Varicella Titre** or history of chicken pox verified by health care provider.
- **Tuberculin Test** annual PPD or chest x-ray or positive TB Screen form
- **PPD-** Students must provide written proof of a negative PPD within the last 12 months. Students who have a positive PPD must provide documentation of a chest x-ray and results. After proof of a negative chest x-ray, a TB screening form must be completed annually. Students must provide documentation of TB status annually prior to expiration date. Students who do not have documentation of current TB status on file will **NOT** be allowed to attend clinical.

C. Cardio-Pulmonary Resuscitation (CPR)

Current certification in CPR is required for all nursing students during the period of clinical experiences. **THE STUDENT IS RESPONSIBLE FOR MAKING ARRANGEMENTS FOR CPR CERTIFICATION.** Each student must provide a copy of certification in Basic Cardiac Life Support, “healthcare provider” or “instructor”, approved by the American Heart Association to the Academic Advisor for placement in the student’s file. The cost for certification is incurred by the student. **STUDENTS MUST PROVIDE DOCUMENTATION OF CURRENT CPR CERTIFICATION PRIOR TO EXPIRATION DATE. Students who are not current in CPR will NOT be allowed to attend clinicals.**

D. Nursing License – RN-BSN Completion

A copy of each student’s CURRENT nursing license must be on file in the Academic Advisors office. Please submit a copy of your license to the Advisors before the first day of clinicals.

E. Professional Liability Insurance

All clinical students must carry Professional Liability Insurance. The School of Nursing provides this insurance and premiums are paid through course fees.

F. Criminal Checks

Applicants must submit a current **full** criminal check which is available through the Indiana State Police. Applications will not be considered until the criminal check is reviewed by the Dean of the School of Nursing. Students are responsible to notify the Dean of the School of Nursing of any changes in their criminal status.

G. Zachary's Law

This policy states that any student enrolled in an undergraduate nursing program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

- The School of Nursing will review the Indiana Sex Offenders Registry for each nursing student prior to admission and periodically after admission.
- Any student whose name appears in the registry will be ineligible for admission to any undergraduate nursing program.
- Any student requesting transfer to another nursing program whose name appears in the registry will be denied transfer.
- Any student already admitted to an undergraduate nursing program, whose name appears on the registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of his/her current course work.

Students affected by this policy shall be notified of their ineligibility and the reason for such ineligibility. Students having questions or concerns regarding this policy are encouraged to discuss specific issues with the academic advisor.

H. Clinical Placement/Assignment

Multiple clinical facilities are used for application of the nursing process across the spectrum of healthcare agencies, settings, and populations. Clinical placements and assignments are determined by course faculty and may take place between 6:00am and 11:00pm seven days a week. Clinical placements, (days, times, locations) are subject to change based on the availability of clinical sites and clinical instructors.

I. University Closing

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, please listen to the local stations. For day classes, the decision will usually be made by 5 a.m., but may be made later.

J. Confidentiality of Information

Marian University School of Nursing complies with HIPAA and FERPA regulations.

K. Disease Risk/Exposure and Injury

1. The information below will be presented to the student at the time of Blood Borne Pathogen (BBP)/Tuberculosis (TB) instruction. BBP instruction must be completed annually prior to clinical experience. Students will not be permitted in the clinical areas until these health requirements are completed. Students will be asked to read and sign a document regarding disease risk. The signed document is then forwarded to an academic advisor to be placed in the student's file.
2. In the course of fulfilling clinical requirements a student might encounter infectious diseases (i.e., BBP, TB) and other injuries. Standard precautions and proper hand washing should be used at all times to decrease the risk of infectious disease exposure. If a BBP exposure occurs, the student should observe the same procedure followed by Marian University employees, as documented in the Federal Register Vol. 56, No. 235 Blood Borne Pathogens Rules and Regulations. An exposure incident refers to a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials. The student will report the incident to the clinical faculty.
3. It is the student's responsibility for coverage of expenses not included in their insurance policy. In the event of an injury, it is the student's responsibility to cover costs associated with care and treatment not included in their insurance policy. The student must notify the course coordinator of the incident and provide documentation of the incident

L. Alteration in Health Status

The student is responsible to notify the instructor of any health issues that would interfere with the student's ability to meet theory and/or clinical objectives. A student who has a health issue, including pregnancy, must submit a statement from a professional health care provider indicating approval to begin, meet, and resume all clinical activities. If an altered health status precludes or jeopardizes safety, the faculty will consult with the Dean of the School of Nursing to determine appropriate action.

