2018-2019
Student Handbook

HENDERSON CAMPUS (BSN, ABSN, RN-

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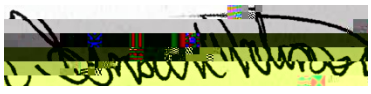
Letter from the Dean, College of Nursing

Dear Nursing Student:

On behalf of



Nursing Faculty

Marife C. Aczon-Armstrong, PhD, MSN, MSCP, CCM, RN-BC (2017)
Henderson Assistant Professor
B.S.N., Hawaii Pacific University 1997
M.S.C.P., Chaminade University of Honolulu 2003
M.S.N., University of Hawai'i at Manoa 2007
Ph.D., University of Hawai'i at Manoa 2010

Jo Andrews-Alexander, MSHA, MSN, RN (2010)
Assistant Professor
B.S.N., University of Washington, Seattle 1991
M.S.H.A., University of St. Francis 2002
M.S.N., University of Phoenix 2014

Augusta Arato, MSN, RN (2013)
Assistant Professor
B.S.N., University of Missouri 1990
M.S.N., University of Missouri 1994

Cathryn Barber, MSN, RN (2012)
Assistant Professor
B.S.N., University of Phoenix 2007
M.S.N., University of Phoenix 2009

Rowena Bermundo, MN, RN (2014)
Assistant Professor
M.N., Angeles University Foundation 2004
B.S.N., University of Santo Tomas 1991

Nancy Miller -Bryan, MSN, RN, APN (2007)
Assistant Professor
B.S.N., University of Nevada, Las Vegas 1982
M.S.N./A.P.N., Syracuse University 2002

Federico Calixtro, MSN, DNP, RN (2013)
Assistant Professor
B.S.N., University of the East Ramon Magsaysay Memorial Medical Center 1986
M.S.N., University of Phoenix 2002
Ed.S., Nova Southeastern University 2009
D.N.P., Touro University Nevada 2016

Jerry Carley, MSN, MA, RN, CNE (2007)
Assistant Professor
B.S.N., University of Wyoming 1977
M.A. Management, Webster University 1984
M.S.N., Walden University 2006

Robert Fox, BSN,MSN/Ed., RN (2015)
Assistant Professor
B.S.N., Troy State University 1988 M.S.N.,
University of Phoenix 2009
Ph.D., (in progress) University of Hawaii at
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Bethany Hayward, MSN-L, RN, CEN (2017)
Assistant Professor
B.S.N., Grand Canyon University 2009
M.S.N., Grand Canyon University 2012
A.S., Boswell/Mesa Community College School of
Nursing 2005

Kori Hunt, MSN, RN (2015)
Assistant Professor
A.S.N., Ricks

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Non-discrimination Policy

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Accommodation

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Financial Responsibilities

Students must fulfill their financial responsibilities to the University in order to remain enrolled in the program. Please see the policy in the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Account for Student Indemnification

The State of Nevada has a bond program to reimburse defrauded students. NRS 394.553 Account for Student Indemnification
The Commission on Postsecondary Education maintains a tuition indemnification fund that may be used to refund students in the event of a school's closure. Please contact: Nevada Commission on Postsecondary Education; 8778 South Maryland Parkway, Suite 115, Las Vegas, NV 89123; Telephone (702) 486-7330; Fax (708) 486-7340 for information concerning the fund.

The State of Utah does not reimburse defrauded students.

Evaluation of Prior Credit for VA Students

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

F1 Visa Students

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Privacy Rights

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Emails

Students must check their Roseman email on a daily basis. Roseman University and the College of Nursing use the student's Roseman email as the primary method of communication. Refer to the Computer and Network Acceptable Use Policy on the Roseman website: Computer and Network Acceptable Use Policy

Recording

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Latex Allergy Policy

For the complete Latex Allergy Policy, please Latex Allergy Policy

Facilities

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Student Intercampus Transfer Policy

A student may request to transfer from the South Jordan Campus to the Henderson Campus or from the Henderson Campus to the South Jordan Campus. The student's request will be considered on a first come, first serve basis, determined by the availability of clinical EMC /P <</MCID 4 >>BDC j 0.27 0 Td (

Goals

Guided by the core values, the goals of the College of Nursing are to:

- Present a curriculum that provides students with knowledge, skills, and competency to perform 0 T.481j 0.49

Nurses work within the context of an individual's situation to assist him/her to meet an optimal level of well-being. Ideally, health reflects an optimal level of well-being in biological, psychosocial, cultural, and spiritual dimensions. The optimal level of health is achieved through education and health promotion across the lifespan.

Person

Each person is a biopsychosocial being with unique values, beliefs, intellect, cultural, spiritual, and physical makeup. Individuals are complex beings who self-define their optimal health and seek and accept nursing care based on those needs. The client may be an individual, a family, a community or a society that possesses unique and dynamic healthcare needs.

