

SCHOOL OF NURSING



Graceland University
2023-2024

BSN-RN STUDENT HANDBOOK

1401 W. Truman Road Independence, MO 64050 1-816-833-0524

www.graceland.edu

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Welcome To the School of Nursing

Welcome to the School of Nursing. Your future is here! Many exciting learning experiences await you as you begin your journey toward becoming a registered nurse. You will have a vast array of opportunities as a nurse in the 21st century. The world is changing so quickly that we don't know what nursing will look like during your entire career. The future of the nursing profession will unfold as you create it! We will give you the opportunity to prepare yourself to practice with great skill in the new world that is before you.

You're fortunate to be a student at Graceland University. The nursing program is a critical part of Graceland University and has a long history in Independence. The faculty and students who came before you have created an outstanding reputation in the Kansas City metropolitan area as well as across the country. We will provide you with the guidance you need to carry on their legacy of honesty and integrity. As pre-professionals in the student nurse role, we expect you to demonstrate integrity in all academic and clinical settings. We want you to always remember that every time you wear your uniform and interact with others you are representing Graceland University.

Graceland is a community, and like any community there are policies and regulations to follow to keep you on track. This handbook includes policies that you need to know to stay on the most direct route to success. Stay focused on your goal to become a registered nurse and your probability to succeed will be high.

As you progress through the nursing program at Graceland, you will begin to feel the "Graceland experience." That experience results from your connections with your fellow classmates and from the caring concern of our faculty and staff for you, our students. We are here to facilitate your success. You are here to be successful. You will work hard, and we will coach and encourage you all the way!

Welcome to a new chapter in your life and thank you for choosing Graceland!

Elise Hector, PhD, RN, CPN

Associate Dean of the School of Nursing and Assistant Professor of Nursing

Important Phone Numbers

Fire & Police	911
Highway Patrol	816-622-0800
Poison Control Center	800-366-8888
Inclement Weather	816-423-4750
	*Graceland Independence Campus Information/Delayed Starts only
	*For cancellations or delayed starts: Watch for postings on local TV stations. For Clinical Information contact the course coordinator.
WellConnect- Student Assistance Program	913-982-8398 800-624-5544 www.ndbh.com
Independence Campus	Phone: 816-833-0524 Fax: 816-833-2990 To call specific location: 816-423-xxxx[Extension]
Financial Advisor	1-800-833-0524 phone 816-833-8810 fax myfinancials@graceland.edu
Campus Bookstore	ext. 4714 independencebookstore@graceland.edu
Student Lounge	ext. 4429
Lamoni- Password resets	ext. 5167
Transcripts- Registrar's office	ext. 5223

SON Important Phone Numbers

Undergrad Admin Asst.	ext. 4679
Theresa Trent	Tat4@graceland.edu
Admission Counselor	ext. 4746
	admissions@graceland.edu
SON Dean	ext. 4671
Dr. Jolene Lynn	Jlynn1@graceland.edu
Associate SON Dean	Ext. 4684
Dr. Elise Hector	Ecraig1@graceland.edu
BSN Programs Coordinator	ext. 4692
Prof Sam Byrnes	sbyrnes1@graceland.edu
Clinical Coordinator	ext. 4692
Prof Jane Garrow	garrow@graceland.edu

Full Time Faculty

Faculty	Credentials	Title	
Jolene Lynn	PhD, RN	Dean SON Associate Professor of Nursing	ext. 4671 Jlynn1@graceland.edu
Elise Hector	PhD, RN, CPN	Assistant Dean SON Assistant Professor of Nursing	ext. 4684 Ecraig1@graceland.edu
Shawanna Jackson	MSN, RN, PHNA- BC	Assistant Professor of Nursing	ext. 4691 sdjacks0@graceland.edu
Samantha Byrnes	MSN, RN	Assistant Professor of Nursing	ext. 4698 sbyrnes1@graceland.edu
Jeri Sindt	PhD, RN	Professor of Nursing	ext. 4690 jerjones@graceland.edu
Barbara Voshall	DNP, RN	Professor of Nursing	ext. 4696 voshall@graceland.edu
Sharon Little- Stoetzel	RN, PhD, CCRP	Professor of Nursing	ext. 4670 stoetzel@graceland.edu
Stephanie Jacques	MSN, RN	Assistant Professor of Nursing	ext. 4692 jaques1@graceland.edu
Chanté Campbell- Nixon	DNP, NP-C, RN	Adjunct Professor of Nursing	ext. 4683 chcampbe@graceland.edu
Jane Garrow	MSN-Ed, RN	Assistant Professor of Nursing	ext. 4680 garrow@graceland.edu
Melissa Jonas	CNM-APRN, RN	Assistant Professor of Nursing	ext. 4689 gmj3@graceland.edu
Wendy Berdych	MSN, RN	Assistant Professor of Nursing	ext. 4669 wendyb1@graceland.edu

Accreditations and Approvals

The nursing programs have **full approval status** by:

Iowa Board of Nursing

400 SW 8th Street, Suite B

Des Moines, IA 50309

Phone: 515.281.3255

Fax: 515.281.4825

Missouri Board of Nursing

P.O. Box 656

Jefferson City, MO 65102-0656

573.751.0681 Telephone

573.751.0075 Fax

The nursing degree programs are accredited by:

Graceland University is a member of the **North Central Association**
and is accredited by the **Higher Learning Commission**



Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, Illinois 60604

800-621-7440

Commission on Collegiate Nursing Education (CCNE)

655 K Street, NW, Suite 750,

Washington D.C. 20001

(202) 887-6791

AACN Essentials of Baccalaureate Education for Professional Nursing Practice (Updated 2021)

The Essentials of Baccalaureate Education for Professional Nursing Practice provides an important framework for designing and assessing baccalaureate education programs for professional nursing practice. The AACN Essentials document describes the educational preparation for, and expectations of, initial practice as a baccalaureate-prepared nurse.

Domain 1: Knowledge of Nursing Practice

Domain 2: Person-Centered Care

Domain 3: Population Health

Domain 4: Scholarship for Nursing Discipline

Domain 5: Quality and Safety

Domain 6: Interprofessional Partnership

Domain 7: Systems-Based Practice

Domain 8: Informatics and Healthcare Technologies

Domain 9: Professionalism

Domain 10: Personal, Professional, and Leadership Development

Academic Calendar

Summer 2023

Classes Begin, 16 Week Summer Session: Monday, May 8, 2023
Classes Begin, 8 Week Summer Subsession A:
Classes End, 8 Week Summer Subsession A: Saturday, July 1, 2023
Classes Begin, 8 Week Summer Subsession B: Monday, July 3, 2023
Classes End, 8 Week Summer Subsession B: Saturday, August 26, 2023
Classes End, 16 Week Summer Session:

Drop/Add Deadlines 2022 - 2023

Subsession:	Fall	Fall A	Fall B	Spring	Spring A	Spring B	Summer	Summer A	Summer B
Last day to Add, Change to Pass/Fail or back to Graded , and last day to Drop	Sept. 12	Sept. 6	Oct. 31	Jan. 23	Jan. 17	Mar. 13	May 22	May 15	July 10
last day to Withdraw or put on Audit	Nov. 3	Sept. 30	Nov. 28	Mar. 16	Feb. 10	Apr. 7	July 13	June 9	Aug. 4

Fall 2023

Classes Begin, 16 Week Fall Session: Monday, August 28, 2023
Classes Begin, 8 Week Fall Subsession A:
Homecoming Weekend: Friday, September 29 - Sunday, October 1
Classes End, 8 Week Fall Subsession A: Saturday, October 21, 2023
Classes Begin, 8 Week Fall Subsession B: Monday, October 23, 2023
Classes End, 8 Week Fall Subsession B:
Classes End, 16 Week Fall Session: Saturday, December 16, 2023
Commencement - Independence, MO: Saturday, December 16, 2023

Spring 2024

Classes Begin, 16 Week Spring Session:

Classes Begin, 8 Week Spring Subsession A: Monday, January 8, 2024

Spring Recess Begins, Trimester SON Face-2-Face

Programs: Friday, March 1, 2024 (5:00 pm)

Classes End, 8 Week Spring Subsession A: Saturday, March 2, 2024

Classes Begin, 8 Week Spring Subsession B: Monday, March 4, 2024

Classes Resume, Trimester SON Face-2-Face

Programs: Monday, March 11, 2024 (8:00 am)

Classes End, 8 Week Spring Subsession B:

Saturday, April 27, 2024

Classes End, 16 Week Spring Session:

Baccalaureate - Lamoni, IA: Saturday, April 27, 2024

Commencement - Lamoni, IA: Sunday, April 28, 2024

Summer 2024

Classes Begin, 16 Week Summer Session:

Monday, May 6, 2024

Classes Begin, 8 Week Summer Subsession A:

Classes End, 8 Week Summer Subsession A: Saturday, June 29, 2024

Classes Begin, 8 Week Summer Subsession B: Monday, July 1, 2024

Classes End, 8 Week Summer Subsession B:

Saturday, August 24, 2024

Classes End, 16 Week Summer Session:

Drop/Add Deadlines 2023 - 2024

Subsession:	Fall	Fall A	Fall B	Spring	Spring A	Spring B	Summer	Summer A	Summer B
Last day to Add, Change to Pass/Fail or back to Graded , and last day to Drop	Sept. 11	Sept. 5	Oct. 30	Jan. 22	Jan. 16	Mar. 11	May 20	May 13	July 8
last day to Withdraw or put on Audit	Nov. 2	Sept. 29	Nov. 27	Mar. 14	Feb. 9	Apr. 5	July 11	June 7	Aug. 2

About Graceland University

Lamoni Campus

Graceland University is a co-educational liberal arts institution located in Lamoni, Iowa, a rural community of fewer than 1500 people 120 miles north of Independence, MO. The campus covers 177 acres of land with 34 buildings. It is a beautiful pastoral setting and is frequently referred to as our "Hilltop Home."

Independence Campus

The Independence, Missouri location is home to the prestigious Graceland University School of Nursing. Programs include: a campus BSN-RN program and programs in undergraduate and graduate nursing. The faculty and staff for our distance education program reside within the Independence campus. Our other online programs offer undergraduate and graduate degree programs in a variety of fields. In addition, the campus is the home for the award-winning Dr. Charles F. Grabske, Sr. library, one of the best nursing resource libraries in the Midwest.

University History & Church Affiliation

Graceland was established as a direct result of legislative action taken by the delegates of the 1890 General Conference of the Reorganized Church of Jesus Christ of Latter Day Saints, now known as The Community of Christ. September 17, 1895, Graceland University (formerly College) admitted its first students in the four-year liberal arts curriculum in Lamoni, Iowa. The first graduating class was a class of one, F. M. Smith, one of the church's prophets. The F.M. Smith Library was named after this graduate. The University was initially accredited by North Central Association in 1920, and accreditation has been continuous since. In 1969 the Division of Nursing became the sixth academic area of the University when the World Church and the University decided to move its educational base for the former diploma nursing program from the Independence Sanitarium and Hospital (most recently, Independence Regional Health) into its collegiate setting at Graceland. The Independence Campus (formerly Educational Center) became the home of the upper division BSN program of the nursing major in 1970. Margaret McKevit was the first Chairperson of the Division of Nursing, (now School of Nursing) and is credited, along with Professor Emerita Iola Tordoff, with establishing our tradition of excellence in nursing education.

Graceland is grateful to these nurse educators and to many others who have contributed to our rich heritage.

Graceland University

Vision, Mission and Values

Vision Statement

Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

Mission Statement

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

Statement of Values

Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

Learning

We believe in the life long process of the open and free pursuit of truth.

Wholeness

We believe that the development of the intellectual, physical, social, and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

Community

We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

General Education Goals/Requirements

Your liberal arts education prepares you to think broadly and gives you transferable skills required in many work situations. Essential Education courses are required to provide you with these skills. Review the current Graceland University catalog carefully prior to completing your registration.

The university catalog may be accessed through this link:

<https://www.graceland.edu/academics/academic-catalogs/undergraduate-catalog/>

School of Nursing Mission, Goals, Professional Standards, Philosophy, and Organizing Framework

Mission

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as baccalaureate generalist nurses, nurse practitioners, and nurse educators.

Goals

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students in professional nursing standards, including The Essentials of Baccalaureate and Master's Nursing Education and Doctoral Nursing Education, and meets the needs of communities of interest.
3. Utilize teaching learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

Professional Standards

The School of Nursing adheres to Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing and other State Board of Nursing regulations as appropriate for our online nursing programs, and the professional standards outlined in the AACN BSN Essentials (2021), AACN MSN Essentials (2021), ANA Scope and Standards of Practice (2021), ANA Code of Ethics for Nurses (2015), Quality and Safety Education for Nurses Competencies (2018), and NONPF Domains and Core Competencies of Nurse Practitioner Practice (2012).

Philosophy Statement

Faculty members of the SON believe that:

The School of Nursing is an integral part of Graceland University and that its mission, goals, and philosophy are congruent with the vision, mission, and values of the parent institution.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and providing quality nursing care to individuals, families, communities, and societies within the global health community. As such, we enhance the achievement of University general education

goals and educate students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

Professional nurses, as reflective practitioners, apply the nursing process in a holistic and caring manner to promote optimal health. The roles of the professional nurse include Learner, Clinician, Leader and Educator. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare. Educators integrate evidence into their teaching and student assessments.

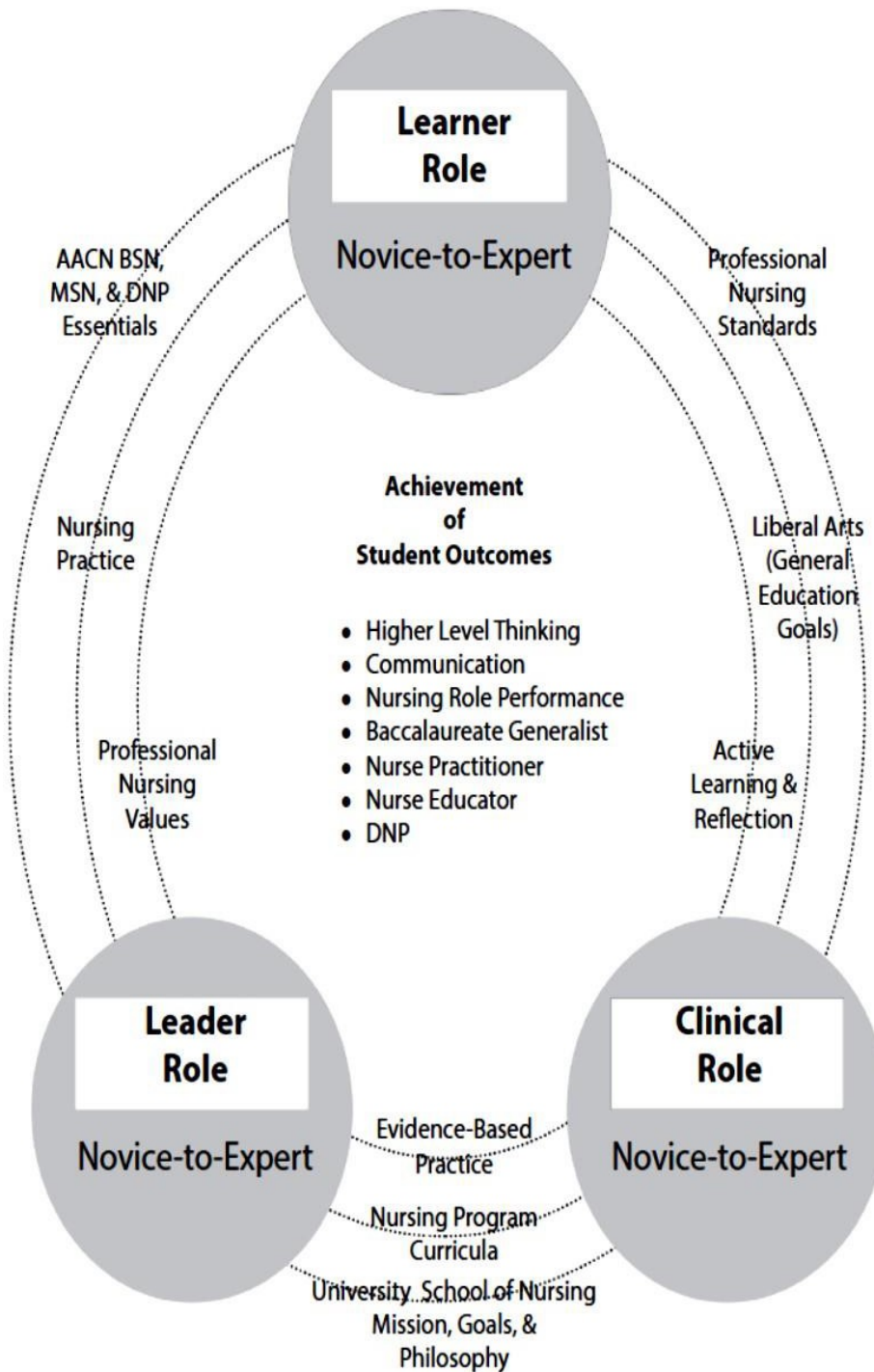
Professional Nursing Standards, the AACN Essentials for all levels of Nursing Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to evidence-based practice. Effective learning is best facilitated by the employment of active learning and self-reflective strategies.

The development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, advanced practice nurses, and nurse educators are central to the mission, goals, and curricular design of Graceland University's School of Nursing programs. All graduates are expected to achieve student learning outcomes related to higher level thinking, communication, and nursing role performance.

Entry into professional nursing begins with education at the baccalaureate level. At all levels the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner.

Each student has the right and responsibility to develop their highest personal and professional potential. To this end, the faculty support learning communities for traditional as well as nontraditional students.

Graceland University School of Nursing Organizing Framework



Matriculation

It has been a long-standing tradition at Graceland University to celebrate incoming nursing students as they begin their first clinical courses. Matriculation Ceremony is a mandatory ceremony held at the beginning of the fall semester to congratulate the ‘sophomore’ students as they officially move to junior status in the nursing program. The administration, faculty, staff and senior nursing students proudly welcome in the new junior students wearing their nursing uniforms as they officially “matriculate.” Senior students also wear professional attire.

Students also have the option to participate in the White Coat Ceremony, which is an extension of the Matriculation Ceremony.

The Significance of the White Jacket Ceremony “Intended for first year students in medical, nursing and physician assistant programs, the White Coat Ceremony is a rite of passage that often takes place during the initial days of orientation. It serves to welcome students to healthcare practice and to elevate the value of humanism as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence. The most important element of the ceremony is the oath that students take in front of family members, school leadership and their peers to acknowledge their central obligation of caring for the patient.”

-Gold Foundation: White Coat Ceremony

Nursing Recognition and Commencement

The Nursing Recognition Ceremony and commencement ceremonies are held each December in Independence, Missouri. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance.

The Nursing Recognition Ceremony

The Significance of the Nursing Cap and Pin

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony during the week of Commencement. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance.

Graduating students from each major nursing discipline are recognized during the ceremony for their achievements and properly “Pinned”. The undergraduate BSN-RN students wear the Graceland school jacket, and if they prefer the Graceland nursing “cap”.

The design for the cap and pin were chosen by a student committee made up of the first Division of Nursing graduating class in 1971 and Professor Iola Tordoff, advisor.

The CAP

The cap the students chose was similar to the one worn by graduates from the Independence Sanitarium and Hospital, whose program was the predecessor to the current School of Nursing at Graceland University. The all-white, stiffly starched cap is simple in design. The graduate band, which is placed length-wise across the folded front of the cap, is composed of a blue and gold velvet ribbon.

The PIN

The pin, unique to Graceland University, was chosen after a great deal of research and deliberation. The final design was created by Professor Iola Tordoff in consultation with the first Chairperson of the Division of Nursing, Professor Margaret McKeiv.

The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honors.

The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold. Underneath the blue band is simply inscribed, Graceland University Nursing.

Graceland Traditions & Trivia

Colors: Old Gold and Navy Blue

Motto: Prudens futuri (Wisdom for the future)

Newspaper: The Tower

Athletic Team/Mascot: Yellow Jackets, Sting

Yearbook: Acacia

Nursing “House”: McKevit Manor (named for Margaret L. McKevit who was the first Chair for the Graceland College Nursing Program)

School Song:

Graceland Forever
Graceland Forever, dear Alma Mater Long
may she ever firm keep her stand. Her sons
and daughters carry to others
Her fame throughout the land, Rah, rah, rah.
Graceland College, we’re all for you,
Strong, united, loyal, and true.
We’ll carry on ‘til victory is won, Oh,
Graceland, we’re all for you!
Warren McElwain, 1925

Through years and decades long to come
Thy battlemented tower
Shall rise to call the youth of lands To
answer to the hour.
And while thy work shall carry on, Our
benisons are told
In lives of honor, truth and right,
The seal of the Blue and Gold.

-Roy A. Cheville 1942

Alma Mater Hymn
Come Graceland sons and daughters all,
And join our happy throng.
With loyal voices let us raise
Our Alma Mater song. O hillcrest home of
vision side,
Where bonds of love holds sway,
Where all may learn in life and lore ‘Tis
thee we praise today.

Through memory a thread shall run Of
golden richness made.
Cementing there the treasure rare In thy
foundation laid.
O Alma Mater, guide us on,
Thy standard e’er unfold And call us on with
memories
Of days ‘neath the Blue and Gold.

Graceland University School of Nursing

Curriculum Plans

BSN-RN 18 Month Program Curriculum Plan

18-MONTH BSN – 1ST YEAR

Summer Semester

NURS2420	Introduction to Nursing	3	
NURS2460	Health Assessment	4	
NURS2470	Informatics	2	= <u>9 hrs.</u>

Fall Semester

NURS3440	Pathophysiology	3	
NURS3451	Pharmacology I	3	
NURS3120	Fundamentals*	4	
NURS3270	Psychosocial Aspects of Client Care*	4	= <u>14 hrs.</u>

Spring Semester

NURS3160	Evidence Based Practice	2	
NURS3250	Adult Health I (<i>First ½ of semester</i>)*	4	
NURS3260	Adult Health II (<i>Second ½ of semester</i>)*	4	
NURS3452	Pharmacology II	2	
NURS4340	Community Health Care*	3.5	= <u>15.5 hrs.</u>

Summer A Term	International Experience (Optional)	3
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18-MONTH BSN – 2ND YEAR

Summer Semester

NURS4170	Manager of Patient Care	3	
NURS4230	Care of the Mother and Child	4	
NURS4480	Trends and Issues	2	= <u>9 hrs.</u>

Fall Semester

NURS4260	Critical Care Nursing*	4	
NURS4390	Capstone Practicum*	8	= <u>12 hrs.</u>

*Denotes courses with a clinical component

BSN-RN 24 Month Program Curriculum Plan

24-MONTH BSN – 1ST YEAR

Spring Semester

NURS2420	Introduction to Nursing	3	
NURS2460	Health Assessment	4	
NURS2470	Informatics	2	
NURS3440	Pathophysiology	3	= <u>12 hrs.</u>

Fall Semester

NURS3451	Pharmacology I	3	
NURS3120	Fundamentals*	4	
NURS3270	Psychosocial Aspects of Client Care*	4	
NURS3160	Evidence Based Practice	2	= <u>13 hrs.</u>

Spring Semester

NURS3250	Adult Health I (<i>First ½ of semester</i>)*	4	
NURS3260	Adult Health II (<i>Second ½ of semester</i>)*	4	
NURS3452	Pharmacology II	2	
NURS4340	Community Health Care*	3.5	= <u>13.5 hrs.</u>

Summer A Term	International Experience (Optional)	3
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24-MONTH BSN – 2ND YEAR

Summer Semester

NURS4170	Manager of Patient Care	3	
NURS4230	Care of the Mother and Child	4	
NURS4480	Trends and Issues	2	= <u>9 hrs.</u>

Fall Semester

NURS4260	Critical Care Nursing*	4	
NURS4390	Capstone Practicum*	8	= <u>12 hrs.</u>

*Denotes courses with a clinical component

The Student Learning Outcomes for the BSN-RN program were updated in 2022 to reflect organization and curriculum changes. Students admitted before January 2023 will use the old SLO's. Students admitted in January 2023 or later will use the new SLO's.

