



CARLOW UNIVERSITY
Values. Scholarship. Vision.®

SCHOOL OF NURSING

UNDERGRADUATE STUDENT HANDBOOK

2009-2010

**CARLOW UNIVERSITY
SCHOOL OF NURSING
3333 FIFTH AVENUE
PITTSBURGH, PA 15213**

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A. PROGRAM OVERVIEW	4
VISION	5
PHILOSOPHY	5
OVERVIEW OF PROGRAM	7
PURPOSE	8
PROGRAM OBJECTIVES	8
BSN LEVEL OBJECTIVES	9
BSN DAY PROGRAM - CURRICULUM GUIDE SHEET.....	10
STEP AHEAD PROGRAM - CURRICULUM GUIDE SHEET.....	11
RN-BSN PROGRAM – CURRICULUM GUIDE SHEET	12
B. ACADEMIC POLICIES	13
UNDERGRADUATE ADMISSION AND TRANSFER TO SCHOOL	14
SECTION I: ADMISSION TO SCHOOL	14
SECTION II: TRANSFER ADMISSION TO BSN PROGRAM	15
UNDERGRADUATE ACCEPTABLE ACADEMIC ACHIEVEMENT.....	17
SECTION I: ADMISSION TO THE NURSING CLINICAL PROGRAM OF STUDIES.....	17
SECTION II: PROGRESSION ACROSS THE NURSING CLINICAL PROGRAM.....	17
SECTION III: UNDERGRADUATE GRADING SCALE	19
SECTION IV: STATEMENT ON ACADEMIC INTEGRITY AND JUDICIAL PROCESS.....	19
SECTION V: GRADED MATERIALS AND PROJECTS.....	19
SECTION VI: GUIDELINES FOR WRITTEN WORK	19
UNDERGRADUATE PROGRAM RETENTION AND COMPLETION REQUIREMENTS.....	20
STATUTE OF LIMITATIONS.....	20
STUDENTS ON ACADEMIC LEAVE.....	20
C. EVALUATION POLICIES.....	21
ESSENTIAL COGNITIVE, PHYSICAL, AND EMOTIONAL REQUIREMENTS FOR STUDENTS IN THE SCHOOL OF NURSING.....	22
STUDENT ATTENDANCE.....	23
SECTION I: CLASS ATTENDANCE	23
SECTION II: CLINICAL ATTENDANCE	23
SECTION III: REQUIREMENTS.....	22
NU2162 Health Assessment and Fundamentals	23
Clinical Self-Evaluation Tool	25
NU2172 Health Promotion & Disease Prevention Clinical Evaluation Tool	26
Clinical Self-Evaluation Tool	28
Junior Level Clinical Evaluation Tool	29
Clinical Self-Evaluation Tool	31
Senior Level Clinical Evaluation	32
Clinical Self-Evaluation Form	34
Undergraduate BSN Nursing Program Outcome Assessment.....	35
Undergraduate BSN Math/Drug Calculation Competency.....	36
D. CLINICAL POLICIES	37
EXPECTATIONS FOR UNDERGRADUATE CLINICAL EXPERIENCES.....	38
STUDENT ACTIVITIES IN CLINICAL AGENCIES	39
GUIDELINES ON PROFESSIONAL APPEARANCE	40
HEALTH FORMS AND OTHER REQUIREMENTS FOR CLINICAL EXPERIENCES.....	42
Pre-Clinical Requirements Checklist for BSN Student Nurses	43
Pre-Clinical Health Requirements for BSN Student Nurses.....	44
Junior and Senior Level Health Requirements Checklist for BSN Student Nurses.....	45
Junior and Senior Health Requirements for BSN Student Nurses.....	46
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996.....	47
EDUCATION FOR OSHA BLOODBORNE PATHOGENS STANDARDS.....	48
BLOODBORNE/BODY FLUID PATHOGEN	49
PROCEDURES FOR CLINICAL-EXPERIENCE-RELATED NEEDLESTICK OR OTHER STUDENT INJURY.....	53
UNSAFE CLINICAL PRACTICE.....	54

E. OTHER POLICIES	55
PENNSYLVANIA STATE BOARD OF NURSING REGULATIONS	56
STATE BOARD LICENSING EXAM.....	58
TEMPORARY PRACTICE PERMITS.....	58
PRESENTATION OF THE CARLOW UNIVERSITY NURSING PIN.....	58
SCHOOL OF NURSING STUDENT AWARDS	59
BSN PROGRAM AWARDS	59
The Caritas Christi Award.....	59
The Leadership in Nursing Award	60
The School of Nursing Highest Academic Achievement Award	61
RN-BSN PROGRAM AWARD	61
The Sister M. Loyola Daugherty Award.....	61
NURSING ORGANIZATIONS.....	62
LOYOLA SOCIETY	62
STUDENT NURSE ASSOCIATION OF PENNSYLVANIA (S.N.A.P.)	62
SIGMA-THETA-TAU, ETA EPSILON CHAPTER.....	62
PENNSYLVANIA NURSES ASSOCIATION	62
BSN STUDENT EMPLOYMENT.....	63
ANTICIPATED DISTRIBUTION OF EXPENSES	64
UNDERGRADUATE BSN INTERN/EXTERN SITUATIONS	65
UNDERGRADUATE BSN INTERN/EXTERN EVALUATION FORM.....	66

A. PROGRAM OVERVIEW

CARLOW UNIVERSITY
SCHOOL OF NURSING

VISION STATEMENT

Carlow University School of Nursing educates practitioners of tomorrow and encourages a passion for discovery, innovative practice and application in an evolving healthcare arena.

Accepted 11/08, Reviewed 12/09

PHILOSOPHY

The philosophy of the Nursing Program is consistent with the mission and commitment of Carlow University to engage learners in a process of lifelong learning, scholarship, and research and to realize their potential as persons and professional nurses. We believe that an undergraduate liberal arts education, which emphasizes lifelong learning, provides the basis for the education of a professional nurse. Accordingly, direction for the BSN nursing curriculum is provided by the ideals of respect for the integrity and value of each person and active concern for the physiological, psychological, moral, spiritual and cultural needs of others. During graduate education, we assist students to develop and begin implementation of their leadership skills, regardless of whether they function in advanced practice, education, or administrative roles. We further believe that the discipline of nursing contributes to the University's mission and to its core values of "Leadership" and "Service" by providing the opportunity to demonstrate that contributions for the good of society are best expressed in service.

Health encompasses the whole person and her/his lifestyle and includes strengths, resiliencies, resources, potentials and capabilities. Health is a dynamic state that facilitates the functioning of persons, families and communities at an optimal level. It is the actualization of inherent and acquired human potential through goal-directed behavior, competent self care, and satisfying relationships with others, while adjustments are made as needed to maintain structural integrity and harmony with the relevant environment. It is recognized that individuals, families and communities can be at risk for disruptions in or barriers to health deriving from physical deficits, psychological dysfunctions, social disabilities and/or spiritual deprivation.

The **environment** includes the interactions of persons, families and communities who live and function within a network of overlapping systems—including both a person's internal system of functioning and the society in which one exists. A person's individual traits, together with the characteristics and demands of both the internal and external milieu, influence interpersonal relationships and behavior in a variety of ways. Further, the healthcare system, itself, is an environment that can impact on the interactions of persons, families and communities.

The concept of **person**, embedded in the University's goal of "Sacredness of Creation," is the core value of respect and dignity for persons (individuals, families and communities) throughout their entire life span. The nurse strives to perceive the person as a whole and provide care that is professionally appropriate and culturally sensitive. The nurse delivers holistic care to persons and realizes that alterations in health impact not just the body but also the psycho-social-spiritual dimensions of living human beings. Well-rounded, respectful nursing care, delivered with concern for the whole person, empowers people and helps them to achieve and maintain or recover independence, or, when this is not possible to achieve, to live and to die with dignity.

Professional nursing is a humanistic and scientific discipline that recognizes the dignity of the person and the right of persons to a quality life. Derived from the University's core values of "Discovery/Quest," "Intellectual Integrity," and "Service," the professional nurse is a leader whose goal is to promote quality of living through promoting, maintaining and restoring health or through compassionate care when health cannot be restored. The professional nurse may strive to achieve this with individual persons, families, and/or communities; but equally may work to effect system's change or to educate the next generation of nurses as ways to achieve this goal. Professional nursing practice is based on an evidence-based body of knowledge, refined skill sets, defined standards of practice, and a philosophy of value for life and being. Nurses function both autonomously and collaboratively to achieve this goal.

Consistent with each and all of the University's core values, we view both the **nurse educator and student learner** as intelligent, thinking, reasoning and active participants involved in the interactive communication process of teaching and learning. We believe that educators and learners influence and are influenced by their environment. These environmental influences include persons, events and tangible surroundings.

As nurse educators, we accept the challenge of educating students to be responsible for their own personal and professional growth. The faculty fosters an engaging teaching-learning atmosphere which makes possible a dialogue among a community of learners. This implies helping the learner develop the ability to think intelligently and creatively about and to react sensitively to individual, family, community, and system needs and, as part of this, to make efforts to counteract the dehumanizing aspects of technology and specialization.

Each student is accepted as a significant person who participates in and reacts to a wide variety of experiences, from the highly abstract, literary, and artistic to the factual and technical. We believe that a professional nursing curriculum should actively involve students in a wide variety of educational experiences that progress from basic to complex levels of knowledge, skill, and caring attitude. Through these learning activities, students are challenged to develop the ability to think critically and creatively, to intervene skillfully, and to affirm their moral and ethical values.

We believe that these experiences prepare alumnae/i of this program to respond sensitively to others and to render competent and compassionate service in personal and professional life. We also believe that these experiences prepare them to lead efforts to move the profession and health care forward—from wherever their professional practice roles find them.

Reviewed 4/91, 4/92, 5/98, 8/01, 8/05
Revised 11/93, 08/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

OVERVIEW OF PROGRAM

BSN Program

Through clinical courses and the nursing seminars, the undergraduate baccalaureate Nursing Program at Carlow University prepares the student to perform generalized nursing roles in a variety of settings, both structured and unstructured. The primary focus of the program is on the use of nursing process to support health promotion, disease prevention, therapeutic, and restorative care in diverse settings. These settings include but are not limited to hospital, home, school, nursing home/personal care home, and home health and community agencies. The emphasis on health maintenance and health needs of individuals, families, and communities is addressed within a variety of biopsychosocial and transcultural nursing theories, nursing research, and health care policy efforts which together form the basis of professional nursing practice. The student assumes increasingly independent functioning across the program. BSN track students culminate their senior year with a preceptor-based clinical practicum. The program also serves as the foundation for graduate study and lifelong learning.

RN-BSN Program

The purpose of the undergraduate nursing program at Carlow University is to assist the student in recognizing the integrity and value of each person and to achieve the knowledge, skills, and values necessary for professional nursing practice. The program prepares the baccalaureate student to practice as a generalist who is able to utilize nursing process with clients and make independent nursing decisions in structured and unstructured settings. The program also serves as the foundation for graduate study and lifelong learning.

Reviewed 5/98, 8/01, 1/08; Revised 5/96, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

UNDERGRADUATE NURSING PROGRAM

PURPOSE

The purpose of the **Undergraduate Nursing Program** at Carlow University is to assist the student to recognize the integrity and value of each person and to achieve the knowledge, skills and values necessary for professional nursing practice. The program prepares the baccalaureate student to practice as a generalist who is able to utilize nursing process with clients and make independent nursing decisions in structured and unstructured settings. The program also serves as the basis for graduate study and provides a foundation for life-long learning.

Reviewed 5/90, 4/91, 4/92, 5/98, 8/01, 8/05; Revised 12/93

PROGRAM OBJECTIVES

Throughout the **undergraduate program**, the student will be involved in the process of becoming more fully aware of self as a person, free to think clearly and creatively, and ready to participate in opportunities for long-term learning.

Based on knowledge of nursing the BSN and RN-BSN graduate is expected to:

1. Provide direct and indirect professional nursing care to individuals, families, groups, communities and populations based on biopsychosocial and transcultural concepts;
2. Appraise the concepts of core nursing knowledge*;
3. Design, manage and coordinate evidence-based nursing care that reflects a broad-based liberal arts education;
4. Integrate the nursing process to support health promotion, prevention, therapeutic and restorative care in concert with individuals, families and communities;
5. Promote the professional values of caring, altruism, autonomy, human dignity, integrity and social justice;
6. Make independent nursing decisions utilizing the core nursing competencies of critical thinking, communication, assessment and technical skills;
7. Incorporate professional nursing standards and accountability into safe, and competent individual and organizational practice;
8. Collaborate with clients, members of the interdisciplinary health team, and the community to promote positive health outcomes;
9. Transitions into the professional nursing role, demonstrating leadership, valuing life-long learning and practicing within legal and ethical frameworks.

