

Lydia Green Nursing Program
School of Health Sciences



SEATTLE PACIFIC
UNIVERSITY

2018-2019
**Undergraduate Nursing
Student Handbook**

Seattle Pacific University
School of Health Sciences
Lydia Green Nursing Program
2018-2019

The School of Health Sciences, based on our commitment to Christian values, seeks to partner with the community, develop graduates who engage the culture, change the world, and: Serve all people with the highest level of personal care, Demonstrate competence in a diverse and changing environment; Act with wisdom, character, and caring; Demonstrate leadership in all aspects of nursing; and Promote optimum health of the body, mind, and spirit.



The baccalaureate degree in nursing program and master's degree in nursing program at Seattle Pacific University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC, 202-887-6791.

The Doctor of Nursing Practice program at Seattle Pacific University is pursuing initial accreditation by the Commission on Collegiate Nursing Education. Applying for accreditation does not guarantee that accreditation will be granted.

Table of Contents

Table of Contents.....	3	3.4 SHS - Nursing Internship/practicum	
Preface.....	6	Identification Badges	15
1.1 SHS-Nursing Mission Statement.....	6	3.5 Documentation Signature	15
1.2 SHS-Nursing Vision Statement.....	6	3.6 Clinical/Practicum Attendance	15
1.3 SHS-Nursing Philosophy Statement	6	Orientation to the Practicum agency	15
1.4 Purpose of the Undergraduate Nursing Program	7	Procedure for illness or injury.....	16
1.5 Accreditation.....	7	3.7 Protocol for Practicum Experiences.....	16
1.6 Program Description and Student Learning Outcomes.....	7	3.7.1 Standard Precautions.....	16
1.7 Organizational Framework.....	8	3.7.2 Communicable Disease.....	16
Environment	8	3.7.3 Safe Practice.....	16
2.0 Academic Policies and Procedures.....	8	3.7.4 Information	16
2.1 Admission to the Nursing Program	8	3.7.5 First Performance of a Procedure	16
2.1.1 Eligibility Requirements	8	3.7.6 Administering Medication.....	17
2.2 Academic Integrity.....	9	3.7.7 Practicum Agency Policies and Procedures	17
2.3 Nondiscrimination Policy.....	9	3.7.8 Patient Confidentiality	17
2.4 Civility in Nursing Education	10	3.7.9 Leaving the Unit	17
2.5 Grading Scale for Nursing Courses	10	3.7.10 Guest Status	17
2.6. Test Taking Policy.....	11	3.7.11 Compliance with Rules, Protocol, and Procedures	17
2.7 Policy for Writing Papers	11	3.8 Protocol for Student Illness/Accident Related to Practicum	17
2.8 Class Attendance	11	3.8.1 Procedure for Illness Occurring During Practicum	18
2.9 SHS-Nursing Communications	11	3.8.2 Return to Practicum	18
2.10 Changes in Current Address, Phone, or Name	12	3.9 Protocol for Student Percutaneous, Non-Intact Skin, and Eye-Splash Exposures Related to Practicum	18
2.11 Graduation.....	12	3.10 Protocol for Critical Incidents Related to Practicum: Near Miss, Potential Injury or Injury to Patients	19
2.11.1 Baccalaureate Degree Requirements....	12	3.10.1 Student Responsibilities.....	19
2.11.2 Transcript submission to Licensing Boards or Commissions.....	12	3.10.2 Instructor Responsibilities.....	19
3.0 Practicum Site Policies & Procedures	12	3.11 On-Campus Practicum (Clinical Learning Lab) Policies and Procedures	19
3.1 Practicum Site Placement and Orientation	12	3.11.1 Use and Hours.....	19
3.2 Readiness for Internship/practicum.....	12	3.11.2 Visitors.....	19
3.2.1 Clinical Passport.....	12		
3.2.2 Drug Screening	14		
3.3 Dress Standards.....	14		

3.11.3 Access to the Lab	19	5.3.6 Nursing and Pre-nursing Students (NAPS) Club	26
3.11.4 Lab Safety.....	19	5.3.7 Nursing Cadre	26
3.11.5 General Guidelines	19	5.3.8 Class Officers.....	26
3.11.6 Food and Drink	20	5.3.9 Living Well	26
3.11.7 Equipment Checkout.....	20	5.4 Participation on SHS - Nursing Committees...	27
3.11.8 Lost and Found.....	20	5.4.1 Policy on Student Responsibilities as Committee Members.....	27
3.12 Employment During the Academic Year	20	5.5 Celebrations and Awards.....	27
3.12.1 Employment During the Program	20	5.5.1 Consecration	27
3.12.2 Employment on Practicum Days.....	20	5.5.2 Graduation Celebration (Pinning)	27
3.12.3 Employment Hours	20	5.5.3 Sigma Theta Tau International	27
3.12.4 Employment Self Care.....	20	5.6 Employment in Health Care.....	28
4.0 Progression, Withdrawal, Dismissal and Re- enrollment in the Nursing Program.....	21	5.6.1 Employment during the Program	28
4.1 Progression in the Nursing Program	21	5.6.2 Nursing Assistant Certification	28
4.1.1 Minimum Standards for Progression.....	21	5.6.3 Nursing Technician.....	28
4.1.2 Process for Failure to Progress	21	5.6.4 Student Dress Standards for Employment or Volunteer Experiences	28
4.2 Students of Concern	21	5.7 Applying for Licensure in Washington State... 28	
4.3 Withdrawal or Dismissal from Nursing Program	21	5.7.1 Eligibility.....	28
4.3.1 Withdrawal from the Nursing Program....	21	5.7.2 Application Materials.....	29
4.3.2 Dismissal from a Course and the Nursing Program.....	22	5.7.3. Application Process	29
4.4 Re-enrollment in the Nursing Program	23	5.7.4 Authorization to take NCLEX-RN	29
4.4.1 Requirements for Re-enrollment.....	23	APPENDIX A: Major in Nursing Suggested Course Sequence	30
4.4.2 Procedure for Re-enrollment.....	23	APPENDIX B: Seattle Pacific University Automated Drug Dispensing Devices Policy	31
4.5 Student Academic Appeals Process	24	APPENDIX C: Letter of Concern Sample Form	32
4.5.1 Appeals Process.....	24	APPENDIX D: Laws related to Nursing Professions: .	33
5.0 General Information and Other Policies	25	APPENDIX E: SPU Policies and Procedures.....	34
5.1 Policy Guidelines for Arranging an Independent Study	25		
5.2 Study Abroad/Transcultural Experience.....	25		
5.3 Resources	25		
5.3.1 Nursing Program Advising.....	25		
5.3.2 Counseling	26		
5.3.3 Center for Learning	26		
5.3.4 SPU Research, Reading, & Center.....	26		
5.3.5 Scholarship Webpage.....	26		

Dear Pre-licensure Student,

Welcome to the School of Health Sciences and the Lydia Green Nursing Program! Your decision to pursue a Bachelor of Science degree in Nursing is the first step to becoming a professional nurse and demonstrates your commitment to learning.

This is a wonderful time to be entering the world of nursing. Demand for professional nurses has never been greater. Key messages from the Institute of Medicine report, *The Future of Nursing*, released in 2010 include a call for nurses to achieve higher levels of education and training with a goal for 80% or more nurses to be educated at the baccalaureate level by 2020. You are a part of making that happen!

We are committed to working with you to build a strong foundation in nursing theory, practice and leadership that will position you now and into the future. Each element of the curriculum, whether didactic or clinical, is designed to help you develop the advanced knowledge, skills and characteristics you will need to succeed in your clinical practice today and leadership roles in the future. You will work closely with faculty and classmates to apply your newly attained knowledge and skills to challenges facing nursing and healthcare today.

Excellence, competence, and character matter at Seattle Pacific University. Our standards are high. Your nursing faculty and staff are here to support you in your learning and professional growth. You can expect to find answers to many of your questions in this Undergraduate Student Handbook. We expect that you will use the handbook as your guide for policies and procedures in SHS-Nursing. I encourage you to explore this and other resources, created to make your experience as unique and fulfilling as possible and to assist you to achieve the highest levels of thinking, knowing, and practice.

Again, welcome to the Lydia Green Nursing Program in the School of Health Sciences! You've already accomplished a great deal simply by getting to this point in your career. No matter what doubts creep in as you move forward in the nursing program, you are meant to be here. You can and will succeed! We are excited to work and learn together during the coming quarters and as you graduate and enter new career paths.

Sincerely,



Lorie Wild, Ph.D., RN, NEA-BC
Dean, School of Health Sciences

Preface

The Undergraduate Nursing Student Handbook has been written solely to provide the learner with information specific to the curriculum, SHS – Nursing policies and procedures, campus facilities, and resources. Every effort has been made to ensure its accuracy. Its contents do not constitute an agreement between the School of Health Sciences and its students.

Each student is responsible for the contents of this handbook and must abide by the policies and procedures written in this handbook. The contents are subject to revision throughout the course of the academic year. In the event there is a revision, students will be notified via SPU email. The authoritative form of this document is the electronic version posted on the School of Health Sciences website.

We recommend students refer to the material provided in the Handbook as they progress through the program.

The following terms are used throughout the Handbook:

- **ATI:** Assessment Technologies Institute; comprehensive study and testing program
- **Clinical:** Practicum experience in an SHS-Nursing pre-approved agency or hospital setting
- **Nursing Program:** Lydia Green Nursing Program
- **Practicum:** Clinical experience in an SHS-Nursing Lab and faculty pre-approved agency or hospital setting
- **Program:** Lydia Green Nursing Program
- **SAS:** Student Academic Services
- **SFS:** Student Financial Services
- **School:** School of Health Sciences
- **SHS:** School of Health Sciences
- **SPU:** Seattle Pacific University
- **Standards:** All standards of safety, practice, and behavior as cited in course handouts, textbooks, and course evaluation forms.
- **University:** Seattle Pacific University

- **UNC:** Undergraduate Nursing Council 1.0 Overview of Undergraduate Nursing Program

1.1 SHS-Nursing Mission Statement

The School of Health Sciences, based on our commitment to Christian values, seeks to partner with the community, develop graduates who engage the culture, change the world, and: Serve all people with the highest level of personal care, Demonstrate competence in a diverse and changing environment; Act with wisdom, character, and caring; Demonstrate leadership in all aspects of nursing; and Promote optimum health of the body, mind, and spirit.

