**PREFACE**

This Handbook will provide you with information about the policies and procedures specific to the School of Nursing. It should be used as a supplement to the Widener University Catalog, Widener University Student Handbook, and other University Publications. As such, the policies, procedures, regulations, requirements, standard of conduct and other information contained in such other publications are not reprinted herein, but are incorporated by reference herein as if all of the foregoing were set forth at length. All students are obliged to be familiar with and to comply with all of the policies, procedures, regulations, requirements, standards of conduct and other information set forth in such other publications.

The contents of this Handbook provide for the continuing integrity of the programs of study in the School of Nursing, thereby preparing you, the student, for professional roles. The University and the School of Nursing reserve the right and authority at any time to alter any of all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admissions, and to dismiss from the University any student at any time, if it is deemed by the University or the School of Nursing to be in the best interest of the University, the School of Nursing, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or prospective student and Widener University.

**ACCREDITATION AND APPROVAL**

The baccalaureate, master's and DNP (Doctor of Nursing Practice) program at Widener University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. The programs are approved by the State Board of Nurse Examiners of the Commonwealth of Pennsylvania, P.O. Box 2649, Harrisburg, PA 17105, (717) 783-7142.

The School of Nursing Undergraduate Student Handbook is applicable to the Bachelor of Science in Nursing (BSN) traditional program, as well as the RN-to-BSN, and RN to MSN programs.

Handbook revised 9/09; 9/10, 9/11; 9/12; 9/13; 9/14; 9/15 RRS
WIDENER UNIVERSITY
SCHOOL OF NURSING
UNDERGRADUATE STUDENT HANDBOOK

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The professional nurse is an integral member of society. Widener University School of Nursing undergraduate program promotes civic leadership by emphasizing the importance of caring for diverse populations in a globalized society. Learning experiences are tailored to encourage civic engagement through service learning and clinical activities that meet the needs of the communities we serve.

Widener University School of Nursing believes that professional nursing is a balance of science and art. Our undergraduate nursing curriculum is built upon a solid foundation of liberal arts and sciences and includes education that allows the students to manage advances in technology.

The members of faculty, staff and leadership of Widener University School of Nursing value each other and the uniqueness of each member. We foster a caring environment of academic excellence through faculty mentorship and personal attention to students.

The faculty serves as role models for students in moral and ethical decision making, professional accountability and responsibility. Emphasis is placed on cultivating a sense of inquiry and critical thinking as well as the utilization of evidence based practice and research. Widener University School of Nursing values the role of students as health advocates. Effective communication, team work and leadership are all essential to the undergraduate curriculum.

Preparing the undergraduate nursing student to function in the rapidly changing health care system is of prime importance. The School of Nursing undergraduate program prides itself on the preparation of graduates who value the importance of lifelong learning and become leaders in many different health care environments in our region.
I. **STANDARDS OF PRACTICE**

The School of Nursing's Undergraduate Program mission is responsive to an identified set of professional nursing standards and guidelines. The SON program Undergraduate Program is designed in accordance with the *Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs* (CCNE, 2009). The programs incorporate *Nursing’s Social Policy Statement* (2nd ed.) (ANA, 2004), the *ANA Code of Ethics for Nurses with Interpretive Statements* (2001), the *ANA Principles for Social Networking and the Nurse* (2011), and *The TIGER Initiative: Collaborating to Integrate Evidence and Informatics into Nursing Practice and Education: An Executive Summary* (Technology Informatics Guiding Education Reform [TIGER], 2009). The Baccalaureate programs are guided by the *American Association of Colleges of Nursing Essentials for Baccalaureate Education for Professional Nursing Practice* (AACN, 2008), and the *American Nursing Association Nursing: Scope and Standards of Practice* (ANA, 2010). The baccalaureate program adhere to the statutes and regulations of the Pennsylvania State Board of Nursing (PA SBON).

Approved 5/97, Revised 10/02, 8/05, 4/06, 11/09, 5/10, 7/11, 9/11, and 9/12

**PROFESSIONAL NURSING PRACTICE IN PENNSYLVANIA**

The Pennsylvania State Board of Nursing reserves the right to deny a professional license to any applicant who has been convicted of a felony or any offense related to the use or sale of alcohol or controlled substances in Pennsylvania or any other state. It is the student's responsibility to contact the Pennsylvania State Board of Nursing with questions pertaining to this policy.

The definition of the practice of professional nursing in Pennsylvania as enacted by the General Assembly of the Commonwealth of Pennsylvania is as follows:

"The 'Practice of Professional Nursing' means diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist. The foregoing shall not be deemed to include acts of medical diagnosis or prescription of medical therapeutic or corrective measures, except as performed by a certified registered nurse practitioner acting in accordance with rules and regulations promulgated by the Board”.

Amended 12/02

**PROFESSIONAL NURSING LAW**

The following statements are taken from the "The Professional Nursing Law" as enacted by the General Assembly of the Commonwealth of Pennsylvania. Copies of the Professional Nursing Law can be found in the Office of the Dean of the School of Nursing, and the Center for Simulation and Computerized Learning/Testing. Academic Program Directors listed in the front of this handbook.

Section 4.1 Temporary Practice Permit. - In order for a person to practice professional nursing during the one (1) year period from completion of his or her education program or the one (1) year period from the application for licensure by a person who holds a current license issued by any other state, territory or possession of the United States or the Dominion of Canada, the Board may issue a temporary practice permit which is nonrenewable and valid for a period of one (1) year and during such additional period as the Board may in each case especially permit, except that the temporary practice permit shall expire if such person fails the licensing examination.
Section 6(a). Fees; Qualifications for Licensure. No application for licensure as a registered nurse shall be considered unless accompanied by fee determined by the Board by regulation. Every applicant, to be eligible for examination for licensure as a registered nurse, shall furnish evidence satisfactory to the Board that he or she is of good moral character, has completed work equal to a standard high school course as evaluated by the Board and has satisfactorily completed an approved program of professional nursing. Approved programs shall include baccalaureate degree, associate degree, and diploma nursing programs, and programs in transition from approved diploma – to degree – granting programs when all other requirements have been met.

Section 6 (c). The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No. 64), known as the "The Controlled Substance, Drug, Device and Cosmetic Act", or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or county - unless:

1. at least ten (10) years have elapsed from the date of conviction;
2. the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
3. the applicant otherwise satisfies the qualifications contained in or authorized by this act.
4. As used in this subsection the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

Amended 12/02

Section 14.1. Impaired Professionals Program.

(a) The Board, with the approval of the Commissioner of Professional and Occupational Affairs, shall appoint and fix the compensation of a professional consultant who is a licensee of the Board with education and experience in the identification, treatment and rehabilitation of persons with physical or mental impairments. Such consultant shall be accountable to the Board and shall act as a liaison between the Board and treatment programs, such as alcohol and drug treatment programs licensed by the Department of Health, psychological counseling and impaired nurses support groups approved by the Board and which provide services to nursing licensees under this act.

(b) The Board may defer and ultimately dismiss any of the types of corrective action set forth in this act for an impaired professional so long as the licensee is progressing satisfactorily in an approved treatment program, provided that the provisions of this subsection shall not apply to a licensee who has been convicted of, pleaded guilty to or entered a plea of nolo contendere to a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as the "The Controlled Substance, Drug, Device and Cosmetic Act," or the conviction of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country. An approved program provider shall, upon request, disclose to the consultant such information in its possession regarding an impaired nurse in treatment which the program provider is not prohibited from disclosing by an act of this Commonwealth, another state or the United States. Such requirement of disclosure by an approved program provider shall apply in the case of impaired professionals who enter an agreement in accordance with this section, impaired professionals who are the subject of a Board investigation or disciplinary proceeding and impaired professionals who voluntarily enter a treatment program other than under the provisions of this section but who fail to complete the program successfully or to adhere to an after-care plan developed by the program provider.
(c) An impaired professional who enrolls in an approved treatment program shall enter into an agreement with the Board under which the professional's license shall be suspended or revoked but enforcement of that suspension or revocation may be stayed for the length of time the professional remains in the program and makes satisfactory progress, complies with the terms of the agreement, and adheres to any limitations on his practice imposed by the Board to protect the public. Failure to enter into such an agreement shall disqualify the professional from the impaired professional program and shall activate an immediate investigation and disciplinary proceeding by the Board.

(d) If, in the opinion of such consultant after consultation with the provider, an impaired professional who is enrolled in an approved treatment program has not progressed satisfactorily, the consultant shall disclose to the Board all information in his or her possession regarding such professional, and the Board shall institute proceedings to determine if the stay of enforcement of the suspension or revocation of the impaired professional's license shall be vacated.

(e) An approved program provider who makes a disclosure pursuant to this section shall not be subject to civil liability for such disclosure or its consequences.

(f) Any hospital or health care facility, peer or colleague who has substantial evidence that a professional has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board: Provided, that any person or facility who acts in a treatment capacity to impaired professionals in an approved treatment program is exempt from the mandatory reporting requirement of this subsection. Any person or facility who reports pursuant to this section in good faith and without malice shall be immune from any civil or criminal liability arising from such report. Failure to provide such report within a reasonable time from receipt of knowledge of impairment shall subject the person or facility to fine not to exceed one thousand dollars ($1,000). The Board shall levy this penalty only after affording the accused party the opportunity for a hearing, as provided in Title 2 of the Pennsylvania Consolidated Statutes (relating to administrative law and procedure).

