

PURDUE UNIVERSITY NORTH CENTRAL

DEPARTMENT OF
NURSING

NURSING STUDENT MANUAL 2011-2012

**SUPPLEMENT TO THE PNC STUDENT HANDBOOK
“CONNECTIONS”<http://www.pnc.edu/sa/connections.html>**

NURSING STUDENT MANUAL

Welcome to the Purdue University North Central Department of Nursing. The administration, faculty and staff look forward to working with you in your selected program of study and **believe in your success!**

This **Nursing Student Manual** is intended to provide students with general information regarding programs of study, requirements, policies, procedures, and guidelines that pertain to the Department of Nursing. It is a supplement to the PNC Student Handbook "Connections" available @ <http://www.pnc.edu/sa/connections.html>

As a student enrolled in either the AS, BS, or RN-BS program, you are responsible for the information contained in this manual. **It is required that you read it, print a copy for your records, and use it as a reference.**

The Purdue North Central Department of Nursing reserves the right to make changes in the Nursing Student Manual and information/policies contained therein.

The Department's curricular and / or program policies may change once a student is enrolled. The department will make every attempt to notify students (via Blackboard Vista Communication Board, emails, announcements) of any change that will affect one's plan of study (POS), progression or program completion. **It is therefore each student's responsibility to routinely check his / her university email account and the Department's on-line Communication Board on Blackboard Vista.**

The **Nursing Student Manual's** Acknowledgement Signature Form in the APPENDIX must be completed and submitted by each student during the first week of classes each semester to the Nursing Resource Center Coordinator. This signature form is kept on file in the Department of Nursing office.

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PURDUE UNIVERSITY NORTH CENTRAL

MISSION

Purdue University North Central is dedicated to providing access to exceptional educational opportunities and is committed to providing, assessing, and enhancing three elements fundamental to a great land grant university: **Learning, Discovery and Engagement.**

UNDERGRADUATE GENERAL EDUCATION POLICY

General education is the component of the undergraduate curriculum devoted to those areas of knowledge, methods of inquiry, and ideas that the Purdue University North Central academic community believes are fundamental and common to all well-educated individuals. General education provides knowledge and understanding of the world, which serves as the basis for continued learning.

As a result of the general education curricular component at Purdue University North Central, a student shall have acquired appropriate skill, knowledge and competencies to:

- Communicate clearly and cogently in written, oral, interpersonal, and collaborative forms;
- Demonstrate problem-solving and critical thinking abilities through the application of quantitative and analytical reasoning;
- Choose appropriate modes of inquiry to solve diverse problems;
- Discern the patterns and processes of the natural world;
- Critique the value of technologies and their applications;
- Evaluate the interaction of the universal and the particular in historical, political, and cultural experiences;
- Apply ethical values in making aesthetic and instrumental judgments.

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Purdue University North Central Nursing Program Mission

The Purdue University North Central Department of Nursing programs provide educational opportunities for both traditional and non-traditional students leading to the granting of the Associate of Science degree and the Bachelor of Science degree in nursing.

The **Associate Degree Nursing Program (AS)** prepares graduates for entry level nursing staff positions and upper division undergraduate studies by providing a foundation in general studies, sciences, and nursing. The graduate is prepared to provide and manage holistic, evidence-based nursing care of individuals across the life span in a variety of structured settings.

The **Baccalaureate Degree Nursing Program (BS) or (RN-BS)** prepares graduates for practice, leadership roles, and graduate study. The graduate is prepared to utilize theory and research-based knowledge in the provision of holistic care to the individual, family, and community in a global environment.

The nursing faculty is committed to:

1. Nursing as a discipline and profession.
2. Providing, assessing and enhancing the elements of learning, discovery and engagement through personal and professional growth and life long learning.
3. Educational programs that prepare university educated nurses who have acquired the essential elements of general education as defined by Purdue University and the essential nursing knowledge and professional education necessary for excellence in the practice of nursing.
4. Sustained efforts to enhance student learning and professional development with an emphasis on integration of general education and nursing science as a guide to nursing practice toward improving health and quality of life for society.

Traditional and emerging nursing paradigms will provide inclusive, active, and creative teaching-learning processes; holistic, evidence-based nursing care of clients across the life span in a variety of structured and unstructured settings and communities; and insure leaders of change toward health and quality of life for diverse individuals and communities.

Faculty developed 11/06
Revised 5/07

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Program Philosophy**

Purdue University North Central Nursing Program Philosophy

The Nursing Faculty articulates a philosophy for the Nursing Program congruent with the mission statement of Purdue University North Central that defines their beliefs regarding the concepts of person, environment, health, and nursing as follows:

Person, which includes individuals, families, and communities, is a uniquely holistic body - mind - spirit. Each person chooses and participates in health decisions.

Environment is an ever changing unity of systems and processes in which a person lives.

Health is the harmony of the mind-body-spirit. It is the living of optimal well being and quality of life.

Nursing, as a discipline, is the holistic study of person, health, and environment. The nursing profession utilizes a unique body of knowledge to care for the person.

The graduate provides quality nursing care guided by nursing theory, research, and professional standards. Graduates function autonomously and collaboratively with interdisciplinary teams.

Unique nursing knowledge is enhanced by the humanities and the biological, physical, and social sciences to form the foundation of nursing practice. The teaching – learning process is a mutual effort of faculty and students that fosters critical thinking, and personal and professional growth. The teaching – learning process proceeds from simple to complex concepts. Accountability of the educational process is demonstrated by assessment of student learning outcomes.

ASSOCIATE OF SCIENCE DEGREE (AS) PROGRAM

The **Associate Degree Nursing Program** prepares graduates for entry level nursing staff positions and upper division undergraduate studies by providing a foundation in general studies, sciences, and nursing. The graduate is prepared to provide and manage holistic, evidence-based nursing care of individuals across the life span in a variety of structured settings.

BACHELOR OF SCIENCE DEGREE (BS) PROGRAM

The **Baccalaureate Degree Nursing Program** prepares graduates for practice, leadership roles, and graduate study. The graduate is prepared to utilize theory and research-based knowledge in the provision of holistic care to the individual, family, and community in a global environment.

Curriculum Committee 2.23.07, revised 3.1.07
Accepted @ Faculty Meeting 4.5.07

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

PROGRAM GOALS

ASSOCIATE OF SCIENCE DEGREE (AS) PROGRAM

1. Utilize the holistic approach to identify client needs towards maximizing human potential.
2. Identify evolving societal and health care delivery trends that impact on providing optimal client care.
3. Utilize the nursing process to provide individualized care for culturally diverse clients of all ages with consideration for their relationship within a family, group and/or community.
4. Provide evidence based client care that is supportive of optimal health.
5. Utilize outcome measurements to assure cost effective quality care for a group of clients.
6. Interact with clients, families, significant others, and interdisciplinary health team members to maintain effective communications in client care management activities.
7. Utilize information technology in delivery of health care.
8. Demonstrate accountability for practice within the legal and ethical parameters of the nursing profession.

Approved 4/11/00

Reviewed 5/05

BACHELOR OF SCIENCE DEGREE (BS) PROGRAM

1. Utilize a holistic approach to identify needs of individuals, families, and communities toward maximizing positive health outcomes.
2. Incorporate evolving social, cultural, and health care delivery trends in the provision of optimal health care to individuals, families, and communities.
3. Apply theory guided, evidence-based practice to provide quality care to individuals, families, and communities.
4. Evaluate outcomes to provide quality care in collaboration with individuals, families, and communities.
5. Demonstrate effective communication in collaboration with individuals, families, communities and the interdisciplinary team members.
6. Integrate teaching-learning processes in the delivery of health care to individuals, families, and communities.
7. Articulate personal goals for professional development.
8. Demonstrate accountability for practice within the legal and ethical standards of the nursing profession.
9. Demonstrate leadership in coordination of health care and management of resources, technology, finance, and personnel.
10. Utilize continuous improvement processes to promote positive health outcomes and quality of life.

Approved 8/05

Revised 11/17/06

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
GENERAL INFORMATION**

▪ **NURSING OFFICE HOURS**

Monday – Friday check with the department each semester

The Nursing Office is closed on:

1. Weekends
2. Official University holidays
3. Vacation time
4. Semester breaks

You are encouraged to call ahead of a trip to the nursing office as the office is closed at various times for meetings.

- **NURSING OFFICE PHONE NUMBERS:** 219-462-4197, ext. 5226
219-872-0527, ext. 5226
219-785-5226
219-785-5495 (fax)
800-872-1231, ext. 5226 (Inside Indiana only)

▪ **NURSING COMMUNICATION BOARD**

The Department of Nursing maintains an online bulletin board to communicate with students, found on Blackboard Vista. All information pertinent to students is posted on this communication board. Students are responsible for checking the communication board on a regular basis to remain current with all policies and procedures.

▪ **FACULTY OFFICE HOURS**

Nursing Faculty post office hours on the bulletin board located outside of their office door. This information is also found in course syllabi. Faculty members are available during the posted times and also by appointment. **Faculty members are not on campus over scheduled semester breaks/holidays, over the summer, or weekends.**

• **ACADEMIC ADVISING**

Your academic advisor will assist you in implementing and revising, if necessary, your Plan of Study and in clearing you for registration each semester. Each student needs to contact his/her academic advisor each semester prior to the beginning of Banner registration to have the Banner advantage. Advisor communication to students may also occur via the individual student's PNC email address. Students are encouraged to check their PNC email on a regular basis.

• **EXPLANATION OF CLOCK/CREDIT HOURS**

The ratio of clock hours to credit hours for classroom experience used throughout PNC is 1 clock hour: 1 credit hour. For classroom experience, a clock hour is defined as fifty minutes. For each credit hour a student is registered, the class will meet fifty minutes each week for fifteen weeks during the regular academic semester. Summer sessions have a more compact schedule, and meet more often, but the total number of classroom hours will remain at 15 fifty minute sessions for each one credit hour.

The ratio of clock hours to credit hours in the practicum experience used throughout the Department of Nursing at PNC is 3 clock hours: 1 credit hour. For practicum experience, a clock hour is defined as a true hour of clock time, sixty minutes. For each practicum credit hour the student is required to be in the practicum setting for three hours, with appropriate breaks. The total number of hours for a course with a two hour /practicum component is six hours each week for fifteen weeks, for a total of 90 hours.

