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**Volume VIIIA**

School of Nursing & Allied Health Professions

BSN Handbook

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8A.16.4.1 Fast Track Second Degree Program Policy

8A.16.4.2 Fast Track Second Degree Program Procedure/Eligibility and Preparation for the Comprehensive Exam
Holy Family University retains full regional accreditation as an institution of higher learning offering baccalaureate and master’s degrees from the Middle States Association of Colleges and Schools.

Approval from the Department of Education for the Commonwealth of Pennsylvania has been established from the inception of the baccalaureate program in the 1970s.

The BSN Program is accredited by the Commission on Collegiate Nursing Education.

Address: Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
202-463-6930

8A.1 Introduction to BSN Handbook
The faculty of the School of Nursing and Allied Health Professions welcome you to the Baccalaureate Nursing Program (BSN). We look forward to working with you over the next several years.

As a member of the University community, you have had the opportunity to become familiar with the University Catalog and this Student Handbook. Your knowledge of these publications is essential to your success as a student in the University. The BSN Handbook has been developed to inform and assist you in understanding the unique requirements of the BSN Program and to ensure a proper atmosphere for academic, spiritual, and social growth.

Students are responsible for knowledge of these policies, procedures, and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

8A.2 School of Nursing and Allied Health Professions (SONAHP) Mission, Vision and Values Statements

8A.2.1 Mission
To educate students within the University environment, at the graduate and undergraduate levels, to assume a professional role in the delivery of high quality care in nursing and radiologic science, and to cultivate a sense of responsibility to be actively involved in service to the human family.

8A.2.2 Vision
To provide exceptional quality nursing and radiologic science education in a caring, collegial, faith-based environment that challenges students and faculty to extend their intellectual horizons.

8A.2.3 Values
The mission and values of the SONAHP are built upon the core values of Holy Family University: family, respect, integrity, service and responsibility, learning and vision.
8A.3 Holy Family University Nursing Philosophy

The Philosophy of Nursing at Holy Family University embodies and enlarges upon the institutional mission by including statements of values and beliefs about humankind, the environment, health, nursing and education. These statements provide the foundation for the conceptual and theoretical bases for the Nursing programs.

In the setting of a small Catholic liberal arts university, the nursing curricula are committed to the development of the whole person. Through close personal interaction between students and faculty, an atmosphere of mutual respect, and an environment which facilitates dialogue, trust is developed. In the context of the Judeo-Christian tradition, nursing fosters a reverence for the dignity of the human family, and a respect for the uniqueness of the individual. Furthermore, an appreciation for education as a liberating force is highly valued.

8A.3.1 Humankind

A diverse and complex creation of God, humankind is a unique combination of body, mind, and spirit. Humans exist within the contexts of the individual, family, group, community, nation, and world. Humans have the capacity for self-knowledge, the ability to choose, think critically, and assume responsibility for themselves and others.

8A.3.2 Environment

The environment is complex in nature and is a continuous dynamic interchange of physical, psychosocial, cultural, spiritual, economic, and political contexts within a global world. The effects of the environment on the health of individuals, families and communities are addressed by nursing.

8A.3.3 Health

Health is a dynamic multidimensional state fluctuating along a wellness-illness continuum. The responsibility for health lies ultimately with the person and society, not with any one segment of that society. Individuals can take deliberate action to promote, maintain, enhance, and/or restore health for themselves and society.

8A.3.4 Nursing

Nursing encompasses the arts and sciences and requires the integration of specialized knowledge and skills in providing comprehensive care for individuals, families, and communities. The art of nursing primarily consists of the use of self in caring for others and requires an appreciation of the whole person. The development of a sense of service and social consciousness is important to the role of the professional nurse. Nursing as a science builds upon extant theories from nursing and other disciplines. Nursing science generates and tests hypotheses to develop comprehensive nursing knowledge for the delivery of nursing care.

Professional nursing involves accountability for the diagnosis and treatment of actual and potential human responses throughout the lifespan. Nursing as a profession assists human beings in the management of these responses on a continuous basis to sustain life and health, recover from disease or injury, and/or die with dignity.

Nursing actively participates in developing a quality, accessible health care delivery system. Nursing practice focuses on health promotion, disease prevention, early detection of illness and health restoration. Essentially, nursing provides a human service that encourages self-reliance in the
management of health care. Nursing in partnership with consumers and health team members, assists in the development of healthy communities. Working collaboratively with other members of the health care team, nursing ensures clients’ rights to actively participate in planning their health care.

8A.3.5 Education

Nursing education is engaged in developing critical thinking and critical reasoning skills. The application of knowledge based on scientific principles, which incorporates research into practice, is essential in the development of the professional nursing role. The partnership between faculty, student, and consumer is a key component for learning in all Nursing programs. Faculty and students are critical thinkers and active learners. Faculty facilitates learning and provides guidance for students through expanded learning experiences. Students are assisted to assume responsibility for seeking and using resources, actively participating in learning, and evaluating personal progress. Nursing recognizes its responsibility to prepare graduates for the changing needs of society. The nursing faculty believes the advancement of the nursing profession is accomplished through the educational process, which includes scholarship, practice, technological competence, and leadership. The expectation for graduates is that they will accept responsibility for continued professional growth, advancement of the profession, and the provision of competent and safe nursing care that is evidence-based, collaborative, culturally appropriate, and guided by moral, ethical and legal principles.

8A.4 BSN Program Description

The BSN degree program educates pre-licensure students to enter the profession of nursing as beginning practitioners and prepares all graduates (i.e. pre-licensure and post-licensure) to provide competent and compassionate nursing care to individuals, families, and communities in an evolving health care system.

Graduates of the pre-licensure baccalaureate program are eligible for licensure in all states in the United States. Satisfactory performance in the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as prescribed by the respective state results in the graduate being known as a registered nurse (RN). Success on the NCLEX-RN in any state entitles the RN to apply for licensure in every other state.

8A.4.1 BSN Program Goals

1. To provide a nursing curriculum that is designed to meet global health care needs.
2. To prepare students to practice as a professional nurse generalist.
3. To educate students to provide high quality nursing care to diverse populations.
4. To provide a foundation for graduate study.

8A.5 BSN Program

8A.5.1 BSN Program Mission

The mission of the BSN program is to prepare nurse generalists to work in diverse health care settings to meet societal needs. The BSN program is committed to the provision of high quality undergraduate education that instills in the BSN graduate a responsibility to God, humanity, the nursing profession, and self.
8A.5.2 BSN Curriculum

As described in the Holy Family University Nursing Philosophy, (see Section 8A.3 Holy Family University Nursing Philosophy), the faculty believes that nursing, in partnership with consumers and other health team members, must assist in the development of healthy communities. Graduates of the BSN program are equipped with the knowledge and leadership skills requisite to advance the profession and assist consumers in the management of care.

The BSN curriculum is based on Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008). The BSN curriculum design reflects the Nursing Philosophy (see Section 8A.3 Holy Family University Nursing Philosophy) and theoretic constructs about the meta-paradigm of nursing.

8A.5.3 BSN Curriculum Design

The center of the nursing curriculum is the patient. The patient is defined as the individual, the family and the community. These concepts unify the curriculum and are the focus of each clinical course. The patient is framed within a prevention centered curriculum as the foundation for achieving the Healthy People 2020 objectives. The roles of the nurse, specifically the nurse as a member of the profession, provider of care and leader/manager of care are focused on within each nursing course. In the 200 level the concepts are introduced. The nurse as a member of the profession and provider of care is emphasized. The nurse as provider of care is emphasized in the 300 level, and the nurse as the leader and manager of care is emphasized in the 400 level of the curriculum.

The concepts of critical thinking, evidence based practice, communication, collaboration, professional leadership, cultural humility, professional values, and information technology are introduced in the first nursing course and emphasized throughout the curriculum. Nursing courses focus on enhancing the nursing students’ critical thought process. Evidence-based nursing practice is introduced in the first nursing course and emphasized throughout the curriculum.

Each nursing course includes nursing care standards from the American Nurses Association (ANA) and Quality and Safety Education in Nursing (QSEN).
### 8A.5.4 BSN Curricular Outcomes by Level

**HOLY FAMILY UNIVERSITY**  
**SCHOOL OF NURSING AND ALLIED HEALTH PROFESSIONS**  
**BSN Program and Level Outcomes (Approved 8/23/10)**

<table>
<thead>
<tr>
<th>Key Concept</th>
<th>200 Level</th>
<th>300 Level</th>
<th>400 Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication/Collaboration</td>
<td>Identify effective communication and collaborative skills.</td>
<td>Utilize effective inter- and intra-professional communication and collaborative skills to promote therapeutic nurse-patient relationships.</td>
<td>Communicate effectively with all members of the healthcare team to promote health across the lifespan and to facilitate safe patient-centered transitions of care.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Develop critical thinking behaviors and clinical judgment in the application of the nursing process.</td>
<td>Demonstrate basic critical thinking behaviors and clinical judgment to improve patient outcomes.</td>
<td>Employ critical thinking behaviors and clinical judgment to optimize patient-centered outcomes.</td>
</tr>
<tr>
<td>Cultural Humility</td>
<td>Identify the influences of culture on health care practices.</td>
<td>Integrate cultural beliefs, values, and practices of patients/families when providing nursing care.</td>
<td>Incorporate cultural humility in the delivery and management of safe patient care.</td>
</tr>
<tr>
<td>Evidence-Based Nursing Practice</td>
<td>Examine the importance of evidence-based practice to improve patient outcomes.</td>
<td>Examine evidence-based practices to enhance patient outcomes across the lifespan.</td>
<td>Implement evidence-based nursing practice in the delivery and management of health across the lifespan.</td>
</tr>
<tr>
<td>Professional Leadership</td>
<td>Discuss professional nursing roles and leadership concepts.</td>
<td>Demonstrate responsibility and accountability for nursing judgments and actions.</td>
<td>Utilize leadership skills to promote quality patient-centered care and achieve organizational outcomes.</td>
</tr>
<tr>
<td>Professional Values</td>
<td>Develop professional values and behaviors for nursing practice.</td>
<td>Incorporate professional values and standards in the provision of health care.</td>
<td>Assume responsibility and accountability for personal and professional behavior, ethical practice, and patient advocacy, especially for vulnerable populations.</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Identify information technology resources for health care.</td>
<td>Uses health care technology to deliver safe, quality nursing practice.</td>
<td>Evaluate the impact of current and emerging technologies on the delivery of safe and quality health care.</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Healthcare Policy</td>
<td>Identify healthcare issues influencing nursing practice.</td>
<td>Explore the impact of multiple factors influencing healthcare delivery and practice.</td>
<td>Analyze health care issues at the local, state, national, and global levels from a nursing perspective.</td>
</tr>
</tbody>
</table>
8A.6  BSN Program Tracks

8A.6.1  Pre-licensure Tracks

8A.6.1.1  Traditional BSN Track Full-Time Option

This program track is designed for students who are interested in entry to professional nursing and desire preparation for licensure as a registered nurse. Students progress full-time in this program.

8A.6.1.2  Fast Track Second Baccalaureate Degree Pre-Licensure BSN Program

This program is designed for adults who already have a baccalaureate degree from an accredited college or university in a discipline other than nursing and who wish to complete a BSN program.

Starting January, 2015 courses are offered in a seven week format each spring and fall semester. Courses are offered in a six week format during each of the two summer sessions. Completion of the Nursing courses and clinical rotations takes 14 months. Clearance requirements must be met prior to enrollment in clinical courses. (See Section 8A.7.2 Fast Track Second Baccalaureate Degree Pre-Licensure BSN Program.)

8A.6.2  Post Licensure RN-BSN Track (Accelerated Format)

The RN-BSN track is designed for a registered nurse who has graduated from an associate degree or diploma program and wishes to complete a baccalaureate degree in nursing.

8A.6.2.1  RN-BSN Transfer of Nursing Credit

Holy Family University and the School of Nursing and Allied Health Professions recognize the diverse educational and clinical backgrounds of registered nurses and respect their prior learning and educational achievements. Of the 84 total program credits eligible for transfer credit in this accelerated program, 39 nursing credits may be transferred from prior college/hospital-based nursing education programs or validated through individual evaluations.

- Registered Nurses who have graduated from an accredited associate degree/hospital-based Nursing program are eligible for the direct transfer of 51 Nursing credits on matriculation to Holy Family University.

For additional information, see Extended Learning Student Handbook.
8A.7 Course Sequence Forms

8A.7.1 Traditional BSN

| NAME: ___________________________ | ID#: __________________________ |

Bachelor of Science in Nursing  
Minimum Credits: 122

Required Courses

<table>
<thead>
<tr>
<th>Freshman Year</th>
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</thead>
<tbody>
<tr>
<td>(3) Core - Writing I (Comm #1) *</td>
<td>(3) Core - Writing II (Comm #2) *</td>
</tr>
<tr>
<td>(3) Core - Language I (Global Perspective #1)</td>
<td>(3) Core - Language II (Global Perspective #2)</td>
</tr>
<tr>
<td>(3) CSCI 107: Fund Concepts in Biol &amp; Chem. (Core - Nat. Science #1) (Sci/Techn Comp) *</td>
<td>(3) Core - Speech (Comm #3) *</td>
</tr>
<tr>
<td>(3) Core - Mathematics (Sci/Techn Comp) *</td>
<td>(3) Core - Global Perspective #3 (Amer History)</td>
</tr>
<tr>
<td>(3) Core - Theological Literacy #1</td>
<td>(4) BIOL 207/L: Anatomy &amp; Physiology I *</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
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<table>
<thead>
<tr>
<th>Sophomore Year **</th>
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<tbody>
<tr>
<td>(3) Core - Theological Literacy #2</td>
<td>(3) PSYC 208: Psych of Human Development *</td>
</tr>
<tr>
<td>(3) Core - Global Perspective #4 (Global Hist.)</td>
<td>(Core replacement for Nat. Sci. #2) (Sci/Techn Comp.)</td>
</tr>
<tr>
<td>(3) Core - Philosophy (Social Consciousness #1)</td>
<td>(4) BIOL 206/L: Microbiology *</td>
</tr>
<tr>
<td>(4) BIOL 208/L: Anatomy &amp; Physiology II *</td>
<td>(2) NURS 201: Introduction to Professional Nursing *</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
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</table>

<table>
<thead>
<tr>
<th>Junior Year ***</th>
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</thead>
<tbody>
<tr>
<td>(3) MATH 130: Elementary Statistics</td>
<td>(3) NURS 349: Psychiatric-Mental Health Nursing</td>
</tr>
<tr>
<td>(7) NURS 341: Medical-Surgical Nursing I</td>
<td>(7) NURS 351: Medical-Surgical Nursing II</td>
</tr>
<tr>
<td>(2) NURS 343: Applied Pharm for Nursing Care I</td>
<td>(2) NURS 353: Applied Pharm for Nursing Care II</td>
</tr>
<tr>
<td>(2) NURS 345: Nursing &amp; Older Adult Health Promotion</td>
<td>(3) NURS 355: Research for Evidence-Based Nursing Practice</td>
</tr>
<tr>
<td>(1) NURS 347: Transition to Clinical Nursing</td>
<td>15</td>
</tr>
<tr>
<td>15</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Senior Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) NURS 431: Nursing Care of the Childbearing Family</td>
<td>(3) Core - CDN 406: Interdisc. Core Seminar</td>
</tr>
<tr>
<td>(4) NURS 433: Nursing Care of Children</td>
<td>(5) NURS 442: Aggregate-Based Nursing Care</td>
</tr>
<tr>
<td>(1) NURS 435: Transition to Professional Role I</td>
<td>(5) NURS 444: Leadership</td>
</tr>
<tr>
<td>(5) NURS 461: Medical-Surgical Nursing III</td>
<td>(1) NURS 446: Transitional to Professional Role II</td>
</tr>
<tr>
<td>14</td>
<td>14</td>
</tr>
</tbody>
</table>

Students enrolled in 300 or 400 level clinical courses should not roster for afternoon or evening courses on clinical days.

