

*Bradley University
Department of Nursing
Undergraduate Student Handbook*



Welcome Nursing Students! The Undergraduate Student Handbook has been developed to provide guidelines to foster your success.



The baccalaureate degree program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington, DC 20001, [202-887-6791](tel:202-887-6791).

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TABLE OF CONTENTS

HONOR CODE	4
CIVILITY STATEMENT	4
PREFACE	5
MISSION, VISION, & CORE VALUES	5
BRADLEY UNIVERSITY	5
DEPARTMENT OF NURSING	5
STATEMENT OF ACCREDITATION	6
HIPAA COMPLIANCE	6
PROFESSIONAL BEHAVIORS POLICY	7
SOCIAL MEDIA POLICY	7
SUBSTANCE ABUSE POLICY	7
PROGRAM OF STUDY	7
PROGRAM OUTCOMES	8
ACADEMIC REGULATIONS	
Student Disability.....	9
Grading Scale.....	10
ACADEMIC PROGRESSION	
Concurrent Enrollment.....	11
Individual Course Grade Requirements.....	11
Academic Coach	11
Grade Point Average Requirements	11
Repeating or Re-Enrolling in a Nursing Course.....	12
Scholastic Probation/Dismissal.....	12
Student Grievances.....	12
Unacceptable Behavior	12
Student Code of Conduct.....	12
Student Code of Conduct Contract.....	13
Withdrawal from Nursing Major	14
Medication Administration Calculation Competency	15
NCLEX-RN Preparation	15
Registered Nurse (RN) Students	15
Licensed Practical Nurse (LPN) Students	15
Licensure and/or Certification	15
CLINICAL PRACTICUM	
Functional Abilities	16
Security and Screening	17
CPR Certification	18
Attendance	18
Practicum Remediation Process	18
Unusual Incidents	18
Sentinel Events	19
Unsafe Practice	19
Care for Patients with Communicable Diseases	20

Blood and Body Fluid Exposure Guidelines	20
Personal Health	20
Absences	20
Accommodation of Needs	21
Tuberculin Skin Test	21
Hepatitis	21
Measles and Mumps.....	21
T-dap Booster	21
Seasonal Flu Vaccine	21
Personal Appearance During Practicum.....	21
Equipment Needed for Practicum	21
Transportation	22
Use of Technology in the Practicum Setting	22
Liability Insurance	
Student Liability Insurance	22
Professional Liability Insurance.....	22
CAMPUS ACTIVITIES	
Student-Initiated Activities.....	23
Class Representatives.....	23
Guidelines for Student Representatives.....	23
College of Education and Health Sciences Student Advisory Council.....	24
STUDENT ORGANIZATIONS	
Department of Nursing Student Advisory Council	24
Nurses Christian Fellowship (NCF)	24
Bradley Nursing Students Association	24
Epsilon Epsilon Chapter, Sigma Theta Tau, International Honor Society of Nursing.....	24
FACILITIES	
Computer Lab	25
Nursing Skills Laboratory	25
OTHER INFORMATION	
Academic Advisors.....	25
Course and Instructor Evaluation	25
Office Hours of Faculty Members	25
Email Communication	25
Confidential Student Data.....	26
Documentation of Sources	26
Smoking	26
Technology Requirements	26
Appendix A – HIPAA COMPLIANCE POLICY & INCIDENT REPORT FORM	28
Appendix B – BSN Crosswalk	32
Verification of Receipt of Student Handbook	34
HIPAA Compliance Agreement.....	35

**Bradley University
Department of Nursing**

Honor Code

As a Bradley University Nursing Student

I will follow and honor the code of conduct as expressed in the [Bradley Student Handbook](#) (via “policy violations section”: no cheating, plagiarism, etc...)

I will be honest and trustworthy in all of my interactions.

I will show respect in word and deed for myself, instructors, colleagues, and community members.

I will act responsibly in all of my educational endeavors.

I will be accountable for all of my actions.

I understand that the violation of this code may result in serious consequences.

Department of Nursing Civility Statement

As Bradley University Department of Nursing faculty, staff, and students, we are held to the highest ethical standards in all of our interactions and environments. Any form of incivility is unacceptable. Incivility is defined as disruptive, ill-mannered, or offense behavior contrary to the well-being of the community. This includes any and all forms of verbal and non-verbal disrespect or disregard for others.

A healthy work environment is essential to productivity and learning. Therefore, the Department of Nursing faculty, staff, and students strive to exemplify healthy work behaviors. To ensure a dynamic and respectful environment that fosters patient safety and a sense of community, it is expected that everyone adheres to these guidelines and maintains a high standard of civil, respectful, and professional conduct in all interactions. This policy is in accordance with the Bradley University Faculty Handbook, the Bradley University Classified Handbook, the Bradley University Exempt Handbook (non-faculty), and the Bradley University Student Handbook.

PREFACE

The purpose of this book is to communicate expectations, department policies and other pertinent information to students enrolled in the Nursing major. Although every member of the nursing faculty is available to answer students' questions, this publication should serve as a rapidly accessible source of information. This document is annually reviewed and updated by as needed.

The Bradley University Department of Nursing Student Handbook is available to students electronically via the Department Website. Students are responsible for going to the website to review the handbook. Additionally, each student will be asked to sign a receipt the fall of freshman year verifying their responsibility to review the document and updates each August.

The Department of Nursing is committed to the Bradley University [Nondiscrimination Statement](#).

Bradley University

MISSION

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences, and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application, and interpretation of knowledge.

VISION

Bradley University is the leader in student engagement.

Department of Nursing

MISSION

The mission of the Department of Nursing is to prepare baccalaureate and graduate level nurses. Through faculty and student collaboration, dynamic learning environments, and mentoring, nursing graduates are prepared to be the next generation of nursing leaders and lifelong learners that will meet a global society's health care needs.

VISION

The Department of Nursing will be a center for excellence in the preparation of professional nurses for a changing global society. Within the comprehensive university setting, the Department of Nursing will provide a dynamic personalized nursing education.

CORE VALUES

Excellence:

Students are provided with distinctive educational programs and a supportive environment to fulfill their intellectual, aesthetic, and professional needs.

Leadership:

Students are prepared to utilize evidence based practice to manage patient care, promote quality improvement, and to lead interprofessional teams.

Innovation:

Students are prepared to integrate knowledge, skills and attitudes to improve patient outcomes and foster a culture of safety.

Globalization:

A liberal education provides a foundation for lifelong learning and prepares professional nurses to practice in a global society.

Collaboration:

Students are prepared to participate as members of the interprofessional team to deliver patient centered care.

Community:

Students are prepared to use evidence based practice in implementation of the nursing process to assist individuals, families, groups, communities, and populations across the lifespan in achieving optimal health.

STATEMENT OF ACCREDITATION

The baccalaureate degree program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington, DC 20001, 202-887- 6791.

HIPAA COMPLIANCE POLICY

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, when administering a medication, the healthcare provider would have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all information that could identify the patient/client must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number and Social Security number. Student papers may not be copied for careless circulation and handling. Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

Students are required to sign the Department of Nursing's HIPAA Compliance Agreement form annually (see last page of handbook). This signed form will be kept in the student's file.