• **GRADING SCALE**

A=100-93

B=92-85

C=84-76

D=75-70

F=70 or less

- **GRADE CALCULATION POLICY**

Standards for Passing

A minimum grade of 75.5% is required for the didactic portion of nursing courses. For courses with a clinical component, a “Pass” in clinical is also required. The didactic grades are calculated as follows:

First, all examinations and quizzes, including the HESI exam, with their appropriate weights are computed. If the cumulative grade on examinations and quizzes do not sum to at least 75.5%, further calculations cease and the grade for the course will be the letter grade equivalent to the cumulative examination and quiz grades.

If the examination and quiz grades achieve 75.5% or better, **THEN** all other graded course work (e.g., papers and other assignments) will be included with the examinations and quizzes to arrive at the overall course grade.

Example:

A student receives the following course grades and each are worth 20% of the total grade:

Term Paper = 97%
 History of Nursing Speech = 92%
 Exam 1= 72%
 Exam 2= 72%
 Exam 3= 72%

The average of the exams is 72%, which is a “D”, and further calculations cease. The course grade would be the letter grade equivalent to the cumulative examination and quiz grades (D).

If you obtained 85% on one exam, the average of the exams would be 76.3%. All other graded course work will now be included to arrive at the overall course grade of 83.6 or “C”.

Standardization of Extra Credit:

No more than 2% of any course grade can be obtained from extra credit work.

Note: The rationale for this method of calculation is to insure that exam and quiz grades that are cumulatively below the school’s acceptable level will not outweigh other assignments. Throughout the program of study, students must be successful in objective tests, since the NCLEX RN is objective.

- **CLASS ATTENDANCE**

(Information can be found in the PNC General Catalog at <http://www.pnc.edu/catalog>.)

Students are expected to be present for every meeting of the classes in which they are enrolled. All matters relative to attendance, including the making up of missed work, are matters for arrangement between the student and instructor involved. It is expected that all instructors will, at the beginning of the semester, make a clear statement to all students regarding their policy for handling absences. Students who fail to meet class engagements may be denied credit for activities missed. The instructor may be responsible for counseling any student whose absences endanger academic performance.

“Federal regulations require that faculty maintain accurate attendance records. Faculty must report all students who miss more than three successive class sessions to the Student Success Center. Faculty teaching courses that meet only once each week should report absences for each class since each class constitutes one week of academic work.” Administrative Memorandum 4-2010

Instructors obtaining information concerning the absence of a student due to personal factors are requested to report such knowledge at once to the Student Success Center. If a student is absent from all the meetings of any regularly scheduled class for a period of two successive weeks, the student may be reported to the Student Success Center for appropriate action.

Class attendance is mandatory for Title IV financial aid recipients.

- **INDIANA STATE BOARD OF NURSING**
 - Information can be obtained at <http://www.in.gov/pla>
- **UNIVERSITY STUDENT CONDUCT AND DISCIPLINE INFORMATION**
 - Information can be obtained at <http://www.pnc.edu/catalog>
- **UNIVERSITY GRADE APPEALS POLICY**
 - Information can be obtained at <http://www.pnc.edu/catalog>

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
NURSING LEARNING CENTERS**

General Information

There are three Learning Centers within the Department of Nursing:

- Nursing Resource Center (NRC) Tech 342/394
- Nursing Simulation Center (NSC) Tech 392
- Nursing Media Center (NMC) Tech 355

Welcome! The Nursing Learning Centers are an integral part of your nursing education and areas available to allow for review and practice of skills needed as a student and licensed practitioner. They are the sites for nursing resources including mannequins, equipment, supplies, all form of multimedia, and reference books.

The NRC is available for independent practice, as a prescriptive referral by a Faculty member, or as a scheduled supervised practice session with the NRC Coordinator. For either the prescriptive or supervised practice sessions, it is the student's responsibility to schedule an appointment with the Coordinator.

When organizing your schedule to include computer/AV and skills practice it is important to plan ahead. All of the nursing courses require critical thinking in testing and skill performances. Successful completion of mandatory "test-outs" requires succinct efficient return demonstrations. Therefore, preliminary practice is a must.

The importance of planning practice time cannot be underestimated. First, the NRC is only open part time. Secondly, throughout the semester Faculty pre-schedule the NRC for campus labs. On these days student access to the skill practice areas (NRC and NSC) is limited. Lastly, multiple courses require the signature of the NRC Coordinator to validate a student's independent and supervised practice sessions. Planning helps time seem less elusive.

Practicing skills with a partner has many advantages. First, peers can empathize with the frustrations of learning a new skill. Secondly, peers intensely watch skill performances because they, too, desire to learn the correct way to perform the skills. Also, peer evaluations are a great way to professionally critique each other. Many hospitals use peer evaluation tools as a means of annual employee reviews. Finally, as a peer evaluates a skill performance, the peer is also learning, so it is a "win-win" situation.

A list of holdings is accessible in the NRC Coordinator's office (TECH 357), the nursing office (TECH 357), and the NRC. This listing consists of available supplies, equipment, audiovisual and computer assisted (CAI) programs. Included in this manual are copies of various policies regarding student's use of the Learning Centers, sign out policies, faculty use of the Learning Centers, use of equipment and supplies, security policies, et al. Also, there are sample forms included in the manual for ordering supplies, signing out equipment/supplies, student remediation and evaluating audiovisual/computer software programs.

NRC Information and Guidelines

The NRC provides a setting in which students can practice psychomotor skills independently. Additionally, it offers an area for the hands on practice of physical assessment skills and provides a media area for utilization of audiovisual and computer assisted instructional programs. Throughout the semester, the practicum nursing courses use the skills and assessment areas for "on-campus labs" during which students are presented demonstrations and given the opportunity to perform hands on return demonstrations.

1. Malfunctioning equipment is to be reported (in writing) to the NRC Coordinator as soon as the problem is discovered.
2. Eating is allowed in the NRC, as long as you clean up after yourself. If a problem develops this privilege will be rescinded.
3. No open or glass drinking containers is allowed in the NRC.
4. Valuables are not to be brought to the NRC as the Nursing Department will assume no responsibility for the loss of personal items.
5. Students entering the NRC for practice or remediation will sign-in and include the date, time, course name, instructor, and activity.
6. Fluids are not to be instilled in models unless instructed to do so by Faculty or the NRC Coordinator.
7. Behavior expected of professional nursing students is to be demonstrated while in the NRC.
8. No supplies, except those belonging to the student, are to leave the NRC.

NSC Information and Guidelines

The NSC provides a high tech simulation setting in which students can practice psychomotor skills under the supervision of a faculty member or the NRC Coordinator. The NSC must be secured or attended by the faculty or NRC Coordinator. Students are never allowed to change setting on the laptops. Student will need to schedule an appointment with the NRC Coordinator to practice simulation in the NSC. The NSC may not be available for use on all days.

1. Malfunctioning equipment is to be reported (in writing) to the NRC Coordinator as soon as the problem is discovered.
2. No eating or drinking is allowed in the NSC.
3. Valuables are not to be brought to the NSC as the Nursing Department will assume no responsibility for the loss of personal items.
4. Fluids are not to be instilled in models unless instructed to do so by Faculty or the NSC Coordinator.
5. Behavior expected of professional nursing students is to be demonstrated while in the NSC.
6. No supplies, except those belonging to the student, are to leave the NRC.
7. Each area within the NSC will be secured unless attended by Faculty or the NRC Coordinator.

NMC Information and Guidelines

The NMC provides audio visual and computer assisted instructional programs. The NMC is for use of students enrolled in the nursing programs only and children are not allowed to use the computers. Small group study sessions are a frequent occurrence and are welcome, but the noise must be kept to a low level.

1. Malfunctioning equipment is to be reported to the Information Help Desk at extension 5511 as soon as the problem is discovered.
2. Eating or drinking is allowed at the central tables only and not on the tables that hold the computers.
3. Valuables are not to be brought to the NMC as the Nursing Department will assume no responsibility for the loss of personal items.
4. Behavior expected of professional nursing students is to be demonstrated while in the NMC.
5. No supplies, unless those belonging to the student, are to leave the NRC.
6. Students need to respect other students while they are trying to study and maintain a quiet environment.

March 1997

Reviewed 2000

Revised: January 2008, 8/2011

Kim Summers, RN.

Nursing Resource Center Coordinator

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
UNIFORM PROFESSIONAL DRESS CODE**

1. The school uniform is the Dickies® or Cherokee® brand solid black scrubs, which may be purchased through a store/catalog of the student's choice. Prints and colored trim on the scrubs are not allowed. Any style scrub top may be worn. Pants must be straight leg style only—no cuffed bottom or wide leg pants allowed. Any number of pockets is allowed on both the tops and bottoms. Students are to look professional and have scrubs that fit appropriately and are in good condition (ie., not faded, torn, or stained). Students with special size needs should be certain that sufficient time is allowed to order the scrubs before clinical courses begin.
2. All students must purchase a solid white lab coat. The lab coat may be any length and any style the student prefers.
3. No other garment may be worn over the uniform scrub top during clinical other than the lab coat. Students may wear a solid white or black short or long-sleeve turtleneck or t-shirt under the scrub top for warmth or to cover tattoos.
4. The Purdue University patch must be worn on the top right sleeve of the scrub top and lab coat, **sewn** approximately three inches below the shoulder seam. Stitching should be neatly done and with appropriate color thread. Stapling or pinning the patch on is not allowed. Patches should be purchased through the campus bookstore.
5. Solid white shoes with soft soles are to be worn. Silver or gray subtle accents are permitted. Logos that contain color must be no larger than 1.5 inches X 1 inch in size. Logos may not be florescent colors. Comfortable shoes, providing adequate foot support are recommended. Shoes with openings, cloth tennis shoes, high heeled shoes, clogs, and slingbacks are not permitted. Shoes and laces are to be kept clean, white, and in good condition.
6. White hose or socks are to be worn with the uniform.
7. Follow "Personal Appearance Requirements" as listed below.