*Prerequisite required for 300 level nursing courses. Progression to 300 level nursing courses requires successful completion of 60 college credits including all prerequisites.

**Progression to 200 level nursing courses requires cumulative GPA ≥ 3.0

***All 300 level courses must be completed to enroll in 400 level clinical courses.

All students must pass a scheduled comprehensive examination prior to graduation.  
Effective: Fall 2014
8A.7.2 Fast Track Second Baccalaureate Degree Pre-Licensure BSN Program

HOLY FAMILY UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH PROFESSIONS

Second Baccalaureate Degree Pre-licensure BSN Program
Total Credits: 122

Name ____________________________________ ID # ______________________

- The first Baccalaureate degree has to have been earned from an accredited College or University.
- Students must have an overall minimum GPA of 3.0 and a minimum GPA 2.75 in Math and Sciences in order to be considered for admission to the Second Baccalaureate Degree Pre-Licensure BSN Program.
- Students must progress in the sequence of nursing courses as listed below.
- Students must be enrolled full-time.
- Clearances, titers, vaccinations, 2 step PPD & CPR must be completed prior to enrollment in clinical courses.
- Each spring and fall semester has two 7-week sessions. Summer semester has two 6-week sessions.

All non-nursing prerequisites must be completed prior to admission to the Second Baccalaureate Pre-licensure BSN program.
Completion of nursing courses and clinical rotations takes 3-1/2 semesters or 14 months.

Program Pre-Admission Requirements:

The following coursework must be completed prior to admission to the Second Baccalaureate Degree Pre-licensure BSN program:

Students must have an overall minimum GPA of 3.0 and a minimum GPA of 2.75 in Math and Sciences in order to be considered for admission for the Second Baccalaureate Pre-licensure BSN program with all of the following courses completed and with the following stipulations:

- All grades from all colleges and/or universities will be included in the calculation of GPAs.
- All courses must have a minimum grade of “C” or better in order to be taken in transfer.
- * These courses, if taken at Holy Family University, must have a minimum grade of “C” in order to meet the criteria for the program.

First Baccalaureate Degree - Term completed ____________

_____ (4) BIOL 206/L: Microbiology * Term completed __________
_____ (4) BIOL 207/L: Anatomy and Physiology I* Term completed __________
_____ (4) BIOL 208/L: Anatomy and Physiology II * Term completed __________
_____ (3) NURS 206: Nutrition * Term completed __________
_____ (3) MATH 130: Elementary Statistics * Term completed __________
## Nursing Course Sequence for Second Degree BSN Program – Required Courses

<table>
<thead>
<tr>
<th>1&lt;sup&gt;st&lt;/sup&gt; year</th>
<th>Session I – 7 weeks</th>
<th>Session II – 7 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUFT 202 – 2 credits <em>(Intro Prof Nsg)</em></td>
<td>NUFT 349 – 3 credits <em>(Psych)</em></td>
</tr>
<tr>
<td></td>
<td>NUFT 204 – 5 credits* <em>(Foundations)</em></td>
<td>NUFT 345 – 2 credits <em>(Gero)</em></td>
</tr>
<tr>
<td></td>
<td>NUFT 355 – 3 credits <em>(Research)</em></td>
<td>NUFT 343 – 2 credits <em>(Pharm 1)</em></td>
</tr>
<tr>
<td></td>
<td>10 credits</td>
<td>7 credits</td>
</tr>
<tr>
<td></td>
<td>*72 hrs lab/simulation <em>(NU 204)</em></td>
<td>Open lab and simulation</td>
</tr>
</tbody>
</table>

**Session I – 6 or 7 weeks**

|                   | NUFT 341 – 7 credits* *(M/S I)*                                                                               |
|                   | NUFT 347 – 1 credit *(Trns cl nsg)*                                                                          |
|                   | 8 credits                                                                                                      |
|                   | *72 hrs clinical; 72 hrs lab/simulation *(six 12-hr clinical days)*                                            |

**Session II – 6 or 7 weeks**

|                   | NUFT 351– 7 credits* *(M/S II)*                                                                               |
|                   | NUFT 353 – 2 credits *(Pharm 2)*                                                                             |
|                   | 9 credits                                                                                                      |
|                   | *144 hrs clinical *(twelve 12-hr clinical days)*                                                              |
|                   | Open lab/simulation                                                                                            |

**2<sup>nd</sup> year | Session I – 7 weeks                                                                                           |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUFT 444 – 5 credits* <em>(Leadership)</em></td>
</tr>
<tr>
<td></td>
<td>NUFT 446 – 1 credit <em>(Trns prof role)</em></td>
</tr>
<tr>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td></td>
<td>* 80 clinical hrs <em>(six 12-hr clinical days &amp; one 8-hr clinical day)</em></td>
</tr>
<tr>
<td></td>
<td>Elsevier Live Review Course</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Exam</td>
</tr>
</tbody>
</table>

Approved: 2014
### 8A.7.3 BSN Course Requirements: Post-Licensure Accelerated RN-BSN Program

Program Requirements for the Bachelor of Science in Nursing

<table>
<thead>
<tr>
<th>General Education</th>
<th>45 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6 credits</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>Oral/Written/Technical Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>Literature/Humanities</td>
<td>6 credits</td>
</tr>
<tr>
<td>Social Science (PSY 201 required, SOC 101 recommended)</td>
<td>6 credits</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Philosophy</td>
<td>6 credits</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>6 credits</td>
</tr>
<tr>
<td>Cross Cultural</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Concentration Requirements</th>
<th>27 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 303: Human Development Across the Life Span</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 352: Family Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 355: Research in Nursing Practice (Prereq: Statistics)</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 450: Contemporary Issues in Nursing</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 452: Leadership/Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 404: Nursing Quality and Patient Safety</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 442: Aggregate-Based Nursing Care</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 358: Global Health</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 444: Clinical Competence Practicum</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Courses in Transfer</th>
<th>51 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult an academic advisor for policies relating to awarding of prior nursing credit.</td>
<td></td>
</tr>
</tbody>
</table>

| PROGRAM TOTAL                                 | 123 credits |
8A.8 Communication

All students have an email account through Holy Family University. All email communication to faculty and staff must be through Holy Family email accounts. All communication to students from faculty and staff will be through the Holy Family University email exclusively. Students must use proper email etiquette when sending email. Emails should be composed utilizing the faculty’s professional name and signed by the student. Abbreviations should not be used and words should be written out to decrease the risk of miscommunication. Please allow two business days for faculty to respond to emails.

8A.8.1 Change in Personal Information

Students must immediately notify the Nursing Office (Nursing Education Building, Room 108) of any changes in name, address, or telephone number.

8A.8.2 Student Mail Folders

All BSN students have a mail folder located in the file cabinet at the entrance of the Nurse Education Building (NEB) on the Philadelphia Campus or outside the Faculty Flex Office 213 at the Newtown campus. Mail folders are used as one method for nursing administrators, faculty, and students to communicate with each other. Students should check their mail folders every day they are on campus.

8A.8.3 Communication Board

A bulletin board located at the entrance of the NEB (across from the mailboxes) is a way for faculty to provide students with important information. Please check this bulletin board for information about student services such as open lab and tutoring, information about the Student Nurses Association of Holy Family, and changes in class and/or clinical locations, etc.

Faculty also post important course or clinical information on the web via Blackboard. Students should check the bulletin board and Blackboard on a regular basis.

8A.8.4 Student Opportunities

Located along the length of the first floor corridor of the NEB are bulletin boards that are used to post information for students about educational, job, and graduate school opportunities. Students are encouraged to check these bulletin boards periodically.

8A.9 Essential Competencies for Nursing Students

The University has a wide range of support services to assist students to be successful in their college endeavor. Please refer to the University Undergraduate Catalog for available student resources. Nursing students have additional resources to facilitate student success. Open Practice sessions are available in the Nursing Laboratory for students who need additional practice with skills.

Speak to your advisor to determine what resources you can access to best meet your needs. Your advisor is available throughout the academic year. During summer months, Nursing administrators are available for advising.
8A.9.1 AACN Essential Functions & Disability Accommodations

The American Association of Colleges of Nursing (AACN) Guidelines for Accommodating Students with Disabilities (10/21/00) suggest the following standards:

- Ability to see, hear (i.e., monitor alarms and auscultory sounds), touch, smell, and distinguish colors. (Auditory and visual acuity must be corrected to within normal limits as measured by standard tests.)
- Oral and writing ability with accuracy, clarity and efficiency (i.e., explain treatments, do health teaching, or give a report to a colleague).
- Manual dexterity, gross and fine movements (i.e., physical assessment, medication administration).
- Ability to learn, think critically, analyze, assess, solve problems, and reach judgment.
- Emotional stability and ability to accept responsibility and accountability.

Disability Accommodations: Any student who has a need for an accommodation based on the impact of a physical, psychiatric/psychological, and/or learning disability must contact the Disability Services Office at 267-341-3231, located at the Philadelphia Campus, Campus Center Room 213. Please contact this office as soon as possible, as eligibility determination requires submission of documentation by the student and review by the Disability Eligibility Committee prior to any accommodation authorization. Classroom and testing accommodations cannot be provided by the instructor without letters of authorization from the Disability Services Office.

8A.9.2 Essential Competencies

Introduction

Nursing education involves diverse and complex experiences directed at meeting program objectives designed to prepare students for professional nursing practice. The following essential competencies are expected from students for admission, progression, and graduation from the BSN program. These are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

These standards have been developed so that students will have concrete information about the requirements of the BSN program. It is the responsibility of the student to determine requirements for employment following completion of the program.

A student in the BSN program must be able, with or without reasonable accommodation1, to meet the following competency standards:

Competencies regarding comprehension

The Nursing student must be able to integrate, analyze, and synthesize information received through observation and communication in a consistent and accurate manner. Students who are

---

1 Reasonable Accommodations: If a student believes he or she has a disability and needs reasonable accommodation to be able to meet the essential competencies they are directed to contact the disabilities services office.
unable to meet these competencies may be dismissed from the BSN program. This includes, but is not limited to the ability to:

- interpret body language of patients
- discern colors of wounds and body fluid drainage
- assess client condition through observation
- perform assessments based on hearing, including the detected audible alarms used to monitor patient status or to alert staff to patient needs
- evaluate patient responses to treatment, and determine appropriate action in response
- perceive pain, pressure, temperature, position, vibration, and movement to gather significant information needed to assess client condition
- use touch to determine unsafe levels of heat or cold in devices used in patient care

**Competencies regarding communication**

The Nursing student must be able to effectively communicate. This includes, but is not limited to the ability to:

- effectively communicate with patients
- effectively communicate with healthcare team members
- read, write, understand and speak the English language
- maintain accurate patient records
- present information in a professional, logical manner
- interpret characters and words on various electronic screens
- accurately prepare medication doses

**Clinical competencies**

The Nursing student must be able to perform effectively in all aspects of clinical activity, including but not limited to the ability to:

- respond promptly to urgent situations that may occur during clinical activities
- gather, synthesize, and prioritize data leading to developing a plan of action
- participate in professional interactions with the healthcare team
- push/pull/lift 25-50 lbs., stand, walk, sit, bend, stoop, reach,
- perform physical assessments
- perform or assist with procedures, medication administration, management and operation of diagnostic and therapeutic medical equipment
- assist with patient movement and transfer
- meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe performance in clinical and classroom settings
- perform cardio-pulmonary resuscitation (CPR) as necessary

**Miscellaneous**

With respect to every aspect of the Nursing student’s performance, the student must be able to:

- effectively function under stress
- effectively function in an environment with multiple distractions, interruptions and unexpected patient needs
• accept and integrate constructive criticism
• function cooperatively
• adhere to the BSN behavior standards
• exhibit non-discriminatory communication and behavior
• conform to ethical standards

8A.9.3 Support Services

8A.9.3.1 Center for Academic Enhancement
This Center is an academic support service available to students who are interested in improving their learning skills. Tutorial services are offered, and self-study materials are provided across selected educational content. The Center is located on the second floor of the Library on the Philadelphia Campus. Assistance is also available at the Newtown location in the Learning Resource Center (LRC).

8A.9.3.2 Computer Labs
Computer labs are located in rooms 204, 206, & 411 of Holy Family Hall, and rooms 207, 208, 307 & 308 in the Educational Technology Center (ETC). These labs provide resources for Holy Family University students. Computer labs are also available at Newtown. Open laboratory hours are available as posted.

