POLICY MANUAL
VOLUME VIII A
(Previously Volume 8A/B)

SCHOOL OF NURSING &
ALLIED HEALTH PROFESSIONS
BSN STUDENT HANDBOOK
(FOR STUDENTS ADMITTED FALL 2012 AND
AFTER)

July 2013
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School of Nursing & Allied Health Professions  
BSN Handbook

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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.6.2 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 within the past seven years from an accredited associate degree/hospital-based Nursing program are eligible for the direct transfer of 32 nursing credits on matriculation to Holy Family University.

- Registered nurses who have graduated more than seven years ago from an accredited associate degree/hospital-based Nursing program are eligible for transfer of 39 nursing credits after individual evaluation of transcript(s) and professional practice.

For additional information, see Division of Extended Learning Accelerated Program Student Handbook (2012).
### 8A.7 Course Sequence Form

**Bachelor of Science in Nursing**

Minimum Credits: 122

#### Required Courses

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) Core - Writing I (FRBL) *</td>
<td>(3) Core - Writing II (FRBL) *</td>
</tr>
<tr>
<td>(3) Core - Language I (GP #1)</td>
<td>(3) Core - Language II (GP #2)</td>
</tr>
<tr>
<td>(3) GSCI 107: Fund Concepts in Biol &amp; Chem. (Core – Nat. Science #1) *</td>
<td>(3) Core – Speech (FRBL) *</td>
</tr>
<tr>
<td>(3) Core - Mathematics*</td>
<td>(3) PSYC 101: General Psych. (Core: IQ #2) *</td>
</tr>
<tr>
<td>(3) Core - Religious Studies #1</td>
<td>(4) BIOL 207/L: Anatomy &amp; Physiology I *</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

**Sophomore Year **

| (3) Core – Religious Studies #2 | (3) PSYC 208: Psyc of Human Development * |
| (3) SOCO 101: Intro. Sociology (Core: NE #2) * | (Core replacement for Natural Science #2) |
| (3) Core - Global Perspective (GP #3) | (4) BIOL 206/L: Microbiology * |
| (3) Core – Philosophy (Human Quest #1) | (2) NURS 202: Introduction to Professional Nursing * |
| (4) BIOL 208/L: Anatomy & Physiology II * | (5) NURS 204/L: Foundations of Nursing Practice * |
| 16 | 17 |

**Junior Year ***

| (3) MATH 130: Elementary Statistics | (3) NURS 349: Psychiatric-Mental Health Nursing |
| (7) NURS 341: Medical-Surgical Nursing I | (7) NURS 351: Medical-Surgical Nursing II |
| (2) NURS 343: Applied Pharm for Nursing Care I | (2) NURS 353: Applied Pharm for Nursing Care II |
| (2) NURS 345: Nursing & Older Adult Health Promotion | (3) NURS 354: Research for Evidence-Based Nursing |
| (1) NURS 347: Transition to Clinical Nursing | 15 |
| 15 |  |

**Senior Year**

| (4) NURS 431: Nursing Care of the Childbearing Family | (3) Core: National Experience #1(U.S. History) |
| (4) NURS 433: Nursing Care of Children | (5) NURS 442: Aggregate-Based Nursing Care |
| (1) NURS 435: Transition to Professional Role I | (5) NURS 444: Leadership |
| (5) NURS 461: Medical-Surgical Nursing III | (1) NURS 446: Transitional to Professional Role II |
| 14 | 14 |

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

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* 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 2012
### 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>39 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology I+</td>
<td>4 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology II+</td>
<td>4 credits</td>
</tr>
<tr>
<td>Microbiology Biol +</td>
<td>4 credits</td>
</tr>
<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 354: 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 XXX: Global Health</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR XXX: Clinical Competence Practicum</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

+These courses are not offered in the Accelerated Program at Holy Family University.