*Core nursing knowledge includes: Health promotion, risk reduction and disease prevention; Illness and disease management, Information and health care technologies, Ethics, Human diversity, Global health care; and Health Care Systems and policy (from AACN, the Essentials of Baccalaureate Education)

Reviewed 5/90, 4/91, 4/92, 5/98, 8/01; 8/09; Revised 12/93, 8/05, 8/06;
Revision Implemented Fall 2006

CARLOW UNIVERSITY
SCHOOL OF NURSING

BSN Level Objectives

First Year Level Objectives

By the end of the first level, the nursing student will:

1. Explain the history, evolution, education and roles of nurses in the profession;
2. Identify the roles and functions of individuals and families;
3. Examine the structure and functions of the human body;
4. Demonstrate that ability to use a health care database;
5. Engage in critical thinking, self-reflection, and collegial dialogue about professional nursing practice
6. Demonstrate the ability to use nursing informatics and databases to access healthcare information.

Sophomore Level Objectives

By the end of the second level, the nursing student will:

1. Demonstrate a beginning understanding of the person as a holistic individual whose health needs are based on an interaction with the individual's biopsychosocial and transcultural environments;
2. Examine areas of core nursing knowledge*;
3. Identify the use of evidence-based practice in guiding nursing care;
4. Utilize the nursing process to provide beginning health promotion, prevention, therapeutic and restorative care in concert with adults in a variety of environments;
5. Support the decisions of clients from diverse cultures with respect and compassion;
6. Make nursing decisions using critical thinking;
7. Accept individual responsibility and accountability for safe, competent and professional nursing practice;
8. Develop communication skills necessary to promote health;
9. Examine ethical and legal frameworks of nursing practice.

Junior Level Objectives

By the end of the third level, the nursing student will:

1. Integrate the concept of person as a holistic individual whose health needs are based on an interaction with the individual's biopsychosocial and transcultural environments;
2. Apply concepts of core nursing knowledge* in diverse settings;
3. Demonstrate beginning application of evidence-based practice that reflects a broad-based liberal arts education;
4. Utilize the nursing process to develop and prioritize health promotion, prevention, therapeutic and restorative care in concert with individuals and families in various environments;
5. Demonstrate advocacy for clients from diverse cultures, with respect and compassion;
6. Justify nursing decisions, using critical thinking;
7. Display individual responsibility and accountability for safe, competent and professional nursing practice with individuals and families;
8. Interact with clients, families and members of the interdisciplinary health team to promote health;
9. Demonstrate professional growth and a commitment to nursing practice within ethical and legal frameworks based on changing health care policies.

Senior Level Objectives

By the end of the senior level, the nursing student will meet the program objectives.

*Core nursing knowledge includes: Health promotion, risk reduction and disease prevention; Illness and disease management, Information and health care technologies, Ethics, Human diversity, Global health care; and Health Care Systems and policy (from AACN, the Essentials of Baccalaureate Education).

Added to handbook 7/04; Reviewed 8/05; Revised 8/06; Implemented Fall 2006

CARLOW UNIVERSITY
SCHOOL OF NURSING

BSN Program Advisement Curriculum Guide Sheet

Student Name _____

Student ID# _____

LAI	FRESHMAN FALL COURSES	Done	Credits		LAI	FRESHMAN SPRING COURSES	Done	Credits
	Freshman Year Experience		1			BIO 202 Anatomy & Phys. II		4
	BIO 201 Anatomy & Phys. I		4			NU 101 Intro to Professional Nsg & Informatics		3
	CC 100 College Writing & Research (Must be taken in fall)		3			CC 102 Quantitative Reasoning		3
N	CHM 105 Principles of Chemistry		4			PY 122 Life Span Dev.		3
	CC 101 Presentations & Argumentation		3		S	SO 152 Intro Soc or SO 215 Family & Society		3
	GPA Total		15			GPA Total		16
SOPHOMORE FALL COURSES					SOPHOMORE SPRING COURSES			
	BIO 227 Microbiology		4			BIO 203 Pathophysiology		3
	NU 2161/2162 Health Assess. & Fund.		3/1			NU 210 Concepts of Gerontology		2
	NU 206 Nutrition		3			NU 222 Pharmacology		3
L	LAI: Literature		3		II.	NU 2171/2172 Health Prom. & Disease Prevention		3/1
P	LAI: Philosophy		3		III.	LAI: Math (Stats)		3
	GPA Total		17		IV.	GPA Total		15
JUNIOR FALL COURSES					JUNIOR SPRING COURSE			
	NU 3181/3182 Nsg. Care of Adults I		3/1			NU 3191/3192 Nsg. Care of Adults II		3/1
	NU 3161/3162 Nsg. Care of Children/Adolescents		3/5			NU 3121/3122 Psychiatric & Mental Health Nsg.		3/1
	NU 3171/3172 Nsg. Care of Mothers, Newborns, Families		3/5			NU 320 Nsg. Research		3
F	LAI: Fine Arts		3			LAI: Theology		3
H	LAI: History		3		E	LAI: Economics/Political Science		3
	GPA Total		17			GPA Total		17
SENIOR FALL COURSES					SENIOR SPRING COURSES			
	NU 4171/4172 Adv. Nsg. Care of Adult		5/2			NU 4111/4112 Leadership into Prof. Nsg.		3/3
	NU 4181/4182 Community Health Nsg.		3/1			NU 420 Legal, Ethical & Political Issues in Health Care		3
G	LAI: Global/Language		3		W	LAI: Women		3
	GPA Total		14			GPA Total		12

Total Credits 123

- Courses in bold should be taken in the semester indicated.
- No credit toward graduation for preparatory courses (e.g. MAT080).
- CC courses must be completed in the freshman year.
- Most LAI courses should be taken by end of junior year.

Interdisciplinary Course or Linked Course: _____

Service Learning: NU3171/3172

Skills Integration (# of courses required beyond CC courses; may be covered with LAI or major courses)

Listed below are the nursing courses that meet specific Skills Integration requirements:

Writing W NU4181/4182
Speaking S NU3181 & NU3191

Research R NU320
Technology T NU222

Reasoning Q NU4171/4172

LAI Codes:

E	Economics/Political Science	H	History	P	Philosophy
F	Fine Arts	L	Literary Arts	S	Social and Behavior Sciences
G	Global perspectives and Languages	M	Mathematics	T	Theology
		N	Natural Sciences	W	Women's Studies

Approved 8/05; Revised Spring 2008; Implemented Fall 06

CARLOW UNIVERSITY
SCHOOL OF NURSING

STEP AHEAD PROGRAM - CURRICULUM GUIDE SHEET

Program Objective: To prepare Carlow nursing students to take a 'step ahead' of their peers as they look toward their professional future that includes graduate education and advanced practice roles.

Students who qualify for this program will earn up to 10 *Master's* nursing credits by the completion of their BSN degree at Carlow University.

To qualify for the Step Ahead Program, a student will:

- Apply for entry into the Step Ahead Program during the admissions process to Carlow University or at the end of the first semester of sophomore year in the Nursing program.
- Have a high School GPA of 3.5 or score 1100 on the SAT or have cumulative GPA of 3.5 by the end of the first semester of the sophomore year at Carlow.
- Need a maximum of one basic skill course at Carlow when admitted.
- Be willing and able to take 6-9 credits of core requirements outside of the regular, scheduled semesters of the nursing program (e.g. during a summer session).
- Maintain a cumulative GPA of 3.1 during the junior and senior years of the BSN program.

A typical plan of study for a student in the Step Ahead Program will include:

	<u>Fall, Freshman Year</u>		<u>Spring, Freshman Year</u>		
	FYE	1 cr.	NU 101	3 cr.	
	CHM 105	4 cr.	CC 102	3 cr.	
	BIO 201	4 cr.	PY 122	3 cr.	
	CC 100	3 cr.	SO 152	3 cr.	
	CC 101	<u>3 cr.</u>	BIO 202	<u>4 cr.</u>	
		15 cr.		16 cr.	
	<u>Fall, Sophomore Year</u>		<u>Spring, Sophomore Year</u>		
	NU 206	1 cr.	BIO 203	3 cr.	
	NU 2161/2162	4 cr.	NU 210	2 cr.	
	LAI: Literature	3 cr.	NU 222	3 cr.	
	LAI: Philosophy	3 cr.	NU2171/2172	4 cr.	
	BIO 227	<u>4 cr.</u>	LAI: Math	<u>3 cr.</u>	
		17 cr.		15 cr.	
	<u>Fall, Junior Year</u>		<u>Spring, Junior Year</u>		
<u>Summer</u>					
LAI : Fine Arts	3 cr.	NU 3161/3162	3.5 cr.	NU 3191/3192	4 cr.
LAI : History	<u>3 cr.</u>	NU 3171/3172	3.5 cr.	NU 3121/3122	4 cr.
	6 cr.	NU 3181/3182	4 cr.	NU320	3 cr.
		LAI: Theology	<u>3 cr.</u>	LAI: Economics	3 cr.
			14 cr.	LAI: Global	<u>3 cr.</u>
					17 cr.
	<u>Fall, Senior Year</u>		<u>Spring, Senior Year</u>		
	NU 4171/4172	7 cr.	NU 4111/4112	6 cr.	
	NU 4181/4182	4 cr.	NU 420	3 cr.	
	*NU 726 or appropriate	<u>3 cr.</u>	*NU 703 Theory	3 cr.	
	Non-clinical grad. course	14 cr.	LAI: Women	<u>3 cr.</u>	
Total				15 cr.	
129 credits			(Optional)		
(or) 133 credits			*NU 742 Pharm	4 cr.	

*Advisor's signature on the Registration form is needed for admission into a graduate course.

Successful completion of the Step Ahead Program may facilitate admission into Carlow's Master of Science Nursing Program

Only credits above 120 will count as graduate level courses.

Approved 8/05; Implemented freshman students fall 2006; Reviewed 1/08; Revised 9/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

RN-BSN PROGRAM – CURRICULUM GUIDE SHEET
REGISTERED NURSE TO MASTER OF SCIENCE IN NURSING

Prerequisites courses	55cr
Advanced Standing for RN License	30cr
<u>Three semesters and one summer**</u>	
CC 102 Quantitative reasoning (CAP)	3cr
MAT 115 Statistics (CAP)	3cr
FSO 365 Global Perspectives (CAP)	3cr
TH 101 Theology (CAP)	3cr
POL 101 Intro Political Science (CAP)	3cr
NU 4081/2 Community Health Nursing (CAP)	4cr
NU 430 Research, Informatics, Decision Making (CAP)	4cr
NU 741 Human Pathophysiology (10 weeks)*	4cr
NU 742 Advanced Pharmacology (full semester)*	4cr
NU 745 Advanced Physical Assessment (full semester)*	4cr
Total Credits Requirement for BSN	120 Credits

* Courses taught as 50% or more web-enhanced.

**Additional credits may be required for those students needing to fulfill liberal arts requirement. Individualized advising is provided.

See School of Nursing Graduate Handbook for BSN-MSN

Approved Fall 2005; Implemented Fall 2006; Reviewed 1/08; Revised 8/09

B. ACADEMIC POLICIES

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNDERGRADUATE ADMISSION AND TRANSFER TO SCHOOL

Policy: To be awarded a baccalaureate degree in nursing from Carlow University, a student must meet both University and School requirements.

SECTION I: ADMISSION TO SCHOOL

A. Admission to the BSN Program

1. The student admitted to Carlow University as a freshman with no previous experience in post-secondary education or in professional nursing can complete the requirements for the baccalaureate degree in 4 academic years. One hundred and twenty-three credits are required to earn a Bachelor of Science in Nursing degree.

Requirements:

- a. Pennsylvania State Board of Nursing **requires** that High School or GED applicants accepted into professional nursing programs must have completed as a **minimum:**

4 Units - English
3 Units - Social Studies
2 Units - Math (one must be Algebra)
2 Units - Lab Science (one must be Chemistry)

- b. In addition, the School of Nursing requires that the second Lab Science is to be Biology.
- c. GPA 3.0

B. Admission to RN-BSN Program:

1. Registered Nurses **without** a Baccalaureate Degree:

a. Admission Process:

The R.N. student admitted to Carlow University must successfully have completed one science course with a lab, and must meet the requirements for admission to the professional program (see “Undergraduate Acceptable Academic Achievement” policy, Section I A).