8A.9.3.3 Nursing Academic Support
In addition to services offered by the Center for Academic Enhancement, academic support specific to nursing topics is available. Students should visit NEB 201 or email the Academic Success Coordinator to arrange for an appointment with the academic support professional as early in the semester as possible for assistance.

8A.9.3.4 Open Nursing Laboratory
The nursing laboratory is open several hours per week for students to practice essential clinical skills with support from faculty. Please visit the lab for details.

8A.10 Student Nurse Organizations

8A.10.1 Sigma Theta Tau International Honor Society of Nursing
The Delta Tau Chapter-At-Large is a joint chapter with Holy Family University, Neumann University, Eastern University, and Immaculata University. Its purpose is to recognize superior scholarship and leadership in nursing and to encourage nurses to contribute to the advancement of nursing through research. Students are invited to become a member in the Chapter during their senior year in the Nursing program.

The following criteria are used in the selection for invitation to the Chapter:
1. Overall GPA of 3.0 or above; and
2. In the top 35% of students completing the pre-licensure and RN-BSN Nursing program – January through December each year.

The Faculty Counselor invites eligible students to apply for membership. Fees associated with membership are the responsibility of each student.
8A.10.2 SNAHF – Student Nurse Association of Holy Family

SNAHF is a state-level, pre-professional organization that represents the interests of Nursing students. It is a constituent of the National Student Nurses’ Association, Inc., (www.nsna.org), the largest independent student organization in the country. Students are eligible and encouraged to join SNAHF in their freshman year by logging on to www.nsna.org and clicking on membership services. Once students pay for their membership, they are eligible to belong to the Holy Family SNA chapter. Members have the opportunity to become involved in charitable projects, fundraising, professional education, state and national conventions and social activities.

8A.10.3 Family Man- Holy Family University Chapter: American Assembly for Men in Nursing (AAMN)

The purpose of AAMN is to provide a framework for nurses, as a group, to meet, to discuss and influence factors, which affect men as nurses.

AAMN Objectives include:

- Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
- Support men who are nurses to grow professionally and demonstrate to each other and to society the increasing contributions being made by men within the nursing profession.
- Advocate for continued research, education and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels.
- Members have the opportunity to become involved in service projects, professional education, state and national conventions and social activities.

Students are encouraged to join AAMN (http://aamn.org).

8A.11 Student Advising

All matriculated Nursing students are assigned an academic advisor that is a nursing faculty member. The advisor will assist the student in program planning and progression. Each student is expected to research the courses that they need to take each semester through Web Advisor and fill out an academic advising sheet with a tentative list of classes. The student is responsible to make sure the timing of the classes does not conflict. Students meet with their advisors who will check the courses against the recommended program of study. The advisor will remove the faculty hold on the student’s account once the meeting takes place, which will enable the student to register on the web. Students can determine when they are eligible to register online by checking dates posted on the academic calendar on the Holy Family website. Advisors post appointment times for advising on their doors, and may also email advisees to alert them to sign up for advisement. Students registering for Nursing courses during the summer months should see their advisors prior to the end of the spring semester. Nursing faculty administrators are available during the summer months for advising.

A student planning to withdraw from a course should make an appointment with his/her advisor to determine the impact of the withdrawal on program progression or financial obligations. Failure to officially withdraw from a course can result in a student receiving a grade of F. Students are responsible for knowing dates for dropping and adding courses as well as withdrawal. All dates are posted on the calendar on the Holy Family website.
Meeting routinely with one’s advisor is critical to successful completion of the program. Students are encouraged to meet with their advisor whenever they have questions or concerns. Advisors are assigned to assist students with their program of study.

Students’ names and assigned faculty advisors are posted on the Student Advisor Bulletin Board outside Room 107 in the NEB.

**Final responsibility for attaining degree requirements rests solely with the student.**

**8A.12  Registration**

**8A.12.1  Registration**

Only students who are Nursing majors are permitted to register for Nursing courses.

**8A.12.2  Course Schedules**

Course offerings are available for the fall, spring, and summer sessions through Web Advisor each semester.

Class schedules are designed to meet the needs of enrolled students. Full-time students are not guaranteed that all classes will be offered during the day. Evening classes or evening clinical experiences may be necessary depending on the availability of faculty and clinical sites. Administration reserves the right to change course offerings or location (i.e., Newtown/Bensalem sites) as deemed necessary. A course may be cancelled due to low enrollment, or other department concerns. Students will be notified if this happens.

Cancellation of a course can occur up to and including the first week of class.

**8A.13  Faculty Office Hours**

Nursing faculty have designated office hours. Office hours are posted on the bulletin board outside the faculty member’s office and on their door at the beginning of each semester. Students are encouraged to utilize this time to discuss issues affecting academic standing, progression, and success.

Messages for faculty may be placed in the mailboxes outside their offices, left on their voice mail or sent via email.

**8A.14  Honors Policy**

**8A.14.1  Policy**

Honors are granted to graduating seniors in recognition of outstanding ability and achievement. Honors will be awarded to the top 10% of the pre-licensure graduating class and top 10% of the RN-BSN graduating class who meet the eligibility requirements. Qualifications include:

**8A.14.1.1  Pre-licensure Track BSN Students**

1. Completion of more than half of the Program courses and a 3.5 overall GPA at Holy Family University;

2. Successful first-time achievement of a passing score on the comprehensive examination and successful first-time completion rate of 90% or higher on the med-math competency examination;
3. Demonstration of professional and ethical conduct.

8A.14.2 Post-licensure RN-BSN Track Students

1. Completion of more than half of the Program courses and a 3.8 overall GPA at Holy Family University;
2. Attainment of a minimum GPA of 3.8 in Nursing courses at the end of the first 400 Level semester;
3. Successful first-time completion of a clinical project as designated by faculty that has earned a grade of A.
4. Completion of an essay describing value of education and contributions or service to the University or community.
5. Demonstration of professional and ethical conduct.

8A.14.2 Procedure

Review and tabulation of the following criteria:

1. The Nursing cumulative grade point average of students who achieve an overall GPA of 3.5 or above for Pre-licensure Track BSN students or GPA of 3.8 or higher for Post-licensure RN-BSN Track students.
2. Results on the comprehensive examination and mathematical competency testing.
3. Evidence of professional and ethical conduct.

8A.15 Policies Specific Only to Traditional Undergraduate BSN Students

8A.15.1 Traditional BSN Admission, Grading and Continuation Policies

GPA criteria for admission to 200 level Nursing courses will be consistent for all students admitted on or after Fall 2012. To begin 200 level Nursing coursework, students must have an overall 3.0 GPA and a 2.75 math/science GPA.

8A.15.1.1 Traditional BSN Admission Policies

8A.15.1.1.1 Criteria for Students Admitted Beginning Fall 2012

To be accepted as a Nursing major students must meet the following SAT requirement:

- Minimum SAT score of 950 combined Critical Reading and Math.
- Students with SAT scores between 860 and 940 can be accepted as a pre-Nursing major.

For pre-Nursing majors, academic performance will be reviewed at the end of the second semester. Approval for a change of concentration requires:

- Overall Holy Family GPA is at least 3.0
- No more than one Science, Math, or English course grade < C
- Successful completion of core science course (minimum grade of C)
- Successful completion of at least one concentration-related science course (BIOL 206, BIOL 207, or BIOL 208)
• Successful completion of core mathematics course (minimum grade of C)
• Science and Mathematics GPA at least 2.75 (courses included in this GPA are BIOL 206, BIOL 207, BIOL 208, core science course, core math course)

Transfer students must have a minimum transfer GPA of at least 3.0 for admission. If transfer students have completed all required science and math courses, they must have a math/science GPA of 2.75 or higher.

8A.15.1.1.2 Criteria for Validation for Entrance to BSN program, second semester sophomore year (200 level and 300 level Nursing courses)

To be eligible to enter the 200 level Nursing courses students must:

• Complete all prerequisite courses with a minimum grade of C
• Achieve a minimum overall Holy Family University GPA of 3.0.
• Have a science/ math/pre-nursing GPA of at least 2.75.

Students who are not validated for acceptance to 200 level courses due to GPA have one additional semester to meet the requirements for validation.

To be eligible to enter 300 level Nursing courses students must:

• Achieve 90% proficiency on the 200-level med-math competency test.
• Complete all clearances and health information through American Data Bank.
  o By July 1 for fall semester
  o By December 1 for spring semester

8A.15.1.1.3 Admission Criteria for Internal Change of Concentration

Criteria for internal applicants to be considered for a change of concentration to Nursing are listed below. Approval for a change of concentration is contingent upon the applicant’s qualifications and space availability in the program.

For the student who has only attended Holy Family (freshman admitted Fall 2012 or later):

• Overall Holy Family GPA is at least 3.0
• Has completed a core science course (minimum grade of C)
• Has completed at least one concentration-related science course. One course must be BIOL 207 (minimum grade of C)
• Has completed core mathematics course (minimum grade of C)
• Has no more than one science/math/English course grade < C
• Science and math GPA at least 2.75 (Courses included in calculation: BIOL 207, 208, core science course, core math course).
• If the student transferred to Holy Family and had begun study in another concentration, the overall GPA at the originating institution must be at least 3.0.

8A.15.1.2 Traditional BSN Grading Policy

The student must earn a grade of C or better in all nursing courses. A student’s standing at the close of the semester is determined by the results of course exams, final exams, quizzes, papers, assignments, and other course requirements. A weighted combined exam grade of 77% must be
obtained on classroom exams before the scores/grades from other assignments (quizzes, papers, other course requirements) are added in the computation of the final grade. This policy applies to the following courses:

<table>
<thead>
<tr>
<th>NURS 204</th>
<th>NURS 341</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 206</td>
<td>NURS 342</td>
</tr>
<tr>
<td>NURS 343</td>
<td>NURS 349</td>
</tr>
<tr>
<td>NURS 345</td>
<td>NURS 351</td>
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<tr>
<td></td>
<td>NURS 353</td>
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<td></td>
<td>NURS 431</td>
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<td>NURS 433</td>
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<td></td>
<td>NURS 461</td>
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<tr>
<td></td>
<td>NURS 442</td>
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<tr>
<td></td>
<td>NURS 444</td>
</tr>
</tbody>
</table>

If the weighted combined exam grade is less than 77% in any of the courses listed, the grade assigned is the average of the exams. The student will not be able to progress in the nursing program. Only one (1) nursing course may be repeated in the program.

Grades are calculated as follows:

- All grades for course exams, final exams, quizzes, papers, assignments, and other requirements will include the hundredths place (i.e., 78.12 or 82.00).
- The final course grade will be calculated by adding up all the points for each course requirement after determining that the weighted combined exam grade is 77% or higher. Rounding the grade to the nearest whole number will occur only one time – that is, after points for all course requirements are added.

In calculating grades, to convert the final course grade to the nearest whole number [0.0 – 0.49 becomes the lower number; 0.5 – 0.99 becomes the higher number] only considering the decimal position of a tenth. For example, a grade of 76.35 becomes a grade of 76; a grade of 76.50 becomes a 77; a grade of 85.73 becomes an 86.

### 8A.15.1.2.1 Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>B+</td>
<td>90-93%</td>
</tr>
<tr>
<td>B</td>
<td>86-89%</td>
</tr>
<tr>
<td>C+</td>
<td>81-85%</td>
</tr>
<tr>
<td>C</td>
<td>77-80%</td>
</tr>
<tr>
<td>D+</td>
<td>73-76%</td>
</tr>
<tr>
<td>D</td>
<td>70-72%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70%</td>
</tr>
</tbody>
</table>

### 8A.15.1.3 Traditional BSN Continuation Policies

1. **Professional Conduct**
   Each student is accountable for the demonstration of professional behaviors with peers, faculty and staff in all settings consistent with the following policies: Section 8A.15.2.4.1 Traditional BSN Professional Behavior, Section 8A.15.2.4.2 Traditional BSN Safety Criteria and Section 8A.15.2.4.3 Traditional BSN Clinical Conduct Policies.

2. **Clinical Credentials**
   Students must complete all clearances and health information through American Data Bank by the stated due date in order to be eligible for clinical experiences. See Section 8A.15.2.2 Traditional BSN Clinical Credentials Policy. Students who are registered for clinical courses, but are non-compliant will be administratively withdrawn from those courses. Students who have a
positive criminal background will not be validated for entry to the 300 and 400 level nursing courses. A change in background clearance from negative to positive will result in the student being dismissed from the program until such time that the criminal record is expunged. Students are required to immediately notify the Dean of any change in status.

3. Medication Calculation
Achievement of 90% or higher on the medication calculation exams at the start of each clinical course is required. See Section 8A.15.3 Traditional BSN Med-Math Competency Policy for details.

4. Academic progression
   a. Per University policy, any course may be repeated once to achieve the required grade of C. No grade of C or higher may be repeated.
   b. To be eligible to enter 200-level Nursing courses students must achieve an overall grade point average of 3.0.
   c. Students must complete all prerequisite courses with a minimum grade of C in Math and Science and a combined Math and Science GPA of 2.75.
   d. Students may repeat only one concentration-related science course (BIOL 206, BIOL 207, BIOL 208)
   e. Students must progress by taking all required nursing courses each semester, as outlined on the sequence sheet.
   f. Students who are taking a nursing course for the first time have registration priority.
   g. Per University policy, any course may be repeated once to achieve the required grade of C. No grade of C or higher may be repeated.
   h. The 300 level courses must be completed before taking the 400 level courses.
   i. Students who fail a nursing course for the first time must repeat the course together with NURS 299 Nursing Pathway to Progress the following semester if space is available. Students repeating a nursing clinical course take only one (1) clinical course that semester. Successful completion of the repeated course and NURS 299 is required for progression in the nursing program.
   j. Students must pass the theory, clinical seminar, and practicum components of clinical courses simultaneously. A failing or unsatisfactory grade in any component constitutes a failing course grade. A student who fails the clinical component of any course is dismissed from the nursing program.
   k. Only one nursing course may be repeated in the program.
   l. Students are permitted to withdraw failing and repeat only one nursing course while in the BSN program.
   m. Students who fail two (2) nursing courses are dismissed from the Nursing Program.
   n. Students are required to complete the Nursing Program in five (5) calendar years from the time the first 300-level clinical nursing course is taken.
   o. Students who withdraw from the program for a full calendar year or more must follow University policy for readmission to the University and are subject to nursing faculty review.