<table>
<thead>
<tr>
<th>Nursing Courses in Transfer</th>
<th>39 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 e-mail account through Holy Family University. All e-mail communication to faculty and staff must be through Holy Family e-mail accounts. All communication to students from faculty and staff will be through the Holy Family University e-mail 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 Northeast 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 student nurse’s association, and changes in course rooms, etc.

Faculty also post important course or clinical information on the web via Blackboard. Each course has a Blackboard site, and students should self enroll in their courses. Students in 300 and 400 level courses must enroll in the “Clinical Information” Blackboard site in order to find out clinical placements and communicate with clinical faculty. 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 (www.holyfamily.edu/academics/catalog1.shtml) 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 Northeast Campus, Campus Center Rm. 222. 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

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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 Northeast Campus. Assistance is also available at the Newtown Campus in the Learning Resources Center.

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.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 College, 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 SNAPHF – Student Nurse Association of Pennsylvania Holy Family University Chapter
SNAPHF 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 SNAPHF 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.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 web site. 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 web site (www.holyfamily.edu).

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. Non-Nursing majors must get permission from the Dean or Associate Dean 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 occasionally change course offerings or location (i.e., Newtown/Woodhaven 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 or 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 e-mail.

8A.14 Admission, Grading and Continuation Policies

8A.14.1 Admission Policies

8A.14.1.1 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 a 2.75 or above
  - No more than one Science, Math, or English course failure
  - Successful completion of core science course (a grade of C or higher)
  - Successful completion of at least one concentration-related science course (BIOL 206, BIOL 207, or BIOL 208)
  - Successful completion of core mathematics course (a grade of C or higher)
  - Science and Mathematics GPA 2.75 or above (courses included in this GPA are BIOL 206, BIOL 207, BIOL 208, core science course, core math course, and MATH 130).

Transfer students must have a minimum transfer GPA of 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 as well.

8A.14.1.2 Criteria for Validation for Entrance to BSN program, second semester sophomore year (200 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 ≥2.75 or higher.

Students who are not validated for acceptance to 200 level courses due to GPA or clearance issues 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.
  - By April 1 for fall semester
  - By November 1 for spring semester

*** Administration may require that clearances be submitted at earlier dates. In such cases, faculty will notify students by way of the course syllabus, the course Blackboard site, or an announcement in class.

- Have a clear FBI background check.
- Have a negative ten panel drug screen.

8A.14.1.3 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):

- Overall HF GPA is ≥ 3.0
- Has completed a core science course (grade ≥ C)
- Has completed at least one concentration-related science course. One course must be BIOL 207 (grade ≥ C)
- Has completed core mathematics course (grade ≥ C)
- Has no more than one science/math/English course failure
- Science and math GPA ≥ 2.75 (Courses included in calculation: BIOL 207, 208, GSCI 107 or core lab science, core math course).

When student attended other colleges/universities and enrolled at HF in another program (If student started at HF as a transfer student in a different major):

- Came to Holy Family with an overall transfer GPA ≥ 3.0
- Current overall GPA ≥ 3.0 (includes HF GPA and overall transfer GPA)
- Has no more than one science/math/English course failure
- Has completed the core science course
- Has completed at least one concentration-related science course. One course must be BIOL 207 (grade ≥ C)
- Has completed core math course
- Science and math GPA ≥ 2.75 (Courses included in calculation: BIOL 206, 207, 208, GSCI 107, core mathematics course).

Applicants who cannot be accepted as Nursing:

- Cumulative HF GPA is < 3.0
- If student started at HF as a transfer student in a different major, overall transfer GPA < 3.0
- GPA is > 3.0 but has more than one failure in the required science courses (GSCI 107 or core lab science, BIOL 207, BIOL 208, BIOL 206)
- GPA is > 3.0 but failed core math course
• GPA is > 3.0 but failed ENGL 101 or ENGL 102.

applicant’s request is deferred until a future time:
• Has not completed GSCI 107 or core lab science, core mathematics course, and BIOL 207.