How to de-identify individual health information

Health information must be stripped of all of the following elements that identifies the individual, his or her relatives, employers, or other household members

- Names;

- Social Security numbers;
- Telephone numbers;
- All specific geographic location information such as subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code, if, according to the current publicly available data from the Bureau of the Census: (1) The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000;
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated in a single category of age 90 or older;
- Fax numbers;
- Electronic mail addresses;
- Medical record numbers;
- Health plan beneficiary numbers;
- Account numbers;
- Certificate/license numbers;
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers;
- Web Universal Resource Locators (URLs);
- Internet Protocol (IP) address numbers;
- Biometric identifiers, including finger and voice prints;
- Full face photographic images and any comparable images; and
- Any other unique identifying number, characteristic, or code (note this does not mean the unique code assigned by the investigator to code the research data).

***See Appendix A for the Department of Nursing's HIPAA Compliance Policy and HIPAA Compliance Incident Report Form.**

PROFESSIONAL BEHAVIORS POLICY

The Department of Nursing Professional Behaviors Policy is incorporated into the student handbook by reference and can be located [HERE](#).

SOCIAL MEDIA POLICY

The Department of Nursing Professional Behaviors Policy is incorporated into the student handbook by reference and can be located [HERE](#).

SUBSTANCE ABUSE POLICY

In addition to adherence to the [Standards of Conduct & University Policies](#) with regard to substance abuse, the Department of Nursing also reserves the right to suspend, or immediately dismiss any student found to be in violation of the policy. While the process of adjudicating violations is in process, students will be prohibited from attending practicum experiences.

PROGRAM OF STUDY

The recommended curriculum sequence is published in the [Bradley University Undergraduate Catalog](#). Students are strongly encouraged to meet with their nursing faculty advisors before dropping any course to determining the impact on educational outcomes.

PROGRAM OUTCOMES

The Undergraduate Nursing Program outcomes are created using multiple resources. One important resource is the Quality and Safety Education for Nurses (QSEN) Pre-Licensure Knowledge, Skills and Attitudes (KSAs) which is based on the Institute of Medicine 2003 report on patient safety. The KSA's are Patient-Centered Care Teamwork and Collaboration, Evidence-based Practice, Quality Improvement, Safety, and Informatics. Another important resource used in the creation of program outcome is the professional nursing standards set forth by the American Association of Colleges of Nursing's (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice. The nine BSN Essentials are Liberal Education for Baccalaureate Generalist Nursing Practice, Basic Organizational and Systems Leadership for Quality Care and Patient Safety, Scholarship for Evidence Based Practice, Information Management and Application of Patient Care Technology, Healthcare Policy, Finance, and Regulatory Environments, Interprofessional Communication and Collaboration for Improving Patient Health Outcomes, Clinical Prevention and Population Health, Professionalism and Professional Values, and Baccalaureate Generalist Nursing Practice. **(See BSN Crosswalk – Appendix B)**

At the completion of the undergraduate nursing program, the graduate will:

- I. Utilize critical thinking strategies to synthesize knowledge from the humanities, social sciences, physical sciences, biological sciences, mathematics, and nursing as the base for baccalaureate generalist nursing practice.
- II. Integrate leadership concepts, skills, and decision making in the achievement of safety and high quality outcomes as a member of the interprofessional healthcare team in a variety of settings.
- III. Appraise and synthesize current evidence to guide clinical decision-making.
- IV. Participate in the development, implementation, and evaluation of patient care technologies, information systems, and communication devices to support safe clinical practice.
- V. Appraise the delivery of healthcare in micro and macro systems, and articulate to key decision makers issues that affect the nursing profession and clinical outcomes.
- VI. Foster communication between and among professional healthcare teams to optimize quality patient outcomes.
- VII. Appraise the healthcare needs of vulnerable populations and collaborate with interdisciplinary groups to develop and manage intervention plans in various settings.
- VIII. Assume accountability for personal and professional behaviors, while upholding professional standards of moral, ethical, and legal conduct.
- IX. Integrate, translate, and apply the knowledge, skills and attitudes necessary to improve patient outcomes and foster a culture of safety across the lifespan.

[Ironsides, P.M. (n.d.). *Exploring the Complexity of Advocacy: Balancing Patient-Centered Care and Safety*. Retrieved May 21, 2007, from <http://qsen.org/exploring-the-complexity-of-advocacy-balancing-patient-centered-care-and-safety/>
American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author.]

ACADEMIC REGULATIONS

STUDENTS WITH DISABILITIES SEEKING ACOMMODATIONS

The office of Student Access Services (SAS) provides services to meet the individual needs of students in accord with their disability and its academic implications. Based on the student's documentation of disability, SAS works with the student and collaborates with faculty to ensure the provision of reasonable and appropriate accommodations and academic adjustments. Students must complete a registration process to receive academic accommodations or adjustments. In order to fully evaluate a student's application and to determine eligibility for services, documentation of the student's disability is required. The SAS is located in 100 Heitz Hall. They can be reached at **309-677-3654**. You can fax information to **309-677-3685**. For further information please visit: [Office of Student Access Services](#)

It is the responsibility of the student to follow the guidelines and present the formal plan to each faculty member a minimum of 3 business days prior to any needed accommodations. In the absence of a formal plan, no special accommodations will be made.

Nursing is a practice discipline with cognitive, sensory, affective, objective, and psychomotor performance requirements. Although accommodations can be made in the classroom/clinical setting to accommodate students with disabilities, all students must be able meet Core Performance Standards for nursing students. These standards reflect activities which nursing students are required to perform while enrolled in a nursing program. The standards are to be used to assist each applicant/student in determining whether or not they can fulfill the requirements of the program and/or whether accommodations or modifications are necessary.

The following is a list of CORE PERFORMANCE STANDARDS for nursing students	Standard	Examples of Necessary Activities (Not all inclusive)
Critical thinking	Critical thinking is sufficient for clinical judgment required for completion of nursing care plans	Identify cause and effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients, interdisciplinary team members, colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing action and client response
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Moves around in patient rooms, workspaces and treatment areas without physical difficulty, able to administer CPR.

Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment, position patient/clients.
Hearing	Auditory ability sufficient to monitor and assess health	Hears monitor alarm, emergency sounds, cries for help, taking blood pressure.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses e.g. skin color
Tactile	Tactile ability sufficient for performance of physical exam	Perform palpation, functions of physical exam and/or those related to therapeutic interventions e.g. insertion of a catheter.

Reference: AACN Accommodating Students with Disabilities

Grading Scale

The following grading scale has been adopted by the Department of Nursing for required nursing courses.

Practicum Courses

Satisfactory/Unsatisfactory

Theory Courses

A = 92-100%
 B = 85-91%
 C = 77-84%
 D = 72-76%
 F = 0-71%

ACADEMIC PROGRESSION

Concurrent Enrollment

Students enrolled in practicum courses must be enrolled in the companion theory course or have the consent of the department chairperson.

Individual Course Grade Requirements

Students must earn a grade of "C" or better in all courses required in the nursing major in order to progress in the nursing program.

Students must earn a "C" or better in the cumulative score of exams in all nursing courses with exams to pass the course.