1.2 SHS-Nursing Vision Statement

We strive to create a community that functions within a culturally safe, creative, innovative and healthy environment with our internal and external practice partners, and prepares students to practice the nursing profession with competence, character and grace.

1.3 SHS-Nursing Philosophy Statement

Within a Christ-centered environment, the School of Health Sciences faculty and staff commit themselves to mentoring students in both the art and science of nursing. These mentoring relationships help foster a passionate spirit of inquiry within the student that becomes the foundation for a practice grounded in competence, caring, and compassion.

Collaboration is at the heart of our pedagogy. Students and faculty work together to deliver holistic care that reflects grace and beauty to individuals, families, and communities.

Within a grace-filled and reflective practice, students and faculty seek to find beauty in all of humanity through a process of self-awareness and reflective practice. We see and honor both suffering and healing as fundamental human experiences.

The School of Health Science's climate of learning supports students in developing character, accountability, responsibility, and honesty.

A sense of greater calling through engagement is achieved as students learn to work collaboratively with

communities of interest to promote health and wellness, as well as advocating for social justice. A commitment to social justice helps to create a foundation where individual and group diversity is appreciated and everyone works to create an environment that is culturally safe for all.

As the health needs of society and the health care delivery system continue to change, it is essential that nurses demonstrate leadership in advocating for individuals, families, and communities. Graduates of the School of Health Sciences are engaged in, and take initiative in, that leadership role.

Philosophy of Nursing Education

The best environment for learning is one in which learners can feel challenged, accepted, respected, and supported, and in which they can relate new learning to prior knowledge and life experiences. The learning environment embodies a commitment to collaboration, creativity and leadership. The faculty and students share responsibility for the development of each individual's potential. A variety of teaching and learning strategies are used. Teachers as role models demonstrate ethical decision making, love and concern for students, and their faith and commitment to the Christian goals of the institution.

1.4 Purpose of the Undergraduate Nursing Program

The purpose of the School of Health Sciences, Lydia Green Nursing Program is to prepare graduates to meet the health needs of a community through promoting wellness and providing illness care for its members.

The purposes of the Undergraduate Nursing Program are to:

1. Provide a liberal and professional education that integrates the humanities, sciences, nursing theory, and nursing research with personal faith and values.
2. Foster an appreciation of the nursing profession's historical and future commitment to facilitate change in the service of health promotion.

3. Provide a theory and practice base for using the nursing process to provide primary, secondary, and tertiary preventive care.
4. Foster collaboration with other members of the health care team to provide holistic health care.
5. Provide a basis for graduate nursing study.

1.5 Accreditation

The School of Health Sciences Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission. The baccalaureate degree in nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).

1.6 Program Description and Student Learning Outcomes

The Seattle Pacific University faculty shares a conviction that the ultimate purpose of a university education is the formation of Christian character. Specifically, a liberal arts education at SPU seeks to build these qualities of heart, mind and action:

- Love of God and neighbor
- Love of God's creation
- Love of learning
- Moral judgment
- Intellectual, moral and spiritual discernment
- Critical thinking
- Aesthetic awareness
- Self-understanding
- Discipline of habits
- Active service in the wider world
- Responsiveness to human diversity
- Responsiveness to change

The Bachelor of Science in Nursing Program prepares graduates to assume entry-level practice and leadership roles in a variety of settings, in keeping with the University model of competence, character, and becoming people of wisdom. The aim is to foster the development of self-understanding, caring, collaboration, ethical thought and action, intellectual curiosity, critical thinking, and judgment, as well as the integration of Christian faith with scientific knowledge and clinical expertise.

Upon completion of the Nursing Program at SPU, the graduates should have developed proficiency in:

1. **Critical Thinking** - Demonstrate thinking which underlies independent and interdependent decision-making.
2. **Communication** - Demonstrate complex, ongoing, interactive processes using a variety of methods: oral, written, nonverbal, and technological.
3. **Assessment** - Demonstrate an ability to gather information about the health status of the client and/or community, analyze the data, make judgments about nursing interventions and evaluate outcomes.
4. **Nursing Skills** - Use technical skills required for the delivery of nursing care; demonstrate their ability to teach, delegate, and supervise skilled tasks by others.
5. **Role Development** - Demonstrate professional behaviors and an integration of faith, spiritual values, and ethics in their nursing practice

1.7 Organizational Framework

For any setting, patients/clients, the immediate environment, the health goal, and the nursing role can be described and used as context for the nursing process. The Model of Nursing Action can be used with any nursing theory, to show how that theory would influence the view of the patient/client, health, the environment, and the role of nursing. This model can also be embedded in a larger environment. For instance, nursing care of a client at home would include the client's condition, the client's interaction with caregivers and the physical environment, the definition of health held by the client and caregivers (thus defining the goal that they would work toward), and the role of the home health nurse, all embedded in the larger health care system and the outside environment that is available to the client and caregivers for support or that increases the difficulty of care. Assessments and interventions would use nursing diagnosis and the six holistic parameters, and would work with integrated content as appropriate.

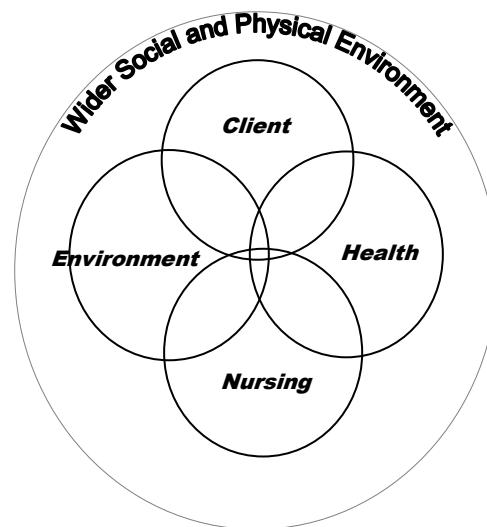


Figure 1: The Model of Nursing Action

References:

- Fawcett, J. (1989). *Analysis and evaluation of conceptual models of Nursing* (2nd ed.). Philadelphia, PA: McGraw-Hill.
- Gordon, M. (1987). *Nursing diagnosis: Process and application* (2nd ed.). New York, NY: McGraw-Hill.

2.0 Academic Policies and Procedures

2.1 Admission to the Nursing Program

2.1.1 Eligibility Requirements

The BSN is grounded in a foundation of a liberal education across multiple fields of study. The prerequisite courses for nursing draw upon this foundation and include (see [Appendix A](#) for a suggested course sequence for pre-nursing majors):

- Survey of General Chemistry (CHM 1310)
- Survey of Biological Chemistry (CHM 1360)
- Anatomy & Physiology (two courses with labs) (BIO 2129 & 2130)
- Microbiology (BIO 3351)
- General Psychology (PSY 1180)
- Lifespan Developmental Psychology (PSY 2470)
- Human Nutrition (FCS 3340)
- Statistics (MAT 2360, MAT 1300 or EDU 2600)

Notes regarding prerequisite course:

- Each of the prerequisite courses must be completed prior to admission into the Nursing Program
- The minimum acceptable grade in any prerequisite course is 2.0 and no more than two (2) repeated prerequisites due to a grade of less than 2.0.
- Every non-SPU course needs to be verified that it is a course transferable to an equivalent SPU prerequisite course. Advanced Placement (AP) courses that have been accepted to SPU may be listed as a prerequisite course, but will have no credits or grade associated with the course.
- GPA cumulative, in the prerequisite courses:
 - Students currently enrolled at SPU or have been enrolled at SPU within the past four (4) quarters: minimum GPA is 2.85
 - Transfer/post-baccalaureate students: minimum GPA is 3.5

In addition to the eligibility requirements listed above, transfer students must have completed a minimum of 90 transferrable credits university at the time they begin the nursing program.

- One (1) letter of recommendation
- Volunteer or work experience in the last three (3) years
- Negative criminal history and background check

Up-to-date immunization and health screening Meeting the minimum criteria for consideration of admission neither implies nor guarantees admission into the program.

Seattle Pacific University School of Health Sciences welcomes students with all abilities. We are committed to making reasonable accommodations for students with disabilities, giving primary consideration to patient and student safety. Students with disabilities are encouraged to contact the Disability Support Services office at (206) 281-2475 once admission to the nursing program is finalized.

2.2 Academic Integrity

It is particularly important for Seattle Pacific University students aspiring to the nursing profession to adhere to the highest ethical and moral standards, including exemplary standards of academic conduct. Any breach of generally accepted professional and academic standards is unacceptable.

Both students and the instructor have obligations to report and to prevent cheating, plagiarism or other academic misconduct. Students aware of academic dishonesty by others should be responsible in reporting this to the supervising faculty. Examples of academic dishonesty include cheating on examinations, plagiarism, theft or alteration of another's work for the purposes of academic credit, or failure to give credit for ideas. See the SPU Undergraduate Catalog, *Academic Integrity* for additional information.

Any alleged incident of academic dishonesty should be handled by the faculty member and the student following the guidelines set forth in the SPU Student Handbook, except that all references to the "school dean" shall refer to a designee from the Undergraduate Nursing Council. If the student does not agree with the decision of the faculty member or UNC, the Guidelines for Academic Appeals of the University stated in the University Student Handbook shall apply. Student academic integrity incidents are reported quarterly to the Associate Vice President for Academic Affairs/Dean of Student Life.

2.3 Nondiscrimination Policy

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities, as required by applicable laws and regulations. If a student feels discrimination, the student should refer to and follow the Nondiscrimination Policy in the Seattle Pacific University Undergraduate Catalog.

2.4 Civility in Nursing Education

The School of Health Sciences is a community of staff, faculty and students that is committed to a respectful, safe, and protected environment, founded in civility, in which all can work and learn. The School of Health Sciences requires that all members of our community value and recognize the worth of each person. As a community, all members will make every effort to discourage incivility and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, and physical aggression. All members of the School of Health Sciences will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior from each other or from outside persons. All incidents will be taken seriously and will be dealt with promptly and appropriately. The School of Health Sciences will take seriously and deal promptly and appropriately with all incidents to ensure a safe and protected environment.