Additionally, the student must meet the Residency Requirement: A minimum of 32 credits must be taken and successfully completed at Carlow University (see Section II A 2 a, below). The 32 credits are over and above credit earned through the CLEP examinations, or challenge procedures. Any course in the catalog can be challenged for credit (see University catalog for policy).

Acceptance of transfer undergraduate nursing courses from an accredited NLN or AACN baccalaureate nursing program are limited to up to 4 credits. Advisement regarding course selection and registration should be sought from the RN-MSN Program Director or from the assigned adviser upon transfer admission to the University.

b. Challenge Process:

R.N. students without earned University credit for the required science courses may challenge

Microbiology for 4 credits, Anatomy/ Physiology for 6 credits, and Life Span Developmental Psychology for 3 credits through the “Excelsior University” examination process.

c. Escrow Process:

Advanced standing of up to 30 credits in nursing is awarded to the RN student. The credits will be recorded on the RN student’s Carlow University transcript.

SECTION II: TRANSFER ADMISSION TO BSN PROGRAM

A. Transfers into the BSN Program:

1. From within Carlow:

Students matriculated at Carlow wishing to transfer into the nursing major must have completed at least one semester at Carlow University with a minimum earned 3.0 GPA, must meet the Pennsylvania State Board of Nursing requirements (see Section I A, above) or successfully have completed one science course with a lab at Carlow, and must meet the requirements for admission to the clinical program (see “Undergraduate Acceptable Academic Achievement” policy, Section I A). The student must present her/his academic folder (documenting that the above criteria have been met) to the BSN Program Director for the change of major decision prior to being considered for acceptance into the 200 level nursing courses.

2. From outside Carlow:

a. Transfer Students with Earned University Credits but without a Baccalaureate:

The student admitted to Carlow University with earned University credits must have a minimum cumulative GPA of 3.0 on a 4.0 scale for admission to the nursing major, must meet the Pennsylvania State Board of Nursing requirements (see Section I A, above) or successfully have completed one science course with a lab at the University level, and must meet the requirements for admission to the clinical program (see “Undergraduate Acceptable Academic Achievement” policy, Section I A).

Additionally the student must meet the Residency Requirement: A minimum of 32 credits must be taken and successfully completed at Carlow University. The 32 credits are over and above credit earned through the CLEP examinations and challenge procedures. Any course in the catalog can be challenged for credit (see University catalog for policy).

Acceptance of transfer undergraduate nursing courses from an accredited NLN or AACN baccalaureate nursing program will be limited to one nursing course from the following: non-clinical (e.g., research, management), health assessment and fundamentals of nursing course. The decision for transfer admission into the program will be made by the BSN Program Director (or the SON Director in the absence of the BSN Program Director). Advisement regarding course selection and registration should be sought from the BSN Program Director or from the assigned adviser upon transfer admission to the University.

b. Transfer Students with an Earned Baccalaureate Degree (2nd Degree Students):

A student pursuing a second baccalaureate degree must meet both University and School requirements through the processes of transfer of credits, challenge procedures or course work. The student must have a minimum cumulative GPA of 3.0 on a 4.0 scale for admission to the nursing major, must meet the Pennsylvania State Board of Nursing requirements (see Section I A, above) **or** successfully have completed one science course with a lab at the University level, and must meet the requirements for admission to the professional program (see “Undergraduate Acceptable Academic Achievement” policy, Section I A). The second degree student is exempt from the proficiency examinations in math, vocabulary and critical reasoning.

Additionally, the student must meet the Residency Requirement (see Section II. A. 2. a. above). The second degree student may be able to complete the professional nursing curriculum in 3 years. The decision for transfer admission into the program will be made by the BSN Program Director (or the SON Director in the absence of the BSN Program Director).

3. Challenge Process

No nursing (NU) courses in the undergraduate nursing BSN program can be challenged for credit.

B. Transfer into the **RN-BSN** Program: RNs **with** an Earned Baccalaureate Degree

An RN student pursuing a second baccalaureate degree must meet both University and School requirements through the processes of transfer of credits, challenge procedures or course work. A minimum of 32 credits must be earned at Carlow (see Section II. A. 2. a. above). The course work in the nursing major cannot be challenged for credit. The decision for transfer admission into the program will be made by the RN-BSN Program Director (or the SON Director in the absence of the RN-BSN Program Director).

Reviewed 5/88, 5/94, 5/98; Revised 5/95, 5/01, 5/04, 5/06, 1/08, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNDERGRADUATE ACCEPTABLE ACADEMIC ACHIEVEMENT

Policy:

**SECTION 1: ADMISSION TO THE NURSING CLINICAL PROGRAM OF STUDIES
(200 level and above nursing courses)**

Pre-requisite Courses: Prior to admission to the 2161/2162 course a minimum grade of "C" must be earned in each of the following courses:

CHM 105 Principles of Chemistry
BIO 201 Anatomy and Physiology I
BIO 202 Anatomy and Physiology II

B. Nursing Support Courses: For admission into the following clinical nursing courses a minimum grade of "C" must be earned in all nursing support courses

1. Before beginning **NU 2171/2172:** A minimum grade of "C" must be earned in each of the following courses:

NU 101 Introduction to Professional Nursing & Informatics
NU 206 Nutrition
BIO 227 Microbiology
PY 122 Life Span Development

2. Before beginning **300** level courses: A minimum grade of "C" must be earned in each of the following courses:

SO 152 Introduction to Sociology or SO 215 Family and Society
BIO 203 Pathophysiology
NU 222 Pharmacology
NU 210 Concepts of Gerontology

**SECTION II: PROGRESSION ACROSS THE NURSING CLINICAL PROGRAM
(200 level nursing courses and above)**

A. General Considerations:

1. All nursing level courses must be completed with a minimum of a "C" before progressing to the next higher level nursing course.
2. In order to successfully complete the theory portion of all clinical courses (e.g., NU 2161, NU 2171, NU 3161, etc.), the student **MUST** achieve a **CUMULATIVE** grade on tests of 75% or higher **AND** a **CUMULATIVE** grade on non-test course work (e.g., papers, presentations, etc.) of 75% or higher.

To clarify, even if a student achieves a cumulative course grade of "C" or higher, this does **NOT** necessarily indicate successful completion of that clinical course, and the student will receive a failing grade, no higher than a D+, as the theory course grade and an F, as the clinical course grade.

If the student earns a cumulative grade lower than a 75% on either portion of the final theory grade, or an F in clinical, the student **MUST REPEAT** the course before the student may proceed to the next program level.

3. Any student whose progression has been halted or who is seeking to repeat a failed course will be readmitted to nursing under a "space available" basis.
4. At all times the student must maintain a cumulative 3.0 GPA.

B. Specific Considerations:

1. If the cumulative GPA falls **below 3.0** in a given semester the following applies:

a. If the cumulative GPA is between 2.0 - 2.99:

The student may progress in nursing courses, for one semester but is on **School probation**. The student must return her/his cumulative GPA to a minimum of 3.0 by the end of the probation semester.

1. If the student returns to a cumulative GPA of 3.0 by the end of the probationary semester, the student progresses as noted above (see Section II A above).
2. If the student fails to achieve a cumulative GPA of 3.0 during the probationary semester, the student's **nursing progression is halted** until the cumulative GPA returns to a minimum of 3.0 and will be readmitted on a space available basis. With the approval of the student's academic adviser, she/he may enroll in other courses offered at the University outside the School of Nursing while awaiting the opportunity to repeat a nursing course.

b. If cumulative GPA is below 2.0:

1. The student's **nursing progression is halted** until the cumulative GPA returns to a minimum of 3.0 and will be readmitted on a space available basis. With the approval of the student's academic adviser, she/he may enroll in other courses offered at the University outside the School of Nursing while awaiting the opportunity to repeat a nursing course.
This readmission semester will constitute the **first probationary semester** for the student.

c. A student may **ONLY** be on probation **TWO TIMES** throughout the entire program. (See B1 a & b above). After second probation semester, the student must maintain a 3.0 GPA across all remaining semesters – failure to maintain the 3.0 each succeeding semester will result in dismissal from the program.

Revised 5/08

2. A grade below "C" (at the 2.0 level) is not acceptable in any 200, 300 or 400 level nursing courses:

- a. If a student earns a theory grade lower than "C" in any nursing course (and, in clinical courses, a "C" in BOTH test and non-test portions of the theory grade—see A. 2. above), she/he may be permitted to proceed into subsequent nursing courses on that program level. All courses must be successfully completed with a "C" (2.0) or above (and, in clinical courses, a "C" in BOTH test and non-test portions of the theory grade) before the student may proceed to the next program level.
 1. Because of the interrelated nature of theory and clinical practice, repetition of any nursing clinical course requires that both the theoretical and clinical components of the course be repeated.
 2. In the "Pass/Fail" portion of a nursing clinical course, a "Fail" earned in the clinical practice component requires that both the theoretical and clinical components of the nursing course be repeated.
- b. **For students admitted prior to Fall 2007**, a student may repeat a given nursing course **only once**. A maximum of one nursing course at each level may be repeated. If the student is **unsuccessful** in the repeated course the student will be dismissed from the program.
- c. **For students admitted Fall 2007 or later**, a student **may only repeat one** nursing course within the entire nursing program. If the student is **unsuccessful** in the repeated course the student will be dismissed from the program.

Approved 9/75; Revised 5/89, 10/93, 5/94, 5/95, 5/98, 5/01, 10/02, 5/04, 5/06, 5/07, 5/08, 4/09

SECTION III: UNDERGRADUATE GRADING SCALE

Throughout any given course, the student should be given the opportunity to earn a number of grades for written work, term papers, quizzes, exams, projects, etc. It is up to the individual instructor to weight each of these as they may relate to course objectives. No grades will be posted; individual grades will be given directly to the students.

In all undergraduate (i.e., BSN and RN-MSN) clinical courses, the student will receive two grades - one for the theory (a letter grade) and one for clinical practice (a P/F grade) portion of the course.

Letter grades are assigned according to the following levels of achievement:

A+	4.00	97 - 100%	
A	4.00	93 - 96	
A-	3.75	91 - 92	
B+	3.25	88 - 90	
B	3.00	85 - 87	
B-	2.75	82 - 84	
C+	2.25	79 - 81	
C	2.00	75 - 78	
D+	1.25	71 - 74	
D	1.00	68 - 70	
D-	0.75	65 - 67	
F	0	64 and lower	

Below "C" is
NOT PASSING
in Undergraduate **support**
or major courses

The forms on which grades are recorded are sent by the Registrar at the appropriate time and are completed according to the instructions, which accompany them. A copy of the form is to be given to the School Director prior to returning the form to the Registrar.

Accepted: 5/92; Reviewed: 5/95, 5/98, 5/99, 5/01, 8/01, 5/06, 1/08; Revised 1/02, 8/02

SECTION IV: STATEMENT ON ACADEMIC INTEGRITY AND JUDICIAL PROCESS

School of Nursing faculty evaluates student work and behavior in accordance with Carlow University policies on Academic Integrity and Judicial Process. Students are referred to the Carlow University Student Handbook for descriptions of these policies.

Accepted 5/00; Reviewed 5/01, 5/06, 1/08

SECTION V: GRADED MATERIALS AND PROJECTS

Once materials including but not limited to tests, papers, etc. are submitted to faculty have been evaluated and assigned a grade, there is no option for rewriting the materials.

Students are, however, encouraged to seek faculty assistance and clarification prior to submitting material for evaluation.

Accepted 4/86; Reviewed 5/98, 5/01, 5/06, 1/08

SECTION VI: GUIDELINES FOR WRITTEN WORK

All assignments must be professionally written. Formal, scholarly, written papers/seminar projects/these are to be submitted using the Publication manual of the American Psychological Association (APA), 6th edition.

Students who do not adhere to this policy may be assigned a failing grade.

Accepted 5/96; Reviewed 5/98, 5/06, 1/08; Revised 5/01, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNDERGRADUATE PROGRAM RETENTION AND COMPLETION REQUIREMENTS

Policies:

STATUTE OF LIMITATION

Students must successfully complete all requirements for the baccalaureate degree in nursing (BSN or RN-BSN) within a period of eight (8) academic years, excluding an approved leave of absence, from the time of initial matriculation at Carlow University and six (6) academic years, excluding an approved leave of absence, from the time of taking the first course in clinical nursing.