A student who is not successful in any required nursing course **may not progress** to the next semester in the nursing program of study. The student must petition to repeat the course and re-enter the nursing sequence.

Academic Coach

If a student scores 77% or less on a nursing theory test or has a faculty referral to the academic coach, the student must make an appointment to see the academic coach. The student must initiate contact with the academic coach within one week following posting of the exam grades. Failure to meet with the academic coach before the next exam will result in a 1 point deduction from the total course points for each test or referral not followed up on with the academic coach.

Grade Point Average Requirements

Students must maintain a minimum **2.5 cumulative grade point average** in order to remain in the nursing major and to enroll in nursing courses identified as "majors only." Students with less than a 2.5 GPA must petition within 1 calendar year to re-enter nursing courses once GPA requirements have been met.

Freshman nursing majors that have less than 2.5 cumulative grade point average at the end of spring semester of freshman year will be required to select another major or will be automatically enrolled in the Academic Exploration Program.

A Bradley University student who wishes to change majors to EHS NUR will be considered on a ***space available*** basis. The student must have a minimum **2.5 cumulative grade point average**. **Selection criteria include cumulative GPA and completed prerequisites courses.**

An external transfer student will be considered on a ***space available*** basis. The student must have a minimum 3.0 cumulative grade point average in previous college work. In addition, the transfer student must have completed all prerequisite courses to the sophomore nursing program of study. The transfer student must earn and maintain a Bradley cumulative grade point average of 2.5 by the end of the second semester in residence.

Repeating or Re-Enrolling in a NURSING COURSE

A student is permitted to reenroll or repeat a nursing course only once per academic career. If a student fails a required nursing course at Bradley University, the student may not take an equivalent course at another university and transfer that course to Bradley University for credit.

An **undergraduate** student who wishes to repeat or re-enroll in a nursing course must do so within 1 calendar year and **must have a minimum GPA of 2.5**. A petition to re-enter the nursing sequence must be submitted to the Associate Chairperson. Consideration to repeat or re-enroll in a required nursing course will be based upon **space availability and history of academic performance**.

Scholastic Probation/Dismissal

The Department of Nursing follows the University's [policies and procedures on scholastic probation and dismissal](#). Requests for reinstatement are considered on an individual basis.

Student Grievances

Policies for student grievances are identified in the "[University Student Grievance Policy](#)" outlined in the current [Bradley University Undergraduate Catalog](#).

Unacceptable Behavior

Examples of unacceptable group or individual behavior are stated in the current [Department of Nursing Professional Behaviors Policy](#), the [Standards of Conduct](#) and the [Bradley University Student Handbook](#).

Student Code of Conduct

As Bradley University's Department of Nursing students, you are held to the highest ethical standards in and out of the practicum setting. This code of conduct is in accordance with federal and state law, professional nursing, and academic parameters.

Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the learning community. This includes any and all forms of disrespect or disregard for instruction, the faculty and/or staff, or a fellow student.

To ensure a dynamic and respectful teaching, learning, research, and practicum environment that fosters a sense of community, it is expected that every student maintains a high standard of civil, respectful, and professional conduct in all academic and practicum interactions. The primary purpose of the Student Code of Conduct is to foster the personal, educational, and social development of students. Bradley University is committed to providing quality education in an environment of professionalism, respect, tolerance, understanding, and goodwill among all members of our diverse community. Conduct, whether non-verbal, verbal, or physical, that interferes with the ability of others to effectively learn or carry out their duties, or that undermines learning or the student confidence in BU or a faculty member may constitute disruptive behavior. The code also serves as deterrence to misconduct to enhance the safety and security of the community. Students are expected to take responsibility for their conduct. Any disciplinary consequences for code of conduct violations serve both educational and deterrence objectives.

A report of student misconduct or infringement with regard to the Bradley University Department of Nursing Student Code of Conduct may initiate a grievance process that could lead to dismissal and, if appropriate, may be reported to the Illinois State Board of Nursing. Violation of federal, state and local laws may be applicable and as appropriate, would be reported to law enforcement officers.

The Bradley University Department of Nursing Student Code of Conduct shall not diminish or remove the applicability of University-wide policies and procedures and, where in conflict, University-wide policies shall control over the standards herein.

Blatant disregard and insolence for others or actions that create an atmosphere of disrespect, conflict, and stress will not be tolerated.

Student Code of Conduct Contract

Department of Nursing Students' Responsibilities:

Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing Student Handbook or Bradley University Undergraduate Student Handbook may result in a conference with the Chairperson or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Chairperson may recommend the student be dismissed from the program/DON. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Department of Nursing.

Attentiveness - The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor - The student has a positive, open attitude towards peers, faculty, staff, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity - The student functions as a responsible, ethical, law-abiding adult.

Cooperation - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility - The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, staff, patients, and others.

Professional Role - The student conducts self as a professional role model at all times and in compliance with Standards of Practice and the ANA Code of Ethics for Nurses with Interpretive Statements. The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

Judgment - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics - The student conducts self in compliance with the ANA Code of Ethics.

As Bradley University Department of Nursing Students We Commit to:

1. Follow conventions of good classroom manners and DON student responsibilities as outlined above.
2. Ask permission to tape record and respect the faculty member's decision to allow or disallow.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from electronic harassment via email, facebook, or any other electronic/wi-fi media or devices.
5. Refrain from use of the internet during classroom time unless approved by the faculty member.
6. Listen respectfully to each other.
7. Respond respectfully and reflectively to ideas aired in the classroom.
8. Refrain from personal insults, profanity and other communication-stoppers.
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the faculty members.
10. Issue "gentle reminders" when these guidelines are breached.
11. Arrive timely to class/clinical sessions.
12. Bring the required supplies and be ready to be actively engaged in the learning process.
13. Focus on the business at hand – the class, its content, and the learning process.
14. Turn cell phones off or to vibrate before the start of class.
15. Refrain from talking and texting during class time.
16. Pick up your trash upon leaving the room.
17. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
18. Turn in assignments on time.
19. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with the faculty member, it is a good idea to speak with him/her after class.)
20. Raise a hand to indicate a question or comment as a courtesy to classmates and the faculty member. (Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well.)
21. Make arrangement if an emergency arises that requires an absence from a session, to get the notes and all other information that was covered in class from a colleague you trust.
22. Exam reviews are at the discretion of the faculty. When exam reviews are offered, respect the faculty member's exam review schedule and process. No visual review of exam materials will be granted after a period determined by the individual faculty member.
23. Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

By signing this verification of receipt of this Student Handbook, I also acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program/ Department of Nursing.

Withdrawal from Nursing Major

A student withdrawing from the nursing program for any reason is expected to have a conference with the assigned academic advisor & complete appropriate paperwork. Students who withdraw from the nursing major, may not be allowed to return unless space is available. For withdrawal from the

University, the student should follow the procedure outlined in the "[Leave of absence/withdrawal/exit policy](#)" located at [Center for Student Support Services](#).

Medication Administration Calculation Competency

Medication administration is a core function of nursing practice, which requires applied numeracy skills (reasoning, problem solving, and decision making). The application of reasoning in mathematical computations is important to foster a culture of safety.

Sophomore Level

Students will demonstrate medication administration calculation competency with a passing score on examination (100%) in the designated module.