BSN Program Student Learning Outcomes (SLO's)

Applies to all BSN-RN students admitted before 1.1.2023

Nursing Role Performance
Level 1 (BSN-RN)
1. Applies the nursing process components to meet the priority health needs of clients.
2. Utilizes scientific theory and a holistic assessment model in planning, prioritizing, implementing, and evaluating nursing care of clients.
3. Promotes positive adaptation of clients on the wellness-illness continuum.
Level 2 (BSN-RN & RN-BSN)
4. Utilizes multidimensional roles (e.g. advocate, educator, collaborator, etc.) of nursing in the provision of care to individuals, families, or communities.
5. Collaborates with others to provide quality healthcare to individuals, families, or communities.
6. Intervenes as an advocate in complex health situations for individuals, families and communities.
Graduate (Exit) Level (BSN-RN & RN-BSN)
7. Plans, coordinates, implements, and evaluates holistic plans of care for clients with diverse health care needs that reflect application of the nursing process, promote client adaptation, and advocate for the health needs of individuals, families, and communities.
Higher Level Thinking
Level 1 (BSN-RN)
8. Demonstrates higher level thinking skills in applying research to the professional nursing role.
9. Critiques published research for relevance in nursing
Level 2 (BSN-RN & RN-BSN)
10. Utilizes higher level thinking skills in the performance of professional nursing activities.
11. Utilizes research (evidence-based practice) findings in the performance of professional nursing activities.
Graduate (Exit) Level (BSN-RN & RN-BSN)
12. Utilizes higher level thinking skills and research evidence in the planning and delivery of nursing care.
Communication
Level 1 (BSN-RN)
13. Demonstrates use of appropriate interpersonal skills to effectively collaborate with peer members of the health care team.
14. Demonstrates client focused communication in a therapeutic relationship.
15. Documents accurate and clear representation nursing care.

Level 2 (BSN-RN & RN-BSN)
16. Applies principles of scholarly writing, including effective organization of thought, grammar usage, and APA formatting.
17. Demonstrates use of safe, professional communication techniques in the clinical setting.
Graduate (Exit) Level (BSN-RN & RN-BSN)
18. Communicates effectively orally and in writing; collaborates effectively with health care team members; and employs communication skills in the establishment of therapeutic relationships with individuals, families, and groups.

Program Student Learning Outcomes

Level 1 Summative Assessment (BSN-RN Program) to be placed in student file at graduation. Students must pass each SLO assignment with a minimum of 75%.

Level 1 Student Learning Outcome	Course	Assignment to be Assessed for SLO Achievement	Rubric Form to be Completed & Filed
Nursing Role Performance			
Applies the nursing process components to meet the priority health needs of clients.	NURS3260: Adult Health Care II	Nursing Care Plan	Nursing Care Plan and Rubric
Utilizes scientific theory and a holistic assessment model in planning, prioritizing, implementing, and evaluating nursing care of clients.			
Promotes positive adaptation of clients on the wellness-illness continuum.			
Higher Level Thinking			
Demonstrates higher level thinking skills in applying research to the professional nursing role.	NURS3160: Evidence Based Practice	Research Article Critique	Research Article Critique Rubric
Critiques published research for relevance in nursing			
Communication			
Demonstrates use of appropriate interpersonal skills to effectively collaborate with peer members of the health care team.	NURS3270: Psychosocial Aspects of Client Care	Mental Health Communication Video & Process Recording	Mental Health Communication Video & Process Recording and Rubric
Demonstrates client focused communication in a therapeutic relationship.			
Documents accurate and clear representation of nursing care performed.	NURS3260: Adult Health Care II	Nursing Care Plan	Nursing Care Plan and Rubric

Level 2 Summative Assessments (BSN-RN Program)

Level 2 Student Learning Outcome	Course	Assignment to Be Assessed for SLO Achievement	Rubric Form to be Completed & Filed
Nursing Role Performance			
Utilizes multidimensional roles (e.g. advocate, educator, collaborator, etc.) of nursing in the provision of care to individuals, families, or communities.	NURS4390: Capstone Practicum	Self-Evaluation of Student Objectives	Self-Evaluation of Student Objectives and Rubrics
Collaborates with others to provide quality healthcare to individuals, families, or communities.			
Intervenes as an advocate in complex health situations for individuals, families and communities.			
Higher Level Thinking			
Utilizes higher level thinking skills in the performance of professional nursing activities.	NURS4480 Trends and Issues	Sentinel Event Analysis	Sentinel Event Analysis Paper and Rubric
Utilizes research (evidence-based practice) findings in the performance of professional nursing activities.			
Communication			
Applies principles of scholarly writing, including effective organization of thought, grammar usage, and APA formatting.	NURS4480 Trends and Issues	Sentinel Event Analysis Paper	Sentinel Event Analysis Paper and Rubric
Demonstrates use safe, professional communication techniques in the clinical setting.	NURS4170: Manager of Patient Care	ISBARR Assignment	ISBARR Assignment and Rubrics

Exit Level Summative Assessments (BSN-RN Program)

Exit Level Student Learning Outcome	Course	Assignment to Be Assessed for SLO Achievement	Rubric Form to be Completed & Filed
Nursing Role Performance			
Plans, coordinates, implements, and evaluates holistic plans of care for clients with diverse health care needs that reflect application of the nursing process, promote client adaptation, and advocate for the health needs of individuals, families, and communities.	NURS4390: SLO Capstone Practicum	Nursing Role Performance Narrative	SLO Narrative and Rubric
Higher Level Thinking			
Utilizes higher level thinking skills and research evidence in the planning and delivery of nursing care.	NURS4390: Capstone Practicum	Higher Level Thinking Narrative	SLO Narrative and Rubric
Communication			
Communicates effectively orally and in writing; collaborates effectively with health care team members; and employs communication skills in the establishment of therapeutic relationships with individuals, families, and groups.	NURS4390: Capstone Practicum	Communication Narrative	SLO Narrative and Rubric

Program Student Learning Outcomes Portfolio

Evidence from Level I Coursework

- Nursing Care Plan (NURS3260: Adult Health II)
- Research Article Critique (NURS3160: Evidence Based Practice)
- Mental Health Process Recording (NURS3270: Psychosocial Aspects of Client Care)

Evidence from Level II Coursework

- Self-Evaluation of Student Objectives (NURS4390: Capstone Practicum)
- Sentinel Event Analysis (NURS 4480: Trends and Issues)
- I-SBAR-R Communication Assignment (NURS4170: Manager of Patient Care)

Evidence from Exit Level Coursework

- Narrative reflections rich with examples of the student's achievement of the graduate(exit) level Student Learning Outcomes: Nursing Role Performance, Higher Level Thinking, and Communication. (NURS 4390: Capstone Practicum)

BSN Program Student Learning Outcomes (SLO's)

Applies to all BSN-RN students admitted after 1.1.2023

Students must pass each SLO assignment with a minimum of 75% by the second attempt to pass the course.

Completed SLO Assignments (with completed rubrics) must be included in the student portfolio at the end of the program. Students are responsible for keeping copies of the assignments and rubrics.

Higher-Order Thinking Learners possess complex thinking skills.		
Understand	1. Identify higher order thinking skills through problem recognition, planning, delivery, of care & evaluation of need for change in client, family, community, and society.	Fundamentals Care Plan (NURS3120: Fundamentals of Nursing)
Demonstrate	2. Demonstrate higher order thinking skills through problem recognition, planning, delivery, of care & evaluation of need for change in client, family, community, and society.	Nursing Care Plan (NURS3260: Adult Health Care II)
Apply	3. Apply higher order thinking skills through problem recognition, planning, delivery, of care & evaluation of need for change in client, family, community, and society.	ISBARR Assignment (NURS4170: Manager of Patient Care) Sentinel Event Analysis (NURS4170: Manager of Patient Care) NURS4480: Trends and Issues Higher-Order Thinking Objectives (NURS4390: Capstone Practicum)
Character Learners positively influence others and work collaboratively		
Understand	4. Identify essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	Mental Health Communication Video & Process Recording (NURS3270: Psychosocial Aspects of Client Care)

Demonstrate	5. Demonstrate essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	Post Clinical Summary #3 (NURS4340: Community Health) Nursing Care Plan (NURS3260: Adult Health Care II)
Apply	6. Apply essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	ISBARR Assignment (NURS4170: Manager of Patient Care) Sentinel Event Analysis (NURS4480 Trends and Issues) Character Objectives (NURS4390: Capstone Practicum)
Social Responsibility Learners value social responsibility and can lead and serve the world.		
Understand	7. In the multi-dimensional roles of nursing, identifies key concepts of social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship and how they impact care of clients, families, communities, and society.	Mental Health Communication Video & Process Recording (NURS3270: Psychosocial Aspects of Client Care)
Demonstrate	8. In the multi-dimensional roles of nursing, demonstrates social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship in the care of clients, families, communities, and society.	Research Article Critique (NURS3160: Evidence Based Practice) Post Clinical Summary #3 (NURS4340: Community Health) Philosophy Update (NURS4480: Trends and Issues in Nursing)
Apply	9. In the multi-dimensional roles of nursing applies social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship in the care of clients, families, communities, and society.	Sentinel Event Analysis (NURS4480: Trends and Issues) Social Responsibility Objectives (NURS4390: Capstone Practicum)
Holistic Well-Being		

Learners maintain a balance of dimensions of wellness necessary for productive lives.		
Understand	10. Identify holistic components of well-being in the care of self, clients, families, communities, and society.	Fundamentals Care Plan (NURS3120: Fundamentals of Nursing) Professionalism in Social Media Reflection (NURS2470: Informatics for Healthcare)
Demonstrate	11. Demonstrate holistic components of well-being in the care of self, clients, families, communities, and society.	Philosophy Update (NURS4480: Trends and Issues in Nursing)
Apply	12. Apply holistic components of well-being in the care of self, clients, families, communities, and society.	Holistic Well-Being Objectives (NURS4390: Capstone Practicum)
Digital Citizenship Learners demonstrate digital literacy for quality of life.		
Understand	13. Identify elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in care of clients, families, communities, and society.	Professionalism in Social Media Reflection (NURS2470: Informatics for Healthcare)
Demonstrate	14. Demonstrate elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in care of clients, families, communities, and society.	Research Article Critique (NURS3160: Evidence Based Practice)
Apply	15. Apply elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in care of clients, families, communities, and society.	Digital Citizenship Objective (NURS4390: Capstone Practicum)

BSN Program Student Learning Outcomes (SLOs) Portfolio

Evidence from UNDERSTANDING Coursework

1. Fundamentals Care Plan (NURS3120: Fundamentals of Nursing)
2. Mental Health Communication Video & Process Recording (NURS3270: Psychosocial Aspects of Client Care)
3. Professionalism in Social Media Reflection (NURS2470: Informatics for Healthcare)

Evidence from DEMONSTRATING Coursework

4. Research Article Critique (NURS3160: Evidence Based Practice)
5. Adult Health Nursing Care Plan (NURS3260: Adult Health Care II)
6. Post Clinical Summary #3 (NURS4340: Community Health)
7. Philosophy Update (NURS4480: Trends and Issues in Nursing)

Evidence from APPLYING Coursework

8. ISBARR Assignment (NURS4170: Manager of Patient Care)
9. Sentinel Event Analysis (NURS4480: Trends and Issues in Nursing)
10. Capstone Objectives
 - a. Higher-Order Thinking Objectives
 - b. Character Thinking Objectives
 - c. Social Responsibility Thinking Objectives
 - d. Holistic Well-Being Objectives
 - e. Digital Citizenship Objectives

Student Life and Services

Dear Student,

As a member of the Graceland community, you play an important role in shaping the living and learning environment of this campus. Whether you hope to receive a stimulating academic challenge, prepare for a career, meet new friends, or enjoy the campus atmosphere, it is important that you identify your goals and expectations to receive full benefit of your Graceland experience. Please contemplate the list below as you create your personal learning plan for success. It is your life and your challenge: do what it takes to succeed!

In general, you will learn more when you . . .

- ✓ *Are actively engaged in your academic work*
- ✓ *Set and maintain high but realistic expectations and goals*
- ✓ *Provide, receive, and make use of regular, timely, specific feedback*
- ✓ *Become aware of your own ways of learning, so you can better monitor and direct energies and efforts*
- ✓ *Become explicitly aware of your values, beliefs, preconceptions, and prior learning –and be willing to expand and adjust when necessary*
- ✓ *Connect new information to prior knowledge*
- ✓ *Look for real-world applications*
- ✓ *Work regularly and productively with faculty*
- ✓ *Spend a minimum of 37.5 hours/semester/credit hour on course related activities*
- ✓ *Work regularly and productively with other students*
- ✓ *Read all assignments prior to class*
- ✓ *Invest as much time and high-quality effort as possible*
- ✓ *Avoid the use of social media during class time*

(modified) T.A. Angelo – AAHE
Assessment Forum –6/06

Communication

Chat & Chew: Periodically during the year, the Program Coordinators will meet informally with groups of students. The purpose of these sessions is to increase communication between the Program Coordinator(s) and students. Check the student activities calendar for scheduled dates each semester.

Communication with students from faculty/university: Students are provided with a mailbox for non-confidential communication between classmates or faculty. Items too large for student mailboxes or confidential items are collected and distributed by the Undergraduate Program Administrative Assistant or other collection method identified by a faculty member. Students are expected to check their mailbox regularly. The House Council maintains the student communication bulletin board in the student lounge area.

Graceland University Electronic Mail: Is required to communicate with professors/instructors and the University. Professors/Instructors will send important information or instructions via Graceland e-mail. Please check it daily to effectively communicate in a timely manner. The student may access it anytime, anywhere, with a device connected to the Internet and with mobile devices (see options in MS Office 365). Benefits include; Cloud storage capacity of 50 GB; ability to access student email even after graduation; free download of Microsoft Office 365; and ability to set reminders of important events. To access the student email account, use this link <https://my.graceland.edu/> then click the link to the cloud email and use the instructions provided.

Forgot username or password? Call Tech Support at extension 5400 using one of the campus phones OR call 641-784-5400 using a personal phone.

Student Address and Phone List: An address list with the name, address, and telephone number of each nursing student is compiled by the Undergraduate Program Administrative Assistant and is available to students upon request. This list is kept current and will allow for ease of communication throughout the year. It will also help with planning shared transportation, socializing, etc. For change of name, address, email personal email address or telephone number, please notify the Undergraduate Program Administrative Assistant immediately. The Undergraduate Program Administrative Assistant will provide updated information to faculty members. Students have the right to be omitted from the distribution list that is shared with fellow students, but the University must maintain up-to-date contact information.

Faculty availability: Faculty members are not required to respond to email or voice mail during the evenings, weekends, or official school breaks. Faculty may choose to

do so in some situations. However, each professor/instructor will communicate how best to be reached and how quickly the student should expect a response. Faculty members want to be in touch with students to facilitate learning, however work hours must be reasonable.

Please be respectful of everyone's time. Students may only use the personal cell phone number of a faculty with prior permission from the faculty member.

Visits with faculty: Faculty members want to develop strong professional relationships with students and help them meet their academic goals. In the process, faculty members are required to maintain an environment of responsibility and accountability. Whenever the student has a private conversation with a faculty member it is assumed to be confidential. If the student is unsure if the information discussed is public or not, clarify it with the professor/instructor before telling others.

Students who have an appointment may report directly to the faculty office.

Individual issues with faculty – *To maintain professionalism and to decrease one's own anxiety, it is necessary to follow a chain of command by contacting the person involved directly as soon as an issue occurs. Please respect the chain of command.*

1. First, discuss issues concerning a professor/instructor privately with that person.
2. If the issue is not resolved directly with the professor/instructor **ONLY then** it is appropriate to contact the Course Coordinator.
3. If the issue is not resolved directly with the Course Coordinator **ONLY then** it is appropriate to contact the Program Coordinator(s).
4. If the Program Coordinator(s) is unable to resolve the issue, the student will be referred to the Assistant Dean of the School of Nursing.
5. If the Assistant Dean is unable to resolve the issue, the student will be referred to the Dean of the School of Nursing.

Academic Advisement

Academic Advising is the KEY to student success at Graceland University. Academic advisors will be assigned during the student's first semester. Faculty advisors may not have set office hours when classes are not in session ; however they will be available via email. All advisors are full time faculty members who are interested in helping students succeed. Some of the ways advisors can help include:

- Address academic concerns and suggest material/study aids
- Review graduation requirements
- Make referrals for counseling and community resources (SAP: Student Assistance Program)

An advisor can only help if the student is willing to be responsible for their own learning. Advisee responsibilities include:

- Schedule appointments directly with assigned advisor
- Attend scheduled appointments, please be prompt
- To cancel or reschedule provide at least 24-hour notice
- Be prepared at each appointment with questions or concerns
- Complete all assignments and recommendations given by advisor
- ASK questions when unsure about university or school policies

Student Awards

Most of the following awards are presented during the annual Nursing Recognition Ceremony. The award recipient is chosen from nominated eligible undergraduate senior nursing students who meet the following criteria:

Exemplary Peer Collaboration Award: Sponsored by North Kansas City Hospital

Graceland Nursing Professors choose a current senior nursing student from the top three seniors whom were nominated by their peers. The recipient of this award must meet the following criteria:

1. The student works and plays well with others, in groups, or with a team.
2. The student maintains a high level of standards recognized by their peers.
3. The student facilitates positive relationships.

Superior Clinical Performance Award: Sponsored by North Kansas City Hospital

The BSN Faculty will nominate and vote for the individual to receive the Superior Clinical Performance Award based on clinical evaluations. The recipient of this award must meet the following criteria:

1. The student demonstrates many characteristics of caring and compassion.
2. The student arrives to clinical prepared and on time.
3. The student demonstrates exceptional critical thinking and decision-making skills.

4. The student demonstrates superior organizational skills and is able to effectively prioritize.

Vida Butterworth Award (Scholarship): Sponsored by CenterPoint Medical Center

Vida Butterworth was one of the first nurses to earn a Master's Degree in the state of Missouri. She was involved in nursing education for most of her life. She valued outstanding academic performance and was recognized as a scholar in the nursing profession. Eligibility: Highest cumulative GPA

Nelle Morgan Award (Leadership): Sponsored by CenterPoint Medical Center

Nelle Morgan was the Director of Nursing at the Independence Sanitarium and Hospital and the School of Nursing for many years. She exemplified the characteristics of leadership in nursing that continue to be valued in the nursing profession today.

Eligibility:

1. Current enrollment,
2. Official University status as a second semester senior
3. Minimal cumulative G.P.A of 2.75 Leadership Qualities:
 1. Establishes and maintains appropriate relationships,
 2. Works constructively with persons and groups to promote the welfare of others,
 3. Assists others in making social adjustments,
 4. Displays personal qualities of leadership such as dependability, responsibility and sensitivity.

Effie Case Carroll Award (Caring and Compassion): Sponsored by Graceland University

One of Graceland's former faculty, Shirley Dauzvardis, established the Effie Case Carroll Award in memory of her grandmother who encouraged her to become a nurse. She epitomized, for Shirley, the kind of caring we as faculty hope to instill in our students at Graceland. The award is presented to a graduating senior who demonstrated outstanding caring and compassion in their personal and professional practice.

Eligibility:

1. Current enrollment.
2. Official University status as a graduating senior.
3. In good standing and showing academic progress.

Qualities: Student who best demonstrates caring and compassion by:

1. Respecting self and others as unique persons of fundamental worth and dignity.
2. Valuing caring as a moral ideal.
3. Recognizing caring as a healing modality.
4. Demonstrating caring and compassionate behavior with sincerity, tenderness, empathy and active listening.
5. Understanding the needs of others and providing comfort and assistance.

6. Advocating on behalf of patients/clients.
7. Being committed to the highest standards of holistic nursing care ministering to the physical, emotional, psychological, spiritual and intellectual needs of patients/clients.

Iola Tordoff Award for Excellence Sponsored by Graceland University

This award is presented in honor of Iola Tordoff, an exceptional nurse leader who in her 35 years of nursing was an educator and leader in nursing organizations. She was instrumental in establishing the Graceland nursing program by helping to develop the initial curriculum and obtaining accreditation in addition, she designed the Graceland nursing pin and cap. Although she retired in 1982, she continued to contribute to the university and to mentor nursing students until her passing in 2012. Her legacy at Graceland will live on forever. The recipient of this award must have achieved the highest grade point average in the graduating class and demonstrated initiative, quality care to clients, and leadership ability. The recipient of this award must meet the following criteria:

1. Enrollment in the RN-BSN program at Graceland University
2. Highest cumulative GPA in the graduating class.
3. Have completed 75 graded hours recorded at Graceland University.
4. Demonstrated initiative, quality care to clients, and leadership ability.

Evelyn Berryman Barritt Creativity Award: Sponsored by Evelyn Berryman Barritt

The purpose of the award is to recognize nurses for their creative accomplishments in or outside of the nursing profession. The recipient of this award is chosen from among Graceland University Alumni, Students, or Faculty.

Examples of creative accomplishments may include but are not limited to the following:

1. Made a meaningful contribution to others/community
2. Revitalized an old theme in a creative manner
3. Achieved in the area of the arts such as literature, visual arts, music, and performing arts.
4. Achieved in creative entrepreneurial endeavors
5. Included an altruistic and/or aesthetic component in accomplishments

Special Recognition Award: Sponsored by Pi Eta Chapter of Sigma Theta Tau International Honors Society of Nursing

Chapter board members and faculty recognize a student who has made a special contribution to the School of Nursing and is a member of the Pi Eta Chapter.

Cathy B. Hall Award: Sponsored by Graceland University (Funded by Dr. Jeana Wilcox)

Dr. Jeana Wilcox established the Cathy B. Hall Award in memory of her aunt who encouraged her to become a nurse. Aunt Cathy epitomized, for her, the kind of persistence and diligence required to make one's dreams a reality. As an amputee, she persevered to obtain a college degree and spend her time helping those often marginalized by society.