The faculty reserves the right to modify or waive certain school requirements. BSN program policies may be changed without notice in order to meet criteria of external accrediting agencies (Pennsylvania State Board of Nursing and the Commission on Collegiate Nursing Education).

5. Program Dismissal
Dismissal from the Nursing program occurs when the student:
• Fails the clinical component of a nursing course.
• Fails two nursing courses.
• Fails any required course for the second time.
• Fails any required level medication math competency exam a third time.
• Withdraws from a nursing course being repeated due to past failure or withdrawal.
• Fails to demonstrate safe clinical practice.
• Fails to meet policies for clinical compliance and health regulation.
• Does not have a clear state criminal background, child abuse background, or FBI background check.
• Does not have a clear drug screen.

8A.15.1.4 Traditional BSN Academic Dispute and Challenges

Any academic dispute or grade challenge must be sought by the conclusion of the next semester and resolved within one year of receiving the grade. Any dispute or challenge older than one academic year will not be considered. The policy in the Undergraduate Catalog will be followed.

8A.15.2 Traditional BSN Clinical Policies

8A.15.2.1 Traditional BSN Cancellation of Clinical Experience Due to Inclement Weather

8A.15.2.1.1 Traditional BSN Policy

Students are to follow the direction of the University regarding school cancellation in inclement weather. The Dean of the SONAHP may cancel clinical experience when the University has not announced a closing.

8A.15.2.1.2 Traditional BSN Procedure

1. Students are to listen to public announcements for school closings on either KYW–1060 Radio or access www.kyw1060.com exclusively.

University codes are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>Day</th>
<th>Code</th>
<th>Evenning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia</td>
<td>124</td>
<td>Day</td>
<td>2124</td>
<td>Evening</td>
</tr>
<tr>
<td>Newtown</td>
<td>784</td>
<td>Day</td>
<td>2784</td>
<td>Evening</td>
</tr>
<tr>
<td>Bensalem</td>
<td>144</td>
<td>Day</td>
<td>2029</td>
<td>Evening</td>
</tr>
</tbody>
</table>

2. In the event of inclement weather, when the University is not closed, a clinical instructor must consult with and obtain approval from the Dean or Associate Dean prior to cancelling clinical. Clinical cancellations will be posted on Blackboard and emailed to students.
3. Students are to supply correct telephone numbers to faculty and the School of Nursing Secretary (Room 115, NEB).

4. To ensure the security of Holy Family’s three locations, the University has implemented a new “emergency alert” system. This voluntary system is designed to immediately notify the campus community, via cell phone or email, when an emergency situation occurs on campus. Up to (2) cell phone numbers and one email address may be registered per person. In addition to emergency situations, the new system will alert registered members when the University is closed due to snow or other weather-related events. To register, visit: http://www.holyfamily.edu/about-holy-family-u/resources/hfu-alert-system.

**8A.15.2.2 Traditional BSN Clinical Credentials Policy**

**8A.15.2.2.1 Traditional BSN Policy**

The Pennsylvania Code, Title 49, Professional & Vocational Standards, Section 21.111 Health Program of the State Board of Nursing requires that the health program include: pre-entrance and periodic health examinations, an immunization policy, and that appropriate cumulative student health records be maintained throughout the enrollment of the student. All clearance and student health records are to be submitted through American Data Bank at www.holyfamilysafety.com.

Prior to validation to enter 300 level Nursing courses, students in the Nursing program are required to:

1. Meet the standards of the State Board of Nursing, as well as standards required by health care institutions to which they are assigned.

2. Enroll in the American Data Bank Management system for clearances and health information at www.holyfamilysafety.com and pay all designated fees for services.

3. Complete an FBI background check. This criminal background clearance is required yearly and must be current. Students are responsible to immediately notify the Dean of any change in legal status. Students who change to a positive background, for any reason, will be dismissed from the program until their record is expunged.

**Criminal Background Check Policy for Clinical Education**

Any offense (arrest, conviction, misdemeanor, felony, etc.) on a student’s record will prohibit him/her from being validated for progression in the Nursing program. Students must have a clear background to continue in nursing courses. Any student found to have anything on their FBI background check, will be dismissed from clinical courses and/or dismissed from the nursing program until such time that their background is cleared. Some offenses cannot be removed from a record. This includes some felonies and insurance fraud. If the offense is expungeable, the student is encouraged to seek legal counsel. If the student’s record is cleared, once the record shows as “clear” the student is eligible for progression, provided all other eligibility requirements are met.

Any student with an offense listed on the “Prohibitive Offenses” contained in PA Act 169 of 1996 as amended by Act 13 of 1997, the Older Adult Protective Services Act, will not be admitted to the BSN Program.

4. Complete all other clearances through www.holyfamilysafety.com maintained by American Data Bank (See Section 8A.15.2.2.2 Traditional BSN Procedure for Clearances).
5. Maintain current cardio-pulmonary resuscitation (CPR) competency for health care professionals through the American Heart Association (Please note: this is the only accepted CPR certification). Proof of certification is submitted through the American Data Bank web site.

6. Purchase and keep health insurance current. A current health insurance card is to be submitted yearly to American Data Bank.

7. **Drug Testing Policy for Clinical Education**

   A student will not be validated to enter clinical unless the student’s 10 panel drug screen is negative. Drug testing is done according to protocol outlined on the American Data Bank web site, [www.holyfamilysafety.com](http://www.holyfamilysafety.com).

   Upon faculty member discretion, students may be asked to obtain an additional drug screen at any point in the semester. Students should order the drug screen on American DataBank under the package name “Drug Screen for Cause.” This drug screen must be completed within 12 hours of the request.

**8A.15.2.2.2 Traditional BSN Procedure for Clearances**

1. Go to [www.holyfamilysafety.com](http://www.holyfamilysafety.com) to begin or update your clearance requirements record through American Data Bank/Compilo. Click on either Begin your Background Check or ITS/Compilo Compliance System. Click onto either Returning Students or New Students. Follow the instructions for clearance requirements and creating an account. Holy Family University utilizes Cogent for their FBI background check. Please visit [www.pa.cogentid.com/index.htm](http://www.pa.cogentid.com/index.htm). Click on the DEPARTMENT OF EDUCATION link ONLY for teachers, school administrators, etc. (upper left link). If you inadvertently select another department (i.e., Dept of Welfare, Human Services, etc.) your results cannot be accepted.

2. Once you have completed the registration process for fingerprinting, print out the page with your registration ID (the registration ID starts with PAE) and take it to the fingerprinting site. After you have been fingerprinted, you will receive a letter from the state via U.S. First Class Mail. You must upload the page entitled “Civil Applicant Response” to your ADB account to achieve compliance with Holy Family University’s FBI clearance requirement. Once your fingerprinting requirement is satisfied, email your name and PAE registration number to srogers@holyfamily.edu for the purpose of updating your university record.

3. When you are ready to place your state background check and drug screen order, go to [www.holyfamilysafety.com](http://www.holyfamilysafety.com). Click *Begin your Background Check & Drug Screen*, read the steps on the following page. More information on Drug Screening can be found by clicking the *Drug Screen Information* button on this page. **Please note:** You will receive an email with your drug screen registration ID number, as well as locations to take your test. This will take 1-2 business days to receive. Be sure that you list your valid email in the order you place online. You have only 60 days to complete this drug test after ordering, if you take longer than 60 days to submit your specimen, you will be forced to re-order and re-pay for the drug screen.

4. When you are ready to order, click *Click Here to Order your Background Check & Drug Screen*. On the next screen, you will need to select the correct package. **Package 1** ($70.00) is for BSN Students ONLY, **Package 2** ($100.00) is for MSN Students/Faculty ONLY.
Both packages include the background check and drug screen required for the respective program. Package 1 ($70.00) includes the following background checks through: PATCH (Pennsylvania Statewide Criminal Search); OIG (Office of Inspector General); Nationwide Sex Offender Registry; a GSA (General Services Administration). This package also includes a 10 Panel Drug Screen. In addition, package 3 ($40.00) is a Drug Screen Only package, and package 4 ($40.00) is a Drug Screen Only – For Cause package.

Please note: Only order package 3 if you need an additional drug screen, as packages 1 and 2 have drug screens included. Only order package 4 if instructed by Holy Family, as this drug screen is *For Cause* only. If instructed to order package 4, a Chain of Custody Form must be obtained from the Holy Family University School of Nursing and Allied Health Professions, NEB Room 115.

5. Click *continue with order* and complete all your information.

**IMPORTANT:** Be careful when entering information to American Data Bank. Do not make typing errors when entering personal information. **All** errors, no matter how innocent, may result in you having to re-test and re-pay with the corrected information.

**Examples of innocent errors:**

Mixing up order of first, last and middle names  
Typing error in Social Security Number (SSN)  
Typing error in birth date

**Be careful to use your correct email address, as American DataBank will be sending your electronic registration to you within 1-2 business days. Check your spam/junk email folder if you do not get this email. If it is truly lost, be sure to email American DataBank at [ex@americandatabank.com](mailto:ex@americandatabank.com) for it to be resent.**

You MUST check yes in the box that asks if you want a copy of your report and give a valid email address. It is suggested that you have a copy of your report to verify your results and act on any discrepancies.

6. For your background check and drug screening you may pay by either credit/debit card or money order. Be aware that if you choose to pay by money order you will need to mail the money order to American DataBank, and your background check and drug screening will not begin processing until that money order is received by American DataBank.

7. Once submitted, a confirmation of payment email will be sent to you, usually within 24 hours.

8. For your drug screen, once you have completed your online order application, American DataBank will **email you an Electronic Registration ID with a Quest Diagnostics location near your listed address. Additionally, a list of Quest Diagnostics Patient Service Centers is on the website. Please make an appointment for your drug screen at one of the designated Quest diagnostic locations. You will have 60 days from the time of payment to complete this drug screen. If you do not complete this test within the time frame, you will have to re-register and re-pay for the drug screen!**

**Please Note: Students with a positive Drug Screen will NOT be admitted to the 300 level Nursing courses. If your drug screen is positive, you will be advised at that time as to your options.**
Should you have any questions or concerns, please feel free to contact American DataBank at 1-800-200-0853 (toll free) or email to ex@americandatabank.com.

9. **HEALTH INFORMATION, HEALTH INSURANCE, AND CPR INFORMATION IS ON THE SITE AS WELL.** Follow directions on the American DataBank web site. Once you login to your Immunization Tracking System (ITS) account, you will see several links to the right hand side of the page that you click to enter information related to immunizations, physicals, and CPR, all marked ‘Input Date’. Click any one of these buttons to get started, making sure that you ‘Save’ and ‘Confirm’ when you are done. You do not need to type in all your dates at one time, but must type in all information for any items you choose to start. You must upload all supporting documents to your account, click the ‘Add Documents’ button to get started.

**Please note:** There is a Help Guide located on the left when you login to the ITS, there are also helpful videos located once you login. Click the ‘Help’ link under the Menu for videos that show step-by-step how to complete everything in the system.

**ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY JULY 1 IN ORDER TO STAY IN 300 LEVEL CLINICAL COURSES IN THE FALL.**

**ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY DECEMBER 1 IN ORDER TO STAY IN 300 LEVEL COURSES IN THE SPRING.**

**STUDENTS IN 400 LEVEL COURSES ARE REQUIRED TO MEET ALL COMPLIANCE REQUIREMENTS BY JULY 1 FOR FALL CLINICAL COURSES AND DECEMBER 1 FOR SPRING CLINICAL COURSES.**

10. Health insurance information must be faxed to ADB. All students must submit proof yearly through a current health insurance card to American Data Bank. Any student who has registered for clinical courses and has not submitted proof of current health insurance coverage will be withdrawn from the courses.

**Please note:** All students must submit a copy of the front and back of their Insurance Card, which must state their first and last name. Additional information showing current coverage may be supplied, but must show the student’s name along with coverage. It is highly likely that you may submit the same card every year, assuming your coverage does not change while at Holy Family.

11. Proof of current **American Heart Association CPR FOR HEALTH CARE PROVIDERS** will need to be submitted at [www.holyfamilyhsa.com](http://www.holyfamilyhsa.com). No other CPR certification is acceptable. Documentation of completing a recent CPR for Health Care Providers course while waiting for the CPR card to arrive in the mail will be accepted. This can be submitted to American DataBank on a temporary basis. Once the student’s official CPR card arrives, the student is expected to submit this immediately to American Databank.

12. Students who are not compliant with all clearances by July 1 for fall clinical and December 1 for spring clinical will be withdrawn administratively from their clinical Nursing courses. All expiration dates must occur after the last date of the semester. None of the required items may expire during the semester. That is, by July 1 for fall clinical and by December 1 for spring clinical, every item must be clear for the DURATION of the semester.

13. Yearly flu shots will be required prior to the start of flu season. A precise due date will be announced at the beginning of each semester. Students taking NURS 204 in a spring
semester should wait for the designated flu shot date. Students taking NURS 204 in need of Hepatitis immunization should notify the Associate Dean by email.

14. Be aware that most clearances take weeks to complete, to submit, and for the student to appear compliant in ADB. Documents will not be accepted by faculty or administration as evidence of compliance; the student must be compliant in ADB.

**8A.15.2.3 Traditional BSN Clinical Uniform Policy for Clinical Agencies and Simulation Experiences**

This policy applies to all clinical settings: agency, laboratory and simulation experiences.

1. The uniform is a navy blue scrub with Holy Family University in white embroidery and a name pin. These must be purchased in the University bookstore. Student loan funds can be used for uniform purchases.

2. A “V neck Cardigan” style white lab jacket embroidered in navy is also required. This is the only garment that is to be worn over the uniform. Nothing visible is to be worn under the uniform (no turtlenecks, long sleeves, t-shirts, etc.). Nothing else can be worn over the uniform (no sweaters, sweatshirts or hoodies).

3. Clean, regulation, white shoes, or white sneakers (no trim of any color other than white) to be used in the clinical and simulation areas. Clogs, high heels, etc. are not acceptable. White stockings or socks must be worn.