8A.14.2 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 in 200, 300, and 400 level courses before the scores/grades from other assignments (quizzes, papers, other course requirements) are added in the computation of the final grade.

1. If the weighted combined exam grade is less than 77%, the grade assigned is D or below. The student will not be able to progress in the Nursing program. Only one (1) Nursing course may be repeated in the program.

2. 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.

3. Grading Scale:
   94-100% A
   90-93% B+
   86-89% B
   81-85% C+
   77-80% C
   73-76% D+
   70-72% D
   <70% F

8A.14.3 Continuation Policies

1. 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.

2. Students must successfully complete all 200 level Nursing courses in order to be eligible for progression to the 300 level Nursing courses.
3. Students must successfully complete all 300 level Nursing courses in order to be eligible for progression to the 400 level Nursing courses.

4. Students who fail a Nursing course for the first time must repeat the course the following semester if space is available. Students repeating a Nursing clinical course take only one (1) clinical course that semester.

5. 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.

6. Students who are taking a Nursing course for the first time have registration priority.

7. Only one Nursing course may be repeated in the program.

8. Effective Fall 2011 students are permitted to withdraw failing and repeat only one Nursing course while in the BSN program.

9. Students who fail two (2) Nursing courses are automatically dismissed from the Nursing program.

10. Students who fail the clinical component of a course are automatically dismissed from the program.

11. Students are required to complete the program in five (5) calendar years from the time the first 300 Level clinical Nursing course is taken.

12. Students who drop out of 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.

13. Compliance with Section 8A.15.4.1 Professional Behavior, Section 8A.15.4.2 Safety Criteria and Section 8A.15.4.3 Clinical Conduct Policies is expected. Each student is accountable for the implementation of these criteria within the classroom, laboratory, and clinical settings.

14. 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. Students who are registered for clinical courses, but are non-compliant will be administratively withdrawn from the courses by July 1 for fall clinical courses and December 30 for spring clinical courses. Students who have a positive criminal background will not be validated for entry to the 300 level Nursing courses. Students with a positive drug screen will not be validated for entry to the 300 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.

15. 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).

**8A.14.4 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.
Justifiable cause for grievance of a final course grade shall be defined as any act that is perceived as either prejudiced or capricious action on the part of a faculty member in the evaluation of a student’s performance or an error in grade calculation.

The student is responsible for providing documented evidence to support the grievance.

**Procedure for Final Course Grade Challenge**

1. If a student questions a final grade decision by a faculty member, the first level of appeal is to ask the faculty member to review the decision based on any additional information offered in writing by the student. Students are directed to complete the Academic Dispute/Final Course Grade Challenge Form (See Appendix 8A.14.4.1: Academic Dispute/ Final Course Grade Challenge) available in the NEB Lobby. The completed form must be submitted to the course faculty to begin the review process.

2. The faculty member will investigate the student’s dispute and provide a written response to the student.

3. If the issue is not satisfactorily resolved within 10 regular school days, then a written letter of appeal signed by the student should be sent to the Associate Dean. The Associate Dean will make a written response to the appeal.

4. If the issue is not satisfactorily resolved within 10 regular school days, then a written letter of appeal signed by the student should be sent to the SONAHP Dean. The Dean will make a written response to the appeal.

5. If the issue is not satisfactorily resolved within 10 regular school days, then a written letter of appeal signed by the student should be sent to the Vice President for Academic Affairs for review and action. The final appeal is to the Vice President for Academic Affairs.

**8A.15 Clinical Policies**

**8A.15.1 Cancellation of Clinical Experience Due to Inclement Weather**

**8A.15.1.1 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.15.1.2 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:

   Northeast Philadelphia
   - Day 124
   - Evening 2124

   Newtown
   - Day 784
   - Evening 2784
2. When the University is not closed and there is a reason to cancel clinical (e.g., dangerous road conditions), the clinical instructor will notify students as early as possible. 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 108, 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 e-mail, when an emergency situation occurs on campus. Up to (2) cell phone numbers and one e-mail 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/security/emergencytext.shtml.