This award is presented to a graduating senior who has demonstrated outstanding care of self while remaining diligent and persistent in maintaining high quality patient care and academic standards; often in the face of personal adversity or challenge. A committee of BSN Faculty members will choose the individual who will receive this award. The following criteria will be used in considering a recipient:

Eligibility:

1. Current enrollment
2. Official University status as a graduating senior

Qualities: Student who best demonstrates diligence and persistence by:

1. Respecting self and others as unique persons of fundamental worth and dignity
2. Valuing excellence in patient and self-care
3. Exhibiting determination to excel as a professional nurse

Student Services

Undergraduate Program Administrative Assistant

The Undergraduate Program Administrative Assistant provides many services to students in the School of Nursing. Services include assisting students with:

- Clinical Student tracker portal
- House Council activities and reconciles activity fee budgets
- International Student Exchange Visitor Student paperwork
- Distribution and collection of Collegiate : Nurse Educators of Greater Kansas City and the Kansas City Area Nurse Executives (CNE): Orientation Competency Exam documentation and verifications
- Distribution of items students leave in 1st floor metal mailbox in student lounge for delivery to faculty members
- Assist in completion of state nursing license applications and scholarship application forms
- Verification letters for state/federal/government agencies, insurance companies, or employers

Counseling Service

Graceland offers free short-term confidential counseling services for our students through **Well Connect** Employee Assistance Program. Professional counselors offer confidential assistance with stress, drug/alcohol dependency, marriage/family discord, finances/legal problems, or other personal concerns. Information and phone numbers for this service are listed in the front of this handbook. We encourage all students to take advantage of this valuable resource if needed.

WellConnectForYou.com

School Code: GU-STU

866-640-4777

Functional Abilities Health Issues Or Disabilities

"Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). Students requesting accommodations should complete an Accommodations Request at <https://www.graceland.edu/academics/accommodation-request-for-disabilities>.

After an accommodations request is completed, it is your responsibility to submit documentation to the Student Disability Services (SDS) office. Documentation can be submitted in person by visiting the SDS office, located in the Newcom Student Union, room 31 (across from the game room) or by emailing SDS-Info@graceland.edu. Documentation

guidelines can be found
at https://my.graceland.edu/ICS/Resources/Student_Disability_Services/.

Independence, MO and Online students: Student Disability Services, please contact Rachel Johnson., rbj1@graceland.edu

In order to provide appropriate academic accommodations in a timely manner, it's a good idea for you to complete the Accommodations Request form as early in the semester as possible."

Bookstore

Our Independence campus bookstore is on the second floor. Business hours are posted. Textbook and codes, the nursing pin and cap, a few school supplies, and spirit wear, and Graceland items are available for sale. If no one is in the bookstore, please ask for assistance in the administrative office across the hall.

Graduation Cap and Gown orders are made online. Students will be notified of the proper time and website address for ordering. Students will be notified of cap and gown order arrivals, which can be picked up at the Independence Campus Bookstore.

The Writing Center

The Writing Center offers support to students in any academic program with any level of writing ability. Writing Center consultations can help students improve on a particular written assignment or improve on general writing skills. Please note that help can be provided both asynchronously (via Word comments) and synchronously (via Zoom) for Nursing students.

For help students may call (641-784-5077) or utilize services through this link:
https://my.graceland.edu/ICS/Student/Writing_Center/

Students must be signed into my.graceland.edu to use the link

Dr. Roger Powell

Writing Center Director

641-784-5077

writingcenter@graceland.edu

The Student Lounge

The student lounge is on the first floor behind the see-through fireplace. Refrigerator, coffee maker, microwaves, and vending machines are available for student use. This is an area exclusively for student use and students must take an active role in keeping it clean. In the kitchen area, students are expected to clean-up their own spills.

Please ensure whatever is brought to school, is also taken home. Personal items left in the refrigerator/freezer **must be** dated and labeled. Students are

responsible for removing their personal food items at least weekly. Any non-labeled items left in cabinets or the refrigerator/freezer for extended periods will be discarded.

Students can also take advantage of using the couches and lounge areas located outside the library.

**Graceland University Library Services for Nursing Students
Independence Campus
Dr. Charles F. Grabske, Sr. Library**

<https://www.graceland.edu/academics/library/dr-charles-f-grabske-library/>
641-784-5361

Jacob Starks is the library director and Hayley Condit is the resource manager. They can be reached via email at hnc1@graceland.edu. We welcome you to the Library. We look forward to serving you through our Library holdings and services.

We offer:

- Nursing and Evidence Based Practice Resources.
- Online databases with searching capabilities and full-text articles.

Library Hours

The library is open when the building is open. A screen is located in the library where you can access a librarian technician via zoom. They are available for contact:

Monday – Friday : 8:00am-5:00pm (closed from lunch 12:00pm-1:00pm)

If the library does not own the articles you need, you can order them by using the article request form on the library homepage.

We do our best to get books/articles for you at no charge from other libraries. If we cannot obtain the articles for free, we will notify you of the charges to see if you are still interested.

Databases: <http://www.graceland.edu/grabske>

There are several databases available through the library. Use of these databases to locate nursing journal articles is a requirement of most nursing courses. Some of those databases include: UpToDate, CINAHL with full text, Pub Med, OVID Total Access, Google Scholar, and Science Direct.

How to log on when prompted (at database sites):

Username and password are the same as your online course and my.graceland login.

If you can't log on, call tech support at:

Tech Support

Graceland University, 1 University Place, Lamoni, IA 50140 TechSupport@graceland.edu
(M-F 8am-5pm and Non-Holidays) 641-784-5400 www.graceland.edu

How to find a full-text article:

If the direct links don't work, check out Full-Text finder from the library's homepage by clicking on it and typing in the name of the journal. If it's available online, follow the links provided to get to the full text.

How to order articles:

We send all articles to students in a PDF format.

VERY IMPORTANT: Try to submit article requests to the library 3-4 **working** days before you need them! Most medical libraries aren't open on the weekends, so articles requested on Friday are usually not received until Mon. or Tues. of the following week.

For how-to videos on ordering articles in the various databases, please go to:

<http://www.graceland.edu/grabske/video-tutorials>

Miscellaneous

Consuming Food In The Building

Please help to maintain the cleanliness of our environment. Please keep food/drinks in the non-carpeted student lounge/atrium area areas as much as possible.

Absolutely no food or drink is allowed in the science and computer labs, the skills lab, simulation lab, or Library. Water is allowed in specified areas of the skills lab and library.

Auditorium: Clear drinks, coffee and tea are allowed in The Carmichael Auditorium, as long as they are in a closed container with a lid.

Classrooms: Food and drink is allowed in classrooms only with faculty permission, but drinks must be in covered containers.

Please be mindful of food allergies among peers. Severe allergies must be reported to Dr. Elise Hector, Assistant Dean.

Lockers

Lockers, next to the vending machine area, are available for student use. Students must bring a pre-purchased combination lock. The combination number must be given to the Undergraduate Program Administrative Assistant. A list is posted in the locker area for keeping track of lockers used by students. If you change lockers, please remember to update the list by scratching out your name on the list next to the old locker and writing in your name next to the locker number you are currently using. Please remember to empty out your locker prior to graduation. Any items remaining in lockers after graduation will be discarded.

Scholarship And Job Information

The School of Nursing periodically receives new scholarship and job posting information (including internships) from area business, hospitals, and clinics. Job postings are placed on the bulletin board in the Atrium and new scholarship applications and information is sent to the Independence Finance office as well as kept in the office of the Administrative Assistant. Scholarship information and job opportunities may be forwarded to students via e-mail.

Parking

Students may park anywhere except the front lot and the first row of the back lot.

Annual registration of vehicles is required to allow students to park in GU's parking lot. Registration information helps to identify student vehicles for safety and emergency purposes. Please display your parking tag and please leave the visitors' spots in the front of the building (Truman Road side) available for guests. Thank you for observing the parking rules.

Smoking

Graceland University observes the Independence MO Clean Indoor Air Act. In addition, our entire campus and grounds is considered a smoke free environment. Any use of tobacco products or use of electronic cigarettes is NOT allowed on Graceland property. The odor of smoke in the classroom or clinical setting is unprofessional and unacceptable. Students may be asked to leave for smelling of smoke.

Clean Air/Fragrances

Standards of the American Nurses Association have mandated that all nursing meetings/seminars/classes shall be fragrance free to support the respiratory health and safety of participants. Therefore, to promote the standards of the profession; cologne, perfume, scented lotions, or other fragrances will not be allowed in the classroom or clinical settings. Personal hygiene is an expectation of all students and employees.

Student Organizations

Missouri Nurses' Student Association

(MONSA) www.missourinurses.org

National Student Nurses Association

(NSNA) www.nsna.org

MONSA is the Missouri (MO) Nurses Student Association. Membership is automatic when students join the NSNA. Annual dues are approximately \$40.00. Membership in MONSA automatically makes the student a member of the National Student Nurses' Association (NSNA). After becoming a member the student will receive official publications from those organizations. Many scholarships are offered on the basis of membership in these organizations. Membership gives Graceland representation at the State Convention, which makes suggestions to the American Nurses Association and influences nursing education at the state level. Graceland students have held almost every executive position at the state level at some time. Students may also attend state and national conventions. Visit their web site for further information.

Pi Eta Chapter

Sigma Theta Tau $\Sigma\Theta\text{T}$ International Honor Society of Nursing

The Pi Eta Chapter of STTI was chartered in March 2000. Currently, there are a total of 540 chapters in STTI and over 135,000 active, dues-paying members who live in more than 100 different countries. It is a prestigious organization and provides many exciting opportunities for nurses around the world. Students are invited into the honor society based on academic achievement and academic integrity.

Explore <http://www.nursingsociety.org> for more information.

McKevit Manor

Part of Graceland's uniqueness is found in its social atmosphere. When admitted, all full-time students are assigned to a "House." The House is the basic unit of student life for students at Graceland. Various houses for male and female students exist in the residence halls of the main campus, in Lamoni, Iowa. This "housing unit" in Independence for the upper division nursing major is called "McKevit Manor." The student government is organized around this "housing" structure.

McKevit Manor received its name from the first Chairperson of the Division of Nursing, Margaret McKevit. Leadership for the House is provided by the House Council Officers, who are selected by the students in an election during the fall semester. These officers serve through cooperative efforts. The House organizes its own social, religious, and intra-mural programs.

Purpose of the McKevit Manor:

1. To promote a professional unity among all students in the nursing major.
2. To aid nursing students in their preparation for professional responsibility.
3. To uphold the belief that a contribution to society is important for personal and professional growth.
4. To encourage free inquiry and discussion with persons in areas of their competence in order to enhance intellectual growth.
5. To create an environment in which each student can expand their own capacity and discover the depths of their own potential.
6. To promote mental and physical well-being through social and recreational interactions.

New Student Orientation

The McKevit Manor House Council participates in combination with the School of Nursing to assist new students to become acquainted with the Independence Campus and the community. To welcome new students and their families to Graceland, an open house is held during orientation week.

Mentor/Mentee Program

A formal program initiated by the McKevit Manor House Council provides a senior student mentor for new junior students. A get acquainted luncheon is provided by senior mentor leaders so new junior students become acquainted with their senior mentors.

Advisor/Advisee Luncheon

All nursing students are requested to attend this “get acquainted” luncheon to visit with their academic advisors. The spring event also includes recognition of student’s academic achievements, for students earning placement on the Dean’s, Honors’, or President’s lists.

Religious Life Program

The McKevit Manor House Chaplain promotes and coordinates the spiritual aspect of the religious life program on the Independence campus. The Chaplain often conducts group student prayer sessions before and after exams, as well as before and after other major events. The Lamoni Campus Chaplains may serve as resources and

mentors for the student chaplain. Traditionally there are two worship services per year, with one prior to the season of Easter and the other one prior to Thanksgiving.

Student Representation

Students have many opportunities to be involved on committees at the house council, School of Nursing and University levels. This is a great way to advocate a student voice and be part of decision making in an educational setting.

2023-2024 McKevit Manor

House Council Officers & Committee Representatives

President – Lindsey Davis

Vice President – Stephanie Lewis

Secretary – Lexi Kennedy

Treasurer – Christina Shelton

Chaplain – Zanaiya Peebles

Activities Coordinator – Karissa Meads

MONSA Rep – Lindsey Davis

Hospitality Group-Committees:

Mentor/Mentee – Karissa Meads

Commencement/Nurses Recognition – Christina Shelton

Birthdays/Holidays – Rajanae Battles

- Committee Representatives:

Curriculum Committee – Open

Technology & Ed Resources Rep. Lindsey Davis

UAC Committee – Lindsey Davis

Faculty Awards Rep – Karissa Meads

Evaluation Committee – Stephanie Lewis

Committee Chair Contact:

Jeri Sindt

Kathleen Mammen

Elise Hector

Pam Worlund-

Allison Roberts

Emergencies, Safety Practices & Keeping Safe

Campus Safety

Personal Safety and Caring for Valuables:

Keep valuables on your person at all times. DO NOT leave wallets, purses, laptops, tablets, cell phones or other items of value unsecured/unattended in classrooms, other campus locations, or clinical agencies. Even though we have a secured entry system, many students and other persons can and do come through our campus, so leaving valuables unattended is not advised. Lockers are provided for students to keep personal items secured.

Students will leave their personal belongings in the classroom in the back of the room while testing. Phones and smart watches are required to be **turned off and put with belongings**.

Please help protect vehicles in the parking lot and clinical agencies' lots, by locking them at all times. Keep valuable items such as laptops, purses, tablets, cell phones and other valuables in the building. It is at the student's own risk if he/she chooses to leave something of value in the vehicle. Graceland does not assume any risk or responsibility for students' vehicles or their contents while parked in the lots.

The items listed below were provided to help students protect themselves while on the Independence campus. These items have been extracted from the Graceland University Independence Campus Emergency Reference Guide. The list is not complete due to space limitations but contains safety information for everyday common concerns.

Emergency Contacts

An emergency is any situation – actual or imminent – that endangers the safety and lives of Graceland employees/students, or the security of Graceland property. Students should become familiar with the emergency charts posted in hallways

Independence Campus Emergency Contact list:

<u>Name</u>	<u>Contact</u>
1. Paul Binnicker	816-423-4710
2. Jolene Lynn	816-423-4671
3. Elise Hector	816-423-4684

Emergency Actions

In the event of an injury or other medical emergency: **Call 911 and get the AED** AED is located on the 1st floor near the elevator on the east end of the building.

Personnel at Independence Campus who are trained and certified to administer First aid:

<u>Name/Telephone</u>	<u>First Aid</u>	<u>CPR</u>
Elise Hector – 4684	X	X
Jolene Lynn 4671	X	X
Theresa Trent – 4679	Can contact other nurses in the building	

GU Alert

GU Alert is an emergency notification system that will send a text message to a cell phone or an email to an email address when there is an emergency that needs to be quickly announced to a campus. Messages are sent only in the event of a crisis. Graceland encourages all employees, students and faculty to enter their cell phone number or email address to receive these notices.

To enter your cell phone number, correct it or see what is on file, please click on the link below:

https://my.graceland.edu/ICS/Resources/Emergency_Information/Resources.jnz?portlet=GU_Alert

Menacing Person/Weapons Threat

Emergency actions if there is a potentially dangerous person in your area:

- Remain calm, cooperate, and don't make sudden movements.
- If safe to do so, quietly evacuate and leave the area.
- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- **Call 911** when it is safe to do so; **be prepared to give details and description of suspect.**
- If you are in a position to explain your situation, give as much information as possible. Give your location – **1401 West Truman Road.**

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

For more information, see

https://my.graceland.edu/ICS/Resources/Emergency_Information/Active_Threat.jnz?portlet=Free-form_Content_2017-08-31T08-38-22-564

When emergencies take place, the media often gets involved. Please refer any media personnel seeking information to contact: Extension 4710 – Paul Binnicker, Independence Campus

Fire

Know the location of the fire emergency resources in your area, (maps are located in each corridor) including:

- Fire alarm pull stations
- Fire extinguishers
- Fire exits
- Evacuation route
- Assembly site

Emergency actions if a fire occurs or you detect smoke:

- Pull the closest fire alarm pull station.
- Evacuate the building.
- DO NOT use the elevators.
- Call 911 from a safe location and report:
 - The location of the fire 1401 West Truman Road
 - The suspected cause and current status of the fire
 - Your name and phone number
- Return to assembly site.
- Do not re-enter the building until all clear is given by the fire department or authorized personnel.

Severe Weather/Tornado

When the siren sounds, immediately move to the designated shelter area. The designated storm shelter area for this building is: First floor men's and women's restrooms and the West stairwell (Avoid standing in front of or under top stairwell windows)

- City tornado alert sirens will be sounded for a one-minute blast to inform students of the warning.
- If you are in the classroom your professor/instructor will direct you Tornado Warning means a tornado has been sighted in the area. Immediately take cover in the first-floor restrooms or west stairwell.

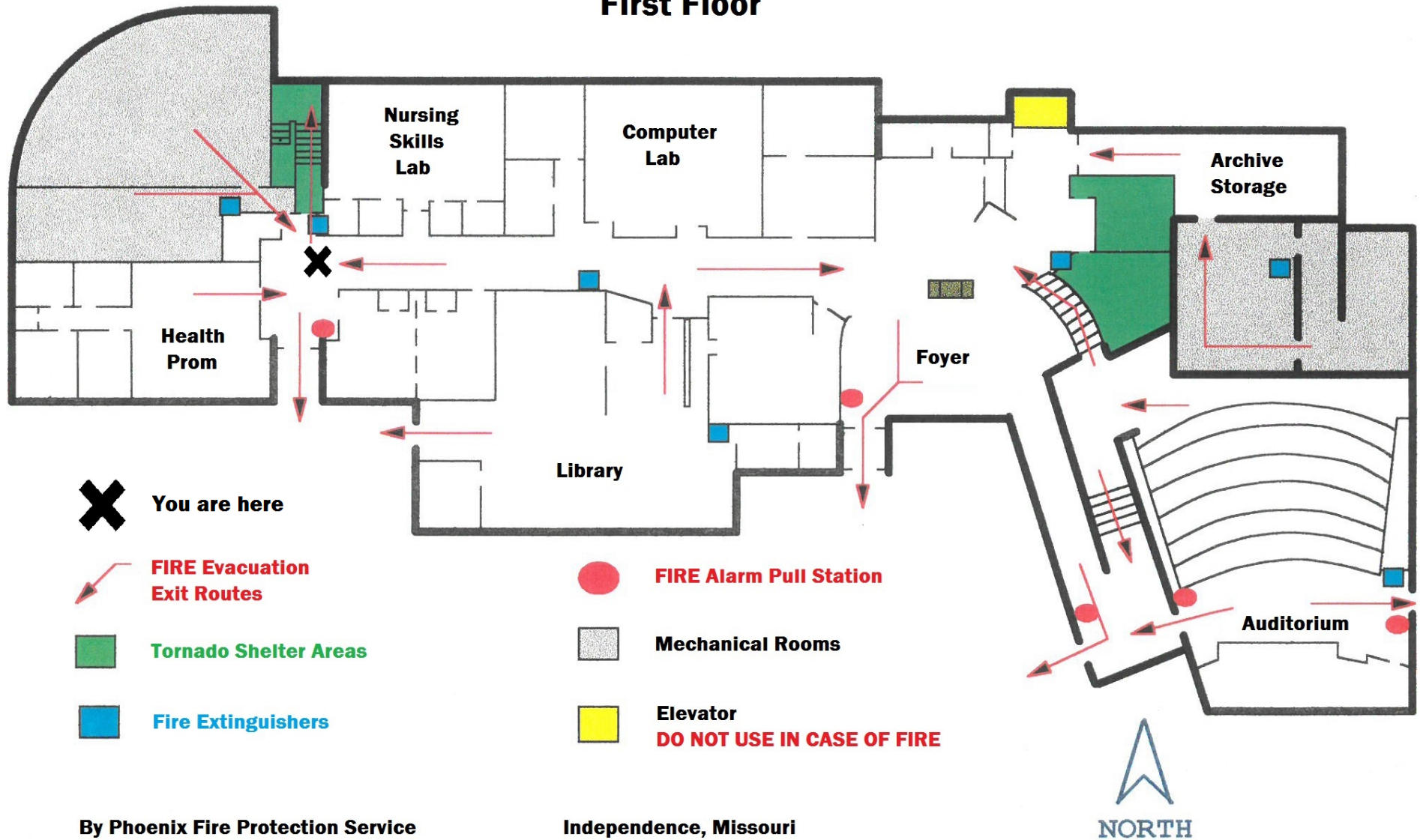
During an actual tornado, students should take shelter immediately in the lowest level in the stairwell on the west side, if closest to that side of the building. For those students closest to the east side of the building, they should take cover in the restrooms on the lowest level.