Accepted 5/84; Reviewed 5/98, 5/01, 5/06, 1/08; Revised 5/95, 8/09

STUDENTS ON ACADEMIC LEAVE

Any student requesting official academic leave is expected to confer with her/his academic adviser, appropriate Program Director, the Associate Dean of the School of Nursing, and the Dean of the College of Professional Studies (CPS) in order to make plans for returning to the Program. An official Withdrawal/Leave of Absence form is obtained from and, once completed, is returned to the Office of the Dean of CPS.

Students on leave should remember to contact their academic advisers before April to register for Fall Semester and before November to register for Spring Semester.

If the student does not return from academic leave at the designated time, her/his space in the Nursing Program may be relinquished.

Accepted 6/83; Reviewed 5/98, 5/01, 1/08; Revised 5/06

C. EVALUATION POLICIES

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: ESSENTIAL COGNITIVE, PHYSICAL, AND EMOTIONAL REQUIREMENTS FOR STUDENTS IN THE SCHOOL OF NURSING

Policy:

In order to meet program competencies, and for successful completion of the objectives for each clinical nursing course, the student must be able to:

Observe and Visually assess client's normal status; observe changes in that status, as well as safe/unsafe environmental conditions including distinguishing colors;

Hear sounds of spoken verbal communications, as well as sounds related to the client's physiological condition (i.e. breath sounds, blood pressure, apical pulse, etc.);

Speak with clients and members of the health team utilizing effective oral communication skills, including accuracy, clarity and efficiency of speech;

Demonstrate tactile ability sufficient to assess a client's physiological status (i.e. pulses, skin temperature, edema, etc.);

Detect odors that indicate changes in the physiological status of the client, or unsafe environmental conditions;

Demonstrate cognitive learning including ability to learn, think critically, analyze, assess, solve problems, and reach judgments in relation to new procedures through clinical application;

Read and cognitively comprehend written course materials, client care documents, and policies and procedures of health care or client centered institutions;

Write utilizing a legible and concise documentation style that includes accuracy, clarity, and efficiency and which is in the English language;

Calculate accurately in order to administer correct medication dosages, regulate IV's, count pulse and respirations, weigh and convert weights, and to determine intake and output;

Move freely to observe and assess clients, perform routine emergency patient care, and to remove environmental hazards; this includes, but is not limited to, having gross and fine motor dexterity of the upper and lower extremities.

Lift and/or support 50 pounds in order to reposition, transfer, and ambulate clients safely;

Maintain a state of awareness, alertness and consciousness;

Provide care with reasonable expectations that the student will not be infectious to a client, be infected by a client, or otherwise present a health of safety risk;

Demonstrate emotional stability in both classroom and clinical settings and ability to accept responsibility and accountability.

If a student should present with physical, emotional or cognitive limitation, related to the above criteria, each case will be reviewed on an individual basis. Reasonable accommodations will be made as possible, but the above are considered essential requirements.

Accepted 4/97; Reviewed 5/98, 1/08; Revised 5/01, 1/02, 5/06

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: STUDENT ATTENDANCE

Policy: Students have a responsibility to attend classes for which they have registered and fully participate in them. Specific attendance requirements for each course in the Day program are established by the instructor. Students who miss examinations and tests should not assume that they will receive permission to take the examination or test at a later date.

SECTION I: CLASS ATTENDANCE

If an absence occurs the student must:

1. Inform the appropriate person/persons in advance when and why they are going to be absent
2. Initiate arrangements for makeup work (if appropriate) with faculty

For Undergraduate students in the:

1. **BSN Program:**
 - a. Absences are limited to 3 classes.
 - b. A fourth absence will result in a grade of "F" for the course.
2. **RN-BSN Program:**
 - a. Absences of more than 25% result in an "F" grade for the course (See the Carlow University Student Handbook).

SECTION II: CLINICAL ATTENDANCE

- A. Students are responsible for arranging transportation to and from all clinical experiences.
 - B. Evening and/or weekend clinical assignments may be required during some courses at the discretion of the course faculty.
 - C. Students who have communicable illness (colds, flu) should not attend clinical. The student must inform the instructor of the illness prior to the clinical day. Clinical and lab experience must be made up and the clinical make up fee paid prior to the makeup day.
1. For Undergraduate students in the:
 - a. **BSN Program:** Clinical experiences are a critical component of the student's learning. When students miss a clinical or laboratory experience, they have missed essential experiences required for the practice of safe nursing. Any student who misses a clinical or lab experience must attend the make-up hours as scheduled and pay the required \$25/hour fee. Failure to complete this process will result in a failing grade for the clinical course. A limit of **2** clinical classes can be made up; more than 2 absences will result in failure of the clinical course.
 - b. Students who miss clinical due to surgery, hospitalization or illness which requires medical attention must have written medical clearance prior to returning to the clinical assignment.
 2. **RN-BSN Program:**
 - a. Missed clinical experiences will be made up.

CARLOW UNIVERSITY
SCHOOL OF NURSING

SECTION III: REQUIREMENTS

1. Absence from class or clinical on a day on which an assignment is due does not excuse the student from the obligation to have the assignment in on time. Faculty may refuse to accept any work which is turned in late and may assign a failing grade to that work.
2. All written assignments are expected to be received by faculty on the date and time specified in the course syllabus/calendar.
3. **Graded Assignments:** Undergraduate student assignments which are evaluated using a point system will receive a "0" if not turned in on time unless prior arrangements have been made.

4. **Pass/Fail Assignments:**

First offense - written warning, which becomes part of permanent clinical evaluation

Second offense- automatic failure

Students with special needs requiring late submission will only be considered if they have been identified by the Office for Disabilities Services prior to the assignment date.

Accepted 12/95, Reviewed 5/06, Revised 5/95, 5/98, 5/01, 11/02, 3/05, 5/05, 1/08, 8/09

1. The faculty of the School of Nursing recognizes that legitimate emergencies occasionally occur which may cause a student to miss an examination or in-class or clinical assignment. In order to prevent undue hardship for a student in such a circumstance, yet foster accountability, the Nursing Faculty adopts the following policy:
2. A make-up examination or assignment may carry a penalty.
3. Implementation of this policy is solely at the discretion of an individual School of Nursing faculty member.

Accepted 12/92; Reviewed 5/98, 5/01, 5/06; Revised 5/95, 1/08, 8/09

**Carlow University
School of Nursing**

NU 2162 Health Assessment and Fundamentals Clinical Evaluation Tool

STUDENT NAME: _____ **SEMESTER AND YEAR:** _____

COMPLETE THE EVALUATION AT MID-CLINICAL AND END OF CLINICAL USING THE FOLLOWING SCALE

- 0 Unsatisfactory — Did not meet the clinical objectives
- 1 Below Average — Needs improvement in order to meet clinical objectives
- 2 Average — Meets expectations of the objectives most of the time
- 3 Above average — Exceeds expectations of the objective most of the time
- 4 Outstanding — Consistently exceeds the objective all of the time.

◇ ◇ **Critical area — Must achieve a 2 in this Level Objective by final clinical evaluation.**

To successfully pass the clinical component of this course, the student must achieve a minimum score of 18 by the final evaluation.

Expectations	Midterm	Final
1. Arrives on time for simulation lab or clinical.		
2. Prepared for simulation lab or clinical, has necessary equipment, watch, stethoscope and assignments completed on time.		
3. Adheres to School of Nursing Dress Code.		
4. Demonstrates responsibility and accountability for safe competent patient care and seeks faculty appropriately for any safety issues. *, ◇ ◇		
5. Utilizes therapeutic communication skills and critical thinking when interacting and assessing patients.		
6. Demonstrates professional behavior, confidentiality, respect and compassion in interactions with patients and families. *, ◇ ◇		
7. Demonstrates professional behavior in interactions with faculty, staff and peers on the clinical unit and in the skills lab. *, ◇ ◇		
8. Demonstrates competent performance in vital sign measurement.		
9. Demonstrates competent beginning level interview skills.		
10. Demonstrates competent beginning level assessment skills.		
11. Utilizes appropriate hand washing and standard precautions on the clinical unit.*		

*Core nursing knowledge includes: Health promotion, risk reduction and disease prevention; Illness and disease management, Information and health care technologies; Ethics; Human diversity; Global health care; and Health care systems and policy (from AACN, The Essentials of Baccalaureate Education).

Implemented 8/07

MID TERM		FINAL	
Absences:	Grade:	Absences:	Grade:
Practicum _____	Practicum _____	Practicum _____	Practicum _____
Theory _____	Theory _____	Theory _____	Theory _____
Lab _____		Lab _____	

FACULTY SIGNATURE for Midterm Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

FACULTY SIGNATURE for Final Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

COMMENTS:

Implemented 8/07

CARLOW UNIVERSITY
SCHOOL OF NURSING

Clinical Self-Evaluation Form

Student Name: _____

Course: _____

Semester/Year: _____

Strengths:

Areas for Improvement:

Student Response to Evaluation (Optional)

Reviewed 7/01, 5/06

Carlow University
School of Nursing
NU2172 Health Promotion & Disease Prevention Clinical Evaluation Tool

STUDENT NAME: _____ **SEMESTER AND YEAR:** _____

COMPLETE THE EVALUATION AT MID-CLINICAL AND END OF CLINICAL USING THE FOLLOWING SCALE

- 0 Unsatisfactory — Did not meet the clinical objectives
- 1 Below Average — Needs improvement in order to meet clinical objectives
- 2 Average — Meets expectations of the objectives most of the time
- 3 Above average — Exceeds expectations of the objective most of the time
- 4 Outstanding — Consistently exceeds the objective all of the time.

◇ ◇ **Critical area** — **Must achieve a 2 in this Level Objective by final clinical evaluation.**

To successfully pass the clinical component of this course, the student must achieve a minimum score of 18 by the final evaluation.

LEVEL OBJECTIVE	M	F	LEVEL OBJECTIVE	M	F
<p>1. Demonstrate a beginning understanding of the person as a individual whose health needs are based on an interaction with the individual’s biopsychosocial and transcultural environments:</p> <p><i>Provides holistic care that addresses the needs of diverse populations across the lifespan.</i></p> <p><i>Anticipates plans for and begins to manage the physical, psychological, social and spiritual needs of the patient and family/caregiver.</i></p>			<p>5. Support the decisions of clients from diverse cultures with respect and compassion:</p> <p><i>Shows beginning understanding of the way human behavior is affected by culture, race, religion, gender, lifestyle and age.</i></p>		
<p>2. Examine areas of core nursing knowledge.*</p> <p><i>Shows beginning evidence of using core patient care (to manage optimal wellness, physical psychological symptoms related to disease and treatment, pharmacologic and non pharmacologic therapies and complications of disease.</i></p>			<p>6. Make nursing decision using critical thinking:</p> <p><i>Engages in beginning creative problem solving.</i></p> <p><i>Uses clinical judgment and decision making skills.</i></p>		
<p>3. Identify the use of evidence-based practice in guiding nursing care:</p> <p><i>Applies evidenced based knowledge from nursing in the sciences.</i></p>			<p>7. Accept individual responsibility and accountability for safe, competent and professional nursing.◇ ◇ <i>Apply a professional nursing code of ethics to professional practice.</i></p>		
<p>4. Utilize the nursing process to provide beginning health promotion., prevention, therapeutic and restorative care in concert with adults in a variety of environments:</p> <p><i>Assesses protective and predictive factors that influence the health of patients.</i></p> <p><i>Begins to foster strategies for health promotion, reduction and disease prevention</i></p> <p><i>Assists patients to interpret health information to identify healthy lifestyle behaviors.</i></p>			<p>8. Develop communication skills necessary to promote health:</p> <p><i>Uses therapeutic communication with patients and the health team.</i></p> <p><i>Able to document in a timely manner using a variety of formats including electronic and using accepted grammar and medical technology.</i></p> <p>9. Examine ethical and legal frameworks of the nursing process:</p> <p><i>Begins to apply an ethical decision making framework to clinical situations.</i></p> <p><i>Maintains privacy of patient information.</i></p> <p><i>Functions within the scope of a student role.</i></p>		
Total Score					

*Core nursing knowledge includes: Health promotion, risk reduction and disease prevention; Illness and disease management, Information and health care technologies; Ethics; Human diversity; Global health care; and Health care systems and policy (from AACN, The Essentials of Baccalaureate Education) Implemented 1/08

MID TERM		FINAL	
Absences: _____	Grade: _____	Absences: _____	Grade: _____
Practicum _____	Practicum _____	Practicum _____	Practicum _____
Theory _____	Theory _____	Theory _____	Theory _____
Lab _____		Lab _____	

FACULTY SIGNATURE for Midterm Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

FACULTY SIGNATURE for Final Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

COMMENTS:

CARLOW UNIVERSITY
SCHOOL OF NURSING

Clinical Self-Evaluation Form

Student Name: _____

Course: _____

Semester/Year: _____

Strengths:

Areas for Improvement:

Student Response to Evaluation (Optional)

**Carlow University
School of Nursing
Junior Level Clinical Evaluation Tool**

COURSE NUMBER AND NAME: _____
STUDENT NAME: _____ **SEMESTER AND YEAR:** _____

COMPLETE THE EVALUATION AT MID-CLINICAL AND END OF CLINICAL USING THE FOLLOWING SCALE

- 0 Unsatisfactory — Did not meet the clinical objectives
- 1 Below Average — Needs improvement in order to meet clinical objectives
- 2 Average — Meets expectations of the objectives most of the time
- 3 Above average — Exceeds expectations of the objective most of the time
- 4 Outstanding — Consistently exceeds the objective all of the time.