NON-UNIFORM PROFESSIONAL DRESS CODE:

1. A solid white short or long sleeved shirt with collar is required. A solid white collared shirt with a small Purdue logo is acceptable. A solid white cami or undershirt may be worn under the collared shirt.
2. Black dress pants or a black skirt no shorter than one inch above the knee must be worn. Denim, terry cloth, sweats, overalls, spandex, shorts, and skorts are not permitted. If a skirt is worn, skin tone or black hosiery must be worn as well.
3. Black shoes with both closed toes and heels must be worn. A maximum of a two inch heel is permitted. Absolutely no sandals are allowed. Socks or hosiery are required at all times.
4. A white lab coat with the Purdue University patch and PNC Nursing Student photo ID must be worn.
5. Follow "Personal Appearance Requirements" as listed below.

PERSONAL APPEARANCE REQUIREMENTS:

1. Hair styles should be simple and hair must be short or secured so that it is not touching the collar of the uniform and must be off the face.
2. Only wedding bands, watches and small stud earrings are permitted. Two pairs of stud earrings are allowed in the ear lobes only. All other jewelry, including body piercing is unacceptable.
3. Nails must be no more than 1/8 inch. No artificial nails or colored polish can be worn.
4. Tattoos are not to be visible.
5. Strong scents, including cologne, aftershave, and perfume, shall not be worn.
6. The abdomen must remain covered and not be visible.
7. Clothing must be clean, wrinkle free, and odor free.
8. Students should maintain a professional appearance at all times.

*Note: Either the Uniform or Non-Uniform Professional dress code will be in effect any time the student represents PNC off campus and during all on-campus practicum. Which dress code is in effect will be determined by the instructor depending on the nature of the course and/or experience. Dress code may vary depending on current agency, unit, or course requirements.

IDENTIFICATION BADGE:

1. Students are required to have a PURDUE NORTH CENTRAL photo ID that identifies the individual as a Nursing Student, available in room Tech 157 located within the Enrollment Management and Student Services office. Call extension **5505** to schedule an appointment during the first week of classes.
2. A fee may be attached.
3. The PNC photo ID is required to be worn when representing PNC off campus at practicum sites and community events. The ID should be in good condition. It is to be worn on the collar or upper chest.

Revised 3/10/2010 F&R Committee
Approved 3/19/2010 DON
Reviewed 8/01/2011

AS Plan of Study

| Semester 1 | | | |
|----------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| BIOL 21300 Human A&P | 4 | 3 | 2 |
| CHEM 11900 General Chemistry | 3 | 3 | 2 |
| PCTX 201 Intro to Pharm | 3 | 3 | 0 |
| NUR 21900 Nursing Assessment | 3 | 1 | 3 |
| NUR 12300 Nursing Foundations | 5 | 3 | 6 |
| TOTAL CREDITS | 18 | | |

| Semester 2 | | | |
|--|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| BIOL 21400 Human A&P | 4 | 3 | 2 |
| BIOL 22100 Intro To Microbiology | 4 | 3 | 2 |
| NUR 10700 Intro to Professional Nursing | 3 | 3 | 0 |
| NUR 23100 Nrsrg. Care of Dev. Families | 3 | 2 | 3 |
| NUR 21800 Human Development | 3 | 3 | 0 |
| TOTAL CREDITS | 17 | | |

| Semester 3 | | | |
|---------------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| NUR 20100 Intro to Pathophysiology | 3 | 3 | 0 |
| NUR 23200 Nrsrg. Care of Children | 3 | 2 | 3 |
| ENGL 10100 English Composition I | 3 | 3 | 0 |
| PSY 12000 Elementary Psychology | 3 | 3 | 0 |
| NUR 23300 Nrsrg. Care of Adults | 4 | 2 | 6 |
| TOTAL CREDITS | 16 | | |

| Semester 4 | | | |
|---------------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| NUR 23400 Psychosocial Nrsrg. Care | 3 | 2 | 3 |
| NUR 23700 Nursing Synthesis | 6 | 2 | 12 |
| F&N 30300 Essentials of Nutrition | 3 | 3 | 0 |
| SOC 10000 Intro. To Sociology | 3 | 3 | 0 |
| TOTAL CREDITS | 15 | | |

Total Credit Hours **66**
Total Nursing Credit Hours **36**
Total Non-Nursing Credit Hours **30**

Traditional BS Plan of Study: Approved by Faculty Senate April 2011

*Stats Course must be completed prior to or concurrent with NUR 35700

**CNIT course must be completed prior to NUR 35300

Pre-Professional Nursing Program (Semesters 1 & 2)

| Semester 1 Course | Cr. | Cl. | Lab |
|-------------------------------------|------------|------------|------------|
| BIOL 21300 Human A&P | 4 | 3 | 2 |
| CHEM 11900 General Chemistry | 4 | 3 | 2 |
| ENGL 10100 English Composition I | 3 | 3 | 0 |
| PSY 12000 Elementary Psychology | 3 | 3 | 0 |
| FYE or SOC 10000 | 3 | 3 | 0 |
| TOTAL CREDITS | 17 | | |

| Semester 2 Course | Cr. | Cl. | Lab |
|--|------------|------------|------------|
| BIOL 21400 Human A&P | 4 | 3 | 2 |
| BIOL 22100 Intro To Microbiology | 4 | 3 | 2 |
| ENGL 10200 English Composition II | 3 | 3 | 0 |
| F&N 30300 Essentials of Nutrition | 3 | 3 | 0 |
| NUR 21800 Human Development (Dept. Permission) | 3 | 3 | 0 |
| TOTAL CREDITS | 17 | | |

Professional Nursing Program (Semesters 3-8)

| Semester 3 Course | Cr. | Cl. | Lab |
|--|------------|------------|------------|
| NUR 27100 Pathopharmacology I | 3 | 3 | 0 |
| NUR 22210 Foundations of Nrsg | 4 | 3 | 3 |
| **NUR 35300 Health Care Informatics | 3 | 3 | 0 |
| NUR 21900 Health Assessment | 3 | 2 | 3 |
| SOC 1000 Intro Sociology Or elective | 3 | 3 | 0 |
| TOTAL CREDITS | 17 | | |

| Semester 4 Course | Cr. | Cl. | Lab |
|---|------------|------------|------------|
| NUR 27200 Pathopharmacology II | 3 | 3 | 0 |
| NUR 20400 Psychosocial Health Nrsg | 4 | 3 | 3 |
| NUR 34700 Nrsg Theory/Rsrch I | 3 | 3 | 0 |
| NUR 22300 Foundations of Nrsg Practice | 5 | 3 | 6 |
| TOTAL CREDITS | 15 | | |

RN-BS Plan of Study

| Semester 1 | | | |
|--------------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| NUR 33100 RN Transition | 3 | 3 | 0 |
| NUR 34700 Nrsg. Theory/Research I | 3 | 3 | 0 |
| NUR 34900 Health Care Systems US | 3 | 3 | 0 |
| Elective MA 15200 or MA 15300 | 3 | 3 | 0 |
| Elective (CNIT 10700) | 3 | 3 | 0 |
| TOTAL CREDITS | 15 | | |

| Semester 2 | | | |
|---------------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| NUR 38900 Family Health Nursing | 3 | 3 | 0 |
| NUR 35700 Nrsg. Theory/Research II | 3 | 3 | 0 |
| STAT course (STAT 30100) | 3 | 3 | 0 |
| ENGL 10200 English Composition II | 3 | 3 | 0 |
| Elective (if needed for hours) | 3 | 3 | 0 |
| TOTAL CREDITS | 12 | | |

| Semester 3 | | | |
|--------------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| NUR 42900 Community Health Nrsg | 5 | 3 | 6 |
| NUR 35300 Health Care Informatics | 3 | 3 | 0 |
| Humanities (selective) | 3 | 3 | 0 |
| Elective | 3 | 3 | 0 |
| TOTAL CREDITS | 14 | | |

| Semester 4 | | | |
|-------------------------------------|------------|------------|------------|
| Course | Cr. | Cl. | Lab |
| NUR 43900 Management/Leadership | 3 | 3 | 0 |
| NUR 49600 RN-BS Nursing Capstone | 3 | 1 | 6 |
| Philosophy (selective) | 3 | 3 | 0 |
| Communication (selective) | 3 | 3 | 0 |
| TOTAL CREDITS | 12 | | |

Total required for BS completion **121**
Total AS credit hours accepted **66-68**
Total Nursing Credit hours **29**
Total non-nursing credit hours **24 (27)**

FINANCIAL AID/AWARD/SCHOLARSHIP INFORMATION

FINANCIAL AID INFORMATION

The Financial Aid staff works with both prospective and current students in finding sources of financial aid for their college education and also in completing the application process. To take advantage of options available, students should contact a financial aid officer well in advance of the semester in which they plan to register. (Refer to the PNC General Catalog or <http://www.pnc.edu/financialaid/> <http://www.pnc.edu/scholarships> for further information.)

Award and scholarships are available to qualified nursing students at PNC based on eligibility and availability of funds. Applications can be obtained from the Purdue North Central home page, the nursing department's website, or the Financial Aid Office, if applicable. When additional scholarship information is received from outside sources, the information will be posted on the Department of Nursing Blackboard Vista Communication Board. Financial Aid Forms (FAFSA) may be required for some scholarships. The deadline for FAFSA applications is March 1st.

NURSING EDUCATION LOAN REPAYMENT PROGRAM (NELRP)

After students have passed the NCLEX and are licensed in the state in which they intend to practice, they are eligible for a NELRP (Nursing Education Loan Repayment Program). This is a nursing education loan repayment program. Applications can be found on NELRP web page: <http://www.hrsa.gov/loanscholarships/repayment/nursing> Please refer to the guidelines listed at the NELRP site.

PURDUE UNIVERSITY NORTH CENTRAL NURSING SCHOLARSHIPS

Nursing Students have a variety of scholarship opportunities available. General scholarship information can be found on the Scholarship page <http://www.pnc.edu/scholarships>. Incomplete applications will not be considered for scholarship funding. If any information is missing, you will not be considered for the scholarship. (examples: GPA, student ID number, student letter, letter of recommendation, transcripts).

Be sure to file a financial aid form (FAFSA) if applying for the Robert Carr, Ruth Mitnick, or any scholarship that states "Must have filed a FAFSA".