Please remember to stay clear of areas where flying debris might inflict injury. These are areas containing glass, (classrooms, and the library) internal and external glass doors and windows, (the atrium) and rooms with other glass objects such as computer monitors (computer lab). To avoid possible injury in the event of water or natural gas pipes disruption, during a tornado, please stay away from the equipment/boiler room and the room where the main water connections reside. **Remain in the shelter until an *all clear* is given. The *all-clear* is a twenty-second blast sounded on the city sirens. Alternatively, you may leave shelter if faculty or administrators alert you when the emergency is past and to make sure everyone is safe.**

FIRE and TORNADO Evacuation Plans

Graceland University

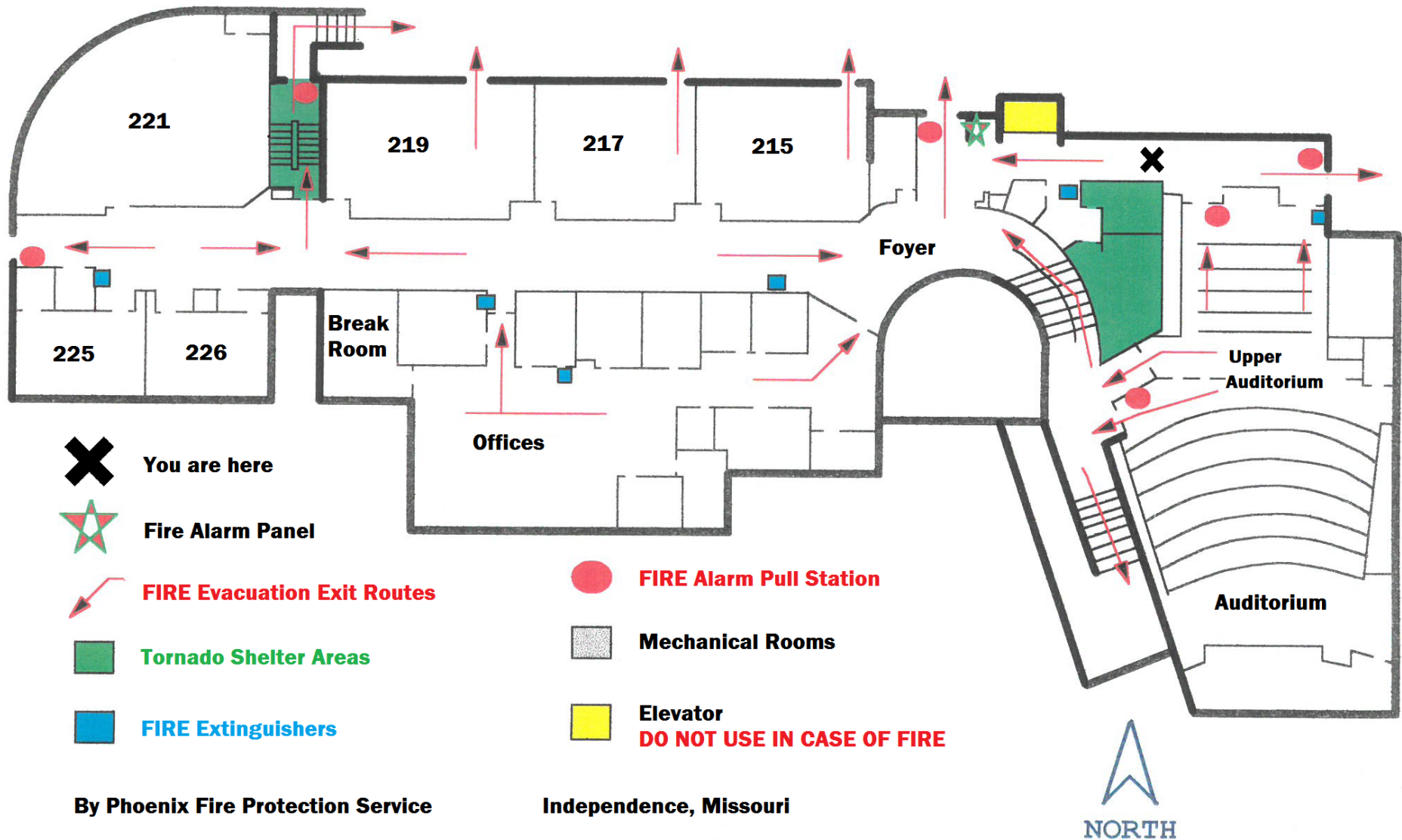
First Floor



FIRE and TORNADO Evacuation Plans

Graceland University

Second Floor



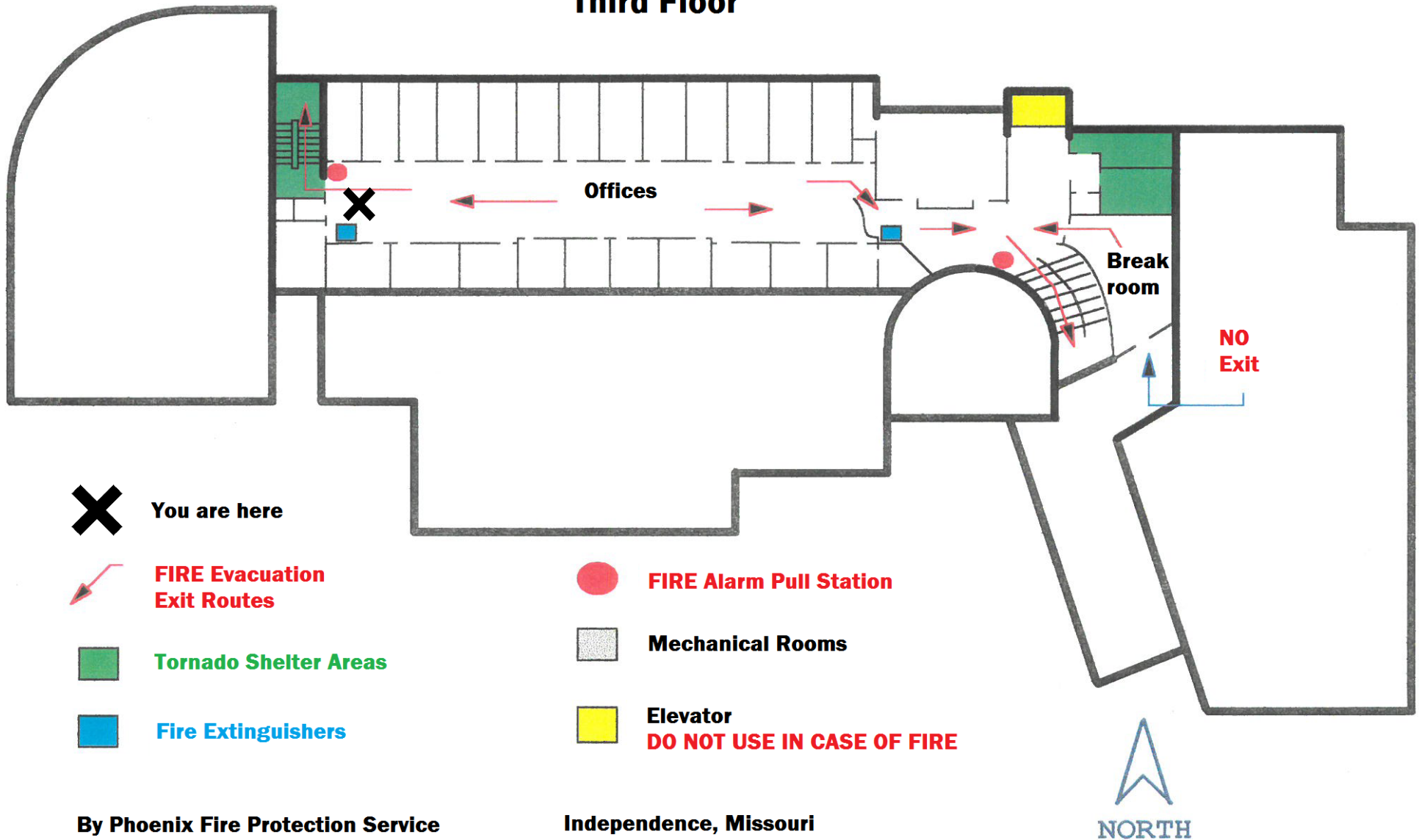
By Phoenix Fire Protection Service

Independence, Missouri

FIRE and TORNADO Evacuation Plans

Graceland University

Third Floor



University Expectations And Policies

Technology Ethics and Use Policy (Acceptable Use Policy)

PURPOSE: To communicate expectations for the appropriate use of Graceland-owned technology.

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland.

Graceland reserves the right to routinely monitor technology resources. While the privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected to the extent possible and subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance, users of Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored on the computer hard drive or stored in or transmitted through Graceland's system/servers.

Additionally, users of non-Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored in or transmitted through Graceland's system/servers.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives.

Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g., Micro labs, classrooms, etc.) Inappropriate uses of

technology include but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- Harassment - sending of harassing, threatening or obscene material to minors and/or nonconsenting adults or any attempts to confuse or frustrate another user in achieving their objectives.
- Random or unauthorized bulk sending or mailing of messages; inappropriate use of access, any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use.
- Failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.
- Disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource, including generating excessive network traffic and/or interfering with the normal functioning of the network.
- Cheating - use of technology resources to achieve academic credit by dishonest or deceitful means.
- Copyright infringement; forgery; malicious transmission of a computer virus.
- Malicious alteration of system files or configuration.
- Abuse of established storage space limitations.
- Use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by "peer-to-peer" (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA) and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove

any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

- And the policy for use of
My.graceland.edu
https://my.graceland.edu/ICS/User_Agreement.jnz

CONSEQUENCES: Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Technology Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment. Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

School of Nursing Addendum to the Technology Ethics and Use Policy

Approved: SON-FGA May 16, 2011

Effective date: June 27, 2011

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22; 4/20/2023

Amended: 5/7/2014, 5/1/2023

Students will be at various locations during their program and will have access to many different systems. The following guidelines must be followed:

- Students are not allowed to change any computer settings, including background or screensavers, at clinical sites or on Graceland computers in the lab, library or technology classroom.
- Students may not download or save any material on a computer at a clinical site.

- Students may not visit any unauthorized outside internet sites (i.e., social networking sites, learning management system, personal or Graceland email, etc.) on computers, iPads, cell phones, smart watches, or any other device while in the clinical setting.
- No unauthorized photographs may be taken (clinical/classroom/lab).
- No unauthorized use of social media during clinical/classroom/lab.
- No unauthorized printing or photocopying at the clinical site.
- No patient information may be taken from the clinical setting.
- No information related to the student nurse role (including but not limited to patient information, clinical site information, faculty/instructor information, exam content, etc.) may be shared on any social media site.
- Do not give assistance to receive assistance from another person or use unauthorized notes, books, electronic devices, etc when an examination or assignment is meant to be your own work.
- Student work may not be used for more than one assignment to avoid self-plagiarism
- Do not buy, borrow, or use complete, or nearly-complete assignments or papers from any source, electronic or otherwise, to complete your own work,

Any violation of the above guidelines will result in initiation of the disciplinary process.

Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage, Graceland's values of "learning, community, and wholeness" shape the community that we strive to be. Our Code of Conduct reflects these values, and consequently there are some behaviors that are not acceptable at Graceland University. For the sake of clear expectations, those are named below.

Expectations And Violations

You are an important member of the Graceland community. Like all communities, we have expectations about how we live, study, work and play together. All members of the Graceland community are expected to respect one another, to respect themselves, to respect personal and university property, and to respect the principles of integrity, hard work and personal responsibility. With this being the case, the following behaviors have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

Class A Violations

1. Possessing candles and/or incense in university housing.
2. Excessive noise, including violation of courtesy and quiet hours.
3. Littering.
4. Pets (other than fish) in university housing.
5. Removal of window screen in university housing.
6. Violation of the visitation policy which is contained in the Guide to Community Living in the Student Handbook – Lamoni campus. (first offense)
7. Violations of other stated residence hall rules and regulations contained within the Guide to Community Living in the Student Handbook.

Class B Violations

1. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (first offense). Please note: Possession also means being in the presence of alcohol or their containers. (first offense)
2. Destroying, damaging, endangering or vandalizing private, public or university property (first offense)
3. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (first offense)
4. Illegal gambling on university property or at a university event.
5. Use or evidence of use of tobacco in any form or use of electronic cigarettes/vaporizers on university property or at a university event (first offense)
6. Use of university property or services without proper authorization.

7. Violation of the visitation policy which is contained in the Guide to Community Living within the Student Handbook – Lamoni campus. (second offense).
8. Violation of Residence Hall Probation.
9. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university Please note: impairment due to substance use may be deemed disruptive behavior. (first offense)

Class C Violations (Anywhere, Anytime)

1. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university. Please note: impairment due to substance use may be deemed disruptive behavior. (second offense)
2. Any form of theft or stealing.
3. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (second offense). Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or university property. (second offense)
5. Destroying, tampering with or altering smoke detectors, fire alarms or other safety equipment.
6. Discrimination or harassment, including but not limited to racial, sexual, ethnic, national or religious discrimination or harassment (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook).
7. Endangering the health or safety of any member of the community, or threats of endangerment.
8. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (second offense)
9. Hazing.
10. Intentional misuse/abuse of the university computer system, or repeated unintentional misuse/abuse. (See Technology Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Sexual behavior that is offensive or fails to respect other's rights. (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
13. Sexual contact or sexual touching of another person without consent. (see harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
14. Striking another person without consent.
15. Use or evidence of use of tobacco in any form, or use of electronic cigarettes/vaporizers on University property or at a university event. (second offense)
16. Use or possession of synthetic marijuana (e.g. K2, Spice, Black Mamba) or any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Possession of drug paraphernalia. Please note: possession also means

being in the presence of a controlled substance, synthetic marijuana, or drug paraphernalia

17. Distribution of marijuana, synthetic marijuana, or any controlled substance including, but not limited to narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs.
18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, and/or materials prohibited by law while on campus or in attendance at university sponsored activities. Please note: possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of university policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.

Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval, and may result in disciplinary action.

Disciplinary Hearings And Councils

The following disciplinary hearings and councils have been formed to hear cases based upon where the violation took place, the severity of the violation, and which council, in the opinion of the Dean of Students or designated Residential Life Professional is best equipped to handle the hearing of a particular violation. Students who admit they are “in violation” may ask for an administrative hearing with either a Residence Hall Director (Class A and Class B violations) or the Director of Residence Life or the Dean Students (Class C violations). The administrator has the right to not hear a case. If the case is not heard by the administrator, the case will be referred to the Council on Student Welfare. The Council on Student Welfare (CSW) is a council composed of faculty administrators and students as outlined in the GSG Constitution. A quorum of five CSW members, with representation from student, faculty, and administrative members is required to conduct a hearing. The Dean of Students or Residence Life Director will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction.

PLEASE NOTE: The Dean of Students may opt to handle any alleged violation at any time. Local authorities may also be called to handle potentially dangerous situations. Actions taken by local authorities will be in addition to disciplinary action by the University.

Sanctions

Graceland’s values of community, learning, and wholeness guide its approach to justice. We see restorative justice (reconciliation and reparative action), distributive justice (all parties receive what is fair and due), and procedural justice (practical wisdom of due process) over retributive justice whenever possible and practical. The purpose of sanctions is not to punish, but to help a student grow in their understanding of personal responsibility, to protect the community, and to help the student become an accountable member of the community. Consequently, there is no prescriptive formula for applying

sanctions, as each student will be treated as a unique individual. Therefore, the list of sanctions below are options for university authorities and councils to consider, but the actual measures taken will depend upon the severity of the violation, previous offenses, degree of involvement, and individual circumstances. These sanctions and their descriptions shall serve as guidelines for the university and may be modified and used in any combination to meet the needs of the university and the individual student involved. A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student's Office. Disciplinary actions are not recorded on a student's permanent file unless a student is dismissed from the University.

Acquittal

Student is found not to be in violation of the charge against them and the matter is dismissed.

Facilitated Conversation

In facilitated conversation, the student found in violation of the Code of Conduct must engage in a conversation with the offended parties regarding the incident in question. The conversation is facilitated by a third party selected by the administrator or council hearing the case.

Reflection Or Research Paper

The student is required to write a paper that involves research and/or reflection on a matter pertinent to the Code of Conduct violation that they were found in violation of. Students given this sanction will meet with a person designated by the administrator or council hearing the case, in order to discuss the paper.

Restitution

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.

Community Service

The work, not less than five hours and not more than ten hours per violation, may be assigned. Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of their actions as a result of the service. It is also appropriate when the action that brought the student to disciplinary review involved a lack of concern for the community. Community service must be completed within 21 calendar days (three weeks) from the date the sanction is issued. If hours are not completed within this time frame, a fine (amount to be determined by the administrator/council) will be applied to the student's account.

Fines

Fines will depend upon the severity of the violation, previous offenses, degree of

involvement, and the circumstances. Fines may be levied as a sanction according to the following guidelines:

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.
- Class C violations and other cases heard: The fine will not exceed \$250 per violation – with the exception of violations of C5 which will not exceed \$500 per violation. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.
- The student may be ordered to make restitution to the University for vandalism or to another injured party, in addition to any fine that may be given.

Alcohol Education

Offenders of the alcohol policy may be required to complete an alcohol awareness course and/or meet with a personal counselor.

Drug Response Program

The student will be required to undergo a substance abuse assessment and, if recommended by the administrator of the assessment, must engage in subsequent substance abuse counseling. The expense of the assessment and required sessions will be the responsibility of the student. The initial session must be scheduled by the student within one week from the date the sanction is issued.

Anger Management Counseling

A student issued this sanction will be required to meet with a counselor until released by the counselor. The first session must be scheduled by the student within one week from the date the sanction is issued.

Computer Usage Restrictions

A student may be restricted from certain privileges for a given time.

Parental Notification

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. Students may choose or may be requested to join the administrator when parental contact is made.

Program Director Notification

Program directors, including coaches, will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

Residence Hall Probation

This is a formal probationary status for a period of time not to exceed one semester. The terms and conditions will be set by the RLC, CSW, Dean of Students or Residence Life Director, depending on the circumstances and the individual needs of the student.

Required House Change

The student will be required to change Houses. If the student is living in the residence

halls, the student will be required to change floors. The student will not be allowed to attend House-sponsored events of the previous House membership.

Conduct Probation – Class C Only

This is a formal probationary status for a period of time determined by CSW, Residence Life Director, or the Dean of Students. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

Strict Conduct Probation – Class C Only

This term describes a set of conditions making it possible for a student to remain a student in the university in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the university. This status is very near dismissal from the university and indicates the extreme seriousness of the probation. The student will may have one or more of the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the university.

- The student will be ineligible to graduate until the student is returned to good standing.
- The student will be restricted from representing the university in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- The student will be ineligible to receive scholarships and/or or grants from the university with the exception of need-based aid.
- Any further violation of university standards while on probationary status means that a student is subject to suspension from the university.

Dismissal From Residence Halls – Class C Only

The student will be required to move out of the residence halls within 72 hours after issue of this sanction. The terms of the dismissal as well as the length of time this dismissal will remain in effect will be determined by the CSW, Residence Life Director, or the Dean of Students. A student placed on probationary status will be banned from all residence halls and may not attend House sponsored events without the specific permission of the Dean of Students.

Dismissal From The University – Class C Only

A student may be dismissed immediately from the university for a period of time to be designated by the CSW or the Dean of Students.

Appeal Procedures

Any student found in violation of the Code of Conduct has the right to appeal their case. In cases heard by the Hall Director or the Residence Life Council, appeals will be heard by the Residence Life Director. In cases heard by the Residence Life Director, appeals will be

heard by the Vice President for Student Life/Dean of Students. In cases heard by the Council on Student Welfare or the Vice President for Student Life/Dean of Students, appeals will be heard by the Vice President Council. The Vice President Council is composed of the Vice President for Academic Affairs (chair) and one other Vice President (other than the VP for Student Life).

If a student wishes to appeal a decision, they must submit a written appeal within three days (72 hours) after the student has been notified of the decision. Appeals will be heard based on the following:

- Insufficient evidence
- Lack of due process
- Prejudice on part of person/council hearing the case
- Improper notification of the hearing

Questions concerning policies or procedures may be directed to Dave Schaal, Vice President for Student Life and Dean of Students (dschaal@graceland.edu).

Missing Student Policy

Graceland's Missing Student Policy is designed to guide a collaborative response if a student living in university-owned, on-campus housing, who based on the facts and circumstances known to the university is determined to be missing.

Anyone who believes a residential student is missing needs to report their concern to the Dean of Students' Office which will investigate each report and make a determination whether the student is missing.

A student will be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. This policy is in compliance with the Higher Education Opportunity Act of 2008.

Each residential student will have the opportunity to identify an individual to be contacted by the university in case the student is determined to be missing. This confidential, emergency information will be available to the Dean of Students and may be updated at any time by the student in My Graceland.

If a missing student is under the age of 18 the university is required to notify the parent or guardian of the missing student no later than 24 hours after the determination by the Dean of Student's office that the student is missing. The Dean of Students' office will also notify the Lamoni Police Department no later than 24 hours after it is determined a student is missing.

Obscene or Profane Materials

Faculty, students and all other persons associated with Graceland University are prohibited from distributing and/or displaying in any manner, including but not limited to the mail, computer transmission or posting, of any material that is obscene or profane. This is not intended to prohibit the use of materials that may have an obscene or profane content for

demonstrable educational purposes. Accessing obscene or profane materials in public areas is forbidden. The determination that material is inappropriate is at the sole discretion of the university and will be made based on the university's understanding of prevailing community standards. Violation of this policy will result in referral to the Dean of Students office for disciplinary action.

Photo and Videotape Policy***

Graceland University takes photographs and videos of students throughout the year. These images often include students in classrooms, residence halls, micro labs, athletic events and other university activities. Graceland University reserves the right to use these photographs and videos in the promotion of the university. Students who enroll at Graceland University do so with the understanding that photographs may be taken that would include them and these photos may be used in university publications, websites, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

Safety and Security Equipment

Severe disciplinary action will be taken against persons tampering with security and safety equipment or other acts that put the campus community at risk (e.g. loaning an ID card to someone else for unauthorized entrance to a building, propping a locked door open or allowing unauthorized access to secured areas).

Sexual Misconduct Policy

Please see the Harassment, Discrimination, and Sexual Misconduct Policy available [online](#) or in the Dean of Students office by request.

Solicitation

The selling of items or solicitation of funds, by anyone including students, is prohibited on campus. Any exception to this policy must be cleared through the Council on Student Life. If you are approached on campus to make a purchase, please notify your Residence Hall Director or the Vice President for Student Life/Dean of Students.

Dismissal or Removal

The university may dismiss or remove a student whose mental or physical condition constitutes a threat or undue burden to himself/herself or others. A student may also be suspended/expelled for cause if their actions are found to be detrimental to the university community. In case of suspension/expulsion for cause, the student will receive failing grades for the semester. Re-enrollment requires permission from the Dean of Students.

*****School of Nursing Addendum to the Photo and Videotape Policy**

Approved: SON-FGA November 13, 2012
Effective date: November 13, 2012

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22, 5/1/2023

Amended:

Students are prohibited from photographing or video recording faculty at any time.

Students may only audio record faculty in the classroom during lectures. Students must request and receive permission in advance, via email, to audio record the faculty. Any audio recording of class lecture is for that student's personal use only, and may not be copied, transmitted, posted, or shared in any format with any other person or entity.

School Of Nursing Expectations And Policies

Student Educational Responsibility

Academic and Behavioral Expectations:

Active participation, academic integrity, and professional behavior in all settings are expected. Along with learning theoretical concepts, development of professional behaviors is a key component of the nursing curriculum.

- Students will treat peers, colleagues, clinical agency staff, Graceland University staff and faculty with respect at all times.
- Upper division college level course work is challenging. Expect to spend a minimum of 37.5 hours of studying for every semester hour of credit. Nursing coursework is especially challenging, and study time may exceed the above stated minimum.
- Because the practice of professional nursing involves critical life and death decisions, it is the policy of the School of Nursing that students **must achieve at the grade level of C (75%) or above in both theoretical and clinical components of each course.**
- Learning activities are planned for each class period. To be successful, students' attendance in class is essential. Students who read the assigned materials before class and actively participate in each learning opportunity (classroom and clinical), maximize their chances of successfully completing the program.
- Attend scheduled classes, be punctual, and complete all assignments even if class is missed. Students will inform the course instructor if they will be late or not attending class via Graceland University email.
- Keep side discussions to a minimum in class to avoid distracting others.
- Silence all cellular phones, tablets, or other electronic devices during class time, to avoid disrupting class. A computer may be used for taking notes, but please stay on task and avoid viewing emails, or any other website not related to class, which distracts you and your peers from the lecture and classroom activity.
- Failure to comply or creating a disruption could result in being removed from the class (at the discretion of the faculty).
-

Incomplete Grades:

University policy requires that an incomplete grade be initiated by the student; by making an appointment with your instructor to complete an incomplete grade contract. An electronic "Incomplete Grade Contract" is required when an "I" is submitted as a course grade. The "Incomplete Grade Contract" will indicate the reason the incomplete is requested, the work that must be completed in the course to earn a final course grade, and the anticipated completion date.

