ALVERNO COLLEGE

JOANN MCGRATH SCHOOL OF NURSING & HEALTH PROFESSIONS

Undergraduate Nursing Student Handbook

Pre 2017 Curriculum

Pre-Licensure and RN-BSN Policies and Procedures

2019 - 2020

Welcome!

Welcome to the Alverno College JoAnn McGrath School of Nursing and Health Professions! This program began in 1932 and is fully accredited. Since we began, our focus has been on advancing the learner's nursing abilities in teaching and clinical practice. As a learner in this curriculum, you are at the heart of the Undergraduate Nursing Program and your learning is central to all of our activities.

Faculty of the JoAnn McGrath School of Nursing and Health Professions and the Advising Department have developed this handbook over time to assist you in understanding your role as a student interested in studying nursing at Alverno College. It includes academic information concerning the nursing courses, the organizational structure of the School and the Undergraduate Nursing Program -specific policies and procedures that complement the general college policies and other important information that you will need as you pursue your nursing education. This handbook is a resource that is to be used in conjunction with the *Alverno Student Handbook*.

At Alverno, you are expected to be a self-directed learner. In your study of professional nursing you will find the *Nursing Student Handbook* and the *Alverno Student Handbook* are valuable resources for essential information needed to progress through the program. We ask that you use the information in the handbook throughout your time in the program**.** The most recent edition of the handbook is available online, **since all policies and procedures can change at any time in order to best meet the needs of the students, the college, and the health care community**. Your advisor and instructors in the JoAnn McGrath School of Nursing and Health Professions are additional resources to help you achieve your desired goal of graduation with a professional nursing degree.

As you develop in your role as a professional nurse in a challenging and rewarding career, you will become more aware of the symbols of the profession represented in your nursing pin. The Alverno nursing pin, which you will be eligible to receive upon graduation, was adopted in 1967. It is pictured at the top of this page. The interlocking rings represent the person-to-person relationship in nursing and the special relationship between you – the nurse – and the client – the recipient of your care and concern. The ability of all persons to love and care is reflected in the red flame. The gold flame represents the knowledge of the sciences and humanities characteristic of the baccalaureate prepared professional nurse. Finally, the mountain depicts Mount Alverno; a mountain to be found everywhere when one chooses to gain a perspective on one's life. Alverno is a special place for such a climb.

Welcome to learning about professional nursing and the Alverno College JoAnn McGrath School of Nursing and Health Professions community!

For the faculty and students of the JoAnn McGrath School of Nursing and Health Professions,

Patricia Varga

Dean

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I. THE UNDERGRADUATE NURSING PROGRAM

MISSION OF ALVERNO COLLEGE

Alverno College prepares women for lives of personal and professional distinction and meaningful engagement with the world.

Alverno extends this mission by offering graduate and adult programs to women and men.

Inspired by its Catholic, Franciscan and liberal arts heritage, the College intentionally creates an inclusive community that engages students in active and collaborative learning and fosters academic excellence.

MISSION OF THE UNDERGRADUATE NURSING PROGRAM OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The Undergraduate Nursing Program of the JoAnn McGrath School of Nursing and Health Professions at Alverno College's mission is to prepare proficient, devoted nursing professionals who are grounded in science to promote the well-being of diverse populations in global communities. Our essential focus is to design student learning opportunities to guide the education of unique individuals, highlighting personal and professional development of practitioners who are prepared for leadership and life-long learning.

VISION OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The vision of the JoAnn McGrath School of Nursing and Health Professions Nursing Program is to develop professionals with global influence through innovative education.

PURPOSES OF THE UNDERGRADUATE NURSING PROGRAM OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The purposes of the Undergraduate Nursing Program of the School provide direction for the JoAnn McGrath School of Nursing and Health Professions as well as a means of evaluating the level of attainment of its goals at any given time. The purposes are consistent with those of Alverno College, namely, creating a community of learning, creating a curriculum, creating ties to the community, and creating relationships with higher education.

PHILOSOPHY OF NURSING EDUCATION

The Alverno College JoAnn McGrath School of Nursing and Health Professions believes the focus of our work is the learner's personal and professional development. We prepare a nursing professional who is compassionate, ethical, proactive, proficient, and dedicated to lifelong learning in our diverse and ever-changing global communities.

An ability-based curriculum underlies the art and science of nursing education. Founded on the liberal arts, the curriculum integrates human connection, science, and technology to promote health and intervene holistically to human responses. Through innovative learning experiences, we assist the learner to cultivate, apply, and transfer comprehensive knowledge, skills and abilities that lead to reflective nursing practice.

Alverno faculty and staff believe education goes beyond knowing to being able to do what one knows. Sensitive to unique learning needs, nursing faculty commit to performance-based, multidisciplinary educational practice including public criteria, feedback, and self-assessment. Developmental and varied experiences contribute to learning and increasing professional competence.

The teaching/learning process is a collaborative partnership among learners, educators, health care systems, and the broader community. Educators and learners are mutually responsible to take ownership of, and actively engage in, learning experiences. Curricula continually evolve to incorporate current theory, research, science, standards, and evidence–based practices.

As accomplished educators, learners, researchers, practitioners, and socialized professionals, Alverno faculty serve as role models of lifelong learning. Our goal is to promote a process of teaching and learning that provides guidance to students in the development of career goals and advancement of nursing practice.

UNDERGRADUATE NURSING CURRICULUM OVERVIEW

All Students

Within the nursing courses, you develop skill or ability in social interaction, problem solving, and valuing in decision-making at the advanced levels of those abilities as well as the other Alverno abilities. Both clinical experiences and class content are designed to assist you, the learner, to apply abilities with individuals, families, and groups across the developmental span and in a variety of health care settings.

Clinical practice necessitates that you care for a variety of individuals in various settings. These practice experiences are designed so that you have diverse experiences in meeting the health care needs of individuals, families and communities in contemporary society. For prelicensure students, clinical nursing experiences occur in the JoAnn McGrath School of Nursing and Health Professions Center for Clinical Education (CCE), acute care, extended care and community health settings beginning in the second year of the curriculum. For RN-BSN students, clinical experiences occur in the CCE and the community. You are expected to provide nursing care that reflects the principles outlined in the most current edition of the American Nurses Association's (ANA) *Nursing: Scope and Standards of Practice, Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application*, and *Guide to Nursing's Social Policy Statement: Understanding the Profession from Social Contract to Social Covenant* and the American Association of the Colleges of Nursing's *(AACN) Essentials of College and University Education for Professional Nursing*.

Within the context of the JoAnn McGrath School of Nursing and Health Professions Undergraduate Nursing Program's mission, the faculty has developed outcomes for you to achieve in the baccalaureate program in nursing that are derived from Alverno's institutional outcomes. The ANA's *Nursing: Scope and Standards of Practice*, ANA's *Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application* and *Guide to Nursing's Social Policy Statement: Understanding the Profession from Social Contract to Social Covenant* and the American Association of the Colleges of Nursing's *(AACN) Essentials of College and University Education for Professional Nursing*. Faculty members use these documents to underpin the development of the curriculum and to structure clinical practice experiences and judgments.

The outcomes of the curriculum are the ability to:
1. Communicate creatively and effectively;
2. Integrate analytic frameworks within the practice of professional nursing;
3. Apply problem-solving processes to promote wellness in multiple environments;
4. Use valuing frameworks and ethical codes to promote human dignity;
5. Interact effectively in interpersonal, therapeutic, and group contexts;
6. Advocate for and improve access to health care;
7. Fulfill the responsibilities of a professional practitioner in contemporary society; and
8. Appreciate the uniqueness of self and others to promote wellness.

Alverno's nursing curriculum is designed to meet healthcare's complex demands and is, therefore, rigorous. It requires your investment of time, energy, and commitment. While designed for full time study, we realize your many responsibilities may make part-time study more feasible. We urge you to consider your plan carefully and to choose the course of study that will lead to your greatest success. For many students, part-time study is the best strategy for optimal success as it allows for the in-depth study and integration of the theories and abilities you need to become the professional competent nurse you (and we) desire you to be. Please discuss your specific situation with your Advisor. Whichever plan you choose, your faculty and the Alverno staff are here to support you.

<center>**ADVISING PROGRAM**</center>

<u>**Prelicensure Students**</u>

A major goal of advising at Alverno College is to assist you to become a self-directed learner in your professional studies. Prelicensure students will be working with two individuals who will serve as advisors to you throughout your program of studies. They will provide academic information, assist with planning your program of studies and act as a counselor or referral agent for other concerns. It is important that you take advantage of this valuable resource that is available to you.

All prelicensure students will initially be assigned to and work with a **professional advisor** who will discuss the academic program of nursing studies and assist you with planning for your course of studies. Along with the orientation program planned for new students, your advisor will help you become familiar with the Alverno learning process.

When you begin your intermediate nursing courses, you will be transferred to a **nursing faculty advisor**. Faculty advisors have offices in Christopher Hall. A schedule identifying weekly office hours is posted on the advisor's office door or can be obtained from the Nursing Office (Room 218A). If you are not able to reach your advisor, a message can be left:

1. By phone or e-mail
2. On the advisor's office door
3. With the Nursing Office Academic Administrative Assistant
4. In the mailboxes in Christopher Hall or in the basement of Founders Hall

In the message, please identify yourself and the nature of your inquiry. Indicate a phone number where you can be reached, or an e-mail address, and a schedule of times you are available. Your advisor will contact you.

It is recommended that you meet with your advisor during regularly scheduled periods of the semester. To efficiently complete these tasks, come prepared to discuss any issues, problems, or concerns. Advisors may request a meeting with you to discuss your progress in response to mid-semester progress reports or being placed on altered student status. Remember that your advisor's role is to guide you in your academic nursing program and serve as a mentor in your adjustment to the professional nursing role.