Therefore:

- Students are expected to be on time for class and practicum. The University is preparing students to transition into the professional world. Lateness is unacceptable within the health care setting in which colleagues and patients depend on the student's care.
- Students are expected to remain in class and clinical for the entire designated period and leave when the professor indicates the session is finished. Leaving class or clinical prior to dismissal by faculty demonstrates disrespect, is extremely distracting to others in the class, and may be unsafe for patients. All students deserve to have the best environment in which to learn. Packing up books before the professor has finished is also a distraction and communicates a lack of respect. This behavior is unacceptable in large as well as small classes. The professor may ask the student demonstrating such behaviors to leave the classroom setting.

- Students are expected to turn off cell phones and pagers during class and practicum unless specifically approved by faculty.
- Disruptive students may be removed from class or practicum at the discretion of the instructor.
- Students are expected to contact the professor before class or any other school-related obligation if they need to miss class or leave early; students who must leave early are expected to do so as unobtrusively as possible.
- Students are expected to refrain from talking during videos, lectures, guest lectures, or PowerPoint presentations. The professor may ask the student demonstrating such behaviors to leave the classroom setting.
- Electronic devices being operated within the classroom must be used for direct classroom learning activities only.

2.5 Grading Scale for Nursing Courses

Nursing students must maintain a minimum of C (75%) in all nursing courses to continue in the Nursing Program. (See individual course syllabi for specific application of this policy.)

Nursing practicum and internship courses are graded as Pass/No Credit. Students must pass each practicum and internship course in order to progress in the program and to graduate.

All other nursing courses are graded as follows:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	81-83
C+	78-80
C	75-77
<i>Students who earn 74 or below will not progress or graduate in the Nursing Program</i>	
C-	71-74
D+	68-70
D	65-67
D-	61-64
E	< 61

Numeric scores or grades in a course are not rounded up. For example, if a student earns a 74.8, the score shall be 74 whether this is an assignment score or the end of the course score (which would result in a course failure).

A final course score of less than 75% (i.e., a C in theory courses or a “no credit” grade in practicum/internship) in any nursing course in the Spring quarter of the senior year will be awarded an E grade.

2.6. Test Taking Policy

Exams (including the Final) must be taken on the day/time scheduled as designated in this syllabus. If you arrive to class late, you will be expected to take the exam with the class during the allotted time. If a student is ill and cannot take an exam at the designated time, he or she must notify the faculty instructor before the examination time. Re-scheduling is at the discretion of the faculty member. The faculty member may require a healthcare provider verification of illness.

In an attempt to limit distractions during exams:

- Students must stow belongings prior to beginning any exam.
- Other than those required for the exam, electronic devices (e.g. phones, tablets etc.) may not be used at any time while testing is in progress.
- Faculty may release students who have completed the exam in 15 minute intervals, with the first dismissal occurring at the halfway point of the exam.
- Students who complete the exam should sit quietly and wait for the next release time.
- Students are not to access or remove materials from their stowed belongings.
- Restroom breaks may be taken after the exam is completed. Please remain quiet in the hallway outside the classroom.

2.7 Policy for Writing Papers

APA standards apply to all student papers for NUR and HSC courses. Refer to the required text,

Publication Manual of the American Psychological Association, for specifics.

The [Research, Reading, & Writing Studio](#) is a helpful resource for student writing.

2.8 Class Attendance

Regular attendance at all classes is expected unless illness or other emergency prevents otherwise. The student must notify the faculty member prior to the absence or as soon as possible afterward using the method outlined in the course syllabus.

The student is responsible for all knowledge and materials covered during the absence, and is responsible to obtain that information from peers. Course syllabi may set forth additional attendance requirements.

2.9 SHS-Nursing Communications

Timely communication among faculty and students is critical for efficient and effective planning of classroom and practicum activities, as well as for communication of matters of importance to students. Email, voicemail and Canvas notifications are the primary electronic forms of communication used in the School of Health Sciences.

While faculty commit to timely notification to students of any changes or important details, information may change at the last minute, especially in regard to practicum activities. Students are responsible to maintain communication with instructors and SHS-Nursing office staff on a daily basis throughout the academic year. Monitoring email and voicemail during Summer Quarter also is important in order to be informed about Autumn Quarter matters, particularly related to practicum placements.

Faculty endeavor to respond to students' emails in a timely fashion, usually within 72 hours Monday through Friday. Faculty are not expected to access email on weekends. Students should communicate clearly with course faculty about the faculty member's preference about contact outside of regular office hours.

Per University policy, students are to use only SPU e-mail addresses when communicating with the University, the School of Health Sciences, or faculty members. Some external e-mail addresses are excluded by virus protection therefore instructors may not receive some messages or attachments sent from those addresses. Students are responsible to ensure their email is functioning properly and that their email is handled appropriately such that messages are not rejected, for example if the inbox is full.

2.10 Changes in Current Address, Phone, or Name

It is very important that the SHS office have current contact information in order to maintain accurate records and to be able to contact the student during school hours and outside those hours if there are issues with clinical agencies.

Addresses and phone numbers can be changed online through the Banner Information System or in the following offices: Student Academic Services, Student Financial Services. Students are responsible to check their records in Banner for accuracy.

Students who have a change of personal information also must notify their clinical instructor and SHS-Nursing via the Undergraduate Administrative Assistant.

2.11 Graduation

2.11.1 Baccalaureate Degree Requirements

Students must take the initiative to carefully review, understand, and meet all baccalaureate degree requirements (or post-baccalaureate degree requirements for those earning a second bachelor's degree) as outlined in the SPU Undergraduate Catalog. The School of Health Sciences faculty advisor and Student Academic Services counselor endeavor to assist the student, however, the student remains responsible to follow through and complete all graduation requirements.

2.11.2 Transcript submission to Licensing Boards or Commissions

Transcripts documenting completion of the degree will not be released to the Washington State Nursing Commission or other jurisdictions until all "holds," for whatever reason, have been removed from the student's account. The student is responsible to take actions necessary to remove "holds."

3.0 Practicum Site Policies & Procedures

3.1 Practicum Site Placement and Orientation

Off-campus practicum placement decisions are the exclusive responsibility of faculty and are made with concern for the best learning experience for the student according to faculty judgment of the student's past performance.

When making practicum assignments, faculty consider the fit between student learner needs and available practicum opportunities. In addition, faculty takes into consideration the conditions, needs, and requirements of the practicum agency as well as the "fit" between learner needs and unit capabilities when making practicum assignments.

Once faculty decide student placements, there will be no student-initiated change of placement or instructor due to the complexity of meeting agency orientation requirements.

3.2 Readiness for Internship/practicum

3.2.1 Clinical Passport

All nursing students are required to complete the requirements for the Clinical Placements Northwest (CPNW) Clinical Passport by the stated deadline, usually 4-6 weeks prior to beginning the internship/practicum experience.

Internship/practicum facilities may have additional requirements that students must meet.

Students who have not submitted requirements for the Clinical Passport and other site specific requirements, by the stated deadline will not be permitted to attend clinical agency orientation or

internship/practicum and may result in dismissal from the course and the Nursing Program.

Requirements for internship/practicum preparation include:

1. Attendance at Internship/Practicum Orientation(s)
2. Subscription to Typhon Group and all required training: It is the student's responsibility to check expiration dates of internship/practicum requirements via Typhon.

3. Background Checks

The following background checks are required upon admission into clinical experiences as dictated by the Clinical Placements Northwest Collaborative:

- Criminal History Questionnaire (WAC Chapter 446-20): All students must complete, sign, and return the Criminal History Questionnaire when requested. Students must return and include date of signing. If answering "yes" to any criminal history question, the student must provide a written explanation, along with a copy of the signed and completed questionnaire. Answering "yes" to any question on the questionnaire will not necessarily disqualify the student from participation in internship/practicum. However, the University or clinical agency reserves the right to bar students from participating in a clinical experience based on the Criminal History Questionnaire.
- National and State Background Checks: Students must submit a request for a national background check through the process indicated in Orientation materials and are responsible for any fees incurred. Once reviewed and cleared by the Nursing Program, clinical agencies will be notified that the student has a "clear" record. The clinical site has the right to refuse entry of students into the clinical setting based on criminal history
- Washington State Patrol Background Check (WATCH). Students must submit a request initially, then annually, for a WATCH through

the process indicated in Orientation materials and are responsible for any fees incurred.

- Additional Background Checks: In addition, if a clinical agency requires other or additional background check information about the student, the student must comply. The clinical site has the right to refuse entry of students into the clinical setting based on criminal history. Internship/practicum placement assignments are not negotiable. The student must comply fully with the requirements of the assigned clinical placement. Students will not be allowed to participate in clinical experiences until these background check requirements have been satisfied.
4. "Clinical Internship-Risk and Release" Form Professional Liability Insurance: The University's general liability insurance includes coverage for claims against students arising from nursing activities that are part of an authorized instructional program. Students may opt to purchase supplemental coverage in addition to the University's general liability insurance.
 - The University's general liability insurance does NOT extend to nursing activities beyond those assignments required by and under the supervision of the University's nursing faculty. Students should obtain their own malpractice insurance to cover nursing-related employment. One source of such coverage is the National Student Nurses Association.
 5. Current CPR for Health Care Providers: All students must acquire and maintain current certification for Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Healthcare Providers prior to and throughout their internship/practicum. The cost of the certification course is the responsibility of the student. Certification must be received from American Heart Association (AHA), in person training. (Note: ACLS certification does not supersede or fulfil the BLS requirement.)
 6. Proof of Personal Health Insurance: Students must maintain current health insurance throughout the program. Plans with "co-op"

coverage are not acceptable. The student is financially responsible for all costs of diagnosis and treatment of any illness or injury incurred during internship/practicum experiences.

7. ImmuniTrax Subscription: It is the student's responsibility to submit and enter all Immunization, TB Testing, CPR card, and Insurance cards to ImmuniTrax, according to the guidelines distributed in orientation process, in addition to keeping a copy for their personal records.
8. Immunizations and TB Testing: according to guidelines distributed in orientation process: A clinical site/agency may have other additional requirements which students must meet. Compliance with all requirements must be maintained throughout the internship/practicum experience for all clinical settings. Assignment to alternate facilities to avoid requirements is not an available option.
9. Release of Information Form: Required to allow SPU to release information regarding the student's health history, immunization record, and/or TB test to clinical sites for the express purpose of ensuring the student is eligible to enter the site.

