Welcome Graduate Nursing Students! The Graduate Student Handbook has been developed to provide guidelines to foster your success. Throughout the handbook, selected guidelines may specifically apply to students enrolled in the online programs versus the on campus programs.
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Bradley University
Department of Nursing

Honor Code

As a Bradley University Graduate Nursing Student:

I will follow and honor the code of conduct as expressed in the
Bradley University Student Handbook (Standards of Conduct & University Policies)

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

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

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

VERIFICATION OF RECEIPT

My signature below confirms that I have accessed a copy of the Bradley University Department of Nursing Graduate Student Handbook. I have read and agree to uphold the Honor Code and I understand that I am responsible for reading the entire handbook contents.

NAME: _______________________________________________________

(Print your full name clearly)

SIGNATURE: ___________________________________________________

(Student signature)

*Online students - please download, print & sign this signature page, then scan and post in your Typhon account.
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.

PHILOSOPHY
The philosophy of the Department of Nursing flows from the mission, vision and core values statements of Bradley University and the College of Education and Health Sciences. Students enrolled at Bradley University are provided with distinctive educational programs and a supportive environment to fulfill their intellectual, aesthetic, and professional needs.

The faculty believe that individuals, families, groups, communities, and populations across the lifespan are unique and exist in micro-systems of interaction. They have distinct biological, psychosocial, developmental, cultural, and spiritual needs. It is the responsibility of the nurse to deliver patient-centered care as members of an inter-professional team.

The faculty believe that professional nurses 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. The faculty believe that a commitment to promote the common good of human kind requires professional nurses to adhere to the accepted guidelines and standards of the profession.

The faculty believe that a liberal education enhances the students ability to analyze and generate solutions to complex problems. A liberal education provides a foundation for lifelong learning and prepares professional nurses to practice as responsible citizens in a global society.

The faculty believe that nursing education is a dynamic interactive process. Baccalaureate nursing education prepares students to integrate the knowledge, skills and attitudes necessary to enter practice as generalists. Baccalaureate educated nurses are prepared to translate, integrate, and apply knowledge to improve patient outcomes and foster a culture of safety.

The faculty believe that graduate nursing education is a focused dynamic interactive process. Graduate nursing education builds and expands on the baccalaureate foundation. Graduates are prepared to lead inter-professional teams to improve care and support policy through research. Graduate nursing education prepares students for professional roles as educators, leaders, managers, or clinicians.

The faculty believe that baccalaureate and graduate prepared nurses have an accountability to the common good of human kind. Inherent to the promulgation of the professional identity, professional nursing involves participation in professional organizations, workplace governance, and community involvement.

Revised May 2013
PREFACE
The purpose of this handbook is to communicate expectations, department policies and other pertinent information to students enrolled in graduate nursing programs. Although every member of the nursing faculty is available to answer students' questions, this publication should serve as a readily accessible source of information. This document is reviewed annually in October by the Policies and Bylaws Committee and updated as needed.

Upon admission, each nursing student will receive a Bradley University Department of Nursing Student Handbook. Students will be asked to sign a verification of receipt.

ACCREDITATION
The Department of Nursing maintains full accreditation for both the undergraduate and graduate programs through the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Rd., N.E. Suite 850, Atlanta, GA, 30326, (404) 975-5000.

PROFESSIONAL BEHAVIORS
The Department of Nursing faculty believe that professionalism and professional behaviors are foundational to the practice of nursing. The Department of Nursing Professional Behaviors Policy outlines expected behaviors.

SOCIAL MEDIA
Nursing students need to recognize that they are contributing to the global image of nursing when they post to social networking sites. The Department of Nursing Social Media Policy outlines guidelines for the use of social media.

SUBSTANCE ABUSE
In addition to adherence to Bradley University’s 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.

STUDENT REPRESENTATION ON COMMITTEES
At the beginning of each fall semester, students enrolled in graduate nursing programs on campus will elect a representative to each of the following committees: Department of Nursing Graduate Level, Department of Nursing Student Advisory Council, and the College of Education and Health Sciences Advisory Council.

At the beginning of the fall trimester, students enrolled in the online RN-MSN, FNP, and DNP programs will elect a representative to each of the following committees: Department of Nursing Graduate Level, Department of Nursing Student Advisory Council, and the College of Education and Health Sciences Advisory Council.
ACADEMIC REGULATIONS

PROGRAM OF STUDY
The recommended curriculum sequence is published in the Bradley University Graduate Catalog and on MyOnline (for students enrolled in online graduate nursing programs). Students are strongly encouraged to be in contact with their nursing academic advisor before dropping any course to determine the impact on educational outcomes.

ACADEMIC ADVISORS
Academic advising is central to the Bradley experience. The goal of the Department of Nursing is to provide meaningful interaction between a Department of Nursing faculty advisor and a student.

The Role of the Nursing Academic Advisor
- Assist with any course or program issues
- Help in defining or refining career goals
- Refer to available resources needed for successful completion of the program

Typical Academic Advisement Discussion Topics
- Academic standing
- Academic grievances
- Access to available resources
- Career options
- Grade concerns
- Petitions

STUDENT SUPPORT COACH (Online Programs)
Every student in the online programs will be assigned a student support coach to assist with nonacademic issues.

COURSE AND TEACHER EVALUATION
Students will be given the opportunity to evaluate faculty members and nursing courses. Faculty members review the completed evaluation forms after course grades have been posted. Information from evaluations is used for instructional improvement and program evaluation.

FACULTY OFFICE HOURS
Students will be informed of faculty office hours each semester. Faculty teaching online courses will announce the process for virtual office hours.

CONFIDENTIAL STUDENT DATA
The faculty and staff of the Department of Nursing adhere to the policies regarding confidential student data as outlined in the Family Educational Rights and Privacy Act (FERPA) regulations. See the Bradley University Registrar’s website for more information regarding FERPA.
http://www.bradley.edu/registrar/

ACADEMIC PROGRESSION/PROBATION/DISMISSAL
The Department of Nursing adheres to the policies in the Bradley University Graduate Catalog.
REPEATING OR RE-ENROLLING IN A NURSING COURSE
The Department of Nursing adheres to the policies in the Bradley University Graduate Catalog.

GRADUATE STUDENT COMPREHENSIVE ASSESSMENT
The student will complete a comprehensive assessment prior to or during the last semester of study. The results of the assessment will be submitted to the Graduate School during the last semester of the student's enrollment.

STUDENT DISABILITY
Any student who wishes to request a reasonable accommodation must submit appropriate documentation of the disability to Dr. Deborah J. Fischer, Director of the Center for Learning Assistance. Documentation is confidential and kept in the office of the Director. Information from the file is only released with the student's written consent in keeping with FERPA. Please contact Deborah Fischer at (309) 677-2845 or dfisch@bradley.edu with additional questions.

STUDENT GRIEVANCE
The Department of Nursing adheres to the policies in the Bradley University Graduate Catalog.

EPSILON EPSILON CHAPTER, SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING
Bradley's Epsilon Epsilon chapter of the Sigma Theta Tau International Honor Society of Nursing invites graduate students who have demonstrated superior scholastic achievement and have shown evidence of leadership ability to become members. 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.
CLINICAL PRACTICUM

ATTENDANCE
The student is expected to arrange and attend EVERY scheduled practicum experience. It is the obligation of the student to avoid scheduling conflicts that prevent the full completion of each practicum session. Special situations will be addressed on an individual basis.

CLINICAL REQUIREMENTS (on campus programs)

*Written verification must be on file in nursing office for the following:

1. Immunity to Rubeola (measles), (i.e. receipt of immunization, or documentation from healthcare provider of having disease, or birthdate prior to 1957)
2. Immunity to Rubella (German measles) (i.e. receipt of immunization, or Rubella titer greater than 1:10)
3. Completion of Hepatitis B vaccination series
4. T-Dap immunization within last 10 years
5. Previous negative 2-Step TB test (or chest x-ray if previous positive TB test)
6. Current CPR for healthcare provider certification
7. Current OSHA Bloodborne Pathogen Training
8. Illinois Registered Nurse License
9. RN malpractice insurance (minimum coverage: 1 million per incident/6 million annual aggregate) see attached information
10. Flu Shot before January

**11. *Any additional practicum agency requirements**

GRADUATE STUDENT LIABILITY INSURANCE
Mercer Professional Liability Insurance
$66.00 – send check payable to Department of Nursing to online

CLINICAL DRESS CODE
Professional attire with a white lab jacket
Graduate student name badge (Swords Hall) & Badge Buddy (NUR Dept)
OSF – picture ID (Human Resources Dept. – form required)

CLINICAL REQUIREMENTS (online programs)
*See the Nursing Graduate Clinical Packet
UNUSUAL INCIDENTS/SENTINEL EVENTS
Any unusual incident or occurrence which results in harm or potential harm to the client, a family member, or substitute familial person, a student, a faculty member, or other members of the health care team, must be reported immediately by the student to the clinical preceptor. The clinical preceptor will notify the course instructor who will notify the Graduate Coordinator and/or FNP Director, who will then report the incident to the Department of Nursing Chairperson.

The student will be referred to the representative of the clinical agency in charge of incidents/injuries. Agency protocols will be followed. For sentinel events, the Department of Nursing Chairperson will guide the follow-up process. Costs related to incident or injuries at the agency will be negotiated between the agency and student.

UNSAFE PRACTICE
The faculty of the Department of Nursing has an ethical, academic, and legal responsibility to prepare competent practitioners. In order to protect the public and community from unsafe practice, the Department of Nursing may discipline or dismiss students whose behavior is determined to be unsafe.

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 Nurse Practice Act for the state in which practicum is completed
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 also includes:

1) Nursing practice for which a student is not authorized or educated to perform at the time of the incident or
2) Attendance at the clinical site under the influence of drugs or alcohol
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 clinical preceptor who becomes aware of unsafe practice will:
   a. Notify the student immediately
   b. Request the student leave the practicum (if appropriate)
   c. Document the incident
   d. Report the incident to the course instructor
2) The course instructor will immediately notify the Graduate Coordinator and/or FNP Director, who will notify the Department of Nursing Chairperson.

3) Within five (5) business days of the incident, the appropriate faculty members will meet to review the situation, come to a decision, and notify the student of their decision.

The following actions, determined by the nature of the incident and the student's future potential to practice safely, could be taken:

1) Formal reprimand to be included in student's permanent record
2) Remedial work to be completed by the student
3) Failure in practicum with option to re-enroll
4) Referral for physical and/or mental evaluation and treatment
5) 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 Academic Grievance Policy.

CARE FOR PATIENTS WITH COMMUNICABLE DISEASES
Nursing professionals have a fundamental responsibility to provide care for all patients assigned to them and refusal to care for those patients is contrary to the ethics of the nursing profession. Refer to policies of the agencies where practicum experiences are scheduled. Students will follow BSI guidelines for their practicums sites.

BLOOD AND BODY FLUID EXPOSURE GUIDELINES
In the event of an accidental or other possible exposure to blood or body fluids during practicum, refer to agency policies.

PERSONAL HEALTH
Students who are experiencing health problems and/or taking prescription medications that might affect practicum performance or personal safety must notify their practicum preceptor who will notify the course instructor who will notify the Graduate Coordinator and/or FNP Director, who will then report the incident to the Department of Nursing Chairperson. Health related absences might require a written statement from a healthcare provider, indicating the student's ability to return to practicum.

GRADUATE STUDENT HANDBOOK
JUNE 2015