Information concerning specific scholarships available to Nursing Students only can be found at <http://www.pnc.edu/scholarships/nursing.html>. To be considered, a nursing student must provide all the information required on the Nursing Scholarship Application Form, available online at <http://www.pnc.edu/scholarships/nursing.html>.

The submission deadline is provided in the document.

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
COMMITTEES**

Department of Nursing Committees

Nursing student representatives, both AS and BS, are asked to serve on the following Department of Nursing Committees:

- Curriculum Committee
- Enrollment, Progression, and Advising Committee
- Evaluation Committee
- Facilities and Resources Committee

Student representative attendance and participation on Department of Nursing committees is limited to maintain confidentiality. Guidelines for committee structure are established denoting membership, functions, and responsibilities of each of these four committees and are available in the Bylaws of the Faculty of the Department of Nursing.

Student Association for Nursing Development (STAND)

PNC has a chapter of the National Student Nurses Association, known as the Student Association for Nursing Development (STAND). This organization is for both pre-nursing and nursing students.

The mission of the organization is:

- to participate in community activities which promote health and wellness and the profession of nursing
- to provide leadership opportunities, enhance faculty and student interactions
- to expose students to the many and varied opportunities available in the profession of nursing.

There are no dues for STAND. See the STAND bulletin board for information regarding meeting times and other announcements. The bulletin board is in the hall close to TECH 301.

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
POLICIES**

The following excerpt, with web link, directs the reader to the rationale for many of the Department policies.

Indiana State Board of Nursing
A compilation of the Indiana Code and Indiana Administrative Code (2011 Edition)
http://www.in.gov/pla/files/ISBN.2011_EDITION.pdf

ARTICLE 2. STANDARDS FOR THE COMPETENT PRACTICE OF REGISTERED NURSING

Rule 1. Definitions

848 IAC 2-1-1 Applicability

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 1. The definitions in this rule apply throughout this article.

(Indiana State Board of Nursing; 848 IAC 2-1-1; filed Oct 25, 1991, 5:00 p.m.: 15 IR 242; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

848 IAC 2-1-2 "Competence" defined Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 2. "Competence" means performing skillfully and proficiently the functions that are within the role of the licensee and demonstrating behavior that is consistent with the interrelationship of essential knowledge, judgment, and skill.

(Indiana State Board of Nursing; 848 IAC 2-1-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 242; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

848 IAC 2-1-3 "Health team" defined

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 3. "Health team" means a group of health care providers which may, in addition to health care practitioners, include the patient/client, family, and any significant others.

(Indiana State Board of Nursing; 848 IAC 2-1-3; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

Rule 2. Registered Nursing

848 IAC 2-2-1 Responsibility to apply the nursing process

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 1. The registered nurse shall do the following:

- (1) Assess the patient/client in a systematic, organized manner.
- (2) Formulate a nursing diagnosis based on accessible, communicable, and recorded data which is collected in a systematic and continuous manner.
- (3) Plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnosis.
- (4) Implement strategies to provide for patient/client participation in health promotion, maintenance, and restoration.
- (5) Initiate nursing actions to assist the patient/client to maximize his or her health capabilities.
- (6) Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering priorities, new goal-setting, and revision of the plan of nursing care.
- (7) Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills for his or her continuing competence in nursing practice and individual professional growth.

(Indiana State Board of Nursing; 848 IAC 2-2-1; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

848 IAC 2-2-2 Responsibility as a member of the nursing profession

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 2. The registered nurse shall do the following:

- (1) Function within the legal boundaries of nursing practice based on the knowledge of statutes and rules governing nursing.
- (2) Accept responsibility for individual nursing actions and continued competence.

- (3) Communicate, collaborate, and function with other members of the health team to provide safe and effective care.
- (4) Seek education and supervision as necessary when implementing nursing practice techniques.
- (5) Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
- (6) Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information.
- (7) Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, or color.
- (8) Delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform.
- (9) Retain professional accountability for nursing care when delegating nursing intervention.
- (10) Respect and safeguard the property of patient/client, family, significant others, and the employer.
- (11) Notify, in writing, the appropriate party, which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;
 of any unprofessional conduct which may jeopardize the patient/client safety.
- (12) Participate in the review and evaluation of the quality and effectiveness of nursing care.
(Indiana State Board of Nursing; 848 IAC 2-2-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

848 IAC 2-2-3 Unprofessional conduct

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 3. Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare of the public, shall constitute unprofessional conduct. These behaviors shall include, but are not limited to, the following:

- (1) Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- (2) Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
- (3) Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- (4) Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- (5) Abusing a patient/client verbally, physically, emotionally, or sexually.
- (6) Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- (7) Abandoning or knowingly neglecting patients/clients requiring nursing care.
- (8) Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
- (9) Providing one's license/temporary permit to another individual for any reason.
- (10) Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
- (11) Diverting prescription drugs for own or another person's use.
- (12) Misappropriating money or property from a patient/client or employee.
- (13) Failing to notify, in writing, the appropriate party, which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;
 of any unprofessional conduct which may jeopardize patient/client safety.

(Indiana State Board of Nursing; 848 IAC 2-2-3; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA)

Indiana Professional Licensing Agency
 Indiana State Board of Nursing
 Indiana Government Center-South
 402 West Washington Street, Room W072
 Indianapolis, Indiana 46204
 Phone: (317) 234-2043
 Fax: (317) 233-4236 or (317) 233-5559
 Email: pla2@pla.in.gov
 Website: www.PLA.IN.gov
<http://www.in.gov/pla/2497.htm>

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Student's with Disabilities Policy

The Department of Nursing complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The University provides accommodations for individuals with disabilities. A person with a disability is a person who has:

- (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment. *

* Americans with Disabilities Act of 1990. 42 U.S.C., Section 12102(2).
Rehabilitation Act of 1973. 29 U.S.C., 791, Section 7(8) (A).

Administrative Memorandum 2-2007

Procedures for Provision of Accommodations for Students with Disabilities

(July 2, 2007; Supersedes Administrative Memorandum 7-2004, November 17, 2004; Administrative Memorandum 4-99, August 16, 1999; and Administrative Memorandum No. 3-2002, July 26, 2002.) at the following links:

[Accommodations - EO/AA Office - Purdue North Central](#) or <http://www.pnc.edu/cd/policy/accomm.html>

Students with disabilities are eligible for service and assistance through Student Support Services (SSS) and/or the Dean of Students Office. Students who have a disability that will require an accommodation to participate in academic courses are encouraged to discuss their needs with the course faculty. Faculty have the option of providing accommodations for any student making such a request, but are legally required to make appropriately determined, accommodations for individuals with documented disabilities. Appropriate accommodations are determined on the basis of the student's documented disability, recommendations of a professional service provider, and in consultation with the campus coordinator of services for students with disabilities.

Test taking accommodations may be handled directly by the course faculty, or, if the student is a participant in Student Support Services, by SSS. Additional services that may be provided include note takers, readers, scribes, taped materials and other print alternative formats.

Accommodations for students with disabilities to participate in the clinical component of the nursing program are determined by the Nursing Faculty based on the recommendations of a professional service provider and in consultation with the campus coordinator of services for students with disabilities on a case by case basis. If it is established by the Nursing Faculty that, even with accommodations, a student's disability or limitation presents a genuine and significant risk to the patient's or student's health or safety, participation in clinical nursing courses cannot be permitted. Students who are unable to participate in the clinical nursing courses and/or students who are unable to meet the academic and professional standards or practice competencies of the nursing program will be dismissed from the program. Students may appeal the Nursing Faculty decision regarding program dismissal through the grievance procedures established in Administrative Memorandum No. 5 – 01, November 26, 2001, Purdue University North Central Policies and Procedures for the Americans with Disabilities Act of 1990, Student Grievance Procedures.

[5-01 - EO/AA Office - Purdue North Central](#) or <http://www.pnc.edu/cd/policy/501.html>

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Clinical Required Documents Policy
AS, BS and RN-BS**

The Medical Record/ evidence of immunizations, results of an Adult Criminal History and Drug Screen, TB testing, CPR certification and Liability Insurance are required of all students enrolled in the nursing program to meet the contractual agreements of Purdue University North Central with the affiliating agencies utilized for clinical/practicum experiences throughout the program.

The required information and certification must be on file by **July 1st for Fall Semester** by **December 1st for Spring Semester**. On file means **uploaded to The Magnus Health Portal and Accepted by semester Due Dates**. (SEE: Clinical/Practicum Requirements folder in the Blackboard Vista Nursing Communication Board) Any student admitted after the required submission dates (late admit) will be advised as to required information submission date, but must have all information on file in the Department of Nursing by the date given.

- **MEDICAL RECORD/Evidence of Immunizations (APPENDIX)**
Must be completed, signed and on file by the required deadline during the semester of a student's first practicum experience.
 - This form is required to be submitted one time only during enrollment unless there is a change in health status, leave of absence, re-entry, or any time deemed necessary by the Department of Nursing.
- **ADULT CRIMINAL HISTORY AND DRUG SCREEN**
Students enrolled in any clinical/practicum are required to submit a adult criminal history and drug screen yearly **BY** semester due date. See Adult Criminal History and Drug Screen Policy that follows.
- **TUBERCULOSIS (TB)**
 - Ongoing health requirements initially include a 2-Step TB test (PPD/Mantoux).
 - A routine annual 1-step TB test will be required after completion of the initial 2-step if initial was negative.
 - If the student allows the annual 1-step TB test to lapse a repeat of the 2-step TB test is required.
 - A chest x-ray or quantiFERON-TB Gold is required for any student who is not able to provide results of a TB test (PPD Mantoux) test.
 - The chest x-ray will need to be repeated every three years
 - A completed "Annual Tuberculosis Assessment" form (APPENDIX) will need to be completed yearly.
- **CPR:** Ongoing CPR requirement is a bi-annual renewal of American Heart Association for the Health Care Provider.

Any student who does not maintain the on-going currency of their required clinical documents (TB/CPR/criminal history/drug screen/RN license information) will not be eligible to continue in an enrolled practicum course and may be administratively dropped from the program.

- All information must be kept current and renewals must be completed and uploaded to the Magnus Health Portal **prior** to the expiration of the original.
- In the event a student is not enrolled in a practicum course for one or more semesters, it is the responsibility of the student to see that a current TB/CPR is on file prior to the due date of the subsequent semester for which the student is enrolled in a practicum course.
- In the event TB or CPR would expire during or in-between semesters it is the responsibility of the student to renew the **TB or CPR** by the July 1st Fall Semester or December 1st Spring Semester deadlines.