3.2.2 Drug Screening

Students may be required to undergo drug screening at selected agencies as a pre-requisite to internship/practicum. Positive test results may result in a student's exclusion from internship/practicum and dismissal from the program.

3.3 Dress Standards

All students are to project a professional image in dress and in behavior. The nurse's uniform is both symbolic and practical. The uniform creates an image of who the student is and what the student represents. Wearing the uniform is also related to the safety of patients and the student.

The dress code, unless otherwise notified, is full, complete uniform as described in this Student Handbook. Failure to follow the SPU dress code could be grounds for being sent home from internship/practicum and could result in not meeting

required internship/practicum contact hours of the course, which could result in failure of the course, delay of program completion or dismissal from the program.

The **complete** nursing student's uniform is as follows:

- Crimson top and grey scrub pants
- Approved matching scrub jacket or a plain long-sleeved, white or black t-shirt or turtleneck may be worn under the scrub shirt if a student is cold.
- Skin-toned, white or black socks
- White or black clinic style shoes or plain white or black athletic-type shoes with no color or brand name insignia; no open-toed or open-heeled shoes.
- SHS-Nursing internship/practicum identification badge.
- Stethoscope
- Watch with sweep second hand
- Penlight

School of Health Sciences has adopted the following procedures:

- The complete student uniform will be worn when caring for patients in a health care agency setting as directed by the course instructor.
- Students may only wear the SPU uniform when they are assigned to be in an internship/practicum site agency that requires the uniform, or for specified on-campus internship/practicum sessions.
- Uniforms are to be freshly laundered and pressed.
- No clothing or equipment with logos or insignias of institutions other than SPU may be worn with the uniform.
- Students should never wear jeans or other casual clothing to internship/practicum sites at any time, even if changing into facility scrubs on arrival.
- Bare midriffs are not acceptable.
- Hair is to be clean, neatly combed, and fastened away from the face with discrete clips and off the front part of the collar so that it does not interfere with patient care.

- Long fingernails, artificial nails, nail polish (even clear) are prohibited for infection control purposes.
- Gum chewing, and excessive makeup detract from the professional image of the nurse and should be avoided.
- Every attempt should be made to cover visible tattoos and body art..
- Due to allergies and odor sensitivity, use of perfume or scented products is prohibited.
- Jewelry
 - The only acceptable jewelry to be worn is one single gold or silver post earring in each ear.
 - Wedding and engagement rings are allowable exceptions only when wearing them conforms to regulations of the clinical area in which the student is working.

Some internship/practicum experiences will require clothing different than described above. In these instances, course instructors will discuss appropriate attire with the students prior to entering the internship/practicum site. Whether in uniform or street clothes, professional attire is required at all times. Even in street clothes, all other appearance requirements are in effect (e.g., jewelry, shoes, gum, etc.).

Students must wear the SHS - Nursing internship/practicum identification badge when in the clinical setting unless otherwise required by the clinical agency.

3.4 SHS - Nursing Internship/practicum Identification Badges

The SPU approved student identification badge is to be displayed prominently on the outside of the uniform. Patients, families, and other health care workers recognize a student by the approved uniform and identification badge.

- Nursing identification badges are requested from University Services prior to the first week of the quarter. The Campus Card Request Form must be completed to obtain the badge. A fee will be charged to the student account for this badge.

Pictures will be taken as directed by University Services.

- The required nursing ID badge is **in addition to** the University Student ID cards.
- Nursing student badges will have the words “Nursing Student” and the student’s picture and first name on it.

3.5 Documentation Signature

When documenting on patient records, the student should sign as follows: “Name, NS, SPU”, e.g., J. Smith, NS, SPU.

3.6 Clinical/Practicum Attendance

- Attendance at all practicum experiences, including orientation to each practicum agency, skills lab presentations, scheduled supervised practice groups, clinical sessions, and scheduled conferences with the instructor, is required.
- Students who complete less than 80% of practicum hours, excused or otherwise, may be required to re-take the course before progressing on to the next course(s) in the sequence and may result in delayed completion of or dismissal from the program.
- Students are expected to be at the practicum site promptly and prepared prior to the start of their experience per course expectations and to seek clarification of all requirements imposed by the assigned practicum site. If the student has questions about these matters, he or she should talk with the course instructor. Furthermore, the student is expected to know all agency and syllabus requirements and expectations and assigned patient conditions, medications, and treatments.

Orientation to the Practicum agency

- All students are required to attend and complete agency-based orientations in their entirety which may include completion of learning modules, electronic medical record instruction and training, and other on-site training sessions.
- Re-scheduled orientations are not available in practicum agencies.

Procedure for illness or injury

- The student is responsible for notifying the instructor prior to an absence.
 - Individual instructions related to procedures for contacting instructors or agencies regarding illness are available through each course instructor.
 - Students are responsible to know the specific agency requirements related to attendance and absence and to follow those requirements.
- On-unit make-up for missed practicum experiences is not available
Students who are unable to attend clinical due to illness or injury may have the option to complete a faculty-approved alternate assignment.
- If a student has been ill or suffered an injury, the faculty may require written documentation from the student's healthcare provider that he or she can return to practicum work and safely provide care to patients.
 - A list of any restrictions (for example, a restriction in lifting to a certain number of pounds) must be included in the provider's note.
 - While all efforts will be made to accommodate students with restrictions, some restrictions may limit the student's ability to meet the course objectives.
 - Faculty reserve the right to decide that a student may not return to practicum based on the nature of the injury or illness, the restrictions required by the care provider, and conditions of patients and the practicum site, regardless of what the student's health care provider says.

3.7 Protocol for Practicum Experiences

The following protocols have been established to maximize the student's learning opportunities, to comply with professional standards and to assure safe care. If the student does not comply with a protocol the instructor may remove the student from practicum without opportunity for make up time due to the limit of time and space available beyond regularly scheduled practicum hours. This may result in the

student's dismissal from the Nursing Program or delay in the student's progress through the Nursing Program.

3.7.1 Standard Precautions

Students must practice Standard Precautions during all patient contacts. Health agencies provide personal protective equipment such as gloves and gowns.

3.7.2 Communicable Disease

If the student is exposed to or has a communicable disease, such as herpes, chicken pox, hepatitis, strep throat, etc., the student must notify the practicum instructor(s) as soon as possible to determine if it is safe to be in a clinical area.

3.7.3 Safe Practice

Students cannot practice "while affected by alcohol or drugs or by a mental, physical or emotional condition to the extent that there is an undue risk that he or she, as a nurse, would cause harm to him or herself or other persons" (*WAC 246-840-710 [5][b]*).

3.7.4 Information

The student is responsible to check the appropriate SHS – Nursing bulletin boards, Canvas, and e-mail for information that is made available prior to the beginning of the quarter specifying where to meet on the first practicum day and throughout the quarter.

3.7.5 First Performance of a Procedure

When the student is performing a procedure for the first time, the instructor or designee **MUST** be present. The designee is appointed by the instructor. When the student has mastered the skill, the instructor will inform the student when he or she may perform the skill unsupervised. Until then, the instructor or designee must be present when the student performs procedures.

In order to ensure patient safety, the instructor has the right at any time in the entire program to ask the student to demonstrate the ability to perform procedures, even if other instructors have approved the student's skill performance.

3.7.6 Administering Medication

The student is expected to know the appropriate and complete information for each medication that is ordered and administered to each patient assigned to the student's care. This includes action, dose, route of administration, side effects, contraindications, and patient teaching points. A student who does not know the information may be determined to be unsafe and dismissed from the practicum setting and from the course. See [Appendix B](#) for policy on Automated Drug Dispensing Unit.

3.7.7 Practicum Agency Policies and Procedures

Each student must follow all policies of the practicum agency regarding procedures and documentation. Policies and procedures differ among practicum sites. When performing a procedure, students cannot assume that because a procedure has been performed safely in one agency, student performance of the same procedure will be approved in another.

3.7.8 Patient Confidentiality

Patients and clients are entitled to confidentiality of their medical information. Federal legislation, the Health Insurance Portability and Accountability Act (HIPAA) mandates that no personally identifiable patient information be released without the patient's permission. All SHS-Nursing practicum policies and procedures are in compliance with HIPAA.

While students may share non-identifiable information for course and learning purposes, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom.

- Absolutely NO reference to a patient, even if de-identified, should ever be shared electronically via social media (e.g., Facebook, Instagram, Snapchat, etc.)
- The instructor may direct students to share select de-identified patient information via Canvas or by email to the instructor for course preparation or learning purposes. Otherwise, no reference to patients, even if de-identified, may be sent or shared via email.
- Pictures of patients must never be taken, whether a patient gives permission or not. If patient

pictures are being considered for an educational purpose, the student must check with the instructor who will determine policies at the practicum site.

- No facility or facility staff information should be shared via email, social media, or by other means outside the learning environment.

3.7.9 Leaving the Unit

Students are expected to report to the appropriate agency personnel and instructor before leaving the unit or agency for any reason. Failure to do so is a form of patient abandonment, causing possible jeopardy of patient safety and is grounds for dismissal.

If the student leaves the agency with keys to the medication cabinet or other equipment, the student has the responsibility to inform the unit immediately, return these keys immediately and keep them secure until returned.

3.7.10 Guest Status

We are guests in the practicum site. Therefore:

- Students are not to criticize or question practices, observations, or feedback of agency or hospital personnel or offer unsolicited advice or criticism to agency or hospital personnel without the SPU instructor's permission.
- Students are not to challenge hospital or clinical agency personnel about their care delivery, personal, or personnel issues.

3.7.11 Compliance with Rules, Protocol, and Procedures

Each practicum site has its unique rules, protocol, and procedures. The student is responsible to review and to comply with the course syllabus each quarter for specific expectations and processes required for that rotation or practicum site.

3.8 Protocol for Student Illness/Accident Related to Practicum

Students who become ill during practicum or have an accident at or on the way to the practicum experience must follow the procedures outlined below. If a student goes to a hospital emergency room or personal health care provider for diagnosis and treatment, the hospital or care provider will bill for the

care. The student is financially responsible for all costs involved with this diagnosis and treatment.