Taking an incomplete grade may inhibit a student's progression in the program. Please see the complete policy in the Undergraduate Catalogue information.

Withdrawal:

If the student chooses to **withdraw** from a course the student must first consider the consequences. Call or see a financial aid representative to discuss financial concerns. Each course is a prerequisite for the next sequenced course. Usually, courses are not offered again until the next academic year. Do not run the risk of failure or being dismissed from the program. The student should contact their faculty advisor to discuss all options before making a hasty decision. Withdrawing from a course or from the entire nursing program requires following the necessary steps. See the Undergraduate Program Administrative Assistant for further details about the procedure.

Visitors in the Classroom:

To maintain academic integrity and safety in the classroom, skills lab, and clinical agencies, **children** and other persons not enrolled at Graceland University are prohibited from those areas.

Online Catalog & Academic Calendar:

It is the student's responsibility to know school policies (online catalog & student handbook) and be aware of pertinent information such as add/drop/withdraw dates. The Online Catalog and Academic Calendar are available at the Graceland University website My Graceland

International Students:

International students must comply with specific Federal regulations in order to maintain their required status. Changes must be documented and/or reported in a timely fashion in order to remain compliant. Situations requiring documentation include but are not limited to:

- Changes of address, major, finances, credit hours, suspension, withdrawal/termination, school transfer, completion of studies, and any type of employment.
- Questions or further information, call the Graceland International Programs Office on extension 5412 in Lamoni. On the Independence Campus, contact Undergraduate Program Administrative Assistant Theresa Trent extension 4679.

Library Facilities:

Students are reminded that they are guests in the library. Please no food or drink in the library! Students are expected to observe all rules and expectations, as well as rules of common sense and courtesy. Failure to comply with the rules may result

in loss of library privileges. Students with library fines outstanding or overdue books may not be allowed to register for courses until deficiencies have been satisfied. Diplomas and transcripts may be withheld from graduating seniors for library or other financial obligations.

Cell Phones in Clinical

Student cell phones are PROHIBITED in the clinical setting. Please provide family and significant others with instructor's contact information for emergencies. The nursing Undergraduate Program Administrative Assistant will also have access to clinical faculty in case of an emergency.

Clinical/Lab/Simulation Absences and Attendance

Clinical attendance is critical to the determination of a student's satisfactory performance. Students must be prepared and be present every scheduled clinical, lab, and simulation lab day.

- Tardiness to the clinical area is unacceptable and will result in a Student Feedback Form (see Upper Division Progression, Retention, and Dismissal policy).
- Facility based clinical, skills lab, and simulation lab are all considered to be a clinical experience, and therefore all clinical requirements apply.
- Students who are tardy for any clinical experience may not be able to complete the clinical day per the clinical faculty and/or facility discretion. If a nursing report is required for the clinical experience, missing report would be considered a failure for the clinical day.
- Students must call their instructor if late or absent prior to the start of clinical
- Absences due to illness or emergencies must be discussed with the course and COVID coordinator. The student must provide a negative COVID test to the COVID Coordinator. If negative, but actively ill (febrile, active vomiting or diarrhea) the student will be required to stay home.
- A mask may be required based on symptoms, at the faculty discretion.
- An excused absence for immediate family emergencies (parents, children, spouses) is limited to acute hospitalizations. This must be discussed and approved by the course coordinator.
- The UAC makes the final determination if the student will receive an Unsatisfactory Professional Conduct (UPC) related to the absence.
- 100% of all clinical absences must be made up. The first clinical absence make up will occur at a relevant healthcare facility equivalent

to the clinical day missed. All subsequent clinical absences will be made up using face to face simulation for the equivalent time missed.

Excused Absences:

- An excused absence from clinical not related to active illness (ie broken bones, etc) **REQUIRES** documentation of reason for absence (i.e., provider note, funeral handout, etc.)
- If the absence is due to injury, child birth or surgery, a provider release note clearing the student to return to clinical, lab and simulation must be obtained.
- Documentation and release note must be submitted to the Track Coordinator within 48 hours of the clinical absence. Clinical absence will be tracked throughout the program.
- COVID related absences as approved by the COVID coordinator are considered excused absences.
- A student may not miss >50% of clinical hours per clinical course, regardless of reason. Missing >50% of clinical hours, regardless of reason, will result in course failure.
- Points missed during an excused absence may be made up.

Unexcused Absences:

- Unexcused absences will result in a UPC. Students may not earn make up assignment points for unexcused absences, but hours must be made up as outlined above.
- No more than 1 clinical/simulation day may be missed in a clinical course. Missing >1 clinical/simulation day will result in course failure. Students will not be permitted to miss any clinical in Community Health or Capstone Practicum. All clinicals for these courses will be rescheduled.

Personal Information:

Be aware that personal information such as name/address/phone number/social security number may be required by some of the clinical agencies used for clinical rotations. In addition, all agencies require the School of Nursing to have paperwork documentation for immunizations before the student will be allowed to attend clinical. Students must keep their own records of all clinically required documentation. The school will not provide copies of this information.

HIPAA Reminder

Compromising confidentiality is a serious issue. Each student is expected to sign a patient/agency confidentiality form and abide by its content. **DO NOT** remove documents or protected health information from any agency. If a student violates the Health Insurance Portability and Accountability Act (HIPAA), they will receive a Student Feedback Form and an automatic UPC. The student may be dismissed from the program. Any questions regarding HIPAA should be directed to the instructor and SON HIPAA Policy should be consulted.

Technology Requirements

Student learning is supported through online resources and activities in each nursing course. Technology requirements ensure that the student is able to access all content easily and to ensure testing software functions appropriately.

Laptop/Computer

Students are required to have a laptop or desktop computer. Computers will be used for online testing and class assignments. Some testing may be conducted in class, and some may be asynchronous outside of class. An internet accessible device must be brought to classes daily. Students may choose to bring a computer or the provided iPad mini. Please note that some online software/programs used in class or clinical may not be compatible with iPads. If you are concerned about bringing your computer to class (i.e. you choose to have a desktop rather than laptop), please reach out to Elise Hector (ecraig1@graceland.edu).

The mandatory requirements listed below ensure all students are able to utilize all assigned software.

Browser		Version	Notes	Links
Google Chrome™		105 or later	For optimal experience, enable "Third Party Cookies" in Google Chrome settings, under "Cookies and other site data".	Download
Mozilla Firefox®		100 or later		Download
Safari®		13 or later	For optimal experience, disable the "prevent cross-site tracking" setting under Safari's privacy settings.	Download
Device	Operating System	Notes		
PC	Windows 10 or later	Min resolution 1024 x 600		

Device	Operating System	Notes
Mac	Mac OS® X 13 or later	Min resolution 1024 x 600
Ipad®	iOS 13 or later	<p>Products that have more specified iPad® requirements:</p> <ul style="list-style-type: none"> • Skills Modules 3.0 (see below in Additional Notes for details) <p>Products not currently supported on iPad®</p> <ul style="list-style-type: none"> • Proctored Assessments • Communicator 2.0 (virtual interactions) • Although HealthAssess 2.0 is supported on iPads, HealthAssess virtual practice and virtual challenge simulations are not • TEAS Online at Institution Proctored Exams
Android tablet	Android 11 or later	<p>If your default browser is not Google Chrome, please download Google Chrome for a better experience.</p> <p>Products not currently supported on Android tablets</p> <ul style="list-style-type: none"> • Proctored Assessments • Communicator 2.0 (virtual interactions) • HealthAssess (virtual practice and virtual challenge simulations) • TEAS at ATI Proctored Exams • Civility Mentor

Accessibility:

- ATI assessments are WCAG 2.1 AA compliant and, accordingly, meet the mandates of the Americans with Disabilities Act. In addition, ATI internally tests its portal websites and products delivered therein using a combination of Voiceover, JAWS, and NVDA to promote WCAG 2.1 compliant operations for assistive reading; however, as browsers and assistive technology are constantly changing and outside of ATI's control, we are not able to guarantee any specific performance.

Internet Speed:

For an optimal experience, internet speed of at least 5 Mbps (ideally 10 Mbps or more) is required. Test your internet speed using www.speedtest.net.

Browser:

- JavaScript and cookies must both be enabled within browser.
- Some browsers may require users to enable tabbing.
- Some content may only be made accessible by disabling your browser's popup blocker.
- Session Timeout Counter: The browser you use needs to allow status bar updates via script otherwise a session timeout counter will not be visible for you.
- These browser extensions have been known to cause issues using atitesting.com: Netflix Teleparty, Malwarebytes, Grammarly, Kaspersky, and, DuckDuckGo.

Miscellaneous:

- Satellite ISP's: The ATI website functionality depends on direct connections to our website and databases in order to accurately display content. Because many ISP's cache webpages rather than allowing connection to the originating website, we are not able to guarantee performance of our website over a satellite connection.
- For Civility Mentor, The Communicator 2.0 and HealthAssess virtual simulations, a minimum internet speed of 5 Mbps is required (10 Mbps or more is recommended). Test your internet speed using www.speedtest.net.

Skills 3.0 Device Requirements:

- iOS Requirements:
 - iOS 13.4 or above
 - Use the default Safari browser
 - 4GB RAM+
 - One of the following devices:
 - iPad Air 4
 - iPad Mini 4 or later
 - iPad Pro
 - iPad 6th Generation or later

ANA Code for Nurses*

The Nonnegotiable Nature of the ANA Code for Nurses with Interpretive Statements.

Summary: The American Nurses Association (ANA) *Code for Nurses with Interpretive Statements (Code for Nurses)* explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the *Code for Nurses* is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics.

Background: Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession's code for ethics. The *Code for Nurses*, published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession.

The *Code for Nurses* is not open to negotiation in employment settings, nor is it permissible for individuals, groups of nurses, or interested parties to adapt or change the language of this code. The *Code for Nurses* encompasses all nursing activities and may supersede specific policies of institutions, of employers, or of practices. Therefore, the content of the *Code for Nurses with Interpretive Statements* is nonnegotiable.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*** From American Nurses Association (2015). Code for Nurses. Washington DC, ANA Publishing. (Unchanged 2021)** National Student Nurses' Association, Inc.

Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code For Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

16. Strive to achieve and maintain optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.
(Unchanged 2021)*

Title: Statement of Ethical Practice

Approved: SON Faculty 5/23/2007 Effective Date: 5/23/2007

Reviewed: 4/23/184/27/20; 4/27/21; 4/25/22 , 4/18/2023

Amended: 2/27/2006

I. Purpose:

To delineate ethical beliefs relevant ~~as relative~~ to educational practice.

II. Policy:

Graceland University and the School of Nursing believe that each student is unique. Each person brings their own beliefs, goals, strengths, potentialities, motivations and life experiences to the university community. We believe that the university and the division programs promote the professional and personal actualization of each student toward greater expression of each one's unique creativity.

A. The student has the right:

1. and responsibility to develop to the highest potential, physically, emotionally, intellectually, and spiritually.
2. to objective, clear, accurate, up to date information, verbal and written about the university and the nursing major. This includes information about the philosophy, goals, objectives, academic programs, cost, requirements and admission policies to the university and the major.
3. to be notified as soon as possible about acceptance.
4. to information regarding written policies for admission, progression in the major, graduation from the university, or dismissal from the major.
5. to information regarding students' own academic standing.
6. to be notified of any changes before the changes occur.

Title: HIPAA Regulations Policy

Approved by: SON-FGA 4.19.10, 8/18/2008

Effective date: 8/18/2008

Reviewed: 4/23/18; 4/27/20; 4/25/22

Amended: 4/19/10; 4/27/21

1. Policy:

- a. Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH) and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all Protected Health Information (PHI), including Electronic Health Information (EHI).

2. Procedure

- a. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related information.
- b. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.
- c. All students will be familiar with HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical settings.
- d. Current guidelines will be available to students and instructors at all times in the School of Nursing Student Handbook and course syllabi.

3. Reporting of Unauthorized Disclosures or Misuse of PHI

- a. The student is responsible for immediately reporting to their preceptor, and instructor any violation of HIPAA and HITECH regulations.
- b. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than three 3 business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

HIPAA: 18 identifiers for Protected Health Information

1. Names (including initials)
2. All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes, except for the initial 3 digits of a ZIP Code if, according to the current publicly available data from the Bureau of the Census:
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
4. Telephone Number
5. Fax Number
6. E-mail Address
7. Social Security number
8. Medical Record number
9. Health Plan Beneficiary number
10. Account numbers
11. Certificate/License number
12. Vehicle Identifiers and Serial numbers (including license plates)
13. Device identifiers and Serial numbers
14. URL Address
15. IP Address
16. Biometric identifiers, like fingerprints and voiceprints
17. Full-face Photos and Any Comparable Images
18. Any other unique identifying number, characteristic (including tattoos) or code, social media handles, and name of employer.

Title: Course Examination Requirements Policy

Approved by: SON-FGA 05/23/07

Effective date: 8/18/2008

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22

Amended: 5/23/2007; 02/27/2006; 06/10/04; 08/08/2003

I. Policy:

- A. At the junior level, a minimum of seventy percent (70%) of the grade for specified courses will be derived from tests. At the senior level, a minimum of sixty percent (60%) of the grade for specified courses will be derived from tests.

Courses:

1. NURS 2460 - Health Assessment
2. NURS 3120 - Fundamentals of Health Care
3. NURS 3250 - Adult Health Care I
4. NURS 3260 - Adult Health Care II
5. NURS 3270 - Psychosocial Aspects of Client Care
6. NURS 3440 - Pathophysiology
7. NURS 3451 - Pharmacology I
8. NURS 3452 - Pharmacology II
9. NURS 4170 - Manager of Care
10. NURS 4230 – Care of the Mother and Child
11. NURS 4260 - Critical Care Nursing
12. NURS 4340 - Community Health Care

- B. In addition to unit outcomes, test specification tables will reflect appropriate NCLEX content areas, and the nursing process.

Title: Graceland University ATI Testing and Remediation Policy

(Adapted with permission from ATI)

Approved by SON-FGA: 02/18/2019

Reviewed: 4/27/20

Amended: 4/27/21, 6/19/23

The Graceland University ATI Testing and Remediation Policy explains the use of Assessment Technologies Inc. (ATI) Content Mastery and Predictor examinations during the face-to-face Bachelor of Science in Nursing program.

1. BSN-RN faculty teaching in designated theory courses will adhere to the Graceland University ATI Testing and Remediation Policy. The courses in which ATI Content Mastery examinations may be administered include:
 - NURS3270 Psychosocial Aspects of Client Care (Psychiatric Care Exam)
 - NURS3120 Fundamentals of Nursing (Nutrition Exam)
 - NURS3260 Adult Health II (Foundations Exam)
 - NURS4480 Trends and Issues (Medical Surgical Exam)
 - NURS 4260 Critical Care Nursing (Pharmacology Exam)
2. After the ATI Content Mastery Examination Retake, students testing below level 1 will be placed on academic probation for the following semester and be required to complete additional remediation activities at the discretion of UAC.
3. The ATI Predictor Examination will be administered in the BSN-RN NURS4390 Capstone Practicum course and will be subject to the same Graceland University ATI Testing and Remediation policy. Unlike the Content Exams, the Predictor exam achievement level is based on the percentage of probability that a student would pass the NCLEX-RN exam at that moment.
 - NURS4390 Capstone (Predictor Exam)
4. ATI Content Mastery and Predictor examinations will not count toward the exam average requirements.
5. Students must arrive early to the testing room at least 15 minutes early for a scheduled ATI Content Mastery Exam or Retake.
 - Students must bring a valid government-issued photo ID to check into the exam room. This is not optional, and no exceptions will be made.
 - The exam doors will close at the scheduled exam time. If a student is late, even by 1 minute, the student will not be permitted to take the exam. The student will then reschedule the exam with the course faculty and will have a grade reduction of 10% for the exam (see points below). Review exam administration policy for full details.
6. ATI Content Mastery or Predictor examinations in any BSN-RN course will account for 5% of the total course grade. The 5% will consist of a combination of practice assessment completion, either the Content Mastery or Predictor exam, remediations, and exam retake (if applicable).

- Students who do not complete any individual portion of the testing and remediation plan by assigned due dates as indicated in the course syllabus will receive a 0% for those items.
- Practice Assessment points produce a percentage score.
 - Practice assessments will be worth up to 1% of the total grade, based on the score achieved.
 - Students who score $\geq 71\%$ or higher will earn 1% of the total ATI Testing course grade.
 - Students who score 61-70% will receive 0.75% of the total ATI Testing course grade.
 - Students who score 51-60% will receive 0.5% of the total ATI Testing course grade.
 - Students who score $\leq 50\%$ will receive 0.25% of the total ATI Testing course grade.
 - Faculty have the option to make the Practice Exam A rationales available after all students complete the proctored practice test.
 - Faculty have the option to make Practice Exam B available for students to practice and review before the Content Mastery Exam.
- Content Mastery Exam (or Predictor Exam) points are based on achievement level (or probability of passing the NCLEX-RN examination).
 - * See attached document for ATI Benchmark Level/Probability scores
 - Content Mastery Exams will be worth up to 2% of the total grade, based on the score achieved.
 - Students who reach level 3 (or Predictor probability of $\geq 95\%$) on the first attempt will earn 2% of the total course grade.
 - Students who reach a level 2 (or Predictor probability of 90%) on the first attempt will earn 1.5% of the total course grade.
 - Students who reach a level 1 (or Predictor probability of 85%) on the first attempt will earn 1% of the total course grade.
 - Students who reach \leq to level 1 (or $\leq 84\%$ Predictor probability) on the first attempt will earn 0.5% of the total course grade.
- Retake points (if applicable) (up to an additional 1%)
 - Students who reach level 2 or above on the first attempt will not retake the Content exam.
 - If a student re-takes the Content Exam and meets the benchmark of level 2 or above, then the student can earn additional points.
- Remediation (Focused review)
 - Remediation points by focused review will be 2% of the total grade.
 - Practice Assessment Focused Review and Remediation (1%):
 - For each topic missed, students must complete an active learning template.
 - Students must submit a legible, handwritten, and complete active learning template for each subject missed to the course faculty by the due date indicated in the course. If the active learning templates are not legible, they will be rejected and must be completed again. If the original submission is late, late submission points will apply*. If a new

submission is required due to legibility, late submission point reductions will apply. *10% off per day late for up to 3 days, after which the student will earn 0 points but must still successfully complete the remediation.

- Students may not take the Content Mastery Exam if the Practice Assessment Remediation is not completed in full.
- Content Mastery Exam Focused Review and Remediation (1%):
 - For each topic missed on the content mastery exam, students must complete an active learning template.
 - Students must submit a legible, handwritten, and complete active learning template for each subject missed to the course faculty by the due date indicated in the course. If the active learning templates are not legible, they will be rejected and must be completed again. If the original submission is late, late submission points will apply*. If a new submission is required due to legibility, late submission point reductions will apply. *10% off per day late for up to 3 days, after which the student will earn 0 points but must still successfully complete the remediation.
 - Students may not take the Content Mastery Exam Retake if the Practice Assessment Remediation is not completed in full.
- Retake Content Mastery Exam Focused Review and Remediation:
 - If a student scores less than level 1 on the Content Mastery Exam Retake, they will be placed on academic probation and will complete additional remediation. Remediation will be due on the first day of the following term. Students will remain on academic probation until the remediation is completed in full.
 - For each topic missed on the content mastery exam, students must complete an active learning template.
 - Students must submit a legible, handwritten, and complete active learning template for each subject missed to the course faculty by the due date indicated in the course. If the active learning templates are not legible, they will be rejected and must be completed again.

Practice Assessment **Focused Review Requirement		Content Mastery Exam **Focused Review Requirement		Retake Content Mastery Exam **Focused Review Requirement	
Exam Score	Focused Review **	Content Mastery Exam Achievement Level	Focused Review **	Retake Content Mastery Exam Achievement Level	Focused Review **
≥ 71	Minimum 1-hour	Level 3	Minimum 1-hour	Level 3	Not required
61-70	Minimum 2-hour	Level 2	Minimum 2-hour	Level 2	Not required
50-60	Minimum 3- hours	Level 1	Minimum 3- hours	Level 1	Not required
≤ 50	Minimum 4- hours	Below Level 1	Minimum 4- hours	Below Level 1	Minimum 4- hours

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- Predictor Exam Total Points

- Students who reach Predictor probability of $\geq 95\%$ on the first attempt will earn 5% of the total course grade.
- Students who reach a Predictor probably of 90% on the first attempt will earn 3.75% of the total course grade.
- Students who reach a Predictor probability of 85% on the first attempt will earn 2.5% of the total course grade.
- Students who reach $\leq 84\%$ Predictor probability on the first attempt will earn 1.25% of the total course grade

Example of ATI Content Exam Testing and Remediation Plan represented as points for a sample course. (Ex: 400 point course, 5% = 20 points total possible)

Practice Assessment			Content Mastery Exam			Retake Content Mastery Exam			Total Possible Points
Exam Score	Points Earned (1%)	Remediation Points (1%) *See remediation grading rubric	Content Mastery Exam Achievement Level	Points Earned (2%)	Remediation Points (1%) *See remediation grading rubric	Retake requirement based on Content Mastery Exam Achievement Level	Points for meeting benchmark of level 2 or above on retake (0.5%)	Remediation	
≥ 71	4 (1%)	4 (1%)	Level 3	8 (2%)	4 (1%)	Not required	N/A	Not required	20 (5%)
61-70	3 (0.75%)	4 (1%)	Level 2	6 (1.5%)	4 (1%)	Not required	N/A	Not required	17 (4.25%)
50-60	2 (0.5%)	4 (1%)	Level 1	4 (1%)	4 (1%)	Required	1.25 (0.25%)	Not required	15.25 (3.81%)
≤ 50	1 (0.25%)	4 (1%)	Below Level 1	2 (0.5%)	4 (1%)	Required	2.5 (0.5%)	Required	13.5 (3.38%)

Example Graceland University ATI Capstone Predictor Test Plan Policy (Ex: 800 point course, 5% = 40 points total possible)

Percentage predictability of passing NCLEX *	Total Possible Points
$\geq 95\%$	40 (5%)
90% (90-94.9)	30 (3.75%)
85% (85-89.9)	20

	(2.5%)
≤ 84.9%	10 (1.25%)

TITLE: Procedure for the Administration of Examinations in the Classroom

Approved: SON Faculty: 5/30/2014

Effective: 5/30/2014, 4/27/20, Reviewed:

04/23/18; 4/27/21

Amended: 1/10/22

- I. Purpose: To support academic integrity during examinations in the classroom. To prepare students for the strict requirements of the NCLEX testing procedure.

