

PURDUE UNIVERSITY NORTH CENTRAL

DEPARTMENT OF NURSING

2009-2010

**UNDERGRADUATE
NURSING STUDENT MANUAL**

SUPPLEMENT TO THE PNC STUDENT HANDBOOK “CONNECTIONS”

<http://www.pnc.edu/sa/connections.html>

Updated August 2009

Welcome

You are about to embark on a most exciting journey. The Department of Nursing faculty and staff thank you for choosing Purdue North Central to guide you on this trip!

Within the pages of the following Nursing Student Manual the reader will find information that will be both useful and necessary to navigate the journey you have chosen.

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

Development of this Nursing Student Manual is the responsibility of the Department of Nursing Admissions, Progression, and Advising Committee, with input from the Department of Nursing Chair and faculty. Revisions to the Nursing Student Manual will be communicated to students via PNC email or on the “I” drive under “Nursing_Program”. It is the student’s responsibility to **frequently check their PNC email** or the “I” drive for information and updates that pertain to the program. Students are expected to have a current copy of the manual and check for updates throughout their enrollment in the program.

The Nursing Student Manual's Acknowledgement Signature Form in Appendix A must be completed and submitted by each student. This signature form is completed during NUR 123/223 and 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

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

- Communicate clearly and cogently in written, oral, interpersonal and collaborative forms
- Use quantitative and analytical reasoning; use problem solving and critical thinking techniques; approach problems using methods of inquiry appropriate to the discipline
- Have a working and functional knowledge within the area of computer technology, especially as it relates to communication skills, reasoning skills, problem solving/critical thinking skills and methods of inquiry
- Furthermore, as a result of the general education curricular component at Purdue University North Central, a student shall have had the opportunity to acquire the appropriate skills, knowledge, and competencies to:
 - Understand and recognize the significance of human interactions and cultural diversities
 - Understand and recognize the significance of the historical, contemporary, political, cultural and artistic events that have shaped cultures and societies
 - Understand and recognize the significance of moral and ethical values in the decision making process.

**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** 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** 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.

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.

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

DEPARTMENT OF NURSING GENERAL INFORMATION

▪ NURSING OFFICE HOURS

Monday – Friday 8:30 AM –5:00 PM

The Nursing Office is closed on:

1. Weekends
2. Official University holidays/closures
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
 800-872-1231, ext. 5226 (Inside Indiana only)

▪ FACULTY OFFICE HOURS

Faculty office hours are posted on their bulletin boards located by their office door and are also found in their course syllabi. Faculty members are generally available during these times during the regular semester and at other times by appointment. **Faculty members are not on campus over scheduled semester breaks/holidays, over the summer, or weekends.**

▪ ACADEMIC ADVISING

Information regarding your academic advisor is communicated in your admission letter from Enrollment Services and the Department of Nursing. 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 is required 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 required to check their PNC email frequently (see Progression and Registration Policy.)

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

- CLASS ATTENDANCE

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

Students are expected to be present for every meeting of the classes in which they are enrolled. All matters relative to attendance, including making up of work missed, 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 of their classes regarding their policy for handling absences. Students who fail to meet their class engagements satisfactorily may be denied credit for activities missed. The instructor will be responsible for counseling with the student whose absences endanger academic performance.

A problem of excessive absences may be referred to the Dean of Students by either the instructor or the student if further information is needed or if either feels that further discussion would resolve the problem. Instructors obtaining information concerning the absence of a student due to personal factors are requested to report such knowledge at once to the Dean of Students. 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 Dean of Students for appropriate action. If a student becomes seriously delinquent in attendance, the student may be dropped from the course by the Committee on Scholastic Delinquencies and Readmissions.

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/bandc/isbn/>

- UNIVERSITY STUDENT CONDUCT AND DISCIPLINE INFORMATION

- Information can be obtained at <http://www.pnc.edu/sa/cdepart.html>

- UNIVERSITY GRADE APPEALS POLICY

- Information can be obtained at <http://www.pnc.edu/cd/Policy/appeals.html>

**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 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 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
Associate of Science Degree Program (AS)
Fall 2008 Admissions**

SEMESTER 1

<u>Course</u>	<u>Cr.</u>	<u>Cl.</u>	<u>Lab</u>
BIOL 213 Human Anatomy & Physiology	4	3	2
CHEM 119 General Chemistry	3	2	2
PCTX 201 Introduction to Pharmacology	3	3	0
NUR 123 Nursing Foundations	5	3	2
NUR 219 Health Assessment	3	2	1

Total Credit Hours 18

SEMESTER 3

ENG 101 English Composition I	3	3	0
PSY 120 Elementary Psychology	3	3	0
NUR 201 Pathophysiology for Nursing Practice	3	3	0
NUR 232 Nursing Care of Infants, Children & Adolescents	3	2	1
NUR 233 Nursing Care of Adults	4	2	2

Total Credit Hours 16

TOTAL AS CREDIT HOURS 66
TOTAL NURSING CREDIT HOURS 36
TOTAL NON-NURSING CREDIT HOURS 30

SEMESTER 2

<u>Course</u>	<u>Cr.</u>	<u>Cl.</u>	<u>Lab</u>
BIOL 214 Human Anatomy & Physiology	4	3	2
BIOL 221 Introduction to Microbiology	4	3	2
NUR 107 Intro to Prof. Nursing	3	3	0
NUR 218 Human Development and Health Promotion	3	3	0
NUR 231 Nursing Care of Developing Families	3	2	1

Total Credit Hours 17

SEMESTER 4

F & N 303 Essentials of Nutrition	3	3	0
SOC 100 Introductory Sociology	3	3	0
NUR 234 Psychosocial Nursing Care	3	2	1
NUR 237 Nursing Synthesis	6	2	4