Required meetings with your Advisor
- When assigned to your Faculty advisor;
- When you are returning from a Student-on-Leave;
- When you have questions about your sequence of studies or special requests, e.g., prerequisites;
- When you have a special academic status such as probation or probation-with-warning; and
- **If you have a #25 hold,** you must meet with your advisor prior to registering on line (IOL).

<u>**RN-BSN Students**</u>

All RN-BSN students will be assigned to and work with a **faculty advisor** who will discuss the academic program of nursing studies and assist you with planning for your course of studies. Along with the orientation program planned for new students, your advisor will help you become familiar with the Alverno learning process. Your advisor will inform you of the processes for when and how to contact her.

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ASSESSMENT FOR PRIOR LEARNING

Prelicensure Students

For prelicensure students, awarding of prior learning credit for nursing courses is based on a person's knowledge and demonstration of knowledge of theory and critical thinking appropriate to the nursing profession. Most likely, this will come from credit-bearing courses completed successfully in other academic institutions. Any student interested in transferring credits from other academic institutions should contact a member of Academic Advising who will advise you on how to submit your request to the Undergraduate Nursing Admission and Advancement Committee (UGNAA). The UGNAA Committee will determine your eligibility for transfer credit.

For more information, or to arrange an appointment with an admissions Advisor to further review your individual situation, call Academic Advising at 414-382-6029 or email nursingadvising@alverno.edu.

RN-BSN Students

RN-BSN students are awarded 70 credits upon admission for work completed in an associate degree or diploma nursing program. The only course in the Alverno RN-BSN program that may be met through transfer credits is Probability and Statistics if the previous course meets criteria and has been taken in the last five years.

CERTIFIED NURSING ASSISTANT PROGRAM

Prelicensure Students

The Wisconsin Department of Health Services will approve student nurses to sit for the Certified Nursing Assistant (CNA) examination after it completes a review of the student's courses. The JoAnn McGrath School of Nursing and Health Professions will assist students with the application process by completing Form F-62696 through the Nursing Office. In order to have gained the knowledge and meet the requirements of the CNA examination, students must have successfully completed an acute care (hospital) clinical course.

CENTER FOR CLINICAL EDUCATION (CCE)

All Students

The Center for Clinical Education (CCE) is located on the first floor in Alexia Hall (AX 108). The CCE includes both the Clinical Simulation Center (CSC) and Clinical Learning Center (CLC). The CCE incorporates the equipment and resources needed to learn clinical nursing therapeutic interventions. Clinical sessions, simulated clinical assessments, psychomotor skill validations, and physical assessment practice sessions for students are conducted in this area.

Equipment and supplies needed to learn and practice psychomotor skills, interactive and computer equipment for student and faculty use, along with instructional materials related to specific nursing skills, theory, and physical assessments are all located within the CCE.

The CLC is generally open during the academic year from 9:00 a.m. – 5:00 p.m., Mondays, Wednesdays, and Fridays; 9:00 a.m. – 9:00 p.m. on Tuesdays and Thursdays; 9:00 a.m. – 5:00 p.m. on Saturdays of Weekend College (WEC). The CLC may close earlier than the posted times if students have not indicated that they will be using it. You will be given information about this in your courses. Times for RN-BSN students will be established as needed.

The CCE is staffed with persons who supervise student activity during the times it is open. BSN-prepared Registered Nurse (RN) Monitors are available at selected times to oversee practice sessions, assess student validation sessions, and assist in student learning activities as identified.

Please see the information in Section II for the policies and procedures related to the CCE.

COMMUNICATION AND PARTICIPATION

As you know, your personal and professional development is the central mission of everyone at Alverno. To assure this, the College has also identified purposes that include creating a community of learning and a curriculum. Your communication about your perspectives on your learning and your meaningful participation in activities that relate to the program's policies and governance are essential if Alverno is to achieve its purposes. Opportunities for participation and communication include:

- Attending meetings;
- Providing feedback to your course instructors and the Director of the Undergraduate Nursing Programs;
- Volunteering to represent your peers on committees;
- Completing course, faculty, and program evaluations;
- Making presentations about the curriculum; and
- Being a part of recruitment activities.

HONORS PROCESS AT ALVERNO COLLEGE

All Students

Every student has the potential to receive Honors at graduation because of the foundational belief of the faculty that "*Scholarship is not an end in itself, but is an integral part of the total life experience*" (Alverno College Honors Committee). Alverno does not have an Honors program as such. You may not fill out an application to apply for Honors nor may you take special courses or do additional projects, etc., other than what is required of everyone who is a student at this institution. What the faculty has put in place is a **process** of recognizing student performance that consistently exceeds criteria and reflects scholarly and service excellence as defined by the faculty.

The criteria for Honors are centered around two broad categories – scholarly work within the major and support areas of study, and application of that scholarship in the service of others. The excellence of scholarly work and the service application of that work are noted in the demonstration of several key characteristics. These include: independence, integration, mastery, habituality, resilience, commitment, creativity, enthusiasm, influence, and awareness.

Honors is not something that one can complete in the context of a single course, project or activity. Rather, it is a process that one engages in with each and every learning activity, with each and every opportunity to put that learning to work in service to self and others.

The process of selecting honors graduates begins early each semester when the Academic Affairs Office requests nominations of students from the academic departments. Both the Major area of study and the Support areas recommend students.

In the JoAnn McGrath School of Nursing and Health Professions, nursing students who have failed a course are not considered for Honors' nomination. However, the file of any nursing student who has passed all courses successfully is reviewed for evidence of scholarly and service excellence that demonstrates the Honors characteristics. If there is sufficient evidence of academic excellence and service in the student's file, a statement of nomination, which cites specific evidence of how the student has met the criteria for graduation with Honors, is completed by faculty. It and a written statement prepared by the student's support area faculty are sent to the Honors Committee for review and decision. The Honors Committee notifies the Vice President for Academic Affairs that it recommends that the student's diploma be awarded with Honors.

"Scholarship is not an end in itself, but is an integral part of the total life experience" (Alverno College Honors Committee). If you believe in the truth of that statement (as your faculty does) then you will realize that in no small way, each and every diploma that is awarded to a woman graduating from this institution is indeed awarded with honor and recognition of a job well done.

If you have further questions about the Honors process, contact your Nursing Advisor.

<div align="center">**LIBERAL ARTS COURSES**</div>

<u>Prelicensure Students</u>

Before graduation, all Alverno students complete the general education requirements in the liberal arts.

<div align="center">**REQUIREMENTS FOR PRELICENSURE STUDENTS DECLARING
A NURSING MAJOR**</div>

If you meet the admission criteria and there is space in the program, you will be accepted into nursing and will be a declared nursing major (N). All declared nursing majors pay the nursing tuition rate, regardless of what classes you are taking. If you entered prior to Fall 2013 and are listed as Undeclared Nursing (UNN), you will become a declared Nursing major when you register for your first Nursing course. If you do not meet the admission criteria or if there is no space in the program, you will be listed as an Undeclared Pre-Nursing Student (UNP). A UNP student must meet the criteria listed on her academic evaluation to become a declared Nursing major. All students must pass AC 120 or AC 121 in order to progress in the major.

<div align="center">**REQUIREMENTS FOR CURRENT WEEKDAY STUDENTS
WHO WISH TO CHANGE THEIR MAJOR TO NURSING**</div>

Current students should request to change their major to Undeclared Pre-Nursing by meeting with a professional Advisor.

**UNP Students will be eligible to change their major to nursing <u>if space permits</u>
and the following <u>conditions have been met</u>:**

1. Successful completion of the following courses on the first attempt:
    a. SC 119 Foundations of Chemistry
    b. SC 120 Foundations of Biology Science II, and
    c. SC 120L Foundations of Biology II Laboratory
2. All prerequisites have been met for N 250 Creating Your Healthy Future, the first Nursing course.
3. Currently in Good Academic Standing.
4. Have all official transcripts at Alverno.
5. Successful completion of AC 120 or AC 121, the Nursing Diagnostic Assessment.

Students who meet the following conditions will be permitted to change to Nursing, if space is available. If you have any questions about this information please see an Academic Advisor in the Academic Advising Office.

<div align="center">**REQUIREMENTS FOR STUDENTS ENTERING THE RN-BSN PROGRAM**</div>

1. Unencumbered RN license
2. Graduation from an accredited ADN or diploma nursing program

<h1 align="center">STUDENT RESPONSIBILITIES</h1>

<u>**All Students**</u>

Your Alverno email is an official way the college uses to communicate with you. This includes all instructor communication. You are expected to read your Alverno email regularly. All official communications from the College and/or the School of Nursing and Health Professions will come through email.

You are expected to consistently demonstrate behavior reflective of professional nursing behaviors in all contexts, at the College and in public environments.

You will be responsible for arranging the necessary transportation for the clinical experiences in health care agencies and the community. Evening or weekend experiences may be required in some of the clinical rotations.

You are responsible to know and follow the *Undergraduate Nursing Student Handbook, Policies and Procedures*. You will sign a form acknowledging your accountability.

It is important for you to continually monitor your progression through the nursing program of studies. All nursing courses have prerequisites and are organized in the developmental order in which they are to be taken. Prerequisites for courses can be found IOL.

<h1 align="center">TUITION</h1>

Tuition for students who are Nursing majors (N) is published each year and can be found on the Business Office webpage of www.alverno.edu. Nursing tuition is charged for any term (Summer/Fall/Spring) following a students' official acceptance as a Nursing major (N). If a student is a Nursing Major (N) and is not taking any Nursing (N) courses, she is still charged Nursing tuition.

<h1 align="center">WRITING STYLE</h1>

<u>**All Students**</u>

APA format is the expected writing style for all nursing course written work. *The Publication Manual of the American Psychological Association* can be purchased as a reference text.