Amended 6/02

On June 29, 2006 Governor Ed Rendell signed into law Act 58 of 2006 (SB 235), which requires thirty (30) hours of Board approved mandatory continuing education (CE) during each two-year license period for individuals licensed as registered nurses in the Commonwealth of Pennsylvania.

The Pennsylvania State Board of Nursing has developed CE regulations for the registered nurse.

The first group of nurses required to meet the CE requirement will be those whose license expires October 31, 2010. Please check this website for updated announcements regarding the CE requirements for all RNs. (www.dos.state.pa.us/nurse)

bph: revised 9/06; 8/08; 9/09
PROFESSIONAL CODE FOR NURSES

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse assumes responsibility and accountability for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA 2010

The Code of Ethics for Nurses with Interpretive Statements is available online at http://www.nursingworld.org/codeofethics
II. PROGRESSION POLICY

PROGRESSION CRITERIA FOR RN to BSN OPTION

1. Theory, or course, grades are calculated per the course syllabus, and are reported as a letter grade. Students are required to earn a grade of “C” or higher (not C-) in the theory component of all nursing courses, including clinical and non-clinical required courses in order to successfully complete, or pass the course. The minimum numeric score required to earn a grade of “C” in any nursing course is 75.

2. Students are permitted only two attempts to successfully complete a nursing course; a withdrawal counts as an attempt. A student who earns a grade of less than “C” (including C-) in the same nursing course twice will be dismissed from the nursing program. Likewise, a student who withdraws from a nursing course and earns a grade of less than “C” (including C-) on a subsequent attempt at the same course will be dismissed from the nursing program.

3. A grade of less than “C” (including C-) in any two nursing courses will result in dismissal from the nursing program.

4. Students who are dismissed from the nursing program for failure to meet academic progression requirements may continue in another major within the University if their grade point meets requirements for that major.

PROGRESSION CRITERIA FOR TRANSFER STUDENTS
Once accepted, the student must successfully complete NURS 125, 201, 205/206, 232, and 261/262 with a grade of C or higher at Widener University, and achieve a Widener University cumulative GPA of 3.0 or higher prior to progressing into clinical nursing courses, which begin in the fall of junior year.

PROGRESSION INTERRUPTED
Students who cannot continue in the program because of a course failure or withdrawal in a NURS 300 or NURS 400 level course may re-enroll in the program within a period of 12 months from the point of exit. Leave of Absence (LOA) will be granted only by the Associate Provost due to either medical care or compelling personal hardship.

PROGRESSION DISMISSAL POLICIES
The University dismissal policies are outlined in the Widener University Undergraduate Student Handbook under the section marked Academic Standing. The School of Nursing adheres to the University dismissal policies. Students will be dismissed from the School of Nursing for failure to meet the progression policies regarding failures as well as any of the following situations:

- GPA below 2.0
- Failure to complete clinical requirements spring semester sophomore year (summer session for summer transfer students if offered).
- A violation of the University Student Code of Conduct (see Student Conduct).
- Failure to keep any contractual stipulation imposed by the Academic Program Director or the Dean of the School of Nursing.
- Violations are specified in the student conduct section of this handbook.

WITHDRAWAL
The drop period for the spring semester senior nursing courses will be three weeks before the end of these courses, because they are offered in an abbreviated format. The date will be specified in the course syllabus. For all other courses, it is as designated by the University.

Refunds for courses are determined by the University. (See the University Catalog). The effective date used for all adjustment of charges will be the date that written notice of the withdrawal is received by the appropriate program office of Widener University.
III. TECHNOLOGY POLICY

MOBILE TECHNOLOGY DEVICES POLICY
Mobile Technology Devices include but are not limited to smart phones such as: Blackberry, Android, IPhone, and other portable devices such as laptop, I-touch and/or I-pad, smart watch technology.

Mobile information technology devices may be used in clinical, simulation, and classrooms if permitted by the agency and faculty. If those devices also include a cell phone, instant messaging/text messaging, or camera feature, these features are NOT ALLOWED to be used in any of these settings. The use of the internet through the use of these devices in these settings is limited to educational purposes ONLY.

Students are expected to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations. All patient related information (simulated and/or real) is confidential. Patient related information (simulated and/or real) is defined as all information related to the health, business, or personal matters of the patient or patient’s family. This includes but is not limited to Protected Health Information (PHI) that is based on a patient’s diagnosis, examination, treatment, observation, or conversation, and information maintained in data bases that contain diagnostic or treatment related information. (*Dismissal offence: See student handbook for details)

Cleaning of mobile technology devices must comply with the clinical agency’s infection control policy and procedures. **If the device becomes contaminated it should be cleaned with the recommended disinfectant. If a patient is in isolation, the mobile technology device cannot be taken into the patient’s room. Hand hygiene is the best method of preventing transmission of disease.

Students who do not comply with this policy will be subject to possible consequences as stated in the SON handbook.

COMPUTER LAPTOP REQUIREMENTS
1. MAC running Snow Leopard or Later Operating System
2. Internet Explorer 7 or greater or Firefox
3. WIFI enabled and Ethernet cable
4. A fully charged battery and plug

*A netbook is NOT acceptable as a substitute for a laptop.
IV. GRADING POLICIES

GRADE CALCULATION
The method for calculating the final grade is specified in each course syllabus. Students who have questions regarding calculations of grades are referred to their faculty member. Selected nursing courses will have a 75% average required in objective testing that must be obtained. Courses with this policy will state in the course syllabus provided at the beginning of the course. In this case, grades from other assignments will be included only after a grade of 75 on objective testing is achieved as stated in the course syllabus.

COMPUTERIZED TESTING PROGRAM
Throughout the curriculum students will be required to take nationally-normed computerized exams developed by Elsevier Health Education Systems Incorporated (HESI). The cost of this program is charged to the students’ tuition bill each semester as a course fee. Such fees are non-refundable. Students will take the HESI examinations as specified in their course syllabi. Course syllabi will also specify calculation of the HESI score(s) as a part of the total course grade.

GRADING SCALE FOR THE SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Passing Grades</th>
<th>Failing Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 93-100</td>
<td>C- 70-74</td>
</tr>
<tr>
<td>A- 90-92</td>
<td>D 60-69</td>
</tr>
<tr>
<td>B+ 87-89</td>
<td>F Below 60</td>
</tr>
<tr>
<td>B 83-86</td>
<td></td>
</tr>
<tr>
<td>B- 80-82</td>
<td></td>
</tr>
<tr>
<td>C+ 77-79</td>
<td></td>
</tr>
<tr>
<td>C 75-76</td>
<td></td>
</tr>
</tbody>
</table>

The use of a whole letter or plus/minus grading scale is the decision of each individual faculty member. A faculty member may choose not to differentiate grades using the plus/minus system for any particular course.
Approved 5/99

V. EXAM RETAKE POLICY FOR GRADUATING SENIORS

A senior student who achieves a final course grade of less than ‘C’ in a class during the last semester prior to graduation will be eligible, based upon the criteria below, to retake the final examination one time in that course, in order to attempt to achieve a passing final course grade. RN/MSN students who achieve a grade of less than a ‘C’ in their last course prior to graduation may retake the final examination one time in that course.

In order to retake a final examination, all of the following criteria must be met:

1. The student's theoretical average in the course before taking the final examination was 75 or above and the student's earned grade below 75 on the final examination was the sole reason for a final course grade of C-, D or F;
2. The student has achieved satisfactory passing clinical performance evaluations in all nursing courses.

Revised: 5/00, Reviewed 6/04
VI. DUE PROCESS POLICY

Students in the School of Nursing are afforded opportunities to express their interests, issues, and concerns through student representation as voting members on selected SON standing committees, including Undergraduate Programs Committee, Graduate Programs Committee, and Student Affairs Committee. Students may also voice concerns by completion of Course and Faculty Evaluations at the end of each course. The School of Nursing due process policy and procedure designates three formal and separate categories (or types) of student concerns.

Formal grade appeal, grievance and waiver of SON policy:

- Student concerns about final course grade(s) must be addressed through the formal Grade Appeal Policy
- Concerns or complaints about School of Nursing processes other than grade appeals, plagiarism, are addressed through the formal Grievance Policy.

Grievance issues related to discrimination and harassment, and or violation of the Widener Compact shall be addressed by the University policies and procedures outlined in the Undergraduate and Graduate University Catalogs.

FORMAL GRADE APPEAL POLICY

It is the policy of the School of Nursing to allow students to appeal the final course grade if they believe their grade has been derived in a manner not consistent with the fair and equitable application of evaluation criteria specified in the syllabus.

DEFINITION:
A grade subject to the Grade Appeal Policy is a final grade the student believes to be derived in a manner not consistent with the fair and equitable application of grading criteria found in the course syllabus and/or a grade the student believes to have been miscalculated, again based on the criteria specified within the course syllabus.