Total Credit Hours 15

**Purdue University North Central
Traditional BS Nursing Program of Study (BS)
Fall 2008 Admissions**

SEMESTER 1

<u>Course</u>	<u>Cr.</u>	<u>Cl.</u>	<u>Lab.</u>
BIOL 213 Human Anatomy & Physiology	4	3	2
CHEM 119 General Chemistry	3	2	2
ENGLISH 101 English Composition I	3	3	0
Psychology 120 Elementary Psychology	3	3	0
NUR 107 Introduction to Professional Nursing	3	3	0
Total Credit Hours	16		

SEMESTER 2

<u>Course</u>	<u>Cr.</u>	<u>Cl.</u>	<u>Lab.</u>
BIOL 214 Human Anatomy & Physiology	4	3	2
BIOL 221 Introduction to Microbiology	4	3	2
ENGLISH 102 English Composition II	3	3	0
Elective MA 152/153 Algebra & Trigonometry	3	3	0
NUR 218 Human Development and Health Promotion	3	3	0
Total Credit Hours	17		

SEMESTER 3

PCTX 201 Introductory Pharmacology	3	3	0
SOCIOLOGY 100 Introductory Sociology	3	3	0
NUR 223 Foundations of Nursing Practice	5	3	2
NUR 219 Health Assessment	3	2	1
NUR 347 Nursing Theory & Research I	3	3	0
Total Credit Hours		17	

SEMESTER 4

Statistics Course Elementary Statistical Methods	3	3	0
F & N 303 Essentials of Nutrition	3	3	0
NUR 204 Psychosocial Health Nursing	4	4	1
NUR 201 Pathophysiology for Nursing Practice	3	3	0
NUR 357 Nursing Theory & Research II	3	3	0
Total Credit Hours	16		

Purdue University North Central Traditional BS Nursing Program of Study

SEMESTER 5

<u>Course</u>	<u>Cr.</u>	<u>Cl.</u>	<u>Lab.</u>
ELECTIVE C & IT 107(Computer Literacy)	3	3	0
NUR 333 Adult Health Nursing I	5	3	2
NUR 335 Women and Newborn Health Nursing	4	3	1
NUR 349 The Health Care System in the US	3	3	0

Total Credit Hours 15

SEMESTER 6

<u>Course</u>	<u>Cr.</u>	<u>Cl.</u>	<u>Lab.</u>
Communication Selective	3	3	0
NUR 443 Adult Health Nursing II	5	3	2
NUR 395 Children's Health Nursing	4	3	1
NUR 389 Family Health Nursing	3	3	0

Total Credit Hours 15

SEMESTER 7

NUR 421 Community Health Nursing	5	3	2
NUR 493 Advanced Adult Health Nursing	5	3	2
NUR 353 Health Care Informatics	3	3	0

Total Credit Hours 13

SEMESTER 8

Humanities Selective	3	3	0
Philosophy Selective	3	3	0
NUR 438 Nursing Management and Leadership	3	3	0
NUR 495 Baccalaureate Nursing Capstone	4	4	0

Total Credit Hours 13

TOTAL BS CREDIT HOURS	122
TOTAL NURSING CREDIT HOURS	71
TOTAL NON-NURSING CREDIT HOURS	51

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 2006-2008 General Catalog or <http://www.pnc.edu/financialaid/> for further information.) Award and scholarships are available to qualified nursing students at PNC based on eligibility and availability of funds. Application can be obtained from the Purdue North Central home page, the nursing department's website, the nursing office, or the Financial Aid Office, if applicable. When additional scholarship information is received from outside sources, it will be posted on the nursing bulletin board. Financial Aid Forms (FAFSA) may be required for some scholarships. The deadline for applications is April 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.bhpr.hrsa.gov/nursing/loanrepay.htm>. It may not be advisable to consolidate loans related to your nursing education. Please refer to the guidelines listed at the NELRP site. Additional information can be obtained at callcenter@hrsa.gov or by calling 1-877-464-4772.

PURDUE UNIVERSITY NORTH CENTRAL NURSING SCHOLARSHIPS

Submit complete applications only. The form is available in the nursing office. If the 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".

The following award and scholarships are currently available. To be considered, a nursing student must provide all the information required on the Nursing Scholarship Application Form available in the Nursing Office. The deadline for submitting applications is April 1st.

NURSING SCHOLARSHIPS

Pat Daly Memorial Scholarship (Annual)

Criteria:

1. Must be a nursing major at PNC.
2. Student must be sophomore standing or above.
3. Student must express intent to receive an associate or bachelor degree in nursing at PNC.
4. The student must have a minimum of a 2.0 GPA.

Robert Carr Scholarship (Annual)

Criteria:

1. Undergraduate nursing student
2. Grade point average of 3.0 or better.
3. Demonstrates financial need.
4. Must have filed a FAFSA .

Ruth Mitnick Memorial Scholarship (Annual)

Criteria:

1. Sophomore student in nursing.
2. Graduate of a Michigan City high school or
3. Reside in the area served by the Michigan City Area school corporation.
4. Demonstrate scholarship ability.

5. Demonstrates financial need.
6. Must have filed a FAFSA.

Patrick J. & Jacqueline E. Mulchay Scholarship

Criteria:

1. Undergraduate nursing student
2. GPA of 3.0 or higher
3. Student may receive this scholarship one year only.

Dorothy Verdos Scholarship

Criteria:

1. Be a LaPorte County resident.
2. Must be able to attend the luncheon meeting of GFWC/IFC Women's Study Club.

Lucille I. and Gayle T. Bluhm Scholarship

Criteria:

- A. Associate Nursing Students:
 1. Enrolled in the AS nursing program.
 2. GPA of 2.5 or higher.
- B. Baccalaureate Nursing Students:
 1. Enrolled in the Baccalaureate Nursing program.
 2. GPA of 2.5 or higher.