LIABILITY INSURANCE

Students are required to participate in the University-wide nursing student liability insurance program. Liability insurance coverage is obtained through the University and fee payment is made with the Bursar's Office on the North Central campus. Fee statements are issued annually via the students self service Banner during the student's enrollment in the nursing program. Payment of fees must be received by the date indicated on the fee statement. Liability insurance is required to participate in clinical/practicum agency experiences.

LICENSE REQUIREMENT (RN-BS only)

It is the responsibility of the student to upload a copy of their current RN license to the Magnus Health Portal prior to participation in any practicum course. Failure to comply with this regulation will result in the student being administratively dropped from the practicum course in which the student was enrolled.

reviewed 08/24/09
Revised 08/01/2011

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Adult Criminal History Background Check and Drug Screen Policy

In order to be in compliance with state and federal (House Bill 1633) regulations for individuals in a practicum setting and working with patients and individuals who are vulnerable or minors, an Adult Criminal History Background Check, through www.certifiedbackground.com is a requirement of all nursing students entering into a practicum setting. In some cases, a criminal record may inhibit the ability to obtain or retain a professional license.

- **It is crucial to IMMEDIATELY report a change in status regarding your criminal history to the Department of Nursing Chair using the Personal Disclosure Form for Students (APPENDIX).**

It is the student's responsibility to pay for the Adult Criminal History background Check and Drug Screen.

Students may view and print their personal Adult Criminal History Background Check and Drug Screen reports via Certifiedbackground.com.

A person or persons appointed by the Department of Nursing Chair will be granted access to the information regarding the Adult Criminal History Background Report and Drug Screen. While information contained in the Adult Criminal History Background Report is public knowledge, it will only be provided to agencies as directed by state and federal guidelines.

The Adult Criminal History Background Report is valid for a period of one year from issuance.

- **This report must be updated by the student, at the expense of the student, yearly.**

Students may not enter the practicum setting and may be administratively dropped from the course if they do not have an Adult Criminal History Report or Drug Screen on file in Certifiedbackground.com. Student's progression in the Nursing Program may be interrupted if any clinical agency does not accept them due to the results of their Adult Criminal History Background Check and Drug Screen results.

The student is also referred to the Student Legal Limitations Signature Form (APPENDIX), which is kept in the student file in the Department of Nursing office.

Reviewed 10/09,
8/10(revised)
8/11 (revised)

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Progression and Registration Policy

Progression in the Purdue North Central Nursing Curriculum requires that:

Note: the term “clinical” is used to refer to both the Associate Degree and Bachelor Degree practicum experiences.

- Nursing students must maintain a 2.00 cumulative GPA throughout their enrollment in the Nursing Program.

Indiana State Board of Nursing
848 IAC 1-2-21 Progression and graduation
Authority: IC 25-23-1-7
Affected: IC 25-23-1-7

(c) Candidates for the registered nurse licensing examination shall have successfully completed the educational program with an accumulative average grade of "C" or better, and a grade of "C" or better in each course as identified in section 17 of this rule. http://www.in.gov/pla/files/ISBN.2011_EDITION.pdf

- All required courses in the Nursing Curriculum must be passed with a minimum grade of “C”. This includes:
 - * All general education course requirements
 - * All prerequisite nursing course requirements
 - * All NUR courses
- Any grade in the Nursing Curriculum below “C” is considered unsatisfactory.
- Nursing students are required to meet the minimum Standards for Passing for the didactic portion of nursing courses. (See Department of Nursing Grade Calculation Policy pg. 10.)
- No more than ONE WITHDRAWAL or GRADE BELOW “C” is allowed per each NUR course for the entire length of time a student is enrolled in either pre-licensure degree program. A second withdrawal or receipt of a grade below “C” in any NUR course will result in dismissal from the nursing program.
 - Students need to comply with a six consecutive semester completion requirement for the AS program.
 - Students need to comply with a nine consecutive semester completion requirement for the BS Nursing Program. The nine consecutive semesters begin with enrollment in NUR 22210.
 - Bachelor Degree students are encouraged to complete the RN-BS program within eight semesters.
- The first time a student does not achieve the minimum grade of “C” in a NUR nursing course; the course must be repeated and passed.
 - For AS students a second grade below “C” in any NUR course will result in dismissal from the nursing program.
 - For BS students a third grade below “C” in any NUR course will result in dismissal from the nursing program.
 - A student who has been dismissed from the Nursing Program is eligible to reapply. If the student is readmitted, a **Performance Improvement Plan (APPENDIX)** will be initiated. The **re-admitted student** will not be allowed to withdraw from any NUR course, and the student will be **dismissed** from the program with a subsequent grade below a “C” in any **one** course required in the nursing curriculum.
See Department of Nursing [Dismissal Policy](#).
- A maximum of no more than one (1) approved clinical absence is permitted in any NUR practicum course with three clinical (lab) contact hours. A maximum of no more than two (2) clinical absences are permitted for any NUR practicum course with more than three clinical (lab) contact hours.
- All Clinical Required Documents (Including but not limited to CPR, TB, liability insurance, Adult Criminal History, drug screen, immunizations, Acknowledgement Signature Form, Standard Precautions form, and RN license [for RN-BS students] including) must be kept current.
 - * ***Any student who does not maintain the on-going currency of their TB/CPR/criminal history/drug screen/RN license information will not be eligible to continue in an enrolled clinical course and may be administratively dropped from the program.***
- Each Nursing student has a Plan of Study (POS) developed on admission to the program and provided to the student. **All** nursing (NUR) courses must be taken in the sequence indicated in that POS.

- The student who **receives a grade below “C” or withdraws** from a NUR course must schedule an appointment IMMEDIATELY with their Nursing Academic Advisor.
- Students who do not follow their POS when registering will be dropped by the Academic Advisor from all registered **nursing** courses.
- In the event of a **practicum nursing course failure**, registration adjustments for the next semester will be made by the Department of Nursing Chair, Academic Advisor, and Enrollment, Progression, and Advising Committee.
 - If space is limited, the student’s GPA will determine who will get the space in the practicum class
 - If students cannot enroll in a practicum nursing course because of limited space, they will be placed on a waiting list.
 - **The student is responsible for providing current contact information including name changes to the Registrar and the Department of Nursing. If the Department is unable to reach a student, the next student on the list will be contacted until the space is filled.**
- Any nursing student **not enrolled in a practicum nursing course for one semester** for any reason MUST complete the **Re-entry Form /Nursing Program (APPENDIX)** and submit to the Department of Nursing Office. This does not apply to RN-BS Degree students.
- It is the student’s responsibility to contact their advisor approximately three weeks before web registration begins for an advising appointment.

12/04, 5/05, 1/06, 11/07, revised 5/08, 6/08, 4/10
Reviewed 8/2011

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Nursing Standards/Code of Conduct Policy**

The Department of Nursing adheres to the Nursing Standards of the Indiana Nurse Practice Act http://www.in.gov/pla/files/ISBN.2011_EDITION.pdf and the American Nurses Association Code of Ethics for Nurses <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>. These Nursing Standards/Codes focus on practice and professional behavior as a Provider of Care, Manager of Care, or Member within the Discipline of Nursing, defined as but not limited to:

1. Provider of Care:
 - A. Provides safe and effective patient care
 - B. Responds appropriately in new and/or emergent situations
 - C. Fulfills responsibilities promptly and completely
 - D. Practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual

2. Manager of Care:
 - A. Maintains safety of environment
 - B. Informs faculty and/or designated staff member of client care activities

3. Member within the Discipline of Nursing:
 - A. Demonstrates competencies from previous learning and course content
 - B. Recognizes and reports omissions, errors and accidents involving self or others
 - C. Maintains standards of privacy and confidentiality
 - D. Demonstrates accountability for personal and professional actions

Adherence to nursing standards is required of all nursing students.

Violation of Nursing Standards/Code of Conduct (VNS)

Student behavior identified by faculty as a violation of identified Nursing Standards/Code of Conduct will result in the following action/s:

1. The student will receive a referral by the faculty at the time of the incident whenever possible. Written notice/referral will be given by the faculty as soon as possible following the incident. This notice must include a description of the incident and citation of the behaviors observed.
2. The hearing will take place between the involved student, the involved faculty and an uninvolved third party from the Department of Nursing faculty. Determination of the validity of the charge will be made during the hearing.
3. Recommendation for remediation will be made at that time. If the charge is validated the incident will be recorded in the student's permanent file, and on their clinical evaluation. No record of the incident will be kept in the student's permanent file if the charge is not validated.
4. All validated charges of violations of nursing standards are cumulative during the nursing course in progress. The student will receive an automatic clinical/practicum failure in his/her current nursing course with the validation of the third VNS, resulting in dismissal from the Nursing Program.
5. Dismissal from the Nursing Program will also result if a single incident is determined to have produced serious actual and/or potential harm to the client.
6. If a student desires to appeal it may be appealed under the University appeal process entitled Regulations Governing Student Conduct, Disciplinary Proceedings & Appeals ([Student Conduct and Discipline - Purdue North Central](#) or <http://www.pnc.edu/cd/policy/conduct.html>) or the Nursing Program Clinical Dismissal Appeals Policy.