I. Student Procedure:

a. The student will complete the Due Process form (APPENDIX G) and take it to the faculty of record no later than two days after final grades are due to the University as published on the official university Academic Calendar to begin the formal grade appeal process.

b. If an acceptable resolution does not occur within the next business day, the student may request that the Academic Council consider the student’s grade appeal. The student sends the Due Process form and a narrative to the Academic Council through the office of the academic program director.

c. Students may continue the classroom courses for which they are enrolled until the appeal process is completed, however they will be unable to begin or remain in clinical.

d. Confidentiality shall be maintained by all persons. This is an essential component of the grievance procedure and due process.
II. Academic Council Procedure

a. Upon receipt of a student’s Due Process form, the Academic Council reviews the material and considers the appeal at a meeting held within the first two business days of the next semester. The faculty member of record for that course and section will be asked to provide documentation relevant to the appeal. After review, the committee will recommend that the student appeal be either supported or rejected.

b. The chair of the Academic Council will present the recommendation to the Dean. The Dean will then issue the appeal decision to the student before the end of the first week of classes in the next semester. The Dean will notify the Academic Council and academic program director of Undergraduate or Graduate Studies of the Council’s recommendations and the Dean’s decision.

c. During the appeal process, the academic council and/or the dean may request a hearing with the student, the student’s advisor/mentor, faculty member of record for that course and section and the academic program director.

III. Grade Appeal to the Dean of the School of Nursing:

The final step in the Grade Appeal Process is a request for further review of the grade appeal with the Dean. The student must contact the Dean by letter within ten (10) business days of receipt of the Dean’s official response to the initial appeal.

a. The Dean will review the student’s post appeal request documentation.

b. The Dean will then convene meetings with the student, faculty, or Academic Council Chair as deemed necessary within the context of the definition of a grade subject to appeal.

c. The Dean’s decision regarding the student’s grade appeal is final.

Approved by faculty 9/00
Editorial Revisions, 8/01, 6/04, 5/09, 9/0, 3/15
VII. ADVISEMENT

ACADEMIC ADVISING
All pre-licensure students are advised by the Assistant Dean of Undergraduate Student Services beginning in the freshman year. In addition, students are assigned a faculty mentor upon admission to develop supportive relationships with their students in order to foster their academic success. Students are encouraged to reach out to their faculty mentors for any issues. Students may request a change in faculty mentor after consultation with the Associate Dean of Academic Affairs.

ACADEMIC RECORDS
Records for students are kept in locked files accessible only by Director, faculty and staff in the School of Nursing. The record contains such information as course grades, clinical evaluations, correspondence, course planning forms, etc. The academic record is the property of the University. Student access to such records and disclosure of information contained in such records is governed by the Widener University Policy Pertaining to the Confidentiality of, Access to, and Disclosure of Student Record. Students are advised to review such policy for further information.

PRE-REGISTRATION
Pre-registration is completed online through Campus Cruiser. Dates for pre-registration are posted on Campus Cruiser. It is the students’ responsibility to access campus cruiser for their assigned date and time. Students must contact their mentors for an appointment to obtain approval and the mentor's signature prior to attempting to register online. Detailed information about the process is available on the Registrar's home page. Group mandatory advising meetings for all classes will be scheduled each semester. Students will receive approval to register at the group advising session. Students are advised to contact their mentors with any questions. Repeated courses cannot be registered for online. Repetition of course form must be obtained from the Office of the Assistant Dean of Student Services and submitted to Lipka Hall along with drop/add form to repeat a course.

OVERLOAD POLICIES
University policy states that students must have a GPA of 3.0 or above to carry an overload. An overload of more than one (1) course will be permitted only in rare instances upon specific approval of the Academic Program Director.

CANCELLATION OF NURSING COURSES
The School of Nursing has the right to cancel any course with insufficient enrollment.

COURSE TRANSFER AUTHORIZATION
Matriculated students may take a maximum of nine semester credits off campus. The Associate Dean of Academic Affairs or the Assistant Dean of Student Services approval must be acquired for all courses taken off campus prior to the start of class. A minimum grade of B (not B-) must be earned in a course to have the credits transferred to the School of Nursing. This precludes taking a course on a pass/no pass basis. A “Course Transfer Authorization” form must be completed for all courses taken off campus.

INDEPENDENT STUDY in Nursing
An independent study is available for self-directed learners who have an interest in either a theoretical or clinical nursing topic in which they would like to pursue further study. An independent study is student-initiated; the student must identify a faculty member willing to serve as the instructor prior to enrollment in the course. The selection for the faculty member must be appropriate to the instructor's area of expertise. A faculty member will be responsible for approval of student objectives, criteria for evaluation, clinical supervision (if applicable), and final grade assignment.
Clinical activities may consist of observation or direct patient care. Direct patient care activities must be supervised by a Department of Nursing faculty member. If a clinical activity is involved in the Independent Study, the faculty member will seek agency approval and initiate an agency contract through the Associate Dean, Undergraduate Studies, as appropriate. Please note that students in the nursing program who are preclinical will not be permitted to develop an independent study with a clinical experience.

Determination of the appropriate credit allotment should be based on the learning objectives of the Independent Study. Credits will be allocated on the basis of an estimated one hour/week of actual library research or other appropriate study activity per credit, or three hours of clinical activity per week/credit. Evaluation methods are assigned in addition to the estimated hours of study required per credit. A student may take no more than a total three credits of independent study in the nursing major.
Procedure for Independent Study

1. Independent study may be pursued by a sophomore, junior, or senior level students matriculated in the Department of Nursing. Students must register for Independent Study during the designated registration time on the academic calendar.

2. A Proposal for Independent Study is student initiated. At the outset of the independent study, students will submit to the faculty member a typed proposal for the independent study (See Appendix) to include the topic for the independent study, along with specific objectives for the learning experience.

3. Once the faculty member approves the objectives, the student and the faculty member will agree on the assignment of credits, and the method(s) of evaluation. Following approval for the proposal by the faculty member, the contract for Independent study is submitted to the Academic Program Director for approval. The contract must be signed by the student, faculty member, and Academic Program Director. One copy will be placed in the student's file, one copy will be kept by the faculty member, and one will be returned to the student.

4. According to a prearranged schedule of meetings, the faculty member will work closely with the student to guide the student's progress towards the accomplishment of proposal objectives.

5. The faculty member is responsible to grade the independent study and submit the grade according to the university protocol.
XIII. STATE BOARD OF NURSING LICENSING PROCEDURES

Please read ALL the forms you received today and FOLLOW ALL directions carefully.

1. **NURSING EDUCATION VERIFICATION FORM:**
   - Your name **MUST** reflect the identification you will use for access to the testing center.
   - **Complete the date of birth and provide the last 4 numbers of your social security number.**
   - Return the form to Mrs. Costello no later than **May 1st.** You will not be permitted to receive a temporary practice permit or receive permission for testing until this form is sent to the PA State Board of Nursing from ‘The Nursing Education Program’ (Widener University School of Nursing). The Nursing Education Verification Form will be forwarded to the Pennsylvania State Board of Nursing ONLY after you have completed all requirements for graduation.

2. **Pennsylvania Examination/Graduate Temporary Practice Permit Application. $35 fee**
   - You must pay the $35 application fee online and apply online.
     - Go to [https://www.mylicense.state.pa.us/PersonSearchResults.aspx](https://www.mylicense.state.pa.us/PersonSearchResults.aspx)

3. **Special Accommodations**
   - If special accommodations are required for testing you MUST follow the directions on the ‘Request for Accommodations’ form, and **RETURN THE FORM** with your application for Exam/Graduate Temporary Practice Permit.

4. **NCLEX Examination** – Register to take the licensure exam with PearsonVue. **$200 fee paid to PearsonVue.**
   - You may register online at [www.vue.com/nclex](http://www.vue.com/nclex), or call (866) 496-2539 or submit an NCLEX registration form to NCLEX Operations, PO Box 64950, St. Paul, MN 55164-0950. You may download an NCLEX Examination Candidate Bulletin that will provide you with valuable information and the form. The **SCHOOL CODE IS US25-55200.** Only **MONEY ORDERS OR CERTIFIED CHECKS in the amount** for the $200 will be accepted by the Center. You may register online or by telephone using a credit card. You will need a small 2X2 or wallet size photo.

5. **New Jersey & Delaware** –
   - Any graduate, who will sit for NCLEX at New Jersey or Delaware Examination Centers, must request for their transcript to be sent to the state where they are sitting, as well as give a copy of your application to Mrs. Costello. Please see WebPages below. When requesting a transcript you must specify, **“AFTER DEGREE IS AWARDED”, or it will be sent too soon!**
XIV. CLINICAL/LAB POLICIES

CLINICAL REQUIREMENTS AND ESSENTIAL FUNCTIONS FOR NURSING PRACTICE
Students must complete specified requirements to enter junior and senior clinical courses. These requirements are provided to the students in the spring of the sophomore year by the office of the Academic Program Director (APPENDIX A).

Deadlines: Failure to meet deadlines established by the Academic Program Director may result in dismissal from the nursing program.

Essential functions are defined as those skills and competencies that all BSN and MSN students must have the capacity to demonstrate with or without reasonable accommodations. Students must have the physical and mental capacity to perform tasks in practice. Students must be able to meet the five competencies of the Essential Functions of Nursing Practice (APPENDIX B) in order to attend clinical. If a student is unable or suspects that he/she is unable to complete any of the essential functions, the student is strongly encouraged to consult the Director of Disability Services as soon as possible.