II. POLICIES AND PROCEDURES

This section of the handbook outlines specific policies of the JoAnn McGrath School of Nursing and Health Professions. The purpose of these policies is to establish professional standards that govern your progression in the Undergraduate Nursing Program. Therefore, academic policies and procedures of the JoAnn McGrath School of Nursing and Health Professions may differ from the general college policies. Requirements and responsibilities for clinical experiences and placements are also identified. Health care agencies used for clinical placement may have policies that differ from Alverno's. Nursing faculty will identify these differences at the time of your orientation to the agency.

If you wish to have a nursing policy waived, you must submit a written petition to the Undergraduate Nursing Admission and Advancement Committee providing rationale for your request. Decisions of the committee are final. Assistance with the procedures is available from your nursing advisor, clinical instructor and members of the Undergraduate Nursing Admission and Advancement Committee (see General Information, section III).

Failure to comply with Alverno College policies and procedures may result in warning or dismissal.

ABSENCES FROM COURSES

POLICY:
When you enroll in a course, you are accountable for all course requirements.

Attendance is required in all classes and clinicals. Faculty expect you to attend classes on time. Consistent lateness may be considered an absence. Active participation in discussion, laboratory work, and clinical practice is also required. Missing class or clinical time may jeopardize your ability to meet course outcomes.

When circumstances involve a classroom or clinical absence, **you are responsible to communicate directly with the instructor prior to the scheduled beginning of the theory session or clinical practice. If your absence is related to a death, you may be required to provide a copy of the death notice.**

If your attendance has not been regular, you demonstrate consistent tardiness, you have missed the first class meeting and/or clinical orientation, or you have not met the expectations regarding communication, faculty may decide that you are ineligible to continue attending a course.

If you choose to drop the course, it is your responsibility to 'officially drop' the course by contacting the Registrar's Office and your instructor. You are always encouraged to communicate with your advisor if you are considering dropping a course.

You and clinical faculty have the professional responsibility to determine appropriate action when health problems are present which jeopardize the safety of the client or yourself. A statement of health status from your health care provider may be required to continue in the course.

PROCEDURE:
1. When circumstances involve a classroom or clinical absence, **you are responsible to notify the appropriate person prior to the scheduled beginning of the session.** Specific directions for notification are identified in the course syllabus; these are the requirements you must follow.

2. If you are absent for a period of time from any scheduled class or clinical experience, your faculty will review your progress in the course based on a demonstration of course outcomes. If your absence is jeopardizing your continuance in the course, you will be notified in writing. Your faculty is also responsible to notify you about whether you may continue to attend classroom sessions and whether there are requirements that you must meet to demonstrate the behaviors you were not able to meet because of your absence. Your faculty may send recommendations for progression to the Undergraduate Nursing Admission and Advancement Committee.

3. Any expenses incurred in fulfilling this policy are your responsibility.

ACADEMIC MISCONDUCT: PLAGIARISM AND MISREPRESENTATION OF AUTHORSHIP

ALVERNO ALL COLLEGE POLICY
(Reprinted from *Building a community of learners: A community guide and student handbook.*)

POLICY:
Throughout your studies at Alverno College, you are exposed to a variety of learning styles. In some classes faculty require students to complete assignments in small group work sessions, while in other cases they may require you to complete work on an independent and individual basis. Both experiences can be stimulating and rewarding. However, when submitting work for your courses, you need to remember that you have a personal responsibility to complete work in accordance with the instruction of your teacher and sound academic principles. This means standing behind your work as a contributing member of a team when collaborative work is required. It also means standing behind your work as the individual who thought it through and carried it out when independent work is required.

When you are required to consult with professionals outside the College or undertake research in the library in order to gather information necessary for the completion of an assignment, you need to make reference to the resources used. Whenever you refer to secondary sources, whether for direct quotation or paraphrasing, you must supply clear documentation within generally accepted academic standards. In other words, when you use another's thoughts in the exact words or with some words changed around, the source must be indicated.

Work required to be completed independently does not meet the above requirements if it is more the work of someone else than that of the person who claims it. To claim work that is essentially someone else's constitutes misrepresentation. Failure to document sources of information constitutes plagiarism. When such cases come to the attention of faculty, a department or school, faculty committee will review the situation and make a recommendation to the department or school, regarding the necessity of disciplinary action. After the committee reviews the situation, they may recommend to the Committee on the Status of Students that the student receive an unsatisfactory in the course for which the work was required, an assignment of a new equivalent assessment, dismissal from the College, or other disciplinary action.

The following additional policies will be applicable to all nursing majors:

In your role as a professional nursing student, personal integrity and accountability are expected when caring for clients in clinical agencies and the community and when completing assignments and assessments for nursing courses. Failure to demonstrate personal integrity and accountability will be considered misrepresentation.

Reporting care/treatment of a client as given, when in fact it had not been given, or failure to report a known situation that could affect client outcomes will be constituted as a serious personal integrity issue. Similarly, reporting attendance at assigned course experiences, volunteer work, and/or community/agency observations, when in fact attendance did not occur, will also be constituted as a serious personal integrity issue. Immediate investigation will be initiated which could result in dismissal from the nursing program.

PROCEDURE:
1. The Undergraduate Admission and Advancement Committee will conduct a review process concerning issues involving compromised personal integrity. After an investigation of the situation and individual's behaviors, the Committee will make recommendations concerning disciplinary action to the Dean of the School.

2. The Dean will review the Committee's decisions and make a final determination. Decisions of the Dean are final.

CLINICAL EVENT/ERROR/NEAR MISS REPORTING

POLICY:

The Alverno College JoAnn McGrath School of Nursing and Health Professions is committed to fostering the development of professional nursing students in providing safe, quality health care. The Alverno College professional nursing student will be exposed to a variety of clinical practice areas, including but not limited to hospital and community settings. In clinical courses, all faculty require students to provide direct care to clients. At any time in the client care process, potential and actual errors can occur. Reporting of these errors is fundamental to error prevention. In 2000, the Institute of Medicine (IOM) released a report *To Err is Human: Building a safer health system* suggesting that preventable adverse events in the hospital were the leading cause of death in the United States. Since then, health care systems and secondary education facilities have become committed to preventing errors. The IOM report emphasized the importance of error reporting by using systems to "provide information that leads to improved safety." Reporting of a potential error (near-miss), which is an error intercepted prior to reaching the client is as important as reporting actual errors that have reached the client. Reporting of near misses can provide valuable information for reducing errors. Analysis of near-miss and error reporting data can lead to an understanding of gaps in the system that may eventually cause client harm.

As an Alverno College professional nursing student, you will participate in near miss and error identification and reporting in an effort to ensure safe and quality care is being provided to clients. This data will be used in the quality improvement process to identify the root cause of the incident. As patterns emerge from the data analysis, potential Undergraduate Nursing Program and/or clinical agency changes will be pursued in an effort to ensure the Alverno College JoAnn McGrath School of Nursing and Health Professions students are providing safe, quality client care. In the event that a clinical error was deemed to be intentional or negligent by the professional nursing student, further disciplinary action will occur based on the *Professional Behavior Policy*.

References

Institute of Medicine. (2000). *To Error is Human: Building a safer health system.*
    Washington, DC: National Academy of Sciences.

Near-Miss Procedure:

1. Identification of a near miss. This can be by faculty, the professional nursing student, or clinical agency staff.
2. The clinical faculty will meet individually with the professional nursing student involved in the near miss to gather situational data.
3. The clinical faculty will notify the clinical course coordinator of near misses, as appropriate.
4. The clinical faculty will complete a "Near-Miss Report" and submit to the Director of Undergraduate Nursing Programs in hard copy or electronic form within 24 hours of the incident.
5. A data analysis on all clinical error and near-miss events will be conducted.
   a. Trending reports will be generated per semester.
   b. Recommendations for quality improvement initiatives will be generated and proposed to the appropriate decision making body.

Adverse Event/Error Procedure:

1. Identification of an adverse event/error. This can be by the faculty, the professional nursing student, or clinical agency staff.
2. The clinical faculty member should be notified immediately of all adverse events.
3. The clinical nursing faculty will meet individually with the professional nursing student involved in the adverse event to gather situational data.
4. The clinical faculty will intervene in the clinical situation to minimize harm to the client.
5. The clinical faculty will notify appropriate clinical agency staff and follow organizational procedure based on the organizational policy.
6. The clinical faculty will notify the clinical course coordinator of any adverse event/error.
7. The clinical nursing faculty will complete an "Adverse Event/Error Report" in hard copy or electronically within 24 hours of the adverse event/error incident.

8. All "Adverse Event/Error Reports" will be routed simultaneously by the clinical faculty to the Director of Undergraduate Nursing Programs.
   a. The Director of Undergraduate Nursing Programs will determine if any individual action must occur involving the clinical faculty and/or professional nursing student.
9. The Director of Undergraduate Nursing Programs will perform data analysis on all clinical error and near miss events.

   a. Trending reports will be generated per semester.
   b. Recommendations for quality improvement initiatives will be generated and proposed to the appropriate decision making body.

CENTER FOR CLINICAL EDUCATION (CCE)

The CCE is a resource for study, practice, and demonstration of professional behaviors as identified in course outcomes. Therefore, you are expected to demonstrate responsible behaviors especially when participating in performance demonstrations and psychomotor skill validations. You will be expected to be prompt when completing skill validation appointments and required demonstration and/or practice sessions. Further description of expectations, resources, and guidelines for behaviors are provided to you in selected courses.

POLICY:
Attendance at all practice or validation activities for which you have signed up is expected. If you are unable to attend the session, you may cancel your appointment in the online scheduling system if it is more than 12 hours in advance. For cancellations less than 12 hours in advance you will need to call the CLC. Patterns of frequent "no show/no cancellation" or "less than 12-hours notification of cancellation" will be tracked by your instructor.