Environment

The environment is a complex set of numerous interacting external and internal factors that influence and are influenced by, health and health care. This encompasses the broadest definitions of biological, social, and physical characteristics, and is a dynamic influence in health status.
The environment has the potential to impact the biopsychosocial well-being of the individual, the family, the community or the society.

Caring

The essence of nursing is caring. Caring transcends, is communicated and incorporated in all aspects of nursing.

College of Nursing Conceptual Framework

Progression Outcomes as Related to Role Specific Competencies

Role Specific Competencies	Progression One NURS 3003-304.1 (Courses 1-5)	Progression Two NURS 3054-415 (Courses 6-15 & RN-BSN)
Clinical Reasoning	Combine a knowledge base in nursing and health care with critical thinking to promote health, prevent illness, and provide individualized care.	Apply critical thinking skills and evidence based practice for effective problem solving and decision-making in order to meet diverse healthcare needs.
Teaching/ Learning	Use principles of teaching and learning to identify learning needs of individuals and families.	Integrate teaching and learning strategies designed to maximize the health of individuals, families, communities, and society.
Health Promotion & Maintenance	Identify the biopsychosocial and spiritual functioning of clients within the environment and its impact on the health of individuals and families.	Determine appropriate nursing intervention to maximize the well-being of individuals, families, communities, and societies.
Nursing	Define the roles of the professional nurse and the nursing process.	Integrate the roles of the nurse in a variety of environments to promote, maintain, and restore health.
Principled Actions	Use the nursing process to develop therapeutic nursing interventions to meet a person's healthcare needs in structured	

Core Performance Standards*

These standards are not used to determine admissions or continued enrollment. They are used to assist the student in determining whether or not accommodations or modifications are needed. If a student believes that he or she cannot meet one or more of the standards, the Dean, College of Nursing, or his or her designee, will determine if necessary and reasonable accommodations or modifications are needed.

Social Media Policy

The College of Nursing will follow the ANA principles for Social Networking policy. Failure to follow the policy will be considered unprofessional conduct and may be referred to the University Student Professionalism Board for review.

"Social networks and the Internet provide unprecedented opportunities for rapid information exchange and dissemination among many people but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession."

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information
2. Nurses must observe ethically prescribed professional patient-

Curriculum

Students receive one credit hour for every 15 hours spent in a didactic classroom setting, one credit for every 30 hours spent in laboratory, and one credit hour for every 40 hours spent in a clinical setting. The Curriculum is based on a course or block structure which allows students to completely focus on one content area at a time. Nursing courses are outlined below.

BSN & ABSN Curriculum

The BSN & ABSN curriculum consists of 15 courses and 76.9 credits delivered over 18 nonconsecutive months (BSN) or 16-17 nonconsecutive months (ABSN). The entire length of the curriculum is determined by the number of breaks incorporated into the program as determined by the start date of the courses. The course titles and associated credit hours are presented below. *

*Subject to change. Please refer to College of Nursing Handbook for updated and/or revised curriculum.

BSN & ABSN Course Descriptions

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

RN-BSN Curriculum

The RN to BSN online curriculum consists of 8 courses and 28 credits delivered over 35 weeks including residency and remediation periods. The entire length of the curriculum is determined by the number of breaks incorporates into the program as determined by the start date of the cohort. The cour titles and associated credit hours are presented below. *

*Subject to change. Please refer to College of Nursing Handbook for updated and/or revised curriculum.

RN-BSN Course Descriptions

Refer to the Roseman University of Health Sciences Student Catalog: 2018-2019 Student Catalog

Graduation

Graduation from the College of Nursing with a Bachelor of Science in Nursing degree requires successful completion of prerequisite coursework and all courses described in the nursing curriculum.

Comprehensive Predictor (BSN & ABSN only)

The ATI Comprehensive Predictor® is completed as the final assessment for Senior Seminar (NURS 408). Students must retake the Comprehensive Predictor until they successfully pass the ATI comprehensive examination with a score equivalent to a 90 percent probability of passing the NCLEX RN on the first attempt.

Remediation of the Comprehensive Predictor

Retaking the examination may occur no less than a month (four weeks) after the initial attempt and four weeks apart thereafter until successful completion of the ATI assessment. The student will receive an “Incomplete” for NURS 408 (course 15.0) until successful completion of the ATI. A student who fails to receive the passing score will work with their student advisor to develop a weekly plan for success. Students will follow the ATI remediation plan and will be required to submit proof of meeting with the advisor and proof of completion of the study plan.

National Council Licensure Examination NCLEX

Students must file a request to take the NCLEX exam prior to graduation. Since the NCLEX is a computerized exam, candidates select the date and time to take their exam after graduation from the College of Nevada.