CONFIDENTIALITY OF CRIMINAL BACKGROUND
School of Nursing administration will discuss criminal background information and drug/alcohol screen results of students on a need-to-know basis. This may include Widener University officials and personnel at Clinical Agencies who are responsible for placement of students. Criminal background results and drug screening results will be maintained in a file separate from the student’s academic file.

Criminal background results and drug/alcohol screen results of licensed nurses are subject to the Commonwealth of Pennsylvania Code Title 49. Professional and Vocation Standards issued by the Department of State. Section 14.1 (f) states “Any hospital or health care facility, peer or colleague who has substantial evidence that a professional has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board”.

CRIMINAL BACKGROUND CHECK
The curricula for the Bachelor of Science in Nursing, Master of Science, and Doctor of Nursing Practice in Nursing degrees require clinical experiences to occur within hospitals, clinics, private practices, and other healthcare organizations (Collectively “Clinical Agencies”). Many of these agencies require a criminal background check before students are permitted to engage in clinical experiences. Therefore, the School of Nursing and Clinical Agencies require a criminal background check for all students. This is to be completed during the semester immediately prior to the beginning of clinical experiences. Students may be required to complete additional background investigations during their course of study, dependent upon specific agency policies. Such requirements are beyond the control of the School of Nursing. The expenses of all background investigations are the responsibility of the student. Criminal background checks will be performed by a third-party company selected by the School of Nursing. Students will be given instructions regarding processes by the appropriate Academic Program Director. As a part of the process, students will authorize the background screening company to release results to the School of Nursing through the office of the appropriate Academic Program Director. Failure to meet deadlines established by the School of Nursing may negatively affect clinical placements. Failure to complete the background check will preclude entry into clinical courses and can result in dismissal from the program. The office of the Academic Program Director will administratively remove noncompliant students from all clinical courses. Should the criminal background check reveal convictions, further investigation will be undertaken by the School of Nursing through the office of the appropriate Associate Dean. VIOLATIONS INVOLVING NARCOTICS OR CONTROLLED SUBSTANCES, CRIMES OF VIOLENCE (HOMICIDE, AGGRAVATED ASSAULT, CHILD OR ELDER ABUSE, DOMESTIC VIOLENCE), OR
LISTING ON THE NATIONAL TERRORIST WATCH LIST, OR THE SEX AND VIOLENT OFFENDER REGISTRY MAY PRECLUDE ADMISSION TO CLINICAL COURSES, WHICH WOULD NEGATE COMPLETION OF THE NURSING DEGREE. Violations of any nature may preclude the School of Nursing from placing students in clinical agencies, dependent upon the policies in place at such agencies. The School of Nursing will make every effort to place a student affected by such agency policies. HOWEVER, STUDENTS WHOSE CRIMINAL BACKGROUND FINDINGS ARE NOT ACCEPTABLE TO THE CLINICAL AGENCIES WITH WHICH THE SCHOOL OF NURSING HAS EXISTING CLINICAL AGREEMENTS MAY EXPERIENCE DISRUPTIONS TO THEIR PLAN OF STUDY OR, IN EXTREME CASES, MAY BE UNABLE TO COMPLETE THE COURSE OF STUDY IN NURSING.

Any student with a criminal background finding other than a misdemeanor will be referred to the Dean of the School of Nursing for investigation. The student will be notified by the Academic Program Director to contact the Dean directly. The student in question will not be permitted to attend clinical experiences, while the matter is under investigation the Dean will confer with the Associate Vice President for Administration as needed, and will notify faculty and student of final decision. If a student is not able to complete clinical experiences, the student will be administratively dismissed from the program. Students with question

DRUG AND ALCOHOL SCREENING

Policy: The School of Nursing at Widener University shall (a) support faculty in meeting their obligation to comply with section § 21.18, Standards of nursing conduct of the Pennsylvania State Board of Nursing which states that “A registered nurse shall: …. Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual (http://www.pacode.com/secure/data/049/chapter21/chap21toc.html#21.18a, retrieved October 2, 2007) and (b) assure compliance with conditions for criminal background investigations and drug screens as specified in agency contracts with the Clinical Affiliates where students gain clinical experiences. Students who are under the influence of drugs and/or alcohol are deemed to be impaired and, therefore, incompetent to provide care to patients.

Potential Effects of Convictions on Licensure: Completion of the baccalaureate degree is the first step toward licensure as a Registered Nurse. Upon completion of the BSN degree, graduates apply to be licensed in the state of their choice. Requirements and fees vary by state.

STUDENTS SEEKING TO COMPLETE A BACCALAUREATE DEGREE IN NURSING AND TO ACHIEVE LICENSURE AS A REGISTERED NURSE ARE DIRECTED TO THE PENNSYLVANIA BOARD OF NURSING INTERNET SITE OR TO THE SITE OF THE STATE OF CHOICE. STUDENTS MUST SPECIFICALLY BE AWARE OF THE POTENTIAL EFFECTS OF CONVICTIONS OF A CRIMINAL NATURE ON LICENSURE.

The following is excerpted from Section 6 of the Pennsylvania Nurse Practice Act:

   (c) The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No.64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
   (1) at least ten (10) years have elapsed from the date of conviction;
   (2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
(3) the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary. (6 amended June 29, 2002, P.L.651, No.99)

http://www.dos.state.pa.us/bpoa/lib/bpoa/20/nurs_board/nurseact.pdf

IMPAIRED BEHAVIOR IN CLINICAL COURSES

Clinical nursing experiences require a keen intellect and mental acuity. Students must present themselves to their clinical sites free from the influences of alcohol and chemical substances that would impair their judgment. Faculty in the clinical must be prepared to recognize and manage impairment that may result from use of drugs and/or alcohol.

Some common, but not all-inclusive, signs of impairment are:

- Noticeable mood changes;
- Repeated lateness for clinical experiences;
- Isolation, withdrawal, or avoidance of students or faculty;
- Increased frequency of trips to the bathroom;
- Unexplained absences from the clinical unit;
- Physical signs such as shakiness, tremors, dilated or constricted pupils, slurred speech, unsteady gait, or disheveled appearance (adapted from the Pennsylvania State Board of Nursing Newsletter, Summer 2007).

Faculty who observe clustering of such signs, repeated patterning of signs, or who detect odors consistent with alcohol consumption/marijuana use must take action to preserve the well-being of patients and the student. Faculty are encouraged to seek a second opinion as appropriate to the situation, including other faculty members or preceptors at the same institution, or phone consultation with the Course Coordinator or appropriate Academic Program Director.

Procedure:

1. The student will be removed from the clinical placement at the discretion of the faculty member who is responsible for the clinical experience. The faculty member may confer with other personnel involved with the student as indicated by the circumstances. A report must be completed and placed in the student file (Appendix D).

2. The faculty member will contact the Course Coordinator immediately to report the situation. The Course Coordinator will contact the appropriate Academic Program Director immediately. Should the Academic Program Director be unavailable, the Dean of the School of Nursing shall be notified.

3. The student shall be assessed by the faculty member to determine the setting most appropriate for the collection of a drug screen and/or alcohol screen. These settings include:

   a. the third party lab selected by the School of Nursing, via transport by Widener Campus Safety if the student exhibits no signs requiring emergency treatment,
   b. the immediate clinical setting if it is an acute care setting and the student exhibits signs that require immediate emergency management,
   c. the Crozer Emergency Department via ambulance if the student exhibits signs that require immediate emergency management and the clinical setting is other than an acute care facility, or
   d. the Crozer Emergency Department via Widener Campus Safety if the student requires treatment, but exhibits no signs requiring immediate emergency management.
4. The faculty member or designee will contact 911 or Widener Campus Safety as needed to provide transportation.

5. Chain of Custody forms to accompany samples may be obtained from the secretary’s office of the Academic Program Director. The form will be given to the emergency department in the immediate clinical facility, or will be given to the responding Widener Campus Safety Officer.

6. At the conclusion of treatment, Widener Campus Safety will transport students from Crozer Emergency Department or the immediate clinical setting to the main campus in Chester. Further transportation is the responsibility of the student.

7. A student who is removed from the clinical setting for reasons set forth in this section will be provisionally suspended from further clinical experiences in all clinical courses.

8. In order to lift suspension, the student must provide a statement signed by the health care provider indicating that the student is able to perform in the role of the student nurse, and must authorize release of the drug and alcohol screen results to the appropriate Academic Program Director. A positive drug or alcohol screen is not acceptable.

9. A student with a positive drug or alcohol screen not supported by a legitimate prescription will remain suspended from the clinical setting for the duration of the semester, which will preclude course completion and result in failure of the clinical course(s).

10. Students may be dismissed from the School of Nursing for such an offense.

11. Any student who is dismissed from the School of Nursing for reason of positive drug or alcohol screen may re-apply. The student must provide documentation from an appropriate healthcare provider that he or she has undergone appropriate treatment/rehabilitation.

12. A student, who is readmitted, must comply with unannounced drug and/or alcohol screens to be conducted at an independent laboratory identified by the School of Nursing within a 6-hour period after notification. All drug or alcohol screens must return with negative results. Any positive result or failure to comply with testing will result in dismissal from the School of Nursing.