II. Policy and Procedure:

- A. Students requiring testing accommodations will be evaluated according to the Graceland University American Disabilities Act (ADA) policy.
- B. If students with testing accommodations choose to forfeit the accommodation, he/she MUST notify the course coordinator via email 48business hours PRIOR to the examination time.
- C. The faculty will then notify the proctor via email 24 business hours PRIOR to the examination.
- D. If the student fails to show up, the proctor will notify the Track Coordinator and course coordinator-via email.
- E. Paper and Pencil Examinations
 - 1. Will include an attached cover sheet that students must sign prior to eachexam.
 - 2. This sheet may also be utilized for scratch paper during the exam.
 - 3. Scratch paper cannot be copied or removed from the testing room.
- F. Computerized Examinations
 - 1. An exam contract will be displayed in the Introductory Text. By enteringthe online exam, the student is agreeing to abide by the contract.
 - 2. Instructor may include a printed form that students must sign prior to eachexam; this sheet may also be utilized for scratch paper during the exam.
 - 3. The instructor will provide scratch paper in which students must put theirname on and turn in before leaving the exam room.
 - 4. Scratch paper cannot be copied or removed from the testing room.

III. Procedure

- 1. On campus testing
 - i. More than one version of the exam may be administered.
 - ii. Cell phones, tablets, computers, and other electronic devices will be turnedoff and placed with personal belongings in a designated area outside the testing area.
 - iii. Food, hats and/or hoodie sweatshirts and book bags will be placed in the back of the room or where indicated by instructor. Beverages in a clear or see-through container with a lid may be allowed at the discretion of the instructor.

- iv. Electronic devices may NOT be kept with students during the exam (medical devices may be exempt).
- v. Calculators will be provided when requested.
- vi. Students will not be allowed to leave the room until they are finished with the exam.
- vii. Proctors will walk throughout the room to closely observe students during the examination.
- viii. As circumstances arise, the instructor will handle situations individually.
- ix. The exam doors will close at the scheduled exam time. If a student is late, even by 1 minute, the student will not be permitted to take the exam. The student will then reschedule the exam with the course faculty and will have a grade reduction of 10% for the exam. The exam must be rescheduled in a timely manner.
 - 1. The 10% grade reduction will be subtracted from the total possible points. (e.g. for a 100 point exam, 10 points will be deducted automatically from the original score the student earns. If the student correctly answer 80 questions out of 100, their original score is 80/100 and will be reduced to 70/100).
 - 2. The grade reduction will not be applied when calculating exam averages for courses with a 75% exam average requirement. Exam averages will be calculated from the original grade before the 10% reduction.
 - 3. The grade reduction will be applied the overall course grade. Course grades will be calculated from the exam score after the 10% grade reduction.

2. Virtual testing

- i. Virtual testing will be allowed only for excused absences as per policy “Clinical absence policy”. You will take the tests on your laptop, either using Brightspace or ATI depending on the course. ATI testing is not supported on iPads so you will have to have a laptop to take exams this semester.
- ii. If you are instructed to use Zoom, you will need two of the three devices: smartphone, iPad, computer/laptop. You need one device to take your exam on (iPad or computer/laptop) and one device to use for the zoom proctoring (item must have a working camera/webcam).
- iii. On the device you will use for zoom (not the one you will take the exam on) use the zoom link provided by the faculty to log in with your camera. Login with your camera ON and your mic UN-MUTED. Immediately start setting up your workspace and wait for the exam to start.
- iv. If you are instructed to use Proctorio, the exam will be taken at a different time. Instructions will be provided for the use of Proctorio. This must be arranged with your Course Coordinator ahead of time.
- v. Before starting, show both sides of your 1 piece of scratch paper to prove it is fully blank.
- vi. DO NOT use the chat feature at any time before, during, or after the test.
- vii. Once you submit your exam, you may then log out of zoom. If you close out of zoom before submitting the exam, you will get a zero.

- viii. You will also get a zero if any study material or other internet-capable device is in your testing area, regardless of if you use it on camera (phones, smartwatches, textbooks, notes...).
- ix. If you have testing accommodations and have questions about your accommodations during campus or virtual testing, please reach out to the faculty for that course.

Title: Grading Policy

Approved by: SON-FGA 8/30/2010 Effective date: 2/27/06

Reviewed: 4/23/18, 02/2019, 4/27/20; 4/25/22

Amended: 02/27/06; 08/08/03; 8/30/2010, 04/15/2019; 4/27/21

1. Policy:
 - a. All courses required for the nursing major must be completed on a graded basis.
2. Procedure:
 - a. Each faculty member will determine at what point a grade will be rounded and that criteria will be indicated in each course syllabus.
3. Grading Scale
 - a. The grading scale for undergraduate nursing courses is:

91-100	A
82-90	B
75-81	C
66-74	D
Below 66	F

- b. The grading scale for graduate nursing courses is:

90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

Title: Appeal Policy & Procedure

Approved by date: FGA 9/15/08

Effective date: January 1, 2009

Reviewed: 4/25/22

Amended: 5/18/2010

I. Policy

Graceland University School of Nursing (SON) has three codes of conduct: academic conduct, clinical conduct and professional conduct. A student may be disciplined or dismissed from the nursing program for misconduct in any of the three areas.

The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the SON. The standards of clinical and professional conduct relate to matters outside the context of academic courses.

Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. Honesty is defined as being truthful, free of deceit and having integrity (Webster, 1976). Integrity is defined as utter honesty and adherence to a code of values (Webster, 1976). Integrity also encompasses "being truthful, avoiding acts of cheating, fraud or outright lying, and refusing to engage in deception or false representation in practice" (Hoyer, Booth, Spelman & Richardson, 1991, p. 171). Clinical and Professional integrity in nursing is reflected in the American Nurses Association (ANA) Code of Ethics for Nurses (2001), National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct (2001), ANA Standards of Professional Nursing Practice and Performance (1991) and the Scope and Standards of Advanced Practice for Registered Nursing (1996). Nursing practice is further guided by state legislation and institutional standards. Nursing students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community to meet the School's standards of conduct.

A. Sanctions imposed by faculty for academic misconduct include but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Assigning a zero (no points) for a test, assignment or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Recommending dismissal from the program.

B. Guidelines for Students

Students often become aware or suspicious of academic misconduct first. For the School to maintain an environment that is supportive of academic integrity, students are encouraged to maintain the standards for academic conduct. In situations where students are in doubt as to the integrity of one's own or one's peer's actions, it is advisable to consult one of the following: course faculty, course coordinator, specialty track/program coordinator, or faculty advisor. As noted in a previous section, students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community.

C. Suspension

A student may be suspended from any classroom, lab or clinical session for inappropriate or unsafe behavior or failure to adhere to any GU School of Nursing Academic or Ethics Policies. Suspension may last from several hours to one calendar year. Students are automatically placed on suspension during the appeal process pursuant to dismissal.

1. Faculty imposed: Faculty are solely responsible for making the immediate decision to suspend a student from classroom, clinical, or lab sessions in progress for inappropriate or unsafe behaviors. At the time of a suspension by the faculty, conditions for reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure.
2. School imposed: The Assistant Dean is solely responsible for imposing suspension for failure to adhere to Graceland University School of Nursing Academic Progression Policy. At the time of a suspension by the Assistant Dean, the conditions of reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure or dismissal from the nursing program. The student may not attend classroom, lab or clinical sessions during the suspension.

D. Academic Appeal

A student may appeal any of the following:

1. Failing final course grade (C or below for graduate; D or below for undergraduate).
2. Dismissal.

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the faculty's

evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

E. Conduct or Professionalism/Conduct Appeal

A student only appeal program dismissal.

Students are responsible for meeting the standards of conduct, clinical and professional performance established for each course in which they are enrolled, the University and the School of Nursing. Students may appeal if they feel the dismissal was unwarranted, unjust or unethical.

II. Procedure

- A. An appeal is initiated by submitting a typed statement to the Chair of the Undergraduate or Graduate Student Affairs Committee (UAC/GSAC), no later than seven (7) working days after documentation of the failing final course grade or recommendation for dismissal. The typed appeal statement submitted by the student must include the following:
 1. A statement of the issue.
 2. Specific steps that have already been taken to resolve the issue with the course faculty, course coordinator and/or Specialty Track/Program Coordinator.
 3. Evidence supporting why the student believes the decision made was inconsistent with existing GU School of Nursing or course policy, was arbitrary, or lacked sufficient evidence.
- B. In preparing the appeal, it is the student's responsibility and burden to prove:
 - i. In the case of academic appeal - that the action taken by the faculty was inconsistent with existing policy, arbitrary, or lacked sufficient evidence.
 - ii. In the case of conduct/professionalism appeal - that the dismissal was unwarranted, unjust or unethical.

The student may seek assistance from a GU School of Nursing faculty member as an adviser in preparing the statement for an appeal. The role of the adviser is to

assist the student in understanding the policy and procedure. The adviser's role does not include gathering information or presenting evidence.

- C. The student will submit the letter of appeal with supporting documents to the Chair of the appropriate (undergraduate or graduate) Student Affairs Committee (SAC).
- D. The Chair will forward appeal documents to faculty involved in the subject matter of the appeal or its resolution.
- E. Faculty will submit to the Chair of the SAC within ten (10) working days their response to the appeal document including their supporting documentation.
- F. The Chair of the SAC will forward the faculty's response to the student.
- G. The Chair of the SAC will appoint the appropriate/additional members to the SAC for the hearing.
- H. The SAC will meet within ten (10) working days of receiving all the written appeal documents to hear the appeal. The student may request one continuance, not to exceed one week, for good cause.
- I. The student and faculty will be notified 72 hours before the hearing of the time, date and location of the hearing. The initial appeal documents will be reviewed by members of the appropriate SON Undergraduate Affairs Committee. The involved student and/or faculty may be asked to participate in the hearing (in person or via teleconference) to answer questions or provide clarification of the written appeal documents.
 - 1. The committee shall be charged to weigh evidence, deliberate, and find for or against the appeal.
 - 2. The meeting is confidential and restricted to those persons listed. If an incident involves more than one student, each student will be heard individually.
 - 3. An UAC member, who has been directly involved in the awarding of a failing course grade or recommending dismissal will not vote during the appeal process.
 - 4. The UAC will make a decision within five (5) working days after the hearing.
- J. In an appeal of a failing course grade, the UAC can either:
 - 1. Uphold the assigned grade, or
 - 2. Return the grade to the faculty for reconsideration.
- K. In an appeal of a dismissal, the UAC can either:

1. Uphold the dismissal
 2. Overturn the dismissal and return the case to the UAC for reconsideration.
- L. If the faculty is asked to reconsider a grade by the UAC, the faculty may uphold the assigned grade or change the grade. The faculty member will notify the SAC of their decision within 72 hours. The UAC will notify the Assistant Dean and the student of the outcome of the appeal. The student may receive and sign for the UAC's written decision in person, receive email notification, and/or by certified mail.
- M. If the student wishes to appeal the decision made by UAC during the appeal process, the student must send a typed statement and supporting documentation to the Dean of the School of Nursing, no later than seven (7) working days after notification of the UAC's decision.
1. The Dean will forward appeal documents submitted by the student to faculty involved in the subject matter of the appeal or its resolution.
 2. Faculty will submit to the Dean within ten (10) working days their response to the appeal document including their supporting documentation.
 3. The Dean will forward the faculty's response to the student.
 4. The Student will notify the Dean within seven (7) working days to formally appeal the UAC decision.
 5. The Dean will initiate the Graceland University academic appeals procedure at the request of the student.
- N. If the student wishes to appeal the decision made by the Dean during the appeal process, the student must send a typed statement and supporting documentation to the Vice President of Academic Affairs, no later than seven (7) working days after notification of the Dean's decision. The appeal process and timeline are at the discretion of the Vice President of Academic Affairs.
- O. If the student wishes to appeal the decision made by the Vice President of Academic Affairs during the appeal process, the student must send a typed statement and supporting documentation to the University President, no later than seven (7) working days after notification of the Dean's decision. The appeal process and timeline are at the discretion of the University President.

Title: Upper Division Progression, Retention, and Dismissal

Approved: FGA 5/16/2012 Effective

date: 5/16/12 Reviewed: 4/23/18, 4/27/20,

4/27/20; 4.27.21; 4/25/22

Amended (last five years): 10/21/15; 5/12/2011; 5/18/10, 5/20/2008; 4/27/22; 5/25/23

1. Policy: Students must fulfill the requirements for theoretical and clinical components of the major, demonstrate academic integrity, and display professional behavior, which contributes to their meeting course objectives.
2. Academic Progression:
 - a. Students may progress successfully by completing the courses in sequence with a minimum grade of C in all nursing and required support courses. When circumstances necessitate changes in the School of Nursing curriculum delivery, every effort will be made not to disadvantage students who started in the previous curriculum sequence.
 - b. Designated Course progression requirements
 - i. Students must earn an average total exam score of 75% on objective examinations in the designated courses listed below. The average total exam score will be based on raw test scores. The total number of points earned on all exams will be divided by the total number of possible points possible.
 - ii. Standardized exams may be administered during courses indicated with “*” and do not count toward the exam average.
 - iii. If a student’s earned average total score on exams taken in the course is less than 75%, (comma) the actual average grade earned on the exams (D or F) will be assigned as the final course grade.
 1. NURS 2460 - Health Assessment
 2. NURS 3120 - Fundamentals of Health Care
 3. NURS 3250 - Adult Health Care I *
 4. NURS 3260 - Adult Health Care II *
 5. NURS 3270 - Psychosocial Aspects of Client Care *
 6. NURS 3440 – Pathophysiology
 7. NURS 3451 - Pharmacology I
 8. NURS 3452 - Pharmacology II *
 9. NURS 4170 – Manager of Care
 10. NURS 4230 – Care of Mother and Child *

- 11. NURS 4260 - Critical Care Nursing
- 12. NURS 4340 - Community Health Care

3. Clinical Practice Progression Procedure:

a. Assignments

- i. Demonstration of clinical competence is required in all clinical courses. All clinical assignments must be passed with a 75%. Students who do not score at least 75% will redo the assignment until 75% is reached. The original score will be recorded in the grade book.
- ii. All clinical assignments must be turned in before the next clinical experience (clinical, lab, simulation) for the assigned course. If an assignment is not turned in before the next clinical experience, the student will not be allowed to attend and will receive an unexcused absence and an Unprofessional Conduct Violation.

b. Clinical Evaluation

- i. Clinical courses will utilize Clinical Evaluation Tools (Formative and Summative -see syllabi) that reflect the program curriculum objectives. Each tool will be identified according to the student's program level (junior or senior).
- ii. Students must achieve a passing score as indicated on the evaluation tool to pass the clinical portion of the course.
- iii. The clinical instructor will complete the Formative Evaluation Form weekly, and a copy will be provided to the student.
 - 1. If a pattern of unsatisfactory or unsafe behavior is revealed, the clinical instructor will notify and send the Formative Evaluation Form to the course coordinator.
 - 2. The course coordinator or clinical instructor will complete a Student Feedback Form and send it to the student to notify them of the issue(s).
 - 3. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
 - 4. The USA-C will review the Student Feedback Form and determine if further action is required.

5. Students that score below the passing level on the Formative Evaluation Form at the mid-point throughout the rotation will meet with the course coordinator and the clinical instructor to sign a performance improvement plan.
 6. Students who are unable to successfully meet the objectives of the contract by the end of clinical will fail the course.
- iv. A Summative Evaluation Form will be completed at the end of designated clinical rotations summarizing the student's clinical performance. The student will be required to complete a self-evaluation on the Summative Evaluation Form and submit it to their clinical instructor for their input.
- c. Demonstration of competence in dosage calculation skills is required in select courses. (See the Medication Dosage calculation policy for more details)
 - d. During NURS4390 – Capstone Practicum, the student will be required to meet the program benchmark (>90% probability of passing) on a designated standardized comprehensive exam to qualify to test early for NCLEX. If the student does not meet the program benchmark of the comprehensive predictor exam, the student will:
 - i. NOT be allowed to test early. Students must reach a 90% probability of passing NCLEX to test early **and** have approval from the SON Dean. This varies by state. Students are not able to test early in Missouri.
 - ii. Meet with their academic advisor and develop a remediation plan in preparation for NCLEX.
 - iii. All students must complete four weeks of virtual ATI in the capstone practicum. It is recommended that all students complete the additional 8 weeks of virtual ATI post-graduation to prepare for NCLEX.
4. Exemplary Performance:
 - a. Students demonstrating exemplary performance in the course, clinical setting or professional activity may receive an Exemplary Performance Form (see attachment) commending their achievement. A copy of the form will be placed in the student's permanent file.
5. Student Feedback Form:

- a. The Student Feedback Form (see form in the handbook) is an official document used to communicate with students when there are issues with Academic, Clinical, or Professional behaviors which affect progression in the program.
 - b. Faculty, adjuncts, or administrators may initiate the form.
 - c. A copy of the form is sent to the Undergraduate Affairs Committee (UAC) and the student's advisor.
 - d. A copy of the form is placed in the student's permanent record.
 - e. The student will have 48 hours to respond in writing to the contents of the Student Feedback Form.
 - f. Students are required to sign and date the form with or without a written statement and return to the course instructor, advisor and the chair of the UAC.
 - g. The UAC will review behavior(s) outlined in the Student Feedback Form and determine if further action is required.
6. Academic Progression Procedure for Students at Risk
- a. Students who fail to meet the program benchmark are at risk.
 - b. Students will receive a Student Feedback Form from the academic instructor for performance concerns, such as failing to submit assignments deemed critical to passing the course. The completed form with or without the student response will be sent to Undergraduate Affairs Committee (UAC) for review. Course grades and ATI exams Below level 1 will be reported via FlagForms and will be addressed by the Track Coordinator and/or Associate Dean. FlagForm details will be reported to the Undergraduate Affairs Committee (UAC).
 - c. If, at any time, the UAC determines a student is at academic risk, the student may be:
 - i. Placed on probation
 - ii. Required to engage in a remediation plan
 - iii. Required to create a student plan for success
 - iv. Required to meet with the course instructor and/or advisor on a regular basis

- d. Any student whose cumulative grade point average is below 2.00 at the end of any semester will be placed on academic probation and subject to review by UAC. If the student is permitted to continue in the program, a grade point of at least 2.00 must be attained by the end of the following semester or the student will be dismissed for poor academic performance.

7. Clinical Behavior Violations:

- a. Clinical behavior violations are actions by the student that reflect poorly on professional conductor endanger patients, the student, or others.
- b. These behaviors include but are not limited to the following:
 - i. Absence from clinical without permission*
 - ii. Tardiness: greater than 15-minutes on the first incident and any amount of time thereafter*
 - iii. Breach of Confidentiality and/or HIPAA violations*
 - iv. Dress code violations
 - v. Lack of preparation for clinical*
 - vi. Late or missing assignments
 - vii. Medication errors*
 - viii. Safety issues*
 - ix. Violation of facility policies*
- c. Students will receive a Student Feedback Form for any of the above violations. Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*).
 - i. The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
 - ii. The UAC will review the Student Feedback Form and determine if further action is required.

8. Professional Behavior Violations Procedure:

- a. Students will receive a Student Feedback Form from an instructor for Behaviors Violation that include but are not limited to:
 - i. Code of Conduct violation*
 - ii. Disrespect
 - iii. Dishonesty, Cheating, Plagiarism (i.e., integrity issues) *
 - iv. Impairment (see policy) *
 - v. Inappropriate language

- vi. Irresponsibility
 - vii. Poor attitude
 - viii. Misconduct
 - ix. Technology Ethics Violation*
 - b. Students will receive a Student Feedback Form for any of the above violations. Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*).
 - i. The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
 - ii. The UAC will review the Student Feedback Form and determine if further action is required.
9. Unsatisfactory Professional Conduct (UPC)
- a. Unsatisfactory Professional Conduct (UPC) is a designation of a single incident or a pattern of unsafe or unprofessional behavior.
 - b. The instructor will complete a Student Feedback Form and make a recommendation to UAC if the behavior is to be designated as an Unsatisfactory Professional Conduct (UPC).
 - c. Upon receipt of the Student Feedback Form, the student will have an opportunity to respond to the Feedback Form in writing within 48 business hours. The form must be signed and dated by the student and returned to the instructor. The form with the student response will be sent to UAC for review.
 - d. UAC will determine if the student's behavior requires an Unsatisfactory Professional Conduct (UPC) designation. If the UAC determines the student is to receive a UPC, the student will be notified by letter from the committee and meet with either lead course instructor or the advisor to discuss a success plan if required by the UAC.
 - e. A success plan for the student may include:
 - i. Required meeting(s) with course instructor
 - ii. Required/recommended meeting(s) with advisor
 - iii. Required completion of a remediation plan
 - iv. Complete incident follow-up based on the UPC offenses.

v. Program Probation

- f. Documentation of five (5) cumulative “Unsatisfactory Professional Conduct” (UPC) may result in dismissal from the program.

10. Program Probation Procedure

- a. The UAC will determine the dates of the probationary period. The student and the student’s advisor will be notified of the probationary status by a letter from the UAC.
- b. The purpose of the probationary status is to support the student’s progression through the nursing program and make arrangements for academic, clinical, and professionalism support to meet this end.
- c. The designated advisors will provide meeting notes to student academic folder concerning progress on the UAC stipulations.
- d. The UAC will notify the student and the specified advisor when the probationary status has been discontinued.

11. Dismissal Procedure

- a. Academic Dismissal from the program:
 - i. After failing one nursing course, students who earn a D or F in a second nursing course will be dismissed from the program.
 - ii. After failing one nursing course, students who withdraw while failing (from the course being repeated or a different nursing course) will be dismissed from the program.
 - iii. Failing or withdrawing while failing two courses simultaneously will result in immediate program dismissal.
 - iv. The UAC will issue a letter of dismissal to the student. The student will be advised to have an exit meeting with the Associate Dean.
- b. Nonacademic Dismissal:
 - i. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student from the program whose personal, professional or clinical conduct/performance demonstrates an inability to continue preparation for a career in nursing. This may include violation of the academic integrity policy, breach of confidentiality, substance abuse/impairment or other infractions.

- c. Clinical Practice Dismissal:
 - i. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student who is unsafe in the clinical setting. Upon dismissal, the student will fail BOTH the theory and clinical portion of the clinical concepts course.
 - ii. If a student is dismissed for nonacademic or clinical practice reasons, the student is not eligible for reactivation to the program. The student may reapply as a new applicant one time, after waiting a full calendar year. If accepted, the student will be required to restart the program from the beginning. If denied, the student may not reapply again.
 - iii. If a student is dismissed from one program within the School of Nursing, they may not be eligible for other programs within the School of Nursing in the future.
 - iv. Students dismissed for academic or nonacademic reasons will have to wait 12 months to apply and will be required to start the program over if readmitted.
- 12. COVID-19 Statement: UAC will not consider exceptions to the Upper Division Progression, Retention and Dismissal policy on the grounds of COVID-19 issues. The SON has made substantial effort to accommodate for the changing needs of students during the pandemic, reducing the effect of the pandemic on student success.