Non-professional behaviors will be reported to your course instructor via a Behavior Incident Form. Course faculty will hold a meeting to discuss the incident and create a Contract for Future Behavior with the student. Failure to follow the terms of the contract or to demonstrate responsible professional behaviors may result in loss of access to the CCE and jeopardize your success in the program. A copy of the Behavior Incident may be sent to the Dean.

Food and covered beverages are allowed in the lobby area of the CLC and the CSC debriefing rooms only.

Children who are not part of a validation demonstration **ARE NOT** allowed in the CCE at **any** time.

PROCEDURES:

1. **Sign Up for Activities and Cancellation**: Appointments for skill validations are to be scheduled through the online scheduling system. Students are expected to have completed the required practice in advance of the validation appointment. You may cancel your own appointment, however if you are cancelling the day of an appointment, you must call the CLC. Reports of your "no show/no cancellation" or "less than 12-hour notification" of cancellation" will be reported to your faculty.

2. **Behavior Incident Form:** Reports of your unprofessional behavior will be reported to your faculty and the manager of the CCE. A copy will be placed in your file.

ALVERNO COLLEGE
JoAnn McGrath School of Nursing and Health Professions – Clinical Learning Center

Student Behavior Incident Report Form

Student Name:_____   Date:_____

Course Student Enrolled In:

Description of Behaviors: *Sample*

Those Involved:

Effect of Behaviors:

Actions Taken:

_____
Signature and Role of Person Reporting Behaviors / Date

cc: Faculty, CCE Manager, Student File

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3. Food and covered beverages are allowed in the lobby area of the CLC and the CSC debriefing rooms only.

4. **Others in the CCE:** The CCE is available for Alverno College Nursing Student use *ONLY*. It is not available for other students or children. You will need to make child care arrangements when working and/or practicing in the CCE.

5. **Use of equipment outside of the CCE**: Supplies (such as public health bags) may be signed out of the CLC **at the request of your clinical instructor.** All other equipment is to be used in the CCE and only in the CCE unless the CCE Manager has given you specific permission to remove it. You will be asked to sign out the equipment if you have been given permission to remove it.

CONFIDENTIALITY

POLICY:
The 1996 Health Insurance Portability and Accountability Act (HIPAA) requires that patients have the right to control who will see their protected, identifiable health information. Only the patient and those individuals who the patient has authorized have access to their information. Penalties for violating HIPAA can include civil or criminal penalties, with fines up to $250,000 and 10 years imprisonment. All students must comply with HIPAA requirements, whether in course-related or work-related/other settings.

PROCEDURE:
1. You will learn about these laws in course work.

2. As you are oriented to agencies, you will learn about the agency's enactment of HIPAA; you are expected to fulfill the requirements.

PRELICENSURE COURSE SEQUENCE ENROLLMENT

POLICY:

You must comply with the prerequisites of your courses as indicated in IOL. Selected courses not completed concurrently must be taken in a specific sequence and usually completed within one year of each other.

PROCEDURE:

1. If not taken concurrently, the following courses must be taken in this order:
   a. N 360 Nursing Theory of Healthy Populations must be taken prior to N 365 Nursing Practice with Healthy Populations.
   b. N 370 Nursing Theory of Acutely and Chronically Ill Populations must be taken prior to N 375 Nursing Practice with Acutely and Chronically Ill Populations.
   c. N 450 Nursing Theory of Vulnerable Populations must be taken prior to N 455 Nursing Practice with Vulnerable Populations.

2. If not taken concurrently, each of the following courses must be completed within one year.
   a. N 365 Nursing Practice with Healthy Populations must be taken within one year of completion of N 360 Nursing Theory of Healthy Populations.
   b. N 375 Nursing Practice with Acutely and Chronically Ill Populations must be taken within one year of completion of N 370 Nursing Theory of Acutely and Chronically Ill Populations.
   c. N 455 Nursing Practice with Vulnerable Populations must be taken within one year of completion of N 450 Nursing Theory of Vulnerable Populations.

If you are repeating N 370 and have successfully completed BSC 257 and N 375, you may take N 465 Nursing and Research concurrently with N 370 Nursing Theory of Acutely and Chronically Ill Populations

CPR CERTIFICATION REQUIREMENT

POLICY:

Current **certification for CPR (cardiopulmonary resuscitation) for <u>health care providers</u>** is required for all students entering clinical nursing courses. Certification may <u>**only**</u> be obtained through the American Heart Association (Health Care Provider). CPR certification from other vendors or in other categories will not be accepted. On-line re-certifications through the American Heart Association with a practice / performance component are the only acceptable on-line option for CPR. Certification must be current at the start of the semester and not expire at any point during the semester. Recertification through the American Heart Association is required biannually (every 2 years).

Failure to provide current CPR certification documentation by the due date will result in a hold on your registration. Once documentation of current certification is obtained, the hold will be removed, and the student will be allowed to register for the courses.

PROCEDURE:

1. If you are unable to meet the CPR renewal date, you must contact the Clinical Liaison, explaining your plan to become certified.

2. Any expenses incurred in fulfilling this policy are your responsibility.

3. Contact the American Heart Association directly to determine dates, times and locations for CPR Certification Courses.
   - American Heart Association https://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp or phone 1-877-AHA-4CPR

GRADUATION PREPARATION

Prelicensure Students

From the beginning of your program of studies you have been moving toward graduation and a challenging lifetime career. Preparing for graduation can be a very exciting and rewarding time.

POLICY:

To be eligible for graduation all required courses (or their equivalent) must be successfully completed.

Ability requirements for graduation include 40 ability level units:

> 32 units (levels 1-4 of all 8 abilities)
>
> 8 units at the advanced level.

PROCEDURE:

1. Prior to graduation you will submit an application to take the licensing examination for professional nurses (NCLEX-RN). All graduates of schools of nursing must pass the examination to become a registered nurse. The purpose of the exam is to safeguard the public and assure that each licensed nurse is minimally competent to practice nursing. Established fees are to be sent in with the applications for the examination. Application forms are available online. Information on how to access it and the requirements will be distributed when you are enrolled in N 470. If you are planning to take the exam in another state, information will be shared on how to contact the Board of Nursing in the state where you plan to take the exam. Nursing faculty will assist you in filling out the application. If you intend to work, you will also need to send in a fee for a temporary permit to practice as a graduate nurse (G.N.) prior to taking the examination. This fee may be sent at the same time as the examination application if you have had your employer sign the appropriate forms and submit them with the application.

2. The NCLEX-RN examination is given year-round at designated testing centers. Upon successful completion of the examination, you will be licensed to practice as a registered nurse (R.N.). This license will need to be renewed on a biennial basis.

3. Students graduating at the completion of the final nursing courses should plan for special expenses associated with graduation and preparation for licensure.

HEALTH REQUIREMENTS

The delivery of nursing care occurs in multiple environments that could have high health risks. Therefore, a health status that contributes to a safe environment for the client and students is the minimal expectation of the JoAnn McGrath School of Nursing and Health Professions at Alverno College. The following health requirements were determined in collaboration with the clinical agencies with which the JoAnn McGrath School of Nursing and Health Professions contracts for clinical practice.

The JoAnn McGrath School of Nursing and Health Professions strongly recommends that you carry health insurance to cover any unforeseen incidents. If you are not already covered, you may wish to explore coverage available through the College. Student Affairs has this information. Should you decide not to carry health insurance coverage, you will be required to sign a waiver.

POLICY:

It is your responsibility to submit accurate and timely health information to CastleBranch.com as part of AC 205 or the first course of entry into the Nursing or RN-BSN curriculum. Students will receive specific directions on how to upload information. Failure to comply with the student health policies will result in exclusion from clinical sites, being dropped from the course, or a hold on your registration for the next semester.

When health problems/behaviors are present that jeopardize the safety of client or yourself, you and/or instructor have the professional responsibility to determine appropriate actions. An updated statement of health status from your health care provider is required with any change in your health status.

Immunizations

Current immunizations are required according to the guidelines of the Center for Disease Control in Atlanta and the Wisconsin Division of Health and Social Services.

Submit valid documentation for the following to CastleBranch.com.
1. Physical Examination Student Health Record form.
2. Positive rubella (German measles) titer or proof of immunization after the age of 12 months.
3. Immunity to rubeola (measles) titer or proof of immunization.
4. Immunity to mumps if you were born after 1957, titer or proof of immunization.
5. Immunity to varicella (chicken pox) titer or proof of immunization.
6. The Hepatitis B vaccine series must be started before entering the first clinical course. Proof of a completed series of Hepatitis B vaccine is required and proof of titer upon completion of the series.
7. Proof of an Influenza vaccine or documentation of medical or religious exemption provided annually each fall.
8. Documentation of the results of the annual TB testing: Two-step testing with a TB skin test or a TB blood test, QuantiFERON TB Gold Test must be provided.

    * Students with an initial TB positive skin test must follow up as recommended by their healthcare provider. Documentation of treatment recommendations will be required. Those students with a history of a positive TB test must annually complete the Questionnaire for Evaluation of Signs and Symptoms of TB in Nursing Students form. Individuals with symptoms of TB will be referred to their healthcare provider and documentation regarding recommended treatment will be required. (See Annual Questionnaire form.)
9. Proof of up-to-date Tdap and/or Td.

Additional health requirements including immunizations may be required for clinical practice in selected health care agencies.