13. The student is required to continue counseling or other interventions as specified by his/her health care provider and/or the School of Nursing. Compliance with interventions will be documented by the health care provider in a letter to the appropriate Academic Program Director on a periodic basis to be determined by the Academic Program Director and stipulated in a contract developed and signed at the time of readmission. Failure to comply will result in final expulsion, after which the student will be ineligible to return to the School of Nursing.

14. This policy sets forth consequences and requirements in the School of Nursing; any student who has a positive drug or alcohol screen while in the clinical setting will be referred to Widener University’s Dean of Students, and all university policies will apply.

15. Students are responsible for all expenses for drug and alcohol screens and for related treatment.

16. Any student who refuses to submit to drug or alcohol screening as stipulated in this policy shall be ineligible to return to clinical, which will preclude course completion and result in failure of the course.
INCIDENT REPORT FOR STUDENTS

A School of Nursing Student Incident Report (APPENDIX H) is filed when any unusual event occurs (such as needle sticks, falls, being struck by a patient, etc.) which may cause harm to students.

The Academic Program Director should be notified as soon as the faculty member has knowledge of such an event. The completed form should then be sent to the office of the Academic Program Director for processing.

Incidents involving exposure to infectious disease, hazardous material, or serious injury must be reported to the Academic Program Director and University Health Services immediately. Clinical instructors must contact the course coordinator or Director of Clinical Placement who will contact the Academic Program Director. A call to University Health Center will be made. The incident report will be transmitted on the scene or next business day depending on time of occurrence.

BLOOD AND BODY FLUID EXPOSURES/NEEDLE STICK INJURIES

“An exposure that might place a health care professional at risk for HIV is defined as a percutaneous injury (e.g. a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g. exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious” (CDC, 2005, pg 2). Students who sustain a needle stick injury, or get blood or other potentially infectious materials in their eyes, nose, mouth, or on broken skin should “immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available” (http://osha.gov/SLTC/bloodbornepathogens/postexposure.html).

LATEX ALLERGY

Students with a known latex allergy must inform the Office of the Academic Program Director and note this information on their student health forms. Students are also responsible to inform each faculty member/instructor of their allergy and of the recommended accommodations at the onset of each new clinical or laboratory rotation. Where appropriate, non-latex gloves will be utilized. Students are responsible for knowing which article/equipment in the work environment may contain latex and cause an adverse reaction.

MEDICAL CONDITIONS REQUIRING MEDICATION

Students whose healthcare provider has prescribed a medication or controlled substance that could impair clinical functioning must inform the course coordinator and appropriate Academic Program Director in writing at the beginning of each clinical course. In addition, the student must provide a written statement from the healthcare provider indicating that the student is physically and mentally fit to provide care in the clinical setting. The School of Nursing requires such notification for the protection of students and their patients. This documentation is to be sent to University Health Services.

CENTER FOR SIMULATION AND COMPUTERIZED TESTING

The CSC, located on the 1st and 2nd floor of the New Academic Building is for the use of all nursing students attending Widener University. Its purpose is to provide students with instructional resources for selected courses and supplement nursing courses.

Flexible CSCT hours are scheduled each semester to enable students to meet course expectations and requirements.

For further information, call the Director at 610-499-4215.
PROFESSIONAL ATTIRE
The appearance of a student in the School of Nursing communicates definite messages about the profession and the School. As a student, professional attire may be required for School of Nursing activities.

Students are urged to consult the CAPS website (www.widener.edu/CAPS/career guides) for more detailed information. Information about appropriate attire for clinical experiences is found in the School of Nursing Handbook under "Uniform Regulations.

AGENCY REQUIREMENTS

1. Widener SON faculty and students are the guests of our clinical agencies. As such, the utmost care is required to adhere to professional dress, conduct and agency policies.

2. Students are expected to comply with clinical agency policies related to identification badges, confidentiality, HIPAA privacy regulations, criminal record check, drug free work environment, health records, immunizations, parking, meals, and mandatory procedural reviews, etc. Failure to comply with clinical agency policies may result in denial of clinical experience. Clinical agencies may require the students’ signature, verifying their understanding of specific policies.

3. Clinical agencies have the right to remove students from duty when in the judgment of the agency they cannot carry out their duties due to physical or mental impairment. If such impairment is suspected to be due to drug and/or alcohol use, the agency may require drug testing and/or alcohol and/or counseling. If the student refuses, the agency may request the student be removed.

4. The School may be required to provide agencies with the names and specific records of students. Clinical agencies have the right to bar SON students and/or faculty from the agency. Such an occurrence is to be reported immediately to the Academic Program Director and Dean, who will then investigate the issues leading to such action.

5. A Criminal Record Check, a Child Abuse History Clearance, and a Drug and Alcohol Screening are required for all nursing students. Students are expected to wear the designated School of Nursing uniform, University ID badge, and name pin to all clinical rotations, unless otherwise specified by the course coordinator.

HEALTH CONDITIONS REQUIRING UNIVERSITY HEALTH CLEARANCE
The School of Nursing is responsible for protection of students and the patients for whom they care for by assuring that each student meets the School of Nursing Essential Functions identified in Appendix B in the Handbook. Students in clinical rotations, who have a significant health issue that precludes attendance or that may impair ability to function effectively in the clinical setting, must assure that their physicians provide a statement of medical clearance, including any functional limitations specific to the School of Nursing Essential Functions, to University Health Services. The Director of Student Health Services will communicate with the appropriate Academic Program Director and/or Dean (in the absence of the Academic Program Director) to provide a recommendation for clearance for return to the academic or clinical setting. The Academic Program Director/Dean (in the absence of the Academic Program Director) will communicate with faculty to let them know when students are cleared to return to the clinical setting. Any student who was evaluated in the Emergency room, hospitalized for any reason, sustained a head injury including concussion or any other condition that may impact the students’ ability to perform in clinical/class must initiate the clearance process through University Health Services. Faculty who may become aware of a student experiencing these conditions must notify the appropriate Academic Program Director.
Students who miss clinical as a result of documented absence will be afforded the opportunity to make-up clinical without incurring addition expense. Students who miss more than one clinical day may be at risk for not meeting the course objectives and may necessitate withdrawal from the course. Elective interventions must be scheduled outside the scheduled dates of the academic semester. Students who miss clinical due to elective procedures will need to withdraw from the course and are subject to progression policies.

Students who are experiencing significant health issues are eligible for a leave of absence. The student must contact the appropriate School of Nursing Academic Program Director (Graduate or Undergraduate), who will advise the student regarding the process for such a request through the office of the Graduate or Undergraduate Associate Provost.

**CLINICAL ABSENCES**

Documented clinical absences are the only excused absences in the School of Nursing. A documented clinical absence may include but is not limited to an illness, court date, funeral of an immediate family member, or a SON supported conference. When an absence prevents students from fulfilling the clinical or community assignment, they must contact their clinical/lab instructor, course coordinator and clinical agency directly as early as possible, prior to the beginning of clinical day. If the absence is the result of an excused absence as defined above, the student is responsible for notifying the clinical/lab instructor and course coordinator as soon as the information is known. Failure to contact the instructor, coordinator and agency is an unexcused absence and may result in failure of the clinical course. Documentation may include but is not limited to a note from a health care provider, funeral director or faculty member for a conference, a discharge summary from a hospital/emergency room or a copy of a court document.

The clinical absence must be made up. The clinical absence will be made up prior to the end of the clinical course. The clinical make-up activity and the time/date is at the discretion of the course coordinator. Attendance at this make up experience is mandatory. Students who do not attend will receive a failing grade for the course.

Students who miss clinical/lab time are at risk for not meeting their clinical objectives and may need to withdraw from the course (not the result of a clinical faculty member absence). This matter will be discussed with the clinical instructor, course coordinator and Academic Program Director to determine whether the number of days missed will necessitate withdrawal from the course. Students who miss clinical without documentation or students who do not notify the clinical instructor of an absence prior to the start of clinical may be at risk for failing clinical. Students who are experiencing a significant health issue may be eligible for Medical LOA and should follow the procedure outlined in the WU UG Handbook and contact the SON Academic Program Director. The student must contact the School of Nursing Academic Program Director to discuss the appropriate course of action.

**Approved FF 09/15**

**CLINICAL ABSENCE DUE TO WEATHER**

If the university is closed on a clinical day, the students do not report to their clinical sites. If the university is open, it is the expectation that students will attend clinical as scheduled.

**CLINICAL LATENESS**

It is the student’s responsibility to be on time for clinical assignments or faculty may remove the student from the unit in the event of lateness for an unacceptable reason. In the event the student is removed from the unit for lateness, that removal will be counted as a clinical absence. In the event of unavoidable lateness students must call their instructors and notify them that they will be late. Due to the nature of traffic in the Tri-State area, students should plan travel time to include potential delays of up to thirty minutes.
CLINICAL ASSIGNMENTS
Students will be participating in the care of many types of clients at various clinical agencies, as designated by the faculty at the clinical agency. Students are expected to dress in appropriate professional attire with lab coat when in the clinical setting preparing for clinical experiences.

CLINICAL ROTATIONS
Although the majority of clinical experiences will be week days, students may have evening and/or weekend rotations. Clinical experiences take place in a variety of settings in the tri-state area. Students can expect to travel up to one hour to their clinical placement site. Students must assume responsibility for their own transportation.