◇◇ **Critical area — Must achieve a 2 in this Level Objective by final clinical evaluation.**

To successfully pass the clinical component of this course, the student must achieve a minimum score of 18 by the final evaluation.

LEVEL OBJECTIVE	M	F	LEVEL OBJECTIVE	M	F
<p>1. Integrate the concept of person as a holistic individual whose health needs are based on an interaction with the individual’s biopsychosocial and transcultural environments:</p> <p><i>Through nursing assessment, plan client care considering the client as a holistic individual.</i></p> <p>2. Apply concepts of core nursing knowledge in diverse settings: *</p> <p><i>Participate in client teaching in diverse settings. *</i></p> <p>3. Demonstrate beginning application of evidence-based practice that reflects a broad-based liberal arts education:</p> <p><i>Incorporate evidence based interventions into a client plan of care.</i></p> <p>4. Utilize the nursing process to develop and prioritize health promotion, prevention, therapeutic, and restorative care in concert with individuals and families in various environments:</p> <p><i>Identify and prioritize client health care needs based on nursing process.</i></p>			<p>5. Demonstrate advocacy for clients from diverse cultures, with respect and compassion:</p> <p><i>Participate in client care conferences as a client advocate.</i></p> <p>6. Justify nursing decisions, using critical thinking:</p> <p><i>Implement interventions based on nursing assessment.</i></p> <p>7. Display individual responsibility and accountability for safe, competent, and professional nursing practice with individuals and families: ◇◇</p> <p><i>Critical area; must achieve a 2 in this objective by final clinical evaluation. Completes complex care in a timely fashion and provides safe medication administration according to policy. ◇◇</i></p> <p>8. Interact with clients, families, and members of the interdisciplinary health team to promote health:</p> <p><i>Discuss plan of care with clients, families, and health team members.</i></p> <p>9. Demonstrate professional growth and a commitment to nursing practice within ethical and legal frameworks based on changing health care policies:</p> <p><i>Utilize the policy and procedure manuals at various health care agencies.</i></p>		
Total Score					

* Core nursing knowledge includes: Health promotion, risk reduction and disease prevention; Illness and disease management, Information and health care technologies; Ethics; Human diversity; Global health care; and Health care systems and policy from AACN, *The Essentials of Baccalaureate Education*). Implemented 8/08

MID TERM		FINAL	
Absences:	Grade:	Absences:	Grade:
Practicum _____	Practicum _____	Practicum _____	Practicum _____
Theory _____	Theory _____	Theory _____	Theory _____
Lab _____		Lab _____	

FACULTY SIGNATURE for Midterm Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

FACULTY SIGNATURE for Final Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

COMMENTS:

CARLOW UNIVERSITY
SCHOOL OF NURSING

Clinical Self-Evaluation Form

Student Name: _____

Course: _____

Semester/Year: _____

Strengths:

Areas for Improvement:

Student Response to Evaluation (Optional)

Carlow University
School of Nursing
SENIOR LEVEL CLINICAL EVALUATION

COURSE NUMBER AND NAME _____

STUDENT NAME _____

SEMESTER AND YEAR _____

COMPLETE THE EVALUATION AT MID-CLINICAL AND END OF CLINICAL USING THE FOLLOWING SCALE

- 0 *Unsatisfactory*— Did not meet the clinical objectives
- 1 *Below Average*—Needs improvement in order to meet clinical objectives
- 2 *Average* — Meets expectations of the objectives most of the time
- 3 *Above average*—Exceeds expectations of the objective most of the time

To successfully pass the clinical component of this course, the student must achieve a minimum score of 2 in each objective by the final clinical evaluation.

PROGRAM OBJECTIVE	M	F	Program OBJECTIVE	M	F
1. Provide direct and indirect professional nursing care to individuals, families, groups, communities and populations based on biopsychosocial and transcultural concepts. 2. Appraise concepts of core nursing knowledge* 3. Design, manage, and coordinate evidence-based nursing care that reflects a broad-based liberal arts education. 4. Integrate the nursing process to support health promotion, prevention, therapeutic and restorative care in concert with individuals, families and communities. 5. Promote the professional values of caring, altruism, autonomy, human dignity, integrity and social justice.			6. Make independent nursing decisions utilizing the core nursing competencies of critical thinking, communication, assessment and technical skills 7. Incorporate professional nursing standards and accountability into safe, and competent individual and organizational practice 8. Collaborate with clients, members of the interdisciplinary health team, and the community to promote health. 9. Transition into the professional role, demonstrating leadership, valuing life-long learning, and practicing within legal and ethical frameworks.		
Total Score					

*Core nursing knowledge includes: Health promotion, risk reduction and disease prevention; Illness and disease management, Information and health care technologies; Ethics; Human diversity; Global health care; and Health care systems and policy (from AACN, The Essentials of Baccalaureate Education)

Implemented 8/09

MID CLINICAL	FINAL
Clinical Absences: _____ Clinical Score: _____ Lab: _____	Clinical Absences: _____ Clinical Score: _____ Lab: _____

FACULTY SIGNATURE for Mid Clinical Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

FACULTY SIGNATURE for Final Evaluation: _____

STUDENT SIGNATURE: _____

DATE: _____

COMMENTS:

CARLOW UNIVERSITY
SCHOOL OF NURSING
Clinical Self-Evaluation Form

Student Name: _____

Course: _____

Semester/Year: _____

Strengths:

Areas for Improvement:

Student Response to Evaluation (Optional)

Reviewed 7/01, 5/06

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNDERGRADUATE BSN NURSING PROGRAM OUTCOME ASSESSMENT

Policy: A variety of measures are used to evaluate program outcomes. Below are examples of outcome measures utilized.

- Standardized Integrated Testing Program
 - Nursing Admission Test
 - Math
 - Reading
 - Science
 - Writing
 - Critical Thinking
 - End of Clinical Nursing Course Tests - Computer Assistance Instruction (CAI)
 - End of Program NCLEX-RN Diagnostic Exam (CAI)
 - Remediation Program
 - Online remediation explanations with links to essential content from Kaplan’s Nursing and Lippincott Williams & Wilkins materials and nursing textbooks
 - 32 Online Unsecure Practice Tests
 - NCLEX-RN Review
- School of Nursing Benchmark Databases
 - NCLEX Pass/Fail Rates
 - Nursing & Support Courses Pass/Fail Rates
 - Student GPAs
 - EBI
- University Placement and Diagnostic Testing of Incoming Students
 - Math
 - Reading
 - Writing
 - Critical Thinking
- University Program Assessment
 - Assessment and Reflection on Learning – End-of-Senior Year Reflection on the Liberal Arts as these impact work in the Major
 - Assessment and the Electronic Portfolio – At the end of each clinical level in the program, students submit a reflection paper on their analysis of their use of nursing process across that level and, at subsequent levels, addressing what they see as their current strengths and areas for continued improvement. Faculty will analyze a sample (of exceptional, “B” range, & average students) of these reflections from within each graduating class.

Accepted & Implemented 5/95; Revised 11/96, 5/98, 5/01, 11/03, 5/06, 8/08, 2/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNDERGRADUATE BSN MATH/DRUG CALCULATION COMPETENCY

Policy: Junior and senior level BSN students must demonstrate competency of math/drug calculation at a mastery level (100%) each semester.

Competency tests will be given at the end of each semester in preparation for beginning the next semester. Competency tests will be given on three separate days: two at the end of the semester in preparation for the next semester, and one during the first week of the new semester. Students must attend each test period until mastery level (100%) is achieved.

If a student fails to achieve mastery level after the first two tests, remediation must occur before the student begins the next semester. The student will be given one final opportunity to pass the test at the beginning of the next semester. If a student cannot achieve mastery after the third test, she/he will be required to withdraw from nursing courses and progression within the nursing program will be halted.

If a student wishes to resume progression in the nursing program, the student may, after appropriate remediation, take the next scheduled math/drug calculation tests, but must achieve mastery level before being permitted to progress.

Accepted 5/94; Revised 12/97; Reviewed 5/95, 5/01, 5/06, 1/08

D. CLINICAL POLICIES

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: EXPECTATIONS FOR UNDERGRADUATE CLINICAL EXPERIENCES

Policy:

The privilege of working with patients/clients, families, and members of the community as a student of a health profession requires behavior which displays respect for the person hood of others.

The following requirements apply:

1. Students are expected to:
 - a. Be present on assigned clinical unit or assigned clinical setting for all designated clinical times and days;
 - b. Is punctual - the student must contact faculty and agency staff prior to the scheduled time if an absence must occur (see "Attendance" policy);
 - c. Is prepared to carry out all nursing care in those areas for which the theory has been presented (see "Unsafe Clinical Practice" policy);
 - d. Dress professionally (see "Guidelines on Professional Appearance" policy);
 - e. Refrains from smoking, chewing gum, or eating in clinical settings;
 - f. Communicate with faculty and staff;
 1. Those problems encountered during clinical experience
 2. When leaving the setting (at coffee break and at the end of each day)
 - g. Maintain a professional relationship with clients and families.
2. Because of the critical need for professional nurses to act with the highest integrity, the School of Nursing requires that all students adhere to the Carlow University "Statement on Academic Integrity" (see the Carlow Student Handbook).

Revised 5/95; Reviewed 5/98, 5/0, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: STUDENT ACTIVITIES IN CLINICAL AGENCIES

Policy:

BSN students are not permitted to engage in the clinical practice of nursing except as learners with the guidance and direction of faculty.

Students may not present themselves as Carlow nursing students in any clinical setting except on the days and times scheduled for clinical practice specifically related to nursing courses in which the student is currently and officially enrolled.

When engaging in clinical practice, students are not permitted to take children, family members, or friends into client-care situations.

Adopted 1/83; Revised 5/88; Reviewed 5/98, 5/0, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: GUIDELINES ON PROFESSIONAL APPEARANCE

Policy: Section 1: Rationale

To provide the student with guidelines for dress that is appropriate for a variety of clinical settings
To provide a professional image and assist in maintaining safety and infection control

Students are reminded that they are representatives of the University. Each student has a responsibility to dress appropriately for the individual institution. The clinical instructor will instruct students as needed regarding specific attire and appearance.

Failure to adhere to guidelines on professional appearance constitutes unprofessional and/or unsafe clinical practice. Continued violations may be grounds for an unsatisfactory clinical evaluation.