8A.15.2 Clinical Credentials Policy

8A.15.2.1 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.holyfamilysafety.com.

Prior to validation to enter 200 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. 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 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.

   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 **Procedure for Clearances**

Prior to validation to enter 200 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 a FBI background check. This 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. To complete the FBI clearance, go to www.pa.cogentid.com/index.htm.

   - Click on the first link: Department of Education
   - Click on the “register online” link and follow directions
   - For “reason fingerprinted” check “Colleges/Universities”
   - Once you have paid for the service and completed the applicant registration process, print out the page with your registration ID (the page has a statement on it “please print information and take it to the fingerprinting site). Print the page twice, take one to your selected fingerprinting location (www.pa.cogentid.com/index.htm) and have your digital fingerprints completed, AND present one page to the Nursing Program secretary (NEB 115).

   - You must have a clear background to continue in clinical 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.

- Please be aware that some offenses cannot be removed from a record. This includes some felonies and insurance fraud. Go to www.holyfamilysafety.com to enter your personal information. Please read the Instructions on the Home Page.

4. Go to www.holyfamilysafety.com to enter your personal information. Click “ITS Compliance System”, read the instructions on the following page. To the right you will see the forms to download, be sure to download the required forms if you do not have them already.

5. On the bottom of the ITS Information Page, you will need to click “Login to the Immunization Tracking System”, once there you would click “Online Registration” to create your account. Your user ID will be your email, be sure to type this correctly, and you will set your own password. This service costs $25 yearly. Please do not forget this step as this creates your profile, where you enter all of your clearance information.

6. Once you have created your Login ID, print out the required forms to take to your physician’s office for completion. Be sure to have the Health History Form with you on your office visit, you will need this form completed for your required physical examination.

7. Return to www.holyfamilysafety.com, and click on and read through “FBI Clearance Information” and “PA Child Abuse Information” pages. There are forms you must print out for your PA Child Abuse Clearance. Follow the detailed instructions at the top of this form. Within two days of receiving the results from the State of Pennsylvania, please upload the document directly into your account. The FBI Clearance is handled through Holy Family, but tracked by American DataBank. Follow the instructions found on the FBI Clearance Page. The registration ID is to be submitted to the Nursing Program secretary (NEB 115).

8. When you are ready to place your 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.

9. 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 is for BSN Students ONLY, Package 2 is for MSN Students/Faculty ONLY, both packages include the background check and drug screen required for the respective program. In addition, package 3 is a Drug Screen Only package, and package 4 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.

10. Click “continue with order” and complete all your information.

IMPORTANT: Take care! 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.

11. 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.

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

13. 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.

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

15. 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.

16. Proof of current **American Heart Association CPR FOR HEALTH CARE PROVIDERS** will need to be submitted at [www.holyfamilysafety.com](http://www.holyfamilysafety.com). No other CPR certification is acceptable.

17. Students are responsible for keeping all yearly clearances up to date. Students are notified through American Data Bank via the email utilized when signing up for the account; however, this may not give you enough time to have things completed before expiring. You should keep accurate records and make note of when your yearly clearances are going to expire. The student will NOT be notified by the School of Nursing and Allied Health Professions. Students should not let any yearly clearance lapse (FBI clearance, Child Abuse Clearance, State Background check, Health Insurance Card, CPR certification, Flu shots, PPD, Drug screen, etc.). Students who are not compliant with all clearances by July 1 for Fall clinical and December 30 for Spring clinical will be administratively withdrawn from their clinical Nursing courses. Be sure to periodically check your ITS Account as your deadlines approach, as you can see expirations for all items listed in the center column of the system. Be aware that certain checks/shot series take longer than others to complete, it is your responsibility to start as soon as possible to ensure all items are completed and submitted by the stated deadlines.