GRACELAND UNIVERSITY STUDENT FEEDBACK FORM

Student: _____
Date: _____

Faculty: _____
Course: _____

CLINICAL BEHAVIOR VIOLATIONS: VIOLATIONS:

	Absence /Tardy: greater than 15-minutes on the first incident and any amount of time thereafter.
	Breach of Confidentiality/HIPAA
	Dress Code Violation
	Lack of preparation
	Late/missing assignment
	Medication Error
	Safety Issue
	Other:

PROFESSIONAL BEHAVIOR

	Code of conduct violation
	Disrespect
	Dishonesty/ Cheating /Plagiarism
	Impaired Student
	Irresponsibility
	Inappropriate language
	Misconduct
	Technological Ethics Violation
	Other:

ACADEMIC PROGRESSION

Drug Calculation Scores	First	Second	Third		

Exam scores	Exam I	Exam II	Exam III	Final	Average

Faculty Detailed Account of the Behavior/s:

Instructor recommends UPC?	Yes		No		Faculty Signature:

PLAN

	Course Instructor meeting		Advisor meeting		
	Remediation (ATI, etc.)		Student Plan for Success		
	Unsatisfactory Professional Conduct(UPC) (5 UPCs may result in program dismissal)		Program Probation		Academic Jeopardy

Student Response: Return to UAC Co-Chair within 48 hours ecraig1@graceland.edu

Student Signature: _____

Date: _____

GRACELAND UNIVERSITY
School of Nursing Exemplary Performance Form



Certificate of Recognition

This certifies that

Student Nurse

Is recognized for

EXEMPLARY PERFORMANCE

On

THIS _____ DAY OF _____, _____

Faculty Signature

NAC Co-Chair

TITLE: Reactivation to the Nursing Major

Approved: SON-FGA 5/20/2008

Effective date: 5/20/2008

Reviewed: 04/23/18; 4/25/22, 4/18/23

Amended: 11/16/2020, 7/16/2007, 2/27/2006, 11/24/2003

- I. Policy: Requirements for students who have withdrawn from the program and are applying for **reactivation** of status to the nursing major.
- II. Procedure
 - A. Students who have withdrawn voluntarily or involuntarily from this program will only be considered once for reactivation.
 - B. Any student admitted to the nursing major who does not enroll for course work during any one semester will be considered withdrawn unless an individualized curriculum plan is on file with the student's academic adviser.
 - C. Re-activation is based on current criteria used for admission to the program and space availability.

To be considered for reactivation, a student must comply with the following criteria:

- 1. Meet with the Assistant Dean and present the request for reactivation in writing.
- 2. Petition the Undergraduate Committee (UAC) in writing. The petition must contain:
 - a. A description of why the student believes he/she will be successful if permitted reactivation.
 - b. The reason(s) the student was unable to maintain a continuous progression during their previous enrollment in nursing and what will now be done to ensure successful completion.
 - c. Other information the student would like the UAC to consider.
- D. The UAC will review all students seeking reactivation. If space is available, reactivation approval will be based on the judgment of the UAC concerning the student's likelihood of academic success and willingness and ability to meet reasonable conditions. Students may be required to:
 - 1. Audit or repeat course(s) to ensure theoretical/clinical competency;
 - 2. Demonstrate clinical competencies through written and performance check offs (failure to perform satisfactorily will be grounds to disqualify reactivation);
 - 3. Demonstrate theoretical competencies through performance exam (failure to perform satisfactorily will be grounds to disqualify reactivation);
 - 4. Successfully pass the drug dosage calculation exam appropriate to the level of re-entry;
 - 5. Submit a current CPR certification, drug screen, negative TB test, current immunization record, background check, and any other required clinical documentation. This must be on file with the School of Nursing 30 days prior to enrolling in the first clinical course as a reactivated student.
- E. If accepted for reactivation, students enrolled in an 18-month plan of study at the time of course failure may reactivate into an 18-month plan of study or a 24-month plan of study.

Students enrolled in a 24-month plan of study at the time of course failure may only reactivate into a 24-month plan of study.

- F. Students approved for reactivation will be notified in writing by the UAC of the reactivation requirements and will return on probationary status for the first semester. Satisfactory performance will be evaluated by UAC at the end of the first returned semester.

TITLE: BSN Transfer Credit-Admissions

Approved: SON-FGA 4/15/19

Effective date: 6/1/19

Reviewed: 4/25/22, 4/18/23

Amended: 08/20, 11/16/20

BSN Undergraduate Admission Parameters

Pre-licensure BSN Program:

- Science courses within the last 10 years
- Humanities courses unlimited time frame
- All support courses must be completed prior to the start of the nursing program
- 24-Month Track minimum GPA- 2.5 cumulative or pre-requisite
- 18-Month Track minimum GPA- 2.75 cumulative or pre-requisite

RN- BSN Program:

- Science courses unlimited time frame
- Humanities courses unlimited time frame

BSN-RN Program Exceptions:

- The undergraduate BSN-RN program will allow further exceptions to the age of science requirements for practicing LPN's. Science courses older than 10 years will be reviewed on a case by case basis and will only be accepted if the LPN has appropriate work experience to support competence in related areas.
- The undergraduate BSN-RN program will allow further exceptions to the support course completion requirement for students applying to the 24 month track. Students with a 3.0 GPA (cumulative or pre-requisite) or higher who are applying to the 24 month program may defer completion of up to 6 hours of humanities until after the start of the nursing program. The Ethics/Philosophy requirement is not included in this exception and must be completed before starting the program. All graduation and school of nursing requirements must be met before graduation.

TITLE: Upper Division Graduation Requirements and Licensure

Approved: SON-FGA 11/17/08

Effective date: 1/5/2009

Reviewed: 04/23/18, 4/27/20; 4/27/21; 4/25/22, 4/18/23

Amended: 5/20/08; 5/23/2007, 2/27/2006, 9/19/2005

I. Policy: To delineate the requirement for graduation and the procedures for licensure application for the BSN-RN program.

A. Graduation Requirements

1. Complete sufficient credit to total 120 semester hours.
2. Successfully complete all upper division (junior and senior level) semester hours.
3. Meet the University's general education requirements.
4. Earn a cumulative GPA of at least 2.0 on all work and at least a 2.0 GPA in major.
5. Fulfill all financial obligations to Graceland University.
6. File an application for graduation with the office of the Registrar at least six months prior to anticipated graduation date.

B. Graduation Deficiencies

1. Students failing to meet graduation requirements may petition the Assistant Dean to participate in the Nursing Recognition Ceremony.
2. Commencement Ceremony
 - a. Students who have graduation deficiencies, but present documented evidence for a plan (including evidence that they have registered for all courses required for graduation) to complete those deficiencies by the end of the calendar year, have a 2.5 overall GPA, may participate in commencement exercises.
 - b. Such students will be listed on the program as candidates for graduation and will be recognized as such in the commencement program.
 - c. Those students who participate in Commencement will receive diplomas when all graduation requirements have been completed.

C. Procedure for Licensure Application in the semester before graduation:

- a. Complete the requirements per the state you are seeking licensure. Details will be given at the last semester of the program.

Attire for Students in the Clinical Setting

Approved by SON-FGA: 5/16/2014 Effective Date: 06/27/2011

Reviewed: 04/23/18, 4/27/20; 4/25/22; 4/28/23

Amended: 5/16/2014; 5/16/2011; 5/28/2010; 11/17/08; 05/23/07

I. Purpose

- a. To promote safety, professionalism, and a sense of trust in the patients and others served.
- b. To project a professional image for the Graceland nursing student and the university.
- c. To instill in students an awareness of professional dress standard and agency policies
- d. To facilitate infection control
- e. To protect students and patients

II. Policy:

- a. Students must respect the ethics that dictate professional standards and therefore, students will follow uniform guidelines of the Graceland University School of Nursing during clinical practice at the hospital, community, simulation, or lab competency.
- III. Procedure:
 - b. Uniforms are to be professional, clean, with a pressed appearance, and in good repair. Attire should cover cleavage, the midriff, and underwear during patient care activities.
 - i. Students will wear the designated navy scrubs purchased from the designated uniform vendor. Each student will receive 2 sets of scrubs (top and pants) during the first summer session of the junior year. Scrub pants should not drag on the ground.
 - ii. The scrub top will have the Graceland University logo embroidered on the left upper chest.
 - iii. Only black, navy or white plain crew neck t-shirts (long sleeve or short sleeve) may be worn under the scrub top. Shirt sleeves may not cover any part of hands. Shirts must be tucked into scrub pants.
 - c. **Shoes:** Safety, comfort, appearance, and quietness are the main considerations for acceptable footwear. Therefore, non-permeable, soft-soled, low-heeled, close-toed, close heeled (e.g. no clogs, no sandals, no boots and no flip-flops) shoes should be worn. Shoes are to be clean, polished and in good repair. Socks or hosiery should be worn. Please consider consulting the course coordinator before making any purchases.
 - d. **Jewelry** acceptable while in uniform in the clinical setting includes watch, plain ring and one set of simple post earrings, in the ear lobe. Flesh or clear spacers must be worn in other piercings or gauges. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of piercings may not exceed three

- e. **Watch:** Smart watches are not allowed in clinical. Watches must be water-resistant (no leather, no fabric, and no embellishments), may be white, black, navy, silver metal, or gold metal. A continuous second timer display or sweeping second hand must be visible.
- f. **Make-up:** Moderate and conservative. False eyelashes are not allowed.
- g. **Fingernails** should be clean, well-groomed and no longer than ¼ inch from tip of finger to tip of nail. Artificial nails include bonding tips, wrappings, acrylic, and gel finishes and are not allowed. In other words, any fingernails you were not born with are considered artificial and may not be worn by health care personnel who provide direct patient care. Nail polish may not be worn.
- h. **Hair:** Must be controlled (tied back, off the face and shoulders, no loose hair falling in the face) so as not to interfere with nursing care or touching any nursing care equipment. Any hair accessory (i.e. headbands, hair ties, or clips) worn must be white, black, navy, or brown with no embellishments. Facial hair should be short, clean, well-groomed and must not interfere with the technical and professional requirements of a nursing student's work assignment. Some settings, such as the operating room, may require covering over a beard.
- i. Smells associated with perfumes, colognes, scented toiletries, body odor, and/or tobacco smoke are not permitted while attending clinical, lab, or simulation.
- j. Students who have tattoos must follow clinical institutional policies. Offensive tattoos must be covered. The student should check with the course coordinator if uncertain.
- k. The following guidelines for dress code apply when obtaining a clinical assignment, completing computer training or presence for any school associated reason, in a hospital or community setting.
- l. For professional dress events, a Graceland issued photo identification badge must be worn with conservative, professional attire. Attire should cover cleavage, the midriff and underwear. Skirts, split skirts and dresses are to be no shorter fingertip length when arms are at the side of the body. Slacks shall be to the tops of shoes. Slits in skirts should be no higher than the knee. Shirts should have sleeves. No writing on shirts and no t-shirts. Shoes should be closed. Jeans are not acceptable.
- m. **Failure to adhere to the dress code will result in being sent home from the clinical setting to change into approved clinical attire. The student will receive a feedback form from faculty.**
- n. **If the student will miss more than 1 hour due to compliance failure, the student will not be allowed to return to clinical. Additionally, if the student misses nursing report then the student is not eligible to complete the clinical day.**

Title: Drug Calculation Proficiency Policy

Approved by/date: SON-FGA 4/15/2019

Effective date: 1/8/2009, 06/2019

Reviewed: 04/15/19, 4/27/20

Amended: 2/26/2013; 4/27/21

I. Purpose: To provide guidelines for testing and progressive competency in dosage calculation.

II. Policy Statements:

- A. Nursing students must demonstrate competence in dosage calculation skills for progression in the BSN-RN program. The following applies to all students in the BSN-RN program.
 1. Math proficiency is an essential part of safe nursing practice. Therefore, nursing math concepts will be introduced during the 1st semester. Student must demonstrate knowledge and application of math skills by completing the dosage calculation assignments as directed throughout the nursing program.
 2. Use of personal calculators is prohibited, therefore, calculators will be provided by the School of Nursing during exams.
 3. Students must take and pass a dosage calculation exam with a minimum score of **95%** at the beginning of the following clinical courses to progress in the clinical rotations:
 - Pharmacology I (PO and Injectable medications only)
 - This exam is a prerequisite for Adult Health I clinical
 - Pharmacology II (PO, injectable medications, and IV drips)
 - This exam is a prerequisite for Adult Health II clinical
 - Care of Mother and Child (all previously listed in specialty dosing)
 - Critical Care Nursing (all previously listed for the critically ill client)

III. Procedure:

- A. At the beginning of the select courses, faculty will administer the dosage calculation proficiency exam containing a minimum of 20 questions.
 - i If a score of **95%** or higher is not earned on the first attempt, the student will be required to complete remediation activities and retake a different exam. Students will not be allowed to administer medications to patients in the respective clinical setting until the dosage calculation exam has been passed.
 - ii Students will be allowed 4 attempts to pass the med calc exam in each course. If the student does not pass by the 4th attempt, the student will fail the respective course.
 - iii A schedule with remediation activities and exam retake dates will be provided to students the first week of classes. The course coordinator

will schedule remediation after the first exam. Additional remediation activities will be scheduled on an individual basis as needed.

- iv Students who fail to complete remediation activities and/or pass the retake exam will be issued a UPC for each day in clinical the student is unable to administer medications to the patient.
- v If student is not allowed to pass medications during clinical rotations for more than 50% of the time due to failures on the exam, the student will earn a clinical failure and will fail the course.
- vi One retake prior to each clinical week will be allowed. Students must complete remediation activities each week a dosage calculation exam failure occurs.

TITLE: Permission to sit for the NCLEX Prior to Graduation to Obtain Out-of-state Licensure

Approved: FGA 4/15/2019

Effective date: 7/1/2012

Reviewed: 04/23/18, 4/27/20, 4/27/21; 4/25/22

Amended: 9/9/19

I. Policy:

Students may test for the NCLEX prior to their official graduation date.

II. Procedure

- A. Students must be passing all senior level classes with a C or better and meet the test average requirements in all clinical courses at the time of the request to test early.
- B. Students must complete their capstone course predictor exam, with the minimum score designated to meet the benchmark of a 90% probability of passing NCLEX on the first attempt. This score must be achieved prior to receiving the necessary approval for early NCLEX testing.

TITLE: Policy for Exposure Control and Post-Exposure Follow-up to Infectious Agents Including HIV, Hepatitis B and All Other Infectious Pathogens

Approved: SON Faculty

Effective Date: 2/27/2006;

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22

Amended: 8/8/2003; 2/15/21

I. Policy:

Standard precautions will be used to prevent the transmission of infectious agents through contact with blood or body fluids. Body fluids include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and body fluid that is visibly contaminated with blood, urine, breast milk, tears, vomitus, stool, nasal secretions, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or any organ other than intact skin from a human (living or dead).

II. Procedure:

- A. Students and professors/instructors will comply with current CDC and OSHA guidelines for infectious diseases.
- B. CDC and OSHA guidelines protecting health care workers from exposure to BLOOD BORNE pathogens will be followed in all school lab settings and in all clinical areas.
- C. Current guidelines will be available to students and professors/instructors at all times in the School of Nursing.
- D. All students will receive instructions on standard precautions annually. All students must pass the Kansas City Nurse Educators Group standardized Clinical Facility Examination each year before entering any clinical setting.

III. Post-Exposure Management Policy

- A. Immediate Treatment (Local wound care must be carried out immediately following any exposure.)
 - 1. Wound Care/First Aid
 - a. Thoroughly clean wound with soap and water.
 - b. Flush mucous membranes with copious amounts of water or saline.
 - c. Other wound care dictated by type and severity of injury.
 - d. The student is financially responsible for all costs incurred during treatment.

B. Notification of Appropriate Parties

1. The student is responsible for immediately reporting any exposure to their professor/instructor and/or preceptor. Reporting delay may jeopardize the accuracy of assessment of the exposure and could impair the ability to institute any available preventative measures.
2. If the exposure occurs in a clinical facility, the professor/instructor and/or preceptor will notify the appropriate supervisor/manager in the facility and have the student follow the facility's protocol.
3. If the exposure occurs in a school laboratory setting or in a facility that will not treat students, the professor/instructor should complete the following:
 - a. Complete immediate treatment.
 - b. An original copy of instructions regarding follow-up treatment and the student's responsibility will be given to the student with a copy placed in the student's permanent file. This will be signed and dated by both the professor/instructor and the student.

C. Documentation of Exposures

1. Documentation of exposure should include the following:
 - a. Completions of the Student Incident Report Form A.
 - b. Signed Post-Exposure Treatment Instruction Form B.
2. Student Responsibilities for Follow-up Treatment
 - a. The student is responsible for completing all follow-up procedures.
 - b. The student is financially responsible for all costs incurred during follow-up procedures.

TITLE: Safe Practice Policy

Approved: SON-FGA May 16, 2011
Effective Date: 6/27/2011 Reviewed: 4/23/18, 4/27/20; 4/27/21; 4/25/22, 4/18/23
Amended: 5/12/2011; 2/27/2006; 8/8/2003

I. Purpose:

To reasonably assure that no physical or emotional harm is inflicted upon self and others.

II. Policy and Procedure:

- A. Safe practice is defined in this policy as behavior that demonstrates the knowledge, skill, judgment and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon self or others (clients, families, co-workers, peers, and faculty).
- B. School of Nursing faculty members have the professional obligation to safeguard patient well-being and to protect student rights.

III. Procedure:

A. Faculty members are expected to:

- 1. Specify expectations in measurable terms
- 2. Assess significant behaviors
- 3. Give frequent, timely, constructive feedback
- 4. Provide experiences appropriate to students' level of experiences
- 5. Document student evaluations
- 6. Identify all areas in which expectations are not being met

B. Unsafe behavior:

- 1. Any behavior that is deemed unsafe by the instructor will be sufficient reason for removal from the clinical simulation, laboratory or didactic setting until measures have been taken to ensure safe practice.
- 2. A student whose behavior indicates a pattern that is unsafe or is deemed likely to become unsafe will receive documentation on a Student Feedback Form. An improvement plan may be outlined by the instructor, which may include laboratory review, clinical practice, and counseling. Students have the right to have input into this plan.
- 3. Copies of the Student Feedback Form will be given to the Undergraduate Affairs Committee (UAC) and the student's academic advisor. Copies will be made available to the Dean of the School of Nursing if necessary.
- 4. Unsafe clinical practices will be reviewed by the UAC. Faculty, staff, and student documentation will be considered in any review. The Committee will make recommendations for further action.
- 5. Unsafe practices at any time may be grounds for failure of the clinical course. Failure in clinical will result in an "F" in both the clinical and theory portion of the course.

C. In order to ensure safe practices, students are expected to:

- 1. Assume responsibility for their own actions

2. Prepare in advance for clinical experience
3. Report unsafe practices
4. Apply safety measures to nursing interventions
5. Function within the guidelines and policies of the institution where they are practicing and within the policies of the SON.
6. Maintain personal, physical, and emotional stability
7. Communicate appropriately, adequately, and truthfully, in both written and verbal communication
8. Recognize **their own limitations** and the need for appropriate supervision
9. Provide appropriate care for all individuals regardless of age, sex, race or diagnosis
10. Judiciously protect information of a confidential matter

TITLE: Impaired Nursing Student Policy

Approved by FGA: 6-14-10
Effective Date: 6-15-10
Reviewed: 4/23/18; 4/25/22, 4/18/23
Amended: 2/15/21

I. Purpose:

To provide safe, effective patient care, nursing students must be free of impairment. This includes, but is not limited to, impairment resulting from:

- a. Illicit drug use
- b. Alcohol use
- c. Prescribed medication use
- d. Over-the-counter medication use
- e. Psychological or physical illness
- f. Stress
- g. Lack of sleep

***This applies to any academic setting including class, lab, clinical or a school sponsored event.**

II. Policy:

The School of Nursing values the trust placed in the delivery of health care services, by students, to provide a safe environment for patients/clients receiving health care services. This policy applies to undergraduate students enrolled in or entering the pre-licensure undergraduate program at Graceland University School of Nursing. The School of Nursing (SON) expects students to make every effort to take appropriate action regarding patient care. Students are expected to be knowledgeable about interactions related to prescribed and over the counter (OTC) medications, alcohol and/or other substances.

III. Procedure:

- A. Individuals conditionally accepted into School of Nursing pre-licensure undergraduate programs must satisfactorily submit and complete a drug screen prior to beginning the nursing program. Students who refuse to submit to the required drug screening will not continue with their plan of study and may be subject to dismissal from their academic program.
 1. The drug screening test will be conducted through Clinical Student services. The resulting laboratory report will be provided directly to the MOKAN Coordinators and Track Coordinators/Assistant Dean or their designee. Results from another laboratory other than the designated laboratory will not be accepted. Students are required to contact the designated laboratory and comply with all instructions in authorizing and obtaining the drug screen. The student must also complete all releases required for the School of Nursing to receive the laboratory report. Students are responsible for any fees charged by the designated laboratory to supply this service.
1. **TESTS:** Students will be tested with at least an 11 panel, plus alcohol test,.Prospective and current students must disclose medications or treatments which could produce a positive drug screen at the time of screening.

2. REVIEW OF RESULTS:

- a. *Positive Drug Screen:*** If a student has a positive drug screen, they will not be permitted to participate in any class, lab, practicum or patient care experience including observation. The student shall be referred to the Track Coordinator/Assistant Dean or designee for review and appropriate dispensation under applicable policies and procedures including dismissal from the program. A student testing positive may be permitted to remain in didactic courses while their case is under investigation.
- i. If a student has a positive test for a substance which they have a valid and current prescription for (excluding marijuana), the test will be treated as negative.
 - ii. If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a medicinal marijuana card. The student will not be eligible to attend clinical and will be dismissed from the program.
 - iii. If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a valid and current prescription for marijuana or CBD oil substance. The results of the positive test will be provided to each clinical facility who will make their own determination as to student eligibility to attend clinical. If a clinical opportunity cannot be identified to provide the student with all clinical hours, the student cannot meet the objectives of the program. This would result in inability to complete the program and subsequent program dismissal.
 1. Alternatively:
 - a. The student may choose to end the use of prescribed marijuana and provide additional drug screens to demonstrate a negative test. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student. The student is encouraged to speak with their healthcare provider before stopping any prescribed treatment.
 - b. The student may choose to provide additional drug screens to demonstrate a therapeutic level of THC (i.e., <15ng/L) consistent with the therapeutic level of the students' valid and current prescription for marijuana or CBD oil substance. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student.
 - c. These alternative options do not guarantee that clinical facilities will allow the student to attend clinical. See item 4iii for more details.
- b. *Drug Screen Result other than Positive or Negative:*** If the student's drug screen result is neither positive nor negative or inconclusive, the test must be repeated at

the student's expense. For example, a test result that is neither positive nor negative includes, but is not limited to, a Negative Dilute, Positive Dilute, Positive No Contact, or Cancelled.