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one business day prior to the requested absence. Documentation in the form of a death certificate, funeral program and/or an obituary will be required for an excused absence to be approved, and must be submitted prior to any scheduled make assessments by the attendance policies outlined in the clinical guidelines section of the Student Handbook.

initial assessment, the student will receive a No Pass and "NP" will be required to attend during the next remediation period for that course.

Faculty who write assessment items need not be present during any makeup assessment or remediation assessment. No pre- or post-assessment review will be provided for makeup assessments or remediation assessments. The date and time of the makeup assessment or remediation assessment may or may not be scheduled during regular school hours. If an absence from a scheduled assessment is unexcused, the student will receive a No Pass "NP". The student will be required to attend the scheduled remediation assessment and pass that remediation assessment or attend the next scheduled remediation period for that course. If an absence from a

incorrect. Students will be excused for a lunch break while the professors review the assessments. The students and faculty will reconvene to discuss the assessment. The entire assessment process varies in time, and could take the entire day. Students are expected to attend the final discussion and review process.

Assessments will be taken through Examplify on the students' electronic device (hereafter referred to as device) issued by Roseman University. Students are expected to maintain the device

eligibility for team points. Students in the team must agree on one answer per assessment item. All students must participate in the team assessment process. Each team that scores a 90% or greater will have 5 percentage points added to each student's individual raw score, in that team.

60 questions: 3 points added to raw score

80 questions: 4 points added to raw score

100 questions: 5 points added to raw score

Assessment Review

At the completion of the team assessment, the team will be able to review the correct answers for the assessment with the rationale for each question. At the time of review, students may write down the questions that they wish to review on a white board.

Evidence-Based Review (EBR)

After the assessment review, students will assemble in their respective teams to select items they

RN-BSN

Following the completion of NURS 410C (Course 4) and NURS 414 (Course 7).

During the scheduled comprehensive remediation periods, a student may only remediate the courses immediately preceding the comprehensive remediation period. BSN students can remediate three didactic courses or one didactic and one clinical course preceding the comprehensive remediation period. ABSN and RN-BSN students may only remediate three didactic courses preceding the comprehensive remediation period. Remediation is considered part of the regular educational process and, as such, the University does not charge additional fees or tuition for remediation.

A student who does not repeat the course the next time it is offered on the curriculum calendar (based on space availability) may be required to apply to the nursing program. The decision as to when a student may re-enter the curriculum and the end

2. The College of Nursing completes the University withdrawal form and notifies the applicable service units. Terms of re-admission (if any) and re- admission paperwork (if applicable), must be signed by the student and returned for signature to the Dean or Campus Dean of the College of Nursing to complete the process.
3. Once all forms are signed and dated, the withdrawal process is complete. Withdrawal is not complete until the required forms are signed the Dean or Campus Dean of the College of Nursing.

Voluntary Withdrawal

Request for voluntary withdrawal from the nursing program must be made in writing to the Dean or Campus Dean of the College of Nursing and will be accompanied by a personal interview with the Dean or Campus Dean. Ever

A student, who is granted a leave of absence must submit a letter of intent to return to classes to the Dean or Campus Dean at least three months prior to the requested date of return. It is the student's responsibility to keep the Dean or Campus Dean informed of any change of address while on a leave of absence.

Leaves of absence may be granted for a maximum of 180 days. The terms and conditions of the leave will be determined by the Dean or Campus Dean of the College of Nursing. If the leave exceeds 180 days, students will be administratively withdrawn from the College of Nursing.

Students on an approved leave of absence will be considered withdrawn for Federal Student Aid and enrollment reporting purposes.

Auditing Courses in the College of Nursing

A student who received a No Pass "NP" in a course and will re-take the course the next time it is offered on the curriculum calendar may audit the previously successfully passed course to refresh his/her knowledge with prior written approval from the Dean or Campus Dean. The student must notify the College of Nursing that he/she wishes to audit no later than the first day of the course. The student who attends the didactic component of a course will not be required to pay tuition or fees and may not take assessments. The student will not receive additional credit or a grade.

The student who elects to attend the skills laboratory component of a course will be required to pay a fee of $50.00. The fee will be collected at registration. Clinical rotations cannot be audited.

Academic and/or Professional Misconduct

The College [illegible]

University Student Professionalism Board

A student who has or may have violated the College of Nursing's policy on Academic, Professional, and/or Clinical misconduct will be notified verbally and in writing of the violation and of the sanction, which may include not be limited to probation, suspension, or termination.

Following this notification, the College of Nursing administration and the student may follow the policies and procedures of the University Student Professionalism Board as outlined at University Student Professionalism Board

Probation for Academic, Professional, and/or Clinical Misconduct

A student who exhibits inappropriate academic, professional, and/or clinical behavior may be placed on Probation for academic, clinical or professionalism misconduct. Violations can also lead to suspension or termination from the program.