M. Dress Code

The faculty of the School of Nursing value professionalism. Proper appearance and dress reflect a positive image of the profession of nursing. Therefore, students are expected to follow the Marian University School of Nursing dress code. Faculty reserve the right to determine if the dress code has been honored. Failure to comply with the dress code may result in dismissal and be considered an unexcused clinical absence.

1. **Uniform:** Uniforms must be purchased from the designated vendor.
 - a. **Scrub Uniform:** Students are to wear official Marian University uniforms. The uniform is to be clean, neatly ironed, and in good repair. It must be evenly hemmed, with buttons and zippers in good condition. If students choose a dress uniform, length must be below the bottom of the knee. Appropriate undergarments must be worn. Only solid white shirts may be worn under the uniform scrub top. Shoes are to be all

white. Cloth/canvas shoes are not allowed. Shoes must be closed toe/ heel. White hose/stockings/socks are to be worn when wearing the uniform. Correct name tags are to be worn by all students when at clinical sites. Picture identification is to be worn.

- b. **Polo/Khaki Uniform:** When students are in classes at clinical agencies, clinical areas, or the NRC, students will wear the Marian University School of Nursing polo shirt with khaki slacks. Only solid navy blue shirts may be worn under the polo shirt. Shoes must be closed toe with low closed heels. Correct name tags are to be worn by all students when at clinical sites. Picture identification is to be worn.
2. **Equipment:** Students are responsible for the purchase of necessary personal supplies/equipment.
3. **Hair:** Hair must be clean, neatly combed, and not interfere with one's vision or nursing care delivery. In length, hair should not cover the uniform collar. Long hair must be fastened and pulled away from the collar and should not require extra handling during the day. Hair must be a natural color. Established beards must be neatly groomed.
4. **Bodily Adornments:** Body piercing jewelry is not permitted with the exception of one small pair of post-type earrings in the ear lobes. No dangling earrings or hoops are allowed. Wedding and engagement rings are allowed except in clinical areas where this is prohibited. Watches should be of practical nature with a second hand. No other jewelry of any kind is to be worn. Tattoos must not be visible.
5. **Nails:** No nail polish may be worn. Nails must be kept short, clean, and filed. Artificial nails are prohibited.
6. **Make-up:** Make-up should be natural-looking and not severe or so dramatic as to be distracting.
7. **Personal Grooming:** It is expected that students will present themselves professionally by exhibiting cleanliness and control of body odors including smoke odors. No fragrances may be worn.
8. **Smoking Policy:** There will be no smoking during clinical time or at any other time that students are wearing the Marian University uniform.
9. **Noncompliance** will result in dismissal from clinical.
10. **Gum chewing, eating, and drinking** is prohibited while in work areas of clinical facilities and Nursing Resource Center (NRC).

N. **Electronic Communication**

Students must have and be able to use voice mail, CAMS and Marian University E-mail. Accounts for these are mailed to students prior to their first semester. The School of Nursing will communicate with students by Marian University email, therefore it is essential students regularly check this account. Students will be held accountable for information posted on CAMS and Marian University email. If you have forgotten your account information or your

account is not working, please request assistance by contacting the Department of Technology.

O. Eligibility for Licensure

The Marian University School of Nursing cannot guarantee that the Indiana State Board of Nursing will allow the student to sit for the licensure exam. The Marian University School of Nursing cannot guarantee passing the licensing examination for registered nurses. The Indiana State Board of Nursing (www.isbn.org) requires those applying for examination and registration to provide written evidence, verified by oath, that they (1) have not been convicted of any act that would constitute grounds for disciplinary sanction under the State Board rules and regulations or of any felony or misdemeanor that has direct bearing on their ability to practice competently; (2) have completed an approved high school course of study or its equivalent as approved by the appropriate educational agency, and (3) have completed the prescribed curriculum in a state-accredited school of nursing and hold the diploma or certificate from there.

P. Academic Support

1. The Learning and Counseling Center (LCC) staff are available for students who need assistance in a variety of areas. LCC provides one-on-one and/or group counseling as well as academic tutoring, self-help seminars, and diagnostics.
2. The Writing Center assists students with writing skills.
3. The Kaplan program offers several academic support opportunities within its website.