CLINICAL/THEORY COURSES
Both the theory and clinical/laboratory portions of a nursing course must be successfully completed to obtain a passing grade. Letter grades are given for the theory portion and either a "Pass" or "Fail" grade for the clinical/laboratory portion. A failing clinical grade will result in a final course grade of ‘F’, regardless of the theory grade.

CONFIDENTIALITY
Confidentiality is both an ethical and legal responsibility of all professional nurses. Annual review of the HIPAA Privacy Regulations is required. Students are to maintain the confidentiality of all clients. Information concerning any client's identity, diagnosis, treatment, family problem or life style is considered confidential and shall not be discussed or otherwise passed on to any individuals outside of the agency.

CPR REQUIREMENT
A current 2-year certification from the American Heart Association Healthcare Provider or the American Red Cross Association Healthcare Provider (BLS). The course should include 1 man CPR, 2 man CPR, child and infant CPR, management of obstructed airway for both conscious and unconscious victims, and automatic external defibrillation. Students must have a valid CPR card during the entire nursing program. Proof of certification is submitted with other clinical requirements as designated by the Academic Program Director.

DENIAL OF CLINICAL EXPERIENCE
A School of Nursing faculty member has full and unmitigated authority to deny, based upon the faculty member's judgment, a student's participation in any School-approved clinical nursing experience activity. Students will have the right to a full hearing before the School’s Academic Council. The hearing will be held in an expeditious manner.

EMERGENCY CARE
Should a health problem arise during a clinical experience, students will be referred to the nearest appropriate acute care facility. Students are responsible for all medical costs incurred; the University will not assume this responsibility. Prior to returning to the clinical, the student must be cleared through University Health Services.

ESSENTIAL REQUIREMENTS
Students must meet the “Essential Requirements for Clinical Experiences” specified in Appendix B.

HEALTH INSURANCE
All medical costs are the responsibility of the student. Therefore, students are required to have health insurance. Verification of this insurance is required annually.
HEALTH REQUIREMENTS
1. Health requirements are required to meet the contractual stipulations of the clinical agencies in which clinical experiences take place.
2. Students will be instructed to access the Certified Background website to fulfill these requirements.

Note: Students will be unable to attend clinical if health requirements are not completed and they are not "cleared" by Certified Background or American Databank. Students will be responsible to submit all required documentation prior to the specified deadline.

HIPAA GUIDELINES
Students must annually review and sign the Widener University School of Nursing HIPAA form. (Appendix C)

LEARNING PRESCRIPTIONS
Students who are determined to have skill deficiencies can be referred to the CSCT for remediation. Clinical faculty is encouraged to complete a “Learning Prescription” form (APPENDIX I) which can be found in the appendices.

MALPRACTICE INSURANCE
Malpractice insurance is required of all clinical nursing students. A group malpractice insurance policy is available through the University for all generic students. Students are billed annually for malpractice coverage.

PERSONAL SAFETY
Personal safety is a matter of concern to everyone. Most clinical agencies have policies regarding personal safety. Students are responsible for familiarizing themselves with these guidelines and using good judgment. Students may have independent clinical community assignments where the student will not be accompanied by an instructor.

In general, use the following guidelines:
- Concerns related to safety shall be discussed with the instructor.
- Faculty instruction related to safety shall be followed.
- Agency guidelines shall be followed.
- Visits should be scheduled between the hours of 9 AM and 4 PM whenever possible and students should make visits to client homes in pairs.
- Clients shall be contacted in advance of a visit when possible.
- Students shall wear the School's student uniform, unless otherwise directed.
- If not familiar with the area, students shall verify the directions with the clinical instructor or agency staff member.
- Students shall inform the clinical instructor, and/or agency staff member of their destination and expected return time.

UNIFORM REGULATIONS
The School of Nursing has specific uniform requirements for all clinical rotations.
1. Acute Care, Community Settings, and Clinical and Laboratory classes
   A. A clean, pressed navy blue scrub set of shirt and pants is to be worn by all students. The uniform will include the School of Nursing patch on the left sleeve of the shirt and the student’s name tag.
   B. The navy blue scrub shirt will have Widener University School of Nursing embroidered in gold (using ½ - inch script style) in the upper left front section of the shirt. The scrub set shirt with two patch pockets is to be worn on the outside. The scrub pant length should not hang over the shoes. Long sleeved shirts or T-shirts cannot be visible beneath the scrub shirt.
C. A navy blue short lab jacket with the School of Nursing patch on the left sleeve may be worn over the scrub set.
D. All white supportive leather shoes or leather sneakers and white socks are to be worn. No open back or open toe shoes are permitted.
E. School of Nursing patches and name pins may be purchased from the Widener University Bookstore. A plastic holder for the student’s picture ID can be purchased from Campus Security or the bookstore.
F. WUSNA, Red Cross Service Pins, and First Time Pass Pins may be worn on the student uniform above the student name tag as appropriate to the clinical setting.

2. Other Clinical Settings
   A. Professional street clothes or other types of uniform may be permitted. Clinical faculty will discuss specific guidelines for these situations.
   B. Professional dress includes minimal jewelry, closed-toe shoes, and modest choices for necklines and hemlines. No jeans are permitted.

3. Widener University student name pins and University ID’s must be visible at all times.
4. Hair must be styled off the face and collar.
5. Beards and mustaches must be neatly groomed.
6. Make-up is permitted in moderation.
7. Fingernails must not extend beyond the end of the finger. Nail polish is not permitted.
8. Artificial nails or nail extenders are not permitted. See CDC information at [www.cdc.gov](http://www.cdc.gov)
9. Tattoos must not be visible.
10. Wedding bands, watches, and one small post earring per ear are the only articles of jewelry permitted. Gauges must be filled with skin tone plugs during clinical. No additional body adornments are permitted.
11. Students are expected to have a watch (with a second hand), a hemostat, bandage scissors, a professional stethoscope, and a penlight with them on the clinical unit at all times. Many of these items can be purchased at the Widener bookstore.
12. Students may wear a head covering as required by their religious beliefs.

Revised 6/04, 9/05, 9/06, 4/11, 5/11, 9/15

**UNIVERSITY ID**

Students must wear University student photo ID in lieu of their name pins.
XV. STUDENT LIFE

SCHOOL OF NURSING COMMITTEES
Students are represented at School of Nursing Faculty meetings and on several School of Nursing Committees. Listed below are the committees with their respective functions and membership guidelines.

UNDERGRADUATE PROGRAM COMMITTEE

Functions:

A. To establish the agenda for the Undergraduate Program Committee meetings in collaboration with membership and the Academic Program Director.
B. To consider, study, analyze, develop and evaluate the curriculum and course changes submitted by the faculty and/or students.
C. To develop, review and recommend undergraduate curriculum changes to the faculty.
D. To develop, review and recommend policies for the undergraduate program.
E. To review and recommend changes to committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year.
F. By March 1 of each year, review and recommend changes, if appropriate, to the following sections of the SON Faculty Handbook and submit changes to the Faculty Affairs committee: Goals and Outcomes of the Baccalaureate Program, Center for Simulation and computerized testing/learning, and Standards of Professional Practice.

Membership:

A. A tenured or tenure track faculty member who teaches in the undergraduate program, voted by the faculty of the committee, shall serve as chairperson for a long term of two years without succession.
B. Seven (7) faculty who teach in the undergraduate program. At least four (4) of these faculty members must be course coordinators.
C. Director of Clinical Affairs
D. Director for the Center of Simulation and Computerized Testing
E. Assistant Dean of Undergraduate Student Services
F. Director of the RN - BSN program
G. Academic Program Director shall be an ex-officio member
H. Student representation shall include one undergraduate student each at the junior and senior level.

RECRUITMENT AND STUDENT AFFAIRS COMMITTEE

Functions:

A. To develop, recommend and coordinate strategies for student recruitment.
B. To coordinate joint student-faculty activities.
C. To review and recommend non-academic policies for the School of Nursing.
D. To develop a list of nominees eligible for various student awards and complete recipient selection process.
E. To review and recommend changes to committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year.
Membership:

A. Membership shall consist of five (5) faculty members one of whom shall serve as chairperson. Membership shall include the faculty advisor of the Widener University Student Nurses’ Association and the Director of Community Relations and Continuing Education. Student representation shall include one (1) undergraduate junior or senior student.

SENIOR CLASS ACTIVITIES

Nightingale Ceremony
This very special ceremony welcomes graduating seniors into the profession of nursing. Students plan the ceremony under the guidance of faculty and act as hosts and speakers. The event is attended by Widener University leaders, including the President and Provost, as well as the Dean of the SON.

White Breakfast
This signature event brings together graduates, faculty, and staff to reflect on the past years at Widener. This breakfast is planned by students under the guidance of faculty. The nature of this event is celebratory, yet is to be conducted with professional decorum. The fee for these events is added to the student’s spring semester bill.
SIGMA THETA TAU INTERNATIONAL
NURSING HONOR SOCIETY
ETA BETA CHAPTER

Eta Beta Chapter of Sigma Theta Tau, International, the Nursing Honor Society, was established in 1984. The purposes of the Society include:
   a) Recognizing superior achievement;
   b) Developing leadership qualities;
   c) Fostering high professional standards;
   d) Encouraging exploration, innovation and research in nursing;
   e) Strengthening commitment to the ideals and purposes of the profession.