Junior & Senior Levels

Prior to attending Junior- and Senior-level practicum, students will demonstrate medication administration calculation competency with a passing score on examination (100%). Students who fail the exam will be unable to attend practicum, except for orientation, and will accrue an unexcused practicum absence.

NCLEX-RN Preparation

NCLEX-RN preparation begins with enrollment in NUR 200. Standardized examinations will be administered in designated courses at each level.

Registered Nurse (RN) Students

A maximum of 66 semester hours may be transferred from a community college to satisfy University general education requirements and nursing prerequisite courses.

Upon satisfactory completion of NUR 300, 303, and 310 (or NUR 204), the RN student may receive up to 31 semester hours of credit for previous nursing education through the university process. The Bachelor of Science in Nursing Degree (BSN) requires 124 semester hours.

Licensed Practical Nurse (LPN) Students

A maximum of 66 semester hours may be transferred from a community college to satisfy University general education requirements and nursing prerequisite courses. Prior to enrollment in NUR 300 and 310 (or NUR 204), the student must have successfully completed the following prerequisites: PSY 101, SOC 100, CHM 100, CHM 101 & CHM 162, BIO 230, 231, 232, 233, BIO 202, PSY 303, FCS 301, or equivalents. After successful completion of NUR 300 and 310 (or NUR 204) with a grade of "C" or better, the student, will receive up to 11 semester hours for prior learning through the university process, and is eligible to enroll in junior level nursing courses.

Licensure and/or Certification

Graduation from the Nursing Program does not guarantee licensure and/or certification from the State of Illinois or any other state.

CLINICAL PRACTICUM

Enrollment in undergraduate practicum courses is by reserve ticket only. The Department of Nursing Staff will register a student when all practicum requirements have been met.

Functional Abilities

The following physical activities and abilities are required for admission into the nursing program. By applying to Bradley University's nursing program, you agree that you have read this information and that you can meet all of the following requirements with or without accommodations.

Standing/Walking: Standing and walking is required for the majority of time spent in the clinical area (4-8 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.

Sitting: Students may need to sit while charting or entering data into a computer, or while receiving/giving verbal reports at the start/end of one's shift. It is also possible that sitting may occur during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.

Lifting: Regular lifting of medical supplies, medications, patient supplies, and patient charts, all weighing up to ten pounds is required. Also lifting CPR equipment and other medical equipment weighing up to 45 pounds is required. One is required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients, and to support at least 75 lbs to reposition, transfer, and ambulate patients safely.

Carrying: Frequent carrying of medical supplies and other items weighing up to 45 pounds is required, along with occasional carrying of certain medical equipment weighing up to 50 pounds.

Pushing/Pulling: Pushing/pulling 70-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is required.

Climbing: Students may be required to climb stairs in case of emergency or when assigned to a practicum in a facility without an elevator

Bending: Bending is required when administering patient care. One must be able to bend to touch the floor to remove environmental hazards.

Reaching: Reaching above one's head is required when performing aspects of care such as hanging and adjusting IV bags.

Squatting/Kneeling: Squatting or kneeling is required when operating medical equipment and performing aspects of patient care, such as CPR.

Twisting: Twisting at the waist is required when bathing patients and performing other procedures.

Speaking: Students must be able to clearly speak English to communicate, assess, and educate patients and families. One must also be able to communicate verbally with physicians and other professionals involved in patient care.

Hearing: Students must have normal hearing (aids permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. One must also be able to hear to detect subtle, yet critical information regarding patient conditions including alarms, and to communicate with physicians and other professionals involved in patient care.

Visual Acuity: Students must have vision that falls within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments including subtle changes in color.

Depth Perception: Students are required to have adequate depth perception for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.

Fine Motor Skills: Students must have fine motor skills of all fingers and be able to grasp and control medical equipment, and to perform precise procedures such as sterile dressing changes. Ability to grasp objects such as a pen to prepare handwritten reports is also required.

Tactile Sensation: Students must be able to assess patients through palpation with fingers and hands, and must be able to distinguish between warm/cold and be able to feel vibrations.

Behavioral/Social: Students must be able to tolerate mentally and physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients/clients. The following personal qualities will be assessed during educational processes: Compassion, integrity, concern for others, interpersonal skills, interest and motivation.

Security and Screening

In order to comply with the [Illinois Healthcare Worker Background Check Code](#), students must submit for a criminal background check and drug screening prior to enrollment in clinical courses. Criminal background checks will be completed by [castlebranch.com](#) and will be at the student's expense. Any student that does not pass the criminal background check will be counseled by the Department of Nursing administration and may be dropped from the nursing program. Any student that does not pass the drug screen will be prohibited from clinical nursing courses and therefore concurrent nursing theory courses. The student may repeat the drug screen the following academic year, and if passed, seek the Department of Nursing administration's permission to re-enter the nursing sequence of courses on a **space available basis**. Students failing the drug screen more than one time will be dropped from the nursing program.

CPR Certification

Each undergraduate student shall provide proof of current CPR with AED certification (health care provider or professional rescuer) prior to enrollment in each practicum course. The certification must be valid for the entire academic year.

Attendance

The student is expected to attend EVERY scheduled practicum. It is the obligation of the student to avoid scheduling conflicts that prevent the full completion of each practicum session. Students are expected to consult "Bradley University Dates and Deadlines" at Bradley Schedule of Classes prior to planning any travel. Travel plans are not an excused absence. Special situations will be addressed on an individual basis. If a practicum is missed-for any reason-the student may be required to make up that practicum time or to complete an assignment. A written excuse from a healthcare provider may be required for practicum absence due to illness. The student is responsible for contacting their practicum instructor to notify them of the absence.

Practicum schedules at the beginning of semester are approximate and may change due to special circumstances throughout the semester. It is the responsibility of the student to maintain availability throughout the entire semester.

The Department of Nursing adheres to the Bradley University "Inclement Weather Policy".

Practicum Remediation Process

1. The practicum instructor informs the student that his/her performance requires remediation on content or skill or combination of both.
2. The practicum instructor will give the student the Practicum Remediation Form to be signed by the Graduate Assistant (GA) upon completion of successful remediation & then returned (by the student) to the practicum instructor for inclusion with final evaluation.
3. Student contacts the Administrative Support staff member by email requesting a remediation time in lab.
4. The Administrative Support staff member and the student will find a mutually agreeable date/time for remediation. The Administrative Support staff member will also inform the graduate assistant of the student appointment.
5. The student submits the completed Practicum Remediation Form to the practicum instructor at the next practicum date or time agreed upon at the initial notification.

Unusual Incidents

Any unusual incident must be reported immediately by the student to the supervising faculty member who must report the incident to the Department Chairperson.

The supervising faculty member will refer the student to the representative of the clinical agency in charge of incidents/injuries. The agency protocols will be followed. Costs related to incident or injuries at the agency will be negotiated between the agency and student.

Students who are involved in an accident or injury that arises during required course experiences or activities while on Bradley's Campus should report to the supervising individual (or their designated representative) and will be referred to the Bradley University Health Services.

Sentinel Events

Any occurrence which results in harm or potential harm to the client, a family member or substitute familial person, another student, a faculty member, or other members of the health care team, must be reported immediately by the student to the supervising faculty member (or their designated representative) who must report the incident to the Department Chairperson.