Matters involving a student's inappropriate academic, professional, and/or clinical behavior on campus or at experiential facilities will be brought to the attention of the Campus Dean and Assistant Dean Curriculum & Assessment or designee. The appropriate administrative officer will acknowledge the student's placement on Probation for academic, clinical or professional misconduct, and will specify the terms of probation in a written document, including further disciplinary action to be taken should the terms of probation not be met within the specified time. This document will be delivered either by email to her/his university email address, certified mail or hand delivered to the student. A copy of the letter will be submitted to the Dean.

During the probationary period, the appropriate administrative officer shall be responsible for monitoring the student's progress toward meeting the terms of probation.

Suspension for Academic, Professional, and/or Clinical Misconduct

The College reserves the right to suspend a student at any time in order to safeguard patient safety, its standards of scholarship, professional and personal conduct, and/or orderly operation.

The Campus Dean and Assistant Dean Curriculum & Assessment or designee can place a student on suspension as a result of unprofessionalism by the student. Additionally, the Campus Dean and Assistant Dean Curriculum & Assessment or designee may suspend a student even if he/she has not been placed on probation and/or if the student's conduct has not been reviewed by the USPB.

The Campus Dean and Assistant Dean Curriculum & Assessment or designee will notify the student of his/her suspension, including the terms and conditions of the suspension, in a reasonable timeframe. The decision shall be delivered to the student by hand, via email to her/his university email address or by certified mail. A copy of the letter will be submitted to the Dean. A student can be required to begin the suspension even if he/she refuses the hand-delivered notice of the suspension, neglects to check his/her email, or refuses to sign the certified mail receipt. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations), or any College or University events that are not open to the general public.

Following the suspension period, the student must petition the Campus Dean and Assistant Dean Curriculum & Assessment or designee, in writing to allow him/her to return. The Campus Dean and Assistant Dean Curriculum & Assessment or designee, shall consider the request and notify

the student and the Dean, in writing, of the exact date and conditions under which his/her status is reinstated or the official termination date of the student.

Termination for Academic, Professional, and/or Clinical Misconduct

The College reserves the right to terminate a student at any time in order to safeguard patient safety, its standards of scholarship, professional and personal conduct, and/or orderly operation. Actions which threaten or endanger, in any way, the personal safety and well-being of self or other, or which disrupt or interfere with the orderly operation, of the College are cause for immediate termination of the student. Academic, clinical, and/or professional misconduct can also result in termination of the student's enrollment.

The Campus Dean and Assistant Dean Curriculum & Assessment or designee may terminate a student's enrollment at the College. Additionally, the Campus Dean and Assistant Dean Curriculum & Assessment or designee may terminate a student even if he/she has not been placed on probation and/or if the student's conduct has not been reviewed by the USPB.

The Campus Dean and Assistant Dean Curriculum & Assessment or designee will notify the student of his/her termination in a reasonable timeframe. The decision shall be delivered to the student by hand, via email to her/his university email address or by certified mail and will be effective as of the date specified in the termination letter. A copy of the letter will be submitted to the Dean.

A student who is terminated for academic, professional, and/or clinical misconduct may not be reinstated under any circumstances.

Appeals of Probation Decisions for Academic, Professional, and/or Clinical Misconduct

If a student feels he/she has been treated unfairly in a matter involving probation, he/ she may appeal that decision in writing to the Dean. The written appeal must be submitted to the office of the Dean within two (2) business days of notification of the Campus Dean and Assistant Dean Curriculum & Assessment or designee's decision. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the student and the Campus Dean and Assistant Dean Curriculum & Assessment or designee. The decision of the Dean shall be final, effective immediately.

Appeals of Suspension or Termination Decisions for Academic, Professional, and/or Clinical Misconduct

If a student feels he/she has been treated unfairly in a matter involving suspension or termination, he/ she may appeal that decision in writing to the Dean. The written appeal must be submitted to the office of the Dean within two (2) business days of notification of suspension or termination. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the student and the Campus Dean and Assistant Dean Curriculum & Assessment or designee. If the suspension or termination was imposed by the Dean, the student may appeal directly to the Chancellor of the Henderson, Nevada campus, using the procedures below.

If the student is still dissatisfied, he/she may appeal the Dean's decision in writing to the Chancellor of the Henderson, Nevada campus. The written appeal must be submitted to the office of the Chancellor of the Henderson, Nevada campus within two (2) business days of notification

of the Dean's decision. The Chancellor of the Henderson, Nevada campus shall consider the appeal and render his/her decision. The Chancellor of the Henderson, Nevada campus shall communicate this decision in writing to the student and the Dean. The decision of the Chancellor of the Henderson, Nevada campus shall be final, effective immediately.