3.8.1 Procedure for Illness Occurring During Practicum

- Immediately notify the SPU instructor as directed in the course syllabus.
- If the student is unable to reach the instructor, call (206) 281-2233 during regular office hours and ask to talk with the SHS Undergraduate Administrative Assistant who will attempt to notify the instructor immediately.
- The student must not leave the practicum agency without notifying the instructor as to the destination and a phone number at which to be reached and a general plan for safe transportation, if possible.
- Under the direction of the instructor, notify the unit/agency personnel (e.g., preceptor, charge nurse, supervisor, nurse manager).
- The instructor will identify agency forms to complete if the student is ill or injured.

3.8.2 Return to Practicum

- If a student has been ill or suffered an injury during practicum, the faculty or agency may require written documentation from the student's healthcare provider that he or she can return to practicum work and safely provide care to patients.
 - A list of any restrictions (for example, a restriction in lifting to a certain number of pounds) must be included in the provider's note.
 - While all efforts will be made to accommodate students with restrictions, some restrictions may limit the student's ability to meet the course objectives.
 - Faculty reserve the right to decide that a student may not return to practicum based on the nature of the injury or illness, the restrictions required by the care provider, and conditions of patients and the practicum site, regardless of what the student's health care provider says.

3.9 Protocol for Student Percutaneous, Non-Intact Skin, and Eye-Splash Exposures Related to Practicum

NOTE: Students are required to follow standard precautions. Failure to do so constitutes a violation of safety requirements.

Exposures are defined as needle-stick injuries with a contaminated needle or other sharp; blood or body fluids sprayed or splashed in the eyes, nose or mouth; blood or body fluids on open cuts or sores; and human bites with broken skin. Body fluids include blood; semen; vaginal secretions; peritoneal, pleural, amniotic, pericardial, synovial or cerebrospinal fluids; or any other body fluid (saliva, urine, stool, etc.) containing visible blood.

- All students who experience a percutaneous injury (e.g., contaminated needle-stick, cut with sharp object) or mucous membrane, non-intact skin, or eye contact with a patient's body fluids in which there is visible blood must report this exposure immediately to the instructor.
- Non-contaminated needle sticks need to be written up for the instructor, even if the agency does not require it. The write-up should contain name, date, agency, unit, a description of how the needle-stick happened, precautions that had been taken to prevent the needle-stick, and how the protocol had or had not been carried out.
- If exposure occurs:
 - Perform usual wound care.
 - Notify instructor who will check agency protocol.
 - Notify supervisor or nurse manager.
 - Fill out unusual incident/quality assurance report or other form(s) per agency protocol.
 - Consult with the instructor and agency's employee health resources regarding steps for follow-up including any required testing.
 - All care is the financial responsibility of the student.

3.10 Protocol for Critical Incidents Related to Practicum: Near Miss, Potential Injury or Injury to Patients

For any incident involving a near miss, or potential/actual injury to the student's patient, the following steps should be taken:

3.10.1 Student Responsibilities

Student will immediately:

- Report the occurrence to the staff nurse or preceptor.
- Inform the nursing instructor as soon as emergency measures have been taken.
- Consult with health care providers at the site to take measures to reduce or reverse any injury or potential injury.
- Complete and submit a written report, using the practicum agency protocol before leaving the site in collaboration with the staff nurse and instructor.
- Complete a written report, using the same information that the practicum agency requires and give a signed and dated copy to the nursing instructor and the SHS Dean. Do NOT include patient identifiers.

3.10.2 Instructor Responsibilities

- Provide student support as needed.
- Notify the SHS Associate Dean or Dean about the incident as soon as possible.
- Within 24 hours, prepare a written summary of all the relevant data about the injury or potential injury and discussions of these data with the nursing student. Include a statement of corrective action taken and the current health status and stability of the patient and student.
- Within 48 hours of the incident, submit a copy of the student's written report referred to above, signed by both student and instructor to the SHS Dean.

3.11 On-Campus Practicum (Clinical Learning Lab) Policies and Procedures

3.11.1 Use and Hours

The Clinical Learning Lab (CLL) is available to all undergraduate and graduate nursing students and

faculty for hands-on practice of nursing skills and clinical-related teaching and learning. SHS staff will post lab hours and a weekly calendar at the entrance to the lab.

The lab is available for independent practice anytime it is not reserved for a course-related activity; it is not necessary to make a reservation for independent practice.

3.11.2 Visitors

All visitors to the lab must be arranged ahead of time with the CLL Director; this includes all non-nursing students, family members, and friends.

3.11.3 Access to the Lab

The CLL is only accessible via card key using your SPU Student ID card. SHS Administrative staff submit the list of student names to Safety and Security for programming key card access. If your card does not work during an academic term (see SPU Academic Calendar), please call Safety & Security at 206-281-2992.

3.11.4 Lab Safety

All CLL users must adhere to the following safety standards:

- Be aware of your surroundings, including other people, especially when performing skills including any kind of sharps.
- Dispose of all sharps in the designated containers.
- Operate only the equipment that you have been trained to use. If you are unfamiliar with a piece of equipment seek assistance from the CLL Director or course faculty.
- Observe proper body mechanics.
- Store all personal items in the designated cubbies; do not leave any personal items on the floor.
- Take note of the nearest exits as well as the designated evacuation check-in location.

3.11.5 General Guidelines

All CLL users must adhere to the following guidelines when using lab space and equipment:

- Check the lab calendar prior to entering to ensure it is not already reserved.
- Thoroughly clean up after yourself.
- Turn off and store personal electronic devices (including cell phones and laptops), unless otherwise directed by course faculty.
- Promptly notify the CLL Director if any equipment is damaged or broken.
- Conduct yourself in a professional manner treating the CLL as a simulated patient care area.

3.11.6 Food and Drink

Food and drink is only allowed in designated areas within the CLL. Please pay attention to signage within the CLL indicating where food and drink is and is not allowed. The CLL is a simulated clinical environment, and as such we follow the guidelines used by local healthcare facilities in which food and drink is prohibited in patient care areas.

3.11.7 Equipment Checkout

Various medical equipment and supplies are available for checkout. Students should email the CLL Director with requests a minimum of one week in advance of the desired checkout date.

It is the student's responsibility to review that all the items are in working order prior to check out.

- Student is responsible for all of the equipment.
- Student is responsible to clean the equipment before its return.
- If equipment is lost or damaged, the student will be expected to replace it or pay a replacement fee. A registration hold will be placed on the student's account until the item is replaced or payment is received.

3.11.8 Lost and Found

Please email shsstaff@spu.edu for inquiries about personal items left in the CLL.

3.12 Employment During the Academic Year

The SPU Nursing Program is rigorous and requires careful attention to personal and patient well-being and safety.

3.12.1 Employment During the Program

It is important that employment (hours of work) not become such a high priority that it interferes with the educational process. While it is understood that employment may provide invaluable supplemental learning, the student must also remember that he or she is preparing for a professional career. The student's learning at this time will have a major influence on success and effectiveness later. If finances are the major issue behind employment, the student should inquire about tuition reimbursement programs, especially if employed by a healthcare agency. Students are encouraged to apply for as many scholarships as possible for which they are qualified. Scholarship information is available at the SHS Front Desk.

3.12.2 Employment on Practicum Days

The student may not work the shift before any assigned practicum activity. For example, if the practicum is scheduled for day shift, the student may not work the night shift prior to the scheduled practicum shift. If the student appears to be unprepared for practicum or unsafe to care for patients, the student will be asked to leave the practicum site. Make up sessions may not be available and program completion could be delayed.

3.12.3 Employment Hours

It is recommended that the student work no more than 16 hours per week.

3.12.4 Employment Self Care

Good physical and mental health require consistent physical and recreational activity. While studying is essential to succeed in this challenging program, the student should schedule sufficient time to "get away from it all" and enjoy him or herself! This will help build the student's much needed coping resources.

4.0 Progression, Withdrawal, Dismissal and Re-enrollment in the Nursing Program

4.1 Progression in the Nursing Program

Progression in the Nursing Program (and graduation) is dependent on satisfactory completion of course assignments, which include both theoretical and practicum performance. The University may consider factors in addition to academic performance when determining whether or not a student may continue in the program. These factors include, but are not limited to class and clinical attendance, respect for others, safety concerns, and unprofessional behavior.

The faculty member has the right and responsibility to determine whether or not the student should be allowed to attend class or practicum based on generally accepted standards of nursing practice, practicum agency policies, and standards of safe practice, as well as the well-being of others in the classroom or practicum setting.

On occasion, students are faced with major health problems or changes in personal circumstances that make progression in the Nursing Program difficult. Students are encouraged to seek counsel or advice from a nursing faculty advisor as soon as possible so there is opportunity to plan how to best meet their educational goals.

4.1.1 Minimum Standards for Progression

Progression in the Nursing Program is dependent upon meeting the minimum standards of core nursing courses as outlined in the course syllabi at a C (75%) level or above, as well as other factors.

Any student receiving a final course grade of C- or below will be required to satisfactorily repeat that nursing course before progressing further in the Nursing Program. Because certain courses must be taken in sequence, failure to meet the 75% standard in any course may delay the student by one or more years.

A final course score of less than 75% in any nursing course in the spring quarter of the senior year will be entered as an E grade.

4.1.2 Process for Failure to Progress

Students who fall behind in the normal progression must schedule an exit interview with the Dean or Dean's designee and follow the exit interview process.

The student is not eligible for re-enrollment until the SHS-Nursing exit interview process is satisfactorily completed, and all conditions for re-enrollment have been satisfied. (See also sections on withdrawal and re-enrollment for additional information.)

4.2 Students of Concern

The School of Health Sciences is committed to providing opportunities for the success of all its students. Students who are of concern are at risk for not successfully completing a course and therefore the Nursing Program, and will be notified by their instructor of the behaviors that place them at risk. Examples of behaviors that place students at risk include (but are not limited to) lateness to class or clinical, low grades, absences (especially in practicum), low scores on national tests, or poor writing skills.

When a concern is identified, the instructor and student should meet to discuss the issues and to develop a plan to promote student success

Written documentation of concern becomes a permanent part of the student's file. A Letter of Concern ([Appendix C](#)) may be the basis for dismissal from a course and potentially, from the program. If a student receives two or more letters of concern in a given quarter, he or she will be required to meet with the Associate Dean of the undergraduate program.