The supervising faculty member will refer the student to the representative of the clinical agency in charge. Any agency protocols will be followed. For every sentinel event the department chair will guide the follow-up processes.

Unsafe Practice

The faculty of the Department of Nursing has an ethical, academic, and legal responsibility to prepare competent professional nurses.

Unsafe practice is defined as an act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other members of the health care team.

Guidelines for safe practice include, but are not limited to:

- 1) The [Illinois Nurse Practice Act](#)
- 2) The American Nurses' Association [Code of Ethics](#)
- 3) Standards of care developed by regulatory and accrediting bodies, health care institutions, nursing organizations, and other expert sources.

Unsafe practice includes, but is not limited to:

- 1) nursing practice for which a student is not authorized or educated to perform at the time of the incident
- 2) attendance at the clinical site under the influence of alcohol and/or drugs (illicit and/or prescription) that would impair judgment.
- 3) falsification of verbal report or written/electronic documents

If an incident of unsafe practice is observed, the following procedures will be followed:

- 1) A faculty member who becomes aware of unsafe practice will a) notify the student immediately, b) request the student to leave the practicum (if appropriate), and c) document the incident.
- 2) The faculty member will immediately notify the Department Chairperson.
- 3) Within three working days of the incident, the appropriate faculty members will meet, come to a decision, and notify the student of their decision.

Decisions are based on scope and severity of the incident and may include (but not limited to) the following actions:

- 1) Formal written reprimand to be included in student's permanent file
- 2) Remedial work to be completed by the student
- 3) Failure in practicum
- 4) Dismissal from the nursing program

Dismissal from the nursing program does not constitute dismissal from the University. A student who is not in agreement with the decision of the faculty has the option of pursuing the issue within the

framework of the Bradley University [Student Grievance Committee Operating Procedure](#).

Care for Patients with Communicable Diseases

Nursing faculty members make every effort to address fears, misinformation, or prejudices students may be experiencing in regard to caring for patients with communicable diseases, through the following measures:

- 1) Provide the most current information on the modes of acquiring and transmitting communicable diseases in the clinical setting
- 2) Provide thorough instruction in protective precautions for students giving care to patients with communicable diseases
- 3) Provide close supervision and monitoring of the student's initial experience in communicable disease control
- 4) Provide information to underscore the ANA code of ethics
- 5) Reassignment of students perceived to be at personal risk

If refusal to care for assigned client occurs the student will receive a grade of "unsatisfactory" for the practicum course-

Students in practicum settings follow the Centers for Disease Control (CDC) Body Substance Isolation guidelines for all patient contact. The CDC BSI guidelines are reviewed with students at the beginning of the each academic year.

Blood and Body Fluid Exposure Guidelines

In the event of an accidental or other possible exposure to blood or body fluids during practicum, the following procedure will be implemented:

- 1) The student will IMMEDIATELY notify the clinical instructor who will in turn notify the clinical coordinator and the OSHA representative of the agency.
- 2) The clinical instructor will notify the Department Chairperson.
- 3) Agency OSHA protocols will be followed.
- 4) The student must report to the Bradley University Student Health Center within 24 hours or as soon as possible thereafter.
- 5) If not provided for by the agency protocol:
 - a) the Department of Nursing and Bradley University will request that the source of the possible exposure be tested for blood borne pathogens, settlement of cost will be coordinated by Bradley University.
 - b) the student will be referred for testing at a site of his/her choice, cost to be incurred to be incurred by the student.
- 6) The student will be encouraged to seek counseling from a professional of his/her choice. Bradley University [Health Services Counseling](#) is available as one option.

Personal Health

Absences

Health related-absences may require an original written statement from the attending healthcare provider, indicating the student's ability to return to practicum. This statement must be provided to the practicum faculty before returning to practicum.

Accommodation of Needs

Students with health problems and/or prescription medications that might affect practicum performance or personal safety must notify their practicum faculty member. The student may be required to provide an original written statement from the attending healthcare provider, indicating the student's ability to attend practicum

Tuberculin Skin Test

Students must obtain a two-step TB test and a copy of the results must be on file with the Department of Nursing **prior to** being registered for their first nursing practicum course. The TB tests may be obtained at the Bradley University Health Center for a nominal fee. Students with a positive TB skin test or a history of positive TB skin tests must initially provide documentation of a baseline Chest X-Ray and physician statement. In subsequent years, students with history of a positive TB skin test must complete the Tuberculosis Health Screening Assessment at the Bradley University Health Services and provide a copy to the Department of Nursing. Students may be required to obtain subsequent TB skin testing (or health history if TB +) for specific practicum facilities.

Hepatitis

Prior to enrollment in the first nursing practicum course, all students must have begun the series of vaccinations against the Hepatitis B virus or provide documentation of immunity by serological testing. Prior to beginning of junior level practicum courses all students must provide documentation of immunity to Hepatitis B demonstrated by serological testing. If there is an allergy to yeast or some other health reason that the student cannot be immunized, a declination form must be signed by the student and placed on file in the Department of Nursing as indicated above.

Measles and Mumps

For policy regarding rubeola and rubella, see the [Bradley University Undergraduate Catalog](#).

T-DAP Booster

Student must have written proof of a T-dap booster within the last 7-years.

Seasonal Flu Vaccine

Students enrolled in practicum courses are required to provide documentation of an annual flu vaccination prior to October 31st each academic year. Flu vaccination may be required earlier based upon practicum site requirements.

Personal Appearance During Practicum

Students are expected to adhere to the "[Dress Code for Practicum](#)". Students are reminded that medical asepsis, safety, and professional appearance are important considerations in student attire. If the practicum instructor/ affiliate clinician deems the student's attire inappropriate or unprofessional, the student will be dismissed from the practicum area and receive an unexcused absence. Individual practicum sites may have specific dress code requirements in addition to those listed here. Students must follow any additional requirements of the practicum site.

Equipment Needed for Practicum**REQUIRED EQUIPMENT**

- 1) Watch with secondhand
- 2) Stethoscope

- 3) Penlight
- 4) Personal Digital Assistant (smart phone or I-Pod touch) with department required clinical software package
- 5) Skills lab kit
- 6) CPR Barrier Device (optional)
- 7) Blood pressure cuff (optional)

Transportation

Transportation to practicum sites is the responsibility of each student.

Use of Technology in the Practicum Setting

Use of cellular phones is precluded by the policy of the institution at which the practicum is being held.

Use of cellular phones in the clinical setting to access BU approved software is approved. Use of a cellular device may be limited to a specific area of the unit as deemed appropriate by the instructor, unit manager, or hospital administration.

Inappropriate use of cellular phones including, but not limited to: personal texting, accessing the Internet for any type of social media, playing videos, checking e-mail, or personal phone calls, is strictly prohibited. Infractions of this policy will result in the student being dismissed from the practicum unit, which will result in an unexcused absence on the practicum evaluation.

When applicable, computers on the unit will be used to access pertinent clinical information that is not available on the required software of the nursing program. Use of the computer and Internet will be monitored for appropriateness.

Students who are employees of the practicum institution will use their student computer log-in when performing student-related functions. Use of an employee log-in for computer use is not permitted in the student role.