PROCEDURES:
1. Your history and physical examination may be done by a physician, physician assistant or registered nurse practitioner and must be completed while you are enrolled at Alverno. The health data, submitted to the JoAnn McGrath School of Nursing and Health Professions via CastleBranch.com, will be kept confidential and separate from your academic record. We recommend that you keep copies of the records you submit.
2. If you were born prior to 1957, you may present a positive titer or proof of one immunization for rubeola (Measles). If you were born after 1957, you may present:
    a. a positive rubeola titer or
    b. evidence of two doses of live measles vaccine, one of which must be dated after 1980.
3. If you have not received measles vaccine previously, you may obtain one dose of vaccine immediately and a second dose no sooner than 4 weeks later.
4. If you were born after 1957, you may present any of the following as documentation related to mumps:
    a. positive mumps titer
    b. evidence of physician diagnosed mumps, or
    c. proof of immunization after the age of 1 year.
5. If you need recent documentation of rubella and rubeola immunity to meet health requirements, use of the combined measles, mumps, rubella (MMR) vaccine is recommended.
6. If you are pregnant and you live with or have frequent contact with someone who is immuno-compromised, consult the patient's health care provider regarding the safety of certain immunizations, should you need them.
7. The protocol for the Hepatitis B vaccine series is 2 doses given intramuscularly 4 weeks apart and the third dose 5 months after the second dose.

8. Human Immunodeficiency Virus (HIV) – All students are expected to follow CDC's "Standard Precautions" in all client contacts. You are introduced to Universal Precautions during your first clinical nursing course and these concepts are reinforced in each subsequent clinical course.
9. If you are exposed to blood or body fluids from a HIV positive client, you must follow the agency's policy and procedures, as well as those of the JoAnn McGrath School of Nursing and Health Professions. In collaboration with your instructor, you will also complete an incident report to be filed at Alverno College.
10. If you are unable to comply with any of the stated health requirements, please contact the Clinical Liaison in writing to determine a course of action.

DRUG SCREEN POLICY AND PROCEDURE

The purposes of the JoAnn McGrath School of Nursing and Health Professions Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the profession's zero tolerance position related to illicit use of substances. You must abide by the drug screen policies of each health care agency in which you are assigned for clinical practicums, therefore the most stringent of those policies will be the expectation for all students.

You will submit authorization allowing the laboratory designated by CastleBranch.com, the company selected to oversee drug testing for the JoAnn McGrath School of Nursing and Health Professions, to collect and test a urine specimen for the presence of illicit drugs and verify the results through CastleBranch.com. Initial screening will occur when you enter the major or the first nursing course for transfer and RN-BSN students. Random screening may be required at any time. In addition, you may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the JoAnn McGrath School of Nursing and Health Professions administration notified.

Failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in your not being allowed to meet course outcomes for clinical practicums, and therefore, removal from the Undergraduate Nursing Program since these behaviors violate professional standards.

If you test positive for one or more illicit drugs, you may not continue in clinical practicums and, therefore, cannot meet the academic outcomes for clinical courses. If you test positive due to a prescribed drug, you must follow the directions given by CastleBranch.com for documenting that the drug is prescribed. All test results will be communicated to the JoAnn McGrath School of Nursing and Health Professions administration and shall remain confidential.

PROCEDURE:
1. You will be notified by the JoAnn McGrath School of Nursing and Health Professions in advance of the deadline for the initial screening.
2. You will be sent the directions for establishing your account with CastleBranch.com. Once the account is established, you will receive an email from CastleBranch.com directing them how and where to set up an appointment for testing.
3. The fee for testing will be added as a course fee on the your tuition bill.
4. You must provide photo proof of identification upon arriving at the specimen collection site.
5. CastleBranch.com will report results to JoAnn McGrath School of Nursing and Health Professions administration. Results are also available to you.
6. If the results are negative, no further action is required.
7. If the results are positive, you and the JoAnn McGrath School of Nursing and Health Professions administration will be notified and you will not be allowed to attend clinical practicums. You will be asked to meet with JoAnn McGrath School of Nursing and Health Professions administration for information on next steps.
   a. If the positive result is due to the use of illicit drugs, you are not allowed to attend clinical practicums. Not attending practicums means you cannot meet course requirements, so you would be removed from

the program. You may be eligible to retest and apply for readmission to nursing if the positive result was with the initial screening.

b. If the results are positive and the result of a prescribed medication, you must follow the procedures outlined by CastleBranch.com for documenting your prescription use of the drug. The decision whether you can attend clinical practicum will come from the clinical agency.

NURSING STUDENT CAREGIVER BACKGROUND CHECKS

POLICY:

Congruent with current Wisconsin state law and statues, the Alverno College JoAnn McGrath School of Nursing and Health Professions requires that you complete a disclosure statement and submit to a Caregiver Background check prior to admission in courses with clinical placements. Under law, clinical agencies must prohibit placement of a student in their clinical environment if the student's background check reveals criminal records cited as **restrictions or "bars"** to employment or educational experiences in health care environments. Clinical agencies can also prohibit placement based on their own criteria regarding criminal background information. The existence of a criminal record does not automatically preclude admission to clinical placement environments. However, each criminal record will be reviewed as to its relationship to the listing of crimes that do constitute restrictions or bars. Criminal backgrounds may also be an issue for eventual licensure and/or employment as a nurse in health care settings.

CAREGIVER BACKGROUND PROCEDURE:

1. At your entry into the nursing or RN-BSN curriculum, you will complete disclosure statements and submit the forms for the Wisconsin Caregiver Background check through CastleBranch.com.

2. If you have lived in another state or have moved to Wisconsin in the past 3 years, a check of your background in the state(s) you live or have lived in will need to be done.

3. If you have a record of criminal charges, you will be asked to prepare a letter to accompany copies of the charges that the JoAnn McGrath School of Nursing and Health Professions must send to requesting clinical agencies. The letter needs to explain the circumstances of the charges and whether there were/are extenuating conditions that would mediate our understanding of the situation and suggest that your history is no longer a liability. The letter is to be sent to the Dean of the JoAnn McGrath School of Nursing and Health Professions within 2 weeks of receiving the request from the Dean.

4. All information regarding background checks will be kept strictly confidential and will be reviewed by the Dean of the JoAnn McGrath School of Nursing and Health Professions. You will be contacted and informed of criminal records of concern and will be advised accordingly. Clinical sites may also request additional information.

5. On a yearly basis following the completion of an initial background check, you will be asked to sign a disclaimer that no new charges have been leveled against you in the past year. New background checks must be completed every 4 years.

INCOMPLETE, WITHDRAWAL AND UNSUCCESSFUL PERFORMANCE

POLICY:

All prerequisites must be completed prior to entry into nursing courses.

The JoAnn McGrath School of Nursing and Health professions is committed to assuring all graduates of the program are competent and safe beginning practitioners. Maintaining a high standard of student performance is necessary to progress through this rigorous nursing curriculum. That means that nursing students must commit to studying and successfully passing the required courses. This can be done either part time or full time, but successfully passing courses is critically important.

A student will be dismissed from the Nursing Major if she meets any <u>one</u> of the following conditions:
- She is unsuccessful (U or UW) in a combination of two (2) 200-Level or Higher Natural Science and/or Nursing courses.

<div align="center">OR</div>

- She is unsuccessful (U or UW) in one (1) 200-Level or Higher Natural Science and/or Nursing courses and drop (DW), any two (2) 200-Level or Higher Natural Science and/or Nursing courses. Timeframe for drops is any time between the end of the official enrollment period and the last day to drop a course. Courses dropped prior to the end of the official enrollment period will not count. Courses dropped after the last day to drop are considered U's.

<div align="center">OR</div>

- She drops (DW), any three (3) 200-Level or Higher Natural Science and/or Nursing courses. Timeframe for drops is any time between the end of the official enrollment period and the last day to drop a course. Courses dropped prior to the end of the official enrollment period will not count. Courses dropped after the last day to drop are considered U's.

These changes were implemented in the Fall 2013 semester.

These changes apply to all nursing students, regardless of where they are in the curriculum.

All U's that were earned prior to Fall of 2013 will be considered in regards to these changes.

Those students who already have 2 U's, will not be dismissed unless they earn one more U or drop two (2) additional 200-Level or Higher Natural Science and/or Nursing courses.

All drops that occurred prior to Fall of 2013 will NOT be considered in regard to this policy.

Beginning Fall of 2015, if you are concurrently registered for a theory course and its companion clinical course (N360/365, N370/375, N450/455) and drop the theory course, you must also drop the clinical course. However, these two drops will count as one drop when considering your total number of dropped nursing and science courses. If you are registered for the theory and clinical courses in different semesters, the exception does not apply.

Theory and Concurrent Clinicals
- If you drop N 360 Nursing Theory of Healthy Populations and are concurrently registered in N 365 Nursing Practice with Healthy Populations, you must drop N 365.

- If you drop N 370 Nursing Theory of Acutely and Chronically Ill Populations and are concurrently registered in N 375 Nursing Practice with Acutely and Chronically Ill Populations, you must drop N 375.

- If you drop N 450 Nursing Theory of Vulnerable Populations and are concurrently registered in N 455 Nursing Practice with Vulnerable Populations, you must drop N 455.

PROCEDURE:
1. The academic calendar identifies the "last day to drop a course." To drop a course, you must do so in writing through the Registrar's Office. A drop form is available on the Registrar's Office webpage un Forms or in the Registrar's Office. The student can also email the drop to registrar@alverno.edu. Failure to contact the Registrar's Office will result in receiving a U/UW in the course.

2. Additionally, you must complete the prelicensure nursing drop form and meet with your instructor prior to contacting the Registrar's Office and prior to the last day to drop a course. Your progress in the course, rationale for dropping the course, and the potential consequences of dropping the course will be discussed. The drop form will be included in your student file. Failure to meet with your instructor prior to officially dropping a course could have negative consequences if you should need consideration for readmission to the School of Nursing. You are strongly encouraged to meet with your advisor to discuss your progression in the nursing curriculum.

3. If you have been dismissed from the Nursing major, you may petition the Undergraduate Nursing Admissions and Advancement (UGAA) Committee for readmission to the nursing major. The Undergraduate Nursing Admission and Advancement Committee will review the petition and make a determination about whether the petition will be granted. Consult with the Advising Office for specific criteria.