When the Dean, Campus Dean, Assistant Dean Curriculum & Assessment, or designee concludes that it is more likely than not that the student does not pose a threat to the safety or well-being of the members of the University community, the student shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all appeals are exhausted. The student is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the student's opportunity to attend class and/or all sanctioned College activities.

Grievances

Grievance Procedures

The College of Nursing is committed to mutual respect among all of its members. This commitment includes students, faculty, staff and administration. We seek to resolve issues and concerns in a fair and informal manner. However, should a formal grievance be filed by a student he/she shall be given the right to due process.

An actionor a decision can be grieved if it involves the failure to follow or a misapplication or misinterpretation of University policy, regulation, or rule; or a violation of state or federal law. Unless a clear threat to the safety or well-being of members of the University community exists, the student shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all termination appeals are exhausted.

The student is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the student's opportunity to attend class and/or all sanctioned College activities. Throughout the grievance process, the student may be accompanied by a support person who may advise the student, but cannot speak for or provide information on behalf of the student.

Course Grade Appeal

The College of Nursing is committed to providing an environment that promotes learning and professional growth. Therefore, the College of Nursing will use assessment practices that are fair and equitably applied. It is the responsibility of the didactic or clinical course team to clearly define the assessments and grading by which the student shall be evaluated in the Course syllabus according to established College of Nursing ass14(f)-1(N)-2(u)-4(r)-1((ur)3-4(r)-1((u1(i)-2(66(t

the professor is arbitrary, capricious or otherwise in error. “Arbitrary or capricious” implies that a student grade has been assigned on the basis of something other than his/her academic performance in the Course. Grounds for an assessment appeal may include any combination of the following:

1. A calculation error in the grade.
2. Assignment of a grade based on factors other than student achievement.
3. Inconsistently applied standards for evaluation of student academic performance. Individual assessment items may not be appealed. The student may challenge an assessment item(s) only during the evidence-based inquiry process provided after each Team assessment is completed. Once a decision has been made regarding each disputed assessment item, there will be no further discussion of that item.
4. Appeals may not be submitted for any assessment until remediation assessment has been completed and grades have been released. Consequently, no appeals will be accepted between the assessment and the remediation assessment.
5. Any student achieving a Pass “P” on either the assessment or the remediation assessment is ineligible to submit grade appeals for that assessment/remediation assessment.
6. A student who wishes to initiate a grade appeal must follow the Grade Appeal process outlined below:

The student may proceed to the next step if the issue is not resolved.

1. Discuss the issue with the Course Coordinator, within one (1) business days of the assigned grade.
2. Discuss the issue with the Course team within two (2) business days of the assigned grade. If the Course team is not available, the student may proceed to step 3 below.
3. Submit a formal written grade appeal to the Campus/Assistant Dean within 3 business days of the assigned grade.
4. The Campus/Assistant Dean will consult with the Course team members. If the Campus/Assistant Dean determines that the student has a basis for a grade appeal and the issue is not resolved, an Ad hoc committee will be appointed within 2 business days of receiving the written grade appeal.
5. The Ad hoc committee will provide a written a recommendation to the Dean within 3 business days of forming the committee. The Ad hoc grade appeal committee will consist of a chairperson and two additional faculty members who have expertise in the area of the grade appeal.
6. The Dean will make the final decision and notify the student via email and certified mail.

Informal Grievances

Any student in the College of Nursing who believes that he or she has a grievable issue (as defined above under Grievance Procedures) is encouraged to resolve the matter informally. The student must first talk with the person or groups at whom the grievance is directed in an attempt to informally resolve the issue. Grievances will be reviewed and decisions made based on the evidence presented. In no event shall persons who review a grievance substitute their subjective judgment about the issue or academic quality for that of the professor or other party (ies) involved.

Student Concerns, Issues & Questions

Phase 1:
Attempt resolution with parties involved.

1. The student (s) should meet with individual (s) with whom the concern originated.
2. After meeting with the individual (s) to discuss the matter, if a resolution cannot be reached, the student must continue with the Student Chain of Command which proceeds to phase 2 and/or 3.

Phase 2:

1. Course Issue: All parties involved will meet with the Course team.
2. Non-Course Issue: All parties involved will meet with a Student Advisor to discuss the matter (s) and reach a resolution.