In the event of a student needing to use a cellular phone to either make or receive a personal call in the event of a family emergency, the student should make the instructor aware of the situation so that use of the cellular phone will not be misinterpreted.

Cellular phones should not be used in the presence of patients, visitors, etc. Pictures may not be taken with a cellular phone without written permission from the parties involved. This includes pictures of: information posted on the unit, people, patients, equipment, or digital information.

Specific use of cellular phones may be modified or eliminated by the practicum instructor without prior notice.

Liability Insurance

Student Liability Insurance:

Student liability insurance is required. Each student will submit the required insurance fee to the Department of Nursing each year, beginning sophomore year. The student will not be enrolled in nursing practicum courses until the insurance fee has been paid.

Professional Liability Insurance: (RN students)

Prior to entering nursing practicum courses, Registered Nurse Students will be required to submit proof of individual professional liability insurance with coverage limits equal to or exceeding that purchased by the basic students.

CAMPUS ACTIVITIES**Student-Initiated Activities**

Nursing students acting on behalf of a nursing organization or nursing class must have prior approval of their faculty advisor and/or faculty member as well as the Chairperson of the Department of Nursing. The Department of Nursing adheres to the [Bradley University Student Activities Guidelines](#).

Class Representatives

At the beginning of the fall semester, the sophomore, junior, and senior nursing classes shall elect level representatives, Curriculum (senior) committee representatives, Department of Nursing Student Advisory Council representatives (all levels), and the College of Education and Health Sciences Student Advisory Council (senior).

Guidelines for Student Representatives

Purpose of Student Representatives to standing committees:

- To gather information regarding curricular or programmatic issues from peers in the Department of Nursing to bring to the standing committees
- To work with the standing committee for improvement of the program
- Student representative to Curriculum Committee will be from Level III

Purpose of Student Representatives to Levels:

- To contact peers on the Level one week prior to the scheduled level meeting to determine if there are any student concerns
- To bring concerns to the Level meeting
- To report back faculty feedback on the issues of concern to the students

One student level representative and one alternate may be elected from each level. All student representative elections will take place in August. The alternate level representative will attend only if the elected representative is unable to attend. If neither the elected representative nor the alternate is able to attend, they may send student concerns to the Level Coordinator to be disseminated at the Level meeting. A student may not serve as representative or alternate for two consecutive years to any Level or standing committee.

Student representatives will not be required to remain for the entire meeting except for those who are representatives to Curriculum Committee. As their input may be of value to curricular or programmatic changes, their attendance will be encouraged for the entire meeting for this standing committee. Students who are Level representatives will leave after reporting student concerns unless asked to provide input on other agenda items.

Level Committee Meeting Agendas should be revised to ask for student input immediately following announcements. Agendas will be provided to all members of the Level including the student representative prior to or at the beginning of each Level meeting so that all members of the Level can determine if there are items to be discussed with the student representative.

College of Education and Health Sciences Student Advisory Council

One senior undergraduate student and an alternate are elected from the Department of Nursing to serve on the College of Education and Health Sciences Student Advisory Council.

STUDENT ORGANIZATIONS

Department of Nursing Student Advisory Council

The Department of Nursing Student Advisory Council consists of one elected representative and one elected alternate from each baccalaureate and accelerated class. The Chairperson of the Department of Nursing chairs the council meetings. The functions of the Council shall be to:

- 1) Disseminate information to nursing students
- 2) Discuss policies and problems relative to matters in the Department of Nursing
- 3) Provide student input to the Chairperson of the Department of Nursing

Nurses Christian Fellowship (NCF)

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry of and for nurses and nursing students. NCF is a branch of [Inter-Varsity Christian Fellowship](#) and started on an informal basis at Bradley University in 1975. The charter was awarded on October 6, 1978. Conferences, seminars, and literature are available through Nurses Christian Fellowship.

Bradley Nursing Student Association (BNSA) (an affiliate of the [National Student Nurses Association](#))

Open to all nursing majors. The primary purposes of the organization are to provide nursing majors with:

- 1) An information service
- 2) A channel for communication
- 3) A vehicle for unification
- 4) A means for visibility and identification

The Executive Board of BNSA is composed of the following elected officers: President, Vice-President, Secretary, and Treasurer.

Epsilon Epsilon Chapter, Sigma Theta Tau International Honor Society of Nursing

This chapter of [Sigma Theta Tau International Honor Society of Nursing](#) selects for membership from among those junior, senior, and graduate students who have demonstrated superior scholastic achievement and have shown evidence of leadership ability. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession which are consistent with the International Honor Society of Nursing, Sigma Theta Tau. Each year, the June Snow Award is given to the two highest ranking senior nursing majors, one baccalaureate student and one accelerated student.

FACILITIES

Computer Lab

A Computer Laboratory designated for nursing majors is located in Markin 53. This is available for student use during regular office hours Monday-Friday and selected evenings as posted, unless reserved for class use. Food and beverages are not permitted in this room.

Nursing Skills Laboratory

The nursing skills laboratory located in the Markin Center is available for student practice during open laboratory hours or by making arrangements with the appropriate practicum faculty.

OTHER INFORMATION

Academic Advisors

Every nursing student is assigned an academic advisor in the Department of Nursing. Prior to registration each semester, students must meet with their academic advisor. The advisor assists the student to develop a plan the program of study to meet graduation requirements, and to interpret academic regulations. It is the student's responsibility to follow the academic plan agreed to during each advising session. Students should seek counsel from their academic advisor before making any course changes that deviate from the academic plan.

Undergraduate students who wish to change their academic advisor should consult the Associate Chairperson of the Department of Nursing.

Course and Instructor Evaluations

Students will be given the opportunity to evaluate faculty members and nursing courses. The completed evaluation forms are reviewed by faculty members after the semester grades have been posted. Information from evaluations is used for instructional improvement and program evaluation.

Individual faculty members may also distribute additional classroom and/or clinical evaluation tools periodically.

Office Hours of Faculty Members

Office hours are posted at each faculty member's office. Efforts should be made to schedule appointments during posted hours

Email Communication

The Department of Nursing utilizes students' BU email addresses exclusively to communicate with its students. Information about courses, updates, and clinical placements comprise some of what is sent to students via their BU email account. It is each student's responsibility to setup his/her account and check it a minimum of twice weekly. Students who experience problems with their BU email account should contact the Technology Helpdesk (309) 677-2964 for assistance.

There are no parameters or limitations about when emails may be sent (i.e. 2am is acceptable). However, emails are typically read by faculty and staff during standard business hours (Monday through Friday, between the hours of 8 a.m. and 5 p.m.). Response times vary according to the schedule of the recipient. Additionally, the recipient may not have ready access to necessary

information to respond to the email. Therefore, faculty and staff response to individual emails will vary accordingly.

Confidential Student Data

Nursing faculty and staff adhere to the Family Educational Rights and Privacy Act (FERPA) regulations regarding sharing student information with parents. See the Bradley University Registrar's website for more information regarding [FERPA](#).

In order to facilitate the efforts of the faculty to support students in their endeavor to seek employment, scholarships, graduate school admissions, and other matters, students are required to submit a signed [Reference Request: FERPA Release](#) form before faculty complete reference requests.