Duneland Health Council Scholarship (Tentative)

Criteria:

- A. Associate Nursing Students:
 1. Enrolled in the AS nursing program
 2. Enrollment minimum: 11 credit hours
 3. Resident of Michigan City or LaPorte (Northern LaPorte County)
 4. GPA of 3.0 or greater
- B. Baccalaureate Nursing Students:
 1. Enrolled in the BS nursing program
 2. Enrollment minimum: 6 credit hours
 3. Resident of Michigan City or LaPorte (Northern LaPorte County)
 4. GPA of 3.0 or greater

AWARDS

Founders' Award for Excellence in Nursing (Annual)

Application and criteria are available in the nursing office.

Criteria:

1. Complete the requirements for the PNC A.S. degree in nursing during the current academic year.
2. Earn a minimum cumulative grade point average of 3.5
3. Demonstrate commitment to excellence in nursing.

Application Requirements:

1. Complete the application form.
2. Submit a copy of a current Purdue University transcript.
3. Obtain references from at least three nursing professionals with a minimum of two being faculty members.
4. Provide documents supporting a commitment to excellence in nursing (i.e., acceptance or enrollment in an upper division nursing program, participation in university or community activities, examples of scholarly work such as term papers, class presentations, or attendance at professional conferences).

Implementation:

1. Submit application and supportive materials to the nursing office by the deadline of March 15.
2. The recipient of the award will be selected by the members of the Nursing Scholarship Committee with the members of the committee excluded from providing references. The Committee will order the check from the Bursar's Office and also notify Financial Aid of the name of the recipient.

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Student Participation in Department of Nursing Committees

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

- Admissions, Progression, and Advising Committee
- Curriculum and 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 three 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. Meetings are usually held the first Monday of the month from 11 AM to 12 noon in LSF 60. Announcements will be posted on the bulletin board in the hall close to TECH 301.

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Employment Recommendation Policy

A Release of Information Signature Form (Appendix A) 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 B) 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, 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

**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 clinical and the Bachelor Degree practicum.

1. Nursing students must maintain a 2.00 cumulative GPA throughout their enrollment in the Nursing Program.
 - All required courses in the Nursing Curriculum must be passed with a minimum grade of “C”.
 - Any grade in the Nursing Curriculum below “C” is considered unsatisfactory.
2. 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.
 - A second grade below “C” in any NUR course will result in dismissal from the nursing program.
 - See Department of Nursing Dismissal Policy.
3. 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 the six consecutive semester completion requirement for the AS program.
 - Students need to comply with the nine consecutive semester completion requirement for the BS Nursing Program.
4. Bachelor Degree students are encouraged to complete the RN-BS program within eight semesters.
5. A maximum of no more than one (1) approved clinical absence is permitted in NUR 219, NUR 231, NUR 232 and NUR 234. A maximum of no more than two (2) clinical absences are permitted for NUR 123, NUR 233, and NUR 237.
6. All Associate Degree program Clinical Required Documents (CPR, TB, liability, Adult Criminal History and drug screen) must be kept current.
 - If an expiration occurs during the semester, the update must be **ON FILE** in the Department of Nursing office **PRIOR** to the expiration date
 - If an expiration occurs between semesters it is the responsibility of the student to see that all information is current and **ON FILE** in the Department of Nursing office **BY** the first class day of the scheduled clinical/practicum course of the next semester.
 - Any student who does not maintain the ongoing currency of their CPR, liability, TB, Adult Criminal History and drug screen will be administratively dropped from the program.
7. All Bachelor Degree program Clinical Required Documents (CPR, TB, liability, Adult Criminal History and drug screen, and RN license) must be kept current.
 - If an expiration occurs during the semester, the update must be in the Department of Nursing office **PRIOR** to the expiration date
 - If an expiration occurs during break or summer, the update must be in the Department of Nursing office **BY** the first day of class the following semester
 - Any student who does not maintain the ongoing currency of their CPR, liability, TB, Adult Criminal History and drug screen, and RN license will be administratively dropped from the program.

8. Each Associate Degree 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. Students in the Associate Degree program can alter the order of the required **non-nursing courses** as long as pre- and co-requisites are met.
 - *All changes to the POS are approved with the understanding that enrollment in future clinical courses and in regular courses where space is an issue, will be made on a space available basis.*
 - The student who **receives a grade below “C” or withdraws** from a NUR course must schedule an appointment IMMEDIATELY with the Department advisor, Connie Fianza, to revise the POS
 - The student will follow the revised POS
 - Students who do not follow their POS when registering will be dropped by the advisor from all registered **nursing** courses
9. Each Bachelor Degree student has a Plan of Study developed on admission to the program and provided to the student.
10. In the event of a **clinical nursing course failure**, registration adjustments for the next semester will be made by the Department of Nursing Chair and Enrollment, Progression, and Advising Committee.
 - If space is limited, the student’s GPA will determine who will get the space in the clinical class
 - If students cannot get a clinical nursing course because of limited space, they will be placed on a waiting list
 - **The student is responsible to provide current phone numbers and e-mails. If the Department is unable to reach a student, the next student on the list will be contacted until the space is filled.**
11. Any Associate Degree student **not enrolled in a clinical nursing course for one semester** for any reason MUST file an **Application for Re-entry to the Nursing Program** with the Nursing Office. This does not apply to RN-BS Degree students.
12. 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, **revised 6/08**