Phase 3:

1. Non-Course Issue Only: If a resolution is not reached with the Student Advisor or Course Coordinator/faculty member(s) (2nd phase), then all parties will meet with the Class Advisor to reach a resolution. If the student has gone through all three phases and a resolution has not been achieved, he/she may continue to phase 4:

Phase 4:

1.

appealed. The student will be notified via email with read receipt requested and certified mail the Dean, College of Nursing

Record of Students' Complaints

The colleges and schools of nursing have an obligation to respond to any written complaints by students lodged against a college or school of nursing, or a nursing program that are related to the standards and the policies and procedures of the

Class Officers & Responsibilities

Class President

- The president is the chief executive officer of the class and takes the lead in determining non-academic outcomes.
- The president works with all class officers to ensure that the class' interest is being observed in matters of finance, publicity, and fundraising programs.
- The president acts as a liaison with the college of nursing administration and the class advisors on behalf of the class.
- The president presides over all meetings of the class and is responsible for implementing all decisions of the class.
- The president may appoint an interim class member to fill an officer vacancy that arises between class officer elections. The careful selection of this

- The

Treasurer

- The treasurer is responsible for the financial resources of the class.
- The treasurer shall prepare and maintain the class budget and accounting records.
- The treasurer shall prepare and present a financial report setting the amount, management, and disposition of the class funds at each class meeting. The treasurer's report will update and communicate balances and progression toward goals.
- The treasurer shall disburse class funds to pay necessary and authorized charges in accordance with College of Nursing policy.
- The treasurer will work in close collaboration with the Fundraising chair and committee.
- The class account that the treasurer maintains will be used to pay for class expenses associated with class events, e.g., publicity, invitations, ring, gift, etc.
- The treasurer may serve in the absence of the president, vice-president and secretary and fulfills duties of each office as required.
- The treasurer will set-up an account with the Roseman Bursar's Office.
- The treasurer shall fulfill other duties as directed by the president.

Standing Class Committees

Fundraising Committee

- Creates, organizes and implements fundraising activities with the assistance of class officers to meet financial goals of the class.
- The chairperson of the committee shall report fundraising committee activities to the class and class officers at class meetings.

Graduation Committee

- Assists with planning, organizing and implementing the graduation event activities
- The chairperson of the committee shall report graduation event activities to the class and class officers at class meetings

Class Meetings

Class meetings should be at least bi-monthly or more frequently as needed. The schedule of meetings will be determined by the officers of the class.

Student Participation in Governance

Students are active participants in the governance of the College of Nursing. Selected College of Nursing Faculty Council committees shall have a class member from each campus who may be elected or appointed by the Class President. All elected or appointed student committee members must be admitted and in good academic standing to serve on Faculty Council committees. Student representatives will hold voting privileges on assigned committees. The College of Nursing has student representation on the Student Affairs Committee, Simulation Committee, Curriculum Committee and the Advisory and Resource Committee.

College of Nursing Faculty Council Committees

Advisory Resource Committee (ARC)

The purpose of the ARC is to:

- Provide counsel to the Dean, Campus Dean in matters related to policy implementation or change, external and internal relations, and College of Nursing activities not specifically delegated to other committees by existing bylaws.

- Assist in the development of long range plans for the College of Nursing.
- Review long range plans annually and make recommendations.
- Review bylaws at least every two years (or as needed) and make recommendations.
- Create and/or review forms (academic tools) for consistency with CON philosophy, mission, and student outcome

Curriculum Committee

The purpose of the curriculum committee is to:

- Provide for ongoing planning, development and evaluation of the educational program(s) and curriculum.
- Receive recommendations from course coordinators and course teams regarding curriculum.
- Make recommendations to the Faculty Council regarding curriculum and/or course changes.
- Provide counsel to the Dean in matters related to recommended curriculum changes.
- Review course evaluations, aggregate and trend data across cohorts and present data to the Faculty Council for evaluation and discussion quarterly.

Educational Resource Committee

The purpose of the curriculum committee is to:

- Collaborate with Library staff to purge outdated library holdings of digital and hardcopy materials as determined by relevancy to the CON.

Student Affairs Committee

The purpose of the Student Affairs committee is to:

- nn

guidance as needed.

The class advisor is a faculty member (employed full time) who is responsible for providing the students with the

Professional Organizations and Ceremonies

Professional Organizations

As part of the nursing profession, students are encouraged to become a part of a professional nursing organization. This may provide resources, connections, networking, and scholarly achievement opportunities that may be beneficial to the student nurse.

The nursing student organizations at Roseman include the Student Nurses Association (SNA), the Roseman Honor Society of Nursing, and the Critical Care and Emergency Student Nurses Association (CCESNA). The SNA is recognized as an important pre-professional organization that gives students an opportunity to be involved in a social, political, and regulatory network prior to graduation. The Roseman Honor Society of Nursing is an organization that recognizes academic excellence and extends an invitation to students who meet the requirements to join the organization.

Pinning Ceremony

The pinning ceremony is a time-hono

2. The Course/Lab coordinator will emphasize in class the importance of the laboratory clinical skills assessment.
3. The Course/Lab coordinator will explain the consequences of receiving a No Pass grade.
4. The Course/Lab coordinator will provide the student with the skill assessment checklist, which includes the criteria and point score for each step in the skill.
5. The student will have an opportunity to practice the skill during the nursing skills lab open hours. A lab coordinator will always be available during the a

provide hands-on patient care that is both exciting and rewarding. The faculty will be available to assist you in achieving your learning outcomes. We wish you success in attaining competency in your clinical skills.