- B. CBD oil may produce positive drug screen that implies marijuana use. The National Council of State Boards of Nursing expressly does not allow for the use of CBD oil in practicing nurses. Additionally, CBD oil cannot be differentiated from marijuana during drug screening. Therefore, the use of CBD oil leading to a positive drug screen will be considered a drug screen positive for marijuana use.
- C. If a student is taking prescription or OTC medication which may affect their behavior, it must be reported to the clinical faculty member.
- D. If a student reports suspicion of drug or alcohol use by another student, the report will be investigated by the Track Coordinator and may or may not lead to drug or alcohol testing.
- D. At the discretion of faculty, any student showing signs and/or symptoms of impairment may be referred for alcohol and/or drug testing. Signs and symptoms of impairment may include, but are not limited to:
 - Smell of alcohol and/or breath mints
 - Mood swings
 - Patterns of irresponsible behavior
 - Unexplained absences from the nursing unit, from class, or other
 - Frequent tardiness and/ or absenteeism
 - Disheveled appearance or poor hygiene
 - Blatant impairment of judgment
 - Bizarre or unusual behavior
 - Unsteady gait, slurred speech, pupillary changes, red eyes
 - Frequent errors
 - Excessive sleepiness
 - Threatening to harm oneself or others
- C. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member is to:
 - 1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
 - 2. Place the student in a secure, private area while arrangements for testing are being made.
 - 3. Testing is to be done as soon as possible. The following guidelines apply to the testing procedure:
 - a. The student assumes the cost of the testing. If results are negative the SON will assume the cost.
 - b. Testing will include at least an 11-panel urine drug screen and a BAT (breath analyzer test).
 - c. If the student does not cooperate with the required testing, the test results will be deemed positive, and the policy will be followed.
 - d. If the student is in the academic setting during the hours of 0800 to 2100 Monday through Friday or 0900 to 1300 Saturday, the student is to be escorted to the testing center.

- e. If not in a local academic setting or if outside regular business hours, the testing facility used will be at the discretion of the School of Nursing.

D. Procedure related to results of screening:

1. If the screening test results are negative, the student will resume school activities without penalty.
2. If the screening test results, either drug or alcohol, are positive the student will be required to participate in an evaluation conducted by a licensed healthcare provider and complete an approved treatment program.
 - a. The student's continued participation in class, clinical and other School of Nursing activities is contingent on evidence that the student 1) completes a treatment program approved by the Dean of the SON and, 2) remains drug and alcohol free.
 - b. If the student does not provide evidence of completion of an approved program, they will be dismissed from the School of Nursing.
 - c. Evidence of participation in a treatment program will require the student's signed release of records so that the treatment personnel may communicate with a School of Nursing official. The extent of the release may be limited to compliance with and satisfactory progress in the treatment program.
 - d. The School of Nursing will make every reasonable effort to help the student make up any class or clinical experience missed due to absence because of action taken to enforce this policy. However, the regular course absence procedures are applicable.
 - e. The School of Nursing will require random drug and alcohol testing for the remainder of the student's enrollment in the School of Nursing after successful completion of an approved treatment program. Testing is at the expense of the student. A second occurrence of positive drug or alcohol testing will result in the student's immediate dismissal from the School of Nursing.
 - f. The student will complete an additional criminal background check at the request of the School of Nursing. The school will have the right to deny re-admission based on the results of the background check.
 - g. An administrative officer of the School of Nursing appointed by the Assistant Dean of the Undergraduate Program will monitor the student's compliance with the rehabilitation program requirements.
 - h. Student confidentiality of test results and participation in the treatment program will be maintained by the Dean Assistant Dean, or track coordinator of the School of Nursing.
 - i. The cost of the treatment program is the responsibility of the student. Students must select an approved program, which meets the commonly accepted standards of the profession of alcohol and drug rehabilitation treatment. Students must submit their request to attend a particular treatment program to the Dean for approval.
 - j. The type and standards of drug and alcohol testing used by the School of Nursing are determined by the testing organization.

E. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of impairment, due to a condition other than alcohol and/or drug abuse, the faculty member is to adhere to the following guidelines:

1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
2. If the student is in the clinical setting, faculty will adhere to clinical agency policy when immediate referral and treatment are necessary.

3. In the event the student is not in the clinical setting, depending on the student's condition, the faculty may send the student home or may send the student to a healthcare facility for further evaluation.
4. The student's emergency contact will be notified of the situation and where the student is being sent.
5. The student will be accompanied by a responsible adult. Further evaluation may include a physical and/or psychological examination and/or other evaluations as deemed appropriate by the student's healthcare provider.
6. Written documentation of the student's behavior observed by the faculty must be provided to the Assistant Dean of the School of Nursing or their designee.
 - a. Review of the faculty documentation and assessment by the Dean or Assistant Dean of the School of Nursing will determine whether further assessment, monitoring, and a treatment plan are necessary.
 - b. Potential for dismissal of the student from the nursing program if repeated behaviors indicate continued impairment.
 - c. Responsibility for all expenses incurred as a result of assessment, treatment and transportation will be assumed by the student.

Clinical Documentation Requirements:

Be sure to locate all original immunization documents. You may also be asked to provide a copy of certain immunization records to *Clinical sites upon request*. Under the rules formulated by the Collegiate Nurse Educator group, schools using clinical agencies for student nurse hands-on clinical experiences agree to maintain student documentation (based primarily on current CDC recommendations) including:

Tuberculosis Screening	TB Screening Process Revisit 60-day rule for TB	Unique Situations (Exceptions)
<p>At the start of the program (or upon hire for faculty¹), individuals must provide proof of the absence of active Tuberculosis (TB) disease.</p>	<p><u>An initial TB skin test (TST) or IGRA* (blood test for TB) will be required annually.</u> If you have never been skin tested for TB, you will need to do a <u>2-step screening</u> as follows:</p> <ol style="list-style-type: none"> 1. If first TB Skin test (TST) is positive (+)—individual is considered infected (see guideline for + TST in next column). 2. If first TST is negative (-)—do the second TST 1-3 weeks later. 3. If second TST is positive (+)—individual is considered infected (see guideline for + TST in next column). 4. If second TST is negative (-)—considered a negative (-) baseline. <p>*If contraindication to TB skin testing (examples include History of (+) TST or History of BCG vaccination against TB), or if personal preference dictates, the individual will provide documentation of a negative (-) Interferon-Gamma-Release Assays (IGRA). If IGRA is negative (-), individual will provide documentation <u>annually</u> of a negative (-) IGRA.</p> <p>NOTES:</p> <p>1. Be aware if receiving a live virus immunization (such as varicella, MMR or Flu), you will need to have your TST done either at the same time or wait 4 weeks. The TST must be done first, prior to receiving any</p>	<ol style="list-style-type: none"> 1. Newly discovered positives for latent TB must have a chest X-ray and signs/symptoms review to rule out active TB. The positive TB test must be reported to the health department in the county where they reside except for Kansas City, (Jackson County) Missouri, which is reported to the KCMO Health Department. They would provide documentation of the new positive TB test(s), chest X-ray report and signs/symptoms review. Treatment is determined between the person testing positive, the health department and the person's personal physician. Treatment is not required unless mandated by the health department. 2. Repeated chest X-rays of persons with latent tuberculosis infection, as evidenced by a positive TST or positive IGRA, <u>are not indicated</u> unless symptoms are present, or the signs/symptoms questionnaire is positive. <ol style="list-style-type: none"> 2. <u>If IGRA or TST is positive (+):</u> <ol style="list-style-type: none"> a. Individual will provide documentation of a negative () chest X-ray (two views—PA and Lateral). b. Provide a TB signs/symptoms questionnaire² (see Appendix c. Provide documentation from their health care provider that they are non-infectious for TB and safe to care for patients. <ol style="list-style-type: none"> b. Then annually, if IGRA is (+), the individual will do

	<p><i>other immunizations (live or inactivated).</i></p> <ol style="list-style-type: none"> <i>1. TB Screening compliance must remain current throughout the clinical rotation if facility dictates annual TB screening.</i> <i>2. Chest X-ray is not permitted in lieu of TB Screening.</i> <i>3. Annual TB screening may be required depending on the facility where clinical activities are taking place³. Check with your school administrator for requirements. An annual <u>TBRisk Assessment Form</u> will be required if not being screened.</i> <p><i>(See Appendix E).</i></p>	<p>steps b & c, but an annual X-ray is <u>not</u> indicated.</p>
Rubella, Rubeola (Measles), Mumps-MMR	<p>Provide documentation of 2 (two) MMR vaccinations at least 28 days apart, OR serological proof of immunity (+) positive IgG titers for rubella, rubeola and mumps. A post vaccination titer is not required, but if one is done which results in a non-immune status, it is recommended to check with your practitioner to determine next steps.</p>	
Varicella (Chicken Pox)	<p>Provide documentation of 2 (two) varicella (chicken pox vaccine) immunizations at least 28 days apart, OR serological proof of immunity (+) positive IgG for varicella. A post vaccination titer is not required, but if one is done which results in a non-immune status, it is recommended to check with your practitioner to determine next steps.</p>	

Hepatitis B	<p>Receive a series of three (3) vaccines over a six-month period followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given. If documentation of an initial Hepatitis B immunization series is not available, documentation of a (+) titer is sufficient evidence of immunity. Though not recommended, this vaccine can be waived (See Hepatitis B Fact Sheet & Waiver Form—Appendix F).</p>	<p>If Hepatitis B titer is negative after initial series of three vaccines:</p> <ol style="list-style-type: none"> 1. Receive <u>one</u> additional vaccine (First of a possible second series) 2. Do a surface antibody titer within 4-8 weeks. <ol style="list-style-type: none"> A. If titer is positive, no further action needed. B. If titer is still negative, receive the 2nd and 3rd vaccines in the second series and receive a Hepatitis B surface antigen test to determine if infection is present. 3. After 3rd dose of second series, retiter within 4-8 weeks, and if still negative, individual is considered a “non-responder.”
Tetanus-Diphtheria-Acellular Pertussis (Tdap)	<p>Show evidence of one dose of Tdap. (usually given around age 11 – 12 years). A Td booster is required every 10 years or if wound injury occurs after 5 years since last dose.</p>	
Influenza (Flu season October 1-March 31)	<p>Show documentation of seasonal flu vaccine per annual CDC announced date (usually available sometime in September).</p>	<ol style="list-style-type: none"> 1. In the rare occurrence a student has a medical contraindication or request for religious exemption, an appropriate accommodation form must be completed, approved by a designated hospital representative, and on file. <i>[Clinical partners may not honor an accommodation— please allow 3-4 weeks for this process to take place.]</i> <ul style="list-style-type: none"> • Some clinical partners <u>will not accept</u> accommodation requests. • There is an alternative vaccine for those with egg allergies. 2. Wearing a mask at the clinical site may or may not be an option for non-immunized; check at specific facilities for policy on nonimmunized persons.

COVID 19 Vaccine	Proof of 2 doses of Moderna or Pfizer or 1 dose of Johnson & Johnson	<p>In the rare occurrence a student has a medical contraindication or request for religious exemption, an appropriate accommodation form must be completed, approved by a designated hospital representative, and on file. <i>[Clinical partners may not honor an accommodation— please allow 3-4 weeks for this process to take place.]</i></p> <ul style="list-style-type: none"> Some clinical partners <u>will not accept</u> accommodation requests. <p>Wearing a mask at the clinical site may or may not be an option for non-immunized; check at specific facilities for policy on nonimmunized persons</p>
Health Insurance	Must provide documentation of personal health insurance coverage. Though not recommended, some schools may allow a waiver to be signed.	
CPR	<p>Basic Life Support (BLS)—must be through American Heart Association and be BLS for Healthcare Professionals course. This must be updated every two years. Individuals must remain in compliance throughout the nursing program. Go to www.cpr.heart.org, and click on “find a course”.</p> <p>Then select “courses for healthcare professionals” and choose BLS. Courses for lay rescuers such as “heartsaver” are not acceptable. The course must include a physical hands-on validation of skills.</p>	
Color Blindness	Color blindness screen must be performed once at the beginning of the program and results documented. Screening must be done using a test which is approved by an ophthalmologist (i.e., Ishihara’s Test). This can be completed on campus for free.	
Criminal Background Check	<p>Students must complete a criminal background check per individual school policy. Schools must provide documentation of a criminal background check.</p> <p>For faculty: If teaching in the same facility where they are employed, this requirement is met. Otherwise, a criminal background check must be completed on faculty as well.</p>	

<p>Drug Screen</p> <p>The student will not use alcohol or drugs in ways that impair their ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every student to strive to protect the public from an impaired colleague whose capability is impaired because of alcohol or drug use. If there is suspicion that a student is impaired, the facility will contact the Clinical faculty and Program Director, the student will be dismissed from the clinical site and may be required to submit a urine drug screen at the student's expense. A positive drug screen without appropriate documentation could jeopardize the student's ability to complete the clinical rotation. The school will determine the student's ability to progress in the nursing program.</p>	<p>Refer to individual facilities used for requirements. The following list meets requirements at most facilities in the KC metropolitan area (as of March 2015). Some labs will refer to this as a 5 panel, a 9 panel or an 11 or 12 panel. Ensure with lab that these drugs are covered:</p> <ol style="list-style-type: none"> 1. AMPHETAMINES 2. BARBITURATES 3. BENZODIAZEPINES 4. COCAINE METABOLITES 5. MARIJUANA METABOLITES 6. METHADONE 7. MDA (SASS) 8. MDMA (ECSTASY) 9. OPIATES 10. PHENCYCLIDINE 11. PROPOXYPHENE 12. METHAQUALONE 13. OXYCODONE 14. OXYMORPHONE <p>**NOTE: A dilute test result will require further testing. Check with individual education partners for policies regarding dilute specimens.</p>
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Accident and Hospitalization Insurance: Graceland students are strongly encouraged to provide proof of hospitalization insurance. The plan may be one that is provided by parents, spouse, or self. This insurance coverages protects the student as they provide direct patient care and are exposed to a variety of clinical situations. These include but not limited to, exposure to communicable diseases and the possibility of work related injuries.

Emergency Care – Procedure:

- A. Students are encouraged to use health promotion measures to maximize their own health.
- B. In the event of illness or accident while in the clinical setting, students report first to their current clinical instructor.
- C. Students are personally responsible for any financial charges incurred.
- D. Students are financially responsible for all prescriptions, laboratory fees and Xray costs.
- E. In case of an emergency, the student should arrange for immediate care and contact the instructor as soon as possible.
- F. Costs incurred by visits to a hospital emergency room are the student's responsibility.

Nurse Practice Acts: Missouri and Iowa

**Missouri Division of Professional Registration
Missouri State Board of Nursing
P.O. Box 656 Jefferson City, MO 65102
(573) 751-0681
Nursing Practice Act and Rules
October 2019**

The Missouri Nursing Practice Acts and Rules may be located online through the following link: <https://pr.mo.gov/boards/nursing/npa.pdf>.

**Iowa State Board of Nursing
400 SW 8th St Suite B Suite B,
Des Moines, IA 50309
(515) 281-3255**

CHAPTER 6 NURSING PRACTICE FOR REGISTERED NURSES/LICENSED PRACTICAL NURSES

may be located through the following link: <https://www.legis.iowa.gov/perma/102320217415>.

The entirety of the nursing practice act may be found through the following link:

<https://www.legis.iowa.gov/law/administrativeRules/chapters?agency=655>

Clinical Course Information

Clinical Course Tasks

What students can do in each of the clinical settings: **AT DISCRETION OF FACULTY and in compliance with the following:**

Students **CAN NEVER** administer or verify or administer blood or blood products, or chemotherapeutic agents. Students may never verify, initiate, or manage PCA pumps. Students **CAN NEVER** co-sign for any medications or procedures. Students may never give IV push narcotics with the exception of Capstone Practicum (per facility policy)

Students **MUST** adhere to clinical facility policy regarding administration of all medication (i.e. narcotics) and specific patient care procedures (i.e. does facility allow student to insert foley).

The first medication pass of each clinical rotation **MUST** be with the assigned Clinical Instructor(excluding Capstone)

All skills must be first completed and checked off on the “Skills Tracker” form by the instructor. The skill can then be completed with the nurse. If the student fails to obtain a signature by the instructor, the student will be asked to complete the skill again.

COURSE	CAN DO	CANNOT DO
Psychosocial	<u>Can do alone:</u> Vital signs	Any form of medication pass Any skills without a nurse/instructor in attendance
Fundamentals	<u>Can do alone (as appropriate for the patient):</u> Ambulation Empty urinary retention catheters Empty drains Intake and output Vital signs Head-to-toe assessment Assist with ADL's	Any intravenous catheter insertion or manipulation Any form of medication pass Any skills without a nurse/instructor in attendance

	<p><u>Can do with nurse/instructor present:</u> blood sugars</p> <p>discontinue urinary retention catheters (per facility policy)</p> <p>discontinue nasogastric (NG) tubes</p>	
Adult I	<p>SAME AS ABOVE, PLUS</p> <p><u>Can do with nurse/instructor present:</u></p> <p>Intravenous catheter insertion and manipulation</p> <p>Pass medications (oral, sublingual, subcutaneous, intramuscular, rectal, enteral, eyedrops, ear drops, etc.)</p> <p><u>Can do with nurse/instructor present:</u> blood sugars</p> <p>insert or discontinue urinary retention catheters (per facility policy)</p> <p>insert or discontinue nasogastric (NG) tubes</p> <p>Oral narcotic administration (per facility policy)</p>	Intravenous Medications (IV piggyback, IV push, spike and hang IV bags)
Adult II	<p>SAME AS ABOVE, PLUS</p> <p><u>Can do with nurse/instructor present:</u></p> <p>Intravenous medications (IV push meds, IV piggyback meds, also spike, and hang IV bags)</p> <p>Initiate, maintain and manipulate IV pumps</p> <p>Oral narcotic administration (per facility policy)</p>	Medications or skills <u>without</u> a nurse/instructor in attendance.
Obstetrics	<p><u>Can do with nurse/instructor present:</u></p> <p>Skills with a nurse/instructor in attendance</p>	Medications or skills without a nurse/instructor in attendance. No IV push medication
Pediatrics	<p><u>Can do with nurse/instructor present:</u></p> <p>Same as Psychosocial-Adult Health II</p> <p>Oral narcotic administration (per facility policy)</p>	Medications or skills without a nurse/instructor in attendance.

Critical care	<p><u>Can do with nurse/instructor present:</u></p> <p>All skills, medications (including oral narcotics – per facility policy), and patient care (except those listed at top of page)</p>	Medications or skills without a nurse/instructor in attendance.
Capstone	<p><u>With your nursing preceptor:</u></p> <p>All skills, medications (including narcotics – per facility policy), and patient care (except those listed at top of page)</p>	Medications or skills without a nurse/instructor in attendance.

Graceland University Skills Lab and Simulation Learning Center (SLC) Policies and Procedures - Safety

I. INTRODUCTION

Students at Graceland University are here to learn nursing practice in a safe, controlled environment.

The following policies and procedures are established to provide instructions in maintaining safety for students, staff and faculty while using the skills lab and the SLC at the Independence Campus. These policies and procedures shall be adhered to by all concerned.

The Lab Coordinator under the Assistant Dean of the BSN program will be responsible to keep policies and procedures updated annually as needed. The coordinator will advise all students, staff, and faculty of any revisions.

II. GENERAL GUIDELINES

- A. All faculty, staff, and students must know and practice the safety guidelines at all times while using the labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the labs. Students will be instructed to review the contents upon admission when utilizing the laboratory spaces.
- B. The Lab Coordinator will provide an annual review for faculty, and students.
- C. The labs are locked unless occupied by faculty and/or students during class or supervised practice.
- D. Students should at all times practice safe and appropriate techniques while learning and practicing in the lab.
- E. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
- F. Students should inform course coordinators of pregnancies, physical disabilities, recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions may be taken in the lab setting. A medical clearance from a physician as well as permission of the Lab Coordinator and course instructor(s) may be needed before students with aforementioned concerns will be allowed to participate in lab.

III. LABORATORY SAFETY

A. Infection Control

- 1. Eating and drinking are not permitted in the laboratory areas. If necessary, water in a closed container with a lid may be placed in designated areas, at the discretion of the faculty.

2. Gloves are to be worn by students and faculty during any lab to simulate a possibility of potential contact with blood and body fluids as if they were in the clinical setting.
3. The SLC is viewed as a clinical site and students are expected to dress accordingly.
4. All surfaces used by the students during lab/sim times should be cleaned with an appropriate disinfectant prior to leaving the area.

B. Physical Space

1. All cabinet doors will be closed when not in use.
2. The workspaces, floors, beds and desk areas will be kept clean.
2. Any misconduct occurring in the labs will be reported to the Lab Coordinator/Instructor.
3. Malfunctioning equipment will be reported to the Lab Coordinator.
4. Laboratory doorways will be accessible at all times.
5. The labs and supplies will not be used to provide medical treatment for students, staff, or faculty.
6. Unauthorized personnel are not allowed in the labs at any time.

C. Medications and Fluids

1. When breaking glass ampules for practice, students will use ampule breaker devices.
2. Placebos (candy pieces, commercially prepared practice medications and water) will be used for simulation of oral/topical medications. Such placebos must not be consumed.
3. IV fluids with expired dates may be used for simulated practice and demonstration only.

D. Needle Safety

1. The Lab Coordinator will annually review the needles and syringes used,, why the devices are chosen, and the safety features of the devices. The Lab Coordinator will communicate with the Assistant Dean as needed.
2. All needles will be locked at the end of a lab session and containers, bags or equipment with needles will also be secured.
3. Needles provided for practice of injection are used in the labs only when faculty are present for assistance. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
4. Needles will never be recapped after use. Used needles are to be disposed of the Sharps containers provided throughout the lab space.

5. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
6. Injection practice will only occur on the manikins or practice injection pads provided in the lab.

E. Electrical Safety

1. Wet materials may not be used around electrical outlets or equipment.
2. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

F. Ergonomics

1. Students and faculty will be instructed in principles of body mechanics prior to practice.
2. Students and faculty should use caution when lifting and should not lift equipment, manikins, or other students without assistance.
3. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and during return demonstration.
4. The transport cart must be used to transport manikins from one bed to another bed.

V. INJURY

- A. Reporting of an injury in the lab:
 1. Any incident occurring in labs during school hours must be reported immediately to the faculty or lab coordinator.
 2. A faculty member will assess the student/staff and administer first aid as needed. In case of an emergency, dial 911 and get the AED.
 3. Students are expected to follow the "Safe Practice Policy" found in the student handbook to reasonably assure that no physical or emotional harm is inflicted upon self and others.
 4. A student injury report must be filled out by the faculty member leading the lab session.

VI. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

- A. It is the responsibility of all those who use the labs to keep equipment and the physical space clean.
- B. Gloves are to be worn for personnel using harsh disinfectants to clean the lab.

- C. Equipment located in the labs will be cleaned by the lab coordinator as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each academic year.
- D. The lab equipment will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the Lab Coordinator

VII. SHARPS AND BIOHAZARD WASTE DISPOSAL

- A. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.
- B. Batteries used in lab equipment will be disposed of through the City of Independence Waste Program or at a battery disposable center like "Batteries Plus".
- C. Sharps disposal is handled by a professional disposal service. When sharps containers are full a work order will be submitted for pickup of waste and delivery of an empty biohazard waste storage container.
- D. The Lab Coordinator will contact Special Waste Services in Lone Jack, Mo to obtain empty sharps containers or order from a similar company