18. Yearly Flu Shots will be required when available, usually in September or October for the flu season that continues through the following spring. There is no opportunity to decline this shot. Hospitals require yearly flu shots to protect the patients. As we are guests in the agencies, we cannot decline to have this requirement completed.

19. There are no “exceptions” to clearance policies. Our clearances are dictated by our affiliating agencies. If you have not completed clearances, you cannot attend clinical. Clearances are printed and sent to the agencies on request. These clearances must be complete when names are submitted for clinical groups.

20. **Please remember:** You must enter all the information into your account and upload all supporting documents. American DataBank does not enter dates, doctor information or data for you. They will verify that the information you entered is correct and mark you compliant.
8A.15.3 Clinical Uniform Policy for Clinical Agencies and Simulation Experiences

1. The uniform is a navy blue scrub with white embroidery from Dove Apparel. Log on to www.doveapparel.com and click on the “student” link on the right side. Register with your Holy Family Email. The school code is HFAM. There is an online fitting guide. For any advice, please call the company. We do not have sample uniforms to try on here at the school.

2. A navy blue name pin with white lettering stating student name and “Holy Family University Nursing” is required to be worn on the uniform.

3. A “V neck Cardigan” style white Lab Jacket from Dove Apparel 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).

4. 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.

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

6. 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” (ie, no unnatural stripes, large strips of color, blocks of color, or colored “patterns”).

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

8. 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 or acrylic tips are not to be worn.

9. No jewelry other than a nurse’s watch with a second hand; an engagement and/or wedding ring; small post, pierced earrings (in lobes of ears); and neck chains (worn inside the uniform and not visible).

10. 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 as it is visible when addressing patients.

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

12. 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, or short skirts are to be worn).
13. Students not dressed appropriately will be asked to leave the clinical agency or simulation experience. If a student does not have the required uniform, it must be purchased before returning to the clinical area.

14. Students will not be permitted to enter NURS 204 without the required uniform. Ordering late is not an excuse. Students may NOT purchase another uniform to wear “until theirs comes in.” Students who are pregnant or anticipating a pregnancy during clinical must purchase the maternity uniform from DOVE.

15. The deadline to order uniforms for the Fall semester is July 1. The deadline to order uniforms for the Spring semester is December 1. Students ordering uniforms after this date should not expect their uniforms to come on time, as there is no guarantee. If the student does not have the uniform, the student will be dismissed from lab or clinical. If the student misses two clinicals or labs due to this, the student will be dropped from the course. Students uniforms will be examined for the embroidery and the Dove Apparel tag which is visible on the outside of the uniform.

Please Note: The Bookstore is stocking uniforms and can be purchased on a “first come” basis. If this is your plan, please do not wait until the first week of classes as there is no guarantee that they will have your size in stock.

1. Go to http://www.doveapparel.com
2. Click on Login at the top right (or click Students – Order Online). A login prompt will pop up, where you can also click ‘Register’
3. Create an account with your e-mail address and School code and clinical dates.

Once the account has been created, under the Students Tab, click Order Online. This will take the students to our fitting room, where they can enter their measurements to determine their size. From there, they can also access the customized school webpage where they can place their order using the school code HFAM. For questions call Dove at 1-800-829-3683.

8A.15.4 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. Absences from clinical due to illness may require a health care provider’s note before return.

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.15.6 Pregnancy and Postpartum Clinical Policy)

11. Clinical assignments are posted on the “Clinical Information (year)” Blackboard Site prior to the beginning of the clinical experience and are final. Changes are accommodated only in emergency situations. Assignments may also be posted on the course Blackboard site.