4. A stethoscope, pen, and electronic device running clinical resource applications (Nursing Central currently used) must be on your person.

5. Hair must be worn in a conservative style and worn off the collar (both male and female). Only natural hair colors are acceptable. Hair must be a natural color and, if colored, in a pattern found “naturally” (i.e., no unnatural stripes, large strips of color, blocks of color, or colored “patterns”).

6. Males – clean-shaven or neatly clipped short beard; females – discrete use of make-up.

7. Only short fingernails are acceptable in any clinical practicum. Nail polish may be worn; however, it should be light in color and without chips. Fake nails, gel polish or acrylic tips are not to be worn.

8. No jewelry other than a nurse’s watch with a second hand; an engagement and/or wedding ring; and neck chains (worn inside the uniform and not visible).

9. No body piercing with the exception of pierced ears (in the lobe, one in each ear, small post earring, no hoops or dangling earrings permitted) is acceptable in any clinical experience. Any other visible piercings must be removed prior to entering the clinical agency. Any student with a tongue piercing will be asked to remove this as well.

10. No brandings or tattoos are to be visible during clinical practicum. If present, tattoos or brandings are to be covered.

11. When visiting health care agencies and not caring for patients, students are expected to wear their embroidered lab jacket with a name pin, and carry student identification. Professional dress under the lab jacket is required. (No jeans, shorts, sweat pants, tights, leggings or short skirts are to be worn).
12. Students not dressed appropriately will be asked to leave the clinical agency, lab or simulation experience.

13. Students will not be permitted to enter NURS 204 without the required uniform. Students who are pregnant or anticipating a pregnancy during clinical must purchase the maternity uniform.

8A.15.2.4 Traditional BSN Policies for Clinical Experience

1. Student entrance into laboratory/clinical courses is contingent upon the number of student clinical spaces and the availability of appropriate clinical sites and/or clinical faculty. (Laboratory/clinical experiences will be identified as “clinical.”)

2. Students may not request a specific clinical site placement. Clinical groups within a specific course are randomly assigned.

3. Student attendance in laboratory or clinical agency experience is mandatory in the Nursing program. More than one clinical or lab absence in a 6-clinical day rotation or more than two clinical or lab absences in all other clinical rotations will result in a clinical and course failure. Absences from clinical due to illness or injury may require a written clearance from a qualified health care provider prior to the student returning to clinical.

4. Student absence from clinical is subject to faculty review regarding the student’s ability to meet the clinical objectives. All students are required to make up missed clinical time regardless of the reason for absence. Clinical make-up assignments will be determined by the Course Coordinator consistent with the course objectives. Make-up clinical assignments will be documented on the Clinical Evaluation Tool. Any student absent from clinical must notify the agency, the clinical instructor, and the school prior to the start of the clinical day.

5. Simulation is mandatory for all clinical and lab Nursing courses. If a student misses an assigned simulation experience he/she will be required to make-up the simulation experience on the scheduled make-up day and complete a clinical make-up assignment to meet course objectives. Failure to complete the simulation and clinical make-up assignment will result in a course failure.

6. Students referred by the clinical faculty to the Learning Resource Laboratory for remediation of clinical skills are to provide the clinical faculty with proof of successful skill performance. Students not demonstrating safe clinical practice consistent with course objectives, A.N.A. Scope and Standards of Practice and Social Policy Statement, and the Professional Nurse Practice Act of the Commonwealth of Pennsylvania are subject to immediate dismissal from the program.

7. Students are required to comply with all clinical agency policies and procedures, including Health Insurance Portability and Accountability Act (HIPAA) of 1996/2003.

8. Students are responsible for their own transportation in connection with clinical experiences.

9. Some clinical rotations require the student to obtain assignments at clinical agencies the evening/night before the clinical experience.

10. Students who are pregnant may register for clinical courses once they provide a form to the Dean that is signed by their health care provider, noting that they do not have any restrictions. (See Section 8A.15.2.6 Traditional BSN Pregnancy and Postpartum Clinical Policy)
11. Clinical assignments are posted on the associated Blackboard course site. Clinical assignments are final and changes are accommodated only in emergency situations.

12. Students should not enroll in afternoon or evening classes until the specific time or schedule for clinical is posted on Blackboard. Clinical and lab experiences may take place any time between the hours of 7 am and 9 pm. Some clinical sites require rotation of times. Clinical times cannot be guaranteed to be between the hours of 7 am and 3 pm, except in the cases of student athletes. All student athletes should supply their advisor with documentation from the athletic director prior to registration.

13. Students are responsible to have all necessary clearance information completed and updated each semester so that they remain current. If information is not completed or updated when necessary, the student will not be eligible for clinical and will be withdrawn from the course.

14. Students are responsible to have electronic resources available while in the clinical setting. The current electronic resource package is available in the Bookstore and is mandatory for all clinical courses. The current package is through Unbound Medicine and includes a drug guide, lab guide, dictionary, nursing diagnosis guide and accessibility for online journal searches. This resource can be downloaded on any “smart phone” or iPod Touch. The student is responsible for obtaining an appropriate device as well as the electronic resource. Holy Family University has a site license with Unbound Medicine Nursing Central, and students will receive all updates free. Purchasing the resource elsewhere will require the student to purchase yearly updates.

8A.15.2.4.1 Traditional BSN Professional Behavior

Professional behavior and safety are valued as essential attitudes and actions for successful completion of the BSN program and are evaluated by demonstration of the following:

Professional behaviors are evaluated by the following:

1. **Active Learner**
   
   **Assumes responsibility for own learning needs in all settings.**
   **Attendance in accordance with the School of Nursing and Allied Health Professions policy**
   
   - Attends all classes and clinical experiences.

2. **Punctuality for all learning experiences**
   
   - Arrives promptly and stays for the duration of time for classes and clinical experience.

3. **Preparation**
   
   - Prepares for all classes and clinical experiences.
   - Obtains all course required materials (textbooks, workbooks, clinical handbooks, electronic resources, etc.).
   - Completes readings and pre-class assignments.
   - Completes independent assignments (e.g. computer).
   - Checks bulletin board, course web site, and electronic resources for additional information as needed.

4. **Attentiveness**
   
   - Participates in all classroom and clinical discussions and activities.
   - Displays ability to think critically and engage in problem-solving.
   - Links previous knowledge to current Nursing courses.
Acknowledges that written examinations will contain questions of increasing complexity at each level.

2. Communication
   o Demonstrates characteristics of an attentive and engaged listener.
   o Uses appropriate verbal and nonverbal communication to professionally and effectively interact with patients, families, peers, faculty and staff.
   o Resolves conflicts maturely and appropriately by utilizing the appropriate chain of communication
   o Communicates ideas fluently and accurately using Standard English.
   o Prepares written materials free from mechanical, logical, and organizational errors, utilizing APA format whenever indicated.
   o Reads, views, analyzes, synthesizes, and interprets selected course materials.

3. Professionalism
   o Remains accountable and responsible for actions and behavior at all times.
   o Completes all clearances and health data through American Data Bank as required and keeps all information current.
   o Complies with School of Nursing and Allied Health Professions dress code.
   o Maintains good personal hygiene and neatness in appearance.
   o Complies with all classroom and clinical course expectations, including completing assignments on time.
   o Demonstrates emotional maturity, cooperation, sound judgment, promptness, dependability, initiative, effort, and self-reliance.
   o Accepts and uses constructive input and/or reflections to modify behaviors/actions.
   o Demonstrates a sincere desire and the necessary commitment to become an effective nurse.
   o Seeks assistance from faculty in a timely fashion.
   o Utilizes Academic Resource Center as needed.
   o Utilizes Nursing Learning Resource Laboratory resources as needed.
   o Follows the honor code of the University as well as the policies of the SONAHP.
   o Does not falsify documents.
   o Avoids disruptions by turning off cell phones (ring or vibrate mode) or beepers during classroom or clinical experiences. Use of cell phones is not permitted during any examination. Use of cell phones is not permitted in clinical experiences.
   o Conducts self in a courteous, professional manner in classroom and clinical.
   o Is respectful of self, peers, faculty, and staff.
   o Upholds the values listed in the University Mission Statement.
   o Respects and maintains confidentiality of patients, families, peers, and faculty.

Examples of behaviors considered unprofessional include, but are not limited to:
   • Tardiness, absences, and inattention to make up requirements.
   • Lack of class or clinical preparation.
   • Disrespect.
   • Abusive or profane language or behavior.
• Dishonesty - including but not limited to cheating, plagiarism, fabrication, and misrepresentation as defined by the following:

  Cheating – using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.

  Plagiarism – representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one’s own.

  Fabrication – presenting as genuine any invented or falsified citation or material.

  Misrepresentation – falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

  o Disruptive behavior.
  o Violence of any kind.
  o Use of or impairment by chemicals or alcohol (legal or otherwise).
  o Expiration of any required clearance (background screen, child abuse clearance, FBI clearance), CPR certification, insurance, or health requirement while enrolled in a clinical course.
  o Other behaviors deemed unprofessional by the SONAHP faculty.

8A.15.2.4.2 Traditional BSN Safety Criteria

• Provides for physical and psychological safety of self and others.
• Avoids placing self or others in unsafe situations.
• Reports any actual or potentially unsafe situations or persons immediately to faculty and or staff.

Examples of behaviors considered unsafe include, but are not limited to:
  o Failure to be aware of safety policies and procedures of the University, the SONAHP, and each assigned clinical agency.
  o Endangering others’ physical and psychological safety.
  o Failing to report immediately and accurately actual or potentially unsafe situations or persons.

8A.15.2.4.3 Traditional BSN Clinical Conduct Policies

At the core of Nursing and Allied Health Professions are professional and ethical standards including the ANA Code of Ethics for Nurses, ASRT Code of Ethics, and ARRT Standards of Ethics that outline appropriate professional conduct. Professional and ethical standards define the core of professional conduct so vital to clinical success – promoting the protection, safety, and comfort of the general public. Nursing and Allied Health Professions students should be committed to learning and accepting the ethical standards of conduct of their respective professions.

The objective of the Clinical Conduct Policy is to ensure optimum patient care during the completion of clinical assignments by promoting a safe, cooperative, and professional healthcare environment, and to prevent or eliminate (to the extent possible) conduct that:
• disrupts the operation of the clinical agency;
• affects the ability of others to do their jobs;
• creates an hostile environment for clinical agency employees, school faculty, and other students;
• interferes with an individual’s ability to practice competently; and
• adversely affects or impacts the community’s confidence in clinical agency’s ability to provide quality patient care.

Below is a partial list of improper professional conduct which would result in a student’s removal from the clinical agency, failure of the course, and/or dismissal from the School/Program.

1. Dishonesty, falsification, misrepresentation, or providing misleading or incorrect information in connection with any university, hospital record, agency requirement, faculty, patient, visitor, or employee.

2. Damage, abuse or destruction of hospital or agency property.

3. Possession, sale or use of intoxicating beverages or drugs on hospital or agency property.

4. Unauthorized use, possession, conveyance or storage of any firearms, explosive or other dangerous weapons on hospital or agency premises.

5. The use of profane, threatening or inappropriate language toward faculty, employees, patients, visitors or other students.

6. Fighting, bodily injury, unsafe negligent behavior or practice to faculty, employees, patients, visitors or other students.


8. Deliberately gaining unauthorized access to restricted information.

9. Unauthorized entry into or use of hospital or agency facilities.

10. Display of unprofessional demeanor when responding to constructive feedback; verbally hostile, abusive, dismissive or inappropriately angry.

11. Failure to personally contact the clinical instructor, clinical agency, and SONAHP at the beginning of a clinical day when unable to attend clinical.

12. Violation of the University’s (or clinical agency’s) sexual harassment policy.

13. Violation of the University’s (or clinical agency’s) HIPAA policy.

14. Compromise of patient safety due to failure to be prepared for the clinical experience.

A student may be judged “unacceptable” for continuation in the School/Program if he or she has displayed a lack of professionalism with respect to patients, other students, faculty, or clinical agency staff. The “School” reserves the right to dismiss a student when the student does not, in its judgment, justify continuation of study in the School/Program, regardless of grades at the time.

8A.15.2.4.4 Traditional BSN Patient Confidentiality Policy

Students in the BSN program have a duty to protect the confidentiality of patient health information and patients’ right to privacy. All students are expected to adhere to HIPPA (Health Information Portability and Accountability Act) regulations.
Insurance Portability and Accountability Act of 1996) and to keep confidential all patient data and communication.

No confidential information in any format (oral, printed or electronic) may be removed from clinical agencies. Any type of video or audio recordings of patient images, communication or other data is expressly prohibited. Patient information must be kept confidential and only discussed in private areas of the clinical agency. Students are required to follow all clinical agency policies and procedures for communication and documentation of patient information.

Acceptable use of technology or social media in the clinical setting is limited to activities that directly relate to patient care. No personal use of electronic devices of any kind is permitted. No dissemination of patient images, communication, or data is permitted.

Failure to comply with agency patient protection policies is a federal offense. Failure to comply with the Holy Family University School of Nursing and Allied Health Professions BSN confidentiality policy may result in dismissal from the program.

**8A.15.2.4.5 Clinical, Lab, and Simulation MAKE-UP ASSIGNMENTS for traditional BSN students**

1. Clinical Instructors will notify the Course Coordinator when a student is absent.

2. Clinical, lab and simulation make-up assignments will be determined by the Course Coordinator (CC) consistent with the course objectives.

3. In the event that the student is absent from clinical, lab or simulation in a 12-week clinical rotation:
   a. First day missed - the student is required to do a makeup assignment as determined by the CC.
   b. Second day missed – the student is required to make up clinical in the lab.

4. When clinical, lab or simulation is cancelled due to inclement weather:
   a. First day missed – the student is not required to make up clinical.
   b. Second day missed -the student is required to complete a makeup assignment as determined by the CC within 2 weeks.
   c. Third day missed – the student is required to make up clinical in the lab.

5. Simulation is mandatory for nursing courses with a clinical component.

6. Make-up assignments will be documented on the Clinical Assessment Tool (CAT).

**8A.15.2.5 Traditional BSN Health Insurance Policy**

**8A.15.2.5.1 Traditional BSN Policy**

Students in clinical experience are required to have continuous health care insurance. Neither the clinical agency nor the University is financially responsible for care provided to a student who becomes ill or injured during clinical experiences.