Membership:
The requirements for membership on the baccalaureate level include:
   a) A minimum academic average of 3.0 on a 4.0 scale and ranking in the top 35% of their class.
   b) Completion of the junior year of the required nursing curriculum (50% of the baccalaureate nursing course requirements).
   c) Recommendations from Sigma Theta Tau Faculty members and/or faculty attesting to potential leadership and professional commitment.

Candidates are invited to apply for membership. An induction ceremony is held each academic year. For further information regarding the chapter and faculty counselors please refer to the Eta Beta website: http://etabeta.nursingsociety.org/etabetachapter/Home

WIDENER UNIVERSITY STUDENT NURSES' ASSOCIATION (WUSNA)

All students matriculated in the School of Nursing at Widener University are invited members of the Widener Chapter of the Student Nurses' Association (WUSNA). Each nursing student is also a member of the Student Nurses' Association of Pennsylvania (SNAP) and the National Nurses Association (NSNA). An annual fee is charged to the student's account to cover membership fees. Students have the right to opt out of membership.

Opportunities for serving on various committees are available and open to all nursing students. These committees include: Community Service, Break Through to Nursing (BTN), Fundraising, Publicity, and Social Activities. Please contact a member of the Executive Board if you are interested.

Elections for the Executive Board are held in December for the following academic year. Members in good standing are eligible to run for office and to nominate and vote for candidates. Newly elected officers shall work in concert with the current Executive Board for the December and assume their duties in January.

The mission of WUSNA is to promote and enhance professionalism and the academic aspects of the Widener Nursing student. WUSNA provides many volunteer services for the surrounding community. WUSNA organizes many different activities throughout the school year designed to inform nursing students of current trends in health care and promote camaraderie and fellowship within the School of Nursing. The times, dates, and focus of various events will be posted on the WUSNA web site, on the digital monitors in the New Academic Building and/or announced in class.

General meetings are held on Mondays 12-1 PM as announced. All are invited to attend the meetings. This is your opportunity to meet with fellow nursing students and see what WUSNA is all about. There will be opportunities to earn points toward pinning throughout the year. A formal pinning ceremony will take place in the spring to honor these members. Friends and family are encouraged to attend this ceremony.
APPOINTMENTS WITH ADMINISTRATION/FACULTY

Appointments with the Dean of the SON are scheduled with the Administrative Assistant to the Dean, by calling 610-499-4213. Appointments with the Director for the Pre-licensure Program are scheduled with the secretary to the Program Director at 610-499-4211. Appointments for students in the RN/BSN program are scheduled by the secretary of that office at 610-499-4206. Students are requested to provide an overview of the nature of the business they wish to discuss at the time the meeting is scheduled.

Faculty post their scheduled office hours by their doors. Appointments with faculty members should be made individually by the student. Students may contact faculty by telephone leaving a message on the faculty member’s voicemail, or by email.

CAMPUS CRUISER

Campus cruiser email is the official point of contact for faculty and administration of the School of Nursing. Students must check e-mail daily and are responsible for keeping space available in their inboxes. Managing, tracking and sharing information for the Widener University community is facilitated through the Campus Cruiser platform. Email, grades, course information, registration and personal profile updates are available through Campus Cruiser. Questions related to log in identification and password registration are handled through the ITS Help Desk (610-499-1047).

CHANGE OF ADDRESS OR NAME

It is the student’s responsibility to notify the Registrar’s Office of any change in name, address, or telephone number. Students must also notify the Office of the Assistant Dean for Undergraduate Services of above changes. RN/MSN students must also notify the Office of Graduate Studies of these changes.

COMMUNICATION

The School of Nursing makes every effort to communicate information from the School, faculty, staff and the Widener University Student Nurses’ Association to all concerned. Students are responsible for materials posted on the digital monitors in the New Academic Building. Email accounts are provided through the Information Technology Services Office. Course registration and information can be accessed through Campus Cruiser. Students must check their Campus Cruiser messages twice daily.
APPENDICES
School of Nursing

Pre-Clinical Requirements for Students Scheduled for Graduate and Undergraduate Clinical Courses

The following pre-clinical requirements apply to BSN, MSN, and DNP students. These requirements must be met for you to participate in required clinical experiences.

The requirements to be met are as follows:

A. Requirements met through Certified Background
   - Criminal background check
   - Substance abuse screen – 10 panel urine drug screen
   - See enclosed policy “Requirements for Criminal Background Investigations and Drug and Alcohol Screening for Students in Clinical Courses”

B. Requirements to be submitted to Certified Background: (DEADLINE: May 1st)
   - CPR Certification inclusive of infant, child, adult, 2 person, and AED
   - Pennsylvania Child Abuse History Clearance (within 12 months of beginning clinical)
   - FBI Criminal Background Check
   - Documentation of Health Insurance Coverage (copies of current coverage)
   - Pre-Clinical Health History
   - Pre-Clinical Physical exam to determine
   - Ability to perform essential functions
   - A titer package is available through Widener University Student Health
   - Health insurance portability- HIPAA Acknowledgement
   - Documentation of immunization of serologic immunity and tuberculosis screening.
   - Annual Flu vaccination each Fall.

C. Student Responsibilities
   - Photo ID/ Widener University Name tag to be worn at all times while in clinical setting
     (name tag available through Widener University Bookstore)

D. Additional Requirements for RN/BSN and Master’s Students
   - Proof of licensure as a Registered Nurse in PA for RN/BSN students and CNS students; FNP students required to be licensed in PA plus either NJ or DE license to facilitate clinical placements.
   - Malpractice insurance within acceptable limits for specialty.

Please be sure to submit your documentation in advance of the designated deadline of May 1st.
The Essential Functions for Nursing Practice

The programs of study leading to the Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) require students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the degree requirements, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

In keeping with its mission and goals and compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Widener University School of Nursing promotes an environment of respect for and support of persons with disabilities. The ADA defines disability as “…a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment” Physical or mental impairment is broadly defined and includes “…any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more …body systems … [and]…any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities…”

Essential functions are defined as those skills and competencies that all BSN and MSN students at Widener University must have the capacity to demonstrate, with or without reasonable accommodations. Students are not required to be competent in all of these skills at the time of admission, but must have the physical and mental capacity to perform the tasks in clinical practice. If a student is unable, or suspects s/he may be unable, to complete any of the essential functions outlined in this document, with or without reasonable accommodations, the student is strongly encouraged to consult with the Director of Disability Services as soon as possible. Essential functions include but are not limited to the following:

**Competency 1: The ability to see, hear, touch, smell and distinguish colors**

Compliance with this competency requires that the student be able to:

- See objects up to 20 inches away.
- See objects up to 20 feet away.
- See objects more than 20 feet away.
- Use depth perception.
- Use peripheral vision or compensate with central vision.
- Hear normal speaking level sounds.
- Hear faint voices
- Hear faint body sounds such as auscultated blood pressure, heart sounds, lung sounds, and bowel sounds.
- Hear in situations when unable to see lips move, such as when masks are used.
- Hear auditory alarms.
- Demonstrate tactile ability sufficient for physical assessment (e.g., palpation, auscultation, percussion, and functions of physical assessment) and skills related to therapeutic intervention.
- Feel vibrations such as a pulse.
- Detect temperature.
- Feel differences in surface characteristics such as with skin turgor.
- Feel differences in sizes and shapes.
- Detect environmental temperature.
- Detect odors from clients and others.
- Detect smoke.
- Detect gases or noxious smells.
- Distinguish color.
- Distinguish color intensity.
Competency 2: Oral and writing ability with accuracy, clarity and efficiency

- Communicate effectively and sensitively with other students, faculty, staff, patients, family, other professionals, and the public.
- Express ideas and feelings clearly.
- Demonstrate a willingness and ability to give and receive feedback.
- Explain treatment procedures.
- Provide effective health teaching to individuals and groups.
- Interpret and document nursing actions and patient/client and family responses.
- Give oral and written reports to faculty and other members of the health care team.