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Dismissal Policy

A student will be dismissed from the Nursing Program when there is lack of progress toward the degree. 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 required for both nursing (NUR) and non-nursing courses, including 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. A second attainment of a grade below a "C" in any NUR course will result in dismissal from the Nursing Program.
3. A second withdrawal from the same NUR course will result in dismissal from the AS program.
 - a. A student may withdraw one time only from any NUR course.
 - b. For example, a student withdraws from NUR 123. If the student withdraws a second time from NUR 123 the student will be dismissed from the AS program.
4. Failure to comply with the six semester completion requirement for the AS program.
5. Failure to earn a grade of C (2.0) or better in any three required non-NUR courses on the second attempt (BIOL 213, 214, 221; CHM 119; PCTX 201, ENG 101, F&N 303, SOC 100, PSY 120, Electives, CPT 107, MA 152 or MA 153, ENGL 102, STAT 301).
6. Failure to comply with the PNC Student Conduct and Discipline requirements (<http://www.pnc.edu/cd/policy/conduct.html>).
7. 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 (Code of Ethics available in Fundamentals textbook). The Code of Ethics is available for purchase at [Nursing World | Nurses Online Bookstore: Code of Ethics](#).
8. Receipt of three (3) Violation of Nursing Standards (VNS) in one clinical nursing course (see VNS Policy).
9. Receipt of a single VNS for an incident that produced serious actual and/or potential harm to a client.
10. Failure to maintain compliance with the [Clinical Required Document Policy](#).

11/01

Rev 5/03, 8/04, 5/05, 8/09

**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

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Nursing Standards Policy**

Adherence to nursing standards is required of all students in all campus and clinical laboratories.

Faculty Identified Nursing Standards:

Department of Nursing faculty have identified Nursing Standards that support safe and/or responsible practice. Safe and responsible practice is broadly defined by the Nursing Faculty to include, but is not limited to:

- I. Provider of Care:
 - A. Performance of safe nursing practice
 1. Prepares for assigned clinical practice, as required by course
 2. Reviews current client data base, orders, and plans of care before implementing care
 3. Verifies client's identity before implementing care
 4. Bases care on scientific rationale and individual client need
 5. Prevents physical and emotional harm of clients
 6. Prevents client from harming self or others
 7. Teaches client safety measures
 8. Administers medications and treatments as ordered
 - B. Responds appropriately in emergencies and crisis situations
 1. Recognizes emergency situations promptly
 2. Calls for appropriate help, using agency guidelines
 3. Takes appropriate action
 4. Uses correct equipment
 - C. Fulfills responsibilities promptly and completely
 1. Identifies any instance when responsibilities exceed preparation and/or experience
 2. Requests assistance from appropriate person(s) to meet responsibilities
- II. Manager of Care:
 - A. Maintains safety of environment
 1. Assesses environment for actual and potential hazards
 2. Reports environmental hazards to proper authorities
 3. Implements infection control measures, i.e., handwashing, gloving, etc.
 - B. Informs faculty and/or designated staff member of client care activities
 1. Validates plan of care
 2. Obtains assistance as needed
 3. Reports significant data promptly
 4. Reports on and off duty
- III. Member Within the Discipline of Nursing:
 - A. Demonstrates competencies from previous learning
 - B. Recognizes and reports omissions, errors and accidents involving self or others
 1. Questions orders when indicated
 2. Shares observations promptly with designated persons
 3. Takes corrective action to protect client
 - C. Protects client's right to confidentiality
 1. Refers to clients only by initials in all written work that leaves the agency
 2. Limits discussion of client to professionals involved in the client's care
 - D. Demonstrates accountability for personal and professional actions
 1. Informs instructor of unavoidable absence or tardiness in advance of clinical assignment
 2. Exercises reasonable judgment in regard to personal health status, i.e., gets sufficient rest, adequate nutrition, refrains from use of prescribed or nonprescribed substances that may impair function, recognizes physical and mental health problems that may impair function, obtains professional help to resolve recognized physical and/or mental health problems*
 3. Maintains current: CPR certification, immunizations, TB test, liability insurance, limited adult criminal history information and drug screen, and RN license (if applicable).
 4. Conforms to the dress code requirements for the clinical/practicum course.

*The faculty reserves the right to require additional physical or psychiatric assessments by a health professional during the academic year if deemed necessary Reviewed 1/08

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Violation of Nursing Standards (VNS) Policy

Student behavior identified by the clinical instructor as a violation of the faculty identified Nursing Standards will result in the following action:

1. The student will be given verbal notice by the clinical instructor at the time of the unsafe/irresponsible incident whenever possible. Written notice will be given by the clinical/practicum instructor within one week of the incident. This notice must include a description of the incident and citation of the behaviors observed.
2. A hearing to review the charge of violation of nursing standards will be scheduled within one (1) week after verbal notification is issued. 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

**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**

General Clinical/Practicum Information

UNIFORM REQUIREMENTS:

1. The school uniform is the Dickies® 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, flare leg, or wide leg pants allowed. Any number of pockets is allowed on both the tops and bottoms. All students must purchase a white lab coat. The lab coat may be medium or long length and any style the student prefers. Students are to look professional and have scrubs that fit appropriately. Students with special size needs should be certain that sufficient time is allowed to order the scrubs before clinical courses begin.
2. No scrub warm-up jackets, hoodies, or sweaters may be worn over the uniform scrub top during clinical. Students may wear a solid white or black long-sleeve turtleneck or t-shirt under the scrub top for warmth or to cover tattoos.
3. 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.
4. White shoes with soft soles are to be worn. 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 and white.
5. White hose or socks are to be worn with the uniform.

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 pair 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.