Q. Nursing Organizations

(MUSNA) Marian University Student Nurse Association

Marian University Student Nurse Association (MUSNA) is an active organization for nursing and pre-nursing students and is affiliated with the state and national student nurse associations. This organization was founded in order to foster a sense of belonging, to facilitate communication, to recognize needs, promote excellence, and provide service to the nursing student. Membership provides students multiple opportunities for association with other student nurses on a local, state, and national level, and an introduction to organizations available post-graduation. Membership is open to all students with a declared nursing major. Monthly meetings and activities are publicized. See academic advisor or nursing faculty member for more information.

Omega Chapter Sigma Theta Tau International

This is an honor society for nursing whose members promote leadership, scholarship and research. Nursing student membership is by invitation in the spring for junior and/or senior year BSN nursing students and graduates who have achieved academic excellence. The Chapter on campus is known as Omega Chapter-At-Large, Marian University.

R. Nursing Pin

Nursing pins may be purchased through the approved vendor. Graduating students will receive their nursing pin in a pinning ceremony.

Students of the BSN graduating class in 1991 originally designed Marian University's BSN nursing pin. The students' goal was to indicate the interrelationship of the nursing program within the Marian University community. The blue and gold symbolizes Marian's colors and was designed with the Marian University emblem in the center. It encircles the Latin phrase "Sedes Sapientiae" meaning "Seat of Wisdom," which refers to Mary in whose lap rested Christ, the Wisdom of God. The lamp of knowledge is placed below the phrase to symbolize nursing's commitment to knowledge and caring in the rich tradition of Florence Nightingale. Both the seal and the lamp are placed on the cross signifying that nursing is centered on spirituality and caring. Encompassing all of these are the words "Bachelor of Science in Nursing".

S. The Louis C. Gatto Nursing Resource Center (NRC)

The faculty of the School of Nursing value a rich educational experience for students in the NRC. The following policies and procedures have been established.

General Policies and Procedures:

1. Students must comply with the Marian University Code of Student Rights and Responsibilities and this handbook while using the NRC. Persons using the computers agree to abide by all copyright rules. Software must not be copied. No additional software programs may be added to the computers.
2. Hours will be posted on a monthly calendar on a bulletin board located outside of the NRC.
3. Students are required to sign in and out of the NRC.
4. Resource materials (i.e. books, videos) are available for use in the NRC and may not be removed.
5. Students may not remove equipment from the NRC.
6. Students who study together may use one of the study or practice/check-off rooms on a first come/first serve basis unless the rooms are needed by faculty.
7. No invasive procedures are to be performed in the NRC.
8. Equipment needed to practice skills will be found in student nurse packs. If additional items are needed, see NRC staff.
9. All areas used (including computer lab) must be left neat and tidy.
10. Return and report broken equipment to the NRC staff.

11. Food and drink are not permitted in any of the labs (including the computer lab) within the NRC.
12. Children and pets are not permitted in the NRC unless they are a part of a learning experience.
13. Injury occurring in the NRC should be reported immediately to the course instructor, NRC coordinator or student assistant.
14. Instructions on accessing computer software in the NRC are available.
15. The NRC is not responsible for any lost data.
16. Students using the computers for academic purposes will be given priority.
17. Remove shoes before lying on bed.
18. No ink pens allowed when working with mannequins or models.
19. The computer lab is designated as a quiet study area. All conversations and cell phone calls must be moved to the hallway.

Noncompliance with these guidelines may result in the student being dismissed from the NRC.

T. Work Study Students

The school of nursing utilizes work-study students in the NRC and the nursing office.

U. Senior Pictures/Composite Fees

Senior pictures are required and students are assessed a sitting fee. The fee covers the cost of the sitting, pictures for NCLEX application, picture for admission to NCLEX examination, and individual composite. Composites include students and current full-time faculty. Pictures are optional for RN-BSN students.

V. Student Achievement Awards-BSN

1. Academic Excellence (presented at Student Achievement Day)

- Overall GPA
 - Traditional program
 - Online and Campus-based accelerated programs

2. Leadership Award (presented at Student Achievement Day)

- Involvement in one extracurricular activity sponsored within the university, School of Nursing or in the community.
- Has held office in campus or department organization and/or participated in mentoring program since admission to the nursing program.

The following awards are presented at the Pinning Ceremony.

3. Clinical Expertise Award

- Demonstrates nursing education developmental acquisition of skills, procedures, and techniques necessary to provide nursing care.
- Utilizes caring behaviors to promote self-actualization of individuals, families, and the community.
- Employs therapeutic communication techniques with individuals, families, and the community.
- Operationalizes nursing process components of assessment, intervention, implementation, and evaluation when providing nursing care.
- Integrates nurse educator, researcher, advocate, collaborator, and communicator characteristics in the practitioner role.
- Applies self-care behaviors to maintain professional growth, self-evaluation, and life-long learning.
- Incorporates liberal arts and nursing education to form a foundation for nursing practice with patients.