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.15.4.1 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.
   - **Punctuality for all learning experiences**
     - Arrives promptly and stays for the duration of time for classes and clinical experience.
   - **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.
   - **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**
   - Demonstrates characteristics of an attentive and engaged listener.
   - Uses appropriate verbal and nonverbal communication to professionally and effectively interact with patients, families, peers, faculty and staff.
   - Resolves conflicts maturely and appropriately by utilizing the appropriate chain of communication.
   - Communicates ideas fluently and accurately using Standard English.
   - Prepares written materials free from mechanical, logical, and organizational errors, utilizing APA format whenever indicated.
   - Reads, views, analyzes, synthesizes, and interprets selected course materials.

3. **Professionalism**
   - Remains accountable and responsible for actions and behavior at all times.
   - Completes all clearances and health data through American Data Bank as required and keeps all information current.
   - Complies with School of Nursing and Allied Health Professions dress code through Dove Apparel for clinical experiences.
   - Maintains good personal hygiene and neatness in appearance.
   - Complies with all classroom and clinical course expectations, including completing assignments on time.
   - 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 as needed.
- Utilizes Nursing Learning Resource Laboratory 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 clinical experiences.
- 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.15.4.2 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 SONAHP, and each assigned clinical agency.

• Endangering others’ physical and psychological safety.

• Failing to report immediately and accurately actual or potentially unsafe situations or persons.

Date established 2/03; Revised 5/03; 5/04

8A.15.4.3 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.

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.

(Developed: 8/05       Approved: 9/12/05)

8A.15.4.4 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.15.5 Health Insurance Policy

8A.15.5.1 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.15.5.2 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 Campus Center, Room G7 on the Northeast Campus.

8A.15.6 Pregnancy and Postpartum Clinical Policy

8A.15.6.1 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.15.6.2 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 Associate Dean prior to enrollment in a clinical course or as soon as possible following confirmation of pregnancy.

8A.15.7 Student with an Illness/Injury in Clinical Experience

8A.15.7.1 Policy
Students in clinical experience who are present with an acute/non-acute illness or sustain an injury are to be excused from the clinical area.

8A.15.7.2 Procedure
Since each incident of student illness or injury is unique, the following are meant as guideline.

8A.15.7.2.1 Non-Acute Illness/Injury
1. Students with a non-acute illness/injury are to be excused from the clinical area;
2. Students who are too ill to drive or return home independently are to contact a family member to provide transportation; and/or
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.

8A.15.7.2.2 Acute Illness/Injury
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 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.
1. Students are required to demonstrate a 90% med-math competency on exams by the third attempt in the 200 and 300 level for progression;
2. Students are required to demonstrate a 90% competency in the 400 level to meet graduation requirements.
3. Students who do not achieve a minimum of 90% on med-math competency examinations are required to consult with faculty to develop a remediation plan and retake the exam.

8A.16.1 Procedure
8A.16.1.1 Evaluation of 200 and 300 Level Med-Math Competency
1. Medication Math Competency Examination is scheduled prior to the end of the semester in which the student will complete the 200 and 300 Level Nursing courses.
2. Students will be notified, in writing, of their examination results by the level coordinator.
3. Students who do not achieve a minimum of 90% on med-math competency examinations are required to consult with faculty to develop a remediation plan.
4. Students who achieve a 90% or greater competency on the test will be able to progress to the next level in the Nursing program.

8A.16.1.2 Evaluation of 400 Level Med-Math Competency
1. The Medication Math Competency Examination for the 400 level is scheduled during the first clinical week of the last semester of the program.
2. Students who do not achieve a minimum of 90% on med-math competency examinations are required to consult with faculty to develop a remediation plan.
3. Students who achieve a 90% or greater competency on the test will be eligible for graduation upon successful completion of all other program requirements.
4. Successful completion of the Level 400 Med-Math Competency Examination is required for graduation.
8A.17  BSN Program Comprehensive Examination and Level Exams

8A.17.1 Policy
The comprehensive examination represents a significant measure of knowledge integration acquired while completing course work in the pre-licensure BSN Program.