4. Costs incurred by fulfilling requirements are your responsibility.

INTERRUPTED PROGRAM OF STUDIES

POLICY:
If you return to a nursing course after a leave of absence of one semester or more from the nursing curriculum, you must submit a written letter of intent and request to re-enter nursing courses to the Undergraduate Nursing Admission and Advancement Committee. The Committee will review the request and determine whether you may re-enter the program and, if yes, based upon what conditions.

PROCEDURE:
1. Submit a written letter of intent and request to re-enter nursing to the Undergraduate Nursing Admission and Advancement Committee as soon as possible but no later than one month prior to the beginning of the semester you are re-entering.

2. The Undergraduate Nursing Admissions and Advancement Committee will review your petition and record to determine a response to your request.

3. If you are permitted to re-enter the Nursing curriculum, the Committee may require a demonstration of knowledge and abilities to show readiness to continue in the program.

4. All fees/tuition incurred by the learning prescription are your responsibility.

MEDICATION CALCULATION

Prelicensure Students

Accurate calculation of medication dosages is critical to providing safe, therapeutic nursing care.

POLICY:
You are expected to correctly use mathematical skills as you work with course content and functions in your professional nursing student role. To determine your ability to accurately calculate medication dosages, you will take a written medication calculation assessment in clinical courses. The performance requirement is 100 % for all nursing students. You will not be allowed to participate in the clinical environment or pass medications until you have successfully completed the medication calculation assessment. A pattern of failure on the medication calculation assessment may place you at risk for not meeting course outcomes.

If you earn less than 100% on the second assessment, you will be referred by the instructor and must enroll in a course to help you gain math proficiency in terms of medication management.

PROCEDURE:
1. Course instructors will provide you with information about the requirements for the medication calculation assessment in the specified courses.

2. If you are not successful at 100% initially, you will have one opportunity to retake the assessment.

3. If you are unsuccessful on the second assessment, you will be required to complete additional learning experiences and may be required to enroll in and complete a 0-credit or 1-credit medication calculation course.

4. Costs incurred by fulfilling these requirements are your responsibility.

OFF CAMPUS COURSES

POLICY:
Courses required in the Nursing sequence may be taken at another institution of higher learning **ONLY** if prior approval has been obtained. Courses that are approved to be taken off-campus must duplicate approximate credit hours and course content of an Alverno course and you must be able to earn necessary validations without affecting your anticipated graduation date.

PROCEDURE:

1. Consult with your advisor if you are considering requesting permission to take a course off-campus.

2. Before submitting a permit to request taking a course off-campus, explore how this request may affect your program of studies at Alverno. The following activities will help you in making your decision to request taking a course off campus.
   a. Obtain a course description and syllabus from the institution offering the course to compare credit hours and course content.
   b. Answer these questions:
      i. Does the course offer the same credit hours as the Alverno course?
      ii. Does the course teach the same content and offer the same laboratory experiences?
      iii. What validations does the Alverno course include?
      iv. Where can I earn these validations if I take the course at another institution?
      v. Is the course being offered at Alverno for the semester of the request? It is always preferred that you take courses at Alverno if possible.

3. If you find that the credit hours and course content duplicate the Alverno course, you may earn necessary validations, and your anticipated graduation date will not be affected, complete the Permit to Take Courses Elsewhere Form with your advisor. The electronic form is located on the Registrar's Office website.

4. Submit the Permit to Take Courses Elsewhere Form on Registrar's page and a copy of the course description including the name, number, and credit hours and course syllabus of the course you want to take. This form must be submitted to the Undergraduate Nursing Admission and Advancement Committee at least 1 month before the first day of the Alverno registration period.

5. You will be notified by e-mail whether your request has been approved.

PROFESSIONAL BEHAVIOR

POLICY:
Professional behavior is required. Failure to demonstrate professional behavior may result in dismissal from the learning environment. Professional conduct includes:

1. Through your actions, demonstrating awareness that the classroom or clinical environment is a learning environment;

2. Taking actions that are consistent with American Nurses Association's (ANA) *Nursing: Scope and Standards of Practice, Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application*, and *Guide to Nursing's Social Policy Statement: Understanding the Profession from Social Contract to Social Covenant* and the American Association of the Colleges of Nursing's *(AACN) Essentials of College and University Education for Professional Nursing,* and the Wisconsin State Statutes;

3. Exhibiting respect to peers, instructors, and others in the environment through your actions and language;

4. Attending **all** learning experiences regularly on time;

5. Coming to the learning environment prepared to participate in learning activities or to provide patient care;

6. Following the Absence from Courses policy and procedures included in this *Nursing Student Handbook, Policies, and Procedures;*

7. Maintaining professional appearance as described in the *Undergraduate Nursing Student Handbook, Policies, and Procedures;*

8. Abiding by HIPAA regulations; and

9. Initiating procedures only after receiving instructor approval in clinical environments.

PROCEDURE:

1. Faculty members describe specific course expectations in the syllabus, course materials, and course announcements that complement the foundational expectations described in the policy.

2. The clinical instructor determines the circumstances under which you are no longer eligible to attend a clinical site. The instructor will inform you of the decision and document the circumstances of the decision for placement in your file.

PROFESSIONAL LIABILITY INSURANCE

POLICY:

All persons are liable for their own negligence that results in injury to another person or property. As a practicing nursing student, you are in a position of being held liable for your actions and judgments when working with clients. Commissions and omissions in judgments and actions that are the expected duties and responsibilities of a practicing nursing student can result in litigation.

When you are enrolled in the nursing major, you are required to carry professional liability protection each semester you are enrolled. As a requirement of our clinical agencies, Alverno has procured a professional liability insurance policy. Each nursing student is part of this coverage. This coverage will protect you and Alverno any time you are involved with a client or group of clients within the defined role of a student nurse. This policy does not cover the individual outside of the nursing student role at Alverno College.

PROCEDURE:

1. The Business Office will add the insurance cost to the total tuition bill each semester of enrollment as is required by our policy.

2. It is strongly recommended that you purchase a professional liability insurance policy after graduation regardless of the setting in which you will be practicing.

RESPONSIBILITY FOR CONTENTS OF
Undergraduate Nursing Student Handbook, Policies, And Procedures

POLICY:

Each Alverno Nursing student is responsible to secure and maintain current knowledge of the Alverno College *Undergraduate Nursing Student Handbook, Policies, and Procedure.*

Information and policies are subject to change without prior notification.

PROCEDURE:

1. Each year the *Nursing Student Handbook, Policies, and Procedures* will be reviewed and revised if necessary and uploaded on the Alverno website, www.alverno.edu

2. Upon entry into the nursing curriculum, each student is accountable to read the *Handbook* and sign a form acknowledging responsibility for its contents.

ALVERNO COLLEGE
JoAnn McGrath School of Nursing and Health Professions

Undergraduate Nursing Student Handbook, Policies, and Procedures

Course Number and Name_____

By signing this statement, I acknowledge that I have secured the *Undergraduate Nursing Student Handbook, Policies, and Procedures* and am responsible for its contents.

_____

Printed Name_____   _____

Signature   Date

STUDENT CLINICAL UNIFORM AND EQUIPMENT

Prelicensure Students

POLICY:

The official Alverno nursing uniform with the Alverno patch, are required for clinical practice settings. If you choose to purchase other items than the approved designated uniform pieces, you may incur added expense, as they will not be allowed to be worn in the clinical setting. For your safety and the safety of others, your uniform, including shoes should be clean and in good repair.

All uniforms, scrub jackets, and shirts must be purchased at Galls (see procedure for address).

An Alverno photo ID is to be worn with the uniform.

You are expected to maintain a professional appearance that is respectful of clients and facilitates the safety of the client and yourself in all clinical settings. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. Pants should be hemmed so they do not touch the floor.

- Socks must be worn at all times. Color should match either shoes or pants.

- Shoes are to be all **white, black, or red** without decoration and used **EXCLUSIVELY** for clinical practice. "Croc type" (without holes) shoes may be worn. If the shoe requires shoelaces, they must match the shoes. Simple jewelry, including a maximum of one small post earring per ear, may be worn. No other facial or body jewelry is acceptable and may pose a danger in some environments.

- Light makeup, no fragrances.

- Hair of a naturally occurring color and a hairstyle that is clean, neat and off the shoulders.

- Trimmed fingernails <u>without</u> nail polish, tips, acrylic nails, etc.

- Refrain from gum chewing during clinical practice and **smoking while going to clinical and during clinical practice. Third hand smoke poses a danger to our patients.**

- Limit visible body art.

You may be dismissed from the clinical environment for violations of the uniform policy. Absence from the clinical environment may jeopardize your ability to be successful in the course.

You are required to furnish basic medical equipment necessary for client care that you purchase through local medical supply stores or the Alverno Bookstore. Mark your equipment with your name. Check course syllabus to determine equipment needed for your course.

PROCEDURE:

1. **Purchase your uniform from Galls**: located at 500 East Oak St, Oak Creek, WI 53154. The phone is: 414-762-7300. No substitutions are permitted without permission from the Undergraduate Admission and Advancement Committee.

2. An optional **long sleeve black tee shirt** may be worn under your red top. The Alverno patch must be worn with the uniform and during client care. **Galls** will sew on your patch for you. They can also hem pants if needed.

3. Students who are pregnant should consult with their clinical instructor regarding uniform.

4. The cost of the photo ID will be charged as a course fee.

5. Plunging necklines; spaghetti strap tops; short skirts or dresses, and exposure of the breasts, abdomen, and buttocks are not acceptable in professional contexts.

6. Earrings may not be larger than a dime and no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable.

7. Tattoos must be covered when possible.

STUDENT CONFLICT RESOLUTION

The JoAnn McGrath School of Nursing and Health Professions' student conflict resolution procedure exists to assist undergraduate nursing students in the resolution of academic and college related concerns. This procedure is congruent with the Conflict Resolution Policy of Alverno College.