EXAMPLES OF ACCEPTABLE	EXAMPLES OF UNACCEPTABLE
<p><u>Professional Uniform:</u></p> <p>Clean, pressed one piece dress or two piece pants garment with a top</p> <p>Appropriate white or neutral undergarments that is not visible through the uniform. A full slip should be worn under a dress</p> <p>Males should wear white T-shirts under the uniform top. Females may wear white, collarless cotton T-tops under uniform tops or short sleeved white thermal underwear. A short lab jacket may be worn with the uniform*.</p> <p>Name pins are to be worn on the upper left chest area of the uniform and must have the initials "S.N." following the name and Carlow University</p> <p>Carlow University badge (emblem) must be thoroughly secured to the upper left shoulder sleeve of the uniform. Note: Badges ordered through the School of Nursing</p>	<p>White scrubs, pants with elastic at the ankle, sweat pants, leggings, snug pants, shorts, skorts, stretch pants or sheer fabric uniforms</p> <p>Colored, print or abbreviated underwear</p> <p>Turtleneck garments. Sweaters.</p> <p>*The short lab jacket may not be substituted for a lab coat</p> <p>Name pins from other sources with tape over the identifying information. Decorative pins of any type</p>
<p><u>Clinical Equipment:</u></p> <p>Stethoscope (bell and diaphragm) Penlight, bandage scissors</p>	<p>Sharp edged scissors. Scissors in the psychiatric setting</p>
<p><u>Hosiery</u></p> <p>Non-canvas all white shoes that are clean and polished and cover the entire foot.</p> <p>Full length stockings with a dress</p> <p>White trouser type stockings or white socks with pants</p>	<p>Colored, striped, tennis, canvas, open-toed, sling back, open back or clog shoes. Worn out shoes. Colored shoelaces.</p> <p>White socks over stockings or socks with a dress</p>

EXAMPLES OF ACCEPTABLE	EXAMPLES OF UNACCEPTABLE
<u>Hair:</u> Clean and well groomed Hair longer than the collar must be pulled back or pinned up with simple hair ornaments	Non traditional hair colors Hair that falls onto the face. Note: Excessively long hair must be pinned up.
<u>Fingernails:</u> Short and clean Clear or pastel shades of nail polish	Long nails and artificial nails Chipped nail polish. Decorative nails. Other shades of nail polish.
<u>Jewelry:</u> Watch with a second hand Plain gold ring without stones ONE small gold, silver or pearl petite earring per ear	Other jewelry (necklaces, bracelets, rings) Hooped earrings, colored earrings. More than one earring per ear Visible piercings other than the ear (nose, lip, eyebrow etc) No tongue rings even if far back in the tongue Nonvisible piercings (ex navel rings) should be covered if they interfere with the student's comfort.
<u>Lab coat:</u> Full or ¾ length covering thigh area White	Short jacket when a lab coat is required
<u>Other:</u> Light cologne or aftershave Visible tattoos must be covered with long sleeved garments	Heavy scents of any type (cologne, hair spray, cigarettes, spiced foods) Gum chewing Bringing food or beverages to the clinical unit or agency

ATTIRE:

Students are reminded that site-specific proper attire is expected at all times. Casual clothing is not acceptable. This includes shorts, halter-tops, abbreviated clothing, exposed skin on the midriff (female) or bare chest (male), spandex clothing, sweat pants and jogging clothing, jeans, excessive make up or jewelry, and unkempt hair.

Obtaining clinical assignments:

Lab coats of full or ¾ length with name pin. Appropriate acceptable dress.

Psychiatric nursing:

Neither uniforms nor lab coats are worn. Professional business casual dress includes dress shirts and blouses, dressy slacks, comfortable shoes and appropriate underclothing.

NOTE: NO shorts, jeans, tennis shoes, see through clothing or tight sweaters. Violation of the dress code in the Psychiatric setting constitutes “Unsafe Clinical Practice” and continued violations may be grounds for unsatisfactory clinical performance and a subsequent failure.

Home care:

Students are expected to conform to the agency requirements of blue slacks or skirts and white shirts or blouses. Students are expected to have a sphygmomaneter and stethoscope during this experience.

Maternal/New Born:

Dress code driven by institutional policy.

Revised 5/89, 6/91, 5/95, 4/03; Reviewed 5/98, 5/0, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: HEALTH FORMS AND OTHER REQUIREMENTS FOR CLINICAL EXPERIENCES

Policy: The School of Nursing must provide for the safety of the public and the student by establishing criteria that meet the requirements of the state* and/or potential clinical sites that may be utilized by the student.

In compliance with regulations of the Pennsylvania State Board of Nursing and policies of clinical agencies in which course-related nursing practice is assigned, it is necessary that undergraduate students complete certain requirements prior to clinical practice.

For **BSN** student requirements, see “Pre-clinical...” and “Clinical Requirements...” policies below; for **RN-BSN** student requirements, see “Registered Nurse Required Clinical...” policy below.

- **Without exception**, no student can be accepted into a clinical area unless all appropriate reports are filed.
- Failure to comply with these expectations will result in cancellation of the student's registration in the clinical course.
- No part of the health criteria may be omitted and forms must be completed in full.
- Forms are submitted to the clinical course faculty who review them to assure completeness. Clinical agencies will be notified that all students attending that agency for student clinical experiences during the identified semester have met the clinical health requirements.
- Course faculty submits the signed forms attached to a class list to their Program Director.
- Forms are filed in the School Offices.
- Forms can be printed from Blackboard site.

*Student health policy from PA State Board of Nursing Title 49 Professional and Vocational Standards, Section 21.111.

Reviewed 5/98, 5/01, 1/08; Revised 5/96, 12/97, 3/00, 5/03, 4/06, 5/07, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Pre-Clinical Requirements Checklist for BSN Student Nurses

I, do hereby state that:

(PRINT FULL NAME OF STUDENT)

	Initial each item
I have completed a Standard First Aid Course	_____
I hold a valid and current CPR for Healthcare Professionals card. (Adult & Infant)	_____
I have submitted to the School of Nursing a paid receipt for current Professional Liability Insurance coverage at the \$1,000,000/\$3,000,000 level. This insurance is separate, distinct and in addition to other insurance that I might have.	_____
I am currently covered by a health insurance plan/policy.	_____
I will continue the Hepatitis B vaccine series according to the recommended schedule.	_____
I hold a valid Act 33 Child Abuse History Clearance	_____
I hold a valid Act 34/151 PA Criminal Record Check Clearance	_____
I hold a valid FBI Fingerprint Clearance	_____
I am competent in the use of OSHA's standardized and transmission-based precautions; and HIPPA requirements.	_____

The above information is true and accurate. I will provide evidence and/or documentation at the request of a faculty member.

I will keep all of the above current while I am enrolled in clinical courses.

Misrepresentation of information on this form may be grounds for academic penalty.

I give my permission to release this information to the course-related clinical agencies.

Signature

Date

Reviewed 5/01, 4/06; Revised 5/03, 5/04, 4/07, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING
Pre-Clinical Health Requirements for BSN Student Nurses

Student Name _____

I, _____, do hereby state that
(PRINT FULL NAME OF HEALTH CARE PROVIDER) PHYSICIAN OR NURSE PRACTITIONER.

I have examined the above named student and have determined that she/he is in good health. Initial each item

The physical examination (including CBC and UA) does not give any indication of diseases or conditions, which would prevent the student from safely providing nursing care. _____

The student has had a negative two step PPD within the past year. *

Date 1 st Admin.	Date Read	Result	_____
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Date 2 nd Admin.	Date Read	Result	_____
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***A TINE test is not acceptable, A two-step PPD must be performed.**
Failure to obtain a two step PPD will result in cancellation of the student's registration in the clinical course.

If PPD is positive; or if student has a history of a positive PPD

- Student must have a negative chest x-ray or
- Student must have appropriate management and be non-communicable for TB. _____

The student has a positive antibody titer for Rubella and Rubeola. ◊ (Please attach copy of titer levels)
 If either titer is negative, the student received the appropriate adult immunization.
 (Preferably Measles, Mumps, Rubella (MMR) on _____
Date _____

The student has a positive antibody titer for Varicella. ◊ (Please attach copy of titer levels)
 If titer is negative, the student received the appropriate adult immunization on _____
Date _____

The student has a positive antibody titer for Hepatitis B. ◊ (Please attach copy of titer levels)
 If titer is negative, the student has begun the recommended series of three Hepatitis B vaccinations.
 Please list the injection dates. 1. _____ 2. _____ 3. _____ _____

◊Note: Affiliating agencies require a titer level, regardless of health history or previous documentation.
Please provide a copy of titer levels for Rubella and Rubeola, Varicella and Hepatitis B.

The above information is true and accurate.

Signature of Health Care Provider (Physician or Nurse Practitioner)	Date
---	------

Name of Health Organization	Telephone Number
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CARLOW UNIVERSITY
SCHOOL OF NURSING

Junior and Senior Level Health Requirements Checklist for BSN Student Nurses

Student Name _____

I, do hereby state that: _____
(PRINT FULL NAME OF STUDENT)



Initial each item

I have completed a Standard First Aid Course _____



I hold a valid and current CPR for Healthcare Professionals card.
(Adult & Infant) _____



I have submitted to the School of Nursing a paid receipt for current Professional Liability
Insurance coverage at the \$1,000,000/\$3,000,000 level. This insurance is separate, distinct
and in addition to other insurance that I might have. _____



I am currently covered by a health insurance plan/policy. _____



I hold a valid Act 33 Child Abuse History Clearance _____

I hold a valid Act 34/151 PA Criminal Record Check Clearance _____

I hold a valid FBI Fingerprint Clearance _____



I am competent in the use of OSHA's standardized and transmission-based
precautions; and HIPPA requirements. _____



The above information is true and accurate. I will provide evidence and/or documentation
at the request of a faculty member.

I will keep all of the above current while I am enrolled in clinical courses.

Misrepresentation of information on this form may be grounds for academic penalty.

I give my permission to release this information to the course-related clinical agencies.

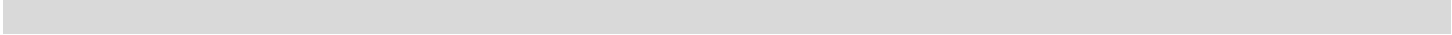
Signature

Date

Junior and Senior Health Requirements for BSN Student Nurses

Student Name _____

I, _____, do hereby state that:
(PRINT FULL NAME OF HEALTH CARE PROVIDER) PHYSICIAN OR NURSE PRACTITIONER



Initial each item

I have examined the above named student and have determined that she/he is in good health. _____

The physical examination (including CBC, and UA) does not give any indication of diseases or conditions, which would prevent the student from safely providing nursing care. _____



The student has evidence of a positive antibody titer for Hepatitis B.

(OR)

The student has completed the recommended series of Hepatitis B vaccine.
Indicate the number of injections to date: _____



The above information is true and accurate.

Signature of Health Care Provider (Physician or Nurse Practitioner)

Date

Name of Health Organization

Telephone Number

Reviewed 5/01; Revised 5/03, 4/06, 4/07

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996
(“HIPPA”)

Policy:

The Health Insurance Portability and Accountability Act know as HIPPA was passed by the federal government. It includes provision of patient privacy for all written, oral and electronic communication. The student will need to complete a HIPPA review annually prior to beginning the clinical rotation and as required by clinical agencies.

Students will need to complete the following:

A. BSN Students:

1. Complete the assignment that incorporates HIPPA guidelines.
2. Based on this assignment, demonstrate an understanding of HIPPA by completing a written exam.
3. Review existing HIPPA guidelines within each clinical agency prior to beginning the clinical rotation.

B. RN-BSN Students:

1. Registered Nurses who are **not** currently employed in a health care facility need to complete the above assignment.

Accepted: 9/04, Reviewed 6/04, 1/08, Revised 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: EDUCATION FOR OSHA BLOOD BORNE PATHOGENS STANDARDS

Policy:

The 1991 Occupational Safety and Health Administration (OSHA) mandate annual review for all individuals with occupational exposure to blood or other potentially infectious materials (OPIM). The standards require training for individuals with the potential as well as for the actual risk for exposure. Carlow University's program involves all students enrolled in a clinical nursing course. The student will need to complete the review annually prior to beginning the clinical rotation. Students will need to do the following:

A. BSN Students:

1. Complete the assignment that incorporates OSHA Blood borne Pathogen Standards including standard and Transmission-based Precautions and the two most significant pathogens Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
2. Based on the assignment, demonstrate an understanding of Standard and Transmission-based Precautions, HBV, and HIV by completing a written exam.
3. Review existing blood borne body fluid pathogens policies in School of Nursing student handbook prior to beginning the clinical rotation.

B. RN-BSN Students:

1. Registered Nurses who are **not** currently employed in a health care facility need to complete the above assignment.

Accepted 4/97; Reviewed 5/01, 4/06, 1/08; Revised 5/98, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: BLOOD BORNE/BODY FLUID PATHOGEN

Policy:

All patients need to be cared for regardless of diagnosis. Students are expected to participate in this care as assigned. **STANDARD PRECAUTIONS ARE TO BE UTILIZED IN CARING FOR ALL PATIENTS**

I. WHAT THIS MEANS

“Standard Precautions” is the name that the Centers for Disease Control and Prevention (CDC) use to describe a very aggressive plan that treats all blood and body fluids as a possible source of contamination and infection.