8A.17.2 Procedure
1. Students take a standardized comprehensive examination during the last semester of the program. Date and time of the comprehensive examination will be posted each semester.
2. Student eligibility for the standardized comprehensive examination is based on submitted evidence of successful completion of core and Nursing courses and computerized tests (see Section 8A.17.3 Eligibility and Preparation for Comprehensive Exam).
3. The comprehensive examination process consists of a standardized nursing examination, currently the Health Education System Incorporated (HESI) Exit Exam.
4. The comprehensive examination is scheduled three times a semester. Students who are unable to successfully complete the comprehensive examination at the scheduled times are not able to complete program requirements by the expected graduation date.
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. All students are required to take the first two examinations. If the student is successful on either the first or second examination, they may elect to take the third examination for practice.
7. If a student fails the first and second comprehensive exam (does not receive a conversion score of 77%), the student is required to successfully complete a nationally recognized NCLEX Review Program at their own cost (Currently designated the Kaplan Review for NCLEX), prior to taking the third comprehensive exam. Students must take the Kaplan Readiness test in a proctored setting.
8. Students who have not completed the program requirements will not be able to participate in Commencement.
9. Students will not be validated to sit for the NCLEX until they complete all program requirements.

8A.17.3 Eligibility and Preparation for Comprehensive Exam

8A.17.3.1 Policy
Senior students are required to complete selected preparation prior to taking the comprehensive examination.

8A.17.3.2 Procedure
1. Students entering 400 level courses are required to take a scheduled NCLEX review course prior to the start of their Senior year. This course is mandatory and cannot be rescheduled.
2. Students will be notified of the date of this course the semester prior to the requirement, however, it is usually scheduled the first three days of the week prior to the beginning of the semester.

3. The course will be given outside of required class time.

4. The fee for this course is included in student fees and tuition.

5. Students in the last semester of the program are required to complete weekly online questions through the Evolve Practice Test course at 90% or above.

6. Due dates of online questions will be distributed to students at the beginning of the semester.

7. Failure to complete questions on time will result in inability to complete program requirements.

8. Students enrolled in the final semester of senior year are required to attend weekly NCLEX review sessions. Dates, times, and location will be announced at the beginning of the semester.

8A.17.4 Level Exam

8A.17.4.1 Policy

Junior students, completing 300 level, will take a computerized exam. In order to sit for the computerized exam, students must have completed required preparation at a score of 80%.

8A.17.4.2 Procedure

1. Standardized Level Examinations will be scheduled at the end of the Fall and Spring semesters.

2. Students will complete the computerized examinations at the allotted date/time period.

3. Students who score less than the 77% on the exam will be required to complete remediation provided through their Evolve/Elsevier account and as assigned by the Associate Dean.

8A.18 Honors Policy

8A.18.1 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.18.1.1 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.18.1.2 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.18.2 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.
Appendix 8A.14.4.1: Academic Dispute/ Final Course Grade Challenge

HOLY FAMILY UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH PROFESSIONS
BSN Program

Academic Dispute/ Final Course Grade Challenge

Holy Family University policy states any academic dispute or final course grade challenge must be presented by the conclusion of the next semester and resolved within one year. Any dispute older than one year will not be considered.

The first level for appealing a decision is to ask the faculty member to review the decision based on any additional information offered in writing by the student.

Date ______________________________

Name ______________________________ Student ID ______________

Address _______________________________________________________

Please state the academic dispute or grade challenge.________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Course Number and Section ______________________________

Course Name _________________________________________________________

Semester Completed _____________________________________________________

Faculty Name __________________________________________________________

Please provide a rationale for your dispute. _________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Attach an additional sheet if necessary)

________________________________________________________________________

Student Signature/Date

________________________________________________________________________
Faculty Response to Academic Dispute/Grade Challenge

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

______________________________________________
Faculty Signature                                  Date

______________________________________________
Program Chair Signature                           Date

Approved BSN Council 5/11; Revised May 2012