**8A.15.2.5.2 Traditional BSN Procedure**

1. Students who have health insurance are to provide proof of current coverage each year. A copy of the health insurance card must be faxed to American Data Bank by July 1.
2. Students who do not have health insurance may obtain information about student insurance plans from Student Health Services in the Stevenson Lane Residence on the Philadelphia Campus.

8A.15.2.6 Traditional BSN Pregnancy and Postpartum Clinical Policy

8A.15.2.6.1 Traditional BSN Policy

Exposure to pathogens, toxic elements, and physical activity during clinical experiences may endanger the individual’s health status during pregnancy or the postpartum period. Therefore, an Approval for Clinical Experience during Pregnancy and Postpartum form must be completed by the health care provider of a student who:

1. Is pregnant and plans to take a clinical Nursing course;
2. Becomes pregnant during a clinical Nursing course; and
3. Has had a baby within one (1) month of or during a clinical Nursing course.

8A.15.2.6.2 Traditional BSN Procedure

1. Students can obtain an Approval for Clinical Experience during Pregnancy and Postpartum form from the file cabinet in the lobby of the NEB.
2. A health care provider must complete the form for either pregnancy or postpartum approval.
3. Students are to submit the completed form to the Course Coordinator prior to enrollment in a clinical course or as soon as possible following confirmation of pregnancy.

8A.15.2.7 Traditional BSN Clinical Experience: Student with an Illness/Injury

8A.15.2.7.1 Traditional BSN Policy

Students in clinical experience who are present with either an acute or non-acute illness, or sustain an injury are to be excused from the clinical area. Students reported to have sustained concussion/head injury, have been hospitalized for surgery or illness, or treated in the emergency room for an acute condition prior to clinical are required to have a note from a physician documenting that the student is medically cleared to return to class and clinical experiences.

8A.15.2.7.2 Traditional BSN Procedure

1. Documentation of medical clearance for class and clinical attendance is to be given to both the course coordinator (s) and students’ clinical instructor (s);
2. Students who are too ill to drive or return home independently are to contact a family member to provide transportation;
3. Students who do not have a family member available for assistance are required to have an alternative plan for transportation in case of illness or injury;
4. Students are to use appropriate emergency facilities for an acute illness/injury, and students are responsible for payment for any services received for emergency health care.
8A.15.3 Traditional BSN Med-Math Competency Policy

Students are required to attain and maintain mathematical competency in safe drug dosage calculation, preparation, and administration across the Nursing program. Students are required to demonstrate a 90% med-math competency on Medication calculation exams before administering medications.

8A.15.3.1 Traditional BSN Procedure

1. Medication Calculation Competency Examination is scheduled:
   a. prior to the end of the semester in which the student will complete NURS 204.
   b. during the first clinical week of the semester in NURS 341, 351, 461, and 444.

2. Students who do not achieve a minimum of 90% on medication calculation competency examinations are required to consult with faculty to develop a remediation plan and may not administer medications. Students will have the opportunity to retake the exam twice to achieve 90%. If the student has been unable to administer medications by the 7th week of clinical due to medication calculation exam failures, this would be considered a failure to meet learning objectives resulting in a course failure.

3. Students will be notified in writing of their examination results.

4. Students who achieve a 90% or greater competency on the test will be able to administer medications in the clinical setting.

8A.15.4 Traditional BSN Program Comprehensive Examination and Level Exams

8A.15.4.1 Traditional BSN Policy

The comprehensive examination represents a significant measure of knowledge integration acquired while completing course work in the pre-licensure BSN Program.

8A.15.4.2 Traditional BSN Procedure/Eligibility and Preparation for Comprehensive Examination

1. Students take a comprehensive review course and standardized comprehensive examination prior to beginning of the last semester of the program. Date and time of the review course and comprehensive examination will be announced when confirmed.

2. Student eligibility for the standardized comprehensive examination is based on submitted evidence of successful completion of core and Nursing courses and computerized tests).

3. The comprehensive examination process consists of a standardized nursing examination, currently the Health Education System Incorporated (HESI) RN Exit Exam.

4. The comprehensive examination is scheduled two times during the final semester of the senior year.

5. Students are notified of their comprehensive exam score once the exam is completed through the HESI website. Students receive official notification of scores and requirements in writing.

6. If a student fails the first and second comprehensive exam (does not receive a conversion score of 77% or higher), the student is required to successfully complete a nationally
recognized NCLEX Review Program and pass the review course exam at his/her own cost (Currently designated the Kaplan Review for NCLEX).

7. Students will not be validated to sit for the NCLEX until they complete all program requirements.

8A.16 Policies Specific Only to Fast Track Second Baccalaureate Degree Program BSN Students

8A.16.1 Fast Track Second Degree Program Admission, Grading and Continuation Policies

8A.16.1.1 Fast Track Second Degree Program Admission Policies

8A.16.1.1.1 Criteria for Admission to the Fast Track BSN Program

Each student will have an undergraduate Bachelor’s degree in an area of study other than nursing. Students must have a minimum overall GPA of at least 3.0 for admission. All required science and math courses, must have a math/science GPA of 2.75 or higher.

8A.16.1.2 Fast Track Second Degree Program Grading Policy

The student must earn a grade of C or better in all nursing courses. A student’s standing at the close of the semester is determined by the results of course exams, final exams, quizzes, papers, assignments, and other course requirements. A weighted combined exam grade of 77% must be obtained on classroom exams before the scores/grades from other assignments (quizzes, papers, other course requirements) are added in the computation of the final grade. This policy applies to the following courses:

<table>
<thead>
<tr>
<th>NURS 204</th>
<th>NURS 341</th>
<th>NURS 349</th>
<th>NURS 431</th>
<th>NURS 442</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 343</td>
<td>NURS 351</td>
<td>NURS 353</td>
<td>NURS 433</td>
<td>NURS 444</td>
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<tr>
<td>NURS 345</td>
<td>NURS 461</td>
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If the weighted combined exam grade is less than 77% in any of the courses listed, the grade assigned is the average of the exams. The student will not be able to progress in the nursing program. Only one (1) nursing course may be repeated in the program.

Grades are calculated as follows:

- All grades for course exams, final exams, quizzes, papers, assignments, and other requirements will include the hundredths place (i.e., 78.12 or 82.00).
- The final course grade will be calculated by adding up all the points for each course requirement after determining that the weighted combined exam grade is 77% or higher. Rounding the grade to the nearest whole number will occur only one time – that is, after points for all course requirements are added.

In calculating grades, to convert the final course grade to the nearest whole number [0.0 – 0.49 becomes the lower number; 0.5 – 0.99 becomes the higher number] only considering the decimal position of a tenth. For example, a grade of 76.45 becomes a grade of 76; a grade of 76.50 becomes a 77; a grade of 85.73 becomes an 86.
8A.16.2.1 Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-93%</td>
<td>B+</td>
</tr>
<tr>
<td>86-89%</td>
<td>B</td>
</tr>
<tr>
<td>81-85%</td>
<td>C+</td>
</tr>
<tr>
<td>77-80%</td>
<td>C</td>
</tr>
<tr>
<td>73-76%</td>
<td>D+</td>
</tr>
<tr>
<td>70-72%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;70%</td>
<td>F</td>
</tr>
</tbody>
</table>

8A.16.1.3 Fast Track Second Degree Program Continuation Policies

1. Professional Conduct
Each student is accountable for the demonstration of professional behaviors with peers, faculty and staff in all settings consistent with the following policies: Section 8A.16.2.4.1 Fast Track Second Degree Program Professional Behavior, Section 8A.16.2.4.2 Fast Track Second Degree Program Safety Criteria and Section 8A.16.2.4.3 Fast Track Second Degree Clinical Conduct Policies.

2. Clinical Credentials
Students must complete all clearances and health information through American Data Bank by the stated due date in order to be eligible for clinical experiences. See Section 8A.16.2.2 Fast Track Second Degree Program Clinical Credentials Policy. Students who are registered for clinical courses, but are non-compliant will be administratively withdrawn from those courses. Students who have a positive criminal background will not be validated for entry to the 300 and 400 level nursing courses. A change in background clearance from negative to positive will result in the student being dismissed from the program until such time that the criminal record is expunged. Students are required to immediately notify the Dean of any change in status.

3. Medication Calculation
Achievement of 90% or higher on the medication calculation exams at the start of each clinical course is required. See Section 8A.16.3 Fast Track Second Degree Program Med-Math Competency Policy for details.

4. Academic progression
   a. Per University policy, any course may be repeated once to achieve the required grade of C. No grade of C or higher may be repeated.
   b. Students must progress by taking all required nursing courses each semester, as outlined on the sequence sheet.
   c. Students who are taking a nursing course for the first time have registration priority.
   d. The 300 level courses must be completed before taking the 400 level courses.
   e. Students who fail a nursing course for the first time must follow an individualized remediation plan and will work at determined times with the Academic Success Counselor faculty during the semester the failed nursing course is being repeated.
   f. Students must pass the theory, clinical seminar, and practicum components of clinical courses simultaneously. A failing or unsatisfactory grade in any component constitutes a failing course grade. A student who fails the clinical component of any course is dismissed from the nursing program.
   g. Only one nursing course may be repeated in the program.
h. Students are permitted to withdraw failing and repeat only one nursing course while in the BSN program.

i. Students who fail two (2) nursing courses are dismissed from the Nursing Program.

j. Students are required to complete the Nursing Program in five (5) calendar years from the time the first 300-level clinical nursing course is taken.

k. Students who withdraw from the program for a full calendar year or more must follow University policy for readmission to the University and are subject to nursing faculty review.

The faculty reserves the right to modify or waive certain school requirements. BSN program policies may be changed without notice in order to meet criteria of external accrediting agencies (Pennsylvania State Board of Nursing and the Commission on Collegiate Nursing Education).

5. Program Dismissal

Dismissal from the Nursing program occurs when the student:

- Fails the clinical component of a nursing course.
- Fails two nursing courses.
- Fails any required course for the second time.
- Fails any required level medication math competency exam a third time.
- Withdraws from a nursing course being repeated due to past failure or withdrawal.
- Fails to demonstrate safe clinical practice.
- Fails to meet policies for clinical compliance and health regulation.
- Does not have a clear state criminal background, child abuse background, or FBI background check.
- Does not have a clear drug screen.
- Failure to adhere to the University Academic Honesty Policy (Refer to Undergraduate Catalog and Student Handbook).

8A.16.1.4 Fast Track Second Degree Program Academic Dispute and Challenges

Any academic dispute or grade challenge must be sought by the conclusion of the next semester and resolved within one year of receiving the grade. Any dispute or challenge older than one academic year will not be considered. The policy in the Undergraduate Catalog will be followed.

8A.16.2 Fast Track Second Degree Program Clinical Policies

8A.16.2.1 Fast Track Second Degree Program Cancellation of Clinical Experience Due to Inclement Weather

8A.16.2.1.1 Policy

Students are to follow the direction of the University regarding school cancellation in inclement weather. The Dean of the SONAHP may cancel clinical experience when the University has not announced a closing.
8A.16.2.1.2 Procedure

1. Students are to listen to public announcements for school closings on either KYW–1060 Radio or access [www.kyw1060.com](http://www.kyw1060.com) exclusively.

   University codes are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Day</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia</td>
<td>124</td>
<td>2124</td>
</tr>
<tr>
<td>Newtown</td>
<td>784</td>
<td>2784</td>
</tr>
<tr>
<td>Bensalem</td>
<td>144</td>
<td>2029</td>
</tr>
</tbody>
</table>

2. In the event of inclement weather, when the University is not closed, a clinical instructor must consult with and obtain approval from the Dean or Associate Dean prior to cancelling clinical. Clinical cancellations will be posted on Blackboard and emailed to students.

3. Students are to supply correct telephone numbers to faculty and the Fast Track Administrative staff, Susan Rogers at srogers@holyfamily.edu.

4. To ensure the security of Holy Family’s three locations, the University has implemented a new “emergency alert” system. This voluntary system is designed to immediately notify the campus community, via cell phone or email, when an emergency situation occurs on campus. Up to (2) cell phone numbers and one email address may be registered per person. In addition to emergency situations, the new system will alert registered members when the University is closed due to snow or other weather-related events. To register, visit: [http://www.holyfamily.edu/about-holy-family-u/resources/hfu-alert-system](http://www.holyfamily.edu/about-holy-family-u/resources/hfu-alert-system).

8A.16.2.2 Fast Track Second Degree Program Clinical Credentials Policy

8A.16.2.2.1 Policy

*The Pennsylvania Code, Title 49, Professional & Vocational Standards, Section 21.111 Health Program of the State Board of Nursing* requires that the health program include: pre-entrance and periodic health examinations, an immunization policy, and that appropriate cumulative student health records be maintained throughout the enrollment of the student. All clearance and student health records are to be submitted through American Data Bank at [www.holyfamilysafty.com](http://www.holyfamilysafty.com).

Prior to validation to enter 300 level Nursing courses, students in the Nursing program are required to:

1. Meet the standards of the State Board of Nursing, as well as standards required by health care institutions to which they are assigned.

2. Enroll in the American Data Bank Management system for clearances and health information at [www.holyfamilysafty.com](http://www.holyfamilysafty.com) and pay all designated fees for services.
3. Complete an FBI background check. This criminal background clearance is required yearly and must be current. Students are responsible to immediately notify the Dean of any change in legal status. Students who change to a positive background, for any reason, will be dismissed from the program until their record is expunged.

**Criminal Background Check Policy for Clinical Education**

Any offense (arrest, conviction, misdemeanor, felony, etc.) on a student’s record will prohibit him/her from being validated for progression in the Nursing program. Students must have a clear background to continue in nursing courses. Any student found to have anything on their FBI background check, will be dismissed from clinical courses and/or dismissed from the nursing program until such time that their background is cleared. Some offenses cannot be removed from a record. This includes some felonies and insurance fraud. If the offense is expungable, the student is encouraged to seek legal counsel. If the student’s record is cleared, once the record shows as “clear” the student is eligible for progression, provided all other eligibility requirements are met.