4.3 Withdrawal or Dismissal from Nursing Program

4.3.1 Withdrawal from the Nursing Program

Withdrawal from the Nursing Program may be necessary for various reasons. To withdraw from the Nursing Program for any reason, personal or academic, it is necessary for the student to:

- Notify instructors in all courses for which the student is registered.
- Meet with the nursing instructor and SHS - Nursing faculty advisor to discuss reasons for withdrawal, future plans, and withdrawal process.
- Withdraw from all nursing courses. There is no guarantee of a refund if the withdrawal does not occur within the University schedule for withdrawal with a refund.
- Schedule an appointment with the Dean of the School of Health Sciences or Dean's designee for an **exit interview** in which the student will discuss plans for the future including possible re-enrollment at a future date. **Re-enrollment cannot be guaranteed.**
- During the exit interview, complete the exit interview form which must be signed by both the student and the Dean or Dean's designee. This form is available from the Undergraduate Administrative Assistant. Re-enrollment requirements may change if the student is absent from the program for a longer period of time than originally anticipated.
- Follow general University policy for withdrawal. See guidelines stated in the SPU Student Handbook as found on the University website and the timelines for tuition refunds.
- At the time of the exit interview, the student is given a Re-enrollment Statement describing the re-enrollment policy and process along with a Re-enrollment Application for future use. See section on re-enrollment.
- Violation of standards of nursing conduct or practice. (See WAC 246-840-710; RCW 18.130.180.)
- Unethical or unprofessional conduct or behavior as outlined in the International Council Code of Ethics, ANA Code of Ethics for Nurses, ANA Scope and Standards of Practice, National Student Nurses Association Code of Professional Conduct, and National Student Nurses Association Code of Academic and Clinical Conduct.
- Academic or other types of dishonesty.
- Lack of safety in practicum.
- Lack of preparation for safe patient care such as lack of knowledge about the patient, patient's diagnosis, medication, procedures, or treatments.
- Unsatisfactory clinical performance including failure to communicate appropriately and adequately with patient, staff, or instructor.
- Failure to attend clinical orientation.
- Aggressive or intimidating behavior to others, including patients, staff, faculty, and peers.
- Disruptive behavior in the classroom. Removal from class for any reason may result in non-progression.
- Pattern of behavior or conduct or a single incident of serious misconduct or inappropriate behavior that reflects poorly on SPU, the School of Health Sciences, or clinical agencies, including failure or refusal to follow agency or syllabus requirements, standards, or guidelines; boundary violations with patients or staff; or speaking negatively about SPU, clinical agencies, or anyone affiliated with SPU or clinical agencies.
- Dismissal from the University for failure to adhere to policies and procedures stated in the SPU Student Handbook.

4.3.2 Dismissal from a Course and the Nursing Program

Faculty members are accountable for assuring that nursing students are safe to practice. This is a responsibility to the public. Failure to provide safe patient care is taken seriously and may result in dismissal from the program. The nursing faculty may dismiss a student from a course at his or her discretion. Dismissal from a course results in dismissal from the Nursing Program. Examples of behaviors that may result in dismissal include, but are not limited to, any of the following:

The decision to dismiss a student from a course is made carefully. If a student is dismissed for any reason, the professor will submit a grade of E (failing). Dismissal from a course will result in dismissal from the program because the E grade does not meet SHS - Nursing requirements of a C or better

grade required for progression in the Nursing Program. The student may or may not receive a tuition refund, depending on the time in the quarter when refunds are available (see Undergraduate Catalog for refund formula and deadlines).

The student who is dismissed from a course must withdraw from all other SHS - Nursing courses, because dismissal from a nursing course results in dismissal from the program.

The School of Health Sciences will retract any notification of good standing to an employer at the time a student is dismissed

Washington State law (WAC 246-840-900), the Nursing Program must notify the Nursing Commission of any student working as a nursing technician who is no longer in good standing in the program. Students who leave the program for any reason are no longer eligible to work as nursing technicians. Eligibility for nursing technician resumes if a student re-enrolls and meets all eligibility requirements as outlined in WAC 246-840-860.

4.4 Re-enrollment in the Nursing Program

The student who does not enroll (for any reason) in nursing courses for one or more quarters (not counting Summer quarter) needs to complete a re-enrollment form available through the SHS Undergraduate Administrative Assistant.

Re-enrollment is not automatic, but is dependent upon satisfactory completion of the following:

- meeting re-enrollment procedures and requirements,
- clinical practicum space availability, and
- Undergraduate Nursing Council determination of the quality of the student's evidence of preparedness to re-enter the program.

Re-enrollment will be allowed only one time. If a student is re-enrolled after leaving the program for any reason, and does not complete the program for any reason, re-enrollment will not be allowed a second time.

Re-enrollment will not be granted if more than one year has elapsed since the student left. For example, if the student fails to progress from winter quarter one year, the student must request re-enrollment into not later than the following winter quarter. Re-enrollment beyond that time will not be allowed. Beyond that time, the student must apply to enter at the beginning of the Nursing Program using the usual Nursing Program application procedures and forms.

4.4.1 Requirements for Re-enrollment

In order to demonstrate preparedness, the student must achieve satisfactory completion of specific, individualized re-enrollment conditions identified by UNC, the instructor of the course in which the student was unsuccessful, and the Dean or Dean's designee.

Demonstration of preparedness to re-enroll may include, but is not limited to the following:

- reference letters (from persons other than relatives)
- evidence of resolution of precipitating issues
- satisfactory retesting of theory and practicum skills
- written documentation of progress as requested

The Undergraduate Nursing Council decisions regarding re-enrollment are final.

4.4.2 Procedure for Re-enrollment

The student who has withdrawn or been dismissed from the Nursing Program, and who desires to be re-enrolled and is eligible for re-enrollment, must adhere to the following re-enrollment procedures:

Unless otherwise determined by the Dean or Dean's designee, application for re-enrollment must be submitted by the following deadlines:

- Feb 15 for Autumn enrollment;
- May 15 for Winter enrollment,
- November 15 for Spring enrollment

1. Review the exit interview the student had with the Dean or Dean's designee. The information from the exit interview should be used to prepare a written statement indicating how the issues that

led to withdrawal or dismissal have been resolved, and how the student plans to avoid a repeat of the issues.

2. Submit the summary and plan to the attention of the Undergraduate Nursing Council by the deadlines listed above.
3. The Undergraduate Nursing Council will review the summary and plan and decide if they satisfy the issues.
 - a. While a student always has the privilege of applying for re-enrollment, the UNC looks for evidence documenting a strong potential for successfully completing the program of study after re-enrollment.
 - b. The student will only be re-enrolled if satisfactory evidence exists **AND** practicum space is available. Practicum space is at a premium and may not be available.
4. The Undergraduate Nursing Council (UNC) may require the re-enrolling student to complete NUR 2002, Readiness for Re-Enrollment, the quarter prior to re-enrolling in the nursing program. The early application allows time to complete this course.
5. The student must agree to the UNC plan, in writing, and follow all the conditions to re-enroll. Failure to meet any of the conditions may result in the offer of re-enrollment being rescinded immediately and the student may be dismissed from the program.

4.5 Student Academic Appeals Process

The purpose of the academic appeals process is to provide guidelines for a resolution of problems or complaints of an academic nature when reasonable direct discussions between the parties have failed to do so. Parties should make a good-faith effort to resolve the issue prior to beginning the appeals process. The faculty member should document the issue in writing. A student may make an appeal only on the grounds of unfair treatment against stated standards, and not against the professional judgment of the faculty or personality of the faculty. Refer to the SPU Undergraduate Catalog, Academic Policies section for policies and procedures related to unlawful discrimination.

Appeals Process

1. The student must complete and file the appeal in writing, using the Appeal Process Procedure Form. The form is available in the SHS front office. The Form gives instructions for students to follow if they wish to include information from witnesses.
2. The student must deliver the completed form to the SHS Undergraduate Program Administrative Assistant within five business days of when s/he received written communication regarding the issue. The filing date is the date the Administrative Assistant receives the completed Form.
3. The Dean will appoint an Appeals Committee consisting of three faculty members. The Dean will also designate a Chair for this committee. The Chair will set procedures for the committee meeting(s).
4. The Appeals Committee will meet and the Chair will inform the student of the committee's decision in writing within business ten (10) days of the filing date.
 - The committee may dismiss the appeal at this time and will inform the student in a written response that includes the rationale for the decision.

- The committee may determine that the appeal meets criteria. The student will have the opportunity to appear before the Appeals Committee to present the appeal and additional information relevant to the appeal.
 - The student must tell the Chair if s/he would like to present the appeal to the committee within two business days of receiving the committee's decision in writing.
5. The final decision of the Appeals Committee will be made in writing and delivered to the student electronically within two (2) business days. Items sent electronically shall be deemed delivered when sent. The date the Appeals Committee's decision was electronically sent shall be the date from which the student's appeal rights commence.
 6. If a resolution is not obtained at this level, the student may appeal to the next level in the school or University administrative structure. See the SPU Undergraduate Catalog regarding Appeals Process and Levels of Appeal.

The student may, at the sole discretion of the instructor, continue in their current courses until the committee has reached a decision and the student receives the decision in writing.

The Appeals Committee will take all reasonable steps to keep confidential the names of involved parties, and the nature and content of the appeal. The student and witnesses will do the same and will avoid discussing the appeal outside of the Appeals Committee meeting.

Failure to follow the steps in this process may result in dismissal of the student's appeal.

5.0 General Information and Other Policies

5.1 Policy Guidelines for Arranging an Independent Study

The School of Health Sciences offers two course numbers for independent study:

- HSC 4900 - Independent Study (1-5 credits)

- NUR 4900 - Independent Study (1-5 credits)

Select the appropriate one with the assistance of the instructor. Complete the course information and agreement portions to correspond with the proposal. This form requires signatures by the student, the instructor, and the SHS Associate Dean for Undergraduate Nursing. Registration must be completed by the 1st day of the quarter in which the credit is desired.

Detailed information about Independent Study and forms to be completed are available from [Student Academic Services](#). Guidelines are given for the amount of work per credit and the variability of requirements for each type of independent study.

5.2 Study Abroad/Transcultural Experience

The School of Health Sciences Lydia Green Nursing Program may offer opportunities for study abroad. Consult the [SPU Study Abroad](#) website for offerings.