II. MATERIALS THAT REQUIRE UNIVERSAL PRECAUTIONS

- Human blood and any products that include human blood or parts made from human blood
- Semen, vaginal secretions
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, amniotic fluids
- Saliva in dental procedures
- Any body fluid that is visibly contaminated with blood
- Any unidentifiable body fluid

III. PROCEDURES TO BE FOLLOWED:

- A. Appropriate barrier precautions should be utilized to prevent exposure to skin and mucous membranes when contact with blood or other body fluids are anticipated.
- B. Gloves should be worn when there is the potential for contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
- C. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
- D. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- E. Although saliva has not been implicated in HIV transmission, resuscitation bags, mouth pieces and ventilation devices should be utilized in administering mouth-to-mouth resuscitation.
- F. Change and dispose of gloves after caring for each patient.
- G. Wash hands with hot soapy water prior to and immediately after patient contact and after removing gloves.
- H. Used needles should **not** be recapped, bent, broken or removed from the syringe or otherwise manipulated.
- I. Puncture-resistant containers are to be used for disposing of all sharps and needles.
- J. Gloves are to be worn when handling or cleaning items that have been in contact with mucous membranes, blood or other body fluids.
- K. Blood or other body fluid spills are to be cleaned promptly, using disposable antimicrobial wipes/solutions.
- L. Solutions used for cleaning contaminated surfaces can be disposed of in any drainage system, preferably flushed down a commode.
- M. Contaminated surfaces, examination or treatment areas should be wiped with disinfectant solution between clients. Clean disposable drapes or sheeting should cover the entire examination area.
- N. Any items contaminated with blood or body fluids should be disposed of according to hospital policy.
- O. Follow isolation procedures as outlined by agency guidelines and policies.

IV. EXPOSURE PLAN

- A. Purpose: To establish uniform policy and procedure for the management of percutaneous and mucous membrane exposure to blood and body fluids.
- B. Policy: The Carlow University School of Nursing will implement procedures for the management of percutaneous / mucous membrane exposure in student clinical settings.
- C. Procedures related to:

HIV INFECTION

1. If a student has a percutaneous or mucous membrane exposure to blood or other body fluids, the source patient should be informed of the incident and requested to consent to serologic testing for evidence of HIV infection per facility policy
2. All potential exposures should be immediately discussed with the Clinical Instructor who will notify the Program Director. The Program Director will advise Student Health Services to initiate the Exposure Plan. The exposure should be reported to the involved agency.
3. If the source patient has AIDS or other evidence of HIV infection, declines testing, or has a positive test, the exposed student should be evaluated clinically and serologically by the Allegheny County Health Department, School of Infectious Diseases for evidence of HIV infection as soon as possible after the exposure, and, if sero-negative, be re-tested after 6 weeks and at 3 months and 6 months following exposure.

Additionally, the exposed student should be managed by her/his attending physician in accordance with the recommendations set forth by the Center for Disease Control and Prevention, MMWR May 15, 1998 / 47 (RR-7); I-28 (which is on file in the School of Nursing Office).

According to Pennsylvania State Act 148 "Confidentiality of HIV-Related Information" --

No HIV-related test shall be performed without first obtaining the informed, written consent of the subject. Any consent shall be preceded by an explanation of the test, including its purpose, potential use, limitations and the meaning of its results.

No positive test result shall be revealed to the subject without affording the subject the immediate opportunity for individual, face-to-face appropriate counseling. The subject may waive the right to counseling in the case of a negative test result.

All counseling shall be done by a qualified, trained counselor.

4. If the source patient is sero-negative and is not at high risk of infection, no further follow-up of the student is necessary.
5. If the source patient cannot be identified, decisions regarding appropriate follow-up should be individualized based on the type of exposure and the likelihood that the source patient is infected.

HEPATITIS B

1. General Considerations
 - a. For accidental percutaneous (needle stick, laceration, or bite) or permucosal (ocular or mucous-membrane) exposure to blood, the decision to provide prophylaxis must include consideration of several factors:
 1. whether the source of the blood is available,
 2. the HBsAg status of the source, and
 3. the hepatitis B vaccination and vaccine-response status of the exposed student.

- b. Following any such exposure, a blood sample should be obtained from the person who was the source of the exposure and should be tested for HBsAg. The hepatitis B vaccination status and anti-HBs response status (if known) of the exposed student should be reviewed.
- c. For greatest effectiveness, passive prophylaxis with HBIG, when indicated, should be given as soon as possible (its value beyond seven days after exposure is unclear).

2. Specific Considerations

a. SOURCE OF EXPOSURE KNOWN AND HBsAg POSITIVE

1. Exposed student has already been vaccinated against Hepatitis B, and anti-HBs response status is **known**.
 - a. If the exposed student is known to have had adequate response in the past, the anti-HBs level should be tested unless an adequate level has been demonstrated within the last 24 months. Although current data show that vaccine-induced protection does not decrease as antibody level wanes, most experts consider the following an approach to be prudent. If anti-HBs level is adequate, no treatment is necessary. If anti-HBs level is inadequate, a booster dose of hepatitis B vaccine should be given.
 - b. If the exposed student is known not to have responded to the primary vaccine series, the exposed student should follow Allegheny County Department of Health guidelines
2. Exposed student has already been vaccinated against hepatitis B, and the anti-HBs response is **unknown**. The exposed student should be tested for anti-HBs.
 - a. If the exposed student has adequate antibody, no additional treatment is necessary.
 - b. If the exposed student has inadequate antibody on testing, one dose of HBIG (0.06 ml/kg) should be given immediately and a standard booster dose of vaccine given at a different site.
3. Exposed student has **not** been vaccinated or has not completed vaccination. Hepatitis B vaccination should be initiated.

b. SOURCE OF EXPOSURE KNOWN AND HBsAg NEGATIVE

1. Exposed student has already been vaccinated against hepatitis B. No treatment is necessary.
2. Exposed student has not been vaccinated or has not completed vaccination. If unvaccinated, the exposed student should be given the first dose of hepatitis B. Vaccine within 7 days of exposure, and vaccination should be completed as recommended. If the exposed student has not completed vaccination, vaccination should be completed as scheduled.

c. SOURCE OF EXPOSURE UNKNOWN OR NOT AVAILABLE FOR TESTING

1. Exposed student has already been vaccinated against hepatitis B, and anti-HBs response status is **known**.
 - a. If the exposed student is known to have had adequate response in the past, no treatment is necessary.
 - b. If the exposed student is known not to have responded to the vaccine, prophylaxis as described above in section 1.b.2.a. (“Source of exposure HBsAg-positive”) may be considered if the source of the exposure is known to be at high risk of HB infection.

2. Exposed student has already been vaccinated against hepatitis B, and the anti-HBs response is **unknown**. The exposed student should be tested for anti-HBs.
 - a. If the exposed student has adequate anti-HBs, no treatment is necessary.
 - b. If the exposed student has inadequate anti-HBs, a standard booster dose of vaccine should be given.
3. Exposed student has **not** been vaccinated or has not completed vaccination. If unvaccinated, the exposed student should be given the first dose of hepatitis B vaccine within 7 days of exposure and vaccination completed as recommended. If the exposed student has not completed vaccination, vaccination should be completed as scheduled.

TETANUS

If more than ten (10) years have elapsed since the student received a tetanus booster, he/she should receive a booster dose of adult tetanus/diphtheria (Td) vaccine.

V. RECORD KEEPING AND CONFIDENTIALITY

Student Health Service will maintain an event file that will contain an Incident Report including the name of the exposed student, description of the exposure and any follow-up treatment or testing that the student received.

Accepted 5/12/97; Reviewed 5/98, 5/01, 6/07, 1/08; Revised 6/00, 4/06

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: PROCEDURES FOR CLINICAL-EXPERIENCE-RELATED NEEDLESTICK OR OTHER STUDENT INJURY

Policy:

NOTIFICATION

A student injured in any way during a clinical or practicum experience (i.e., hospital, community-based observation, or lab) MUST:

- begin the first aid process
- notify clinical faculty**
- notify the agency through which the clinical or practicum experience is being conducted

If the injury involves a potential exposure to blood borne pathogens, follow the School of Nursing policy on blood borne pathogen exposure.

** The clinical faculty will notify the course coordinator who will notify the Program Director who will notify the Carlow University Health Nurse.

RESPONSIBILITIES OF THE STUDENT

- University policy requires that all students have current individual health insurance. The School of Nursing contracts with clinical agencies that do **not** provide financial coverage for student-related injuries. Students must be aware that they hold primary responsibility for any expenses incurred by injury.
- As a result, insurance cards or insurance information should be carried on the student's person during all clinical and practicum experiences.
- Notification of clinical faculty regarding an injury is considered a professional responsibility of the student. Failure to do so is a breach of safe clinical practice.

Accepted 12/00; Reviewed 4/06, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNSAFE CLINICAL PRACTICE

Policy:

Practice may be considered unsafe when a student fails to use the nursing process effectively by engaging in one or more of the following activities:

1. Failure to recognize the need for assistance when unprepared for nursing action.
2. Failure to take nursing action when such action is essential to the health and safety of the client.
3. Attending clinical experiences while under the influence of alcohol or drugs.
4. Failure to recognize the influence of own attitudes and behaviors on care of clients.
5. Lying or deliberately giving inaccurate information regarding nursing care.
6. Performing activities, which are detrimental to the health and safety of the client.
7. Failure to assume responsibility for completing nursing actions.
8. Performing activities outside the student role.
9. Refusal to provide instructor- or preceptor-supervised patient care.
10. Refusal to provide assigned patient care.
11. Failure to prepare for patient care responsibilities.
12. Failure to assume responsibility for knowledge related to medications being administered, i.e. when they do not know about the drug that they are giving

It is the faculty's responsibility to determine the ability of the student to provide safe nursing care. Evidence of unsafe clinical practice can result in the removal of the student from the clinical area temporarily or permanently. Permanent removal from the clinical area on the basis of unsafe clinical practice will be considered grounds for failure of the course resulting in a grade of "F".

Adopted 9/93; Reviewed 5/98, 5/01, 1/08; Revised 5/95

E. OTHER POLICIES

CARLOW UNIVERSITY
SCHOOL OF NURSING

PENNSYLVANIA STATE BOARD OF NURSING REGULATIONS

I. GENERAL CONSIDERATIONS

Among many regulations governing professional nursing licensure in Pennsylvania (and in many other states as well), is the following legal constraint:

The Board shall not issue a license or certificate to an applicant who has been:

1. Convicted* of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act;"

or
2. Convicted* of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
 - a. At least ten years have elapsed from the date of conviction;
 - b. The applicant satisfactorily demonstrates to the Board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
 - c. The applicant otherwise satisfies the qualifications contained in this act.

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time.

*Convicted includes a judgment, an admission of guilt or a plea of nolo contendere.

Students must therefore realize that even successful completion of a Nursing Program does not guarantee the right to licensure in Pennsylvania or in any other jurisdiction.

Reviewed 10/96, 5/98, 5/01, 5/06, 1/08

II. ADDITIONAL PREREQUISITES FOR ADMISSION, PROGRESSION, EMPLOYMENT, OR LICENSURE

- A. Applicants should be aware that clinical facilities have the right and/or responsibility to preclude students who have a history of criminal activity or child abuse from the facility. Since experience in clinical facilities is required to achieve the clinical objectives, any applicant who cannot meet the criminal activity and/or the child abuse requirement will not be admitted into the BSN Clinical Nursing Program.

- B. In addition to character and academic qualifications, the necessary behavioral, communication, sensory and physical requirements must be met. A student must be able to practice nursing as it is defined in the law. He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care. A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession. This restraint must be exercised in both clinical and academic settings.
- C. Students must respect the rights and safety of others including peers, School and health care agency staff, and patients and their families. Harassment, intimidation or endangerment will not be tolerated and course failure or dismissal from the University may result. The steps and time limits of the University grievance/student appeal process are applicable.
- D. All applicants for a nursing license must demonstrate to the Board's satisfaction that they are of good moral character. Good moral character is defined, in part, as an absence of proven conduct or acts which have been historically considered as manifestation of moral turpitude. Pennsylvania courts have defined moral turpitude as "anything done knowingly contrary to justice, honesty or good morals." The two phrases, good moral character and moral turpitude, are often used to define each other. For additional information regarding Board regulations, please refer to the Pennsylvania State Board of Nursing Code.
- E. Certain laws contain lists of persons and/or agencies mandated to have clearances and identify restrictions on employment by persons who have committed certain types of offenses. These may restrict employment. For additional information, please refer to the Pennsylvania State Board of Nursing Code. .

Accepted 5/01; Reviewed 1/08; Revised 5/06

CARLOW UNIVERSITY
SCHOOL OF NURSING

STATE BOARD LICENSING EXAM

Following program completion, BSN graduates must pass a state licensing examination to become a registered nurse (RN). The Pennsylvania State Board of Nursing and most other jurisdictions use the NCLEX-RN exam for this purpose. Each state retains the right to establish its own criteria for acceptable achievement.