Any student with an offense listed on the “Prohibitive Offenses” contained in PA Act 169 of 1996 as amended by Act 13 of 1997, the Older Adult Protective Services Act, will not be admitted to the BSN Program.

4. Complete all other clearances through [www.holyfamilysafety.com](http://www.holyfamilysafety.com) maintained by American Data Bank (See Section 8A.16.2.2.2 Procedure for Clearances).

5. Maintain current cardio-pulmonary resuscitation (CPR) competency for health care professionals through the American Heart Association (Please note: this is the only accepted CPR certification). Proof of certification is submitted through the American Data Bank web site.

6. Purchase and keep health insurance current. A current health insurance card is to be submitted yearly to American Data Bank.

7. **Drug Testing Policy for Clinical Education**

A student will not be validated to enter clinical unless the student’s 10 panel drug screen is negative. Drug testing is done according to protocol outlined on the American Data Bank web site, [www.holyfamilysafety.com](http://www.holyfamilysafety.com).

Upon faculty member discretion, students may be asked to obtain an additional drug screen at any point in the semester. Students should order the drug screen on American DataBank under the package name “Drug Screen for Cause.” This drug screen must be completed within 12 hours of the request.

8A.16.2.2.2 Procedure for Clearances

1. Go to [www.holyfamilysafety.com](http://www.holyfamilysafety.com) to begin or update your clearance requirements record through American Data Bank/Complio. Click on either Begin your Background Check or ITS/Complio Compliance System. Click onto either Returning Students or New Students. Follow the instructions for clearance requirements and creating an account. Holy Family University utilizes Cogent for their FBI background check. Please visit [www.pa.cogentid.com/index.htm](http://www.pa.cogentid.com/index.htm). Click on the DEPARTMENT OF EDUCATION link ONLY for teachers, school administrators, etc. (upper left link). If you inadvertently select
another department (i.e., Dept of Welfare, Human Services, etc.) your results cannot be accepted.

2. Once you have completed the registration process for fingerprinting, print out the page with your registration ID (the registration ID starts with PAE) and take it to the fingerprinting site. After you have been fingerprinted, you will receive a letter from the state via U.S. First Class Mail. You must upload the page entitled “Civil Applicant Response” to your ADB account to achieve compliance with Holy Family University’s FBI clearance requirement. Once your fingerprinting requirement is satisfied, email your name and PAE registration number to srogers@holyfamily.edu for the purpose of updating your university record.

3. When you are ready to place your state background check and drug screen order, go to www.holyfamilysafety.com. Click Begin your Background Check & Drug Screen, read the steps on the following page. More information on Drug Screening can be found by clicking the Drug Screen Information button on this page. Please note: You will receive an email with your drug screen registration ID number, as well as locations to take your test. This will take 1-2 business days to receive. Be sure that you list your valid email in the order you place online. You have only 60 days to complete this drug test after ordering, if you take longer than 60 days to submit your specimen, you will be forced to re-order and re-pay for the drug screen.

4. When you are ready to order, click Click Here to Order your Background Check & Drug Screen. On the next screen, you will need to select the correct package. Package 1 ($70.00) is for BSN Students ONLY, Package 2 ($100.00) is for MSN Students/Faculty ONLY. Both packages include the background check and drug screen required for the respective program. Package 1 ($70.00) includes the following background checks through: PATCH (Pennsylvania Statewide Criminal Search); OIG (Office of Inspector General); Nationwide Sex Offender Registry; a GSA (General Services Administration). This package also includes a 10 Panel Drug Screen. In addition, package 3 ($40.00) is a Drug Screen Only package, and package 4 ($40.00) is a Drug Screen Only – For Cause package.

   Please note: Only order package 3 if you need an additional drug screen, as packages 1 and 2 have drug screens included. Only order package 4 if instructed by Holy Family, as this drug screen is For Cause only. If instructed to order package 4, a Chain of Custody Form must be obtained from the Holy Family University School of Nursing and Allied Health Professions, NEB Room 115.

5. Click continue with order and complete all your information.

IMPORTANT: Be careful when entering information to American Data Bank. Do not make typing errors when entering personal information. All errors, no matter how innocent, may result in you having to re-test and re-pay with the corrected information.

Examples of innocent errors:

- Mixing up order of first, last and middle names
- Typing error in Social Security Number (SSN)
- Typing error in birth date

**Be careful to use your correct email address, as American DataBank will be sending your electronic registration to you within 1-2 business days. Check your spam/junk email folder if you do not get this email. If it is truly lost, be sure to email American DataBank at ex@americandatabank.com for it to be resent.
You **MUST** check *yes* in the box that asks if you want a copy of your report and give a valid email address. It is suggested that you have a copy of your report to verify your results and act on any discrepancies.

6. For your background check and drug screening you may pay by either credit/debit card or money order. Be aware that if you choose to pay by money order you will need to mail the money order to American DataBank, and your background check and drug screening will not begin processing until that money order is received by American DataBank.

7. Once submitted, a confirmation of payment email will be sent to you, usually within 24 hours.

8. For your drug screen, once you have completed your online order application, American DataBank will **email you an Electronic Registration ID with a Quest Diagnostics location near your listed address. Additionally, a list of Quest Diagnostics Patient Service Centers is on the website. Please make an appointment for your drug screen at one of the designated Quest diagnostic locations. You will have 60 days from the time of payment to complete this drug screen. If you do not complete this test within the time frame, you will have to re-register and re-pay for the drug screen!**

**Please Note: Students with a positive Drug Screen will NOT be admitted to the 300 level Nursing courses. If your drug screen is positive, you will be advised at that time as to your options.**

Should you have any questions or concerns, please feel free to contact American DataBank at 1-800-200-0853 (toll free) or email to [ex@americandatabank.com](mailto:ex@americandatabank.com).

9. **HEALTH INFORMATION, HEALTH INSURANCE, AND CPR INFORMATION IS ON THE SITE AS WELL.** Follow directions on the American DataBank web site. Once you login to your Immunization Tracking System (ITS) account, you will see several links to the right hand side of the page that you click to enter information related to immunizations, physicals, and CPR, all marked ‘Input Date’. Click any one of these buttons to get started, making sure that you ‘Save’ and ‘Confirm’ when you are done. You do not need to type in all your dates at one time, but must type in all information for any items you choose to start. You must upload all supporting documents to your account, click the ‘Add Documents’ button to get started.

**Please note:** There is a Help Guide located on the left when you login to the ITS, there are also helpful videos located once you login. Click the ‘Help’ link under the Menu for videos that show step-by-step how to complete everything in the system.

**ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY the assigned date in the NUFT 204 course IN ORDER TO ENTER 300 LEVEL CLINICAL COURSES. Yearly requirements need to be re-submitted prior to the expiration date in order to maintain compliance and complete clinical (300/400 level) courses through the final semester.**

10. Health insurance information must be faxed to ADB. All students must submit proof yearly of a current health insurance card to American Data Bank. Any student who has registered for clinical courses and has not submitted proof of current health insurance coverage will be withdrawn from the courses.
Please note: All students must submit a copy of the front and back of their Insurance Card, which must state their first and last name. Additional information showing current coverage may be supplied, but must show the student’s name along with coverage. It is highly likely that you may submit the same card every year, assuming your coverage does not change while at Holy Family.

11. Proof of current American Heart Association CPR FOR HEALTH CARE PROVIDERS will need to be submitted at www.holyfamilysafety.com. No other CPR certification is acceptable. Documentation of completing a recent CPR for Health Care Providers course while waiting for the CPR card to arrive in the mail will be accepted. This can be submitted to American DataBank on a temporary basis. Once the student’s official CPR card arrives, the student is expected to submit this immediately to American Databank.

12. Students who are not compliant with all clearances the date assigned to your cohort will be withdrawn administratively from their clinical Nursing courses. All expiration dates must occur after the last date of the semester. None of the required items may expire during the semester.

13. Yearly flu shots will be required prior to the start of flu season. A precise due date will be announced at the beginning of each semester. Students taking NURS 204 in a spring semester should wait for the designated flu shot date. Students taking NURS 204 in need of Hepatitis immunization should notify the Associate Dean by email.

14. Be aware that most clearances take weeks to complete, to submit, and for the student to appear compliant in ADB. Documents will not be accepted by faculty or administration as evidence of compliance; the student must be compliant in ADB.

8A.16.2.3 Fast Track Second Degree Program Clinical Uniform Policy for Clinical Agencies and Simulation Experiences

This policy applies to all clinical settings: agency, laboratory and simulation experiences.

1. The uniform is a navy blue scrub with Holy Family University in white embroidery and a name pin. These must be purchased in the University bookstore. Student loan funds can be used for uniform purchases.

2. A “V neck Cardigan” style white lab jacket embroidered in navy is also required. This is the only garment that is to be worn over the uniform. Nothing visible is to be worn under the uniform (no turtlenecks, long sleeves, t-shirts, etc.). Nothing else can be worn over the uniform (no sweaters, sweatshirts or hoodies).

3. Clean, regulation, white shoes, or white sneakers (no trim of any color other than white) to be used in the clinical and simulation areas. Clogs, high heels, etc. are not acceptable. White stockings or socks must be worn.

4. A stethoscope, pen, and electronic device running clinical resource applications (Nursing Central currently used) must be on your person.

5. Hair must be worn in a conservative style and worn off the collar (both male and female). Only natural hair colors are acceptable. Hair must be a natural color and, if colored, in a pattern found “naturally” (i.e., no unnatural stripes, large strips of color, blocks of color, or colored “patterns”).

6. Males – clean-shaven or neatly clipped short beard; females – discrete use of make-up.
7. Only short fingernails are acceptable in any clinical practicum. Nail polish may be worn; however, it should be light in color and without chips. Fake nails, gel polish or acrylic tips are not to be worn.

8. No jewelry other than a nurse’s watch with a second hand; an engagement and/or wedding ring; and neck chains (worn inside the uniform and not visible).

9. No body piercing with the exception of pierced ears (in the lobe, one in each ear, small post earring, no hoops or dangling earrings permitted) is acceptable in any clinical experience. Any other visible piercings must be removed prior to entering the clinical agency. Any student with a tongue piercing will be asked to remove this as well.

10. No brandings or tattoos are to be visible during clinical practicum. If present, tattoos or brandings are to be covered.

11. When visiting health care agencies and not caring for patients, students are expected to wear their embroidered lab jacket with a name pin, and carry student identification. Professional dress under the lab jacket is required. (No jeans, shorts, sweat pants, tights, leggings or short skirts are to be worn).

12. Students not dressed appropriately will be asked to leave the clinical agency, lab or simulation experience. This is considered a clinical absence and clinical absence policy will be enforced.

13. Students will not be permitted to enter NURS 204 without the required uniform. Students who are pregnant or anticipating a pregnancy during clinical must purchase the maternity uniform.

8A.16.2.4 Fast Track Second Degree Program Policies for Clinical Experience

1. Student entrance into laboratory/clinical courses is contingent upon the number of student clinical spaces and the availability of appropriate clinical sites and/or clinical faculty. (Laboratory/simulation/clinical experiences will be identified as “clinical.”)

2. Students may not request a specific clinical site placement. Clinical groups within a specific course are randomly assigned.

3. Student attendance in laboratory, simulation or clinical agency experience is mandatory in the Nursing program. More than one clinical, simulation or lab absence in a 3-week, 6-week or 7-week clinical rotation or more than two clinical or lab absences in clinical rotations exceeding seven weeks will result in a clinical and course failure. Absences from clinical due to illness or injury may require a written clearance from a qualified health care provider prior to the student returning to clinical.

4. Student absence from clinical is subject to faculty review regarding the student’s ability to meet the clinical objectives. All students are required to make up missed clinical time regardless of the reason for absence. Clinical make-up assignments will be determined by the Course Coordinator consistent with the course objectives. Make-up clinical assignments will be documented on the Clinical Evaluation Tool. Any student absent from clinical must notify the agency, the clinical instructor, and the school prior to the start of the clinical day.

5. Simulation is mandatory for all clinical and lab Nursing courses. If a student misses an assigned simulation experience he/she will be required to make-up the simulation
experience on the scheduled make-up day and complete a clinical make-up assignment to meet course objectives. Failure to complete the simulation and clinical make-up assignment will result in a course failure.

6. Students referred by the clinical faculty to the Learning Resource Laboratory for remediation of clinical skills are to provide the clinical faculty with proof of successful skill performance. Students not demonstrating safe clinical practice consistent with course objectives, A.N.A. Scope and Standards of Practice and Social Policy Statement, and the Professional Nurse Practice Act of the Commonwealth of Pennsylvania are subject to immediate dismissal from the program.

7. Students are required to comply with all clinical agency policies and procedures, including Health Insurance Portability and Accountability Act (HIPAA) of 1996/2003.

8. Students are responsible for their own transportation in connection with clinical experiences.

9. Some clinical rotations require the student to obtain assignments at clinical agencies the evening/night before the clinical experience.

10. Students who are pregnant may register for clinical courses once they provide a form to the Dean that is signed by their health care provider, noting that they do not have any restrictions. (See Section 8A.16.2.6 Fast Track Second Degree Program Pregnancy and Postpartum Clinical Policy)

11. Clinical assignments are posted on the associated Blackboard course site. Clinical assignments are final and changes are accommodated only in emergency situations.

12. Clinical and lab experiences may take place any time between the hours of 7 am and 9 pm. Clinical experiences may take place weekdays or weekends, dependent on clinical site availability.

13. Students are responsible to have all necessary clearance information completed and updated each semester so that they remain current. If information is not completed or updated when necessary, the student will not be eligible for clinical and will be withdrawn from the course.

14. Students are responsible to have electronic resources available while in the clinical setting. The current electronic resource package is available in the Bookstore and is mandatory for all clinical courses. The current package is through Unbound Medicine and includes a drug guide, lab guide, dictionary, nursing diagnosis guide and accessibility for online journal searches. This resource can be downloaded on any “smart phone” or iPod Touch. The student is responsible for obtaining an appropriate device as well as the electronic resource. Holy Family University has a site license with Unbound Medicine Nursing Central, and students will receive all updates free. Purchasing the resource elsewhere will require the student to purchase yearly updates.