DRESS CODE WHEN NOT IN UNIFORM AND WHEN REPRESENTING PNC OFF CAMPUS:

1. Follow "Personal Appearance Requirements" as listed above.
2. A solid white short or long sleeved shirt with collar is required. A solid white collared shirt with a small Purdue logo is acceptable.
3. 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.
4. 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.
5. A white lab coat with the Purdue University patch and PNC Nursing Student photo ID must be worn.

*Note: 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. Please call Audio-visual services at extension 5270 to schedule an appointment during the first week of classes.
2. The initial photo ID will be free, but additional ID's may have a fee attached.
3. The PNC photo ID is required for participation in campus and clinical/practicum activities.

NURSE PACKS (NUR 119) AND NURSE TOTE (NUR 123):

Each Associate Degree student is required to purchase a nurse pack and nurse tote from the campus bookstore. This is a carrying case with supplies, such as a Foley catheter set, that each student will use for instructional/learning purposes throughout the program. This will allow each student more "hands on" learning experience and can be taken home for individualized practice.

SUPPLIES ARE FOR PRACTICE PURPOSES ONLY AND NOT TO BE USED ON HUMAN SUBJECTS.

ADDITIONAL REQUIRED SUPPLIES:

1. Wristwatch with sweep second hand or continuous second read-out digital watch
2. Stethoscope and blood pressure cuff
3. Bandage scissors, pen light, and safety goggles
4. Writing supplies (black pen, pencil, small notebook)
5. Covered clipboard that closes, one with a calculator would be helpful
6. Photo ID holder

Revised 5/09

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Clinical Required Documents Policy**

Students are required to maintain the following:

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

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 will be administratively dropped from the program.

HEALTH EXAMINATION/CPR CERTIFICATION (AS, BS and RN-BS)

An initial physical examination, results of requested laboratory tests, and evidence of immunizations and CPR certification 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 American Heart Association course for health professionals is necessary to meet the certification requirement. The required information and certification must be completed and received in the Department of Nursing office by July 1st for Fall Semester admissions, by December 1st for Spring Semester admissions. 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.

- Ongoing health requirements include an initial 2-Step TB test (PPD). If the initial test was not negative, the student must have the chest x-ray results (Radiologist Report) on file in the Department of Nursing office. The chest x-ray will need to be repeated every three years, and a completed “Annual TB Assessment” form (available in the nursing office). A routine annual 1-step TB test will be required after completion of the initial 2-step if initial was negative.
- Ongoing CPR requirements are a bi-annual renewal of American Heart Association health care provider.
- All information must be kept current and renewals must be completed and **ON FILE** in the Department of Nursing office **prior** to the expiration of the original.
- In the event a student is not enrolled in a clinical 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 first day of the subsequent semester for which the student is enrolled in a clinical course.
- In the event a student’s TB/CPR expires during the semester it is the responsibility of the student to see that all information is updated and current
- In the event a student’s TB/CPR expires between semesters it is the responsibility of the student to see that all information is current by the first class day of the scheduled clinical/practicum course of the next semester.

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 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.

ADULT CRIMINAL HISTORY CHECK AND DRUG SCREEN

Students enrolled in any clinical/practicum are required to submit a adult criminal history and drug screen **BY** the first day of class (see Adult Criminal History Policy).

LICENSE REQUIREMENT (RN-BS only)

It is the responsibility of the student to provide the Department of Nursing office with a copy of their current Indiana RN license 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.

**1 PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Clinical Required Documents Policy**

Students are required to maintain the following:

Note: “clinical” is used to refer to both the Associate and Bachelor Degree clinical and the RN-BS Bachelor Degree practicum. *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 will be administratively dropped from the program.*

HEALTH EXAMINATION/CPR CERTIFICATION

An initial physical examination, results of requested laboratory tests, results of initial 2-step TB test, and evidence of immunizations and CPR certification 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 American Heart Association course for health professionals is necessary to meet the certification requirement. The required information and certification must be completed and received in the Department of Nursing office by **July 1st for Fall Semester admissions, by December 1st for Spring Semester admissions**. 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.

Ongoing health requirements:

- Annual repeat 1-step TB test (PPD) if initial 2-step TB test results are negative. If there is a lapse in TB testing the 2-step process must be repeated.
- If the initial 2-step TB test is positive, or if subsequent 1-step TB tests results are positive, the student must have current chest x-ray results (Radiologist Report) on file in the Department of Nursing office. The chest x-ray will need to be repeated every three years, and a completed “Annual TB Assessment” form (available in the nursing office).

Ongoing CPR requirements are a bi-annual renewal of American Heart Association health care provider.

All information must be kept current and renewals must be completed and **ON FILE** in the Department of Nursing office **prior** to the expiration of the original.

In the event a student is not enrolled in a clinical course for one or more semesters, it is the responsibility of the student to see that a current TB/CPR is on file **BY July 1st for the Fall Semester and December 1st for Spring Semester** of the subsequent semester for which the student is enrolled in a clinical course.

In the event a student’s TB/CPR expires during the semester it is the responsibility of the student to see that all information is updated and current

In the event a student’s TB/CPR expires between semesters it is the responsibility of the student to see that all information is current by the **BY July 1st for the Fall Semester and December 1st for Spring Semester** of the scheduled clinical/practicum course of the next semester.

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 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.