Documentation of Sources

The Department of Nursing faculty has adopted the Publication Manual of the American Psychological Association; most recent edition, as the official manual of form for professional writing.

Smoking

The Department of Nursing adheres to the Bradley University [Non-Smoking Policy](#).

Technology Requirements

All Nursing majors must have a laptop (laptops are required) that meets the minimum requirements listed below, in addition to any University requirements.

PCs must meet the following criteria:

- Intel i5 or i7 (dual core or quad core processor) or comparable AMD dual core or quad core processor
- 256 GB- 1 TB Hard Drive
- 4GB RAM and be sure to have a method of backing up your files.
- Windows 10
- Intel HD Graphics card or better
- Wi-Fi Capability
- Microsoft Office software: Bradley students can download Microsoft Office 365 Personal for PC or MAC at a discounted price at <http://thinkedu.com/bn/>. Microsoft Office 365 Personal offers the 2016 versions of Word, Excel, PowerPoint, OneNote, Outlook, and more for \$40. Please contact the Technology Help Desk at (309) 677-2964 with any questions.

Mac OSX computers must meet the following criteria:

- Intel core i5/i7 minimum
- 256 GB- 1 TB Hard Drive
- 4GB RAM and be sure to have a method of backing up your files.
- Mac OS X 10.9 Mavericks or newer
- Intel series 2000 integrated graphics or better with DirectX 9.0c or newer
- Microsoft Office software: Bradley students can download Microsoft Office 365 Personal for PC or MAC at a discounted price at <http://thinkedu.com/bn/>. Microsoft Office 365 Personal offers the 2016 versions of Word, Excel, PowerPoint, OneNote, Outlook, and more for \$40. Please contact the Technology Help Desk at (309) 677-2964 with any questions.

Students will also need the following software packages that are available as a free download:

- Silverlight <https://www.microsoft.com/silverlight/>
- Adobe Acrobat Reader <https://get.adobe.com/reader/>
- Adobe Flash Player <https://get.adobe.com/flashplayer/>
- Media software capable of playing MP4 and various video files
 - Example: VLC media player <http://www.videolan.org/vlc/index.html>
- Java <https://www.java.com/en/>

Web Browsers:

For Bradley Email functions the University recommends using Google Chrome

For Nursing ATI standardized testing, ATI recommends Mozilla Firefox

If you desire to purchase a new computer (Mac or PC) please feel free to contact the Campus Computer Sales to compare software and hardware pricing. Before purchasing a security suite or security software package that contains antivirus and/or firewall and spam filtering, please be aware that Bradley University offers some tools to students and employees free of charge via the Help Desk.

Many Nursing courses require you to have a recent version of Microsoft Office (MS Office 2010, 2013, 365 or Mac Office 2011), which includes PowerPoint, Word, Excel, Access, Outlook and Publisher. If you are not familiar with PowerPoint or Word, you should develop some familiarity with these tools, as they are expectations for various nursing courses and can further assist you in your professional endeavors. Netbooks, tablets, and eReaders are not recommended for nursing students as their primary computing device. The schedule and tasks of a nursing student frequently require multi-tasking with lots of windows open. Netbooks, tablets, and eReaders are not suited for this. Consider netbooks, tablets, or eReaders as note-taking, reading, media consumption, or email devices not a primary computing device.

Revised July 2017

Appendix A

Bradley University Department of Nursing HIPAA Compliance Policy

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Introduction

The Department of Nursing at Bradley University, as an educational institution, is subject to and governed by the [Family Educational Rights and Privacy Act \(FERPA\)](#), which protects the privacy of student's educational records (34CFR Part 99). Some areas of the university include non-students in their services, requiring the Department of Nursing to address the laws that govern privacy and security of nonstudent records. These laws are housed in the [Health Insurance Portability and Accountability Act of 1996 \(45CFR Part 160, 162 and 164\)](#), also known as HIPAA, and the subsequent security rules in the [HITECH Act](#) of 2009.

While the HIPAA Privacy and Security Laws apply mostly to "covered entities" such as hospitals, clinics, and other health providers outlined as subject to the Law, Bradley University self-designated parts of the University to be considered "covered" under this law because of the expansion of services to the other populations mentioned above. In addition, the Department of Nursing at Bradley University students and faculty are provided with access to protected health information (PHI) for patients they encounter in practicum settings for which the students are expected to comply with HIPAA.

HIPAA Compliance

Students and faculty of the Department of Nursing at Bradley University are committed to the highest standards of HIPAA compliance and assume full personal and professional responsibility for maintaining those standards. All members of the Department of Nursing community exhibit the qualities of honesty, loyalty and trustworthiness in all academic and practicum activities, holding themselves and each other accountable for the integrity of the learning community and compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Department of Nursing at Bradley University HIPAA compliance policy applies to any student in a BU Nursing course, and will be enforced according to the policies and procedures of the Department of Nursing.

It is the responsibility of each individual student, faculty and other Department of Nursing employees to be able to recognize and refrain from any violation of the HIPAA compliance policy and to report observed violations.

Numerous web-based resources addressing the HIPAA privacy rule are available. It is the responsibility of each student to review all aspects of the course syllabus or appropriate course documents, including the Department of Nursing HIPAA Compliance policy and policies of the clinical agencies.

All violations of the Department of Nursing HIPAA Compliance policy are taken very seriously. All violations will be reported to the Department of Nursing Chairperson to determine the extent

of the violation and appropriate sanctions to be applied, where necessary. The investigating faculty is responsible to notify the facility where the incident occurred.

In addition, faculty and administration foster and encourage professional responsibility and accountability for maintaining privacy, confidentiality, and professional accountability by adhering to ethical and legal standards.

The highest priority is to educate and encourage the development of appropriate academic and professional values and behaviors within individuals, while also preserving the integrity of the learning community and maintaining quality learning experiences as a whole.

Student Violations

All potential HIPAA Privacy Policy violations require consultation with EHS Dean and Vice President for Student Affairs. The Department of Nursing Chairperson will review the alleged violation with the reporting individual to determine if there is a violation of the Department of Nursing HIPAA Privacy policy. All instances of HIPAA privacy violations will result in notification of the student's academic advisor, and documentation in the student's record. The circumstances surrounding each violation determine the level of sanction.

Level One Violations and Sanctions

Level One violations of the Department of Nursing HIPAA Privacy Policy predominantly include an initial minor violation of the policy. Level One sanctions minimally include notification of the student's advisor with a note in the student's advising file, and appropriate reduction in the grade for the assignment, and remedial action as directed by the instructor. Examples of remediation include but are not limited to: review of the HIPAA Privacy Policy, review of the HIPAA learning module, and/or a written assignment to reflect on the HIPAA Policy violation. Failure to comply with the initial Level One sanctions may result in course failure.