**8A.16.2.4.1 Fast Track Second Degree Program Professional Behavior**

Professional behavior and safety are valued as essential attitudes and actions for successful completion of the BSN program and are evaluated by demonstration of the following:

Professional behaviors are evaluated by the following:

1. Active Learner
Assumes responsibility for own learning needs in all settings.
Attendance in accordance with the School of Nursing and Allied Health Professions policy
  o Attends all classes and clinical experiences.

Punctuality for all learning experiences
  o Arrives promptly and stays for the duration of time for classes and clinical experience.

Preparation
  o Prepares for all classes and clinical experiences.
  o Obtains all course required materials (textbooks, workbooks, clinical handbooks, electronic resources, etc.).
  o Completes readings and pre-class assignments.
  o Completes independent assignments (e.g. computer).
  o Checks course web site and electronic resources for additional information as needed.

Attentiveness
  o Participates in all classroom and clinical discussions and activities.
  o Displays ability to think critically and engage in problem-solving.
  o Links previous knowledge to current Nursing courses.
  o Acknowledges that written examinations will contain questions of increasing complexity at each level.

2. Communication
  o Demonstrates characteristics of an attentive and engaged listener.
  o Uses appropriate verbal and nonverbal communication to professionally and effectively interact with patients, families, peers, faculty and staff.
  o Resolves conflicts maturely and appropriately by utilizing the appropriate chain of communication.
  o Communicates ideas fluently and accurately using Standard English.
  o Prepares written materials free from mechanical, logical, and organizational errors, utilizing APA format whenever indicated.
  o Reads, views, analyzes, synthesizes, and interprets selected course materials.
  o It is the responsibility of the student to check their Holy Family email account/Blackboard at least once every 24 hours for important course/clinical updates and information.

3. Professionalism
  o Remains accountable and responsible for actions and behavior at all times.
  o Completes all clearances and health data through American Data Bank as required and keeps all information current.
  o Complies with School of Nursing and Allied Health Professions dress code for clinical experiences.
  o Maintains good personal hygiene and neatness in appearance.
  o Complies with all classroom and clinical course expectations, including completing assignments on time.
  o Demonstrates emotional maturity, cooperation, sound judgment, promptness, dependability, initiative, effort, and self-reliance.
- Accepts and uses constructive input and/or reflections to modify behaviors/actions.
- Demonstrates a sincere desire and the necessary commitment to become an effective nurse.
- Seeks assistance from faculty in a timely fashion.
- Utilizes Academic Resource Center (Center for Academic Enhancement) as needed.
- Utilizes Nursing Learning Resource Laboratory/Academic Success Counselor resources as needed.
- Follows the honor code of the University as well as the policies of the SONAHP.
- Does not falsify documents.
- Avoids disruptions by turning off cell phones (ring or vibrate mode) or beepers during classroom or clinical experiences. Use of cell phones is not permitted during any examination. Use of cell phones is not permitted in class/clinical experiences unless directed by the course faculty/clinical instructor.
- Conducts self in a courteous, professional manner in classroom and clinical.
- Is respectful of self, peers, faculty, and staff.
- Upholds the values listed in the University Mission Statement.
- Respects and maintains confidentiality of patients, families, peers, and faculty.

Examples of behaviors considered unprofessional include, but are not limited to:
- Tardiness, absences, and inattention to make up requirements.
- Lack of class or clinical preparation.
- Disrespect.
- Abusive or profane language or behavior.
- Dishonesty - including but not limited to cheating, plagiarism, fabrication, and misrepresentation as defined by the following:
  - Cheating – using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.
  - Plagiarism – representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one’s own.
  - Fabrication – presenting as genuine any invented or falsified citation or material.
  - Misrepresentation – falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- Disruptive behavior.
- Violence of any kind.
- Use of or impairment by chemicals or alcohol (legal or otherwise).
- Expiration of any required clearance (background screen, child abuse clearance, FBI clearance), CPR certification, insurance, or health requirement while enrolled in a clinical course.
- Other behaviors deemed unprofessional by the SONAHP faculty.
8A.16.2.4.2 Fast Track Second Degree Program Safety Criteria

- Provides for physical and psychological safety of self and others.
- Avoids placing self or others in unsafe situations.
- Reports any actual or potentially unsafe situations or persons immediately to faculty and or staff.

Examples of behaviors considered unsafe include, but are not limited to:
- Failure to be aware of safety policies and procedures of the University, the SONAH, and each assigned clinical agency.
- Endangering others’ physical and psychological safety.
- Failing to report immediately and accurately actual or potentially unsafe situations or persons.

8A.16.2.4.3 Fast Track Second Degree Clinical Conduct Policies

At the core of Nursing and Allied Health Professions are professional and ethical standards including the ANA Code of Ethics for Nurses, ASRT Code of Ethics, and ARRT Standards of Ethics that outline appropriate professional conduct. Professional and ethical standards define the core of professional conduct so vital to clinical success – promoting the protection, safety, and comfort of the general public. Nursing and Allied Health Professions students should be committed to learning and accepting the ethical standards of conduct of their respective professions.

The objective of the Clinical Conduct Policy is to ensure optimum patient care during the completion of clinical assignments by promoting a safe, cooperative, and professional healthcare environment, and to prevent or eliminate (to the extent possible) conduct that:

- disrupts the operation of the clinical agency;
- affects the ability of others to do their jobs;
- creates an unfriendly clinical environment for clinical agency employees, School faculty, and other students;
- interferes with an individual’s ability to practice competently; and
- adversely affects or impacts the community’s confidence in clinical agency’s ability to provide quality patient care.

Below is a partial list of improper professional conduct which would result in a student’s removal from the clinical agency, failure of the course, and/or dismissal from the School/Program.

1. Dishonesty, falsification, misrepresentation, or providing misleading or incorrect information in connection with any university, hospital record, agency requirement, faculty, patient, visitor, or employee.
2. Damage, abuse or destruction of hospital or agency property.
3. Possession, sale or use of intoxicating beverages or drugs on hospital or agency property.
4. Unauthorized use, possession, conveyance or storage of any firearms, explosive or other dangerous weapons on hospital or agency premises.
5. The use of profane, threatening or inappropriate language toward faculty, employees, patients, visitors or other students.

6. Fighting, bodily injury, unsafe negligent behavior or practice to faculty, employees, patients, visitors or other students.


8. Deliberately gaining unauthorized access to restricted information.

9. Unauthorized entry into or use of hospital or agency facilities.

10. Display of unprofessional demeanor when responding to constructive feedback; verbally hostile, abusive, dismissive or inappropriately angry.

11. Failure to personally contact the clinical instructor, clinical agency, and SONAHP at the beginning of a clinical day when unable to attend clinical.

12. Violation of the University’s (or clinical agency’s) sexual harassment policy.

13. Violation of the University’s (or clinical agency’s) HIPAA policy.

14. Compromise of patient safety due to failure to be prepared for the clinical experience.

15. Use of cell phones or other electronic devices in the clinical setting when not related to specific instructions or clinical activities.

A student may be judged “unacceptable” for continuation in the School/Program if he or she has displayed a lack of professionalism with respect to patients, other students, faculty, or clinical agency staff. The “School” reserves the right to dismiss a student when the student does not, in its judgment, justify continuation of study in the School/Program, regardless of grades at the time.

8A.16.2.4.4 Fast Track Second Degree Program Patient Confidentiality Policy

Students in the BSN program have a duty to protect the confidentiality of patient health information and patients’ right to privacy. All students are expected to adhere to HIPPA (Health Insurance Portability and Accountability Act of 1996) and to keep confidential all patient data and communication.

No confidential information in any format (oral, printed or electronic) may be removed from clinical agencies. Any type of video or audio recordings of patient images, communication or other data is expressly prohibited. Patient information must be kept confidential and only discussed in private areas of the clinical agency. Students are required to follow all clinical agency policies and procedures for communication and documentation of patient information.

Acceptable use of technology or social media in the clinical setting is limited to activities that directly relate to patient care. No personal use of electronic devices of any kind is permitted. No dissemination of patient images, communication, or data is permitted.

Failure to comply with agency patient protection policies is a federal offense. Failure to comply with the Holy Family University School of Nursing and Allied Health Professions BSN confidentiality policy may result in dismissal from the program.
8A.16.2.4.5 Fast Track Second Degree Program Clinical, Lab, and Simulation MAKE-UP ASSIGNMENTS

1. Clinical Instructors will notify the Course Coordinator when a student is absent.

2. Clinical, lab and simulation make-up assignments will be determined by the Course Coordinator (CC) consistent with the course objectives.

3. In the event that the student is absent from clinical, lab or simulation in a 3-7 week clinical rotation:
   a. First day missed - the student is required to do a makeup assignment as determined by the CC and is submitted on or before the assigned due date.
   b. Second day missed – warrants failure of the clinical course. A clinical failure warrants dismissal from the Fast Track BSN Program.

4. When clinical, lab or simulation is cancelled due to inclement weather:
   a. First day missed - the student is required to complete a makeup assignment as determined by the CC and is submitted on or before the assigned due date.
   b. Second (or beyond) day missed – the student is required to make up clinical in the lab as determined by the CC on the assigned date.

5. Simulation is mandatory for nursing courses with a clinical component.

6. Make-up assignments will be documented on the Clinical Assessment Tool (CAT).

8A.16.2.5 Fast Track Second Degree Program Health Insurance Policy

8A.16.2.5.1 Fast Track Second Degree Program Policy

Students in clinical experience are required to have continuous health care insurance. Neither the clinical agency nor the University is financially responsible for care provided to a student who becomes ill or injured during clinical experiences.

8A.16.2.5.2 Fast Track Second Degree Program Procedure

1. Students who have health insurance are to provide proof of current coverage each year. A copy of the health insurance card must be uploaded to American Data Bank by the date determined by the NUFT 204 course.

2. Students who do not have health insurance may obtain information about student insurance plans from Student Health Services in the Stevenson Lane Residence on the Philadelphia Campus.

8A.16.2.6 Fast Track Second Degree Program Pregnancy and Postpartum Clinical Policy

8A.16.2.6.1 Fast Track Second Degree Program Policy

Exposure to pathogens, toxic elements, and physical activity during clinical experiences may endanger the individual’s health status during pregnancy or the postpartum period. Therefore, an Approval for Clinical Experience during Pregnancy and Postpartum form must be completed by the health care provider of a student who:

1. Is pregnant and plans to take a clinical Nursing course;
2. Becomes pregnant during a clinical Nursing course; and
3. Has had a baby within one (1) month of or during a clinical Nursing course.

8A.16.2.6.2 Fast Track Second Degree Program Procedure
1. Students can obtain an Approval for Clinical Experience during Pregnancy and Postpartum form from their advisor at the Newtown campus.
2. A health care provider must complete the form for either pregnancy or postpartum approval.
3. Students are to submit the completed form to the Course Coordinator prior to enrollment in a clinical course or as soon as possible following confirmation of pregnancy.

8A.16.2.7 Fast Track Second Degree Program Clinical Experience: Student with an Illness/Injury

8A.16.2.7.1 Fast Track Second Degree Program Policy
Students in clinical experience who are present with either an acute or non-acute illness, or sustain an injury are to be excused from the clinical area. Students reported to have sustained concussion/head injury, have been hospitalized for surgery or illness, or treated in the emergency room for an acute condition prior to clinical are required to have a note from a physician documenting that the student is medically cleared to return to class and clinical experiences.

8A.16.2.7.2 Fast Track Second Degree Program Procedure
1. Documentation of medical clearance for class and clinical attendance is to be given to both the course coordinator(s) and students’ clinical instructor(s);
2. Students who are too ill to drive or return home independently are to contact a family member to provide transportation;
3. Students who do not have a family member available for assistance are required to have an alternative plan for transportation in case of illness or injury;
4. Students are to use appropriate emergency facilities for an acute illness/injury, and students are responsible for payment for any services received for emergency health care.

8A.16.3 Fast Track Second Degree Program Med-Math Competency Policy
Students are required to attain and maintain mathematical competency in safe drug dosage calculation, preparation, and administration across the Nursing program. Students are required to demonstrate a 90% med-math competency on Medication calculation exams before administering medications.

8A.16.3.1 Fast Track Second Degree Program Procedure
1. Medication Calculation Competency Examination is scheduled:
   a. prior to the end of the semester in which the student will complete NURS 204.
   b. during the first clinical week of the semester in NURS 341, 351, 461, and 444.
2. Students who do not achieve a minimum of 90% on medication calculation competency examinations are required to consult with faculty to develop a remediation plan and may not administer medications. Students will have the opportunity to retake the exam twice to achieve 90%. If the student has been unable to administer medications by the 3rd week of
clinical due to medication calculation exam failures, this would be considered a failure to meet learning objectives resulting in a course failure.

3. Students will be notified in writing of their examination results.

4. Students who achieve a 90% or greater competency on the test will be able to administer medications in the clinical setting.

8A.16.4 Fast Track Second Degree Program BSN Program Comprehensive Examination and Level Exams

8A.16.4.1 Fast Track Second Degree Program Policy

The comprehensive examination represents a significant measure of knowledge integration acquired while completing course work in the pre-licensure BSN Program.

8A.16.4.2 Fast Track Second Degree Program Procedure/Eligibility and Preparation for the Comprehensive Exam

1. Students take a comprehensive review course and standardized comprehensive examination prior to beginning of the last semester of the program. Date and time of the review course and comprehensive examination will be announced when confirmed.

2. Student eligibility for the standardized comprehensive examination is based on submitted evidence of successful completion of core and Nursing courses and computerized tests).

3. The comprehensive examination process consists of a standardized nursing examination, currently the Health Education System Incorporated (HESI) RN Exit Exam.

4. The comprehensive examination is scheduled two times during the final semester of the senior year.

5. Students are notified of their comprehensive exam score once the exam is completed through the HESI website. Students receive official notification of scores and requirements through their Holy Family email account.

6. If a student fails the first and second comprehensive exam (does not receive a conversion score of 77% or higher), the student is required to successfully complete a nationally recognized NCLEX Review Program at his/her own cost (Currently designated the Kaplan Review for NCLEX).

7. Students will not be validated to sit for the NCLEX until they complete all program requirements.