ADULT CRIMINAL HISTORY CHECK/DRUG SCREEN

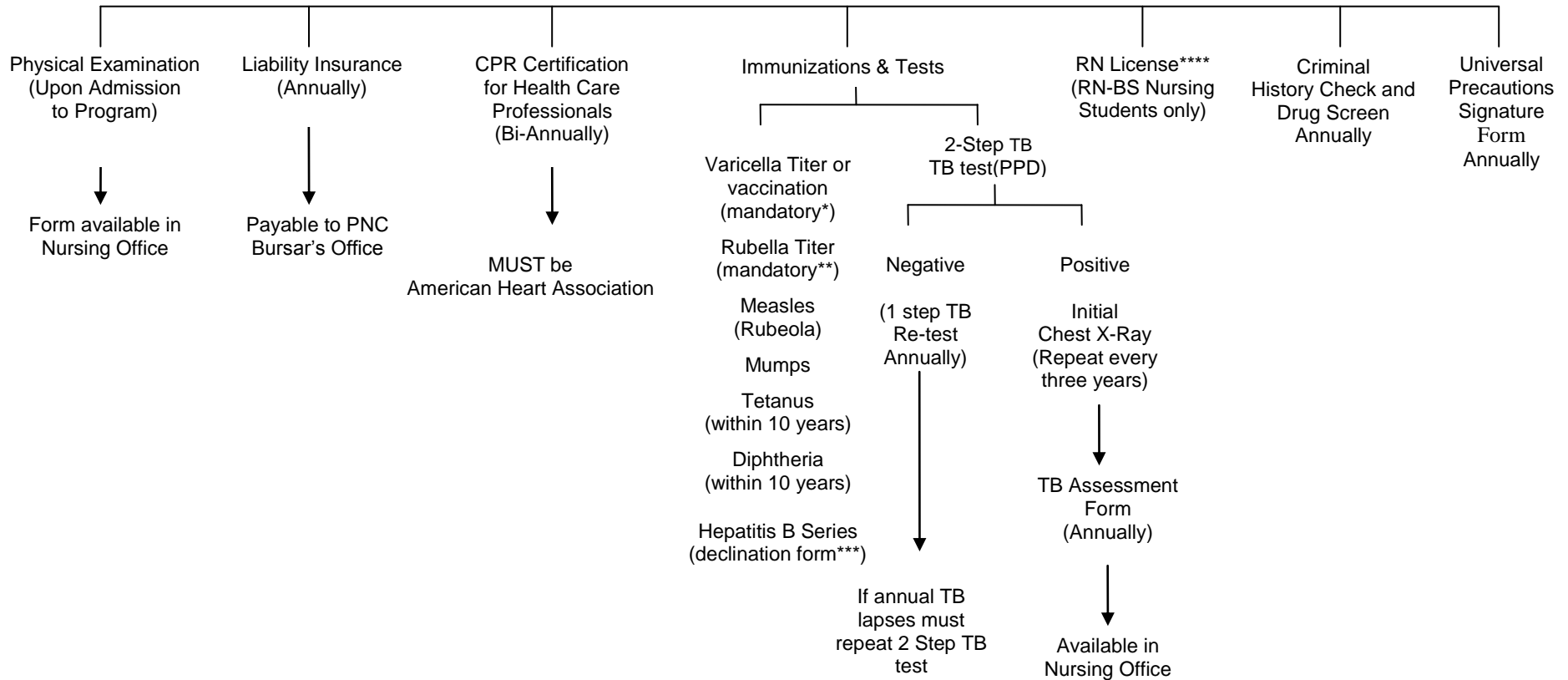
Students enrolled in any clinical/practicum are required to submit an adult criminal history check/drug screen **BY July 1st for the Fall Semester and December 1st for Spring Semester** (see Adult Criminal History Policy).

LICENSE REQUIREMENT (RN-BS only)

It is the responsibility of the student to provide the Department of Nursing office with a copy of their current RN license prior to participation in any practicum course. **BY July 1st for the Fall Semester and December 1st for Spring Semester 2**

Reviewed 08/24/09

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
Required Clinical Documents Flow Sheet**



* Varicella Blood Test or vaccination is Mandatory even if you had Chicken Pox as a child

** You may choose to be revaccinated for Rubella

***Hepatitis B is required unless proof of immunity is documented or Declination Form (Available in the Nursing Office) is completed

****Must have before taking any RN-BS practicum course

IMPORTANT: A copy of actual lab/test results for titers and TB skin test must be turned in with Physical Form

Deadlines: Fall Admission – July 1, Spring Admission – December 1

Revised 8/25/09

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Adult Criminal History and Drug Screen Information Policy

An adult criminal history check, through the Indiana State Police Repository, is required as a prerequisite for students taking a clinical/practicum course in the Nursing Program. This policy is based on state and federal regulations and agency policies which require criminal history checks on persons working with vulnerable populations. Students whose criminal history prohibits them from working with vulnerable populations may be unable to fulfill the criteria of the program; and consequently, would also be unable to complete the degree. In some cases, a criminal record may inhibit the ability to obtain or retain a professional license.

An adult criminal history check and a 10 panel urine drug screen through www.CertifiedBackground.com is required as a prerequisite for students taking a clinical/practicum course in the Nursing Program. This policy is based on state and federal regulations and agency policies which require criminal history checks on persons working with vulnerable populations. Students whose criminal history prohibits them from working with vulnerable populations may be unable to fulfill the criteria of the program; and consequently, would also be unable to complete the degree. In some cases, a criminal record may inhibit the ability to obtain or retain a professional license.

It is the student's responsibility to pay for the criminal history check and Drug Screen

Upon receipt of the Adult Criminal History Report and the Drug Screen results, the document becomes property of the Department of Nursing. Students may view their personal Adult Criminal History Report or Drug Screen and have a copy, but will not be allowed to remove their report from the Department of Nursing.

A person or persons appointed by the Chair will be designated to maintain a file of the Adult Criminal History Report. While information contained in the Adult Criminal History Report is public knowledge, it will only be provided to agencies as directed by state and federal guidelines.