5.3 Resources

5.3.1 Nursing Program Advising

If not already assigned, the student should select through Banner a nursing faculty advisor in the School of Health Sciences during winter quarter of the junior year. The advisor will aid the student in the planning of a class schedule, registration, and answering questions of an academic nature. The student is responsible for course registration. Although the main function of nursing faculty advisors is to give academic counsel, they also serve as a resource person. The advisor can refer the student to other support services (career counseling, financial aid, counseling center, etc.) available on campus.

As soon as the registration materials are available each quarter, the student is responsible to make an appointment to meet with the nursing faculty advisor to discuss course plans and registration matters. If the student is currently assigned to a non-nursing advisor, the student must complete an Advisor Change Form available through Banner. It is wise to

plan ahead and schedule an advising appointment so that registration occurs in a timely manner.

5.3.2 Counseling

Students are encouraged to visit the Student Counseling Center (SCC) for help with decision-making, personal problems, or dealing with the rigors and demands of the Nursing Program. A nominal fee is charged for each session. See the SPU Catalog or the SPU website for details.

5.3.3 Center for Learning

If the student is having difficulty with classes and believes it may be due to study habits and skills, the Center for Learning in Lower Moyer Hall offers resources and services such as testing and skills advising for students experiencing difficulties. Professional staff is available to support the student. See the SPU Catalog or the SPU website for details.

5.3.4 SPU Research, Reading, & Center

The SPU Research, Reading, & Writing Studio serves current undergraduate students seeking to read, write, and research better. They support students at any stage of the writing process, offering strategies for how to move forward with their own projects.

5.3.5 Scholarship Webpage

Some nursing scholarship information is posted online on the SHS-Nursing website. Another web site that identifies scholarships is www.nursingworld.org, the website of the American Nurses Association.

5.3.6 Nursing and Pre-nursing Students (NAPS) Club

NAPS is an ASSP sponsored club that brings together people interested in nursing and nursing students. Activities center around service and fun.

5.3.7 Nursing Cadre

Nursing Cadre is a small group that meets bi-weekly to explore issues of Christian faith in relationship to nursing. Open to all nursing and pre-nursing students. Nursing Cadre is affiliated with *Nurses' Christian Fellowship (NCF)*, a department of Inter-Varsity Christian Fellowship, which endeavors to reach men and women in the nursing profession. At SPU,

NCF is an open cadre fellowship designed to meet the spiritual needs of pre-nursing and nursing students as they grow and increase awareness of their potential as Christian nurses. Leadership is facilitated by nursing faculty.

5.3.8 Class Officers

Two class Co-Presidents will be elected by each class level at the beginning of each academic year (by end of second week for Level 2, by end of fifth week for Level 1). Co-Presidents will serve one year terms. If persons who served as Co-Presidents during the Level 1 year wish to serve in the Level 2 year, they will need to run for re-election.

Co-presidents will:

- Serve as liaison to the ASSP Health Sciences Senator.
- Serve as liaison to NAPS, the Nursing and Pre-Nursing Students club, attending at least one meeting per quarter.
- Coordinate activities between Level 1 and Level 2 students.
- Assist with student activity committees: Consecration for Level 1; Pinning for Level 2.
- Serve as liaison between SHS-Nursing and class members upon graduation.

Student issues will be brought to the faculty through the structure of student representatives to the Undergraduate Nursing Council (UNC). Issues not addressed by UNC will be brought to the faculty through the Associate Dean.

5.3.9 Living Well

The Living Well Initiative, Dickinson Fellowship Program provides specialized training for students pursuing vocations in nursing and psychology who are interested in learning about severe and persistent mental health issues. Students work collaboratively under the guidance of faculty scholars. Generous financial support is available to individuals selected as Fellows. For more information, go to www.spu.edu/livingwell.

5.4 Participation on SHS - Nursing Committees

In Autumn quarter two students from each cohort will be appointed by faculty to serve on the UNC for the academic year. Student members of committees are responsible to protect anonymity and privacy of individuals and topics discussed. Unless specified otherwise, **all** committee discussions are confidential.

In addition to the UNC, there are task forces appointed throughout the year. These taskforces are responsible for planning student activities such as Consecration and Graduation celebrations. Students are strongly encouraged to participate in these planning opportunities.

5.4.1 Policy on Student Responsibilities as Committee Members

- The undergraduate student on a committee represents the ENTIRE undergraduate Nursing student body in committee deliberations. Therefore, open communication channels must be maintained between the committee representative and other students. Student committee members should discuss communication plans and processes with the committee chair.
- Student representatives are expected to actively participate in committee discussion, decisions, and activities.
- If the student representative cannot attend a committee meeting, the student must contact the committee chair. It may not be appropriate to find a substitute, so this should be discussed with the committee chair.

5.5 Celebrations and Awards

5.5.1 Consecration

The nursing experience at SPU begins with a worship service planned by Level 1 nursing students and their faculty. It is a time set apart for prayer and praise, which is shared by family, friends, nursing faculty, and nursing students for God's blessing on nursing study. Students may be asked to serve on a planning committee. Nursing uniforms are worn for the service.

A class picture is taken and individual portraits may also be available.

5.5.2 Graduation Celebration (Pinning)

The graduation celebration service is a final quarter ceremony for graduating seniors. It marks the passage from student to professional nurse. Family and friends are invited to share this occasion with the students. Planning begins in winter quarter. It is the responsibility of graduating students and a faculty advisor to form a graduation celebration planning committee that will plan the celebration program. The focus of the celebration has traditionally been the receiving of the SPU nursing pin, which represents completion of the Seattle Pacific University Nursing Program.

Special awards are given to graduating students and are announced at pinning. The award policies are as follows:

- Outstanding Academic Achievement in Nursing. The student(s) who have the highest GPA in the nursing major (80 credits) coursework.
- Outstanding Clinical Practitioner. The student demonstrating the highest level of performance in clinical settings is chosen by the faculty.
- Outstanding Student of Competence and Character. This award is given to the student who has demonstrated excellence in scholarship as well as exhibiting honesty and integrity and who values serving others. Student peers choose the recipient.

5.5.3 Sigma Theta Tau International

Sigma Theta Tau is the international honor society for nursing. Its purposes are to (a) recognize superior achievement, (b) encourage the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen commitment to the ideals and purposes of the profession. It is active at the local, regional, national, and international levels. Psi-at-Large Chapter is a collaborative chapter with Seattle Pacific University; Northwest University, Olympic College, Pacific Lutheran University; and the University of Washington's Seattle, Bothell, and Tacoma branches. Membership is by invitation. Undergraduate

candidates for STTI must have completed at least one half of their Nursing Program. No more than 35% of a graduating class may be selected.

Eligibility requirements according to Sigma Theta Tau policy include:

- Minimum 3.0 cumulative GPA.
- Demonstrated superior scholastic achievement, evidence of professional leadership potential, or marked achievement in the field of Nursing.

SHS-Nursing faculty screen potential candidates according to the above criteria and select the persons to be invited from SPU. Interested invitees affirm their acceptance of the invitation and prepare their application materials. The Eligibility Committee of Psi Chapter-at-Large does the final screening. A special induction ceremony is held during spring quarter in which the new members are pinned and honored. Families and friends are also invited.

5.6 Employment in Health Care

Students may request a professional job reference from specific nursing faculty prior to leaving school. If the student does not know where he/she will be employed, the student may ask a specific nursing faculty member to write a general reference. Clinical evaluation forms are not sent out from the University.

5.6.1 Employment during the Program

If the employing agency requests a summary of skills upon employment as an undergraduate nursing student, a standard form called “Checklist for Employers” is available in the School of Health Sciences office for this purpose. The student is responsible for picking up the form from the SHS Front Desk, having it completed, and mailing it to the agency. The recommendation portion should be completed by a faculty member who has recently supervised the student’s practicum work. Most agencies will require that SHS send a verification letter that indicates that the student is “in good standing” every quarter of employment; if this is the case; nursing students need to sign a “release of information” form in order for SHS to confirm the student’s status. Two statutes under which students

may work in a healthcare setting, according to Washington State Law, include:

5.6.2 Nursing Assistant Certification

The student may achieve this status after successful completion of one quarter of nursing. Consult the [Department of Health web site](#) for information. There is a testing fee.

5.6.3 Nursing Technician

The student can achieve this status on or near the completion of the autumn quarter of the junior year. Washington State law outlines a special category of worker in certain hospitals and nursing homes called nursing technician. Nursing technicians are nursing students employed for pay in facilities that use this job classification. This allows nursing students currently enrolled in a nursing program to gain work experience within the limits of their education, which is often beyond the scope of nursing assistants. There is an application fee. The application form and instruction sheets are available via the [Nursing Commission website](#).

If a student is dismissed from the Nursing Program, the School of Health Sciences will notify the program that the student is no longer in good standing and not eligible to be employed as a nursing technician.

5.6.4 Student Dress Standards for Employment or Volunteer Experiences

If the student works in a health care agency as an employee or as a volunteer while enrolled as an SPU nursing student, the student must inquire about the uniform the agency expects the student to wear. The student is NOT to wear any part of the SPU nursing student uniform that identifies him or her as a student of Seattle Pacific University. **The SPU identification badge is NOT to be worn when working as an employee or volunteer.**

5.7 Applying for Licensure in Washington State

5.7.1 Eligibility

Eligibility to apply to take the licensure exam for initial licensure occurs when **ALL** requirements for the

Bachelor of Science degree in Nursing have been completed.

The graduate is responsible for completing all University requirements and taking steps to have all “holds” removed, including meeting financial obligations, before Student Academic Services will release the final transcript.

A license will not be granted until the degree is posted and the state board receives the transcript.

There are two application processes

- State application for Registered Nurse License
- Application for National Council Licensure Examination-RN (NCLEX-RN).

5.7.2 Application Materials

Application materials and information about procedures, fees, etc. will be distributed during Winter Quarter of the senior year. Each student will receive a packet of information about NCLEX-RN and Washington State licensure. Students wishing to be licensed in other states should go to the National Council of State Boards of Nursing web site, www.ncsbn.org, for specific information for that state.

5.7.3. Application Process

The application process for students applying for licensure in Washington State requires that the official SPU transcript with degree posted be sent to

the Nursing Commission. This will be sent to the Nursing Commission by the SHS Undergraduate Administrative Assistant at the end of spring quarter for those students who are completing the BS degree in nursing. (If the student is completing the degree in the summer quarter, it will be sent in September after grades are posted for summer quarter.) If the student’s degree is not posted or “holds” cleared by June 30th, contact the SHS Undergraduate AA at the time your transcript is ready to be released (degree posted and “holds” cleared). She will send your official transcript at that time.