Competency 3: Manual dexterity, gross and fine movements

- Sufficiently and safely move from room to room and maneuver in small places.
- Perform gross and fine motor skills to provide safe and effective nursing care. Gross motor skills include but are not limited to the ability to:
  - move quickly
  - move within confined spaces
  - sit and maintain balance
  - stand and maintain balance
  - walk
  - climb
  - twist, bend, stoop, squat
  - reach above shoulders to manage IVs or monitors
  - reach below waist to manage plug-ins or equipment
  - push, pull, lift, support at least 25 pounds in order to position, transfer, and ambulate patients/clients
  - move light objects up to 10 pounds
  - move heavy objects weighing from 10-50 pounds
  - defend self against a combative patient/client
  - carry equipment or supplies
  - use upper body strength
  - squeeze with hands
  - administer cardio-pulmonary resuscitation to adults, children, and infants
  - stand at patient/client side during a procedure
  - sustain repetitive movements
  - maintain physical tolerance
  - Fine motor skills include but are not limited to:
    - pick up objects with hands
    - grasp small objects with hands
    - write with pen, pencil, or accommodating device
    - key/type using a computer or master an accommodating device
    - pinch/pick up work with fingers
    - twist or turn items with hands
    - squeeze with finger

Competency 4: Ability to learn, think critically, analyze, assess, solve problems, reach judgment

- Read and comprehend extensive written material pertinent to nursing science and effective/safe clinical nursing care
- Effectively use short term and long term memory abilities
- Solve problems using a logical, systematic process
- Apply relevant nursing principles in solving problems pertinent to professional nursing practice
- Synthesize nursing knowledge and skills in planning and providing effective/safe nursing care
- Identify cause and effect relationships
- Establish priorities among several tasks or pieces of data
- Transfer knowledge and skills from one clinical nursing situation to another
- Distinguish facts from assumptions, personal opinions, and personal beliefs
- Distinguish relevant from irrelevant facts, and important from trivial facts
- Use logical reasoning to make plausible inferences about clinical nursing situations
- Distinguish conclusions from the reasoning that supports them
- Make judgments based on factual evidence
- Suspend making judgments when lacking sufficient evidence
- Express ideas in an organized way, both verbally and in writing
- Analyze nursing assessment data to accurately identify client problems
- Develop realistic written nursing care plans for clients that aid in solving client problems
- Verbalize reasoning used in planning and providing nursing care
- Develop fair and accurate criteria for evaluating nursing care provided
- Accurately evaluate nursing care in relation to stated criteria
- Modify nursing care in relation to evaluation process and changes in client condition or situation
- Accurately evaluate own performance in relation to written standards
- Accurately identify areas for continued learning and performance improvement
- Develop realistic plans for continued learning and performance improvement

**Competency 5: Emotional stability and ability to accept responsibility and accountability**

Emotional abilities required in the program include but are not limited to the ability to:
- Complete all responsibilities in the assessment and implementation of nursing care for patients/clients and families
- Establish therapeutic boundaries
- Demonstrate good judgment
- Be accountable for own behaviors
- Maintain a calm demeanor in stressful or emotionally provocative situations
- Use sensory and motor skills accurately without becoming overwhelmed
- Promote mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals
- Respect differences in patients/clients and families
- Provide patient/client, families with emotional support
- Focus attention on task
- Illustrate insight and an awareness of self
- Adapt to changing environment or stress
- Deal with crisis situations appropriately

Approved 10/24/03
Editorial Revisions 5/28/08
DRG/bph
SCHOOL OF NURSING

Acknowledgement of Essential Functions for Nursing Practice

I have read the Widener University Essential Functions for Nursing Practice. Should I experience any change in my health status, for example, surgery, injury, or pregnancy that could impair my ability to perform these Essential Functions it is my responsibility to see my health care provider. Any limitations must be reported to the office of Disability Services.

Printed Name ___________________________________________________

Student Signature________________________________________________

Date___________________

Acknowledgement of Health Insurance Portability and Accountability Act (HIPAA) Minimum Necessary Criteria & Responsibility Form

I understand that my role as a member of the workforce and continued role as a member of the workforce is contingent upon compliance with all policies and rules of the Health System. In addition, I understand that I am required to keep confidential patient protected health information. I recognize and acknowledge that during the course of my participation as a member of the workforce, I may become aware of such private and confidential information. I hereby agree to keep this information confidential forever and not to use or disclose it to others, including all members of the Health System’s workforce, and its entities and patients and family members, unless there is a need to know and I am otherwise authorized by the Health System, the Health system polices and procedures, the patient (for that patient’s specific information) or, where appropriate, as required by law. I understand that I must comply with the Health System’s policies and procedures regarding protected health information under HIPAA laws and regulations and I acknowledge that I have been trained in the appropriate uses and disclosures of protected health information as they relate to my specific workforce role.

Printed Name_____________________________________________________

Student Signature________________________________________________

Date__________________

5/28/08 DRG:bph
Student Name: ____________________________________________________________

Clinical Site: ___________________________________________________________________

Course: ______________________________ Faculty: ______________________________

The following are common, but not all-inclusive signs of impairment:

- Noticeable mood changes;
- Repeated lateness for clinical experiences;
- Isolation, withdrawal, or avoidance of students or faculty;
- Increased frequency of trips to the bathroom;
- Physical signs such as shakiness, tremors, dilated or constricted pupils, slurred speech, unsteady gait, or disheveled appearance (adapted from Pennsylvania State Board of Nursing Newsletter, Summer 2007, article Helping nurses recognize and support colleagues who may be impaired by K. Knipe and S. Petula).
- Odors consistent with alcohol consumption/marijuana use

Signs of impairment with specific, objective observations:

Actions taken:

□ Removal from the clinical setting
□ Notification of Course Coordinator
□ Disposition of student
  □ Laboratory via Widener Campus Safety
  □ Current Clinical Setting
  □ Crozer ED via Widener Campus Safety
  □ Crozer ED via ambulance
  □ Other __________________________

Comments on Actions:

Identification of others who observed conduct:

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Faculty Signature: ___________________________ Date: __________________
PENNSYLVANIA STATE BOARD OF NURSING

NURSING EDUCATION VERIFICATION FORM

• ONLY COMPLETE SHADED AREA
• YOUR NAME MUST BE EXACTLY AS YOUR IDENTIFICATION.
• PLEASE HAND THIS FORM INTO MRS. COSTELLO

PLEASE PRINT CLEARLY!

Student Name: ________________________________

First       Middle       Last

Date of Birth: __________-________-__________

2 digits     2 digits     4 digits

Cell Phone #: __________-________-__________

Last 4 numbers only of the student’s social security number: __________

Nursing Education Program Name: Widener University

Program Location: City  Chester, PA

Program Code: US25-55200

Type of Program: RN

Date student completed the nursing education program: __________

Degree Given: RN
## UNDERGRADUATE CURRICULUM - THEORY AND CLINICAL HOURS

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*Includes 12 hours of service learning experience. May include content delivered via distance/alternative strategies and may, therefore, not meet on a traditional schedule.

1 credit hour = 14 instructional hours and 42 clinical hours = 1 credit hour.
WIDENER UNIVERSITY SCHOOL OF NURSING
DUE PROCESS FORM

Name of Student: ____________________________ Date: ___________________________

Academic Program: (check one)

BSN _____ RN – BSN _____ MSN _____ DNP _____ PhD _____

Course name and course number: ________________________________

Many disputes may be resolved following a discussion of the issues by the parties involved. If such a meeting has occurred, and no resolution has been achieved, the student may attach a detailed statement addressing concerns. The student must obtain signature of the involved faculty member, and proceed to the Appeals process. One copy of this form must be distributed to each of the parties involved.

Statement of the problem/concern/complaint must address the following:

☐ Describe the resolution you are seeking.
☐ Clearly and concisely state what you are requesting.
☐ When did you first become aware of the problem?
☐ Identify any extenuating circumstances related to the problem.
☐ What steps have you already taken to address the problem/situation?
☐ Identify resources or supports that may help you improve or correct the situation.

I have met with the student and discussed the issues stated above.

*Student Signature________________________________ Date__________________

Indicates only that student has prepared the documentation and consulted with the faculty.

*Faculty Signature________________________ Date____________________

*Mentor Signature________________________ Date______________________

Course Coordinator Signature__________________ Date: __________________

* Indicates only that student has consulted with advisor and does not indicate, express, or imply approval.
WIDENER UNIVERSITY SCHOOL OF NURSING
STUDENT INCIDENT REPORT

A Student Incident Report is filed when any unusual event (such as needle sticks, falls, being struck by a patient…) occurs which may cause injury to a student in the clinical setting.

The form should be completed as soon as the faculty member has knowledge of such an event.

Fax form to the Director of the Pre licensure Program at 610-499-4216
Also fax to Student Health at 610-499-1181

NAME OF STUDENT: ___________________________ STUDENT ID#____________________________

EMAIL ADDRESS: __________________________________________ PHONE #: ______________________

DATE OF INCIDENT: ___________ TIME OF INCIDENT: ______________

NAME OF THE AGENCY: _______________________________

EXACT LOCATION OF THE INCIDENT IN THE AGENCY: ______________________________

DESCRIPTION OF INCIDENT BY THE FACULTY:

NAMES AND TITLES, IF APPROPRIATE, OF ALL INDIVIDUALS INVOLVED IN INCIDENT:
(i.e. Nurse Manager, Patient, Physician….)

DESCRIBE TREATMENT RECEIVED:
TREATMENT RECEIVED: ______________________________
DATE OF TREATMENT: ___________________________
TREATED AT: __________________________________________
BY WHOM: __________________________________________
IF NOT TREATED, WHY NOT? ______________________________

Signature of Faculty Completing Form __________________________ Date ________________
Agency Representative Signature (Individual to whom incident was reported) __________________________ Date ________________
Signature of Director __________________________ Date ________________
School of Nursing

Learning Prescription

Student: ______________________  Clinical Faculty: ______________________

Date: ________________  Course: NURS ________________________________

___ Clinical remediation  ___ Skill remediation

Issue: ________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Plan/Outcome: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

** ___ Student MAY attend clinical until remediation is complete

** ___ Student MAY NOT attend clinical until remediation is complete

Student should contact Director CSCT 610-499-4215 or deferry@mail.widener.edu to schedule appointment for remediation and to complete remediation plan. Student must present prescription when scheduling appointment. CLINICAL COMMUNICATION/WARNING MUST BE SUBMITTED BY CLINICAL FACULTY WITHIN 48 HOURS.

DEF/3/2009, updated 9/09