The Adult Criminal History Report is valid for a period of one year from issuance. **This report must to be updated yearly and sent to the Department of Nursing office to be placed in the student file.** The student is responsible to report if a change in criminal history status occurs at any point during the year.

Students may not enter the clinical/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 the Department of Nursing office. Student's progression in the nursing program may be interrupted if any clinical agency does not accept them due to the results of their criminal history report or drug screen results.

Procedure to Request Adult Criminal History Information:

Only criminal history checks from the Indiana State Police will be accepted.

There are two ways in which the student may obtain this report: via US mail or via e-mail

The following links provide access to the necessary forms.

Request for Adult Criminal History Information via US mail:

- <http://www.in.gov/isp/lch/LCHrequest.pdf>

Request for Adult Criminal History Information on-line:

- <https://secure.in.gov/apps/isp/lch/?jsessionid=avVlucc6RY1e>

If using the paper form, please note that results may take three to four weeks to obtain, so plan accordingly. The electronic report results are available immediately. The fee for the paper report is less than half the fee for the electronic report, but time may be the critical deciding factor.

It is the student's responsibility to pay for the criminal history check according to program policy.

The results of the Adult Criminal History Report must be sent directly to:
Purdue North Central
1401 S. US 421
Westville, IN 46391
ATTN: Nursing Department

Upon receipt of the Adult Criminal History Report, the document becomes property of the Department of Nursing. Students may view their personal Limited Adult Criminal History Report and have a copy, but will not be allowed to remove their report.

A person or persons appointed by the Chair will be designated to maintain a file of the Adult Criminal History Report. While information contained in the Adult Criminal History Report is public knowledge, it will only be provided to agencies as directed by state and federal guidelines.

The Adult Criminal History Report is valid for a period of one year from issuance. **This report must to be updated yearly and sent to the Department of Nursing office to be placed in the student file.** The student is responsible to report if a change in criminal history status occurs at any point during the year.

Students may not enter the clinical/practicum setting and may be administratively dropped from the course if they do not have a Adult Criminal History Report on file in the Department of Nursing office.

After receipt of confirmation of completing the criminal background check, the student will be receive the chain of custody form from the Department of Nursing to complete the drug screen portion of the requirement.

If you have any questions about the Adult Criminal History Report, please contact the Central Repository at
(317) 233-5424.

Reviewed 8/09

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

RN-BS Student RN License Policy

It is the responsibility of the RN-BS Nursing student to provide the Department of Nursing office with a copy of their current RN license prior to participation in any practicum course.

- Each student must complete and place on file in the Department of Nursing office the RN-BS Student RN License Signature Form (Appendix A).
- The student will not be allowed to continue progression in the RN-BS program if the license information is not kept current.
- It is the responsibility of the student to notify the Department of Nursing if there is a change in the status of the individuals RN license while enrolled in the program of study.

Reviewed 1/08

AGENCIES CONTRACTED FOR NURSING CLINICAL/PRACTICUM EXPERIENCES (subject to change)

AGENCY	ADDRESS
LaPorte Regional Health System	1007 Lincolnway, LaPorte, IN 46350
Life Care Center of Michigan City	802 E US Hwy. 20, Michigan City, IN 46360
Madison Center	475 N. Niles Ave., South Bend, IN 46617
Memorial Hospital & Health System	615 N. Michigan, South Bend, IN 46601
Methodist Hospitals, Northlake Campus	600 Grant Street, Gary, IN 46460
Methodist Hospitals, Southlake Campus	8701 Broadway, Merrillville, IN 46410
Porter Valparaiso & Portage Hospital Campuses	814 LaPorte Ave, Valparaiso, IN 46383
St. Anthony Memorial Health Centers	310 W. Homer, Michigan City, IN 46360
St. Mary Medical Center	300 W. 61 st Ave., Hobart, IN 46342
Starke Memorial Hospital	102 E. Culver Rd., Knox, IN 46534
Valparaiso Care & Rehabilitation Center	701 Wall Street, Valparaiso, IN 46383
North Shore Health Center	6450 U.S. Hwy. 6, Portage, IN 46368
Duneland Area Schools	Chesterton
HealthLink	Michigan City
LaPorte County Health Department	801 State St. Suite 401A, LaPorte, IN 46350

ASSOCIATE DEGREE PROGRAM CLINICAL ASSIGNMENT PROCESS:

Clinical laboratory assignments in the Associate Degree program are predetermined using a system that is communicated to students via PNC email and postings on the bulletin boards in the hallways by the nursing offices. The advisor will meet with each student and clear the student to register. The student then needs to register on the Web using Banner at the designated time. Any student failing to follow these directions may have their clinical assignment subject to change by the Department. Due to limited spaces and facilities, students may not always be able to enroll in their first choice. In addition, the student's preferred clinical selection may be changed, based on program needs. Student initiated change of clinical assignments will be considered on an exchange basis. There is a form available in the Nursing Department office to initiate this request. An even exchange request of clinical assignment between two students in the same course prior to start of semester is usually honored; other requests will be reviewed on an individual basis..

RN-BS students will develop individual plans with the faculty in the practicum courses.

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Alternative Clinical Make-up Policy

In keeping with the expectation of students as outlined in the Purdue University North Central General Catalog <http://www.pnc.edu/catalog/enrollment.html> all students are expected to be present for every meeting of the classes and clinical sections in which they are enrolled. For extraordinary reasons (death in the family or serious illnesses) nursing students may be given the privilege of an alternative clinical make-up assignment. An unexcused absence without extraordinary reasons may result in failure of the clinical, and therefore, the course.

When a student misses an on-campus lab, make-up will be determined by the instructor.