5.7.4 Authorization to take NCLEX-RN

Once the graduate’s completed application materials and transcript have been received and processed by the state, the graduate will be authorized by the state to make an appointment to take the NCLEX-RN exam. The NCLEX-RN exam is taken by computer and may be scheduled for any day throughout the year (with a few exceptions). The testing organization will likewise be notified; they will not allow the candidate to make an appointment until they have been so authorized by the state.

State law and licensure requirements are subject to change and SHS may not necessarily be notified of these changes. It is the graduate’s responsibility to complete the application process in effect at the time of program completion.

APPENDIX A: Major in Nursing Suggested Course Sequence

2018-19 Suggested Course Sequence Sheet (*freshman entry*)

Prerequisite Courses required prior to entry into Nursing Program

- General Chemistry CHEM 1310 (5)
- Human Anatomy & Physiology BIO 2129 (5)
- General Psychology PSY 1180 (5)
- Biological Chemistry CHEM 1360 (5)
- Human Anatomy & Physiology BIO 2130 (5)
- Lifespan Developmental Psych PSY 2470 (5)
- Human Nutrition FCS 3340 (5)
- General Microbiology BIO 3351 (5)
- Statistics: MAT 2360 or MAT 1300 or EDU 2300 (5)

Common Curriculum (*prior to program entry*)

- UCOL 1000 (1)
- WRI 1000 (5)
- WRI1100 (5)
- UCOR 2000 (5)
- UFDN 1000 (5)
- UFDN 2000 (5)
- UCOR 3000 (5)
- UFDN 3100 (5) (*UCOR 3000 & UFDN 3100 may be taken prior to program entry or concurrent with nursing coursework*)

Exploratory Curriculum refer to undergraduate catalog for lists of acceptable courses

- Ways of Knowing in the Arts (5)
- Ways of Knowing in the Humanities (5)
- Ways of Engaging (5)

Note: Remaining Ways of Knowing required course work is satisfied with Nursing Program prerequisite courses

Foreign Language Competency must satisfy requirement to earn degree. See requirements in the online 2018-19 Undergraduate Catalog. If you have not satisfied this requirement, complete during first two years.

Freshman Year			
AUTUMN	WINTER	SPRING	NOTES
<ul style="list-style-type: none"> • UCOL 1000 (1) • Common (5) • Exploratory (5) • Prerequisite (5) 	<ul style="list-style-type: none"> • Common (5) • Exploratory (5) • Prerequisite (5-10) 	<ul style="list-style-type: none"> • Common (5) • Exploratory (5) • Prerequisite (5-10) 	Suggested year-one prerequisites <input type="checkbox"/> CHEM 1310 (5) AU or WI (complete before 1360) <input type="checkbox"/> CHEM 1360 (5) WI or SP <input type="checkbox"/> PSY 1180 (5) any quarter (complete before 2470) <input type="checkbox"/> MAT 2360 or MAT 1300 or EDU 2300 (5)

Sophomore Year			
AUTUMN	WINTER	SPRING	NOTES
<ul style="list-style-type: none"> • Common (5) • Exploratory (5) • Prerequisite (5-10) - BIO 2129 SU or AU (5) 	<ul style="list-style-type: none"> • Common <i>if needed</i> (5) • Prerequisite (5) • BIO 2130 (5) <i>Apply to major!</i> 	<ul style="list-style-type: none"> • Prerequisite (5-10) • Exploratory <i>if needed</i> (5) • BIO 3351 (5) 	Suggested year-two prerequisites <input type="checkbox"/> BIO 2129 (5) SU or AU (complete before 2130) <input type="checkbox"/> BIO 2130 (5) WI only <input type="checkbox"/> BIO 3351 (5) SP only (BIO 2129 & 2130 must be completed before taking Bio 3351) <input type="checkbox"/> PSY 2470 (5) any quarter <input type="checkbox"/> FSC 3340 (5) any quarter (2 quarters of any CHM & BIO course must be completed before taking FSC 3340)

Students admitted into the nursing program begin 6 quarters of nursing course curriculum

Quarter 1	Quarter 2	Quarter 3
<ul style="list-style-type: none"> • NUR 3952 Basic Nursing Theory (6) • NUR 3953 Basic Nursing Practicum (5) • UFDN 3100 or UCOR 3000 or (1-5) other needed general education requirement 	<ul style="list-style-type: none"> • NUR 3954 Nursing of Adults I Theory (6) • NUR 3955 Nursing of Adults I Practicum (5) • UFDN 3100 or UCOR 3000 or (1-5) other needed general education requirement 	<ul style="list-style-type: none"> • NUR 3956 Nursing of Adults II Theory (6) • NUR 3957 Nursing of Adults II Practicum (5) • NUR 3958* Health Promotion & Assessment (5) <i>Apply to graduate!</i>
Quarter 4	Quarter 5	Quarter 6
<ul style="list-style-type: none"> • NUR 4000 Child-Bearing & Family Health Nursing Theory (3) • NUR 4005 Child-Bearing & Family Health Practicum (2) • NUR 4010 Child Rearing & Family Health Nursing Theory (3) • NUR 4015 Child Rearing & Family Health Practicum (2) • NUR 4971 Nursing Research (3) • NUR 4950 Selected Topics Elective (2)** 	<ul style="list-style-type: none"> • NUR 4002 Psych Mental Health Theory (3) • NUR 4007 Psych Mental Health Practicum (2) • NUR 4012 Community & Family Health Theory (3) • NUR 4017 Community & Family Health Practicum (2) • NUR 4391 Applied Concepts of Pathophysiology (3) • NUR 4950 Selected Topics Elective (2)** 	<ul style="list-style-type: none"> • NUR 4848* Leadership & Professional Role Development (3) • NUR 4859 Professional Nursing Synthesis Internship (8) • NUR 4899 Professional Nursing Synthesis Theory (3)

*Writing Course **2 Credits of Nursing electives required, available Autumn or Winter Quarter

SPU Undergraduate Catalog provides full degree requirements as well as program & course fees in addition to tuition.

APPENDIX B: Seattle Pacific University (SPU) Automated Drug Dispensing Devices (ADDD) Policy

Automated Drug Dispensing Devices

WAC 246-840-519

Purpose

The purpose of the Automated Dispensing Devices (ADDD) Policy for Seattle Pacific University (SPU) is to assure safe access to ADDDs and safe medication administration.

Definition

WAC 246-874-010: Definitions.

“ADDD” or “automated drug dispensing device” includes but are not limited to, a mechanical system controlled remotely by a pharmacist that performs operations or activities, related to the storage counting, and dispensing of drugs, but does not include technology that solely counts or stores, kiosks, robots, or automation for compounding or administration.

Nursing Students ADDD Access

Procedures:

1. SPU nursing program will provide students with orientation and practice experiences that include demonstration of competency of skills prior to utilizing medications distribution systems.
2. During medication administration instruction in Autumn Quarter (Qtr 1), the concept of ADDD will be introduced. The standards of 6 Rights and 3 Checks for medication verification will be practiced using medication “boxes” for separate drugs (both single and multi-dose).
3. During Clinical in Qtr 2, each student will complete required training at the assigned agency, sets up access to agency ADDD, and demonstrates competency on ADDD with clinical instructor. Students will comply with agency policy regarding ADDD and medication administration supervision (policies may vary by agency).
4. SPU’s nursing program, in collaboration with the healthcare facility will provide adequate training for nursing students accessing ADDDs.
 - a. SPU will outline the training process within each facility
5. Student medication errors will be documented and the record maintained by the School of Health Sciences, Nursing program.
6. Alleged diversion by students will be documented and a record maintained by the School of Health Sciences, Nursing program.

APPENDIX C: Letter of Concern Sample Form



LETTER OF CONCERN

Name of Student: _____

Dates of Concern: _____

Course Number: _____

Date of Review/Discussion: _____

Course Name: _____

Faculty Advisor: _____

Course Instructors: _____

Student ID _____

Faculty Assessment of Behaviors of Concern:

I am concerned over behavior, or a pattern of behavior, that may be indicative of an unidentified or unmet student need. This behavior may put you at risk for not successfully completing this quarter and/or this program. Specifically:

Student Recommendations:

I want to work with you toward the completion of a successful quarter and/or program. Please identify ways that you will work toward achieving success.

Faculty Recommendations:

I understand that signing this form indicates that I have read the form and that I am aware of the potential consequences that may result if this behavior continues.

Student Signature: _____ Date _____

Faculty Signature: _____ Date _____

Faculty Signature: _____ Date _____

cc: Student, Team/Course Leader, UNC/GNC, Student File, Faculty Advisor, Associate Dean

APPENDIX D: Laws related to Nursing Professions:

Instructions for accessing the **Law Relating to Nursing Care and Regulation of Health Professions**.

1. Go to the Washington State Department of Health web site <http://www.doh.wa.gov/>.
2. Choose **Licensing Requirements for Health Professionals** under Quick Links.
3. On the menu on the left side, choose Healthcare Professional Credentialing Requirements.
4. Scroll down and choose Registered nurse.
5. Choose Nursing Commission (just above Nurse Licensing)
6. Choose **Laws** on the left hand side under Nursing Commission.
7. This will give you a list of relevant laws relating to Health Professions.

You can also access the Washington State Legislature Web Site: <http://leg.wa.gov/>

APPENDIX E: SPU Policies and Procedures

2018-19 Undergraduate Catalog: <http://spu.edu/catalog/undergraduate/20189>

Academic Policies and Procedures: <http://spu.edu/catalog/undergraduate/20189/academic-policies-procedures>

Community Standards and Policies: <http://spu.edu/administration/office-of-student-life/policies-and-procedures>

Computer Acceptable Use Policy: <https://wiki.spu.edu/display/CIS/Computer+Acceptable+Use>

Disability Support Services: <http://spu.edu/administration/center-for-learning/disability-support-services>

Notice of Non-Discrimination Policy and Discrimination Complaint Procedures:
<http://spu.edu/catalog/undergraduate/20189/academic-policies-procedures/non-discrimination-policy>

Statement on Parental Involvement: <http://spu.edu/~media/university-leadership/provost/documents/Academic%20Policy%20Manual%20-%20Updated%20031915.ashx>