Attendance in Clinical Courses

Attendance at clinical sites for the entire assigned time period is mandatory. The student is responsible for notifying the clinical instructor in advance if she or he will be tardy or absent from clinical. Excused absences will be granted only by the Director of Clinical Resources or Clinical Coordinator. Students are required to complete all clinical assignments and clinical hours, even if the absence is excused. The student must make up time missed from the clinical rotation during the designated remediation period, if any. Clinical make up time is based on availability and is not guaranteed.

Students who are meeting course outcomes and have an excused clinical absence (see student handbook), may miss 1 day in clinical courses that are two or three weeks long and up to 2 days in clinical courses that are four weeks long without being required to remediate/repeat the clinical course in which the absence occurred.

The student will receive an alternate clinical assignment that is comparable to the missed clinical day(s), (i.e. Simulation Lab and/or written assignments or disease concept maps, etc.). The alternate clinical assignment will be consistent with the listed clinical outcomes and the

required to remediate or repeat the entire course and successfully complete all assignments or assessments. If the student is successful in repeating or remediating the course, the student will be removed from academic probation. If the student does not meet clinical course competencies after

days in a course while completing remediation of another clinical course. Therefore, students cannot remediate two clinical courses during the designated scheduled remediation period for the course(s).

Targeted Clinical Remediation (ABSN only)

Students complete experiential learning throughout the nursing program. Student evaluation takes place throughout the clinical experience but is focused and directed at the midterm point and at the end of each clinical learning experience. Grading in the clinical area, as in the didactic courses, is done on a "Pass" or "No Pass" basis utilizing defined specific competencies. Students are expected to achieve a "Pass" mark in all areas on the student clinical evaluation tool to pass an experiential course. However, because students learn at different rates, some students may not achieve the "Pass" grade in all areas by the end of a clinical rotation.

For Accelerated BSN (ABSN) students: If a student receives a "No Pass" grade in three (3) or fewer areas on the final evaluation, the student will move into a targeted remediation period of no more than three (3) additional clinical shifts. These extra shifts allow the student to demonstrate competency in the identified clinical areas.

However, if a student receives a "No Pass" in any clinical area deemed an "Absolute No Pass" (indicated on the clinical evaluation sheet with an *) the student will not be permitted to remediate the clinical in the targeted remediation period and must repeat the experiential course the next time it is offered based on space availability. The "Absolute No Pass" designation is determined by the faculty council and reflects knowledge, skills or attitudes that the faculty do not believe can be remediated or demonstrated in a shorted clinical rotation or are of such importance to patient safety as to require a repeat of the entire experiential course.

Placement in a targeted remediation clinical group will be coordinated by the Director of Clinical Resources. The same clinical facility or faculty member is not guaranteed.

Student Responsibilities

1. Students who must remediate are required to report to the remediation clinical facility appointed by the Director of Clinical Resources for all remediation clinical shifts.

calendar, if

or unless recommended by a e

- Latex Allergies
- Health Insurance Portability and Accountability Act (HIPAA)
- Infection Control/Bloodborne Pathogens
- Goals

Students must submit updated annual medical history, physical examination, TB screen, flu immunization and bi-annual CPR on or before the due date specified by the Director of Clinical Resources. If clinical requirements are not submitted on or before the due date, the student will not be permitted to attend clinical rotations.

Professionalism

As a nursing student, it is important to re

Action Plan:

Concern #1:

1. Review failed assessment for areas of weakness
2. Review all assignments, lectures, and handouts
3. Clarify concepts with appropriate faculty
4. Assess study habits for ways to improve
5. Review test taking strategies
6. Complete ATI Nurse Logic tutorials
7. Review ATI practice assessments
8. Other

Return form to the Campus Dean or Associate Dean

Concern #2:

1. As stated in outcome statement, above

Concern #3:

1. Discuss with appropriate faculty reasons for frequent absences and/or tardiness, whether excused or unexcused, to try to resolve problem.
2. As stated in the course syllabus, be aware that any absence from nursing lab must be made up during the student's free time.

Concern #4:

1. Meet with appropriate faculty and campus dean or associate dean to determine causes for unacceptable behavior and possible solutions to problems.
2. Be aware that improper behavior may result in dismissal from the nursing program (see the current Student Handbook on Academic and/or Professional Misconduct).

Concern #5:

1. Meet with appropriate faculty to determine causes for failure to submit required assignments.
2. Be aware that satisfactory completion of all individual and group assignments and submission on the due date is a course requirement as stated in the course syllabus. Failure to meet this requirement will result in a No Pass grade for the course.