Revised 5/01, 5/05 Reviewed 1/08

Updated 8/2011

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Academic Dismissal Policy

A student will be dismissed from the Nursing Program when there is lack of progress toward the degree. (The Academic Grade Appeal Policy may be found at: <http://www.pnc.edu/sa/connections.html>)
Lack of progress will include, but not be limited to, failure to meet one or more of the following:

1. Failure to achieve and maintain a 2.0 cumulative grade point average on a 4.0 scale while in the nursing program. A grade of "C" or better is necessary for successful completion of all required nursing (NUR) and required non-nursing courses, including required electives, and courses transferred from other colleges and universities.
2. A NUR course in which a grade of "C" or better is not obtained may be repeated only one time.
 - AS Program: A second attainment of a grade below a "C" in any NUR course will result in dismissal from the AS Nursing Program.
 - BS Program: A third attainment of a grade below a "C" in any NUR course will result in dismissal from the BS Nursing Program.
3. A student may withdraw one time only from any NUR course
 - A second withdrawal from the same NUR course will result in dismissal from the AS or BS Nursing program.
4. Failure to comply with the semester completion requirement.
 - AS Program: six semesters (**five semesters for students admitted in the spring 2011 semester**).
 - BS Program: nine semesters commencing with the semester in which the student is enrolled in NUR 22210.
5. Failure to earn a grade of C (2.0) or better in **any three** required non-NUR courses on the second attempt. This includes:
 - * All general education course requirements
 - * All prerequisite nursing course requirements
6. Failure to satisfactorily meet the practicum objectives.
7. Failure to comply with the PNC Student Conduct and Discipline requirements (<http://www.pnc.edu/cd/policy/conduct.html>).
8. Failure to practice the discipline of nursing as judged according to the standards of the *Code of Ethics for Nurses* from the American Nurses' Association (required textbook). The Code of Ethics is available for view or purchase at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>.
9. Failure to maintain compliance with the Clinical Required Document Policy. **Any student who does not maintain the on-going currency of their TB/CPR/criminal history/drug screen/RN license information will not be eligible to continue in an enrolled clinical course and may be administratively dropped from the program.**

11/01

Rev 5/03, 8/04, 5/05, 8/09, 4/10, 8/2011

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Non-Academic Dismissal Appeal Policy**

1. General

- a. The responsibility for assessing student achievement rests with the faculty, and except for unusual circumstances, dismissal from the program is final.
- b. The nursing non-academic dismissal appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate dismissal has been assigned as a result of prejudice, caprice, or other improper conditions. A non-academic dismissal is any dismissal that occurs due to circumstances other than an unsatisfactory grade. This might include, but not be limited to, dismissal from the nursing program due to substance use, commission of an action placing a patient in direct harm, or violation of the standards of practice of the discipline of nursing. Dismissal from the nursing program on the basis of a grade or grades received that do not support continued success (a grade less than "C") are to be appealed through the University Grade Appeal system.
- c. When a student initiates a formal appeal, he/she should be prepared to state in what way his/her dismissal was arbitrary, capricious or otherwise improper. At that time, he/she may seek the assistance of his/her academic advisor, the Department Chair, the Dean of Students, or Equal Employment/Affirmative Action Officer.
- d. In appealing a dismissal the burden of proof is on the student.
- e. There may be instances where the instructor of record is unavailable, for reasons such as leave status, having left the employ of the University, or death. In such a case, the Chair of the department shall designate a member of the department to respond to the appeal; the chair may choose to designate him/her self, or may appoint another tenured member of the department because of special curricular expertise.
- f. All references in this document to "days" refer to calendar days unless otherwise specified.

2. Nursing Non-Academic Dismissal Appeal Committee

- a. A Nursing Non-Academic Dismissal Appeal Committee, hereinafter referred to as Nursing Appeal Committee, shall be established on the North Central Campus of Purdue University to hear grievances and appeals that are not resolved informally at a lower level. The committee shall consist of all full-time nursing faculty members, six (6) student members, and the Chair of the department. For the purposes of this policy, full-time faculty members will be referred to as faculty members and are defined as tenured and tenure-track faculty, continuing lecturers and clinical/professional faculty. However, no Nursing Dismissal Appeal Hearing Panel shall have more than one continuing lecturer and/or clinical/professional faculty serving as members.
- b. The student members shall be selected each year from the general nursing student population. The Chair of the department has the responsibility to seek student members. In the event a student member does not fulfill the year long commitment, the Department Chair will seek another student to complete the unfilled term.
- c. The Department of Nursing Chair shall not participate on any hearing panels. He/she shall be notified whenever a formal appeal is made. The Department Chair shall make certain that all procedures contained herein are followed. He/she shall advise both the student and the faculty member involved of procedures to be followed and of the rights and responsibilities of each. He/she shall be present at all hearing sessions and insure that all members of the panel have all the information and materials necessary for the hearing. If the Department Chair is the faculty member involved in the appeal, the alternate will be the Chair of the Enrollment, Progression, & Advising Committee.

3. Initiating an Appeal

- a. A student who wishes to appeal a dismissal decision must file notice of intention to appeal with the Department Chair. This must be done within fifteen (15) days after the dismissal was initiated.
- b. The student shall submit a detailed statement of appeal with supporting documentation to the Department Chair who shall promptly give written notice of the formal appeal to both the student and the involved faculty member. Written notice shall be accompanied by a copy of the student's detailed statement as well as the procedures and sequence of events to be followed in conducting the hearing. The first meeting of the hearing shall be held not less than five (5) days, and whenever practicable, not more than ten (10) days after the receipt of such notice.

- c. The faculty member shall promptly make available to the Department Chair all pertinent records and a written response to the student's detailed statements. In advance of the hearing, the Department Chair may, at his/her discretion, make available to the student those records (or portion thereof) which he/she judges to be relevant in light of the student's allegations.
- d. The hearing panel will be comprised of four (4) faculty members and two (2) students from the membership of the Nursing Appeal Committee, as defined in item 2a. and 2b. above. Neither members of the same course as the involved instructor nor relatives of either party involved will be eligible to serve on the hearing panel. Determination of the composition of each hearing panel will be by mutual option of both the instructor and the student involved in the appeal. At the time of notification of the formal appeal, the Department Chair will provide both the involved faculty member and the student an opportunity to strike one (1) faculty member and one (1) student member from the appeals committee. The Department Chair shall then select the hearing panel from the committee members not struck by either the instructor or the student involved in the appeal.

4. Conduct of Appeal

- a. Prior to the formal hearing, the hearing panel will receive only the following information about the dismissal: The names of the student and the instructor involved, and the name of the course in which dismissal was issued. The student's appeal statement, evidence and documentation shall be presented to the panel by the student only during the formal hearing.
- b. The members of the hearing panel shall elect, by majority vote, one of the four (4) faculty members to act as chairman of the hearing.
- c. In its various considerations, the hearing panel must address itself primarily to the complaint(s) specified in the student's original letter of appeal to the Department Chair. The decision as to what constitutes pertinent evidence rests exclusively with the hearing panel.
- d. The hearing shall be closed unless both parties agree in writing that it be open. The hearing location and the number of individuals that can be conveniently accommodated shall be agreed upon by both parties and finalized by the Department Chair. The student and the instructor are both entitled to be accompanied at the hearing by advisors of their choice. The hearings are administrative and not judicial in nature. Both parties, or their advisors, have the right to present evidence and witnesses in their behalf, and to confront and question opposing witnesses. A list of the evidence and witnesses should be submitted to the Department Chair prior to the meeting.
- e. Under normal circumstances, if the duly notified student complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing. If, however, the duly notified faculty member does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.
- f. If emergency circumstances beyond the student's or the responding faculty member's control intervene to prevent attendance at the hearing, the student or faculty member must inform the Department Chair immediately to request an extension of time; such extension will be granted at the Department Chair's sole discretion. If an extension is granted, the Department Chair shall reschedule the hearing with the same panel and shall notify the student, the responding faculty member and the panel members of the new date, time and place of the hearing.
- g. An official audio recording shall be made of each hearing, and kept by the Department Chair for at least one year. The recording will be confidential and used only under legal compulsion.
- h. At the conclusion of the hearing, the hearing panel may, by majority vote of its membership, recommend changing the dismissal decision. A written report of the hearing panel's decision shall be sent to both parties no later than fifteen (15) days after the conclusion of the hearing. The hearing panel's decision is final and shall not be subject to further hearing or appeal.

5. Appeal Process in the Case of Procedural Violations

- a. Prior to the formal hearing, the student, instructor or member of the hearing panel may request review of the hearing process on the basis of evidence that any substantial procedural irregularity has occurred. The process shall be initiated by filing a personally signed notice of appeal to the chairperson of the hearing panel. The notice shall be accompanied by a statement of the alleged violation.

- b. During the formal hearing, the Student, Instructor, or member of the Hearing Panel may request that the chairperson review the conduct of the hearing on the basis of any substantial procedural irregularity.
- c. In the event that a review is requested, the hearing process shall be suspended and a special closed meeting of the members of the Hearing Panel shall be convened to review the allegation. If the Hearing Panel, by majority vote, finds that any substantial procedural violation has taken place, the Hearing Panel shall be disbanded and an alternate hearing panel constituted. The panel's decision to disband or to continue the hearing process shall be final.
- d. The Alternate Hearing Panel shall be selected by the Alternate Chair. In the event that the Alternate Chair has been serving on the hearing panel, a new Alternate Chair shall be chosen by majority vote of the members of the Nursing Clinical Dismissal Appeals Committee. The Alternate Hearing Panel shall hear the case as per procedure in the policy. The decision and conduct of the panel are final and shall not be subject to further hearing or review.

(4/4/97, 5/02, 5/03, 11/03, 5/05)

Approved 5/09, Reviewed 4/10

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
EXIT EXAMINATION POLICY**

The following policy is in effect beginning with the students admitted to the Associate Degree (AS) nursing program for the Spring 2007 semester, and for all students admitted to subsequent semesters of either the AS or the Bachelor of Science (BS) programs until further notice.

Students graduating from the nursing program are required to take a Department of Nursing faculty-selected, standardized, exit examination to determine readiness to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The score recommended by the agency that prepares the exit examination will be required of students for successful completion of this requirement. Authorization to take the NCLEX-RN exam will not be issued by the Head of the Department of Nursing until the exit examination requirement is met.

Recommended Score Achieved:

Authorization to take the NCLEX-RN granted by the Head of the Department of Nursing

Recommended Score Not Achieved:

Authorization to take the NCLEX-RN exam not granted by the Head of the Department of Nursing

- Exit examination retaken
 - Recommended score achieved – authorization to take NCLEX-RN exam granted by the Head of the Department of Nursing
 - Recommended score not achieved – authorization to take NCLEX-RN exam not granted by the Head of the Department of Nursing
 - Remediation with selected NCLEX-RN review
 - Exit examination retaken
 - Recommended score achieved – authorization to take NCLEX-RN exam granted by the Head of the Department of Nursing
 - Recommended score not achieved – authorization to take NCLEX-RN exam not granted by the Head of the Department of Nursing
 - Continue cycle of remediation/testing until the recommended score is achieved and authorization to take NCLEX-RN exam can be granted by the Head of the Department of Nursing

When the recommended score is achieved with subsequent testing(s) and/or remedial work is completed to the satisfaction of the Head of the Department of Nursing, the student will be authorized to take the NCLEX-RN examination. If the student does not achieve the required score on the second attempt to successfully complete the exit examination, an NCLEX-RN review designated by the Head of the Department of Nursing will be required before each subsequent attempt(s) to successfully complete the exit examination will be allowed. The cost of the required testing, retesting, and remedial work to successfully complete the exit examination will be at the student's expense.