An alternative clinical make-up assignment is not required to be completed if a laboratory session is canceled by the University or by the clinical instructor for reasons of inclement weather conditions or faculty illnesses. 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 Violation of Nursing Standards (VNS) will be issued. In the event that a VNS was already issued for the absence, a second VNS will be issued for the deficient assignment. The alternative make-up assignment must be completed satisfactorily to meet the clinical requirements of the course.

Approved 4/86

Revised Approved 2/05

Revised 5/05 1/06

Reviewed 1/08

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Universal 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 Universal Precautions Signature Form (Appendix A) 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 universal precautions at all times in the clinical setting. A student's failure to adhere to universal precautions may result in inability to satisfy the clinical requirement of various nursing courses. Repeated failures by a student to follow universal 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 universal 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 universal precautions and bloodborne pathogens.

Reviewed 1/08

**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 A

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Acknowledgement Signature Form

Please sign and return to the Department of Nursing office, TECH 357.

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

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING**

Universal Precautions Signature Form

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

_____ Associate Degree student:

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

_____ Bachelor Degree student:

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

Signature

Printed Name

Student Identification Number

VERIFICATION OF STUDENT SIGNATURE

Faculty Member's Signature

Date

**PURDUE UNIVERSITY NORTH CENTRAL
DEPARTMENT OF NURSING
AS 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 limited criminal history and drug screen report for clinical experiences. I understand it is my responsibility to obtain and keep on file with the Department of Nursing a copy of my Criminal History 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 Associate 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

PURDUE UNIVERSITY NORTH CENTRAL
Department of Nursing
RN-BS Student RN License Signature Form

It is the responsibility of the student to provide the Department of Nursing office with a copy of their current RN license prior to participation in any practicum course. The student will not be allowed to continue progression if the license information is not kept current.

Read and complete this form prior to signing.

My signature confirms the following statements:

I understand that current Indiana licensure as a Registered Nurse is required prior to beginning a nursing practicum.

I will provide a copy of my current Indiana RN License prior to the start of a nursing practicum course.

I understand that it is in my best interest to take the licensing exam as soon as possible after completing my AS or other RN completion program.

I have read the preceding information and understand the content of the statements. The successful completion of the RN-BS Nursing Program requires that I have current Indiana RN Licensure prior to taking any nursing practicum course. I also understand that I need to have a copy of said license on file in the nursing office prior to the first scheduled class day, and renewals updated as needed.

Student Name: (please print clearly) _____

Signature: _____

Witness: _____

Date: _____

**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 PNC ID Number

Date

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

APPENDIX B

PURDUE UNIVERSITY NORTH CENTRAL - Associate Degree Nursing Program
Performance Evaluation for Employment Recommendation

NAME: _____ DATE OF EVALUATION: _____

PROGRAM LEVEL AT TIME OF FACULTY-STUDENT CONTACT:

- _____ I - Foundations, Assessment and Pharmacology courses completed
 _____ II - Adult Med-Surg, OB, Peds, Psych courses completed/in progress
 _____ III - Advanced Med-Surg course in progress

Anticipated date of program completion: _____

This evaluation is based on student performance competency ratings within the three (3) role components of the associate degree 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:

<u>Provider of Client Care</u>	<u>Competency</u>	<u>Rating</u>
	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	_____
<i>Manager of Client Care</i>	Organizes activities logically	_____
	Establishes priority of client care	_____
	Delegates responsibility properly	_____
	Provides for continuity of care	_____
	Recognizes self limitations	_____
	Utilizes measures to control costs	_____
<i>Member Within the Discipline of Nursing</i>	Demonstrates personal accountability	_____
	Maintains legal/ethical standards	_____
	Works cooperatively with others	_____
	Takes action to meet own learning needs	_____
	Initiates measures to improve own practice	_____
<i>Personal Characteristics Related to Employment</i>	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

PURDUE UNIVERSITY NORTH CENTRAL

Department of Nursing

Guidelines for Nursing Resource Center

General Information

The Nursing Resource Center 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 clinical 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. A list of Nursing Resource Center holdings is accessible in the Coordinator’s office, the nursing office, and the Nursing Resource Center. 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 Resource Center, sign out policies, faculty use of the Resource Center, 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.

General Guidelines

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 Nursing Resource Center, as long as you clean up after yourself.
3. Plastic water bottles with sport caps are permitted in the Skills and Assessment labs.
4. NO EATING OR DRINKING is allowed in the Media lab, Tech 355.
5. Valuables are not to be brought to the Resource Center as the Nursing Department will assume no responsibility for the loss of personal items.
6. Each area within the NRC will be secured unless attended by Faculty or the Nursing Resource Center Coordinator.
7. Students entering the NRC for practice, remediation, or use of the Media lab will sign-in and include the date, time, course name, instructor, and activity.
8. Fluids are not to be instilled in models unless instructed to do so by Faculty or the NRC Coordinator.
9. Behavior expected of professional nursing students is to be demonstrated while in the Nursing Resource Center.

(JULY 2000)

Orientation to Nursing Resource Center

Welcome! Congratulations on your admission to the Nursing Program at Purdue University North Central. The Nursing Resource Center (NRC) is an integral part of your nursing education and is available to allow for review and practice of skills needed as a student and licensed practitioner. It is the site for nursing resources including mannequins, equipment, supplies, all form of multimedia, and reference books.

The Nursing Resource Center is available for independent practice, as a prescriptive referral by a Faculty member, or as a scheduled supervised practice session with the Nursing Resource 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 Nursing Resource Center is open part time. Secondly, throughout the semester Faculty preschedule the NRC for campus labs. On these days student access to the skill practice areas is limited (although the Media Center is available). 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.

March 1997

Revised: January 2008

Kim Summers, RN.

Nursing Resource Center Coordinator