Concern #6:

1. Meet with all group members with or without group faculty advisor to determine course of action.
2. Be aware that a student who does not participate in group assignments/assessments will not be awarded group assessment points.

Concern #7 Other

Student Outcomes	
Student Comments:	Faculty Comments:

Date Academic Intervention Action Plan Initiated _____

I have received a copy of the Academic Intervention Action Plan.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Date Academic Intervention Action Plan Resolved _____

Appendix

Date Academic Intervention Action Plan Resolved: _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Place in student file until the student graduates.

Program Outcomes Mapping:

‘ 3 D W L H Q W & H Q W H U H G & D U H ‘ + H D O W K , Q I R U P D W L R Q

‘ Evidence-based Practice ‘ & R P P X Q L F D W L R Q

‘ 6 D I H W \ 4 X D O L W \ ‘ 3 U R I H V V L R Q D O L V P

Laboratory Remediation Session Date: _____ Time (in and out): _____

Student Signature _____ Date _____

Lab Faculty Signature _____ Date _____

List of skills remediated:

_____

_____

_____

_____

Lab Instructor Comments:

_____

_____

_____

_____

Student Signature _____ Date _____

Lab Faculty Signature _____ Date _____

(Signing here signifies that the student has passed all remediated skills and is required for student's return to the clinical setting)

App

Conf

Appendix D – Skills Checklist

Student's Name: _____

Roseman University - College of Nursing
Skills Checklist

The nursing skills checklist is intended to improve documentation and communication between nursing education and nursing service. If you apply for employment or a Nurse Apprentice role at a hospital, you may be asked to share your checklist with them.

To improve the utilization of the checklist throughout

Student's Name: _____

Nursing Skills	Performed in Lab	Performed in Clinical Area with faculty/RN	Comments

Student's Name: _____

Nursing Skills	Performed in Lab	Performed in Clinical Area with faculty/RN	Comments
Pharmacology			
Medication Administration:			
Oral (PO/ PEG)			
Topical / Patch			
Inhalation (MDI / Nebulizer)			
Rectal			
Vaginal			
Ophthalmic			
Otic			
Nasal			
Intradermal			
Subcutaneous (Insulin / Low-molecular-weight heparin)			
Intramuscular			

Student's Name: _____

Nursing Skills	Performed in Lab	Performed in Clinical	Comments
EBP			
Peripheral IV: 1. Insertion 2. Monitoring 3. Site assessment/care 4. Flushing/saline lock 5. Discontinue			
Initiating Primary IV Line			
Initiating Secondary IV Line			
IV Pumps			
Central Venous Catheters 1. Monitoring 2. Site assessment/care 3. Dressing change 4. Flushing			
Implanted Ports 1. Monitoring 2. Site assessment/ care 3. Dressing change 4. Flushing			
Specialty Area:			
1. MATERNAL NEWBORN (MN)			
Health Care Delivery			
Maternal Assessment			
Using Doppler, Listen/Count Fetal Heart Tones			

Bathing			

Diape

Newborn Nursing Care Skills:			
Bathing			
Diapering			
Swadding			
Pharmacology			

Medication.4u9.96 85.32 640.32 Tm (ic)

Student's Name: _____

Student's Name: _____

Nursing Skills	Performed in Lab	Performed in Clinical Area with faculty/RN	Comments
9. Eye installation			
10. Ear installation			
11. IV Drip			
[redacted]			

Appendix F – Physical Examination Form

ROSEMAN UNIVERSITY OF HEALTH SCIENCES
COLLEGE OF NURSING

PHYSICAL EXAMINATION

Must be completed and signed by a l0yTTd (n)Tj 0.522 0 Td (d)Tj 0(w 1.5 0 Td (S)Tj -S9P5d)Tj(p)H78 0 Td ( )Tj 0.391 0 Td88e

Appendix G –

Appendix H – Reporting TB Symptoms/Fi

Appendix I – Tuberculosis Screening

Annual Tuberculosis Screening Tool
(for positive reactors only)

Name: _____

Gender: _____ Race: _____ Birthday: _____

Section A (to be completed by the person with a history of a positive tuberculin screening test).
Please answer the following questions:

Do you have:	Description	Yes	No
1. Unexplained productive cough	Cough greater than 3 weeks in duration		
2. Unexplained fever	Persistent temperature elevations greater than one month		
3. Night sweats	Persistent sweating that leaves sheets and		

Appendix K – Incident (Occurrence) Report

Student Name: _____

Instructors Name: _____

Date & Time Reported: _____

Location of Incident: _____

Witness(s) Name(s) & Contact number: _____

_____

Detailed Description of incident, including contributing factors, response, actions taken in response to incident, and follow-up:

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____ _____ _____

Student Signature Date Faculty Signature Date

College of Nursing
11 Sunset Way

College of Nursing
Accelerated B

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