At the end of the second semester of the Senior year, an application must be submitted to the State Board of Nursing and a second application must be sent to NCLEX. Application forms and regulations for Pennsylvania will be provided by the School of Nursing. If the BSN graduate wishes to take the examination in another jurisdiction, the application must be obtained directly from that state. All related fees are the responsibility of the applicant. After receiving applications, the State Board of Nursing will notify the BSN graduate of the time and place of the examination.

Results of the NCLEX-RN exam are sent to the BSN graduate and to the Carlow University School of Nursing. Upon successful completion of the exam, the BSN graduate is entitled to practice as a registered nurse (RN) in the state in which the graduate is licensed. Until that time, the designation G.N. (Graduate Nurse) is used.

TEMPORARY PRACTICE PERMITS

In order to be employed as a professional nurse, The Commonwealth of Pennsylvania requires a temporary practice permit for graduate nurses awaiting NCLEX-RN results. Applications for temporary practice permits and further information will be provided by the Carlow School of Nursing during the second semester of Senior year. Fees are the responsibility of the applicant.

Reviewed 5/88, 5/96, 5/01, 5/06, 1/08; Revised 5/98

PRESENTATION OF THE CARLOW UNIVERSITY NURSING PIN

The nursing pin signifies the successful completion of all BSN degree requirements and will be presented at the time of program (degree) completion.

Accepted 5/84; Reviewed 5/98, 5/01, 5/06, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: SCHOOL OF NURSING STUDENT AWARDS

Policy:

SECTION I: BSN PROGRAM AWARDS

A. The Caritas Christi Award

1. Overall Description:

The Caritas Christi Award is given annually to the graduating senior in the School of Nursing who best exemplifies excellence in academic achievement (3.5 GPA or above), clinical performance, and professional behavior (see below for criteria).

2. Criteria for Selection of Student:

The graduating senior consistently demonstrates:

- a cumulative GPA 3.5 or above
- application of theory (liberal arts/sciences and professional) to practice
- organization and ability to set priorities
- clinical skills
- utilization of nursing process and appropriate interventions
- increasing ability to function independently
- effective interactions with clients, families, community resources & health care team
- ability to make sound judgments
- willingness to assume responsibility
- actions in accordance with legal and ethical standards
- professional appearance
- attendance, punctuality, follow-through
- cooperation with peers, faculty, and staff

3. Selection Procedure:

Seniors are asked to update or complete the “Student Activity Data Sheet” prior to the March School of Nursing meeting. Seniors may suggest classmates or self for consideration by the faculty.

Eligible nominees (those with a GPA 3.5 or above) are announced at the March meeting of the School of Nursing Undergraduate Program Committee. Each member of the faculty who has had professional contact with the nominees is eligible to participate in the selection process. By written ballot, each faculty member may nominate a single candidate from the list of eligible students. All persons nominated comprise the pool from which the final selection is made. Faculty vote by written ballot. Faculty may also decide to withhold the award if, in their opinion, there are no deserving candidates.

Accepted 6/79; Revised 7/81, 10/82, 2/83, 5/93, & 12/97; Reviewed 5/0, 1/08

B. The Leadership in Nursing Award

1. Overall Description:

The Leadership in Nursing Award is given annually to the graduating senior in the School of Nursing who best exemplifies excellence in professional nursing leadership in student clinical practice, University and community service. Nominees are selected by faculty.

2. Criteria for Selection of Student:

The graduating senior consistently demonstrates:

a. Leadership:

1. Understands the effect of social subsystems on nursing and health care (change theory, politics, economics, etc.)

...functions as a liaison / advocate between patient/client and other members of the health team and /or community.

2. Provides health teaching and promotion to individuals, families & communities

...assists patient / client in setting priorities of self-directed health care

3. Works collaboratively as a member of the health care team

...utilizes instructor appropriately as resource person

...participates in setting own educational goals

...seeks guidance appropriately

4. Participates actively in group conferences, including positive leadership actions in peer relations

...contributes to group learning

...cooperates in group activities

...facilitates group cohesion

b. Participation in University and Community Service:

1. as a member in both professional and social organizations

2. as an officer in these organizations

3. in other volunteer services

3. Selection Procedure:

Updated "Student Activity Data Sheets" are reviewed. Seniors may suggest classmates or self for consideration by the faculty. In the March Undergraduate Program Committee meeting, each faculty may nominate a single candidate by written ballot. All persons nominated comprise the pool from which the final selection is made. Faculty vote by written ballot. Faculty may decide to withhold the award if, in their opinion, there are not deserving candidates.

C. **The School of Nursing Highest Academic Achievement Award**

1. Overall Description:

The School of Nursing Highest Academic Achievement Award is given annually to the graduating BSN senior in the School of Nursing who achieves the highest GPA and is based on final approval of School of Nursing faculty.

Accepted 2/83; Reviewed 5/95, 5/01, 1/08; Revised 12/97, 2/07

SECTION II: RN-BSN PROGRAM AWARD

A. The Sister M. Loyola Daugherty Award

A. Overall Description:

The School of Nursing at Carlow was founded in 1948 in response to the need for practicing registered nurses to continue their education at the level of the first professional degree. To honor Sister Loyola, the first Director of the School of Nursing Program, and to honor the many Sisters of Mercy who have supported the Nursing Program and contributed to the profession of nursing throughout the world, this award was established in 1986.

The Sister M. Loyola Daugherty Award is given annually to the graduating registered nurse senior in the School of Nursing who best exemplifies excellence in the discipline of professional nursing.

Nominees are selected by faculty from among students graduating with a Bachelor of Science in Nursing degree who has achieved a Quality Point Average of 3.2 or above.

B. Criteria and Selection Procedure:

Graduating RN students may suggest classmates or self for consideration by the faculty.

Eligible nominees (those with GPA of 3.2 or above) are announced in the March Undergraduate Program Committee meeting. Each member of the faculty who has had professional contact with the nominees is eligible to participate in the selection process. By written ballot, each faculty member may nominate a single candidate from the list of eligible students. All persons nominated comprise the pool from which the final selection is made. Faculty will vote by written ballot. Faculty may decide to withhold the award if, in their opinion, there are no deserving candidates.

Accepted 3/86; Reviewed 5/95, 5/98, 5/01, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

NURSING ORGANIZATIONS

LOYOLA SOCIETY

All nurse majors are automatically members of this campus-based organization, which is named after Sister Loyola Daugherty, R.S.M., and the first leader of the Carlow Nursing Program. The purpose of the society is to integrate the efforts of students and faculty in working toward common goals. This is achieved by promoting the professional aims of the University, by encouraging the inter-change of ideas and information relevant to the nursing curriculum and to the profession and by promoting social interaction among members, faculty and the community. Election to office is held annually. A faculty member serves as adviser.

STUDENT NURSE ASSOCIATION OF PENNSYLVANIA (S.N.A.P.)

Upon payment of organization dues, nurse majors are eligible to join the Student Nurse Association of Pennsylvania (SNAP). Members constitute the Carlow Chapter of SNAP; a faculty member is designated as adviser.

SIGMA-THETA-TAU, ETA EPSILON CHAPTER

Nurse majors meeting the eligibility criteria may be invited to membership in this chapter of the international honor society in nursing. Its purposes are: to recognize superior achievement; to develop leadership qualities; to foster high professional standards; to encourage creative work; to strengthen commitment to the ideals and purposes of the profession.

Eligibility—Students are eligible to apply for membership according to the following:

1. BSN Students: As Junior or Senior nurse majors
2. RN-BSN Students: The year of expected graduation (August, December, or May) for April induction

a) **PENNSYLVANIA NURSES ASSOCIATION** (Constituent of the American Nurses Association):

Nurse majors are generally welcome to attend most local sessions (District Six) as guests. Meetings and programs are listed in District Six Vital Signs and the Pennsylvania Nurse which are posted on the second floor, Curran Hall. Membership in the professional association is open to registered nurses.

Reviewed 5/98, 5/01; Revised 5/89, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: BSN STUDENT EMPLOYMENT

Policy:

Students who accept employment with any patient care agency must adhere to the Rules and Regulations of the Pennsylvania State Board of Nursing.

Students may not be employed as registered or practical nurses unless they are currently licensed.

The Carlow University emblem and name pin may not be worn while serving in an employed capacity.

Accepted 2/79; Reviewed 5/98, 5/01, 1/08

ANTICIPATED DISTRIBUTION OF EXPENSES FOR BSN STUDENTS

	Fall. Soph Yr.	Spring Soph Year	Fall Junior Year	Spring Junior Year	Fall Senior Year	Spring Senior Year	At Graduation
Travel to Clinical Agencies	x	x	x	x	x	x	
Uniforms	x	x	x	x	x	x	
Lab Coats	x	x	x	x	x	x	
School Badges	x	x					
Stethoscope, pens scissor watch	x						
Sphygmomanometer	optional						
Health Exam, Lab Tests Immunizations	x		x		x		
Professional Liability Insurance	x		x		x		
Health Care Insurance	x	x	x	x	x	x	
PA Child Abuse Clearance PA Criminal Background Check FBI Fingerprint Clearance	x x		x		x		
Nurse Paks	x						
R.N. Licensure Application; Temporary Practice Permit; NCLEX-RN Examination						x	
Fees for CPR Certification and First Aid Certification	x		x		x		
Graduate Pin						optional	
Graduate Portraits and Composite						optional	
Outcome Testing and Materials	x	x	x	x	x	x	

Adopted 6/91; Reviewed 5/01, 1/08; Revised 9/94, 5/95, 5/98, 8/09

CARLOW UNIVERSITY
SCHOOL OF NURSING

Policy Statement

Title: UNDERGRADUATE BSN INTERN/EXTERN SITUATIONS

Policy:

Students in nursing have the opportunity to participate in internship/externship experiences for elective academic credit in approved health care facilities when such experiences are available. Examples of approved internship experiences include: preceptor experience with a certified registered nurse practitioner; the Nurse Valor Program through the Veteran's Administration Hospitals; hospital-sponsored nurse internship programs and other similar experiences. Students and faculty are referred to and expected to abide by the Carlow University Policy on Internships (adopted Spring, 1995). In addition, nurse majors are expected to adhere to the following School of Nursing guidelines.

PROCEDURE:

Applications may be obtained from the School of Nursing Administrative Assistant.

A nursing student must obtain a faculty advisor from the School of Nursing who agrees to oversee the internship experience and must register for independent study for academic credit according to the Carlow registration procedures. The student will submit a written contract outlining the learning goals and objectives of the internship experience to the advisor for approval. The approved contract will be signed by the student, the advisor and a representative of the agency, if appropriate.

The student must provide evidence of the following credentials to the participating faculty advisor immediately **prior** to the beginning of the internship for credit experience.

1. Completed health form requirements in accordance with the School of Nursing policies and the policies of the agency where the internship will occur.
2. Liability insurance as required by the School of Nursing policy and the named agency policy.
3. Agency policies relating to the clinical practice of students who function in an intern capacity.
4. Legal documents as required by Carlow University and/or the participating agency.
5. Other documents as identified by the faculty advisor.

The opportunity for a nursing student to participate in an internship experience is expected to produce personal and professional growth. Typically, it is not an employment situation (i.e., student nursing assistant position). It is advantageous to the student if the internship offers financial compensation but this is not an expectation of the experience.

At the completion of the internship experience, the student intern must request the preceptor or the designated agency facilitator to complete and sign the attached evaluation form. The student must also sign the form. The completed and signed form is submitted to the faculty advisor for signature and becomes part of the student's permanent record.

At the completion of the internship and when all of the above requirements are fulfilled, the participating faculty advisor will submit the appropriate documents to the Registrar's office to have the designated number of elective credits posted on the transcript. These elective credits may fulfill credit requirements for graduation from Carlow University.

Accepted 5/96; Reviewed 5/98, 5/01, 1/08

CARLOW UNIVERSITY
SCHOOL OF NURSING

UNDERGRADUATE BSN INTERN/EXTERN EVALUATION FORM
(To be completed by the preceptor)

Student Name _____

Preceptor Name and Title _____

Agency Name and Address _____

Dates of Internship/Externship _____ Hours Completed _____

Student Performance	Poor	Average	Good	Excellent	Comments
Quality of Work					
Accountability					
Preparation					
Communication					
Growth in clinical competency					
Dependability					
Efficiency					
Cooperation					
Overall quality of work					
Overall performance					
Achieved objectives					

Professional strength:

Areas for professional growth:

Additional comments:

Preceptor signature _____

Date: _____

Faculty advisor signature _____

Date: _____

Student signature _____

Date : _____

**The student is to attach to this form a completed self-evaluation, which includes a review and evaluation of learning goals and objectives.