Level One violations may include, but are not limited to:

- Taking or making copies of patient records and removing them from the facility
- Use of patient identifiers for scholarly papers and presentations
- Leaving yourself logged onto the computer and walking away
- Faxing information to the incorrect number
- Using radiology scans of patients in class for scholarly papers or presentations without it being de-identified or obtaining appropriate consent from the patient
- Unprotected data on phones, computer, flashdrives, and other media
- Talking about patients within an inappropriate area: elevators, cafeteria, hallway, etc.
- Inappropriate use of staff identification or access to unauthorized areas of a facility
- Improper disposal of PHI
- Failure to provide a private environment to discuss PHI
- Failure to properly safeguard or store PHI
- Careless handling of username or passwords

Level Two Violations and Sanctions

Level Two violations of the Department of Nursing HIPAA Privacy Policy include all substantive violations of the policy not listed as a Level One violation and are considered very

serious. Level Two sanctions may include failure of the assignment and/or course. Remedial action such as review of the HIPAA Privacy Policy, review of the HIPAA learning module, and/or a written assignment to reflect on the HIPAA Policy violation will be required for all Level Two violations. Failure to comply with the initial Level Two sanctions may result in more severe sanctions.

Level Two violations may include, but are not limited to:

- Allowing another person to access any systems using your password
- Accessing records without need to know (intentional)
- Inappropriate disclosure of confidential information to an unauthorized individual without permission (family, friends, visitors, students and healthcare professionals without need to know, other patients)
- Any disclosures that could invoke harm to a patient
- Connecting unapproved devices to a facility network
- Taking pictures of data or patients
- Texting or sending patient sensitive information via e-mail
- Posting any information about patients or posting pictures of patients on social media sites or blogs or inappropriately responding to a posting
- Misuse of confidential patient information for personal use
- Not properly verifying individuals by phone, in person, or in writing before giving sensitive information
- Leaving detailed PHI on an answering machine without permission
- Forwarding an inappropriate e-mail with patient information

Level Three Violations and Sanctions

Level Three violations of the Department of Nursing HIPAA Privacy Policy are considered to be the most serious and will result in the highest level of sanction which may include course failure, permanent academic dismissal from the program, school and/or College, and/or expulsion from the University.

Level Three violations may include, but are not limited to:

- Intentional distribution of patient information
- Sale of PHI
- Taking and sharing pictures of data or patients
- Personal relationships or dating patients/family members which leads to sharing of patient personal information
- Deliberately compromising electronic record security measures

Repeat Violations

A repeat violation may result in a more serious sanction. For example, if two Level One violations have occurred, the faculty may recommend a Level Two sanction, such as course failure, which is more than remediation of the HIPAA policy.

Violations Procedures

Student Violations

1. The faculty member identifies an infraction of the HIPAA Privacy Policy and notifies

the Department of Nursing Chairperson. The Department of Nursing Chairperson may notify the EHS Dean, Vice President for Student Affairs, and/or the clinical agency representative if appropriate.

2. If the violation is Level One or Level Two:
 - a. The student is notified in writing that a potential violation has occurred.
 - b. The faculty and student follow any specific requirements for investigation, including specified time frames.
 - c. The faculty completes and submits the HIPAA Compliance Incident Report form to the Department of Nursing Chairperson within a week of the incident.
 - d. The Chairperson informs the student of the violation and sanction in writing.
 - e. A copy of the incident report, student/faculty correspondence and other documentation relevant to the incident and/or investigation is placed in the student record.

3. If the violation is Level Three:
 - a. The student is notified in writing that a potential violation has occurred.
 - b. The student may be removed from the class and/or practicum placement pending the investigation. The faculty and student follow any specific requirements for investigation, including specified time frames.
 - c. The faculty completes and submits the HIPAA Compliance Incident Report form to the Department of Nursing Chairperson within a week of the incident.
 - d. The Chairperson informs the student of the violation and sanction in writing.
 - e. A copy of the incident report, student/faculty correspondence and other documentation relevant to the incident and/or investigation is placed in the student record.

HIPAA Compliance Incident Report Form

This purpose of this form is to report an incident that involves a possible breach of privacy of protected health information.

Today's date: _____

Reporter name: _____

Phone number: _____

Date of incident: _____

Summary of incident (include location of incident and names, if available, of those involved):

Appendix B

Crosswalk BSN Essentials with QSEN Competencies and BSN Program Outcomes		
AACN BSN Essentials	QSEN Competencies	BSN Program Outcomes
		The graduate will:
<p>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice A solid base in liberal education provides the cornerstone for the practice and education of nurses.</p>		Utilize critical thinking strategies to synthesize knowledge from the humanities, social sciences, physical sciences, biological sciences, mathematics, and nursing as the base for baccalaureate generalist nursing practice.
<p>Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.</p>	Teamwork & Collaboration Safety QI	Integrate leadership concepts, skills, and decision making in the achievement of safety and high quality outcomes as a member of the interprofessional healthcare team in a variety of settings.
<p>Essential III: Scholarship for Evidence Based Practice Professional nursing practice is grounded in the translation of current evidence into one's practice.</p>	EBP Teamwork & Collaboration	Appraise and synthesize current evidence to guide clinical decision-making.
<p>Essential IV: Information Management and Application of Patient Care Technology Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</p>	Informatics Safety QI Teamwork & Collaboration	Participate in the development, implementation, and evaluation of patient care technologies, information systems, and communication devices to support safe clinical practice.
<p>Essential V: Health Care Policy, Finance, and Regulatory Environments Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</p>	Teamwork & Collaboration QI Safety	Appraise the delivery of healthcare in micro and macro systems, and articulate to key decision makers issues that affect the nursing profession and clinical outcomes.
<p>Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</p>	Teamwork & Collaboration	Foster communication between and among professional healthcare teams to optimize quality patient outcomes.
<p>Essential VII: Clinical Prevention and Population Health</p>	Safety QI	Appraise the healthcare needs of vulnerable populations and collaborate with interdisciplinary groups to develop and

<p>Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.</p>		<p>manage intervention plans in various settings.</p>
<p>Essential VIII: Professionalism and Professional Values Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</p>		<p>Assume accountability for personal and professional behaviors, while upholding professional standards of moral, ethical, and legal conduct.</p>
<p>Essential IX: Baccalaureate Generalist Nursing Practice The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</p> <p>The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.</p>	<p>Patient Centered Care</p>	<p>Integrate, translate, and apply the knowledge, skills and attitudes necessary to improve patient outcomes and foster a culture of safety across the lifespan.</p>

VERIFICATION OF RECEIPT OF STUDENT HANDBOOK

My signature below confirms that I understand that the most current Bradley University Department of Nursing Student Handbook is located on the Department of Nursing Website. I further understand that I am responsible for reading and will be held accountable for the contents. It is my responsibility to check the handbook posted on the website each August for updates and/or changes. Students will be notified via email of any changes made during the academic year. This verification form will be included in my student file.

NAME: _____
(Print your full name clearly)

SIGNATURE: _____
(Student signature)

DATE: _____

HIPAA COMPLIANCE AGREEMENT

Clinical agencies are mandated to follow HIPAA regulations. Students will therefore be required to meet any & all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a federal law. Penalties for wrongful disclosure include fines &/or imprisonment. I have read and understand the HIPAA Compliance Statement in the Student Handbook and the HIPAA Regulations as it applies to patient/client privacy issues. I further understand that any violation of the HIPAA Regulation will result in disciplinary action, up to and including immediate expulsion from the Nursing Program at Bradley University. (Signature page with printed name and date)

NAME: _____
(Print your full name clearly)

SIGNATURE: _____
(Student signature)

DATE: _____