4. Margaret McDermott Special Recognition Award

- The Margaret McDermott Special Recognition Award is in honor of Margaret McDermott, Associate Professor in Pediatrics, who served Marian College from 1989-1995. The award is presented to a senior student deemed by the faculty to merit such an award for outstanding and/or significant growth in performance or aptitude. The award may be given annually. (Established 1995).

5. Nightingale Society Award

- The Nightingale Society, since 1988, has honored exceptional nursing students who follow in the Florence Nightingale tradition of scholarly work or advancement of knowledge in the interest of Nursing Science.
- Senior BSN student.
- Upper ten percent (10%) class ranking or Cum Laude achievement (GPA 3.5 or greater).
- Faculty recommendation based on research project in nursing and/or by portfolio validation.

6. Student Mentor Award

- Supports, affirms, and inspires student peers
- Motivates peers to achieve potential
- Possesses strong interpersonal skills
- Exhibits positive attitude
- Recommend by class.

7. Franciscan Award

- Demonstrates the four Franciscan values in various aspects within the University, School of Nursing and/or global community.

8. Kay Gatto Nursing Scholarship

Each academic year, the university awards the Kay Gatto Nursing Scholarship to a student who meets the criteria listed below. The endowed Scholarship, established by Dr. Louis

Gatto, former President of Marian University is in memory of Kay Gatto who died of leukemia. The recipient is selected by the Financial Aid Office.

- Financial need
- GPA 3.0 or higher
- Sophomore level or higher
- Selected by the Financial Aid Office
- Recognized at the May Student Achievement Day and Spring Donor Recognition Reception

9. Shirley Friedman Scholarship Award

The Shirley Friedman Scholarship Award is in honor of Shirley Friedman, Associate Professor Emeriti, in Pediatrics, who served Marian University from 1978 – 2000. The award is present to a graduating student who has:

- Demonstrated the most growth over the program.

SECTION FOUR

Appendix

A: Clinical Site Incident / Error Report

B: Student Complaint Form

C: Student Handbook Receipt

MARIAN UNIVERSITY
School of Nursing

CLINICAL SITE INCIDENT / ERROR REPORT

Instructions: The clinical site incident/error report form is to be completed by the supervising nursing faculty member and the student who has been involved in an error during clinical. The form is to be submitted to the academic advisor for placement in the student record and for review at Faculty APG Committee. Reports are to be completed within 24 hours of the incident.

Student _____ Phone _____

Date of Incident _____ Time _____

Facility and Address _____

Type of Incident/error:

- | | | |
|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Medication | <input type="checkbox"/> Treatment | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Follow-up/reporting | |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Other _____ | |

Description of incident/error (be thorough, explicit):

How does the student perceive this incident/error could have been prevented?
(Student completes this section)

Description of following/counseling/recommendations:

Comments:

Faculty signature: _____ Date: _____

Student signature: _____ Date: _____

**MARIAN UNIVERSITY
School of Nursing**

STUDENT COMPLAINT FORM

The purpose of this form is to provide written documentation of student complaint. Examples of complaints might include: concerns such as supplies, uniforms, books and other material resources, governance (committee representatives) or course content.

Student complaints will be presented to the faculty for discussion/resolution.

Appeals regarding grades or instructors must go through the Appeal Process and should not be included on this form.

Date: _____

Student year: _____

MARIAN UNIVERSITY
School of Nursing

STUDENT HANDBOOK RECEIPT

Dear Student,

Please sign below to verify that you will read a copy of the Marian University Nursing Student Handbook that is posted on the Marian University School of Nursing website. It is expected that you will read, understand, and comply with the policies contained in the handbook including annual updates. This receipt needs to be submitted to the School of Nursing Administrative Assistant and will be filed with your student records.

I hereby acknowledge that I will read a copy of the Marian University Nursing Student Handbook posted on CAMS.

Student Signature _____

Print Name _____

Date _____

Please sign below to indicate your permission & use of photography taken at the University

PHOTOGRAPHY PERMISSION AND USE

_____ grants Marian University permission to use photographs of me in publications produced by the organization, web sites owned by the organization, or public relations activities conducted by the organization for the purpose of promoting Marian University.

Signature

Permission given this _____ day of _____, _____.