The JoAnn McGrath School of Nursing and Health Professions fully supports and upholds the statements in *Building a Community of Learners:* A *Community Guide and Student Handbook* describing "Student Rights and Responsibilities, Complaint and Conflict Procedures and the Student Conduct Process" as approved by the Quality of Campus Life Committee. *The Complaint and Conflict Procedures* from this material follows.

Complaint and Conflict Procedures

All persons are expected to communicate in positive ways to resolve issues and conflicts. Communication and constructive controversy promote increased learning in a collaborative culture. They encourage better problem solving, creativity and involvement because they influence individuals to view problems and issues from different perspectives and to rethink their response. Constructive controversy is most productive in an atmosphere where individuals

- make every attempt to first resolve conflicts with the person(s) involved
- value controversy and different viewpoints
- focus the controversy on ideas and determining the best direction or decision
- are open to be influenced by new ideas and information
- reflect on one's actions, thoughts and the reaction of others
- communicate information accurately and clarify miscommunication
- recognize and communicate feelings as they relate to the issues being discussed

Procedures for Dealing with Conflict Related to Course Work and Campus Life

The following procedures are designed to assist individuals who believe their rights have been violated. Generally, complaints are handled within each functional area. The student should ordinarily attempt to resolve the matter by making an informal complaint with the person involved and if dissatisfied with the outcome, appeal the issue through the department director.

1. If the student has a justifiable basis for not going directly to the person involved, a student may make a formal complaint without having made an informal complaint. For more information, contact the Dean of Students.

2. If unsure about how to deal with the situation or if assistance is needed in how to proceed, contact a member of the Student Affairs Staff to get assistance. See the chart on next page.

	RELATED TO COURSE WORK	RELATED TO CAMPUS LIFE
	STEP 1--IDENTIFY THE ISSUE OR CONCERN	
INFORMAL COMPLAINT	When a complaint, disagreement or conflict happens with a student or faculty member within a course, organize your thoughts. • Review the syllabi, assignments and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (Advisor, friend, staff member or mentor) to help clarify the issue.	When a complaint, disagreement or conflict happens with a student or staff member, organize your thoughts. • Review the Student Handbook, and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (Advisor, friend, staff member or mentor) to help clarify the issue.
	STEP 2 -- TALK WITH THE PERSON INVOLVED If the student has a justifiable basis for not going directly to the person involved, make a formal complaint.	
	• Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution.	• Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution.
	Formal Complaint and Conflict Resolution Process Students, who believe that a member of the Alverno community has violated their rights, may make a formal complaint if a response from the person involved that is not satisfactory to the student or if the student has a justifiable basis for not going directly to the person involved. A *Formal Complaint* needs to be completed within 4 weeks of the incident.	

	STEP 3 -- IF THE CONFLICT OR ISSUE IS NOT RESOLVED, TAKE THE FOLLOWING ACTION	
FORMAL COMPLAINT	• *If not resolved,* write a letter to the JoAnn McGrath School of Nursing and Health Professions Director of Undergraduate Nursing Program. Describe the conflict/concern and include documentation. The Director of the Undergraduate Nursing Programs determines the next step/outcome and informs you. • *If not resolved,* write a letter to the JoAnn McGrath School of Nursing and Health Professions Dean. Describe the conflict/concern and include documentation. The Dean determines the next step/outcome and informs you. • *If not resolved,* write a letter to the Senior VP for Academic Affairs. Describe the conflict/concern and include documentation. The decision of the Vice President for Academic Affairs will be final.	• Complete the *Formal Complaint* form and return it to the Dean of Students. • A copy of the *Formal Complaint* will be given to the individual charged, the immediate supervisor and the student making the complaint. • The immediate supervisor will inquire into the facts of the complaint and discuss the matter individually with the student and the person involved in the complaint. • If appropriate, this administrator may ask the student and the person involved in the complaint to meet together with the administrator in an effort to resolve the complaint. • The Dean of Students will follow-up with the student and the administrator to see if the issue has been resolved. • If appropriate, the Dean of Students may refer the issue to the College Community Relations Board. • *If not resolved,* the Dean of Students or the Vice President for Academic Affairs will make a decision about the issue. Their decision is final.

Alverno expects that all members of our academic community act in ways that contribute to a supportive academic environment. You are expected to use your skills in communication, social interaction, and problem solving in positive ways to resolve conflicts with peers, with faculty, or with staff members. You are also accountable for your academic progress using feedback and assessments of your instructors and attempting to resolve conflicts with persons involved.

There may be times when you disagree with various policies or actions taken by a department, individual faculty, or staff member. There may also be times when you wish to share your opinion in a formal way with the JoAnn McGrath School of Nursing and Health Professions, individual faculty, or staff member. The following procedures have been established to assist you in resolving problems or sharing viewpoints that may arise:

1. Clarify and describe what is actually your concern or viewpoint and consult any appropriate source materials, such as syllabi or handbooks, to ensure that the issue is clearly identified.

2. Approach the person (instructor, advisor, staff member, or peer) most directly involved with the concern and discuss your concern using any necessary documents (assignments, assessments, memos, handbook references, syllabi, etc.). If you cannot resolve the conflict **after talking to the person involved**, then pursue the following steps:

If the conflict is course related: Contact your nursing faculty advisor and make an appointment to discuss the concern with her. She will assist you in following division procedures for conflict resolution. Write a letter to the director of Undergraduate Nursing Programs. Carefully describe your conflict, being sure to support it with appropriate documentation. The Director of Undergraduate Nursing Programs will follow the division procedures related to the concern. These may include having you meet first with the Director of Undergraduate Nursing Programs and then with the Dean of the School if necessary. The Dean of the JoAnn McGrath School of Nursing and Health Professions will review the concern.
Procedures for Dealing with Conflict Related to Course Work and Campus Life

Decisions of the Dean are final in the JoAnn McGrath School of Nursing and Health Professions. Students should consult the Alverno College Student Handbook for further college level processes for concerns that remain unresolved following the Dean's review and decision.

If the issue is one of academic policy scheduling or procedures: Contact your nursing faculty advisor and follow the procedure above.

If the issue is one of your academic progression: Contact your nursing faculty advisor. She will assist you in processing your concern through the Undergraduate Nursing Admission and Advancement Committee of the JoAnn McGrath School of Nursing and Health Professions. She will also assist you in following the Nursing Program procedures for conflict resolution cited above, if necessary.

If the issue is a viewpoint, opinion, or concern related to the JoAnn McGrath School of Nursing and Health Professions: Clarify and describe your opinion, viewpoint, issue, concern and/or request by writing to the Dean of Nursing. Provide supporting documentation, if appropriate. As with any conflict, the conflict resolution procedures cited above are also available to you.

If your conflict is related to a situation outside the classroom or school: Submit a written description of the circumstances to the Dean of the JoAnn McGrath School of Nursing and Health Professions and to the Dean of Students in the college. After an interview with those involved, the Dean of Students may convene a committee to deal with the issue.

<div align="center">

SUCCESSFUL PROGRESSION IN THE NURSING PROGRAM

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POLICY:
Successful progression in the nursing program is based on meeting course outcomes as outlined in each nursing course syllabus and requires a pattern of effective demonstration of abilities in clinical practice, criterion-referenced projects, performance assessments, and objective assessment. If there is an identified pattern of difficulty in meeting these requirements, strategies to strengthen necessary abilities may be required before you are allowed to progress in the program, documented in an individualized Learning Contract. You are responsible to fulfill the requirements of the Learning Contract.

PROCEDURE:
1. All requirements for success in a course are outlined in each nursing course syllabi.

2. If you are experiencing difficulty meeting course outcomes, your instructor may file a Mid-Semester Progress Report. You will be asked to self assess your learning practices in order to collaborate with your instructor to develop a Learning Contract that identifies how to improve your performance and the timeline for meeting expectations. You are responsible to fulfill the requirements of the learning contract.

3. Prelicensure Students: Because you will be required to successfully complete the National Council Licensing Examination for Registered Nurses (NCLEX-RN) objective test to practice nursing, you will be provided with multiple learning and assessment experiences involving computerized multiple-choice objective testing. Because you are expected to demonstrate mastery of the major nursing concepts in courses, you will need to achieve the number of points equal to 80% of the total possible points on objective assessments.

TESTING ENVIRONMENT

I. Purpose
The purposes for the Testing Security Policy are to provide: (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure security of all aspects of the testing process. This policy is not limited to academic cheating on tests, but encompasses all aspects of classroom, clinical, and online learning environments.

II. Supportive Information
A. The JoAnn McGrath School of Nursing and Health Professions expects high standards of conduct from its students. Cheating of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero on a test, failing the course, and/or dismissal from the nursing program. Scholastic dishonesty is clearly discussed in the Alverno College Students' Rights and Responsibilities, as is academic honesty in the Nursing Program Student Handbook. Additionally, students are expected to be aware of the Nursing Program's Policy on Social Networking in the Student Handbook.

B. The Wisconsin Board of Nursing (BON) may deny initial licensure to anyone who demonstrates a lack of good professional character as evidenced by a single incident or an integral pattern of personal, academic or occupational behaviors that are not consistent with standards of nursing practice (BON, Chapter N7).

C. The use of technology is often a method used for academic cheating. Examples include but are not limited to cell phones, smart watches, portable media devices, cameras, audio or video recording, and social media networks. Any form of cheating is unacceptable and will not be tolerated.

D. It is important that faculty communicate with students on exactly what constitutes academic dishonesty and what is expected of the students.

III. In the Testing Environment
A. Students are required to have their user name and password memorized. Students may not bring a piece of paper with this information to the assessment.

B. Test takers will be required to leave all their personal belongings in designated area as determined by the proctor, which will be a minimum of three feet away from the test taker.