Orig APA 9/06

Reviewed 1/08

I have read and understand the above Associate Degree Program Exit Examination Policy and have received a copy.

Printed Name

Signature

Date

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Employment Recommendation Policy

A Release of Information Signature Form (APPENDIX) must be on file in the Department of Nursing office prior to release of any information, including employment recommendations. Associate (AS) and Bachelor (BS) Degree students need to provide a copy of the Performance Evaluation for Employment Recommendation form (APPENDIX) to at least two of your nursing instructors who are able to comment on your qualifications for nursing practice. RN/BS students will have individual recommendations provided upon request.

Under the Family Educational Rights and Privacy Act (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendations will remain confidential (unseen by the student before sending to employer). It is your option to waive your right to review these recommendations or to decline to do so. Please indicate your choice of option(s) on the Release of Information Signature Form and sign your name, address, student PNC ID number, and date.

If the student decides to review these recommendations, an appointment must be made with the instructor providing the recommendation before it is submitted to the Nursing Office for filing. If the student waives the right to review this document, the instructor will then place the completed recommendation in the individual student's personal file. The original recommendation is kept in the student's file and a copy is sent (or original is faxed) to prospective employers.

The evaluation form should NEVER be in the student's possession. It must always be delivered to the Department of Nursing Office by the instructor.

Reviewed 1/08, 4/10, 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Alternative Practicum Make-up Policy

In keeping with the expectation of students as outlined in the Purdue University North Central General Catalog [PNC General Catalog 2011-2012](#) all students are expected to be present for every meeting of the classes and practicum sections in which they are enrolled.

When a student misses a practicum experience, a make-up will be determined by the instructor.

Make-up assignments must be completed by the date assigned by the instructor. The topic of the assignment, guided by the instructor, must be pertinent to the focus and objectives of the session missed.

The instructor may choose any or all of the following Alternative Assignments:

Option 1

1. Review a total of three nursing peer-reviewed journal articles related to the assigned topic. For each article reviewed, the student must include:
 - Reference information for the source, using correct APA format, on the front of the card
 - A summary of the article following the reference
 - A brief discussion on the back of the card of how the information presented in the reference source might be utilized in the clinical setting to improve practice.
2. Utilize the information gained from the three journal articles to develop a care plan, utilizing the standard care plan format for a hypothetical client. To be complete, the following information must be included:
 - Three (3) nursing diagnoses/potential complications, listed in priority order
 - A listing of the major defining characteristics (AEB) that must be present to provide the client database for each diagnosis
 - Goals with outcome criteria that are specific and measurable for each diagnosis
 - Three nursing interventions with supportive rationale for each diagnosis.

Option 2

Review AV materials if assigned by your instructor. Submit outlines of all case studies presented in the program. Complete the following for one case study from the assigned AV:

- a. Define the major nursing diagnosis
- b. List the major defining characteristics that provide the client database for the diagnosis
- c. List the goals/outcomes criteria that are specific and measurable for the diagnosis
- d. Describe three nursing interventions with supportive rationale for the diagnosis

Option 3

At the discretion of the instructor, a student may make up the missed experience by attending another day with an instructor at the same site.

If the make-up assignment is not completed satisfactorily, or is not submitted at the time due, a Performance Improvement Plan (PIP) will be issued. In the event that a PIP was already issued for the absence, a second PIP will be issued for the deficient assignment. The alternative make-up- assignment must be completed satisfactorily to meet the practicum requirements of the course.

Approved 4/86

Revised Approved 2/05

Revised 5/05 1/06

Reviewed and Revised 8/10, 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Standard Precautions Policy

During the clinical/practicum experience of students of the Purdue University North Central Nursing Program, students may be exposed to blood and other body fluids of patients/clients. In an effort to avoid transmission of dangerous communicable diseases, the Department of Nursing requires that all students receive instruction in the use of universal precautions before the first clinical experience requiring direct patient/client contact. The Standard Precautions Signature Form (APPENDIX) must be signed annually by each student in the Nursing Program and submitted to the Department of Nursing office for inclusion in each student's individual file. Indiana law requires verification of universal precaution training of all students and faculty members who may be exposed to blood and other body fluids in the clinical setting. 410 IAC 1-4-6 (2001)
<http://www.in.gov/legislative/iac/T04100/A00010.PDF> .

The Purdue University North Central Department of Nursing requires that all students and faculty members strictly follow standard precautions at all times in the clinical setting. A student's failure to adhere to standard precautions may result in inability to satisfy the clinical requirement of various nursing courses. Repeated failures by a student to follow standard precautions will result in more serious consequences, including, but not limited to, failure of the course and dismissal from the Nursing Program. A faculty member's failure to comply with standard precautions will result in disciplinary action. No adverse action will be taken against any student or faculty member who files a complaint, in good faith, with the Indiana State Department of Health regarding the Nursing Program's compliance with state laws and regulations pertaining to standard precautions and bloodborne pathogens.

Reviewed 1/08, 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Invasive Procedures Policy

To protect nursing students from unnecessary exposure to communicable diseases that may be transmitted through blood and body fluids; and with consideration of the benefit-risk ratio for student-to-student and self administered performance of invasive procedures in learning techniques and skills related to the performance of invasive procedures; and with confidence that the basic principles, techniques, and skills in the performance of invasive procedures can be learned without involvement of human subjects; the Faculty of the Department of Nursing has established the following policy:

Students will not be required nor permitted to practice invasive procedures on themselves or others in a practice situation, whether on campus or elsewhere. Invasive procedures include, but are not limited to the administration of parenteral fluids/medications, the insertion of catheters into a body orifice and the collection of blood or other body fluids.

Approved: 4/25/94

Reviewed: 5/01, 5/05, 1/08

APPENDIX

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Acknowledgement Signature Form

My signature confirms the following statements:

- I have accessed a copy of the undergraduate Nursing Student Manual
 - Manual available on-line at <http://www.pnc.edu/depts/nu/index.html>
- I have read the undergraduate Nursing Student Manual
- I understand the undergraduate Nursing Student Manual
- I understand that policies and procedures in the undergraduate Nursing Student Manual will be applied to me.

Student Name (please PRINT clearly)

Date

Student Signature

Witness Signature

Reviewed 1/08, 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

**Annual Tuberculosis Assessment
(For nursing students who are PPD positive)**

Name: _____

Date: _____

Please complete the following questionnaire about your health.

Do you currently have any of the following symptoms?

- | | | | |
|----------|---------|----|-------------------------------------|
| _____yes | _____no | 1. | Cough lasting greater than 2 weeks? |
| _____yes | _____no | 2. | Unexplained weight loss? |
| _____yes | _____no | 3. | Loss of appetite? |
| _____yes | _____no | 4. | Unexplained fever? |
| _____yes | _____no | 5. | Night sweats? |
| _____yes | _____no | 6. | Blood tinged sputum production? |

If yes to any questions, please describe symptoms further. When did this start? Have you sought treatment? If yes, what treatment was done?

This form is to be completed by the Health Care Provider and uploaded by the student to:
Magnus Immunization Health Portal (<http://magnushealth.com/>)

Due Dates: July 1 for Fall Semester December 1 for Spring Semester

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Employment Recommendation Form**

NAME: _____ DATE OF EVALUATION: _____

COURSE AT TIME OF FACULTY-STUDENT CONTACT: _____

This evaluation is based on student performance competency ratings within the three (3) role components of the nurse and on personal characteristics related to employment. A three (3) point rating scale is utilized as follows:

| 1 | 2 | 3 | N/A |
|---------|---------------|-------------|--------------------------|
| Average | Above Average | Outstanding | Not applicable for level |

ROLE COMPONENTS:

Provider of Client Care

Competency

Rating

| | |
|---------------------------------------|-------|
| Assesses client health status | _____ |
| Assesses client psychosocial needs | _____ |
| Assesses client learning needs | _____ |
| Establishes priority of needs | _____ |
| Establishes client-centered outcomes | _____ |
| Develops individualized care plans | _____ |
| Utilizes therapeutic communications | _____ |
| Provides safe, effective client care | _____ |
| Monitors client's therapeutic regimen | _____ |
| Formulates sound clinical judgments | _____ |
| Implements client teaching plans | _____ |
| Evaluates care based on outcome data | _____ |

Manager of Client Care

| | |
|-------------------------------------|-------|
| Organizes activities logically | _____ |
| Establishes priority of client care | _____ |
| Delegates responsibility properly | _____ |
| Provides for continuity of care | _____ |
| Recognizes self limitations | _____ |
| Utilizes measures to control costs | _____ |

Member Within the Discipline of Nursing

| | |
|--|-------|
| Demonstrates personal accountability | _____ |
| Maintains legal/ethical standards | _____ |
| Works cooperatively with others | _____ |
| Takes action to meet own learning needs | _____ |
| Initiates measures to improve own practice | _____ |

Personal Characteristics Related to Employment

| | |
|-----------------------------------|-------|
| Reliability/dependability | _____ |
| Personal integrity/honesty | _____ |
| Initiative/leadership potential | _____ |
| Professional appearance | _____ |
| Confidence/self assurance | _____ |
| Congeniality/compatibility | _____ |
| Demonstrates cultural sensitivity | _____ |

Comments: _____

Evaluator's Signature: _____ Course: _____

10/96, 4/97, 1/08,

Revised 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Standard Precautions Signature Form

Standard Precautions Training Acknowledgment (indicate correct with "X")

_____ Pre-licensure (AS or BS) Nursing student:

I have been informed of the Purdue University North Central Department of Nursing policy regarding the use of standard precautions in the clinical setting. On _____ (date), I received training in the use of standard precautions. By signing this acknowledgment, I am accepting responsibility to follow standard precautions in the clinical setting.