C. Personal belongings include, but are not limited to: electronic devices (cell/mobile/smart phones, tablets, pagers, smart/fit watches, or other electronic/Bluetooth-enabled devices), backpack, purse, pencil case, any large jewelry or other accessories, non-smart watches, food or drink, water bottles, gum/candy, lip balm, coats, hats/scarves (other than those worn for religious purposes), gloves, medical aids/devices, any educational, test preparation or study materials.

D. Test takers may take an optional break during the assessment. All personal items accessed during breaks may be re-inspected by the proctor. Test takers are encouraged to use the facilities prior to the start of the assessment to minimize distractions and maximize available testing time. Once the test taker has been checked-in by the test proctor, she must make the proctor aware if she needs to leave.

E. The following items are not able to be accessed during a break: any educational, test preparation or study materials, electronic devices or peers.

F. The student will demonstrate to the proctor that her electronic devices are stowed prior to leaving the room.

G. The test proctor will provide each test taker with one piece of scratch paper. The student will write their name and computer number in the upper right corner. If the test taker needs a second piece of paper, she will ask the proctor.

H. The proctor has no control over noise made by other test takers typing. Earplugs are available upon request.

IV. What are possible scenarios of cheating?

A. During an exam, a student goes to the bathroom and looks at some notes that have been previously hidden in order to find answers.

B. A student writes some notes or memory prompts on her arm, hand or a piece of paper before going into an exam and uses these to help answer some questions.

C. A student is having difficulty writing a paper or care plan. She uses the work of a friend to write her paper with permission of the friend (collusion).

D. A student is having difficulty understanding the content and concepts in a class prior to a test. She asks a classmate who took the test in an earlier section what to study.

E. A student has just finished a test. In an effort to help her friends, the student describes specific content and concepts on the test.

F. A student says that she doesn't remember the specific questions on a test from a previous semester, but does remember most of the answers and will post them on a social media network for her classmates who are struggling with a rigorous course.

G. A student finds an internet site relevant to her class or clinical assignment and copies portions of it into her own work, changing very little of it.

H. A student uses test questions, papers, and/or care plans handed down from previous semesters to complete her assignments.

I. When asked by the instructor, a student says she knew that cheating was going on during a test and test review but did not want to get her peers in trouble.

J. A student brings an audio recorder to a test review with the instructor. The instructor discusses in detail the rationales for the correct and incorrect test responses. The student shares this information with other students in writing, verbally, or makes a copy of the audio for students in a subsequent testing period or semester.

K. A student takes a picture of an NCLEX-RN question during class without the instructor's knowledge.

L. A student consistently misses the regularly scheduled tests in hopes of obtaining information from classmates about test content and/or concepts for the make-up test.

M. A student reports that she received an electronic study guide of the content and concepts from a classmate that looked like questions from a test, but didn't use it because it looked "strange." The student reported that she had heard "through the grapevine" that test questions from a previous test was circulating among students." The student did not report the strange appearance of the study guide to the instructor until after the cheating was identified.

V. Student Responsibilities

A. Students are required to have their user name and password memorized prior to an assessment.

B. The student will wear their Alverno College name badge to each assessment.

C. Have no personal belongings (i.e. books, papers, keys, phones, phones, smart watches, electronic devices) at a testing computer station.

D. Do not write on the provided scratch paper before the test begins.

E. Raise her hand to ask a question. A proctor will come to the student. There will be no other talking during the test. Students are not allowed to communicate with anyone except the test proctor.

F. Do not remove any test materials, documents, or other material with any test information from the room after taking the test. Scratch paper will be turned in to the instructor or proctor before leaving the testing room.

G. Do not give help to other students or receive help from any student during a test either verbally or nonverbally.

H. Do not give any test information to other students between testing times and after testing times.

I. Students will not engage in any cheating activities, including but not limited to those scenarios listed in Section IV above.

VI. Professor/Proctor Responsibilities

A. Security measures will begin at assessment construction.

B. Assessments will not be left unattended on the professor's desk or left open on computer screens when students enter the office. Computer content should be minimized to avoid breach of assessment questions.

C. All assessments will be maintained in the instructor's locked office and in a locked cabinet.

D. Assessment security will continue once the assessment has been generated online. Verification of receiving the test results online should be confirmed by the professor/proctor at the time of the assessment.

E. Make-up assessments will not be the same as the missed assessment. Make-up assessments may include essay, short answer, multiple choice and alternate item format questions.

References

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TIMELY WORK COMPLETION

POLICY:
You are expected to submit assignments, **supporting documents, and your self assessments** according to the course due dates so that you may receive feedback identifying strengths and areas to continue to develop within a course. Non-submission of assignments according to course timelines may only occur if there has been prior negotiation for extension of the due date. Because we believe that the curriculum and each course is developmentally sequenced, assignments and assessments must be up-to-date at mid-semester. A pattern of continued lateness with assignments may result in being unsuccessful in the course.

PROCEDURE:
1. **Courses within the curriculum are developmentally sequenced. Therefore, each nursing course syllabus will outline specific due dates for assignments and assessments that will facilitate development of course-related knowledge and abilities over time.**

2. If you have not completed all assignments and assessments required by mid-semester, your instructor will file a Mid-Semester Progress Report.

3. Costs incurred by fulfilling these requirements are your responsibility.

III. GENERAL INFORMATION

This section of the handbook identifies the structure and functions of the JoAnn McGrath School of Nursing and Health Professions as related to its responsibilities to you as a student in the nursing program. Committee functions, the advising program and student nursing organizations are highlighted with specific identification of associated faculty responsibilities.

ORGANIZATIONAL STRUCTURE OF THE
JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The organizational structure of the JoAnn McGrath School of Nursing and Health Professions provides the framework for the work of the department in the accomplishment of the goals and objectives of the College and the School.

The Dean of the JoAnn McGrath School of Nursing and Health Professions is responsible for the administration of the School and reports directly to the Vice President for Academic Affairs of the College. Faculty members assume multiple roles and responsibilities to support and assure the effectiveness of the JoAnn McGrath School of Nursing and Health Professions.

The Undergraduate Nursing Admission and Advancement Committee is responsible for decision-making regarding admittance and progression in the nursing curriculum. Communications for that committee should be sent to Nursing.AdmissionAndAdvancement@alverno.edu.

STUDENT REPRESENTATION

INTRODUCTION:
The faculty of the JoAnn McGrath School of Nursing and Health Professions are consistently concerned about your experiences, perceptions, ideas, and viewpoints as a student in this nursing curriculum. Therefore, we create mechanisms for students to provide input to the JoAnn McGrath School of Nursing and Health Professions Dean, faculty, and/or committees. The purposes of the mechanisms are to provide for exchange of information and ideas related to the continuous evaluation of the Nursing curriculum.

POLICY:
The Alverno JoAnn McGrath School of Nursing and Health Professions shall provide mechanisms for students to provide input and to receive feedback related to the input.

PROCEDURES:
1. Each semester, students will receive information about ways to provide input at the beginning of the semester. Mechanisms may include electronic communications, face-to-face meetings, committee participation, and/or written communications.

2. On a regular basis, students will be asked if the communication approaches are meeting their needs.

ALVERNO COLLEGE STUDENT NURSES' ASSOCIATION (ACSNA)

The Alverno College Student Nurses' Association is a constituent of the Wisconsin Student Nurses' Association (WSNA) and the National Student Nurses' Association (NSNA). At Alverno, this organization represents all students majoring in nursing. The organization has elected officers, a nursing faculty advisor and is an officially registered organization on the Alverno College campus.

Mission
To organize, represent and mentor nursing students to promote the development of skills that students will need as members of the nursing profession, and to address issues that affect nursing students.

Vision
As a collaborative organization, ACSNA acts as a student advocate in order to advance engagement in the profession of nursing.

The purpose of ACSNA is to provide programs representative of fundamental and current professional interest and concerns and to aid in the development of the student as a whole to help her define her professional role and her responsibility for the health care of the people in all areas of life.

Within ACSNA, there are currently three sister groups:
- the Black Student Nurses Association (BSNA),
- the Hispanic Student Nurses Association (HNA),
- the Alverno Asian Student Nurses Association (AASNA).

Membership in the sister groups is open to any and all nursing students who are members of ACSNA.

The mission of AASNA is to strengthen, educate, and empower individuals of the Asian community for making healthful and lifelong changes for a greater future. The mission of BSNA is to empower, enhance, educate, and serve African American community through advocacy and health promotional activities, and to foster the leadership skills of student nurses and aid in the development of professional abilities. The mission of HNA is to recruit and provide an environment of growth and professional development for nursing students who are interested in leading, educating, and improving the quality of healthcare in the Hispanic community.

There is a membership fee that entitles the student to membership in the local organization (ACSNA). In addition, to maintain active membership in ACSNA, the student must participate in **at least one meeting and one event or two events per semester.** To maintain active membership in HNA, AASNA, and/or BSNA, the student must participate in one activity each semester per organization she is a member of in addition to her ACSNA requirements. Active members will have all privileges of membership. They include, but are not limited to: having voting privileges in ACSNA elections, any discount available to members, eligible to serve in the WSNA House of Delegates (provided ACSNA member is also a WSNA member in good standing), eligible to serve as an executive officer in ACSNA and eligible to become an active committee member and participant.

There is an additional fee for membership to the WSNA and the NSNA. Benefits of joining the WSNA and NSNA include *Imprint*, the national magazine published by and for student nurses, discounted rate for annual WSNA conference fee, and there are many scholarship opportunities available to these students.

IV. Appendix

A. Health Insurance Coverage Form

<u>**HEALTH INSURANCE COVERAGE**</u>

I understand that it is strongly recommended that nursing students carry health insurance to cover any unforeseen incidents that might be experienced during clinical practicums. I further understand that coverage is available at a reasonable cost through the college. (Information regarding that coverage is available through the Student Affairs Department.)

_____   _____

Student Name   Date