_____ Post-licensure (RN-BS) Nursing student:

I have already received training in the use of standard precautions. By signing this acknowledgement, I am accepting responsibility to follow standard precautions in the clinical/practicum setting.

Signature

Printed Name

Student PUID #

VERIFICATION OF STUDENT SIGNATURE

Department of Nursing Witness Signature

Date

Reviewed 1/08

Revised 8/1/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Student Legal Limitations Signature Form**

Read and complete this form prior to signing.

My signature confirms the following statements:

Acknowledgement of Criminal History Report and Drug Screen:

- Affiliating agencies may require a criminal history and drug screen report for clinical experiences. I understand it is my responsibility to keep on file through Criminalbackground.com and/or Magnus Health Portal a copy of my Adult Criminal History Background Report and Drug Screen Report.

Acknowledgement of Misdemeanors and Felonies:

- I understand that upon applying to take the licensing examination to become a Registered Nurse (RN) in Indiana I will be asked personal questions regarding my criminal background.
- I understand that any person who applies to the board for a license to practice as a registered nurse must not have been convicted of a crime that has a direct bearing on the person's ability to practice competently; or committed an act that would constitute a ground for a disciplinary sanction under IC 25-1-9. Examples of activities that constitute grounds for disciplinary action include, but are not limited to:
 - a) *engaging in or knowingly cooperating in fraud or material deception in order to obtain a license to practice;*
 - b) *advertising services in a false or misleading manner;*
 - c) *conviction of a crime that has a direct bearing on the practitioner's ability to continue to practice competently;*
 - d) *engaging in fraud or material deception in the course of professional services or activities;*
 - e) *knowingly violating any state statute or rule, or federal statute or regulation;*
 - f) *continuing to practice although the practitioner has become unfit to practice due to professional incompetence that may include undertaking professional activities that the practitioner is not qualified by training or experience to undertake, including addiction to, abuse of, or severe dependency upon alcohol or other drugs that endanger the public by impairing a practitioner's ability to practice safely;*

Acknowledgement of Additional Requirements for Licensing:

- I must be physically and mentally capable of and professionally competent to safely engage in the practice of nursing as determined by the board. The board may not require a person to have a baccalaureate degree in nursing as a prerequisite for licensure.
- I must pass an examination in such subjects as the board may determine and be granted a license to practice as a Registered Nurse in order to use the title "Registered Nurse" of "RN".

I have read the preceding information and understand the content of the statements. The successful completion of the pre-licensure Associate or Baccalaureate Degree nursing program at Purdue University North Central is not meant to imply that I will be allowed to take the Licensure by Examination (NCLEX-RN). The Indiana State Board of Nursing has responsibility and authority to review and respond to felony or misdemeanor convictions.

Student Name: (please print clearly) _____

Signature: _____

Department of Nursing Representative Name: _____

Signature: _____

Date: _____

Reviewed 8/09

Revised 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Release of Information Signature Form

I, _____, hereby authorize Purdue University North Central, with whom I have been associated as a student, to furnish the recommendation for employment, which will verify the data I indicated on my employment application.

I have been informed that the Family Educational Rights and Privacy Act (FERPA) extends to students the right to inspect recommendations. The law also permits the student to sign a waiver relinquishing their right to inspect recommendations.

PLEASE INITIAL YOUR OPTION

_____ I have chosen to WAIVE the right to inspect this recommendation.

_____ I have chosen to REVIEW this recommendation before submitting to my prospective employer.

Copies of this release will serve as a valid document for future inquiries unless otherwise requested in writing by this student.

Signature of Student

Address

Student PUID #

Date

Adopted 2/3/86
Rev. 10/96, 5/05
Reviewed: 1/08, 8/11

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Nurse Pack/Tote Policy Signature Form

The Nursing Program of Purdue University North Central requires each entry level student to purchase a nurse pack and nurse tote, which are a combination of necessary learning supplies. The purpose of the nurse pack and note tote is to provide each student with their own materials so the equipment is readily available for practicing commonly performed nursing procedures.

You will be expected to bring into class certain items from the pack, such as the foley catheter set, for instruction on its proper usage.

Purchase of the nurse pack and tote is mandatory for each student. Sharing will not be permitted.

The equipment is for practice purposes only and is not to be used on human subjects.

Nurse packs and nurse totes must be purchased at the North Central Campus Shop bookstore, located on campus. They can be purchased with your textbooks.

I have read and understand the above information concerning purchase/usage of the nurse pack and nurse tote.

Student

Date

**PURDUE UNIVERSITY North Central
DEPARTMENT OF NURSING**

Personal Disclosure Form for Students

Date Submitted: _____

Student's Name Printed: _____

Student's Signature: _____

Students are required to complete an Adult Criminal History Background Check and urine Drug Screen prior to the start of practicum experiences and annually thereafter. These reports must be uploaded to the Magnus Health Portal by the student.

Students who answer "yes" to any of the following questions are required to complete and submit this form to the Department of Nursing Chair within ***5 business days of the incident or prior to next practicum day*** (whichever comes first). Failure to provide accurate and truthful responses will subject the student to possible removal from practicum experiences. Affirmative responses/ violations will be forwarded to the clinical agency representative for review.

1. Have you, the student since the most recently submitted Adult Criminal History Background Report
 - been charged with a crime,
 - or pleaded not guilty
 - or pleaded guilty, "no contest"
 - or been convicted of a crime
 - or violated parole

YES___ NO ___

2. Have you (the student)
 - Tested positive for a drug or controlled substance (other than those drugs obtained legally and legitimately).

YES___ NO ___

If YES, name the crime or parole violation, the name of the court and any sentence or punishment. (A "YES" answer is not an automatic bar to continued practicum but must be reviewed.)

EPA

Created: 4/10

Approved by DON:

Reviewed 8/11

Purdue University North Central – Department of Nursing

Student Evaluation and Performance Improvement Plans (PIP)

Student Name: _____ PNCID#: _____

A student who fails to meet the objectives of a course, is unsuccessful in a required course in the nursing program, demonstrates a pattern of inappropriate behaviors related to class/practicum practice and/ or who demonstrates difficulty with the nursing program, will be referred for a **Performance Improvement Plan (PIP)** by any faculty within the department of nursing. The goal of a PIP is to help ensure the student's success. It will serve as a learning contract between the student and the faculty. The PIP will include the behavior(s) which led to the contract, goals, expected outcomes, strategies and/or interventions to achieve the goals, and related consequences of meeting/not meeting the goals. The student and the nursing faculty will specify a date when they will meet to evaluate the effectiveness of the Performance Improvement Plan. Students who are unable to meet the terms of the contract will be referred to the department's Academic Program Coordinator and if necessary the department's chair. Students who fail a course as a result of their performance in the clinical area may be given a Performance Improvement Plan even though one was not completed earlier in the term.

| | | |
|-------------------------------------|-----------------|---------------------------------------|
| <i>Date:</i> | <i>Advisor:</i> | <i>Plan of Study Change: Yes / No</i> |
| Description of Incident | | |
| | | |
| Performance Improvement Plan | | |
| Strategies and/or interventions: | | |
| | | |
| Expected outcomes/ goal: | | |
| | | |

Faculty _____ *Date* _____

Faculty _____ *Date* _____

Student _____ *Date* _____

Dept. Chair _____ *Date* _____

Approved 5/4/10 Faculty

Revised 8/2011 Faculty

PURDUE UNIVERSITY NORTH CENTRAL
Department of Nursing
Medical Record

Name: _____ DOB: _____ Age: _____ Sex: _____

To be completed by Health Care Provider (DO, MD, NP, or PA):

IMMUNIZATIONS:

| Vaccine | Recommendations in Brief |
|--|---|
| Hepatitis B | Give 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). |
| Measles, Mumps, Rubella (MMR) | For healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. |
| Varicella | For HCP who have no serologic proof of immunity or prior vaccination (chickenpox) give 2 doses of varicella vaccine, 4 weeks apart. |
| Tetanus, Diphtheria, Pertussis (Tdap) | Give a one-time dose of Tdap as soon as feasible to all HCP who have not received Tdap previously. Give Td boosters every 10 years thereafter. |

<http://www.immunize.org/catg.d/p2017.pdf> *Healthcare Personnel Vaccination Recommendations* (CDC).

Tuberculosis (TB): Mantoux Tuberculin Skin Test: Students are required to obtain a two-step TB skin test. If skin test is positive, a chest x-ray or quantiFERON-TB is required within the 3 months prior to entrance into the nursing program and a TB assessment form (APPENDIX) must be completed annually and kept on file in the Department of Nursing office.

- **Step 1 test date/ Results MUST PROVIDE COPY**
- **Step 2 must be done within three weeks of the place date of step 1.**
- **Step 2 test date/ Results: MUST PROVIDE COPY**

Statement of good health: _____
 (Student name)

is in good health, free of communicable diseases, and has no limitations that would restrict the physical/psychological activity required to fulfill course/practicum requirements.

 Signature of Health Care Provider

 Date

This form is to be completed by the Health Care Provider and uploaded by the student to:
Magnus Immunization Health Portal (<http://magnushealth.com/>)

Due Dates: July 1 for Fall Semester December 1 for Spring Semester

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| PURDUE UNIVERSITY NORTH CENTRAL |
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Application for Re-Entry and/or Plan of Study Changes: Nursing Department

This form and a copy of the student's current transcript must be submitted together to the Department of Nursing main office, TECH 357. This can be done through direct contact with the office or by utilizing the drop box that is in the hallway outside TECH 357. Students will be notified once the Enrollment, Progression, and Advising Committee has reached a decision. This notification may be as late as one week prior to the start of the following semester.

1. Name _____
2. PUID # _____
3. Present Address _____
4. Phone _____
5. Semester of Re-Entry Requested:
Spring 20_____ Summer 20_____ Fall 20_____
6. Semester last attended _____
7. Clearly describe the circumstances that contributed to your program interruption.
(Attach separate sheet if needed.)

8. Courses requested on re-entry:

Student Signature

Date

FOR OFFICE USE ONLY:

Date received _____

Re-Entry decision:

Approved _____

Denied _____

GPA _____

Rank _____

Action Date _____

Department Chair

Enrollment, Progression, and Advising Chair

Comments/Recommendations: