



**PennState**  
College of Nursing

# **Bachelor of Science in Nursing General Nursing Option Student Handbook**

210 Nursing Sciences Building  
University Park, PA 16802  
(814) 863-2229  
(814) 863-2925 – Fax

The information in this version of the Bachelor of Science in Nursing Student Handbook is subject to change without notice. This handbook is not intended to nor does it contain all regulations that relate to students.

**Revised: 8/9/19**

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## WELCOME FROM THE DEAN

Welcome to the Bachelor of Science in Nursing (BSN) program at the Penn State College of Nursing! Your choice of the nursing major represents a significant commitment on your part, and we hope that you find your studies personally satisfying.

Penn State is a world-class university, with world-class resources. I encourage you to take advantage of the many learning opportunities provided by our Penn State community. Know that our faculty and staff stand ready to help you succeed and to cheer you on.

Best wishes for a successful program of study in the College of Nursing. The future of nursing will be in your capable hands---make us Penn State proud!

Be Well,



Laurie Badzek, LLM, JS, MS, RN, FNAP, FAAN  
Dean and Professor  
Penn State College of Nursing

## WELCOME FROM THE ASSOCIATE DEAN FOR UNDERGRADUATE EDUCATION

Congratulations, and on behalf of all faculty, welcome to the Bachelor of Science in Nursing (BSN) program. We are pleased that you have chosen to major in nursing and are here to support you as you begin your journey. Nursing is a rewarding profession with countless opportunities, and you will affect many lives. Your commitment to investing the time and effort in the academically rigorous curriculum will develop your clinical competence and leadership skills.

In addition to your classroom learning, you will have the opportunity to engage in rich and varied clinical experiences including multiple hospitals, community facilities and simulation that will provide a sound educational foundation. Highly qualified masters and doctorally prepared nursing faculty members are ready to guide your learning experiences.

The College of Nursing and the University have assembled numerous resources to help you gain the most from your time here. Based on the experience of prior students, we have compiled this handbook to help you access and use those resources; also, faculty and the advising staff of the College of Nursing can provide additional assistance.

Nursing can provide a lifetime of rewards, and we are committed to educating you in the best way possible. Your commitment to Penn State will serve you well, and we hope that your experience will be all that you hoped.

Wishing you a wonderful Penn State Experience.



**Raymonde Brown, PhD, RN, CNE**  
**Associate Dean for Undergraduate Education**  
**Penn State College of Nursing**

## COLLEGE OF NURSING CONTACT INFORMATION

### **Dean**

Dr. Laurie Badzek  
201 Nursing Sciences Building  
University Park, PA 16802  
814-863-0245 (Phone)  
814-865-3779 (Fax)  
[lzb340@psu.edu](mailto:lzb340@psu.edu)

### **Associate Dean for Undergraduate Education**

Dr. Raymonde Brown  
106 Nursing Sciences Building  
University Park, PA 16802  
814-863-2235 (Phone)  
814-863-2295 (Fax)  
[rab16@psu.edu](mailto:rab16@psu.edu)

**Assistant Dean for Undergraduate Nursing Education at the Commonwealth Campuses**  
TBD

**Commonwealth Campuses include:** Altoona; Erie, The Behrend College; Fayette; Mont Alto; and Scranton

### **Campus Coordinators:**

#### **Altoona:**

Dr. Suzanne Kuhn  
300 Ivyside Drive  
107 Sheetz Health Center  
Altoona, PA 16601  
814-949-5114/814-949-5423 (Phone)  
814-949-5425 (Fax)  
[skk6@psu.edu](mailto:skk6@psu.edu)

#### **Behrend:**

Dr. Kimberly Streiff  
140 OBS  
4701 College Drive  
Erie, PA 16563-1000  
814-898-6493/814-898-7583 (Phone)  
814-898-6489 (Fax)  
[kws5659@psu.edu](mailto:kws5659@psu.edu)

#### **Fayette:**

Dr. Melissa Miner  
2201 University Drive  
Lemont Furnace, PA 15456  
724-430-4221/724-430-4220 (Phone)  
724-430-4229 (Fax)  
[mbml2@psu.edu](mailto:mbml2@psu.edu)

#### **Hershey:**

Dr. Jennifer Barton  
1300 ASB/A110, 90 Hope Drive  
Hershey, PA 17033  
717-531-4165/717-531-8767 (Phone)  
717-531-5339 (Fax)  
[jlp153@psu.edu](mailto:jlp153@psu.edu)



## **Campus Coordinators (Continued)...**

### **Mont Alto:**

Dr. Carranda Barkdoll  
104 Science Tech Building, 1 Campus Drive  
Mont Alto, PA 17237  
717-749-6205 (Phone)  
717-749-6039 (Fax)  
[cmb207@psu.edu](mailto:cmb207@psu.edu)

### **University Park:**

Dr. Mary Alyce Nelson  
206D Nursing Sciences Building  
University Park, PA 16802  
814-863-2242/814-863-0245 (Phone)  
814-865-3379 (Fax)  
[mun138@psu.edu](mailto:mun138@psu.edu)

### **Campus Staff:**

#### **Altoona:**

Penny Hoover  
814-949-5423  
[pmh20@psu.edu](mailto:pmh20@psu.edu)

Amy Case  
814-949-3519  
[amc18@psu.edu](mailto:amc18@psu.edu)

#### **Fayette:**

Michelle Henrish  
724-430-4220  
[mxh60@psu.edu](mailto:mxh60@psu.edu)

#### **Mont Alto:**

Eileen Strausner  
717-749-6137  
[ems37@psu.edu](mailto:ems37@psu.edu)

#### **University Park:**

Cody Hoffman  
814-863-2229  
[cah82@psu.edu](mailto:cah82@psu.edu)

### **Scranton:**

Dr. Milton Evans  
120 Ridge View Drive  
Dunmore, PA 18512  
570-963-2649/570-963-2645 (Phone)  
570-963-2651 (Fax)  
[mme131@psu.edu](mailto:mme131@psu.edu)

#### **Behrend:**

Joyce Bevan  
814-898-7583  
[jmb51@psu.edu](mailto:jmb51@psu.edu)

#### **Hershey:**

Tracy Hass  
717-531-8767  
[tlh38@psu.edu](mailto:tlh38@psu.edu)

#### **Scranton:**

Mary Runco  
570-963-2645  
[mtr1@psu.edu](mailto:mtr1@psu.edu)

# COLLEGE OF NURSING

## MISSION

The mission of the College of Nursing is to improve the healthcare of all people in the Commonwealth of Pennsylvania, the nation and the world through the development of qualified nurse leaders at all levels of practice, the development of nursing science, and the provision of nursing care to individuals, families and communities. This is accomplished through the integrated programs of nursing, education, research, scholarship and outreach.

Revised: June 2014

## VISION

Create a dynamic and engaged community of scholars who integrate excellence in academics, nursing research and clinical scholarship, and outreach to the community with a commitment to improving the quality of life for all people.

Revised: June 2014

## CORE VALUES

ETHICS (Equity and Fairness)	Integrity
Sustainability of Human/Natural Resources	Citizenship-Health Policy
Advocacy	Commitment
Goal Directed Change Agency	Service
Civility/Conflict Resolution	Excellence
Transparency/Open Communication	Diversity/Cultural Sensitivity
ONE College of Nursing, Geographically Dispersed	Scholarship

## PHILOSOPHY

The College of Nursing is an integral part of The Pennsylvania State University (Penn State). The faculty at the College of Nursing believe that education for nursing is best achieved under the auspices of institutions of higher education and accept accountability for the academic functions of teaching, research, and service. Beliefs shared by the faculty emphasize and support the importance of diversity and human development throughout the life span. These beliefs serve as a basis to assist individuals, families, and communities to develop desirable health patterns.

## **Human Beings**

Human beings are unique and unitary. They are constantly evolving in the direction of increasing complexity as the individual accumulates experiences. Important dimensions of human beings include: growth and development across the life span; communications and relationships that develop between individuals and within families, groups, and communities; and those characteristics identified with human consciousness such as values, creativity, feelings, choices, and will. The capacity for thought and emotion enables individuals to be introspective, purposeful, and self-directed. His/her learning behaviors are motivated in response to perceived needs.

## **Environment**

Environment is viewed as the contextual systems in which the individual, the family, the group, and the community exist and interact. The environmental contexts include: the personal environment, consisting of significant others and social support systems in the life of the individual; the group environment, consisting of characteristics which emerge and develop as he/she relates in a group situation; the supra-personal environment, which represents the norm of the person's proximal environment; the social environment, consisting of those societal forces impacting on the individual; and the physical environment, which is the portion of the person's environment that is reducible to matter. Human beings, as open systems, are in mutual, simultaneous process with the environment and continually change together during that process.

## **Health**

Health, which fluctuates throughout the life span, is a gestalt of wellness and illness. Wellness and illness are coexisting and interacting phenomena. The unitary person interacts with the totality of the environment, and the unique quality of this interaction influences one's health. Health is a synthesis of dynamic patterns of energy within the individual and between the person and environment. Health patterns maintain themselves and manifest multiple configurations of individual and environmental relations. Health is self-perceived and relative to each person's or group's beliefs and values. Common approaches to the understanding of the phenomenon of health stem from theories of human development, stress, disease, adaptation, crisis, life style, change, and consciousness. Because health patterns are dynamic, the recognition, identification, and facilitation require periodic assessment.

## **Nursing**

Nursing is a humanistic profession which respects the human being's dignity, integrity, and right to self-determination. The focus of nursing is the health of the person throughout the life span. Based on the assumption that the person has a responsibility for his/her own health, the goals of nursing are to utilize the nursing process in assisting clients in the recognition of health patterns and, when necessary, in the identification and facilitation of desirable alternatives. Nursing assumes a responsibility to society to develop and translate knowledge and to provide service to individuals, families, groups, and communities as clients. Nursing educators, acting as an autonomous body, accept the responsibility for the development of professionals who are able to

invest of self as therapeutic agents, who utilize critical thinking and decision-making skills to provide leadership in healthcare, and who have defined values and ethics relating to practice and research. The nature of nursing as a professional discipline includes its history, philosophy, science, and practice.

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## **BELIEFS ABOUT LEARNING/NURSING EDUCATION**

### **Learning**

Learning is a continuous, life-long process of self-discovery, knowledge development, evaluation, and growth. It is individualistic and proceeds in a simple to complex manner from the level of development, interests, and motivations of the learner. The teaching-learning process is reciprocal and interactive with faculty and students sharing the cooperative enterprise of learning, inquiry, teaching, and evaluation. The learner is an active participant who assumes responsibility for his/her own learning, and independent learning is fostered by encouragement and support of the learner's self-directed inquiry. The role of the faculty is to support critical thinking, facilitate the learning process, and provide and foster opportunities for life-long learning.

### **Nursing Education**

Nursing is primarily an intellectual endeavor and requires that its practitioners develop critical thinking, intellectual curiosity, and disciplined modes of inquiry that are used in the practice of nursing. Nurses and nursing students should develop an understanding of the humanities, learn the fundamentals of the natural and social sciences, and acquire skills and perspectives unique to the field of nursing. One of the faculty's major responsibilities is to develop and implement a nursing curriculum that draws from other disciplines; that organizes content around the fundamental concepts of health, humankind, and environment; and develops full appreciation of nursing's special obligation to teach. The faculty is equally aware of the responsibility to students and nurses to engage actively and continuously in opportunities that will enhance nursing competence and personal awareness. Furthermore, the faculty is sensitive to variations among students that may influence how rapidly and expertly they may be able to assume adequate nursing knowledge and related responsibilities. They encourage personal expressions of interest and preferences within the academic traditions of the University.

The faculty support the concept of educational mobility to provide opportunities for qualified students to enter new careers. The faculty recognize that students learn in many ways and their competencies may be validated by a variety of internal and external evaluative measures. Continuing education is a part of nursing education and supportive to the concept of lifelong learning.

The focus of baccalaureate education in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the healthcare system to provide comprehensive service to individuals, families, groups, and communities. The graduate of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of

working collaboratively with other health professionals, and (4) practice in a variety of healthcare settings.

The Baccalaureate Program in Nursing is characterized by a foundation in scientific and humanistic disciplines inherent in learning upon which is built the major in nursing. In addition to nursing courses, upper division studies include courses that complement the nursing component and increase the depth of general education. The structure of the Baccalaureate Program in Nursing follows the same pattern as that of other baccalaureate programs at the University.

Differences may be found in practice settings and in the level of autonomy. However, the complexity of decision-making within the nursing process is a major component in the differentiation of roles and levels of nursing practice between the associate degree nurse and the baccalaureate-prepared nurse.

The focus of master's education in nursing is to prepare beginning nursing scholars and advanced practice nurses with a specialty focus in clinical nursing. The master's degree specialties include nurse educator, nurse administrator, clinical nurse specialists, and acute and primary care nurse practitioners who serve individuals, families, and aggregate groups within diverse populations and settings.

The focus of the practice doctoral degree in nursing is on the translation of research into practice, transformational leadership, and advanced nursing practice across healthcare settings.

The focus of research doctoral education in nursing is to develop nurse scientists who are expert research scholars who are able to provide leadership in nursing practice, policy, research, and education.

Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and healthcare. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate College and graduate education at Penn State.

Approved: 01/99

Revised: 3/09

Revised and Approved: 4/13/15

## ACCREDITATION

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at The Pennsylvania State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. <http://www.ccnaccreditation.org>

## COLLEGE OF NURSING COMMITTEES

Students are represented on the following College of Nursing Committees:

BSN Council  
RN to BSN Council  
Diversity Enhancement Committee  
Graduate Affairs Committee  
Undergraduate Affairs Committee

Student representatives are appointed for each committee.

## END OF PROGRAM LEARNING OUTCOMES

The graduate nurse will:

- Integrate theory and knowledge from the sciences, social sciences, humanities, and nursing as a foundation for nursing practice
- Apply the nursing process to manage care of individuals, families, and populations with respect for diversity in a variety of healthcare settings
- Facilitate inter-professional and intra-professional communication and collaboration to improve practice, minimize risks, and optimize health outcomes
- Critically analyze research studies and apply evidence-based findings to advance clinical practice
- Demonstrate the inherent professional values and behaviors in the delivery of individual, families, and population-centered care
- Participate in activities that support lifelong learning, professional growth and the advancement of the profession
- Integrate information management and patient care technology to improve quality and safety across a variety of healthcare settings
- Apply the competencies of leadership, quality improvement and patient safety to improve health outcomes for individuals, families, and populations
- Integrate knowledge of current healthcare policy, including financial and regulatory policy to influence delivery of care

Revised: 02/04

Reviewed: 2014

Revised Spring 2016: Effective Fall 2016

# UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES

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## STANDARDS OF CONDUCT

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. Individual misconduct reflects upon the practices, values, integrity and reputation of the nursing profession.

A nursing student is expected to maintain a high standard of behavior by adhering to [Penn State's Code of Conduct](#) (and respecting the rights of others).

Violation of the Student Code of Conduct may result in suspension or immediate dismissal from the academic program.

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## ACADEMIC INTEGRITY STATEMENT

Academic integrity is the pursuit of scholarly activity free from fraud and deceptions and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examination, making copies in any manner of exams or papers, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If students believe they have been falsely accused, they should seek redress through normal discussion with the instructor, department head, dean, or campus executive officer. If the instructor believes that the infraction is sufficiently serious to warrant referral of the case to the Office of Student Conduct, or if the instructor will award a final grade of "F" in the course because of the infraction, the student and instructor will be afforded formal due process (review Academic Integrity information, policy and procedure on the College of Nursing website)



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## CLASS AND CLINICAL ATTENDANCE POLICY

**Attendance is essential.** The student is expected to attend all classes and to willingly participate in class discussions. Attendance for each class will be taken and missing classes may be reflected in your grade. The lecture objectives for each week shall be reviewed and the assigned readings completed prior to the lecture for that material. **An unexcused clinical absence will result in failure of the course.** Examples of unexcused clinical absences include vacation, medical and dental appointments and job interviews.

Approved BSN Council 12/2017

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## ESSENTIAL FUNCTIONAL STANDARDS REQUIRED FOR CLINICAL PRACTICE

### I. POLICY

The intent of this Policy is to provide a description and guidelines of expected behavioral, communication, sensory, and physical requirements necessary to provide safe care to individuals, families and communities in a variety of settings.

### II. STATEMENT OF PURPOSE AND INTENTION

- A. Students are expected to provide safe care in all domains to patients they encounter during clinical experiences and to maintain fitness for duty throughout all clinical experiences. Students must be prepared to provide care to patients in a rapidly paced, physically and emotionally demanding environment.
- B. Students admitted to the nursing program must successfully perform the essential functions established for the clinical experience with or without reasonable accommodations, per the Americans with Disabilities Act Amendments Act (2008). Students with disabilities are encouraged to consult with the Penn State University Student Disability Resources <http://equity.psu.edu/student-disability-resources> prior to beginning the clinical experience and to review the College of Nursing policy on disability in the student handbook.
- C. Per the Pennsylvania State Board of Nursing, "in addition to character and academic qualifications, students desirous of becoming nurses must have the necessary behavioral, communication, sensory and physical requirements to be able to practice nursing as it is defined in the law." "He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care." Additionally, "a student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession." (Memo from the PA State Board of Nursing, Factors which Impact on Nursing Education Program Policies, February 28, 2001.) Students who meet the criteria for standard nursing practice with or without reasonable accommodations will not be excluded on the basis of disability.
- D. Students enrolled in the CON at the undergraduate level engage in clinical rotations and training on the campus of The University and at various types of healthcare facilities, including, but not limited to University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.

### III. DEFINITIONS:

- A. Essential Functions: The following are the functional domains and abilities, as well as examples of those abilities, necessary to perform the essential functions established for the clinical experience. Supportive evaluation criteria from the student clinical evaluation tool are provided. Please note, descriptions of abilities and examples are not exhaustive, but only serve as samples.

Functional Domain And Clinical Evaluation Tool Correlates	Necessary Abilities	Examples
<u>Cognitive</u> 1.a 1.b 1.c 1.f (prioritizing) 1.g (educational needs) 1.h (discharge planning) 2.a (skills) 2.b (implements) 2.d (meds) 2.e (evaluation) 2.f (safety) 2.g (complex) 2.h 2.i (process and complex) 3.a (theory & EBP) 3.b (resources / documents) 3.d (process) 4.e (accurate interpretation) 5.c (evaluation / outcomes) 6.a (timely records) 6.e & f (respond to tech alerts, use in process) 7.j & k (prepared, on time)	<ul style="list-style-type: none"> <li>• Demonstrate progressive ability to assess and evaluate patient status and care</li> <li>• Read, understand, and interpret documents</li> <li>• Problem solve, perform required mathematical calculations, evaluate numerical data</li> <li>• Evaluate unfolding complex information in a rapidly changing environment</li> <li>• Students must be able to formulate and enact plans of care to meet patient needs</li> </ul>	<ul style="list-style-type: none"> <li>• Master nursing skills and describe the rationale for use of interventions and expected outcomes. Perform accurate mathematical calculations</li> <li>• Demonstrate appropriate priority setting and critical thinking. Basic understanding of statistical significance in reading research reports relevant to nursing practice. Basic enumeration in research results: means, medians, modes</li> <li>• Calculate safe dosages, maintenance fluids, drip rates, absolute neutrophil count, body mass index, pain and other assessment scales, body surface area, growth and developmental assessments, intake and output, burn assessment, pulse pressure</li> <li>• Calculate cardiac rates (manual counting &lt; 1 minute), estimation from data on EKG, rhythm strip, including rate, regularity, PR intervals, RR intervals, and changes from isoelectric line (estimating mV changes for evaluation criteria). Medication supply estimation</li> </ul>
<u>Communication*</u> 1.c (compassion) 1.d (privacy, dignity)	<ul style="list-style-type: none"> <li>• Engage in professional, goal directed communication with</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately follow verbal and written instructions. Share pertinent information with Joint</li> </ul>

<p>3.c (respects preferences)  7.f (civility, kindness, dignity, respect)  7.g (professionalism)</p>	<p>respect, sensitivity, honesty, and fairness</p> <ul style="list-style-type: none"> <li>• Demonstrate respect for diversity as it relates to communication styles</li> </ul>	<p>Commission (JCAHO) regulatory guidelines</p> <ul style="list-style-type: none"> <li>• Demonstrate appropriate use of therapeutic communication skills</li> <li>• Utilize appropriate verbal and non-verbal language and responses</li> </ul>
<p><u>Behavioral/Emotional Stability*</u></p> <p>1.c (compassion)  2.c (complies)  2.f (prevent unethical)  4.a (cooperative working relationships)  4.b (listens &amp; communicates, diversity)  4.d (inclusive, team)  4.g (communication negotiate, conflict resolution)  5.a (guidance, criticism)  5.b (reflect/ personal growth)  6.a (comply, professional communication)  6.d (ethical data security)  7.a (responsible for self, no blaming)  7.b (comply)  7.c,d,e (honest, ethical, flexible, self-control)  7.g (professional / boundaries)  7.h (alert &amp; attentive)  7.i (reliable, dependable)  7.j &amp; k (prepared, on time)</p>	<ul style="list-style-type: none"> <li>• Students must consistently demonstrate the emotional and behavioral skills required to meet all professional responsibilities related to the care of individuals, families, and communities. Empathy is a requisite quality which must be demonstrated by students</li> <li>• Students must possess the emotional maturity to engage in professional interactions with faculty, staff, professionals, the public, and other students under a wide range of circumstances, including highly stressful situations</li> <li>• Students must have the emotional stability to cope and function in stressful environments. The ability to be flexible and adaptive in demanding situations is imperative</li> <li>• Students must demonstrate a willingness and ability to examine and adapt his/her behavior when behavior interferes with productive and harmonious professional relationships</li> <li>• Students must follow all University, College of Nursing, and clinical agency policies</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate integrity, adaptability, honesty, and flexibility. Respect patient rights. Maintain all professional standards and codes of ethics. Follow all federal and state laws related to the practice of nursing</li> <li>• Consistently demonstrate mastery over affective responses</li> <li>• Students must demonstrate appropriate responses to receiving feedback from faculty and or staff regarding clinical performance and level of functioning</li> </ul>
<p><u>Motor Skills</u></p> <p>1.c (provide care effectively)</p>	<ul style="list-style-type: none"> <li>• Students must possess the needed motor skills, physical abilities/strength, mobility,</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of needed motor skills include the ability to perform CPR, support and transfer patients.</li> </ul>

<p>2.a (skills safe, accurate, no omission) 2.d (med admin) 6.b (skill in care technologies) 6.e (use &amp; respond to technology) 7.h (alert &amp; attentive)</p>	<p>flexibility, coordination, and dexterity to perform all patient care activities in all healthcare settings in a safe timeframe</p> <ul style="list-style-type: none"> <li>• Students must be able to sustain all necessary motor skills for the duration of the clinical experience</li> </ul>	<p>Manual dexterity sufficient to carry out procedures and operate medical equipment. Prepare and administer medications</p>
<p><u>Interpersonal Skills*</u></p> <p>Refer to Communication &amp; Behavioral/Emotional Criteria</p>	<ul style="list-style-type: none"> <li>• Students must demonstrate the ability to initiate and sustain positive, professional relationships with a diverse group of patients, families, community members, peers, and professionals under a wide range of circumstances, including stressful, demanding situations</li> <li>• Students must effectively and appropriately express thoughts and feelings and be able to effectively manage conflictual interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Respond appropriately to individuals and/or groups experiencing physical or psychological distress</li> <li>• Provide appropriate care to individuals or groups of different cultures/ethnicity. Establish and maintain positive rapport with others</li> <li>• Respond to conflict in a mature, professional manner</li> </ul>
<p><u>Sensory</u></p> <p>1.a (accurate &amp; thorough assess) 2.a (perform skills accurately) 2.g (monitor patient status and report to RN) 4.b (listen carefully, ask questions) 4.e (identify &amp; report abnormal findings accurately) 4.g (demonstrate effective communication)</p>	<ul style="list-style-type: none"> <li>• Students must demonstrate the ability to collect data about the patient through visual, auditory, and tactile senses</li> <li>• Students must possess the ability to accurately assess and interpret verbal and non-verbal forms of communication</li> <li>• They must be able to correctly interpret information gained through physical examination and observation</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret non-verbal communication such as facial expression, sounds, and body movement. Correctly perform physical health assessment procedures. Identify accurately heart, lung, and bowel sounds. Respond to cues for intervention, such as patient requests or change in health status, and monitor alarms</li> </ul>

**IV. PROCEDURE FOR INTERVENTION RELATED TO ESSENTIAL FUNCTIONAL STANDARDS AND CLINICAL PERFORMANCE**

## **A. Identification**

1. Faculty or on-site clinical supervisors who determine there is a potential or clear concern that the student is unable to maintain the provision of safe care to patients, or that the student's actions or behaviors are detrimental to the functioning of the healthcare environment, shall remove the student from the clinical area.
2. Depending on the reason for removal, appropriate University resources will be consulted. If an immediate concern is identified, the student shall be transported to the appropriate emergency department for evaluation/treatment or returned to the College of Nursing (CON) for an immediate meeting with the Campus Coordinator. If the Campus Coordinator is unavailable, a meeting will be held within one business day with an appropriate administrative representative of CON.
3. Transportation of the student from the clinical site to the CON or healthcare facility shall be determined by the resources available to the specific CON campus policy and resources. Possible resources may include transportation by ambulance, public transportation, or family. Faculty will consult with CON administrator to evaluate the safest mode of transportation for the student in light of student behavior and condition.
4. Written evidence of the student's inability to complete the essential functions will be reviewed with the student, and the student will be given an opportunity to respond to the information.
5. A student's unwillingness to follow the Essential Functional Standards policy may be cause for dismissal from the nursing program.
6. Upon satisfactory resolution of the observed functional impairment demonstrated during the clinical experience, the student may be given consideration to return to the clinical site, if mutually agreed upon by the faculty and clinical site.

## **B. Evaluation Referral and Treatment**

1. Documentation of the student's ability and appropriateness for clinical work may be necessary prior to the student's return to clinical experiences. The College of Nursing Associate Dean, Assistant Dean or Clinical Facility may request an evaluation conducted by the appropriate professional or agency (e.g., Physical or Mental Health Professional, Student Disability Resources, Office of Student Conduct, etc.) to document the student's ability to return to the clinical site and enact the required essential functions. The cost of the evaluation is the responsibility of the student.
2. The student must sign a release of information to enable the evaluator to inform the appropriate Associate or Assistant Dean of the student's ability to return to the clinical site and render safe care to patients. CON will provide a copy of this policy and expectations of the student in the clinical site to the identified provider in order to facilitate an appropriate evaluation of the student.
3. Students in need of treatment beyond the initial evaluation may be referred to an appropriate psychological and counseling campus resource, an outside mental or physical health provider, or appropriate agency or office. Costs for treatment services are the responsibility of the student.

4. Failure to comply with the requested assessment, recommended treatment and/or monitoring may result in dismissal from the nursing program.

### **C. Return to Clinical Practice**

1. In the event that the student has been referred for assessment and/or treatment, a written evaluation by the service provider, which includes an endorsement of the student's ability to enact the essential functions, must be received by the appropriate CON Associate or Assistant Dean prior to the student's return.
2. All medical information will be treated as confidential and maintained according to Penn State University policy and relevant State and Federal regulations. It is only with the student's expressed written consent that information will be shared between CON and service provider. No information shall be shared with CON faculty or personnel unless there is a clear need to know.
3. The student and CON representative(s) will review and sign a return to clinical practice agreement, which is reflective of the student's individual needs.
4. CON and/or clinical facility have the right to place conditions on the student's return to clinical experiences.
5. CON faculty will provide direct, on-going supervision of the student's ability to meet the expected essential functions upon the student's return to practice. Appropriate oversight will be maintained by CON.
6. Additional behaviors indicative of unsafe clinical practice may be cause for dismissal from the nursing program.

### **D. Appeals**

1. Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the appropriate Associate or Assistant Dean of the CON, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
2. Within a reasonable period of time after the filing of an appeal, the appropriate Associate or Assistant Dean of the CON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate or Assistant Dean of the CON shall convene a hearing committee, consisting of three (3) faculty members from the CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
  - a. The purpose of the hearing is one of fact finding.
  - b. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
  - c. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
  - d. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.

- e. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
- f. Participants shall include the Student and the Supervisor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate with the permission of the chair of the committee.
- g. The Supervisor will address the committee first, followed by the Student. The committee may ask questions of the Supervisor and the Student. The Supervisor or faculty member and the Student may also ask questions of each other in a polite and respectful manner.
- h. Requests for additional information may be made by the committee to the faculty member and the Student.
- i. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.
- j. The decision of the committee shall be final.

Approved Undergraduate Affairs: 1/30/2017

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## **EDUCATIONAL EQUITY**

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, harassment, and/or incivility due to age, ancestry, color, disability, gender, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity at the Report Bias site:

<http://equity.psu.edu/reportbias/statement>

Approved: Fall 2017

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## **DISABILITY STATEMENT**

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office of Student Disability Resources (SDR) website provides contact information for every Penn State campus. For further information, please visit the Student Disability Resources website: <http://equity.psu.edu/student-disability-resources>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/student-disability-resources/guidelines>. If the documentation supports your request for reasonable accommodations, your campus's SDR will provide you with an accommodation letter. Please share this letter with

your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

University Policy

Confirmed by faculty 06/04

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## **DIVERSITY STATEMENT**

The faculty and staff of the College of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment, improve the practice and profession of Nursing and enhance personal creativity and professional growth.

Approved by Faculty: 2/15/2010

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## **POLICY FOR REQUESTING STUDENT RECORDS**

Applies to all records retained by the College of Nursing.

1. All students are to retain a copy of all compliance records prior to online submission to CastleBranch. All compliance documentation is stored through CastleBranch. The College of Nursing does not retain hard copies of students' compliance documentation.
2. All students have the right to review (but not copy) all records maintained by the College of Nursing.
3. The College of Nursing will provide a copy of records such as evaluations and remediation plans upon request by the student.

Approved Spring 2012



## ACADEMIC ADVISING

### ACADEMIC ADVISER

The advisers in the College of Nursing look forward to building a strong relationship with our students.

All students will be assigned an academic adviser who should be consulted regarding questions or concerns about courses, clinical experiences, and/or career options.

As an entering first-year student for the Fall Semester, you have already been enrolled directly into the Nursing major. During the first year of your college career, you are assigned an adviser at your campus location. Regular contact with your adviser is of utmost importance as you proceed through your prerequisite requirements, general education, general electives, etc. Failure to complete required first-year major requirement courses will prevent progression to the sophomore year. A Recommended Academic Plan should be utilized when consulting with your adviser to develop your plan of study for your first year.

#### **Students admitted to University Park:**

- As an entering first-year student for the Fall semester, you have been enrolled directly into the Nursing major
- For your first year and sophomore years, you will be assigned to an Academic Adviser
- Starting junior year, you will be assigned to a nursing Faculty Adviser for the remainder of your nursing education. Faculty Advisers are dedicated to their students and will work closely with you as you proceed through your clinical rotations and prepare for graduation

#### **Students admitted to a Commonwealth Campus:**

- **Altoona:** All students are assigned to an Academic or Pre-nursing Adviser for your freshman and sophomore years. Prior to your junior year, you will be assigned to a Nursing Faculty Adviser for the remainder of your Nursing education
- **Behrend:** All students are assigned to an Academic or Pre-nursing Adviser for your first year. Prior to your sophomore year, you will be assigned to a Nursing Faculty Adviser for the remainder of your Nursing education
- **Fayette:** All students are assigned to a Nursing Faculty Adviser in your freshman year. This faculty member will be your adviser for the remainder of your Nursing education
- **Mont Alto:** When admitted to the Nursing major (NURS), you will be assigned to a Nursing Faculty Adviser for the remainder of your Nursing education
- **Scranton:** When admitted to the Nursing major (NURS), you will be assigned to a Nursing Faculty Adviser for the remainder of your Nursing education

**Request for Change of Faculty Adviser:** Students at UP and Hershey have the option to request a change in faculty adviser by submitting a written request to the Associate Dean for Undergraduate Education (106 Nursing Sciences Bldg). Students at Commonwealth Campuses should contact their appropriate Campus Coordinator.

Consult with your assigned adviser to learn the best ways to communicate with him/her throughout the year. Some options may include:

- Open Walk-In Hours. Walk-ins are used for quick questions and are on a first-come, first-served basis. Your adviser will notify you if/when open Walk-In Hours are offered.
- Schedule an appointment. An appointment allows time to discuss more in-depth issues such as transitioning to college, minors or certificates, academic difficulty, etc. You can schedule an in-person or phone appointment with your adviser.
- Send an email or call your adviser directly. This is an option if you have a quick question. Please remember that your adviser may be in meetings, working with other students, or out of the office and might not be able to respond immediately. Allow your adviser time to return your email or phone call. If you are sending multiple emails or calling frequently, it may be best to schedule an in-person appointment.

### **To get the most out of your advising sessions:**

1. Know your responsibilities:
  - a. Schedule regular appointments or make regular contact with your adviser throughout the semester. Be on time and prepared for appointments. Be considerate by calling ahead to cancel or reschedule appointments, when needed.
  - b. Prepare for your advising appointments with thoughtful questions. Participate actively in the session.
  - c. Check your Penn State email daily to be aware of important notices and communications from the University, the College of Nursing and your adviser. Respond to emails professionally and in a timely manner.
  - d. Become knowledgeable about University and College programs, policies and procedures. Ask questions if you do not understand an issue or have a specific concern. Please refer to the Advising website for more specific information.  
<https://advising.psu.edu/>
  - e. Understand your Academic Plan, keep track of your progress and make revisions as needed.
  - f. Be empowered to take responsibility for your choices related to your educational goals and grow from these choices, actions, and outcomes. We are here to advise. It is your responsibility to decide.

- g. Work to clarify your personal values, goals, interests and abilities. Discuss these openly with your adviser to facilitate individualized advising sessions to support you in your unique path.
  - h. Take care of yourself by practicing good wellness habits regarding physical activity, nutrition, sleep patterns, stress management, financial literacy, and safe social and sexual interactions. Consult with us to learn about available resources and services that will enhance your self-care.
2. Know your Adviser's responsibilities:
- a. Maintain posted Walk-In Hours and provide time for scheduling in-person meetings.
  - b. Respond to e-mail and phone messages within 3 business days of receiving them.
  - c. Effectively communicate the curriculum and graduation requirements for the Nursing program. Help you monitor your progression towards degree completion. Provide insight into appropriate course sequencing.
  - d. Clearly explain University and College policies relating to your course of study.
  - e. Guide and support you in your exploration of personal, career, and academic goals; your assessment of your own interests and abilities; and your development of short- and long-term goals.
  - f. Help you develop an understanding of the purpose and goals of higher education, your roles and opportunities in the University community, and the connection between your University experience and your career and personal goals.
  - g. Provide accurate information on the University resources available to help you with academic, career and life planning. Refer you to support services to help you address academic or non-academic needs that arise.
  - h. Maintain confidentiality of your records and our conversations as required by law.
  - i. Assist you with developing wellness habits to practice effective self-care.

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## COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

The College of Nursing is pleased to offer counseling services to all students. These services are aimed at providing time-limited professional counseling for personal and academic difficulties. Medication evaluations and assessment of required referrals can also be completed. There is no cost to students who use this service, and all records are confidential. They are NOT part of your school file. They are treated as health records and therefore are protected under federal law from being disclosed without your permission.

The CAPS staff specialize in working with undergraduate and graduate students to help address concerns in a caring and supportive environment. Through group therapy, individual counseling, crisis intervention, and psychiatric services, CAPS can help students resolve personal concerns that may interfere with academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

**For all students:** For general information, please visit the "Nursing Student Mental Health Guide" at <http://www.cnaclases.org/nursing-student-mental-health/>.

**For more information on the services offered at your campus, please refer to the following:**

### **Altoona:**

Visit <http://www.altoona.psu.edu/counseling> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number – 814-949-5540

CAPS Location – Health and Wellness Center, Sheetz Family Health Center

### **Behrend:**

Visit <http://psbehrend.psu.edu/student-life/student-services/personal-counseling> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number – 814-898-6504

CAPS Location – First Floor, Room 1, Reed Union Building

### **Fayette:**

Visit <http://www.fayette.psu.edu/health-and-wellness-services> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number – 724-430-4122

CAPS Location – Room 108H Williams Building

**Hershey:**

For appointments, please contact:  
Dr. Martha P. Levine, mpl12@psu.edu  
717-531-7235

**Mont Alto:**

Visit <http://montalto.psu.edu/counseling> for more information.  
Or for immediate crisis information, see the following information:  
Emergencies – Call 911  
CAPS Main Phone Number– 717-749-6094  
CAPS Location – 209 Conklin Hall

**Scranton:**

Visit <https://scranton.psu.edu/health-counseling-services> for more information.  
Or for immediate crisis information, see the following information:  
Emergencies – Call 911  
CAPS Main Phone Number (Health & Wellness Center) – 570-963-2694  
CAPS Location – 10 Study Learning Center

**University Park:**

Visit <http://studentaffairs.psu.edu/counseling/> for more information. Or for immediate crisis information, see the following information:  
Emergencies – Call 911  
CAPS Main Phone Number – 814-863-0395  
Centre County CAN HELP – 1-800-643-5432  
CAPS Location – 501 Student Health Center

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## **ADDITIONAL STUDENT RESOURCES**

Below are resources provided for Penn State students, including a brief description of the resource and why a student may utilize it. Resource offices vary campus-to-campus; refer to your Penn State campus website to determine which resources are offered at your campus and for more information on what resources entail.

### **Career Services:**

Career Services is committed to offering a comprehensive array of programs and services that support and facilitate career development for all students. Programs and resources are provided to assist students and alumni in crystallizing and specifying career goals, expanding knowledge of career alternatives, understanding effective decision-making, and acquiring appropriate strategies and skills to carry out the process.

### **The Learning Center:**

Penn State Learning is a multi-disciplinary academic assistance program staffed by undergraduate peer tutors, scholars who are content experts in their respective fields, and professional and administrative staff members. Seek Penn State Learning for individual and group tutoring on various subjects, including Accounting, Economics, Languages, Mathematics, Philosophy, Sciences, Statistics, and Writing. Subjects vary by campus.

### **Center for Sexual and Gender Diversity:**

The Center for Sexual and Gender Diversity (CSGD) provides a comprehensive range of education, information, and advocacy services to students, faculty, staff, and alumni. The Center works to create and maintain an open, safer, and inclusive environment honoring gender and sexual diversity.

### **Multicultural Resource Center (MRC)**

The Multicultural Resource Center (MRC) provides individual counseling and educational services for undergraduate multicultural students at University Park and assists students in meeting the challenges associated with education and attaining a degree at a major research institution. MRC counselors work with students on a variety of issues, and the staff is dedicated to helping students succeed and graduate from Penn State.

### **Student Disability Resources**

The Office of Student Disability Resources provides a welcoming, encouraging, and empowering environment for students with disabilities to ensure equal access, full participation and reasonable accommodations for their academic pursuits. The Student Disability Resources team is committed and ready to assist students with disabilities to reach their academic goals.

### **Student Care and Advocacy**

Student Care and Advocacy is a multi-faceted office that strives to provide students with the necessary tools and support to make difficult situations more manageable. The work of the Student Care and Advocacy office includes: championing student and family crisis support efforts during a time of personal crisis, tragedy, emergencies; and coordinating responses to at-risk student incidents, missing students, troublesome student conduct, campus student threat incidents, student and family emergencies, and family and student deaths.

# UNDERGRADUATE NURSING PROGRAM CURRICULUM

## NURSING ACADEMIC REQUIREMENTS/DEGREE AUDIT

The *Academic Requirements* is how the College of Nursing tracks progress towards graduation. Your Academic Requirements can be accessed through LionPATH: (<http://launch.lionpath.psu.edu/>). Log-in to LionPATH and go to the Student Center. In the “Academics” section of your Student Center, choose “Academic Requirements” in the drop-down menu and click “>>”

Students are responsible for monitoring their progress toward completing their program. Consult with your Academic Adviser for support in reviewing and understanding your degree requirements as listed in this document.

When viewed as a pdf file (click on “view report as pdf” at the top), the top shows your name, cumulative GPA, assigned adviser, program of study and requirement term. Next, is a section called “In Progress Courses”, listing courses currently in progress or scheduled courses for the current and upcoming semesters.

The rest of the document lists University and Major Requirements divided into categorical sections. Each section lists either specific courses or a minimum required credit count needed to complete that category. Sections that are completed will collapse, showing just the blue heading bar. Sections that have requirements remaining will stay open until all requirements in that portion are met or in progress.

First, University-level requirements are listed; all baccalaureate degree-seeking students at Penn State must fulfill these requirements. Examples of University-level requirements include Writing Across the Curriculum (W), First Year Seminar, and United States and International Cultures (US and IL).

Next, the Academic Requirements tool shows your progress towards completing the General Education Requirements, listing the number of credits needed in Writing and Speaking (GWS), Quantification (GQ), Natural Sciences (GN), Arts (GA), Humanities (GH), Social and Behavioral Sciences (GS), and Health & Wellness (GHW). Specific major-required courses that also fulfill General Education requirements will be listed in their appropriate section. Following this, you will find the requirements for the major. These courses must be completed with a “C” or better to count towards degree requirements.

Finally, the Academic Requirements tool shows the “Electives and Total” section, indicating your total credits counting towards your degree and courses used towards General Electives. To obtain a B.S.N. degree, you must complete at least 120 credits. Keep in mind, this section states a minimum required number of general electives credits, but you may need more to reach the 120 minimum total credits required for graduation. This section is followed by a list of courses not used to satisfy degree requirements in your major. These courses are not included in the total credit count towards your degree. They may include extra electives or courses that you have repeated.

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## GENERAL EDUCATION REQUIREMENTS

### General Education

General Education requirements are common to all degree programs at Penn State. Students must complete 45 credits of General Education courses selected from the approved list. Please note these important points:

1. Some Nursing major requirements are permitted to also complete General Education requirements (e.g. BIOL 161, BIOL 162, BIOL 163, BIOL 164, NUTR 251, HD FS 129, SOC 001, PSYCH 100). When a course is used to satisfy more than one requirement, the credits in the course can be counted toward graduation only once. (See the next page.)
2. Because Nursing students are required to complete 9.0 General Social and Behavioral Sciences (GS) courses (PSYCH 100, SOC 001 or SOC 005, and HD FS 129), they may elect to utilize the University's 3-6-9 exception to allow for flexibility in their general education area. In this case, the 3-6-9 exception permits students to apply 3.0 credits of GS to either the General Humanities (GH) or General Arts (GA) requirement.
3. The pass/fail grading system may not be used for courses taken to satisfy General Education.
4. Students who have not completed 2 years of study of the same world language in high school must take one 3-4 credit language course within the first 60 credits. This requirement does not apply to students who can demonstrate fluency in a world/second language. Credits earned to make up the deficiency cannot be counted toward graduation.

The Information below demonstrates how Nursing major coursework requirements may be applied to General Education.

Writing/Speaking (GWS) – 9 credits: ENGL 15 – Rhetoric and Composition; CAS 100 (A, B, or C) – Public Speaking; ENGL 202 (A, B, C, or D) – Effective Writing: Writing in the Social Sciences (A), Humanities (B), Technical Writing (C), or Business Writing (D)

Natural Sciences (GN) – 9 credits: BIOL 161 & 162 – Anatomy and Physiology 1; BIOL 163 & 164 – Anatomy and Physiology 2; CHEM 130 or 110 & 111 – Chemistry; MICRB 106 & 107 – Microbiology

Quantification (Math) (GQ) – 6 credits: MATH 21 – College Algebra I (unless ALEKS scores indicate MATH 22 or 110/140; then students may choose any GQ); STAT 200 or 250 – Statistics

Social/Behavioral Sciences (GS) – 6 credits: PSYCH 100 – Psychology; HD FS 129 – Human Development; SOC 1 (Introductory Sociology) or SOC 5 (Social Problems)

Arts (GA) – 6 credits: Student's choice

Humanities (GH) – 6 credits: Student's choice

Health and Wellness (GHW) – 3 credits: NUTR 251 – Nutrition

US and IL Cultures: NURS 250 – Professional Role Dev I – US; NURS 415 – Community and Family Health – US, IL



## General Education Codes:

GWS	Writing/Speaking
GQ	Quantification
GHW	Health and Wellness
GN	Natural Sciences
GA	Arts
GH	Humanities
GS	Social and Behavioral Sciences

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## MATH POLICY FOR PRE-LICENSURE STUDENTS

Concurrent with enrollment in the first clinical nursing course, when medication administration is introduced, students will be provided instruction and learning materials on the math competencies needed for safe medication administration and the use of common abbreviations. Students are expected to utilize these materials to understand, practice and master drug dosage calculations that are needed to safely administer medications. Competency in safe drug administration will be assessed throughout the curriculum with math questions on all examinations in addition to the mandatory testing.

### Initial Math Competency Assessment:

1. Initial math competency assessment will be done at the beginning of NURS 230 in the General BSN. The comprehensive examination will include drug dosage calculations and abbreviations.
  - a. Passing is defined as 90% and above; failure is defined as less than 90%.
  - b. The student will have a maximum of three attempts to pass the examination with a grade of 90%.
  - c. A first examination failure (less than 90%) requires mandatory remediation before subsequent examination scheduling, which will be determined by the faculty.
  - d. A second examination failure (less than 90%) will result in an F (P/F- rating) on the clinical evaluation tool, and the student will receive an academic difficulty notification.
  - e. The second examination failure also requires mandatory completion of all recommended remediation, in addition to seeking direction from the instructor, course coordinator, and/or adviser on any particular problem areas.
  - f. Scheduling of the third examination will be determined by the faculty.
  - g. A third examination failure (less than 90%) constitutes a course clinical failure. The student would receive an F (P/F - rating) on the clinical evaluation tool for the drug calculation clinical objective and thus fail the course with an "F" based on not meeting all clinical objectives.

## **Subsequent Math Competency Assessment:**

Subsequent math competency assessment involves mandatory testing and incorporation of math questions in all examinations in every clinical course.

### **1. Mandatory Testing** (related to clinical objective):

Testing will occur in the following courses:

- GEN B.S.N.—NURS 301 (JR level); NURS 306 (JR level); NURS 405A (SR level)
  - a. Passing is defined as 90% and above; failure is defined as less than 90%.
  - b. The student will have a maximum of three attempts to pass the examination with a grade of 90%.
  - c. A first examination failure (less than 90%) requires mandatory remediation before second examination scheduling, which will be determined by the faculty and occur before mid-course evaluations.
  - d. The second examination failure also requires mandatory completion of a remediation plan, in addition to seeking direction from the instructor, course coordinator, and/or adviser on any particular problem areas.
  - e. A second examination failure (less than 90%) will result in an F (P/F- rating) on the clinical evaluation tool for the drug calculation clinical objective at mid-course and subsequent notification that the student is in academic difficulty.
  - f. Scheduling of the third examination will be determined by the faculty and should be following mid-course evaluations.
  - g. A third examination failure (less than 90%) will constitute a course clinical failure. The student will receive an F (P/F - rating) on the clinical evaluation tool for the drug calculation clinical objective and thus fail the course with an “F” based on not meeting all clinical objectives in the final evaluation.

### **2. Faculty guidelines for mandatory testing:**

- a. Examination is to be a minimum of 15 questions.
- b. Test questions can be any combination of formats (e.g. multiple choice, show work with fill in the blank).
- c. All testing should be administered within a timeframe that allows the student to withdraw from the course if the proficiency level has not been met.
- d. Calculator use is determined by the faculty.

### **3. Mandatory Math Questions** in all examinations in clinical courses:

- a. Math questions are to be embedded in all theory examinations.
- b. Test questions should include both drug calculations and abbreviations.
- c. Math questions are to be administered in every examination, including the final.
- d. Test questions can be a combination of formats (multiple choice, show work with fill in the blank).
- e. Calculator use is determined by the faculty.

**Continuous Monitoring:**

All faculty should continuously monitor the drug calculation and safe medication administration of students to assure the delivery of safe and competent care in clinical practice. Any testing in clinical courses not designated for mandatory testing is at the discretion of the faculty member and follows the mandatory testing guidelines.

Approved: 8/26/2013

Editorial Changes: 9/2013

Effective Date: 1/2014 (Spring 2014)

Revised Spring 2019

## RECOMMENDED ACADEMIC PLAN

for B.S.N. Degree in Nursing (NURS/GNURS for students at University Park, Altoona, Behrend, Fayette, Mont Alto and Scranton). Visit <https://bulletins.psu.edu/undergraduate/colleges/nursing/nursing-bsn/#suggestedacademicplantext> for further details.

Effective Summer 2019

Semester 1	Credits	Semester 2	Credits
<i><b>BIOL 161</b></i> (GN) Anatomy and Physiology 1	3	<i><b>BIOL 163</b></i> (GN) Anatomy and Physiology 2	3
<i><b>BIOL 162</b></i> (GN) Anatomy and Physiology 1 Laboratory	1	<i><b>BIOL 164</b></i> (GN) Anatomy and Physiology 2 Laboratory	1
ENGL 15 (GWS) or ENGL 30 <sup>S</sup> (GWS) Composition/Honors Comp.	3	<i><b>HDFS 129</b></i> (GS) Intro to Human Development and Family Studies	3
<i><b>PSYCH 100</b></i> (GS) Introductory Psychology	3	<i><b>NUTR 251</b></i> (GHA) Introductory Principles of Nutrition	3
NURS 100 First-Year Seminar (if required by campus)	1	CAS 100A, CAS 100B, or CAS 100C (GWS) Effective Speech	3
Humanities (GH)	3	Quantification (GQ) (selected MATH)	3
Arts (GA)	3		
Total Credits:	17	Total Credits:	16
Semester 3	Credits	Semester 4	Credits
<i><b>CHEM 130</b></i> (GN) or <i><b>CHEM 110</b></i> (GN) & <i><b>CHEM 111</b></i> (GN) Intro Chemistry/Chemical Principles	3-4	<i><b>SOC 1</b></i> (GS) or <i><b>SOC 5</b></i> (GS) Intro to Sociology/Social Problems	3
<i><b>MICRB 106</b></i> (GN) Elementary Microbiology	3	<i><b>STAT 200</b></i> (GQ) or <i><b>STAT 250</b></i> (GQ) Elementary Statistics or Intro. to Biostatistics	3-4
<i><b>MICRB 107</b></i> (GN) Elementary Microbiology Laboratory	1	<i><b>NURS 225</b></i> Pathophysiology	3
<i><b>NURS 250</b></i> (US) Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics	2	<i><b>NURS 230</b></i> Introduction to the Fundamentals of Nursing	4
<i><b>NURS 251</b></i> Health Assessment	3	Humanities (GH)	3
Elective	2-3		
Total Credits:	14-16	Total Credits:	16-17
Semester 5	Credits	Semester 6	Credits
<i><b>NURS 305</b></i> Introduction to Pharmacological Concepts	3	<i><b>NURS 200W</b></i> Principles of Nursing Research and Evidence-Based Practice	3
<i><b>NURS 301</b></i> Nursing Care of the Adult Client Requiring Medical-Surgical Intervention	4	<i><b>NURS 350</b></i> Professional Role Development II: Ethics, Legal and Genetic Issues	2
<i><b>NURS 310</b></i> Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings	3	<i><b>NURS 306</b></i> Nursing Care of Children and Adolescents	3
Arts (GA)	3	<i><b>NURS 320</b></i> Nursing Care of the Childbearing Family and Gynecological Client	3
Elective	3	ENGL 202A, ENGL 202B, ENGL 202C, or ENGL 202D (GWS) Effective Writing	3
Total Credits:	16	Total Credits:	14
Semester 7	Credits	Semester 8	Credits
<i><b>NURS 450A</b></i> Professional Role Development III: Leadership and Management	2	<i><b>NURS 450B</b></i> Professional Role Development III: Clinical Capstone	3
<i><b>NURS 405A</b></i> Nursing Care of the Adult Client with Complex Health Problems: Part A	4	<i><b>NURS 405B</b></i> Nursing Care of the Adult Client with Complex Health Problems: Part B	4
<i><b>NURS 415</b></i> (US;IL) Community and Family Health Nursing	4	<i><b>NURS 420</b></i> Mental Health Nursing	4
Elective	3	NURS 400-level Supporting Course	3
Total Credits:	13	Total Credits:	14

• **Bold Type** indicates courses requiring a quality grade of C or better.

• **Italic Bold Type** indicates courses requiring a quality grade of C or better and that satisfy both major and General Education requirements.

• GWS, GHW, GQ, GN, GA, GH, and GS are attributes used to identify General Education requirements.

• US, IL, and US;IL are attributes used to designate courses that satisfy University United States/International Cultures requirements.

• W is the attribute used to designate courses that satisfy University Writing Across the Curriculum requirement.

**Scheduling Patterns (courses not taught each semester):** NURS 415 and 420 are offered both semesters. Other NURS courses are offered only in the semester indicated.

**Program Notes:** Junior and senior years include 6-12 hours of clinical experience per week. Students studying at UP will spend junior or senior year at Hershey Medical Center.

**Academic Advising Notes:** MATH 21 is a prerequisite for CHEM 130. MATH 22 is prerequisite for CHEM 110. If a student places higher than MATH 21, any GQ may be scheduled. BIOL 161 and BIOL 163 must be passed with a quality grade of C or better to progress to 200-level nursing courses. See **College of Nursing Grading Scale and Academic Progression Policy** in the BSN. Nursing Handbook at <http://www.nursing.psu.edu/student-handbooks/>

<sup>S</sup> Effective Fall 2012, all incoming Schreyer Honors College freshmen at University Park will take **ENGL/CAS 137H** in the fall semester and **ENGL/CAS 138T** in the spring semester. These courses carry GWS attribution and replace both ENGL 30 and CAS 100. Each course is 3 credits. At the discretion of the college, ENGL/CAS 138T satisfies the first-year seminar requirement.

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## NURSING COURSE REQUIREMENTS AND COURSE DESCRIPTIONS

Required and Supporting Nursing Courses and their descriptions are listed on the subsequent pages, organized into their specific category.

*Please note: all prerequisite, required nursing courses, and Nursing Supporting courses must be successfully completed with a grade of a “C” or higher.*

While required courses and their prerequisites are outlined here, you should always consult with your Academic Adviser for guidance when planning and registering for courses, as each student’s situation is unique.

Please use “Class Search” to determine course offerings through your specific campus. Nursing Supporting Courses may not be offered at all campus locations, and they may not be offered every semester. Some electives are only offered through World Campus.

### Key to Semester Hour Designation

4 SH (2,2) = 4 Semester Hours (2 semester hours in *lecture*, 2 semester hours in *lab/clinical*)

Each semester hour in *lecture* = 50 minutes contact

Each semester hour in *lab/clinical* = 3 hours (or 180 minutes) contact

Therefore, this 4-credit course would meet for two (2) 50-minute lecture periods and six hours of clinical (2 x 3 hours) per week over a semester.

**REQUIRED NURSING COURSES** - All prerequisite courses must be successfully completed with a “C” or higher.

### **NURS 100 First Year Seminar in Nursing** - 1 SH (1,0)

First year seminars in Nursing will introduce the student to the University and the College of Nursing. The primary focus will be engaging students in learning and orienting them to the scholarly community from the outset of their undergraduate studies in a way that will bridge to later experiences in the nursing major and facilitate the high expectations, demanding workload and other aspects of transition to college life. The course content will focus on enhancing opportunities that enable students to provide a holistic focus on the promotion of human health and initiatives that enhance quality of life.

### **NURS 200M Understanding and Applying Nursing Research - Honors Section** – 3 SH (3,0)

Introduction to methods and philosophy of empirical inquiry as applied to research in nursing and application to practice. Prerequisite: STAT 200 or STAT 250, NURS 225 ; STAT 200 or STAT 250 and NURS 390 for NURN majors

### **NURS 200W Principles of Nursing Research and Evidence-Based Practice** – 3 SH (3,0)

Introduction to principles and methods of nursing research and application of research evidence

to practice. Prerequisite: STAT 200 or STAT 250, NURS 225; STAT 200 or STAT 250 and NURS 390 for NURN major

**NURS 225 Pathophysiology** – 3 SH (3,0) Designed to explore the illness component of health with emphasis on the pathophysiological and psychosocial aspects.

Prerequisite: NURS 250, NURS 251, BIOL 161, BIOL 163

**NURS 230 Introduction to the Fundamentals of Nursing** – 4 SH (2,2) Introduction to the nursing process, clinical competencies and psychosocial skills.

Prerequisite: NURS 250, NURS 251

**NURS 250 (US) Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics** – 2 SH (2,0) Introduction to professional nursing practice and health-related issues emphasizing application of nursing informatics.

Prerequisite: BIOL 161, BIOL 163

**NURS 251 Health Assessment** – 3 SH (2,1) Designed to broaden the student's knowledge and skills in health assessment and physical examination across the lifespan.

Effective: Spring 2011

Prerequisite: BIOL 161, BIOL 163

**NURS 300H Honors Seminar in Nursing** – 3-12 SH (3-12,0) Seminar activities on selected topics in nursing.

Prerequisite: NURS 250, NURS 225, NURS 230, NURS 251 admission to the Honors Program

**NURS 301 Nursing Care of the Adult Client Requiring Medical-Surgical Intervention** – 4 SH (2,2) Therapeutic nursing care of the adult client in a variety of primarily medical-surgical settings.

Prerequisite: NURS 225, NURS 230

**NURS 305 Introduction to Pharmacological Concepts** – 3 SH (3,0) Study of basic concepts of pharmacology and relevant nursing implications.

Prerequisite: NURS 225, NURS 230; or approval of program

Concurrent: NURS 301 NURS 310

**NURS 306 Nursing Care of Children and Adolescents** – 3 SH (2,1) Common health problems and nursing intervention for children and adolescents.

Prerequisite: NURS 225, NURS 230, NURS 305

**NURS 310 Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings** – 3 SH (2,1) Nursing concerns and intervention in promoting the health of the older adult.

Prerequisite: NURS 225, NURS 230

**NURS 320 Nursing Care of the Childbearing Family and Gynecological Client** – 3 SH (2,1) Therapeutic nursing care of the childbearing family and gynecological client.

Prerequisite: NURS 225, NURS 230, NURS 305

**NURS 350 Professional Role Development II: Ethics, Legal and Genetic Issues** – 2 SH (2,0)  
The study of the interaction of ethical, legal, and genetic concepts as they apply to current health care practice.

Prerequisite: NURS 305

**NURS 405A Nursing Care of the Adult Client with Complex Health Problems: Part A** – 4 SH (2,2) In-depth study of care of patients with acute and complex health problems, utilizing evidence-based practice.

Prerequisite: all 300-level required NURS courses must be completed

**NURS 405B Nursing Care of the Adult Client with Complex Health Problems: Part B** – 4 SH (2,2) In-depth study of care of patients with acute and complex health problems, utilizing evidence based practice.

Prerequisite: all 300-level required NURS courses must be completed

**NURS 415 (US;IL) Community and Family Health Nursing** – 4 SH (2,2) Therapeutic nursing care and health promotion concepts to families, groups and populations in the community.

Prerequisite: all 300-level required NURS courses must be completed

**NURS 420 Mental Health Nursing** – 4 SH (2,2) Emphasizes clinical application of mental health theory in nursing care of patients with acute and chronic mental health problems.

Prerequisite: all 300-level required NURS courses must be completed

**NURS 450A Professional Role Development III: Leadership and Management** – 2 SH (2,0)  
Study of leadership roles and various styles of nursing management and their implications for the professional nurse.

Prerequisite: all 300-level required NURS courses must be completed

**NURS 450B Professional Role Development III: Clinical Capstone** – 3 SH (0,3) Senior level clinical capstone course that emphasizes the integration and application of theory and evidence based practice.

Effective: Fall 2012

Prerequisite: all 300-level required NURS courses must be completed

**NURSING SUPPORTING COURSES** - Please use “Class Search” to determine course offerings. Nursing Supporting Courses may not be offered every semester at each campus location and some are only offered through World Campus (WC).

**NURS 203 (GHA) First Aid and CPR** – 3 SH (3,0) An introductory first aid course designed to provide the basic knowledge and skills to provide assistance to someone injured/ill.

**NURS 245 (GS) Violence and the Impact on Society** – 3 SH (3,0) Interdisciplinary discussion of violence, its perpetrators, victims and its impact on society as well as possible solutions for violence reduction.

**NURS 303 Clinical Application of Laboratory Tests** – 1 SH (1,0) A study of the background, meaning, and nursing implications of laboratory test results.

Prerequisite: NURS 250, NURS 225, NURS 230, NURS 251

**NURS 357 Introduction to Nursing Informatics** – 3 SH (2,1) An introduction to nursing informatics focusing on technology applications to the nursing profession.

Prerequisite: NURS 301, NURS 306, NURS 310, NURS 320 ; or eligibility for NURN major

**NURS 401 (IL) Concepts of Health** – 3 SH (3,0) Exploration of current and ancient concepts of health and their respective modes of intervention.

Prerequisite: PSYCH 100 or SOC 001

**NURS 402 (US;IL) Holistic Health** – 3 SH (3,0) Examination of emerging conceptualizations of health and therapy based on a holistic view of human beings.

Prerequisite: NURS 401

**NURS 403 School Health and Emergency Care of Children and Adolescents** – 3 SH (3,0)

Techniques for higher-level care for school health and emergency situations and application-based education.

Prerequisite: BIOL 161, BIOL 163, HDFS 129

**NURS 404 Cardiac Dysrhythmias: Interpretation, Treatment, and Nursing Management** – 1 SH (1,0) An introductory course with a focus on dysrhythmia recognition and interpretation of abnormal 12-lead electrocardiograms (EKG, ECG).

Prerequisite: BIOL 161, BIOL 163 or equivalent or approval of program

**NURS 407 Drugs of Abuse and Mental Health Issues** – 3 SH (3,0) Examines the health care needs across the lifespan of clients who have an alcohol or other drug disorder.

Prerequisite: BBH 143 or PSYCH 100 or approval of program

**NURS 408 Clinical Application of Pharmacological Concepts** – 1 SH (1,0) Study of the application of pharmacological concepts to the clinical setting.

Prerequisite: NURS 305, NURS 301, NURS 310, NURS 320

**NURS 409 Introduction to Forensic Nursing** – 3 SH (3,0) Provides an introduction to the forensic health sciences, forensic nursing, and the nursing role in the scientific investigation of violence.

Prerequisite: NURS 250, NURS 225, NURS 230 or approval of program

**NURS 410 Forensic Evidence Collection and Preservation** – 3 SH (3,0) Examines forensic nurse's role recognizing injuries/patterns of injury. Evidence collection procedures are examined from collection to courtroom presentation.

Prerequisite: Prerequisite or concurrent: NURS 245 and NURS 409

**NURS 430 Organization and Administration for the Nurse Manager** – 3 SH (3,0)

Introduction to organizational theory and principles of practice in the administration of nursing



services and patient care.

Prerequisite: Permission of Program, or RN license, or eligible for NURN major

**NURS 431 Data Management for Nurse Managers** – 3 SH (3,0) Analysis of information systems to manage nursing service organizations; includes financial management, the budgeting processes, and productivity measurement.

Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

**NURS 432 Nursing Management of Human Resources** – 3 SH (3,0) Human resource management and related factors in nursing service organizations.

Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

**NURS 433 Seminar for Nurse Managers** – 3 SH (3,0) Course focuses on the application of management principles in the role of the nurse manager.

Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

**NURS 440 Trauma/Critical Care Nursing** – 3 SH (3,0) Focuses on the impact of and the nursing care of persons experiencing acute trauma and/or critical illness.

Prerequisite: NURS 301, NURS 310, NURS 320 or approval of nursing program

**NURS 441 Nursing Care of America's Veterans: An Introduction Into the Care of Military Veterans** – 3 SH (3,0) This course offers information on caring for the unique population of United States military veterans.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129 or NURS 230 and NURS 251

**NURS 442 Introduction to Perioperative Nursing** – 1 SH (1,0)

Basic introduction regarding fundamental principles and practices of the Operating Room Nurse when managing the care of the surgical patient.

**NURS 452 (US) (BB H 452, WMNST 452) Women's Health Issues** – 3 SH (3,0) Exploration of major health issues concerning women today, with an emphasis on social, cultural, and medical influences.

Prerequisite: BIOL 161 or PSYCH 100 or WMNST 100

**NURS 458 Ethical Challenges in Healthcare Informatics** – 3 SH (3,0) A case based collaboratory designed for the exploration and analysis of the ethical dilemmas facing healthcare informatics practitioners.

**NURS 459 Legal and Professional Issues in School Nursing** – 3 SH (3,0) Legal and professional issues of school nurses and delivery impact of health care in school environment.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129

**NURS 460 Advanced Concepts in Clinical Nursing Informatics** – 3 SH (3,0) An exploration of clinical informatics tools to support informatics practice.

Prerequisite: NURS 357 and NURS 458 Concurrent: NURS 458

**NURS 462 Psychotropic Drugs and Children/Adolescents** – 1 SH (1,0) Study of psychotropic medications used to treat children and adolescents, including indications, actions, adverse reactions and implications for school nurses.

Prerequisite: RN license or permission of program

**NURS 463 Compassionate Counseling for Children/Adolescents Dealing with Dying, Death, Other Life Crises** – 3 SH (3,0) Explores issues involving dying, death and life crises which occur in today's world and affect school communities.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129

**NURS 464 (US;IL) Dying and Death** – 3 SH (3,0) Explores attitudes toward death and dying; concept of grief; responsibilities to the dying person and the family.

Prerequisite: PSYCH 100 or SOC 001

**NURS 466 (CMAS 466) Systems and Community Responses** – 3 SH (3,0) An exploration of the multidisciplinary response to child maltreatment.

Prerequisite: CMAS 258

**NURS 467 Medication Update and Health Teaching Interventions for School Nurses** – 1 SH (1,0) Study of current pharmacologic concepts, including health teaching, prescribed for acute and chronic conditions commonly encountered in school nursing.

Prerequisite: RN license or permission of program

**NURS 468 Client Education Strategies for Nurses and Other Health Care Providers** – 3 SH (3,0) Explores current and emerging roles of client education in the knowledge era.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129; 300-level standing or approval of the program

**NURS 470 Autism Spectrum Disorders: Care Overview** – 1 SH (1,0) Overview of autism spectrum disorders including resources related to children with autism spectrum disorders.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129 or program approval

**NURS 471 Issues in Bullying for Health Professionals** – 1 SH (1,0) Explores the impact of bullying on individuals, schools, teachers, families, of Effective: Summer 2012

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129 or approval of program

**NURS 492 Emergency Care and Safety** – 3 SH (3,0) A comprehensive first aid course designed to provide knowledge of prehospital emergency care at the First Responder level.

Prerequisite: BIOL 161, BIOL 163 or equivalent or approval of program

**SUGGESTED GENERAL ELECTIVES** - Please use “Class Search” to determine course offerings. Electives may not be offered every semester at each campus location.

**BBH 101** (GHA) **Introduction to Biobehavioral Health** – 3 SH (3,0) Introduction to an interdisciplinary study of health, examining the interaction of biological processes and behavior on health.

**BBH 119** (GHA) **Behavior, Health, and Disease** – 3 SH (3,0) Principles of health promotion, disease prevention, and treatment of acute and chronic illness. This course is designed for non-BB H majors.

**BIOL 155** (GN) **Introduction to the Biology of Aging** – 3 SH (3,0) Examination of human aging from a biological perspective. Population demographics, physiological and pathological changes, and healthy lifestyles are discussed. Students who have passed BIOL 409 may not schedule this course.

**HPA 101** **Introduction to Health Services Organization** – 3 SH (3,0) Examination of the social, political, historic, and scientific factors in the development and organization of health services.

**KINES 165** **Health Education Concepts** – 3 SH (3,0) Principles of healthy living which are the basis for health instruction in schools and health care settings.

**PSYCH 420** **Advanced Social Psychology** – 3 SH (3,0) In depth study of selected research areas in human social behavior.

Prerequisite: PSYCH 100; 6 additional credits of PSYCH

**VARIABLE CREDIT INDEPENDENT STUDY OR SPECIAL TOPICS OFFERINGS**  
(Consult with your adviser regarding these courses.)

**NURS 197—Special Topics.** 1-9 SH

**NURS 494 – Honors Thesis.** 1-6

**NURS 296—Independent Studies.** 1-18 SH

**NURS 495 – Independent Studies. (Clinical)** 1-12

**NURS 297—Special Topics.** 1-9 SH

**NURS 496 – Independent Studies. (Theory)** 1-18

**NURS 298—Special Topics.** 1-9 SH

**NURS 497 – Special Topics.** 1-9 SH

**NURS 397—Special Topics.** 1-9 SH

**NURS 498 – Special Topics.** 1-9 SH

**NURS 398—Special Topics.** 1-9 SH

**NURS 499 – Foreign Study.** 1-9

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## ACADEMIC PLAN OF STUDY

### All Students

Each level of required nursing courses (200-level\*, 300-level and 400-level) must be completed PRIOR to progressing to the next level of required nursing courses (e.g. 200-level\* required nursing courses MUST be completed before progressing to 300-level required nursing courses; 300-level required nursing courses MUST be completed before progressing to 400-level required nursing courses).

\*Exception: NURS 200W will be completed concurrent with 300-level nursing courses during the junior year according to the Recommended Academic Plan.

If a level is not successfully completed, academic progression in the Nursing Program will be affected and the student will need to step out of the Nursing Program for an entire academic year based on the course offering schedule. Nursing courses are offered during specific semesters, which are designated on the Recommended Academic Plan.

### First-Year Students

Progression to the sophomore-level nursing courses is dependent on successful completion of the following first-year courses and prerequisites:

- **BIOL 161 Anatomy and Physiology 1**– Required for NURS 251 (Health Assessment)
  - A grade of C or better is required
- **BIOL 163 Anatomy and Physiology 2** – Required for NURS 251 (Health Assessment)
  - A grade of C or better is required
- **MATH 21 College Algebra** – if ALEKS placement scores are between 30 and 45 (required for CHEM 130)

**OR**

**MATH 22 College Algebra II and Analytic Geometry** – if ALEKS placement scores are between 46 and 60 (required for CHEM 110 and CHEM 111)

- If a student plans to take CHEM 110 and CHEM 111 but places below MATH 22 on the ALEKS assessment, the student must complete all prerequisite math courses before scheduling CHEM 110 and CHEM 111 (e.g. If a student achieves an ALEKS placement into MATH 21, the student will need to take MATH 21 and then MATH 22)

## **Sophomore Year**

All students admitted to University Park remain at University Park campus during their sophomore year. Students admitted to a Commonwealth campus remain at their assigned campus.

Required sophomore nursing courses-are:

Fall Semester	Spring Semester
NURS 250 (US)	NURS 225
NURS 251	NURS 230

## **Junior/Senior Year**

All University Park Nursing students will spend either junior or senior year at Hershey Medical Center. The lecture curriculum remains the same regardless of assignment. Clinical rotations are based upon availability of faculty and clinical sites. Students will complete 6-12 hours of clinical experience per week. The rotation for student athletes who fall under NCAA requirements to maintain eligibility (which does not include cheerleading, Lionettes dance team, club sports or Blue Band), ROTC students, and Schreyer Honors students will be reviewed on an individual basis.

Revised Spring 2018

Students admitted to a Commonwealth campus will remain at their assigned campus.

Required nursing courses are:

<b>JUNIORS</b>	
Fall Semester	Spring Semester
NURS 305	NURS 200W
NURS 301	NURS 350
NURS 310	NURS 306
	NURS 320
<b>SENIORS</b>	
Fall Semester	Spring Semester
NURS 450A	NURS 450B
NURS 405A	NURS 405B
NURS 415 or NURS 420	NURS 415 or NURS 420

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## CLINICAL CAPSTONE

**NURS 450B**, clinical capstone course, is designed to expand the scope of nursing practice of senior nursing students.

- Student clinical experiences and simulation activities focuses on leadership and management
- The clinical capstone course occurs in the semester of graduation and a guidelines packet is provided at that time
- Students are contacted via listserv sent to students' PSU email at least one semester prior to capstone regarding their top three choices of clinical sites
- Students are notified of their clinical capstone placement once confirmed by capstone faculty
- Student outcomes are designed to enhance comprehension and synthesis of professional nursing responsibilities
- Clinical experiences are scheduled with selected nurse preceptors primarily in acute care settings with emphasis on the role of the nurse in providing care within a healthcare setting

*The **nurse preceptor** is an accomplished, experienced nursing professional who extends to an aspiring person, within the context of a one-on-one relationship, advice, teaching, sponsorship, guidance, and assistance towards establishment in his/her chosen profession.*

**Learning objectives** for the clinical capstone experience include:

1. Communicate effectively within complex healthcare organizations to optimize patient care
2. Demonstrate sound clinical decision-making
3. Synthesize data and pertinent information to provide evidence-based practice
4. Contribute to a healthy organization work environment
5. Coordinate management functions: plan, organize, direct, evaluate
6. Demonstrate coordination of effective delivery of nursing care for individuals and groups
7. Utilize the agency resources, as appropriate, for ethical decisions and patient advocacy
8. Develop a personal nursing leadership philosophy based on theory and research
9. Analyze the diverse influences affecting an organization's worksite culture
10. Demonstrate increased confidence in the nurse generalist role and in the value of life-long learning

**THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF NURSING**  
**Clinical Preceptor Evaluation**

NOTE: Student completes this form which is found on CANVAS

Course Title/Number \_\_\_\_\_ Date \_\_\_\_\_  
Preceptor \_\_\_\_\_

7 = strongly agree

6 = agree

5 = mildly agree

4 = neutral

3 = mildly disagree

2 = disagree

1 = strongly disagree

0 = not applicable or cannot evaluate

- \_\_\_\_\_ 1. The preceptor presented clear learning objectives for this clinical experience.
- \_\_\_\_\_ 2. The preceptor selected clinical assignments and/or experiences which enhanced student learning.
- \_\_\_\_\_ 3. The preceptor selected clinical assignments which were challenging and within the scope of students' ability.
- \_\_\_\_\_ 4. The preceptor was available for assistance on the clinical unit.
- \_\_\_\_\_ 5. The preceptor promoted learning through active dialogue with students.
- \_\_\_\_\_ 6. The preceptor demonstrated competence in the guidance of students and/or provision of care.
- \_\_\_\_\_ 7. The preceptor was a positive role model for professionalism in practice.
- \_\_\_\_\_ 8. The preceptor was able to relate theory to clinical practices.
- \_\_\_\_\_ 9. The preceptor demonstrated commitment to clinical practice and student learning.
- \_\_\_\_\_ 10. The preceptor demonstrated respect for students, clients, and clinical personnel.
- \_\_\_\_\_ 11. The preceptor provided meaningful and objective feedback to students regarding clinical experiences.
- \_\_\_\_\_ 12. The preceptor communicated as needed with the student and faculty to discuss student progress and maintain open communication.

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## INDEPENDENT STUDIES IN NURSING

### Nursing 495: Nursing Study in Specialized Setting

(Effective Fall 1992)

#### Policies

The student has the responsibility of initiating a *Request for Assignment to NURS 495* in writing no later than the end of the semester immediately preceding the one for which the NURS 495 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 495. Additional requirements for enrollment in NURS 495 include:

- Students are limited to one NURS 495 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 495 after all other first-time NURS 495 requests have been granted.
- Students who are graduating the semester in which they have requested a NURS 495 will be given enrollment priority.
- Enrollment in NURS 495 must be approved by the sponsoring faculty member prior to student enrollment.
- If clinical sites and/or clinical supervisors are unavailable or are inappropriate, it may **not** be possible to place students in the agencies of their choice.

Students should request the specific number of semester credits using the following credit and clinical hour equivalencies:

- |   |   |
|---|---|
| • 1 credit = 45 hours<br>per semester   | • 4 credits = 180 hours<br>per semester |
| • 2 credits = 90 hours<br>per semester  | • 5 credits = 225 hours<br>per semester |
| • 3 credits = 135 hours<br>per semester | • 6 credits = 270 hours<br>per semester |

In order to meet course objectives and agency requirements, **students are encouraged to enroll in a maximum of 3.0 credits for a NURS 495**. Faculty and student must be confident that this is achievable.

#### How to Initiate NURS 495 Independent Study:

1. Student obtains a [Request for Assignment to NURS 495](#) application from the College of Nursing's website
2. Student confers with a faculty member about credits, placement, objectives, and evaluation.



3. The sponsoring faculty member signs the request and forwards it to the CON Commonwealth Campus Program Coordinator if attending a Commonwealth campus, or the College of Nursing's Associate Dean for Undergraduate Education for those at UP and HMC. The CON Commonwealth Campus Program Coordinator or the College of Nursing's Associate Dean signs the request and has the course added to the student's schedule.
4. The student verifies that the course has been added to his or her schedule.

## **Responsibilities and Procedures**

### **Student**

1. The student follows the process under "How to Initiate NURS 495 Independent Study".
2. Abide by agency policies.
3. Notify clinical preceptor in advance of absence or tardiness.
4. Once approval is received, develop with the assigned faculty preceptor specific clinical objectives and desired learning experiences related to course objectives.
5. Maintain weekly contact with faculty preceptor.
6. Assume responsibility for seeking learning experiences in conjunction with clinical preceptor and faculty preceptor.
7. Participate in his/her evaluation with clinical preceptor and faculty preceptor.
8. Participate in evaluation of faculty preceptor and clinical agency.

### **Faculty Preceptor**

1. The faculty preceptor follows the process under "How to Initiate NURS 495 Independent Study".
2. Confirm with the College of Nursing Academic Affairs Office that the clinical facility has PA State Board of Nursing approval.
3. In consultation with the Nursing Program Coordinator and the Associate Dean for Undergraduate Education, initiate contact with the clinical preceptor and obtain curriculum vitae.
4. Inform clinical preceptor of student's educational level.
5. Provide and discuss with clinical preceptor and student the course objectives, desired learning experiences, and criteria for evaluation.
6. Maintain regular contact with clinical preceptor and student as appropriate.
7. Submit evaluations to the CON and enter final grades within 48 hours after last day of classes.

### **Clinical Preceptor**

1. Participate in the orientation of student(s) to the clinical environment.
2. In conjunction with student, select learning experiences to meet the objectives of the course.
3. Engage in continuous on-site teaching of student.
4. Allow students to work in a collaborative relationship.
5. Provide the majority of the clinical guidance and/or supervision as dictated by the learning experience.

6. Maintain open dialogue with faculty preceptor and student.
7. Evaluate student progress continuously and provide feedback.

### **Criteria for Selection of a Clinical Preceptor**

1. Currently licensed as a Registered Nurse.
2. Preferably a minimum of a baccalaureate degree in nursing.
3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses as documented on the curriculum vitae).
4. Experience as a Registered Nurse for at least one year in the area of the present preceptorship.
5. Employment time in the setting sufficient to be thoroughly familiar with the institution. (The actual time can be determined jointly by the clinical preceptor, agency, and faculty preceptor.)
6. Voluntary acceptance of clinical preceptor role.
7. The clinical preceptor may not be a family member or close friend of the student.

The Pennsylvania State University  
COLLEGE OF NURSING

Request for Assignment to NURS 495

Last Name:  First Name:  Middle Initial:

PSU ID #:  Date:  Email:

Student Local Address:   
Include Apt. #, Street address, zip code

Tel #:  Current Semester Standing:

First Choice

Second Choice

Agency:	<input type="text"/>	<input type="text"/>
Geographic Location:	<input type="text"/>	<input type="text"/>
Clinical Specialty Area:	<input type="text"/>	<input type="text"/>
Instructor:	<input type="text"/>	<input type="text"/>

**Brief Justification for Request:**

Number of Credits (see instructions):  Semester:  Year:

Previous NURS 495?  No  Yes If yes, when & # of credits:

**For College Use Only**

Faculty:   Approved  Denied

Date:  Comments:

Associate Dean or Campus Coordinator:   Approved  Denied

Date:  Comments:

Processed:

**Return completed form to:** College of Nursing's Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 9/13/17 - lmh

The Pennsylvania State University  
COLLEGE OF NURSING

**NURS 495 - Evaluation**

Last Name:  First Name:  Middle Initial:   
PSU ID #:  Email:   
Clinical Preceptor Name:  Vita:  Yes  No  
Title:   
Agency:  Unit:

1. Clinical evaluation by clinical preceptor (telephone, in-person, written):

A. Student Strengths:

B. Student Areas Needing Improvement:

C. Overall Narrative Summary:

2. Recommended clinical evaluation (satisfactory/unsatisfactory):

3. How well were the program and/or student objectives achieved/not achieved?

**Final Grade:**

Clinical Preceptor Signature:

Date:

Faculty Preceptor Signature:

Date:

Student Signature:

Date:

**Return completed form to:** College of Nursing's Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 9/13/17 - lmh

## Nursing 496: Independent Study

### Policies

The Nursing 496 Independent Study (NURS 496) involves independent theory course work (i.e., no clinical component). The student has the responsibility of initiating a [Request for Assignment to NURS 496](#) in writing before the beginning of the semester for which NURS 496 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 496. Exceptions to this policy must be cleared through the Associate Dean for Undergraduate Education or the College of Nursing Commonwealth Campus Nursing Program Coordinator. The student should request the specific number of semester credits to be assigned.

- Students are limited to one NURS 496 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 496 after all other first-time NURS 496 requests have been granted
- Students who are graduating the semester in which they have requested a NURS 496 will be given enrollment priority
- Enrollment in NURS 496 must be approved by the sponsoring faculty member prior to student enrollment
- If project sites and/or supervisors are unavailable or are inappropriate, it may **not** be possible for students to complete the project of their choice

Students should request the specific number of semester credits using the following credit and clinical hour equivalencies:

- |   |   |
|---|---|
| • 1 credit = 45 hours<br>per semester   | • 4 credits = 180 hours<br>per semester |
| • 2 credits = 90 hours<br>per semester  | • 5 credits = 225 hours<br>per semester |
| • 3 credits = 135 hours<br>per semester | • 6 credits = 270 hours<br>per semester |

## Procedures

1. Obtain a [NURS 496 application](#) from the College of Nursing's website.
2. Make an appointment with the instructor. The student and faculty member must complete the [Request for Assignment to NURS 496](#) and Section I of the [Record of Independent Study](#), and submit both forms to the Associate Dean for Undergraduate Education for those at UP/HMC, or the Commonwealth Campus Nursing Program Coordinator.
3. The CON Commonwealth Campus Program Coordinator or the College of Nursing's Associate Dean signs the request and has the course added to the student's schedule. The student verifies that the course has been added to his or her schedule.
4. A signed copy of the *Request for Assignment to NURS 496* and a copy of the *Record of Independent Study* will be returned to the student and instructor.
5. The completed *Record of Independent Study* form will be returned to the instructor at the end of the semester; Section II is then completed.
6. Evaluations (*Record of Independent Study*) are due in the College of Nursing's Academic Affairs Office for UP/HMC (106 Nursing Sciences Bldg) or CON Commonwealth Campus Nursing office within 48 hours after the last day of classes in the semester.
7. Final grades must be posted within 48 hours after the last day of classes in the semester.

The Pennsylvania State University  
COLLEGE OF NURSING

Request for Assignment to NURS 496

Last Name:  First Name:  Middle Initial:   
PSU ID #:  Date:  Email:   
Student Local Address:   
Include Apt. #, Street address, zip code  
Tel #:  Area of Study:

**Brief Justification for Request:**

Number of Credits (see instructions):  Semester:  Year:

Previous NURS 496?  No  Yes If yes, when & # of credits:

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**For College Use Only**

Faculty:   Approved  Denied

Date:  Comments:

Associate Dean/Campus Coordinator:   Approved  Denied

Date:  Comments:

Processed:

**Return completed form to:** College of Nursing's Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), or Hershey Medical Center (1300 ASB/A110), or CON Commonwealth Campus Nursing office.

Revised 9/13/17 - lmh

The Pennsylvania State University  
COLLEGE OF NURSING

**NURS 496 - Record of Independent Study**

This *Record of Independent Study* must be used for all independent or individually arranged student learning experiences. It is to be completed by the student and faculty and submitted to the Associate Dean for Undergraduate Programs for those at UP/HMC or the CON Commonwealth Campus Nursing Program Coordinator before the beginning of the semester.

**Section I:**

1. Title or descriptive statement of the Independent Study.

2. Purpose of the Independent Study.

3. Program and/or student objectives and experiences for the Independent Study.

4. Method used to evaluate the objectives (e.g., oral/written examination, paper, report, observation, etc.).

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**Section II: (To be completed at the end of the semester)**

1. How well were the program and/or student objectives achieved/not achieved?

Number of credits :

Grade:

Faculty Signature:

Date:

Student Signature:

Date:

Student PSU ID #:

Revised 9/13/17 - lmh



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## GUIDELINES FOR UNDERGRADUATE TEACHING ASSISTANT

### I. Eligibility Recruitment Application

1. Undergraduate Teaching Assistants (UG-TAs) should have a strong overall academic performance. The potential UG-TA should have an overall minimum GPA=3.2.
2. UG-TAs must complete the assigned class with an A minus (-) or better.
3. Students may request the opportunity to be an UG-TA, or faculty may recruit students for the position.
4. Application Process for NURS 495/496; NURS 395/396:
  - Complete the electronic application  
[https://pennstate.qualtrics.com/jfe/form/SV\\_3I4OVnylfmDaW0Z?Student=1](https://pennstate.qualtrics.com/jfe/form/SV_3I4OVnylfmDaW0Z?Student=1).
  - Personal statement: The student will include a personal statement outlining future career goals.
  - Recommendation: The student will identify a faculty member who will provide a recommendation. The faculty member should have evaluated the student in the previous semester.
  - Resume: The student will upload their resume.
  - Interview: The course coordinator will conduct the interview. The course coordinator will email all candidates the date, time, and location of their interview. Interview rubric will appear within the email generated in the process flow.

### II. Expectations and Responsibilities

1. The UG-TA experience should provide a meaningful learning opportunity; engagement with faculty through mentoring and role modeling; engagement with other students through peer support
2. The following responsibilities are appropriate for the UG-TA experience.
  - a. Assisting in the planning, preparation and organization of course materials, assignments, or lessons.
  - b. Designated as a designer or a student in Canvas. The UG-TA must not have access to the gradebook
  - c. Assisting in recording students' attendance and class participation
  - d. Assisting with discussion, recitation, lab, review, or similar sessions led by a faculty member or graduate assistant (GA)
  - e. Leading discussion, recitation, lab, review, or similar sessions under the direct supervision of a faculty member or GA
  - f. Holding office hours or conducting one on one or group tutoring of students of work to be submitted or already graded
  - g. Providing student feedback to the course faculty on a course assignment or lesson
  - h. Advising and mentoring teams or groups on courses projects
3. The following responsibilities may be appropriate for the UG-TA experience with careful supervision and monitoring by faculty and/or administrators:
  - a. Planning or preparing a course assignment or lesson independently

- b. Planning and delivering a review session to students.
  - c. Moderating discussion boards under the supervision and guidance of the faculty member.
4. The following responsibilities are not appropriate for a UG-TA experience:
- a. Planning or preparing a course assignment or lesson or leading a class meeting without review, supervision and/or monitoring by faculty
  - b. Proctoring of an exam
  - c. Grading of any assignments
  - d. Entering or accessing any grades for an assignment or course in online or other official grading tools

### **III. Requirements**

1. Prior to and during the experience, UG-TAs should be provided training on educational strategies they will be expected to use in this role. UG-TAs should be trained on administrative issues related to their duties, such as room scheduling, handling information technology issues, etc.
2. UG-TAs should be trained in the following areas:
  - a. Academic Integrity Policy and procedures
  - b. FERPA and Confidentiality of Student Records
  - c. Use of Instructional Data
  - d. Sexual Harassment
  - e. Classroom Disruptions
  - f. Emergency situations, including active shooter
  - g. Social pressure
  - h. Cross-cultural communication
3. Any previous University training that the student has completed may be counted toward this requirement.
4. Additional training is optional (i.e., Child Abuse Training, Lab Safety, HIPAA, Computer and Network Security, Clery Act, Conflicts of interest, University policies) and should be assigned as appropriate.

### **IV. Credit**

1. Credit to be awarded should be clearly communicated to UG-TA applicant during the recruitment process
2. Academic credits awarded will follow University Faculty Senate policy (1 unit of academic credit is equivalent to 45 hours of work for a semester).

### **V. Supervision, Evaluation and Responsibilities of Faculty**

1. Faculty should meet with UG-TAs regularly (weekly is recommended) and communicate clearly about their assigned tasks, expectations and performance (see syllabus/evaluation form).
2. Faculty should provide a systematic evaluation of the performance of UG-TAs at least twice during their experience (mid-semester and end of semester using the evaluation tool link).
  - a. Formative assessments throughout the semester are recommended as part of providing a meaningful learning experience.

3. Faculty should provide UG-TAs with the resources needed.
4. Faculty supervising UG-TAs are responsible for assigning a final grade.
5. The UG-TA should address problems or concerns directly with the course coordinator. IF the resolution to the problem does not occur, the UG-TA should consult the campus coordinator and then the associate dean for UG education as needed.

Links to Selected Penn State Resources on UTAs

<https://learning.ist.psu.edu/introduction/>

<http://cese.science.psu.edu/learning-assistant-program>

<http://www.engr.psu.edu/leonhardcenter/tiprogram/>

[https://www.altoona.psu.edu/mns/docs/undergradassistants\\_F13.pdf](https://www.altoona.psu.edu/mns/docs/undergradassistants_F13.pdf)

Links to Selected Resources External to Penn State

<https://laprogram.colorado.edu/>

<https://laa.colorado.edu/>

<https://www.ugst.umd.edu/documents/TAGuidelinesUGST.pdf>

<http://www.orientation.umd.edu/becomeTA.html>

[www.cmu.edu/teaching/resources/PublicationsArchives/UTA\\_Depts-v2.pdf](http://www.cmu.edu/teaching/resources/PublicationsArchives/UTA_Depts-v2.pdf)

<http://www.as.pitt.edu/fac/teaching/guidelines-arts-and-sciences-undergraduate-teaching-experience>

<https://www.brown.edu/about/administration/heridan-center/teaching-learning/teaching-assistants/undergraduate-t>

Approved BSN Council: Fall 2018  
Approved Undergraduate Affairs: January 2019  
Effective: Summer 2019

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## ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

**ATI Nursing Education (Assessment Technologies Institute®)** is a technology-based educational assessment and testing program. The program's focus is helping students succeed in the licensure examination (NCLEX) that all graduates need to successfully pass in order to practice nursing after graduation.

Today's nursing students are diverse with different learning styles and needs. ATI Nursing Education's learning systems are designed to offer a variety of learning methods. ATI information and services are available to students throughout their academic career and one year after graduation. The following is a summary of the ATI testing that students are exposed to across the nursing curriculum.

**NOTE:** Students are assessed a fee for the ATI program material and resources which is charged to their tuition account in sophomore, junior, and senior years. All materials will be obtained at the beginning of the first year. Additional materials are available for purchase through ATI; however, in order to contain cost and present our students with the best NCLEX preparation package, the materials and fees associated with ATI are negotiated annually between the College of Nursing and ATI. Also, there is a multitude of additional information available on the ATI website at no additional cost <https://atitesting.com/Home.aspx>

- ATI assessment results are a designated portion of the course grade and identify content areas needing further study for successful completion of (NCLEX)
- The cost associated with materials (textbooks, skills modules, handbooks, tutorials, online assessment testing, proctored exams, and the NCLEX Live Review) is the student's responsibility, and all students are required to purchase the materials and take the exams

ATI Cost Fees are **NOT** refundable

### **NURSE LOGIC**

An interactive, media-rich, online tutorial is designed to introduce students to the new *ATI Helix of Success*. This model illustrates how knowledge and clinical judgment, supported by concepts derived from the Quality of Safety Education for Nursing (QSEN) competencies and Institute of Medicine (IOM) recommendations for nursing education, can prepare the student for academic and NCLEX success. This robust and interactive tutorial introduces nursing students to core concepts relevant to nursing practice, arms students with study and test-taking skills, and introduces them to the NCLEX examination process.

Students benefit from a wide array of case studies, applied learning examples, and learning resources that support student success throughout the curriculum. The depth and breadth of the content provides beginning and advanced students valuable information that can be used in classroom and clinical settings.

### **SKILLS MODULES SERIES**

ATI's Skills Modules Series gives the student the opportunity to apply critical thinking skills to patient care before entering the skills lab. This online assessment-driven, self-study learning package is continually updated and includes how-to videos of nursing skills, practice challenges, evidence-based research summaries and much more. Additionally, the program covers situations that may not arise in actual clinical time, so nursing students will be prepared for the unexpected as well as the expected.

### **CONTENT MASTERY SERIES**

A group of proctored and online practice assessments that provides data regarding a student's mastery of concepts related to specific nursing content areas such as maternity, pediatrics and medical surgical. The proctored assessments provide content specific proficiency levels that measure a student's level of knowledge acquisition.

NCLEX readiness is measured with the Comprehensive Predictor. A practice version called the Comprehensive Assessment helps students prepare for the Comprehensive Predictor. Two forms of each proctored and practice assessment are currently available, so faculty may use any or all of the components of the Content Mastery Series in whatever combination or sequence works best for them and their students.

### **TARGETED MEDICAL SURGICAL TESTS**

This series addresses individual body systems and provides formative evaluation of content prior to the final medical surgical course. Both students and faculty can generate a score report after each assessment. Score reports provide valuable information. Students can also create a focused review to guide remediation along with each score report. Focused review refers students to the review modules and remediation templates to remediate content deficiencies.

### **PHARMACOLOGY MADE EASY**

An audiovisual, interactive, media-rich, online tutorial designed to help students learn about pharmacology and drugs given in practice. The tutorial contains 12 modules with about 200 prototype drugs addressed. Each module focuses on drugs that relate to a body system and contains detailed drug information related to the drugs' use in the management of alterations in health.

### **CUSTOMIZED LIVE NCLEX REVIEW**

This NCLEX review is based on the class performance on the Comprehensive Predictor, one of the final exams used within the Comprehensive Assessment and Review Program (CARP). This three-day live review is designed to improve competency on topics that need additional instruction. The review is highly interactive and is closely aligned with the NCLEX blueprint. Test-taking strategies, critical thinking and Q&A are presented. Upon completion of the review, students receive a customized, individual study plan to continue examination preparation. The live NCLEX review will be scheduled your final semester.

## **DOSAGE AND CALCULATIONS 2.0: RATIO AND PROPORTION**

Interactive drills, embedded videos, and new case studies enrich real-life scenarios, providing valuable experience for building competence to administer drugs safely. Mathematical equations are simplified through step-by-step animations that demonstrate the dosage calculation process. Ratio and Proportion method allows a nurse to calculate dosages by using the amount of medication prescribed and the dose available.

- For example, a client is prescribed haloperidol (Haldol) 1 mg PO BID and the dose available is 0.5 mg/tablet. The desired amount is 1 mg, the dose available is 0.5 mg and the quantity available is 1 tablet. Use the following formula to calculate dosages using the Ratio and Proportion method.

## **LEARNING SYSTEM RN**

Learning System offers curriculum support to faculty by providing learning-enhanced assessments in nursing content areas. Alignment of Learning System assessments to the curriculum allows instructors to assign those that correspond with the nursing content covered in the course. The use of learning-enhanced assessments in Learning System promotes student success throughout the Nursing Program and on the NCLEX exam.

Learning System provides students with practice in content-specific areas, which allows students to focus on their strengths as well as identify areas of need. Faculty can identify which areas to direct students' attention to for remediation using ATI practice assessments and tutorials.

## ATI Placement in the B.S.N. Curriculum

### GENERAL INFORMATION

#### **Course Specific Proctored Exams**

- Administered by the end of semester of each term beginning sophomore year during regularly scheduled class time
  - Exceptions: Critical Thinking Entrance Exam (Fall Term sophomore year – by Week 3)
- Online proctored exams (all students must have a laptop)
- 40-95 minutes in length

#### **Targeted Assessments**

- Divided between NURS 301 and NURS 310 with rationales enabled (which gives immediate feedback and explains why a response is correct or incorrect)
- Faculty determines when testing occurs relative to course content
- Approximately 30 questions

#### **RN Comprehensive Predictor**

- RN Comprehensive Predictor, which takes approximately 180 minutes, is administered twice in senior year
  - Spring – Week 8 (basis of focused ATI LIVE REVIEW)
  - Spring – Finals Week (After remediation)

### ATI Testing Placement in the General B.S.N. Curriculum

#### **NURS 250:**

- Self-Assessment (Non-Proctored)
- Incorporate Dosage Calculation Tutorials
- **Critical Thinking Entrance (Proctored) – Fall – No later than Week 3 (40 minutes)**

#### **NURS 251:**

- Incorporate Skills Modules
- No examination is administered

#### **NURS 225:**

- No examination is administered

#### **NURS 230:**

- Incorporate tutorials included in the ATI package
- Nurse Logic – 2.0 and Learning Systems
- Use the Dosage Calculation Tutorials

**NURS 305:**

- Incorporate Pharmacology tutorials
- **Pharmacology (Proctored) – Fall – Week 15 (70 minutes)**

**NURS 301:**

- Targeted Assessments
  - Cardiovascular, Respiratory, Perioperative, Fluid/Electrolyte/Acid Base, Immune
  - Faculty determines when testing occurs relative to course content
  - **Fundamentals (Proctored Form A) –Fall – Week 15 (70 minutes)**

**NURS 310:**

- Targeted Assessments
  - Endocrine, Neurosensory/Musculoskeletal, Renal/Urinary, Gastrointestinal
  - Faculty determines when testing occurs relative to course content

**NURS 306:**

- **Nursing Care of Children (Proctored) – Spring – Week 15 (70 minutes)**

**NURS 320:**

- **Maternal Newborn (Proctored) – Spring – Week 15 (70 minutes)**

**NURS 450A:**

- **RN Comprehensive Predictor Practice A- Online- Week 12**
- **Leadership and Management (Proctored) – Fall – Week 15 (70 minutes)**

**NURS 405A:**

- Nutrition (Non-Proctored) – Form A rationales enabled (which gives immediate feedback and explains why a response is correct or incorrect). Form B rationales disabled
- Students complete same process as with a proctored assessment
  - Week 10 - Complete Form A
  - Spend three hours in focused review and complete a required activity
  - Week 12 - Achieve a 75% or better on Form B
- Faculty awards points for completion of all required elements (should not exceed 5% of course grade)

**NURS 405B:**

- **Adult Medical Surgical (Proctored) – Spring – Week 15 (100 minutes)**
- **Critical Thinking Exit (Proctored) – Spring – Week 15 (40 minutes)**

**NURS 415:**

- **Community Health (Proctored) – Fall/Spring – Week 15 (65 minutes)**



**NURS 420:**

- **Mental Health (Proctored) – Fall/Spring – Week 15 (70 minutes)**

**NURS 450B:**

- **RN Comprehensive Predictor (Form A-Proctored) – Spring – Week 8 (180 minutes)**
  - Information is used to develop ATI Live (NCLEX) review course and the students' individual plan of study used for remediation prior to the final RN Comprehensive Predictor (Form B)
- **ATI NCLEX Live Review – Spring – Week 11 (Three 8-hour days)**
- **Remediation**—students will receive an individualized plan of study following the Live Review and are expected to complete the plan, take the RN Comprehensive Practice B
- **RN Comprehensive Predictor (Form B-Proctored) - Finals Week (180 minutes)**

**ATI Point Structure**

Online Practice A Assessment with rationales on (10 points if completed and submitted on time)	Required learning activity (Decided by the course coordinator, 20 points if activity completed and submitted on time)	Online Practice B Assessment with at least a 75%. (10 points if completed and submitted on time and 10 points for 75%)	Proficiency Level on ATI Proctored Assessment	Points Awarded for Achievement on ATI Proctored Assessment	TOTAL POINTS POSSIBLE OUT OF 100
10	20	20	Proficiency Level 2 or 3 on ATI Proctored Assessment	50	100
10	20	20	Proficiency Level 1 or Below Level 1 on ATI Proctored Assessment	25	75

Students will receive a ZERO for late assignments unless prior arrangements are made with the course coordinator. All late assignments must be completed in order to fulfill course ATI requirements.

# ATI Plan – Getting Started with ATI

## ATI-Plan® - Getting Started with ATI

### Welcome

It takes a special person to be a nurse. Some say it's a calling, others, an epiphany. Whatever the reason, it's one of the most giving career paths one can take. However, it's not an easy path, which is where ATI can help. We have the comprehensive and adaptive learning systems to prepare you for what you need to know to pass the NCLEX® and to become a compassionate, skilled nurse.

### Getting Started with ATI

Go to [www.atitesting.com](http://www.atitesting.com).  
Download free Silverlight software (if necessary).

Click "Create an account" and keep track of your username and password.

My Username \_\_\_\_\_  
My Password \_\_\_\_\_



After creating an account, you will be prompted to view the ATI-Plan - Getting Started with ATI videos. The ATI-Plan videos can be reviewed as often as needed under My Products and Tutorials.

### Student Home Page

#### How To

**ATI-Plan:** Orientation videos to help you get started using ATI. View each video one-by-one to ensure understanding of the ATI website.

**Product Training:** Offers detailed instructions on specific web page functions like accessing assessments, tutorials, results and Focused Review®.

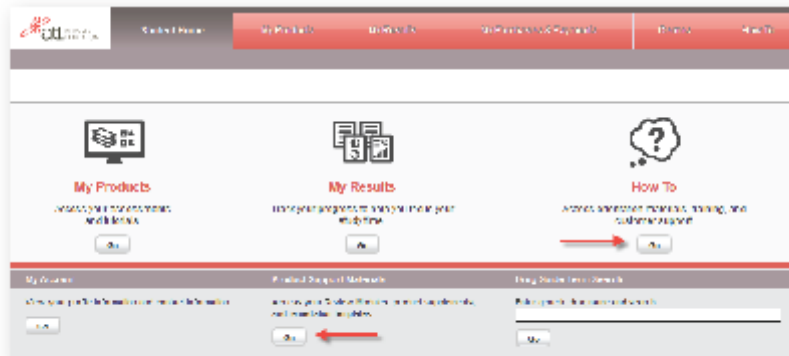
#### Product Support Materials

**Online Review Modules:** Include all content areas covered on NCLEX and contain hundreds of videos, animations and images to enhance your learning experience. Review Modules are directly linked to Focused Review to remediate areas of weakness based on your results on ATI assessments.

**Drug Guide Term Search:** Enter a drug term into the search box, and the interactive tool will automatically populate the drug's Information.

**Active Learning Templates:** Graphic organizers designed to review concepts you missed on ATI assessments.

**Publications:** Include online versions of Ready Set RN/PN.



11161 Overbrook Road  
Leawood, Kansas 66211  
p// 900.667.7531  
w// [atitesting.com](http://atitesting.com)



## ATI-Plan® - Getting Started with ATI

### My Products



#### Enter IDs box:

Use the field to enter an ID provided by your instructor to gain access to an assessment, tutorial or course. Your instructor may give you individuals IDs for each assessment, tutorial and course, or you may be provided with one Product ID code.

**Product ID:** Your instructor may provide you with one Product ID code (starting with CDN) to access all assessments, tutorials and courses. The Product ID code is specific to each graduating class. Once you enter your Product ID code, you will have access to all assessments, tutorials and courses enabled by your instructor.

#### Tutorials:

**NurseLogic & Learning System:** These tutorials are designed to help you think like a nurse and practice test-taking strategies (included with your package). Your school may subscribe to other tutorials, such as Skills Modules, Dosage Calculation and Safe Medication Administration, Nurse's Touch™, Real Life™ Clinical Reasoning Scenarios and Pharmacology Made Easy.

#### Assessments:

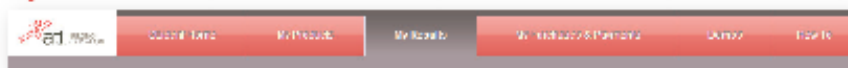
**Online Practice (Non-Proctored) Assessment:** Is an unsupervised, informal assessment designed as a learning experience. You may access online and take as many times as needed. If enabled by your instructor, rationales are provided for both correct and incorrect responses, and provide an opportunity for mastery of content.

**Proctored Assessment:** Is a supervised, or monitored, standardized assessment that compares your performance to other students nationwide.

**Proficiency Levels:** Define performance on Content Mastery Series Proctored Assessments.

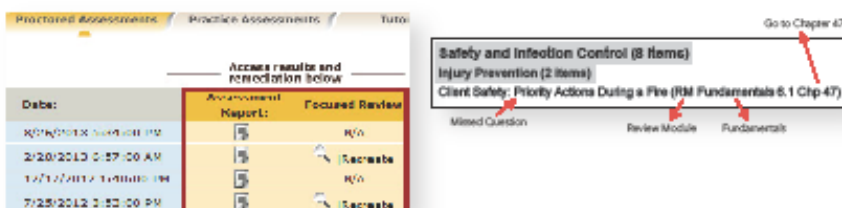
**Comprehensive Predictor:** Predicts your probability of passing NCLEX the first time.

### My Results



**Assessment Report:** Provides your Topics to Review outline as your personalized remediation plan for independent study, and shows you exactly where to find remediation content (see below).

**Focused Review:** Allows you to remediate after every practice or proctored assessment by creating a plan to study ATI Review Module content, practice application exercises and view media clips - built to match your learning style.



### NCLEX facts

**National Council of State Boards of Nursing:** [www.ncsbn.org](http://www.ncsbn.org)

**C.A.T.:** Computer Adaptive Test. This is the NCLEX testing format — the difficulty of every question you receive is based on your score from the previous answer.

**NCLEX Blueprint:** Updated every three years, the blueprint includes the detailed NCLEX test plan upon which ATI's assessments and study tools are based.

**NCLEX - RN:** 75-265 questions: 15 are pretest items, six hours max.

**NCLEX - PN:** 85-205 questions: 25 are pretest items, five hours max.

Follow us on



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## EXAMSOFT POLICY

**Overview:** The College of Nursing has implemented ExamSoft as the testing platform for all nursing courses. ExamSoft is a secure, computer-based testing environment providing students with an experience similar to the NCLEX-RN exam using a software download known as Examplify. In addition to these testing benefits, ExamSoft provides students and faculty with detailed analysis of the student's performance by identifying individual and class strengths and opportunities related to specific content areas. This performance data can be used by students to guide their studying and examination preparation within a specific course and across the entire nursing program.

### **Student Responsibilities for ExamSoft Use:**

1. Students are expected to have access to a fully functioning laptop computer meeting the minimal system requirements for ExamSoft/Examplify for all testing sessions in nursing courses. The minimal system requirements for computer devices can be found in the Canvas course.
2. PRIOR to the start of each semester, students are expected to purchase ExamSoft by the designated due date using the instructions provided by the College of Nursing. This information will be communicated via PSU email. Students who do not purchase ExamSoft by the designated due date will be unable to test. The inability to test may result in a 0 on all examinations until ExamSoft is purchased. If a student has an issue with purchasing or utilizing ExamSoft, it is the responsibility of the student to directly notify and discuss the circumstance with the campus coordinator by the date when ExamSoft is to be purchased.
3. Students are required to complete the download of each examination in Examplify as instructed and come to the testing session prepared to begin testing. A due date and instructions for downloading an examination will be provided by the faculty via an email sent to all students in the course.
4. Students who do not complete the download of an examination during the designated time frame will receive a 5% deduction in the examination grade for any examination not downloaded within the download window provided by the faculty. If a student fails to download an exam within the specified time frame, the student may be provided with an opportunity to download the exam at the testing session or be provided with an alternative method of testing at the discretion of the faculty. The 5% deduction will still apply. Make-up examinations will not be administered for failure to download an exam.
5. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course coordinator as soon as a problem is identified and no later than 5:00 pm on the last business day PRIOR to the scheduled testing session. (For example, if the exam is at 9:00 am on Monday, the student needs to notify the faculty by 5:00 pm on Friday of any problems; for an 8:00 am exam on a Tuesday

when Monday is a holiday, the student needs to notify the faculty by 5:00 pm on Friday). If persistent computer issues prevent the student from using their own device beyond one exam 5% may be deducted from the examination score.

6. Students are expected to follow all pre-testing computer set up instructions including, but not limited to, closing all applications and de-activating all anti-virus software. These practices will assure optimal performance of ExamSoft during the testing session.
7. Students are expected to arrive to the testing session with a fully charged computer device. Each classroom will have differing levels of access to electrical outlets. Electrical outlets can be used as available.
8. Students are expected to upload their completed examinations immediately upon completion of testing.
9. Students with testing accommodations are expected to provide this documentation to the course coordinator at the beginning of EACH course. If this documentation is not available to the student at the start of a course, students must provide documentation to the course coordinator as soon as possible and at least 4 working days PRIOR to the first examination when accommodations are needed or as directed by the individual campus office of Disability Services.
10. All students are expected to follow the University's Academic Integrity policy as stated in the BSN/Second Degree Student handbooks.
11. All students are expected to follow the Testing Session Procedure as stated in the BSN/Second Degree Student handbooks.

### **Faculty Responsibilities for ExamSoft Use:**

1. All faculty are expected to utilize ExamSoft for testing within nursing courses.
2. Faculty will proctor all examinations involving ExamSoft.
3. All faculty are expected to have access to their personal ExamSoft account via a computer device during all testing sessions.
4. All faculty are expected to provide the examination to students in ExamSoft for downloading at least 48 hours PRIOR to the testing session and should require that all downloads be completed by students at least 24 business hours prior to the testing session.
5. All faculty must select the option to send a reminder for the download end time to all students in the exam set up. This will generate an ExamSoft email. In addition, faculty are expected to send an email to all students in the course notifying them of the examination download time frame.
6. All faculty are expected to provide an emergency plan for technical problems with individual devices reported by students by 5:00 pm on the last business day PRIOR to the testing session.
7. All faculty are expected to confirm that a completed examination has been uploaded prior to allowing a student to leave the testing session

8. Faculty will provide a watermarked paper as scratch paper for the examination.
9. All faculty will utilize the ExamSoft's random password generator for the development of all passwords for testing sessions.
10. All examination reviews will be proctored and will follow the testing session procedures to assure security of all items.
11. All faculty are expected to implement the Testing Session Procedures as stated in the BSN/Second Degree Student handbooks.

Approved by BSN Council 12/10/2018  
Revised BSN Council April 2019

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## **TESTING SESSION PROCEDURES**

### **Testing Session Procedures**

1. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.
2. All personal belongings should be placed in the front of the room or at a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices and any other items at the discretion of the faculty.
3. All cell phones or other electronic devices should be turned off.
4. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
5. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
6. Only a computer and mouse (as needed), PSU identification and a pencil will be allowed on the desk during the testing session.
7. Faculty will provide a watermarked paper for each student. Students will be required to write their name on the paper and return it to the faculty at the conclusion of the examination. Failure to return this paper to the faculty prior to leaving the testing session will be considered a violation of the University's Academic Integrity Policy. Any student who removes the paper from the testing session will be subject to the Academic Integrity process which may include receiving a zero on the examination or other disciplinary actions.
8. No food or beverages will be allowed at the desk during testing sessions.
9. Students may be asked to move to another seat or assigned to a seat for the testing session at the discretion of the faculty.
10. Talking during the exam is not permitted unless an emergency occurs.
11. No questions will be answered during the examination unless related to an error/typo on the examination or a technical difficulty. Raise your hand for assistance if this occurs.
12. Do your own work. Any evidence of cheating will be subject to the University's Academic Integrity Policy.

13. Students are required to upload the examination as soon as the examination is completed or when the testing time has expired. Proctors should confirm the green screen prior to the student leaving the testing room. Students should not leave the testing session without confirming an examination upload with the proctor.
14. If remaining in the testing area following an examination, your computer lid must remain closed after the examination upload has been confirmed by the faculty until the exam session has concluded for all students. Students remaining in the testing area after the exam will not have access to personal belonging until the conclusion of the testing session.
15. If a student leaves the testing session after the completion of the examination, the student will not be allowed to return to the testing session until all students have completed the examination.
16. RECOMMENDATION: As class size increases, faculty should consider adding additional proctors to the testing session. Faculty groups at all campuses will be expected to work together to identify a strategy to provide adequate proctoring for all examinations

Approved by BSN Council 12/10/2018  
Revised BSN Council April 2019

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## COURSE AND CLINICAL SCHEDULING

1. Classes and/or clinical experiences are scheduled on Monday through Friday at UP, HMC and Commonwealth campus locations.
2. Some NURS courses, in addition to the scheduled lecture and clinical times, may also include a “BY APPT” notation to allow for clinical alternative experiences (e.g. AA meeting attendance for NURS 420) that may occur at a time **other than** the posted clinical meeting day/time. The alternative experience time will be incorporated into the allotted clinical time (e.g. 90 hours total).
3. The College of Nursing may change course times, days and/or sections **up until the day prior to the first day of classes** based on enrollments and/or administrative necessities.
4. Students may register for only two required clinical nursing courses **per semester**.
5. Students may register for only one required clinical **per day**. Back-to-back clinical experiences on the same day are not permitted because of the educational and safety concerns associated with long hours.
6. Classes/courses may be administratively adjusted on the student’s behalf due to various circumstances (e.g. registering outside of stated guidelines, registering without permission—NURS 495/496, section size control, administrative necessities, etc.).

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## UNDERGRADUATE PROGRAM ENROLLMENT

Each pre-licensure undergraduate option has enrollment limits. Completing nursing courses intended for other Penn State Nursing options is not permitted

Revised Spring 2018

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## RE-ENROLLMENT/RE-ENTRY/DELAY IN PROGRAM PROGRESSION POLICY

The time to complete the Nursing Program depends on the sequence of courses, plan of study and clinical placement availability. Optimally, students should complete their program according to the designated Recommended Academic Plan (RAP).

Academic progression in the nursing program supports the development and synthesis of the necessary skills from fundamental understanding to complex critical thinking. The academic progression is designed to support educational success, licensure and transition to practice.

To facilitate timely progression and ultimate success, the College of Nursing has in place the following guidelines:

Students may do only ONE of the following:

1. Drop only one required nursing course during the regular drop/add period and only one time.

OR

2. Withdraw from the University only one time once enrolled in the Nursing program.

OR

3. Take a leave of absence only one time.

Note: Any of the above three actions will prolong the student's progression by at least one year and could be longer if space is not available.

Students re-entering:

1. Must provide the Nursing Program Coordinator with a written intent to return to the program 3 months prior to the semester when they will return (see the following table).

<b>Returning Semester</b>	<b>Notification Deadline</b>
Spring Semester	October 1 <sup>st</sup> of the preceding year
Summer Semester	February 1 <sup>st</sup> of the same year
Fall Semester	April 1 <sup>st</sup> of the same year

2. Must complete the University's re-enrollment requirement prior to re-entering the program. ([http://www.registrar.psu.edu/returning\\_university/re\\_enrollment.cfm](http://www.registrar.psu.edu/returning_university/re_enrollment.cfm)).



3. Are responsible for any fees associated with re-entry (i.e. re-enrollment fee).
4. Will return under the current curriculum requirements.
5. May be required to complete additional course work, repeat ATI testing/review course requirements and/ or demonstrate competency of skills.
6. Must meet all program compliance requirements at least one month prior to the start of the semester of return or by agreed upon deadline.
7. The Associate Dean for Undergraduate Education may approve exceptions in extreme situations. The exception would require student review and development of an individualized plan of study.

NOTE:

- Re-entry into the program is not guaranteed and approvals are dependent upon resources and clinical availability.
- Please contact the campus coordinator for military exception to this policy.
- All exceptions must be approved by the Associate Dean for Undergraduate Education prior to the start of the semester.

Effective Spring, 2015  
 AS Council Approval: 12/8/14  
 B.S.N. Council Approval: 12/1/14  
 Undergraduate Affairs Approval: 12/8/14  
 Revised: 10/2015, 1/27/2017  
 Editorial Changes: 1/30/2017  
 Editorial Changes: 12/8/2017

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## PRIOR LEARNING AND TRANSFER CREDIT

### **Transfer Of Credits Evaluation (General B.S.N. Pre-licensure Program)**

1. All students admitted as first-year students or through the Commonwealth Campus' review/entrance to major process **are required to complete all core nursing (NURS) courses at Penn State.**
2. Transfer of credits is subject to University policies and procedures as outlined in the current [Policies and Rules for Undergraduate Students](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/) (<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/>). All such credits are evaluated by the [Office of Undergraduate Admissions](http://admissions.psu.edu/info/future/transfer/credit/) (<http://admissions.psu.edu/info/future/transfer/credit/>) for entry on the student transcript.
3. Once the University has accepted your advanced standing (transfer) credits and you have officially been admitted to the GEN B.S.N. (pre-licensure) degree program, your credits will be evaluated to determine how they may apply to the B.S.N. degree requirements. A maximum of six **pre-admission** transfer credits may be applied to NURS major course requirements.

After a student is admitted to Penn State Nursing, transfer credits to complete Nursing core courses are NOT accepted.

4. An appointment with your Adviser is suggested to review credit evaluations and plan toward completion of the program.
5. All Associates-level and higher nursing credits accepted in **pre-admission** transfer from accredited colleges/universities to Penn State meet the criteria for use as general education electives.
6. One transfer or relevant PSU course may be petitioned to fulfill the Nursing Supporting course with Adviser recommendation.

NOTE: This course does not need to have been completed within the past five years. Student emails a request along with the course syllabus to the Academic Adviser or Faculty Adviser. Faculty or Academic Adviser submits request through the course substitution system (CSRS) for review. Adviser recommendation and review and approval by the Associate Dean for Undergraduate Education is required for courses not on the college's list of previously approved courses. This review will be completed by the CON Records Office.

7. Some general education courses accepted by Penn State from other accredited colleges and universities are direct equivalents of Penn State general education courses. The five-year requirement does not apply to these courses; only to Nursing (NURS) courses.
8. Some courses accepted by Penn State from other accredited colleges and universities as general credits (i.e., not as direct equivalent) must be petitioned to substitute for specific Penn State courses. The five-year requirement does not apply to these courses; only to Nursing (NURS) courses.
9. A policy of the Undergraduate Admissions Office is to articulate transfer credits to a Penn State student's record upon receipt of an official transcript from an institution that holds regional accreditation. All transcripts for transfer credits must be received at Penn State Admissions by:
  - March 1 for Spring graduation
  - October 1 for Fall graduation
  - June 1 for Summer graduation

Taking course work at another institution during the semester you intend to graduate could interfere with graduation if the credits are not transferred to their record by the deadline. **It is the student's responsibility to ensure that official transcripts with grades are received in the Undergraduate Admissions Office for timely posting to the student's Penn State transcript.**

10. To submit transfer coursework to Penn State, the student requests that an official transcript from the institution where the courses were completed be sent to the Undergraduate Admissions Office. This can be done one of three ways:

- The institution mails an official transcript to the Undergraduate Admissions office at 201 Shields Building, University Park, PA 16802.
- The institution faxes the official transcript to 814-863-7590. The fax MUST be sent from the institution, NOT the student.
- The institution sends the official transcript through Parchment or eScrip-Safe to admissions@psu.edu or DASE@psu.edu. Please do not send the transcript to a specific person in the Undergraduate Admissions Office.

**ATTENTION:**

\*Tuition increases when a student accumulates 59.1 credits, including transfer, AP, IB, and Penn State credits. If transfer credits are posted during the semester, and total credits is more than 59.1, a mid-semester tuition increase bill will be sent.

Revised 5/6/16

**Advanced Placement/International Baccalaureate/Dual Enrollment Credits**

Due to the sequential nature of the Nursing curriculum, students will take at least 4 years to complete the General BSN program, regardless of the number of credits earned prior to first-year admission. All credits earned count toward semester standing for registration and tuition purposes.

**Credit By Portfolio For The Licensed Practical Nurse (LPN)**

**Baccalaureate Program - Education/Experience Verification**

The Pennsylvania State University's College of Nursing will award four (4) credits for Nursing 230, a fundamentals course, and two (2) credits for Nursing 250, a basic nursing course, to the Licensed Practical Nurse (LPN) applicant who is deemed eligible for admission to the Baccalaureate Program in Nursing, providing they can meet the following additional requirements:

- The applicant graduated from an approved program of practical nursing within the past three (3) calendar years

OR

- The applicant graduated from an approved program of practical nursing more than three (3) years prior to application and can document 1,000 hours of practice as an LPN within the last three (3) years as verified in writing by the employer(s).

**Responsibilities of the LPN applying for Credit by Portfolio to the Baccalaureate Program:**

1. Notify the Undergraduate Nursing Program Coordinator of the intent to apply for Credit by Portfolio
2. Submit the following documents to the Program Coordinator:
  - a. Practical Nursing Program transcript
  - b. Copy of valid LPN license
  - c. Employer Documentation of Hours of Practice as a Licensed Practical Nurse form(s) if applicable
  - d. Credit by Portfolio form\*

**Responsibilities of Undergraduate Nursing Program Coordinator:**

1. Verify all documents submitted by the student
2. Sign and date the Credit by Portfolio form\*
3. Submit the form to the Academic Affairs Office for processing
4. No grade will be awarded nor credits earned for grades of “D” or “F”
5. Remind student about ATI exam responsibilities

**ATI Exam Responsibilities for the LPN Awarded Credit by Portfolio to the Baccalaureate Program:**

Any LPN applicant who is awarded credit for NURS 230 and NURS 250 must still complete any proctored ATI exams associated with those courses or semesters (e.g. the Critical Thinking and the Fundamentals examinations).

\* Examples of these forms are found in the [LPN Credit by Portfolio Forms Index](#).

*THE NEXT 3 PAGES APPLY TO UNIVERSITY PARK/HERSHEY STUDENTS ONLY*

## **CAMPUS ROTATION REQUEST PROCESS – JUNIOR/SENIOR YEAR NURSING STUDENTS ADMITTED TO UNIVERSITY PARK**

The rotation assignment process aligns with our goal to help students become a well-adjusted and adaptable professional. Your advisers, faculty and leadership are here to support you. Remember that students are told in all programming that the rotation process changes each year. The housing contract season occurs early in the fall semester. In order to facilitate students' planning, Hershey/UP clinical rotation assignments will be completed over the summer.

**Please read the process and contact your adviser with any questions.**

### **Process:**

1. Students will be sent an email during the summer prior to their sophomore year with a survey link. On the survey, students will identify their first and second rotation choices.
2. A timeline will be provided with due dates. Students who do not respond by the due date will be randomly assigned.
3. Students should submit only one survey. If a student submits more than one survey, only the last time-stamped submission will be considered valid.
4. Students may specify BOTH junior and senior years at Hershey, and assignments will be accommodated on a space-available basis.
5. NCAA athletes, Schreyer Honor students, and ROTC students, in consultation with their unit leaders, may choose both years at UP. Additional information may be required and verified. Other students with *truly extenuating circumstances* may request a case-by-case review, which may or may not be approved.
6. Students who wish to be assigned with a friend or group of friends are encouraged to request the same junior and senior year assignments, but lottery selection will be completed individually.
7. If requests for a particular rotation outnumber available space, students will receive their second choice.
8. **Rotation assignments are final.** Students with *truly extenuating circumstances* may request a case-by-case review, which may or may not be approved.

## **Process for Requesting UP/HMC Campus Rotation Site Change**

All students have the option to request a campus rotation site change (HMC or UP). Approval of the request is dependent on course enrollment.

1. The student must obtain an even switch with another student of the same academic level (e.g. Junior with a Junior; Senior with a Senior).
2. Associate Dean must receive a separate email from each student agreeing to the switch.
3. Request requires that the student be located at the requested site preferably for the entire year to facilitate coordination of other courses and eliminate the need for the student to move in the middle of the academic year.
4. Requests are approved by the Associate Dean for Undergraduate Education.

**NOTE:** After students are assigned to their clinical site, openings may become available at either UP or HMC due to student attrition. If they do become available, they are announced via PSU student listserv with a specified timeframe to apply if interested. Selection to fill open positions is done randomly.

## **Important Information for Students Attending Hershey Campus**

### **Student Housing at Hershey Campus**

University Manor West consists of 31 four-bedroom furnished apartments. The four-bedroom suites have a closed hallway separating the bedrooms from the living area allowing privacy to each tenant. All of the apartments are solidly constructed, designed to make them as soundproof and fireproof as possible. There is mail delivery and a laundromat on site. To be eligible for University Manor housing, a prospective tenant must be a full-time resident, medical student, graduate student, nursing student, post-doctoral scholar, fellow, or medical fellow at Penn State Milton S. Hershey Medical Center.

Prices include all utilities but DO NOT include telephone and cable television fees.

More information and a housing application can be found online at <https://students.med.psu.edu/student-life/housing/>

For an application, select from the left-hand menu “Housing Applications” **[This site uses pop-ups. Verify your internet browser allows for pop-up windows: From the browser toolbar select “Options” then “Privacy & Security” then “Permissions”.]**

Then, click on “APPLY FOR PENN STATE COLLEGE OF MEDICINE STUDENT HOUSING”. This will bring up a pop-up window.

Next, choose whether you are a New or Returning Applicant. Then select “I am a Nursing Student” and complete the application.

### **LionCash+ at Hershey Campus**

LionCash+ is available at Hershey Campus. Activation, usage, adding funds, etc., is the same as the process at University Park and many other campuses. Information about LionCash+ can be found at <http://idcard.psu.edu/the-card>. Additional information regarding merchants who accept LionCash+ at Hershey (and other campuses) can be found at <http://www.idcard.psu.edu/IDCard/LionCash/Merchants/index.cfm>

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### **INSTRUCTIONS FOR TAKING COURSES AT PENN STATE HARRISBURG WHILE AT HERSHEY CAMPUS**

Students at Hershey Campus wishing to take any courses being offered through Penn State Harrisburg must contact the College of Nursing office (1300 ASB/A110, phone number 717-531-8767) with their request. The request should include the student’s PSU ID number, the course schedule number, and the PSU student email address. An email request will be forwarded to the Registrar at Penn State Harrisburg Campus by the Hershey staff. The student will then be notified via email of the transaction.

## CLINICAL COMPLIANCE REQUIREMENTS

A major requirement of the Nursing Program is compliances. “Compliances” is the blanket term used for all the medical and legal information required by the College of Nursing (CON), the State Board of Nursing (SBN) and the clinical institutions to be eligible to complete your clinical experiences and ultimately work as a Registered Nurse.

- Compliances are required ANNUALLY. Compliance documentation (exams, results, certifications) must be dated/completed between May 1 and June 30
- Each student will receive an email notification early in the spring semester regarding important compliance information, timeline, directions, and deadlines
- **It is important to follow the compliance timeline to ensure you are compliant for the full academic year.** Most compliance information expires after 1 (one) calendar year. If you begin this process prior to May 1st, your compliances will expire prior to the end of the academic year and you will be at risk of being removed from your clinical courses
- All compliance data collection is completed through [castlebranch.com](http://castlebranch.com). All Compliance questions should be directed to the CastleBranch at: (888)723-4263 x7196 or submit a request to: [https://www.castlebranch.com/contact-us/stufacstaff\\_contactservicedesk](https://www.castlebranch.com/contact-us/stufacstaff_contactservicedesk)
- Compliance documents are submitted to student’s CastleBranch *myCB* account. **You will not be able to download forms or upload data on CastleBranch.com before May 1<sup>st</sup>.** Documents can be submitted in one of three ways: (1) Scan original documents and upload to the secured site; (2) fax documents; or (3) mail original documents
- **Students not meeting the June 30th upload deadline will have nursing courses dropped from their schedule**
- Forms and instructions for completion and submission vary for sophomore, junior and senior nursing students. Please refer to Table 1 below for your specific requirements
- Some clinical institutions may have additional requirements (e.g. drug testing requirements) that are not part of the standard compliances. You will be notified prior to the start of your clinical if you must complete the additional requirements
- All compliance requirements are listed below in **Table 1**. Please refer to the compliance timeline for information on when to complete the requirements. Detailed information and a snapshot of each requirement follow the timeline



**Table 1. Compliance Requirements (CR)**

<b>CR#</b>	<b>Document</b>	<b>Sophomore</b>	<b>Junior/Senior</b>
<b>1</b>	Student Notification of Program Requirements Form	<b>X</b>	
<b>2</b>	Student Consent for Release of Information to Authorized Third Parties	<b>X</b>	
<b>3</b>	Confidentiality, Safe Environment and Fiction Contract for Nursing Simulation	<b>X</b>	<b>X</b>
<b>4</b>	Entrance Health Exam Form	<b>X</b>	
	Annual Health Exam Form		<b>X</b>
<b>5</b>	Personal Health Insurance (Copy of Card-front and back)	<b>X</b>	<b>X</b>
<b>6</b>	Liability/Malpractice Insurance (Copy of Policy)	<b>X</b>	<b>X</b>
<b>7</b>	Cardiopulmonary Resuscitation (CPR) Certification (Copy of Card-front and back)	<b>X</b>	<b>X</b>
	Clearance Checks:		
<b>8</b>	PA Child Abuse History Clearance (Copy of Results)	<b>X</b>	<b>X</b>
<b>9</b>	PA Criminal Record Check (Copy of Results)	<b>X</b>	<b>X</b>
<b>10</b>	FBI Criminal Background Check/Fingerprints (Copy of Results)	<b>X</b>	<b>X</b>
<b>11</b>	Student Data Sheet Form	<b>X</b>	<b>X</b>
<b>12</b>	Flu Immunization (Due each November)	<b>X</b>	<b>X</b>
<b>13</b>	Drug Testing (Specific to campus/clinical institution)	<b>X</b>	<b>X</b>

## COMPLIANCE TIMELINE

### The Timeline is as follows for rising sophomores:

*\*Please check off each item as you complete it. This will help to ensure that nothing is missed!*

#### Spring Semester of Freshman Year:

- \_\_\_\_\_ Schedule a health examination appointment for the week of May 6<sup>th</sup> (arrival home).  
\*\*Remember medical testing may take several weeks to be completed. Scheduling your appointment early allows this process to be initiated early enough for all compliance materials to be completed and submitted by June 30
  
- \_\_\_\_\_ Schedule [American Heart Association Basic Life Support \(BLS\) Provider](#) certification course offered between May 1<sup>st</sup> and May 30<sup>th</sup> to complete the CPR certification requirement. (Includes CPR for the infant and child, and one-person and two-person CPR for the adult)
  
- \_\_\_\_\_ Read the Student Handbook online at: <http://www.nursing.psu.edu/undergrad/handbooks/>

#### MAY 1:

- \_\_\_\_\_ Go to <https://www.castlebranch.com/> to create and purchase your *myCB* account. All necessary documents are located here. You will upload all final documents to this site
  
- \_\_\_\_\_ Download all required forms from <https://www.castlebranch.com/> (e.g. Entrance to Health Examination form). Read and understand each document and follow instructions to complete each requirement
  
- \_\_\_\_\_ Complete FBI Criminal Background Check and Fingerprinting – Visit the Idemia (MorphoTrust) website for Pennsylvania at: <https://www.identogo.com/locations/pennsylvania>

**Please note:** Once registration is complete, you may go to **any location throughout the state of Pennsylvania ONLY** to have your fingerprints electronically scanned. If you are leaving the state immediately following Spring semester (e.g. non-PA resident, attending summer semester abroad, going on vacation, etc.), you may want to consider completing this before leaving campus for the summer break. Please note that fingerprint cards are only available in select locations and prices may vary by state. **Fingerprint cards are the only option for out-of-state applicants or optional for applicants who are unable to be printed electronically at a Livescan system within Pennsylvania. Instructions on “How to Submit a Fingerprint Card” – Complete online registration with fingerprint provider Idemia MorphoTrust via Identogo following the instructions on your *myCB* To Do List and print the Service Summary page at the end of your registration**

- \_\_\_\_\_ Health Examination – Bring your “Entrance Health Examination Form” to your appointment. Your healthcare provider must complete all medical requirements (titers, 2-step TB, etc. dates and results) and document all data on this form (no attached or separate sheets of paper permitted)

- \_\_\_\_\_ CPR certification card – Complete [American Heart Association Basic Life Support \(BLS\) Provider](#) certification course. Upload front and back of CPR card.
- \_\_\_\_\_ Professional Liability Malpractice Insurance – Obtain and upload your policy
- \_\_\_\_\_ Student Notification of Program Requirements – Read and sign
- \_\_\_\_\_ Student Consent for Release of Information to Authorized Third Parties – Read and sign
- \_\_\_\_\_ Photo Release Form – Read and Sign–
- \_\_\_\_\_ Confidentiality, Safe Environment and Fiction Contract for Nursing Simulation – Read and sign
- \_\_\_\_\_ Student Data Sheet – Please remember to put your **local** Penn State address.
- \_\_\_\_\_ PA Child Abuse History Clearance and the Criminal Background Check – Complete according to guidelines provided at <https://www.castlebranch.com/>  
\*\* You are not required to purchase the CastleBranch Student Badge\*\*
- \_\_\_\_\_ Personal Health Insurance Card – Upload front and back of card
- \_\_\_\_\_ Drug Test – Upload your results
- \_\_\_\_\_ Upload all completed documents to your *myCB* account by June 30th. You may also fax or mail copies of these forms. Office Max or Office Depot can provide scan/fax service  
**IMPORTANT NOTE FOR FAX/MAIL:** You must use the cover sheet provided by CastleBranch for **each** requirement. **Any documents received without a cover sheet will be destroyed and you will be listed as non-compliant.**
- \_\_\_\_\_ Make and keep a copy of all documentation for your own records. The College of Nursing is not able to provide copies to you now or in the future.

## **JUNE 30<sup>th</sup>: COMPLIANCE DEADLINE**

- \_\_\_\_\_ All forms must be completed and uploaded to your *myCB* account at this time
- \_\_\_\_\_ CastleBranch will send you an email if any requirement is not completed by the deadline.
- \_\_\_\_\_ Keep a copy of all documents for your records, both at home and at school.

**PLEASE NOTE:** The College of Nursing does not retain copies of your documents.

**SEPT 1<sup>st</sup> - NOV 1<sup>st</sup>:**

\_\_\_\_\_ Receive a flu vaccination during the current flu shot season. Before November 1<sup>st</sup>, scan and upload vaccination documentation or obtain a signed Declination Waiver from your healthcare provider

## PROCESS IF NOT COMPLIANT

### What Happens If Your Compliances Are Not Completed On Time?

(\*effective SUMMER 2018)

Annual completion of compliances is a professional responsibility that will be required as long as you are in the nursing profession. Not completing your compliances by the established deadline jeopardizes our relationship with the clinical sites who graciously agree to host and assist in teaching the nursing students each year; places a lot of stress on you; and creates an enormous amount of work for the nursing staff who are required to verify compliances and meet the clinical facility submission deadline. The College of Nursing cannot risk losing even one clinical facility. Bottom line is without clinical facilities, Penn State has no nursing program.

- **June 30** is the annual deadline for compliances.
- All documentation must be uploaded to CastleBranch between **May 1 and June 30**

### If you don't have all of your compliances uploaded to CastleBranch by June 30:

- **It's serious:** Not meeting the compliances deadline is potentially life-changing.
- This notification is the only warning you will receive.
- **Nursing courses will be dropped from your schedule** without notice in July and will not be reinstated for an entire academic year.
- **Scheduling of nursing courses will be blocked for one full academic year, preventing your progression in the nursing program.**
- During this year, students may:
  - Take a [leave of absence](#) (necessary if you will be taking the year off)
  - Work towards a minor
  - Complete general education requirements
- Every student should talk with their advisor to consider the ramifications (i.e. financial aid) of not progressing.
- Extenuating circumstances will **not** be considered unless the Advising Office is contacted by April 1<sup>st</sup> to develop a plan that address your difficulty. The student must initiate this contact; confidentiality prohibits College of Nursing staff from talking about your compliances with anyone except you!
- **Examples of circumstances that are not legitimate** are: study abroad, summer camp, vacation, out of the country, forgetting, lack of knowledge about deadline, did not receive the emails, finances, etc.
- Annual compliance requirements have been discussed in Accepted Student Programs, New Student Orientation, First-Year Seminar, many nursing classes, in the CONcierge Newsletter, on Facebook, and in numerous listserv emails.
- **Plan ahead!** You are responsible for completing your compliances on time and will be held accountable.

### **CR #1: Student Notification of Program Requirements Form**

- The student is responsible for all information listed on this form
- The Student Notification of Program Requirements form must be submitted to student's CastleBranch *myCB* account. This form will remain in effect until student's graduation

### **CR #2: Student Consent for Release of Information to Authorized Third Parties**

- The student is responsible for all information listed on this form
- The Student Consent for Release of Information to Authorized Third Parties form must be submitted to student's CastleBranch *myCB* account. This form will remain in effect until student's graduation

### **CR #3: Confidentiality, Safe Environment and Fiction Contract for Nursing Simulation**

- The student is responsible for all information listed on this form
- The Confidentiality, Safe Environment and Fiction Contract for Nursing Simulation form must be submitted to student's CastleBranch *myCB* account. This form will remain in effect until student's graduation

### **CR #4: Entrance Health Exam Form**

(for students entering Sophomore year)

#### **OR:**

#### **Annual Health Exam Form**

(for students entering Junior or Senior year)

- The College of Nursing subscribes to the Pennsylvania State Board of Nursing requirement that every undergraduate nursing student shall have an **Entrance Health Examination/Annual Health Examination**
- Copies of Doctor's records are not accepted as the health examination. All information must be documented on the CON form. This form must be completed and signed by the healthcare provider
- The Entrance Health Examination form or the Annual Health Examination form must be submitted to student's CastleBranch *myCB* account

### **CR #5: Personal Health Insurance**

(Copy of Card – Front and Back)

- Students must retain proof of health insurance throughout the academic year
- Students may be asked to provide proof of current health insurance by the clinical agencies before being permitted to provide patient care in those agencies, and failure to do so will result in the student's failure to meet clinical requirements
- Students have the option to enroll in the Penn State insurance plan, to maintain a private insurance policy, or, if eligible, to continue under their parent's or spouse's coverage
- The student is responsible for all costs related to emergency or follow-up care associated with any injury sustained while on clinical that is not covered by their health insurance
- A copy of student's personal health insurance card must be submitted annually to student's CastleBranch *myCB* account

### **CR #6: Liability/Malpractice Insurance**

- Current Liability/Malpractice Insurance is required of all students by the clinical facilities
- Policy coverage dates must be from May 1 through April 30
- Most sites require a minimum coverage of \$1,000,000/\$3,000,000
- A copy of student's malpractice/liability policy must be submitted annually to student's CastleBranch *myCB* account
- Students must select their own insurance carrier

Penn State University does not provide liability insurance for students engaging in internships nor extend its insurance to students. Penn State also does not recommend specific insurance providers. Insurance is available from many insurance providers, possibly including the student's own insurance provider(s) and/or some professional association-sponsored insurance programs. It is the student's responsibility to purchase liability insurance that meets the host sites' insurance requirements.

### **CR #7: Cardiopulmonary Resuscitation (CPR) Certification**

(Copy of Card – Front and Back)

- Only the [American Heart Association Basic Life Support \(BLS\) Provider](#) certification course will be accepted. CastleBranch will not accept, for example, American Red Cross Lifeguard CPR or American Heart Association Heartsaver Courses.
- Online certification is only accepted if renewing the certification.
- A copy of current CPR certification at the appropriate Basic Life Support (BLS) level (CPR for the infant and child, and one-person and two-person CPR for the adult) is required.

- The certification is valid for two years and costs approximately \$70. If you are entering into Sophomore year and obtaining certification for the first time, you will not need to renew your certification until May preceding your senior year in Nursing.
- For information on class sessions, call the American Heart Association (877-242-4277) or go online to [http://www.heart.org/HEARTORG/CPRandECC/CPR\\_UCM\\_001118\\_SubHomePage.jsp](http://www.heart.org/HEARTORG/CPRandECC/CPR_UCM_001118_SubHomePage.jsp)

**Upload (scan) a copy of your certification card (front AND back) to your myCB account by June 30.**

## CR #8 - #10: Clearance Checks

### General Information

The College of Nursing maintains child abuse, PA and Federal criminal history clearance policies and procedures to assure the safety of the public receiving services of students and to meet requirements of the agencies where students complete clinical requirements.

- The student is responsible for all fees associated with the clearance checks
- Clearance checks are required annually
- Progression in the Nursing Program may be dependent upon the clearance check results
- All program decisions related to child abuse and criminal history clearances are consistent with the recommendations of the National League of Nursing, The Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, and the State Board of Nursing. These include but are not limited to the following:
  1. All clinical facilities have the right and/or responsibility to preclude students who have a history of child abuse or criminal activity from the facility. If experience in such a facility is required to achieve the clinical objectives, the student will not be able to complete the required course.
  2. Even if there are multiple clinical course sections and the student is able to have clinical experience for the course at another agency and thus complete the program, the student should know that the State Board may deny licensure based on the applicant's child abuse or criminal history. Students also should know that if the student does become licensed, various laws may preclude the individual from employment in a wide variety of settings.
  3. In addition, students should be aware of the following State Board of Licensure policy:  
To determine whether an applicant with a criminal record will be permitted to take the examination, the Board will review the facts of the applicant's case including the type of conviction(s), the length of time that has elapsed since the conviction(s), whether or not drugs were involved, whether the crime could be classified as one involving moral turpitude, etc. Generally, the less egregious the crime, the greater the amount of time that has elapsed since the offense, the more persuasive the evidence than an individual can practice nursing with reasonable skill and safety and that there is a low likelihood of recidivism, the greater the chance of receiving approval to take the licensure examination.
  4. In the past, the Board has concluded that an *indicated* report of child abuse is evidence that an applicant is not of good moral character.



**CR #8: PA Child Abuse History Clearance (Act 151)  
and**

**CR #9: PA Criminal Record Check (Act 34)**

Students are required to have **both** Act 151 (Pennsylvania Child Abuse History) and Act 34 (Pennsylvania State Police Request for Criminal Record Check) clearances prior to beginning any nursing course.

1. The annual Pennsylvania Child Abuse History Clearance is obtained by completing the included Pennsylvania Child Abuse History Clearance form and following the instructions on the form:
  - a. For electronic submission: <https://www.compass.state.pa.us/CWIS>  
**OR**
  - b. For mail submission (print, complete, and mail form):  
[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)
2. The annual criminal background check is completed through CastleBranch. A form outlining all pertinent information is included for use in completing this request.

**NOTE:**

- In order to be compliant for the entire academic year, you must request clearances each year **between May 1 and May 15, as clearances take 4-6 weeks to be processed**
- When completing the Pennsylvania Child Abuse History Certification Application, the **Purpose of Certification** is “Volunteer having direct volunteer contact with children”. Check the box “Other” and write in “Nursing Student”. The Agency/Organization Name is “Penn State University College of Nursing”.
- The student is responsible for all fees associated with both background checks
- Clearances are required on a **yearly** basis while the student is enrolled in clinical nursing courses
- Use **ONLY** the providers listed above for certification of required background checks. Other agencies that provide clearances are **not accepted**
- Call the Department of Human Services (877-371-5422) if you have questions

**Clearances must be completed and uploaded to your *myCB* account by June 30<sup>th</sup>**

## CR #10: Federal Criminal History Clearance (Act 73) and Fingerprinting (Act 171)

### General Information

- **This requirement is for juniors and seniors only**
- It is a federal regulation that anyone who potentially comes in contact with children requires fingerprinting and a Federal Criminal History Clearance (national criminal history) report completed
- This requirement is done through the **Department of Human Services** (NOT the Department of Education or the Department of Aging, for example)
- Currently the complete process takes approximately 4-6 weeks
- Students may use any Pennsylvania site that is listed – the student's home address does not determine the site which must be used
- The Identogo center operated by Idemia (MorphoTrust) will identify the Pennsylvania locations, hours of operation, appointment instructions, and identification materials that you are required to bring to the site where fingerprinting will be completed. Contact Identogo (855-845-7434) if you have questions.

### General Instructions

- Completion of this requirement involves two steps: (1) registration, and (2) actual fingerprinting
- Registration must be done online at the Idemia (MorphoTrust) website for Pennsylvania at: <https://www.identogo.com/locations/pennsylvania>
- Select "Digital Fingerprinting"
- Enter the "Service Code" and select "Go"
- The "Service Code" is provided in the "To Do List Requirement" from your CastleBranch *myCB* account
- Select "Schedule or Manage Appointment"
- Payment is made **ONLY** at the time of fingerprinting
- Credit card, debit card, cashier's check or money order are the **ONLY** payment methods  
Cash, personal checks or electronic payments will **NOT** be accepted at the site
- **You must have your payment with you when you go to your scheduled fingerprint scan appointment**
- **Make sure that you bring both your document ID and payment method with you to your session**
- Follow instructions for the specific site you plan to use and make an appointment. If you show up without an appointment, you will be turned away.
- A letter with the results will be mailed to the student
- A copy of the letter must be submitted annually to student's CastleBranch *myCB* account

## Pennsylvania Fingerprint (Ink Card) Instructions

(For out of state applicants or optional for applicants who are unable to be printed within Pennsylvania)

- Complete online registration with fingerprint provider Idemia MorphoTrust via IdentGO following the instructions on your myCB To Do List **and print the Service Summary page** at the end of your registration.
- Ask the location if they can perform printed fingerprints for you on the **FD-258 fingerprint cards**.
- You will need to obtain two sets of physical fingerprint cards to submit for processing. Fingerprints **MUST** be submitted on the official FD-258 fingerprint cards, which are included in the packet that you downloaded from your *myCB* account.
- Some states have limited resources for this process. If you are having trouble locating an agency to perform fingerprints, we suggest trying the following alternative solutions:
  - Some shipping/mailing stores may offer this service
  - College/Universities may have on campus police departments that can offer this service

### Unsuccessful Clearance Procedures

#### Child Abuse

##### Procedure for Unsuccessful “Child Abuse Clearance”

If the student clearance returns “Indicated”:

1. A meeting between the student and Nursing Program Campus Coordinator will be arranged by the Nursing Program Campus Coordinator.
2. At the meeting, the policy will be reviewed and a plan will be developed which may include obtaining clinical agency permission for the student to practice in their facility. If the student cannot meet all clinical program requirements, the student will be referred for career counseling.
3. Documentation of the meeting will be placed in the student’s file.

If the student clearance returns “Founded”:

1. A meeting between the student, Nursing Program Campus Coordinator, Associate Dean for Undergraduate Education, and the Dean of the College of Nursing will be arranged by the Nursing Program Campus Coordinator.
2. Meeting will include discussion of policy and development of a plan which may include obtaining clinical agency permission for the student to practice in their facility. If the student cannot meet all clinical program requirements, the student will be referred for career counseling.
3. Documentation of the meeting will be placed in the student’s file.

## **Criminal**

### **Procedure for Unsuccessful “Criminal Clearance”**

If the student clearance returns as “Summary”:

1. A meeting between the student and Nursing Program Campus Coordinator will be arranged by the Nursing Program Campus Coordinator.
2. Meeting will include discussion of policy.
3. Documentation of the meeting will be placed in the student’s file.

If the student clearance returns as “Misdemeanor”:

1. A meeting between the student and Nursing Program Campus Coordinator will be arranged by the Nursing Program Campus Coordinator.
2. Meeting will include discussion of policy and development of a plan which may include obtaining clinical agency permission for the student to practice in their facility. If the student cannot meet all clinical program requirements, the student will be referred for career counseling.
3. Documentation of the meeting will be placed in the student’s file.

If the student clearance returns as “Felony”:

1. A meeting between the student, Nursing Program Campus Coordinator, Associate Dean for Undergraduate Education and the Dean of the College of Nursing will be arranged by the Nursing Program Campus Coordinator.
2. Meeting will include discussion of policy and development of a plan which may include obtaining clinical agency permission for the student to practice in their facility. If the student cannot meet all clinical program requirements, the student will be referred for career counseling.
3. Documentation of the meeting will be placed in the student’s file.

Approved: B.S.N. Council 11/02  
Revised 1/10/18

### **CR #11: Student Data Form**

The Student Data Form provides local and emergency contact information. This information is kept on file and made available only to College of Nursing faculty and staff for purposes of College of Nursing notifications or student emergency situations.

It is the student's responsibility to notify the Academic Advising Office (210 Nursing Sciences Building) or the appropriate CON Commonwealth campus Nursing office of any changes during the academic year.

The Student Data form must be submitted annually to student's CastleBranch *myCB* account.

### **CR #12: Influenza (Flu) Immunization**

(Due each November)

An annual influenza (Flu) vaccination is required of all nursing students prior to attendance at any clinical site utilized by the nursing program. Waivers can be granted only if the influenza vaccination is contraindicated for a student's health. The waiver must be written by the nursing student's physician/healthcare provider.

Approved: Undergraduate Affairs – Fall 2011  
Revised: Undergraduate Affairs – Fall 2012

Documentation of influenza vaccination or waiver must be submitted annually to student's CastleBranch *myCB* account. Students will be sent an email notification later in the fall semester with instructions and due dates.

### **CR #13: Drug Testing**

- Students are required to complete drug testing as one of the compliances. All drug testing is coordinated through CastleBranch
- All students will place an order for the drug testing package with CastleBranch as per instructions from their campus
- Within 48 hours, you will receive a registration form
- The registration form must be taken to the drug testing facility assigned to you (location is dependent on zip code provided at the time of the order)
- Once the specimen is collected, it takes 3-5 business days for results
- Drug testing reports are securely posted on your *myCB* account and are available to the student and the CON only.
- Students are responsible for the cost of all initial drug testing and any retesting.
- Students are responsible for completing the drug screen, checking for their results through CastleBranch and completing any follow-up testing if required.

If screening results are **negative or dilute negative**, no further action is needed.

If screening results are **positive or dilute positive**, the following steps will be taken:

1. The student will be contacted by the Medical Review Officer from CastleBranch to determine any legitimate explanation for the results.
2. If no explanation can be verified by the Medical Review Officer, the positive results will be posted by CastleBranch. The student will be dismissed from the nursing major.
3. With a positive or dilute positive result, the student may request the original sample to be retested at their own expense.
  - a. If this re-testing of the original sample produces a negative result, no further action is needed.
  - b. If this re-testing of the original sample, produces a positive or dilute positive result, the student will be dismissed from the nursing major.

NOTE:

1. The results of the retesting will be considered the final result, not the result from the first test.
2. If a student declines to take a re-test at own expense, then results will be treated as confirmed and verified positive result.

Approved: BSN Council - Spring 2018  
Revised 9/2018

## **Upload/Scan results to your *myCB* account by June 30th**

### **CR #14: Photo Release Form**

- The student is responsible for all information listed on this form
- The Photo Release Form must be submitted to student's CastleBranch *myCB* account. This form will remain in effect until student's graduation

## Compliance Requirements Form Examples

### CR #1: Student Notification of Program Requirements Form

#### STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

**Directions: Please read and complete this form.**

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online.
2. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment. All students are required to be familiar with all Standards of Nursing Conduct regarding confidentiality (Pennsylvania Code, Title 49 Professional and Vocational Standards, 21.18).

Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course. Also, the clinical facility reserves the right to terminate any student's clinical experience if the facility's confidentiality (HIPAA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.

3. **ASSESSMENT TECHNOLOGY INSTITUTE (ATI):** As part of the pre-licensure nursing curriculum, the College of Nursing utilizes materials and services provided by ATI. An ATI yearly fee will be posted to the student's tuition account. There is a "NO REFUND" policy, and financial aid may be applied toward the charges.
4. **PERSONAL HEALTH INSURANCE:** Current health insurance is required of all students, and proof of coverage must be provided if the clinical facility requests proof prior to providing patient care. Therefore, students should carry a copy of their insurance card.

Your signature on this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student's graduation.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
*\*Handwritten (NOT TYPED) signatures only*

**Upload (Scan) Completed Form to Your *myCB* Account by JUNE 30TH**

Revised Spring 2016

**CR #2: Student Consent for Release of Information to Authorized Third Parties**

**STUDENT CONSENT FOR RELEASE OF INFORMATION TO AUTHORIZED THIRD PARTIES**

The Family Educational Rights and Privacy Act (FERPA) and/or Pennsylvania law protects the privacy of student education records (including their personal health information) by prohibiting their disclosure without the student’s written consent, except under limited circumstances. In order to participate in some clinical rotations, clinical facilities may request access to certain education records. In order for the University to provide clinical facilities with copies of such records, students will need to complete and sign the form.

<b><u>Authorized Third Party:</u></b>	Clinical facilities where the student may be completing a clinical rotation.
<b><u>Purpose of Disclosure:</u></b>	Requirement or condition of a clinical facility in order for student to participate in clinical learning experiences, if requested by the facility.
<b><u>Duration of Authorization:</u></b>	Effective during the Student’s enrollment in the College of Nursing unless otherwise revoked by the Student.

**RECORDS TO BE RELEASED:**

- Entrance Health Exam Form
- Annual Health Exam Form
- Proof of Personal Health Insurance (copy of insurance card)
- Liability/Malpractice Insurance Policy
- Cardiopulmonary Resuscitation (CPR) Certification
- Pennsylvania Child Abuse History Clearance Results
- Criminal Background Check Results
- FBI Criminal Background Check Results and Fingerprints
- Proof of Flu Immunization
- Drug Testing results

I am signing this authorization/consent form voluntarily. I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation, in person or through U.S. Certified Mail, to the College of Nursing Coordinator for my campus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Legal Name (Last, First, Middle Initial)

\_\_\_\_\_  
Date

Revised March 2019





The Pennsylvania State University  
College of Nursing

**CONFIDENTIALITY AGREEMENT, SAFE ENVIRONMENT & FICTION CONTRACT  
for Nursing Simulation**

As a patron of the Nursing Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor. I understand and agree to being videotaped during the course of simulations and skill demonstration to be viewed by faculty and fellow students related to the course of instruction.

**I agree to adhere to the following guidelines:**

- I will be open to reflection during the debriefing and care for the Human Patient Simulators (HPS) in the same way I would care for any patient, acting with the patient’s best interest in mind with the intention to provide safe and accurate patient care.
- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of the Penn State College of Nursing policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA and other state and federal laws.
- The use of the Electronic Medical Record is intended for the simulated clinical environment for the purpose of student education only and will not involve storing actual, live, or realistic protected health information including any actual patient information or student health information.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulators are to be used with respect and be treated as if they were live patients.
- No Betadine, no ink pens (near simulators), 22g IV or smaller for IV starts.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Upload (Scan) Completed Form to Your *myCB* Account by JUNE 30TH**

Original: Fall 2010 (Sharon A. Lacue, MSN, RN, CNE)  
Revised: March 2013 (Sharon A. Lacue, MSN, RN, CNE)  
Revised December 2017

CR #4:

Entrance Health Exam Form (1 of 2 Pages)

THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF NURSING  
ENTRANCE HEALTH EXAMINATION

**NOTICE:** All sections must be completed.  
Form must be signed by a licensed health care provider.  
Copies of medical records, lab reports and incomplete forms will NOT be accepted.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth \_\_\_\_\_

**TUBERCULIN STATUS:**

**2-Step Tuberculin Skin Test (TST)**

Step One Date \_\_\_\_\_ Results:  Negative  Positive

**Then, within 1-3 weeks after Step One:**

Step Two Date \_\_\_\_\_ Results:  Negative  Positive

**If Positive TST:**

Chest X-Ray Date \_\_\_\_\_

Results \_\_\_\_\_

Isoniazid Prophylaxis:  No  Yes Dates \_\_\_\_\_

Comments: \_\_\_\_\_

**ANTIBODY TITERS: Must be completed and interpreted by the health care provider. If titers indicate not immune or equivocal—booster vaccination(s) is/are required.**

1. Measles (Rubeola) Titer Date: \_\_\_\_\_  Immune  Not Immune

**If not immune, Booster Vaccine** Dates: 1 \_\_\_\_\_ 2 \_\_\_\_\_ (two doses at least 4 weeks apart)

2. Mumps Titer Date: \_\_\_\_\_  Immune  Not Immune

**If not immune, Booster Vaccine** Dates: 1 \_\_\_\_\_ 2 \_\_\_\_\_ (two doses at least 4 weeks apart)

3. Rubella Titer Date: \_\_\_\_\_  Immune  Not Immune

**If not immune, Booster Vaccine** Dates: 1 \_\_\_\_\_ 2 \_\_\_\_\_ (two doses at least 4 weeks apart)

4. Varicella (Chicken Pox) Titer Date: \_\_\_\_\_  Immune  Not Immune

**If not immune, Booster Vaccine** Dates: 1 \_\_\_\_\_ 2 \_\_\_\_\_ (two doses at least 4 weeks apart)

**(Reverse Side must be completed also!)**

**IMMUNIZATIONS:**

1. HEPATITIS B      Date #1 \_\_\_\_\_      Date #2 \_\_\_\_\_      Date #3 \_\_\_\_\_

2. POLIO VACCINE      Date #1 \_\_\_\_\_      Date #2 \_\_\_\_\_      Date #3 \_\_\_\_\_

3. TETANUS/DIPHTHERIA/PERTUSSIS VACCINE (Tdap):

Date of Tdap Vaccination \_\_\_\_\_

**If the last Tdap was 10 years or more, tetanus diphtheria (Td) is required**

Date of Td vaccination \_\_\_\_\_

**TO BE COMPLETED BY HEALTH CARE PROVIDER**

I have completed a health history and physical examination.

In my opinion, \_\_\_\_\_ is free of communicable disease and is able to meet the physical and mental demands associated with typical clinical nursing experiences.

is able to participate in clinical nursing experiences without restrictions.

is able to participate in clinical nursing experiences with the following restrictions:

Restrictions \_\_\_\_\_  
\_\_\_\_\_

**Health Care Provider Information**

Name (printed) \_\_\_\_\_ Telephone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

License # \_\_\_\_\_ State \_\_\_\_\_

**Upload (Scan) Completed Form to Your *myCB* Account by JUNE 30TH**

CR #4: Annual Health Exam Form

THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF NURSING (814) 863-2229  
ANNUAL HEALTH EXAMINATION

**NOTICE:** All sections must be completed.  
Form must be signed by a licensed healthcare provider.  
Copies of medical records, lab reports and incomplete forms will NOT be accepted.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth \_\_\_\_\_

**TB STATUS:**

***Tuberculin Skin Test (Required Annually)***

Date \_\_\_\_\_ Results :  Negative  Positive

**If Positive TST:**

Chest X-Ray Date \_\_\_\_\_

Results \_\_\_\_\_

Isoniazid Prophylaxis:  No  Yes

Dates \_\_\_\_\_

Are any of the following symptoms present: persistent cough, hemoptysis, night sweats, weight loss, or persistent fatigue?  No  Yes

Comments: \_\_\_\_\_

**TO BE COMPLETED BY HEALTHCARE PROVIDER**

I have completed a health history and physical examination.

In my opinion, \_\_\_\_\_ is free of communicable disease and is able to meet the physical and mental demands associated with typical clinical nursing experiences.

- is able to participate in clinical nursing experiences without restrictions.
- is able to participate in clinical nursing experiences with the following restrictions:  
Restrictions: \_\_\_\_\_

**Healthcare Provider Information**

Name (printed) \_\_\_\_\_ Telephone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

License # \_\_\_\_\_

State \_\_\_\_\_

**Upload (Scan) Completed Form to Your *myCB* Account by JUNE 30TH**

**CR #7: Cardiopulmonary Resuscitation (CPR) Certification (Copy of Card – Front and Back)**

Sophomores-Juniors-Seniors

Wallet-sized eCard

BASIC LIFE SUPPORT		BASIC LIFE SUPPORT	
<p><b>BLS Provider</b></p>  <p>American Heart Association</p> <p>The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.</p> <p>Issue Date _____ Recommended Renewal Date _____</p> <p>To view or verify authenticity, students and employers should scan the QR code with their mobile device or go to <a href="http://www.heart.org/cpr/mycards">www.heart.org/cpr/mycards</a>.</p>  <p><small>i%20eCards/Waite/15-3001</small></p>		<p>Training Center Name _____</p> <p>Training Center ID _____</p> <p>TC Address _____</p> <p>TC Phone _____</p> <p>Instructor Name _____</p> <p>Instructor ID _____</p>	
<p><small>© 2016 American Heart Association 15-3001 3/16</small></p>		<p><small>© 2016 American Heart Association 15-3001 3/16</small></p>	

**CR#8: PA Child Abuse History Certification (2 Pages)**

Type or print clearly in ink. If obtaining this certification for non-volunteer purposes or if, as a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$8.00 money order or check payable to the PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES or a payment authorization code provided by your organization. **DO NOT send cash.** Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months. Send to CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170. **APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT THE CORRECT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.**

**PURPOSE OF CERTIFICATION (Check one box only)**

<p>Foster parent          Prospective adoptive parent          Employee of child care services          School employee governed by the Public School Code          School employee not governed by the Public School Code          Self-employed provider of child-care services in a family child-care home          An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service          An individual seeking to provide child-care services under contract with a child care facility or program          An individual 18 years or older who resides in the home of a foster parent for children for at least 30 days in a calendar year          An individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year          An individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year          An individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year</p>	<p>Volunteer having direct volunteer contact with children  <b>If purpose is volunteer having direct volunteer contact with children, choose SUB PURPOSE:</b>          Big Brother/Big Sister and/or affiliate          Domestic violence shelter and/or affiliate          Rape crisis center and/or affiliate          Other: _____          PA Department of Human Services Employment &amp; Training Program participant (signature required below)</p> <p>_____          SIGNATURE OF OIM/CAO REPRESENTATIVE</p> <p>_____          OIM/CAO PHONE NUMBER</p>
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AGENCY/ORGANIZATION NAME:	PAYMENT AUTHORIZATION CODE, IF APPLICABLE:
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Consent/Release of Information Authorization form is attached. Applicant must fill in the "Other Address" sections. By completing the other address sections, you are agreeing that the organization will have access to the status and outcome of your certification application.

**APPLICANT DEMOGRAPHIC INFORMATION (DO NOT USE INITIALS)**

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
SOCIAL SECURITY NUMBER	GENDER Male                      Female Not reported	DATE OF BIRTH (MM/DD/YYYY)	AGE

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide database), 6344 (relating to employees having contact with children; adoptive and foster parents), 6344.1 (relating to information relating to certified or licensed child-care home residents), and 6344.2 (relating to volunteers having contact with children). The department will use your Social Security number to search the statewide database to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

HOME ADDRESS	MAILING ADDRESS (if different from home address)	OTHER ADDRESS (if Consent/Release of Information Authorization form is attached)
ADDRESS LINE 1	ADDRESS LINE 1	ADDRESS LINE 1
ADDRESS LINE 2	ADDRESS LINE 2	ADDRESS LINE 2
CITY	CITY	CITY
COUNTY	COUNTY	COUNTY
STATE/REGION/PROVINCE	STATE/REGION/PROVINCE	STATE/REGION/PROVINCE
ZIP/POSTAL CODE	ZIP/POSTAL CODE	ZIP/POSTAL CODE
COUNTRY	COUNTRY	COUNTRY
Different mailing address	ATTENTION	ATTENTION

**CONTACT INFORMATION**

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
EMAIL (By submitting an email contact, you are agreeing to ChildLine contacting you at this address.)		

**PREVIOUS NAMES USED SINCE 1975 (Include maiden name, nickname and aliases.)**

First	Middle	Last	Suffix
1.			
2.			
3.			
4.			
5.			

**PREVIOUS ADDRESSES SINCE 1975 (Please list all addresses since 1975, partial address acceptable; attach additional pages if necessary.)**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**HOUSEHOLD MEMBERS**

(Please list everyone who lived with you at any time since 1975 to present.  
Please include parent, guardian or the person(s) who raised you; attach additional pages as necessary.)

Name (First, Middle, Last)	Relationship	Present Age	Gender
1.	Parent Guardian person(s) who raised you		
2.	Parent Guardian person(s) who raised you		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**I affirm that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). If I selected volunteer, I understand that I can only use the certificate for volunteer purposes.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPLICANT'S SIGNATURE

DATE

**CHILDLINE USE ONLY**

DATE RECEIVED BY CHILDLINE	SUFFICIENT PAYMENT INFORMATION RECEIVED YES NO VALID PAYMENT AUTHORIZATION CODE WAIVED (supervisor initials)	CERTIFICATION ID #
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**College of Nursing**  
**STUDENT DATA SHEET**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**PSU 9-Digit #:** \_\_\_\_\_

**PSU Email Address:** \_\_\_\_\_

**PSU Local Address:**  **Yes, I know my address.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No, I don't know my address yet.  
Upload (scan) this form again upon  
receipt of your final PSU Housing  
address.**

**Cell Phone #:** \_\_\_\_\_

**Emergency Phone #:** \_\_\_\_\_

**Upload (Scan) Completed Form to Your *myCB* Account by JUNE 30TH**





# PennState

## College of Nursing

### PHOTO RELEASE FORM

I, \_\_\_\_\_ do hereby consent to allowing the Penn State College of Nursing (“the college”) to record photographs, video, and/or audio clips of me and/or my child (if applicable) to use on their web pages, in promotional materials or publications, and for educational purposes.

In giving this consent, I release the college and those acting directly on its behalf from all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of the use of my and/or my child’s photo/video image or recording on television, radio or motion pictures, in any print medium, on the Internet, or in any other electronic/digital medium.

It is further understood and I agree that no monies or other consideration in any form will become due to me at any time because of the above-described use of my likeness or voice.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Name of child, if parent is signing for a participant under age 18: \_\_\_\_\_

**Communicable Disease Update**

**THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF NURSING  
(814) 863-2229**

**COMMUNICABLE DISEASE UPDATE**

**NOTICE: This form is only to be used as an update in the middle of the academic year. It does not replace the annual physical form that is to be completed with the yearly compliances.**

**All applicable sections must be completed.  
Form must be signed by a licensed healthcare provider.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

**TUBERCULOSIS UPDATE     N/A**

***Tuberculin Skin Test (Required Annually)***

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Results:     Negative     Positive

**If Positive TST:**

Chest X-Ray Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Results:

Isoniazid Prophylaxis:     No     Yes

Dates:

Are any of the following symptoms present: persistent cough, hemoptysis, night sweats, weight loss, or persistent fatigue?     No     Yes

Comments:

**Printed Name:** \_\_\_\_\_ **Telephone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Ext:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**License number:** \_\_\_\_\_ **State:**

**TETANUS/DIPHTHERIA/PERTUSSIS VACCINATION UPDATE     N/A**

Date of Vaccination: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Telephone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Ext:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**License number:** \_\_\_\_\_ **State:**

**(Scan and upload the completed form to YOUR myCB Account.)**

## CLINICAL POLICIES

All students in the General B.S.N. will be required to complete clinical learning experiences to fulfill the requirements of the baccalaureate degree in nursing. Please be advised that the following policies are applicable to all students, and failure to meet any clinical requirements will impact progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the College of Nursing and/or the University.

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### PRECLUDED STUDENTS FROM CLINICAL INSTITUTION

All students will be expected to comply with all requirements set forth by the clinical institution, including their code of conduct. The institution reserves the right to prevent entry or request withdrawal from the clinical site any student the institution believes constitutes a risk of harm to patients, visitors or employees or who fails to follow the institution's policies and procedures.

If students are precluded from a clinical site by an institution, the College of Nursing has no obligation to find an alternative clinical site for the student, and this may prevent the student from progressing in the Nursing Program.

Approved: 2/27/2017

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### PATIENT CARE

The student nurse will not discriminate while providing nursing services on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability. This is in accordance with Pennsylvania Code Title 49. Professional and Vocational Standards 21.18.

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### CLINICAL SAFETY POLICY

When health issues (physical or psychological) are involved, both student and client safety will be considered.

- Student is advised to consult with the nursing faculty member or adviser regarding health-related issues that may put either student or client in danger
- All requirements of the clinical institution will be followed. Clinical institutions may require the student to provide evidence from his/her healthcare provider that the student may participate without restriction in all clinical activities, and that the student's health concerns will not negatively impact students and clients
  - The student may need to withdraw from nursing courses in order to allow time to receive treatment and improve his/her health condition and to maintain the safety of clients. Refer to University Leave of Absence ([http://www.registrar.psu.edu/leaving\\_university/leave\\_absence.cfm](http://www.registrar.psu.edu/leaving_university/leave_absence.cfm)) and Withdrawal ([https://www.registrar.psu.edu/leaving\\_university/withdrawal.cfm](https://www.registrar.psu.edu/leaving_university/withdrawal.cfm)) policies
- Specific policies related to health follow

Approved Fall 2011

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## IMPAIRED STUDENT NURSE POLICY

### I. POLICY

The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the College of Nursing (“CON”) at The Pennsylvania State University (“The University”) are strictly prohibited from possessing or being under the influence of alcohol or drugs while engaged in any Clinical Activities.

### II. STATEMENT OF PURPOSE AND INTENTION

- A. Students enrolled in the CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of healthcare facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.
- B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
- C. The University and the CON require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.
- D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Pennsylvania’s Professional Nursing Law (63 P.S. § 224, *et. seq.*).
- E. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student’s Clinical Activities.

### III. DEFINITIONS

- A. “Alcohol” means beer, wine and all forms of distilled liquor containing ethyl alcohol.
- B. “Clinical Activities” shall refer to those duties or activities required of CON students, whether on the campus of The Pennsylvania State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.
- C. “Clinical Program” shall refer to the assignment of CON students to healthcare facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.
- D. “Drug” means hallucinogenic or narcotic drugs or other drugs/substances which tend to impair judgment or coordination including, but not limited to, substances controlled by State or Federal laws.
- E. “Drug Paraphernalia” means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.
- F. “Host Facility” shall mean any place other than a campus of The Pennsylvania State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to healthcare facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.

- G. "Student" is an undergraduate or graduate student enrolled in the CON.
- H. "Clinical Instructor/Supervisor" is the person the CON assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. Clinical Instructors are faculty employed by Penn State CON. Supervisors are employees of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

#### **IV. DRUG AND ALCOHOL POSSESSION AND USE**

- A. Prohibitions. Except as provided in paragraph C below:
  - 1. No Student engaged in Clinical Activities shall use, consume, transport, possess or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.
  - 2. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a **zero** tolerance policy.
  - 3. This policy is not directly applicable to Students who are in traditional classroom/ lecture situation; however, all Students of The University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the Student Code of Conduct and/or other University or CON rules and regulations.
- B. Exceptions. The following circumstances may constitute exceptions to this Policy:
  - 1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.
  - 2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.
- C. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Penn State College of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the CON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the CON, this information will be utilized in the manner set forth herein.

#### **V. PROCEDURES**

- A. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with it serious consequences for the Student's ability to complete his or her course of study in the CON.
- B. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the

procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations of lay persons, other staff or faculty of the CON and/or healthcare professionals.

- C. When finding of reasonable suspicion is made, the following steps will be implemented by the CON.
1. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.
  2. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. If the supervisor is a non-PSU preceptor or supervisor, contact the course or clinical instructor assigned to the student.
  3. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor-attention.
  4. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.
  5. The Clinical Instructor shall consult with the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the program coordinator is not available, the Clinical Instructor will consult with another nursing administrative person or faculty member at the CON or campus. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.
  6. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The CON will incur costs associated with the initial testing only. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the CON. The Student will be accompanied by a CON representative and one other person at all times during transportation to the testing site.
  7. Each location will determine appropriate safe travel arrangements keeping in mind that two responsible adults must be in the vehicle with the student.
  8. After testing is completed, the CON will arrange for the student to be transported home or to the home of a family member or friend. The student will be counseled against driving and encouraged to arrange to be accompanied by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid by the CON. The PSU representative will remain with the student until transportation is obtained.

9. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University's Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University's Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University's Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the CON of testing results. NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible, and results will be obtained by the University's Office of Occupational Medicine.
  10. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.
  11. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behaviors and submit same to the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the CON.
- D. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.
1. A meeting will be held, within a reasonable period of time, with the Student, the Clinical Instructor-involved and the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all Clinical Programs, a failing grade for a given course, or for repeat offenders, dismissal from the CON.
  2. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student's dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an

- appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the CON curriculum.
3. The fact of a positive test result shall be conveyed by the CON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The CON will be notified of the outcome of this process.
  4. Any student who has a positive drug screen confirmed must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.

## **VI. APPEALS**

- A. A Student may appeal sanctions by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the CON, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
- B. Within a reasonable period of time after the filing of an appeal, the appropriate Associate Dean of the CON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate Dean of the CON shall convene a hearing committee, consisting of three (3) faculty members from the CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
  1. The purpose of the hearing is one of fact finding.
  2. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
  3. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
  4. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
  5. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
  6. Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
  7. The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
  8. Requests for additional information may be made by the committee to the faculty member and the Student.
  9. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the



hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.

10. The decision of the committee shall be final.

## **VII. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES**

- A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.
- B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
  - 1. Expiration of any academic suspension or disciplinary suspension.
  - 2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
  - 3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.
- C. A Student's return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

## **VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS**

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Center for Counseling & Psychological Services. Professors, instructors and advisers in the CON will assist Students with referrals, as requested.

**NOTE:** Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the College of Nursing, University Occupational Medicine and University Risk Management.

Approved Fall 2005  
Revised Fall 2009  
Revised Spring, 2013  
Revised 1/2018

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## **INFECTIOUS DISEASE POLICY**

### **Clinical Agencies**

- A. Clinical agencies utilized by the College for clinical practice experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
- B. The clinical agency's infection control plan shall include:
  - 1. A schedule and method of implementing the infection control plan.
  - 2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.
  - 3. A method of dealing with and documenting occupational exposure.
- C. Clinical agencies are required to make the infection control plan available to the College's administration for examination and copying.

### **Standard Precautions and Isolation Practices**

All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.

### **Accidental Exposure, Post Exposure, and Follow-up**

- A. Clinical agencies utilized by the College for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and Pennsylvania State Law.
- B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g., needlestick or cut with a sharp object) or contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious",

The nursing student will:

- 1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
- 2. Report the incident to the clinical instructor

The clinical instructor will:

- 1. Report the incident immediately to the appropriate representative at the clinical facility
- 2. Facilitate completion of the steps for follow-up as outlined by the policies and procedures at the clinical facility.

**Note:** All testing and/or treatment after exposure will be at the student's expense.

Revised: 11/06

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## **RETURN TO CLINICAL**

Students enrolled in clinical courses who require surgery, hospitalization, under the care of a physician post-accident, or sick for an extended period of time (5 or more days) must provide verification from a physician that the student may return to clinical activities without restrictions. In addition, any student with limitations or the use of an assisted device will be required to follow the clinical institution's policy.

Approved: 10/2009  
Revised 12/2017

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## **STUDENT PREGNANCY POLICY**

For the safety of the pregnant student, she should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease[s], strenuous activity, toxic substances including radiation, and the potential for bodily harm. The student should consult with her faculty member prior to the clinical experience to be made aware of any clinical agency policies related to pregnant individuals such as not entering where radiation therapy is being administered. Neither The Pennsylvania State University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.

Approved: 11/04

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## **TRANSPORTATION TO AND FROM CLINICAL AGENCIES POLICY**

All nursing majors have clinical experiences in a variety of settings at Hershey Medical Center, University Park and the Commonwealth campuses that involve travel to a clinical site. The College of Nursing requires that students assume responsibility for providing their own transportation to and from clinical sites. The use of a car and/or carpooling is a necessity.

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## **STUDENT DRESS CODE POLICY**

The College of Nursing has adopted the following dress code guidelines for students while in the clinical or simulation lab setting:

1. Students must purchase uniforms from the College's designated uniform vendor.
2. Various blue or white shirts and ONLY navy skirts/pants may be worn.
3. Plain white or navy tee shirts or turtlenecks may be worn under current uniform.
4. Lab coats and Penn State polo shirts may be required for some clinical experiences. If lab coats or polo shirts are required, they must be purchased through the College's approved vendor and have the College's logo on them.
5. A PSU name pin and/or site-specific photo ID should be worn and visible above the waist. The student's given first name and last name with PSSN (Student Nurse) following will appear

on the top line and “Penn State University” on the second line. Name pins must be purchased from a designated campus vendor.

6. Shoes must be mostly white, with white laces only. Professional shoes or leather athletic shoes with neutral color accents are acceptable. Students are advised not to purchase clogs or crocs because they are prohibited in some institutions. High-top athletic shoes may not be worn. The shoe of choice may not have any openings.

7. White hose without patterns are to be worn by females when wearing navy blue skirts. White socks without patterns or decorations may be worn with slacks.

8. Cardigan sweaters (only) may be worn, either navy or white (as ordered from the vendor).

9. In the clinical area, the following is **not** acceptable:

- Smelling of strong perfume, aftershave, colognes, and/or cigarette smoke
- Chewing gum
- Heavy make-up
- Fingernails must be kept short and well-groomed. No acrylic nails, gel tips or dark colored nail polish is permitted.
- Jewelry - no dangling earrings, bracelets, necklaces, and rings (other than wedding bands) are permitted. Medical Alert bracelets are permitted. No obvious body piercings, including nose, eyebrows, tongue, and lip are permitted. Ears are limited to one post earring per ear. Flesh tone plugs instead of jewelry is permitted.
- Hair must be neatly worn off the collar. No unnatural hair color (ex. bright green, bright blue) is permitted (. Large ornamental hair attachments are not considered proper when in uniform. Hairbands are limited to 2 inches in width and must be white, navy blue, or black in color. Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Tattoos may be visible unless a clinical site has a policy of no visible tattoos: then the student must abide by that policy and conceal any tattoos. Tattoos that may be offensive to patients, co-workers, or visitors or that contain the following must be covered: profanity, nudity, violence, racial references, alcohol, and/or controlled substances.

10. Students involved in clinical courses (for example: Community Health, Mental Health, Care of Children) will sometimes wear appropriate street attire as defined by the faculty and/or facility. Blue jeans, sweat shirts, sweat pants, tank tops, t-shirts, halter tops, shorts, yoga / exercise pants and other tight or revealing clothing may not be worn. The name pin must be visible at all times.

**Note:** Additional requirements related to attire or behavior in the hospital or other clinical areas may be made by any faculty member responsible for class or clinical instruction (e.g. some religions do not allow women to wear pants). Violations of the dress code may result in the student being asked to leave the clinical area. Also, dress code violations will be reflected in the student’s clinical evaluation.

Approved: Summer 2008

Revised: Summer 2009

Revised: Spring 2015

Revised: Spring 2019; Effective Summer 2019

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## SOCIAL MEDIA POLICY

The Social Media policy provides Penn State College of Nursing (CON) students with rules to participate in social media, including Penn State College of Nursing social media and in non-Penn State CON social media.

**Definition:** Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality at all times. As a nursing student it is important to represent Penn State College of Nursing in a fair, accurate and legal manner while protecting the College's reputation.

1. Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, Penn State faculty and staff, employers and co-workers included. Sanction will be determined by the University Office of Student Conduct, the CON Academic Integrity Committee, or the appropriate CON Academic Administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses and /or other nursing students.
7. Students must be knowledgeable of hospital and healthcare institution policies, relevant state and federal laws and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.
8. The CON may take action to dismiss any student from the Nursing Program who violates the social media statement.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

References:

ANA (2011). Principles for social networking and the nurse.

ANA (2011). Six tips for nurses using social media.

Carlow University School of Nursing, Social Media Policy (with permission)

National Council State Board of Nursing (2011). White paper: A nurse's guide to the use of social media.

Approved by Undergraduate Affairs: Fall 2013

Approved by Graduate Affairs: June 2013

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## USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g. cell phones, smart phones, tablets, computers) during clinical by nursing students.

“Clinical” is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community settings). Students **must first adhere to the policies of the clinical facility**, as well as this CON policy, regarding the use of electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator
- All devices must be kept on “silent” or “vibrate” mode in the clinical setting
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited
- Taking any voice recordings, photographs or videos during clinical is strictly prohibited
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device

Violations of this CON policy and/or the policy of the clinical facility may result in clinical remediation or failure.

Approved: Spring 2008

Revised: Fall 2015

(Formerly Clinical Cell Phone Policy)

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## CLINICAL CANCELLATION GUIDELINES

(Includes: Inclement weather, other disasters)

1. Penn State's decision to delay or cancel classes is almost always because of hazardous travel conditions. If bad weather requires the University to cancel classes, the local radio and television stations are informed.
2. Decisions are campus-specific (e.g. cancellation of classes at Hershey Campus but not University Park). World Campus students will need to use their best judgement and communicate about clinical attendance with their clinical preceptors.
3. If your campus cancels the next day's classes the day or night before clinical, then clinical is cancelled. For example, if on Tuesday the University cancels classes for Wednesday, then Wednesday clinical is cancelled.
4. If faculty and students are already at the clinical facility when the campus classes are cancelled, then the instructor will decide, based on current and anticipated weather/travel conditions, whether clinical should be cancelled.
5. If the campus has not cancelled classes, clinical may still be cancelled if hazardous travel conditions exist. In this instance, Faculty will evaluate the weather and travel situation of their specific clinical facility/location and notify students according to an established student notification process previously communicated with the class.
6. Students must additionally use their own best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
7. Bottom line—Safety First!

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## SIMULATION LABORATORY PRACTICE OPTION

Students are able to schedule times in the simulation laboratory to practice specific skills. Prior to attending, students should contact the simulation coordinator and/or simulation laboratory assistant to inform them of the skills that need to be reviewed and to arrange a time.

Approved April 2018

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## CLINICAL FAILURE POLICY

At the completion of the semester, a student who receives an unsatisfactory clinical performance rating in the final clinical evaluation on any one (1) criterion measured by the *Student Clinical Performance Evaluation* tool is deemed unsafe or inadequate in the application of knowledge that is expected at the course level. This unsatisfactory rating will denote clinical failure and subsequent course failure.

UP or HMC students who fail a clinical course will be required to repeat the clinical course at a different campus site. Assignments for repeat course work will be scheduled at the site based on the specific learning experience needed by the student. Exceptions must be approved by the Associate Dean for Undergraduate Education and the Nursing Program Coordinator.

If a required nursing course is not successfully completed, academic progression in the Nursing Program will be affected and the student may need to step out of the Nursing Program for an entire academic year based on the course offering schedule (nursing courses are offered during specific semesters). Please consult the Recommended Academic Plan at <https://rap.psu.edu/recommended-academic-plan-bsn-degree-nursing-nursnurs-students-university-park-altoona-erie-fayette>.

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## **GUIDELINES FOR USING THE CLINICAL EVALUATION TOOL AND REMEDIATION FORM**

- Faculty must address every objective on the *Student Clinical Performance Evaluation* tool; none may be left blank. Faculty are to review the course objectives and consult with other faculty in the same course to be sure that they are all interpreting the evaluation objectives similarly and in relation to the course objectives. The category “not observed” is to be utilized only if the individual evaluation objectives are interpreted to lie outside of the course objectives.
- Faculty are encouraged to include both positive and constructive anecdotal information in the comment sections of the evaluation tool. Both comments and anecdotal information are to be dated.
- Faculty members must substantiate all failing grades with anecdotal information in the comment section.
- When a student receives a failing grade in any objective, the faculty member must identify measurable behaviors the student must demonstrate in order to bring the grade up to a passing level. A remediation plan to meet these objectives will be jointly prepared by the faculty member and the student. The faculty member and student must both sign the plan, a copy is given to the student and the original is attached to the evaluation form.
- In the mid-semester and final evaluation sections of the tool, the faculty member must identify the strengths and weaknesses of the student. These comments must pertain to the listed objectives. Faculty members are to identify those students who are minimally meeting the clinical objectives of the course in these written sections, both for the benefit of the students and the benefit of other faculty members who may have cause to review the evaluations in the future.
- It is not necessary to wait until the mid-semester or final evaluation to identify areas of deficiency and initiate remediation plans. Faculty are encouraged to meet with students and develop remediation plans at any point in the semester. Such interactions are to be documented on remediation plans and attached to the evaluation form.
- In the event that the existing objectives fail to address specific course and/or clinical objectives, it is acceptable for faculty to attach an addendum with a few additional objectives, organized using the categories and format of the current tool. Faculty members will distribute all additional course-specific objectives to students at the beginning of the semester.

For detailed information on the Clinical Performance Evaluation Remediation Forms process, refer to the [Clinical Performance Evaluation Remediation Forms Index](#).



## ACADEMIC SUCCESS

### DEFINITION OF GRADES

For undergraduates, the grades of A, A-, B+, B, B-, C+, C, D, and F indicate a gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

#### College of Nursing Grading Scale

Grade	Grade-Point Equivalent	College of Nursing Grading Scale
A	4.00	94-100
A-	3.67	90-93
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	75-76
D	1.00	68-74
F	0	Below 68

### NURSING COURSE EXAMINATION ROUNDING POLICY

**Purpose:** To provide a consistent method of calculating individual grades that utilizes standard rounding practices and is equitable and fair for all students in all courses in the CON.

A student must achieve a minimal final course grade of [75% for UG and 83% for Grad] for successful completion of the course. Each individual examination score is reported to the hundredth place, e.g. 92.76 and not rounded up. Only the final course grade will be rounded up. A final course grade of X.50 will be rounded to the next highest whole number (example 72.50 = 73). A final course grade of X.49 would not round up (example 72.49 = 72).

**Procedure:**

- All individual course grades are recorded throughout the semester to the nearest 100<sup>th</sup> (2 decimal places with no rounding)
- Individual grades are then added and weighted for a final grade
- Only the final course grade is rounded to the nearest whole number using standard mathematical rounding

**Note:** Standard mathematical rounding requires at least 0.50 to round up, so for example 74.49 would not round up to 75 it would round down to 74. Rounding 74.49 up to 75 is referred to as double rounding and is not mathematically correct.

Effective Spring 2016

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## ACADEMIC SUCCESS PROGRAM

### Academic Success Plan

#### Overview:

The College of Nursing's Academic Success Plan is a proactive approach to support academic achievement. Students, in collaboration with the Academic Success Coach and the nursing faculty, are strongly encouraged to actively participate in the Academic Success Plan for nursing courses beginning at the sophomore level. The Academic Success Coach is a faculty member who has a particular interest in the areas of student retention and academic support. The Academic Success Coach acts as a resource to students and can be accessed directly by the student at any time. Additionally, a course coordinator or clinical instructor may refer a student to the Academic Success Coach for assistance based on course or clinical performance.

The Academic Success Coach works in conjunction with the student to address specific academic performance issues such as test taking strategies, study skills, and class preparation. Because clinical performance is an important aspect of nursing education, a Clinical Success Plan can be developed to help support clinical skill acquisition. In addition, the Academic Success Coach works with the individual student to identify any specific barriers to performance such as finances, time management, and social supports. The Academic Success Coach will guide the student in accessing University resources to address any identified concerns.

Participation in the Academic Success Plan is **voluntary** and student accountability is recognized as an important characteristic of academic success. The student is responsible for follow through and completion of an Academic Success Plan.

#### The Success Team:

The Academic Success Team consists of the student, course coordinators and clinical faculty, the Academic Success Coach and professionals from a variety of campus resources. The roles are defined as follows:

**Student - The Academic Success Plan is student driven.** Students desire success and at times may need support to reach their fullest potential. Students have the option to initiate an Academic Success Plan to address any need impacting their academic performance. In addition, participation in the Academic Success Plan will be encouraged by faculty and the Success Coach, but ultimately the decision to participate in this program is up to the student. Because everyone's time and resources are valuable, it is expected that students will be clear regarding their commitment to follow through with an Academic Success Plan. It is the student's responsibility to schedule and attend appointments and to maintain communication with faculty and others involved in their Academic Success Plan.

**Course Coordinators** - The Course Coordinator in all nursing courses will encourage students who earn less than a 77% on an examination or assignment worth 10% or more of the final course grade to develop an Academic Success Plan. The Course Coordinator

is the **content expert** and will work with the student to review exams and identify gaps in knowledge and test taking skills. The Course Coordinator will be available to students by appointment and at designated times. It is the student's responsibility to set up and attend appointments and to maintain communication related to the Academic Success Plan.

**Clinical Faculty** - The Clinical Faculty in all nursing courses may recommend a Clinical Success Plan at any time during a clinical course. The Clinical Faculty will recommend areas for review and practice. The student will schedule time for review, practice, and demonstration during available Simulation and Skills Lab times. It is the student's responsibility to review and come to these sessions prepared for focused practice and demonstration. It is important to note that a Clinical Success Plan **IS NOT** a Clinical Remediation Plan.

**Academic Success Coach** - The Academic Success Coach is a faculty member with a special interest in supporting students to achieve their academic goals. The Academic Success Coach is a resource available to all nursing students through scheduled appointments and designated office hours. The Academic Success Coach can assist in areas such as test-taking strategies, identifying barriers to learning, accessing resources to enhance academic performance, and contributing to the support system of the student. It is the student's responsibility to schedule and attend appointments and to maintain communication with the Coach.

6/1/2016

Revised 8/1/2016, 8/1/2017

### **Types of Plans:**

**Course Assignment or Assessment Grade <77%** - Students earning a grade of <77% on any assignment or assessment worth 10% or more of the final grade will be referred to the Academic Success Coach. This referral occurs through an email process originating from the Course Coordinator to the Student and Academic Success Coach.

**General** – Any faculty can refer a student to the Academic Success Coach for concerns regarding academic performance even if the student has not earned a grade <77%. In addition, a student may do a self-referral to the Academic Success Coach at any time.

**Clinical-** The Clinical Success Plan is designed to support the development of clinical skill performance (i.e. PPE, aseptic technique, catheterization). A clinical instructor may refer a student for further assistance with skill acquisition. **THIS PLAN IS NOT A CLINICAL REMEDIATION PLAN.**

**Academic Success Coaches** – Coaches are located on each campus and will be a valuable resource as you learn the process of the Academic Success Plan. The Academic Success Coaches include:

Altoona – Cindy Bowman; Paula Kustenbauder  
Behrend – Margo Kertis  
Fayette – Amy Shearer

Harrisburg – Ann Swartz  
Hershey – Mary Anne Murtha  
Mont Alto – Lisa Ward  
Scranton – Milton Evans  
University Park – Maggie Layman

### **Academic Success Plan:**

The College of Nursing Academic Success Plan is designed to support academic achievement. Students, in collaboration with the Academic Success Coach and the nursing faculty, are strongly encouraged to actively participate in the Academic Success Plan for theory and clinical components of this course. An Academic Success Plan can be initiated by the course coordinator, clinical faculty, or the student in conjunction with the Academic Success Coach for unsuccessful assessment level of your Critical Thinking examination, an exam grade <77%, clinical skill performance, or any other academic performance issues. Your Academic Success Plan will differ based on the reason for the referral. For the purposes of the Academic Success Plan, an exam constitutes any assessment worth 10% or more of the final course grade.

**Participation in the Academic Success Plan is voluntary, and the student is responsible for follow through and completion of the Academic Success Plan.**

For detailed information on the Academic Success Plan process, please refer to the [Academic Success Plan Index](#).

6/1/2016  
Revised 8/1/2016, 8/1/2017; 8/14/17

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## ACADEMIC PROGRESSION

The Nursing curriculum is designed to move the student from a fundamental understanding of basic concepts to complex critical thinking and application in clinical settings. Academic progression is designed to support educational success, licensure and transition to practice.

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## ACADEMIC PROGRESSION POLICY

This policy delineates the academic standards required of students admitted to the pre-licensure\* undergraduate nursing program, which includes two options: the General Bachelor of Science (GEN B.S.N.), the Second Degree Bachelor of Science (SCND). A student is limited to two attempts for any prerequisite or required nursing course.

**\*\*Attempts are defined as earning a grade in a course or late-dropping the course.**

A course attempt in one pre-licensure option (GEN B.S.N., SCND) applies to all pre-licensure options. Academic Renewal does not negate previously attempted nursing courses. In a situation where the student withdraws from the University (Policy 56-30) courses will not be counted as one of the two attempts for the prerequisite or nursing course.

Overall Academic Requirements:

1. Successful completion of the following major requirements (BIOL 161, BIOL 162, BIOL 163, BIOL 164, PSYCH 100, HDF5 129, NUTR 251, CHEM 130 or CHEM 110 and CHEM 111, MICRB 106, MICRB 107, SOC 001 or SOC 005, STAT 200 or STAT 250) is defined as a grade of “C” or better according to the University grading scale.
2. Successful completion of required Nursing courses is defined as a “C” or better according to the College of Nursing Grading Scale.
3. All major requirements and required Nursing courses may only be attempted two times.
4. A student who attempts\*\* (see definition above) or earns a “D” or “F” in the same major requirement or required Nursing course for a second time will be dismissed from the Nursing major. Academic advising relative to other majors/options will be provided.
5. A student who attempts\*\* or earns a “D” or “F” in two different required Nursing courses will be dismissed from the Nursing major. Academic advising relative to other majors/options will be provided.
6. Students who wish to return to the University after a leave of absence or re-enroll after withdrawing from the University will follow the CON Re-enrollment/Re-entry policy available in the Student Handbook (<http://www.nursing.psu.edu/undergrad/handbooks/> ).
7. Any exceptions to the two-attempt limit must be approved by the Dean of the College of Nursing.

\* Pre-licensure refers to students who do not have an RN license.

Senate approval: Spring 2016  
Senate approval of revisions: Fall 2016

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## STUDENT ACADEMIC DIFFICULTY

One of the responsibilities of the Undergraduate Admissions and Standards Committee is to monitor the academic progression of students in the nursing curriculum. The committee believes that the student is ultimately responsible for seeking assistance when experiencing academic difficulty. However, the student should know that their progress is being monitored and that the faculty is committed to helping the student achieve success. This plan for early identification and follow-up of students experiencing academic difficulty is designed to ensure that students are well-informed about strategies for success, including University resources and assistance.

### Plan for Early Identification of Academic Difficulty and Follow-up

1. All students must achieve a “C” or better (75% or greater) in all required nursing courses in the program.
2. The Chair of the Undergraduate Admissions and Standards Committee will request that all nursing faculty identify at mid-semester (week 7–8) any student earning less than 75% in the theory portion of a course, or any student performing below satisfactory levels in clinical. Faculty who have a course following an alternative time frame (e.g., 7-week or front loading of clinical) are responsible for notifying the committee about students in academic difficulty at mid-course.
3. The Chair of the Undergraduate Admissions and Standards Committee will send a letter of concern to all students who have been identified in academic difficulty.
4. A copy of the letter will be sent to the adviser and course coordinator. The letter will be placed in the student’s file.
5. Students are responsible for contacting the course coordinator and/or adviser within one week and for returning the signed form (attached to the letter) to the Academic Affairs Office (210 Nursing Sciences Building) for students at University Park, the Nursing Office (A110 ASB) for students at Hershey, or the appropriate CON Commonwealth Campus Nursing office.
6. The Chair of the Committee and the Associate Dean for Undergraduate Education will be informed of all students earning a “D” or “F” in a nursing course. With the first failure, a letter will be sent to the student from the Chair of the Committee reviewing the academic progression policy and suggestions for success in future nursing courses. With a second failure, a letter from the Associate Dean for Undergraduate Education will be sent notifying the student of dismissal from the Nursing Program and will provide advisement information and other options available.

For detailed information on the Academic Difficulty Notification Letter, please refer to the [Academic Difficulty Notification Letter Index](#).

Revised: Summer 2012  
Revised: Summer 2015

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## ACADEMIC GRIEVANCE PROCEDURES

The following assumptions are acknowledged:

- All members of the University community, students, faculty, and administration have rights and responsibilities which support Penn State as an institution of higher learning
- Students, faculty, and administration sometimes have differing perceptions of what these rights and responsibilities are
- Students of the Nursing Program are subject to procedures for resolving grievances of an academic nature in accordance with *The University Faculty Senate Policies and Rules for Undergraduate Students* at <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/>

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## GRADE MEDIATION AND ADJUDICATION

The College of Nursing follows Penn State's policies stated in Senate Policies on Grades (*Senate Policies 47-00; 48-00; 49-00*), and *Senate Resolution of Student Classroom Problems* at <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/>

# NURSING OPPORTUNITIES

## ROTC NURSING STUDENT SUMMER TRAINING

ROTC students may use their Nursing Summer Training Program (NSTP) for their NURS 400-level elective. Since the NSTP is completed during the summer between the student's junior and senior year, the student has the following options:

- Students must be enrolled in Penn State when they participate in the NSTP in order to receive credit
- Register (and pay tuition) for 3 credits of NURS 495 in the summer

### OR

- Register (and pay tuition) for 2 credits of NURS 495 for summer and register for 1 credit of NURS 496 for fall semester, with additional requirements for each course
- Refer to the NURS 495/496 policy for specific requirements

## UNDERGRADUATES ENROLLING IN GRADUATE COURSES

Undergraduate students who wish to enroll in 500-level courses may do so according to the requirements listed below and by completing the required form "[Undergraduate Student to take 500-Level Courses](http://www.gradschool.psu.edu/forms-and-documents/ges-owned-forms-and-documents/500level2pdf/)" at <http://www.gradschool.psu.edu/forms-and-documents/ges-owned-forms-and-documents/500level2pdf/> : Every form must have the instructor's signature.

1. Every UGRD student (SHC students included) who wants to enroll in a GRAD course needs to use the Undergraduate Student to take a 500 or 800-Level Course form.
2. Every form must have the instructor's signature.
3. Schreyer students simply need to obtain the instructor's signature regardless of GPA. The instructor signs the form.
4. IUG students simply need to obtain the instructor's signature regardless of GPA. The instructor signs the form.
5. All other students (non-SHC and non-IUG) must have senior status and need to obtain the instructor's signature on the form. If the student's GPA is at least a 3.5 then no other signatures is required after obtaining the instructor's signature. If the student's GPA is between 3.0 and 3.49 then that student's advisor is also required to sign the form.
6. All forms should be submitted to Graduate Enrollment Services.

All completed forms must be submitted to Graduate Enrollment Services (114 Kern). Upon submission to Graduate Enrollment Services, the request will be reviewed. If approved, Graduate Enrollment Services will notify the student and Registrar's Office of the approval, and the student will be enrolled in the course.

Revised Oct 2017



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## **PROTOCOL FOR STUDENTS WHO SEEK OUTSIDE EMPLOYMENT**

- Employment of students in health agencies, in keeping with the State Board of Nursing regulations, is as follows:
  - When students are employed in health agencies, they may not be employed as Registered or Practical Nurses unless they are currently licensed.
  - Student employment shall be on a voluntary basis and not a requirement of the institution.
- The College of Nursing personnel are not to promise student services to outside persons or agencies. This relieves the College of Nursing of liability for contracting independent, unsupervised student services.
- Faculty or staff who receive job opportunities or inquiries from outside agencies (e.g. summer camps, internships, clinical facilities) may send the request to the student listservs with the following disclaimer on all emails:

“The Penn State College of Nursing has no knowledge of, nor affiliation with, the organization named herein. We can assume no liability in the referral for short- or long-term employment, nor does this constitute an endorsement.”

Approved Fall 2015

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## **PENN STATE ALUMNI ASSOCIATION / COLLEGE OF NURSING ALUMNI SOCIETY**

Students who graduate from Penn State University receive a complimentary, one-year membership in the Penn State Alumni Association (and then have the option to renew annually or with a lifetime membership at any time). Membership in the Penn State Alumni Association automatically confers membership in the College of Nursing Alumni Society for Nursing graduates. The College of Nursing Alumni Society Board provides support and guidance for alumni events, awards, and programming, which includes mentoring, professional development, and CE credit programs at this time. More information is available at <http://www.nursing.psu.edu/alumni/>

# NURSING HONORS PROGRAM

## SCHREYER HONORS COLLEGE

Schreyer Scholars represent the top 5% of students at Penn State. Schreyer Scholars are expected to demonstrate excellent academic achievement with integrity, build a global perspective, and seek opportunities for leadership and civic engagement. Students may pursue Schreyer in one of two ways:

1. First-year applicants can apply to Schreyer Honors College at the time of application to the College of Nursing.
2. Current Nursing undergraduates potentially have the opportunity to seek entry to the Schreyer Honors College (SHC) in the spring of sophomore year through a process known as the Junior Gateway. This opportunity is contingent upon space being available in the current Schreyer cohort.

### Eligibility for the Gateway Process

The Gateway application process for Nursing students begins in the spring of sophomore year. The SHC requires Gateway applicants to have:

- at least one full-time semester of study completed at Penn State
- a minimum of four full-time semesters of study remaining before graduation
- a cumulative GPA of 3.70 or higher at the time of application
- an application-semester GPA of 3.50 or higher for rising juniors and a 3.70 for rising sophomores

The criteria stated above are minimum standards set by the SHC. In some cases, additional criteria for Gateway entry have also been established by the academic unit. In Nursing, students must have completed their first required NURS courses. In all cases, the department or academic college reviews applications and makes decisions which are communicated to applicants by the SHC.

For additional information about the Schreyer Honors College, visit their website at <https://www.shc.psu.edu/> or consult the Schreyer Honors College Handbook, which can be found at <http://www.shc.psu.edu/students/handbook.pdf>.

### Selection Criteria for the Gateway

The Gateway entry process is based upon an evaluation of a student's performance and research potential. The evaluation of all applications is done by the faculty and/or administrators of an academic unit, and is overseen by the SHC administration. The evaluation is typically based on:

1. Academic achievement since beginning at Penn State
2. Desire, ability and motivation to conduct research or creative projects leading to the completion of an undergraduate honors thesis
3. Interest in and aptitude for leadership, civic engagement, and international experiences as an undergraduate

Curricular, co-curricular, and extracurricular activities will be considered as evidence in the selection of Gateway Schreyer Scholars.

### Honors Recognition

The Scholars Medal is awarded to graduating Schreyer scholars. In addition, Scholars' diplomas have a special honors notation, and honors work is noted on transcripts.

# PROFESSIONAL CAREER DEVELOPMENT

## NATIONAL STUDENT NURSES' ASSOCIATION

Sometimes Nursing students are interested in becoming involved with professional associations, which may enhance their career development.

At a national level, students can become involved with the [National Student Nurses' Association](#) (NSNA).

Some of the benefits with NSNA may include:

- Leadership Opportunities
- Nursing Journal Subscription Discounts
- Convention and Conference Discounts
- Financial Services
- Scholarship Program
- Malpractice/Liability Insurance
- Publication Resources

At Penn State, students are encouraged to become involved with SNAPS.

## STUDENT NURSES' ASSOCIATION OF PENN STATE (SNAPS)

Student Nurses' Association of Penn State (SNAPS) is an organization open to all nursing students at Penn State that provides opportunities to broaden the student's awareness of professional and service experiences in the community. SNAPS organizes and encourages student participation in interdisciplinary activities, represents Penn State at the national and state student nursing conventions and provides a great chance to get involved socially with others in your major.

First-year Nursing students should plan to attend the College Dean's Meeting the Sunday prior to the start of classes. All Nursing students are contacted during the first week of classes with information on the date for the first SNAPS meeting and the SNAPS officers' contact information. SNAPS meetings are held at UP and HMC campuses throughout the academic year. Additional information can be found on the SNAPS website at [www.snap.psu.edu](http://www.snap.psu.edu).

The College of Nursing faculty strongly encourage participation in SNAPS events, such as the National Student Nursing Association (NSNA) Convention or the Student Nurses' Association of Pennsylvania (SNAP) Convention. The following rules apply:

- The student will notify clinical instructor and course coordinator of their intent to attend an event as soon as possible, but not less than 4 weeks ahead of scheduled event.
- Faculty discretion is based upon course grade, previous attendance in clinical, remediation in any course, and/or general academic standing.
- Students must attend educational sessions and at least one business meeting or resolutions hearing. Delegates are required to attend all business meetings.
- Attendance at an approved SNAPS event excuses student from one clinical day per nursing course.

Capstone clinical days are not excused by this policy.

- Students may be required to write a brief report on the activity or provide a brief 10-minute verbal report in post-conference about their experience.

Approved: March 2001  
Revised: February 2006; Spring 2018; Spring 2019

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## **HEALTH WORKS**

Health Works is a peer health education volunteer program promoting health lifestyles among Penn State students at University Park. This is done through discussions, workshops and counseling. Students interested in this program can contact University Health Services, 201 Student Health Center, or call (814) 863-0461.

# INTERNATIONAL TRAVEL

## EDUCATION ABROAD THROUGH THE COLLEGE OF NURSING

### International Experiences

Students are strongly encouraged to take advantage of an abroad experience to explore another culture and healthcare system—in particular, nursing as a profession on a global basis.

Only BSN students in the General Nursing option have the opportunity to study abroad. Some of these opportunities are offered by Nursing faculty and others can be arranged through the University Office of Global Programs (<https://global.psu.edu/>). Because of the nature of the Nursing curriculum, Nursing students can study abroad only during the summer or other breaks. Students who study abroad during fall or spring semesters will find themselves a year behind in the curriculum. For each program experience, availability is subject to sufficient enrollment.

The embedded programs described below are *examples* offered in the past by the College of Nursing and may not necessarily represent future program offerings.

#### ➤ Cape Town, South Africa

Six senior Nursing students are selected to accompany a faculty member on a trip to South Africa to work in healthcare clinics in Cape Town and outlying areas. The trip is two weeks long and occurs in the spring. The program is coordinated with our partners at The University of the Western Cape to include classroom and clinical experiences in multiple healthcare settings.

#### ➤ Jönköping, Sweden

The College of Nursing participates in a student exchange program with the University of Jönköping, in Jönköping, Sweden. Up to eight junior Nursing students are selected to participate. The students register for three Penn State credits of Nursing 496, Independent Study, fulfilling the NURS supporting course requirement. The five-week program on children's health issues begins the second week of May, so students must take spring semester final exams before departure.

#### ➤ San Pedro Sula, Honduras

This experience for Nursing students is preceptored by Penn State Nursing faculty in conjunction with the CURE International Pediatric Orthopedic Hospital. Six junior Nursing students spend approximately two weeks during the summer providing care for children with curable disabilities in a developing nation.

#### ➤ Hong Kong, China

A limited number of seniors are selected to participate in this ten-day spring semester program. This experience enhances the student's ability to experience a different culture and to learn about the

healthcare system, Eastern medicine, and the nursing education system in Hong Kong. Students will participate in both classroom and clinical observations.

➤ **Dublin, Ireland**

Eight juniors attend classes at Trinity College in Dublin along with students from other countries to learn about midwifery and community nursing. Students who participate in this two-week program earn three credits of NURS coursework which may be applied to supporting course requirements. This two-week program occurs during the last two weeks of May.

For additional information on any of these College of Nursing travel opportunities, contact Darlene Clark ([dac128@psu.edu](mailto:dac128@psu.edu)), Global Studies Coordinator for the College of Nursing.

**NOTE:** Penn State monitors the international situation very carefully, and all programs abroad have an on-site coordinator who is available to Penn State students for advice and to deal with any emergencies. However, students have the ultimate responsibility for personal safety. Education Abroad is guided by the U.S. Department of State's travel advisory system, comprising Travel Warnings and Travel Alerts, as principal factors in determining whether the University will allow education abroad programs to run under its auspices. The aim of Travel Warnings is to advise American citizens to avoid travel to designated countries; whereas Travel Alerts are intended to alert travelers to specific conditions, usually of short-term duration, posing a risk to international travelers. Penn State's general rule is not to sponsor Education Abroad programs in countries under active Department of State Travel Warnings. A list of Travel Warnings and Travel Alerts are posted on the Department of State's website.

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## STUDENT NURSE POLICY FOR INTERNATIONAL STUDY\*\*

The College of Nursing welcomes and encourages international experiences for nursing students. Following is the Student Nurse Policy for International Study.

1. Obtain a [Request for Assignment for International Study](https://sites.psu.edu/collegeofnursing/files/2016/09/Request_for_InternationalStudy-1inpwvn.pdf) form from the College of Nursing's website [https://sites.psu.edu/collegeofnursing/files/2016/09/Request\\_for\\_InternationalStudy-1inpwvn.pdf](https://sites.psu.edu/collegeofnursing/files/2016/09/Request_for_InternationalStudy-1inpwvn.pdf).
2. The student must complete the *Request for Assignment for International Study* form and submit to the Associate Dean for Undergraduate Education.
3. The faculty representative for International Study needs to be notified **prior** to the experience. A faculty person is appointed each year by the Dean of the CON as the international representative, and it is the student's responsibility to report to the proper faculty member.
4. The student is required to **receive permission** from each course coordinator **prior** to the travel.
  - a. Clinical instructors shall be included in the decision to grant permission for the international travel experience whenever possible.
  - b. The course coordinator and the clinical instructor, if appropriate, will determine whether any clinical hours will be granted for the international experience.
  - c. The course coordinator and the clinical instructor, if appropriate, will determine whether any make-up of clinical hours will need to be completed upon return to University classes.
5. Faculty needs to be apprised of the following information:
  - a. Where the international experience is located.
  - b. How long the experience will be.
  - c. Who will be supervising the experience.
  - d. In what type of setting will the student be working/observing?  
(e.g. clinic, hospital, etc.)
6. Course faculty have the right to refuse a student permission to travel abroad for an international experience if he/she feels that the student's progress in their course may be compromised by missing class, clinical time, exams, etc.

**\*\*NOTE: For students at the Commonwealth Campuses (Altoona, Behrend, Fayette, Mont Alto and Scranton), please contact the Commonwealth Campus Nursing Program Coordinator or the campus Office of International Programs.**

Approved 02/06  
Revised 8/2015

## REQUEST FOR ASSIGNMENT FOR INTERNATIONAL STUDY FORM

**The Pennsylvania State University  
COLLEGE OF NURSING**

### Request for Assignment for International Study

Last Name:  First Name:  Middle Initial:

PSU ID #:  Date:  Email:

Brief Justification for Request :

Semester of International Study: Semester:  Year:

Dates of Travel for International Experience: Starting:  Returning:

Previous International Study?  Yes  No If yes, when: Semester:  Year:

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### For College Use Only Faculty Approval

**Signatures from Nursing Faculty indicate Approval for Missing Class or Clinical Time**

1. Faculty Adviser for International Study:   
Semester:  Year:   Approved  Denied Date:
2. Faculty:  Course:   
Semester:  Year:   Approved  Denied Date:
3. Faculty:  Course:   
Semester:  Year:   Approved  Denied Date:
4. Faculty:  Course:   
Semester:  Year:   Approved  Denied Date:
5. Other Course Faculty:  Course:   
Semester:  Year:   Approved  Denied Date:

**Return completed form to:** College of Nursing's Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 9/13/17 - lmh

*Please note:* the free Adobe Acrobat Reader does **not** allow you to save a completed, or a partially completed form on your computer. If you wish to electronically save a completed form, or retain your work on a partially completed form you must purchase upgraded software - Adobe Acrobat.



# SIGMA THETA TAU INTERNATIONAL SOCIETY OF NURSING

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## BETA SIGMA CHAPTER MEMBERSHIP

### Philosophy of Membership Eligibility

Sigma Theta Tau International Society membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau encompasses more than 150 chapters located at colleges and universities throughout the world. Penn State is home to the Beta Sigma chapter.

### Purpose of Sigma Theta Tau International

- Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

### Membership Invitation

Candidates for membership from all baccalaureate programs are reviewed annually in late August. Invitations are extended to all BSN students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in class*. An induction ceremony is held in November of that year for all new members.

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## SIGMA THETA TAU ACHIEVEMENT AWARD

The Sigma Theta Tau Achievement Award was created by donations from the Beta Sigma Chapter to recognize undergraduate Nursing students upon graduation. One award will be presented to a newly inducted Undergraduate member during the Spring Commencement Ceremony. The amount of the award is determined by the Beta Sigma Chapter of Sigma Theta Tau. The awards shall be conferred annually from available resources.

Consideration for this award is given to all undergraduate nursing students who have been or will be inducted into Sigma Theta Tau by the end of their senior year. Recipients of this award are selected by the Beta Sigma Chapter of the Sigma Theta Tau Scholarship Committee. Eligibility is based on the student's academic record as determined by Fall Semester cumulative GPA

## SCHOLARSHIPS AND AWARDS

Penn State awards a number of scholarships to undergraduate students each year. In addition, grants, loans, and the College Work-Study program are available for those who qualify. For more information on undergraduate financial aid, contact the Office of Student Aid, 314 Shields Building, University Park, PA 16802-6508, phone: (814) 865-6301, or visit the Web site at: <http://studentaid.psu.edu/>

**Listed below are some possible sources of scholarships and financial assistance:**

**ROTC Scholarships.** All branches of the military are located in Wagner Building at the University Park campus and can be contacted for additional information. Air Force: (814) 865-5453; Army: (814) 863-0368; Marines: (814) 865-6289; and Navy: (814) 865-6289.

**The American Association of Colleges of Nursing** often has information on scholarship programs for nursing students. They are located at One Dupont Circle, NW, Suite 530, Washington, DC 20036, phone: (202) 463-6930, or visit the World Wide Web home page at: <http://www.aacn.nche.edu/students/financial-aid>

**The National League for Nursing** has information on scholarship resources: 61 Broadway, 33<sup>rd</sup> Floor, New York, NY 10006, phone: (800) 669-1656 or (212) 812-0300, or visit the World Wide Web home page at: <http://www.nln.org/professional-development-programs/grants-and-scholarships>

**The Hospital Council of Western Pennsylvania** has scholarship information. They are located at 500 Commonwealth Drive, Warrendale, PA 15086-7513, phone: (800) 704-8434, or visit the World Wide Web home page at: <http://hcwp.org/>

**The Nightingale Awards of Pennsylvania** has scholarship information. They are located at 2400 Ardmore Blvd, Ste 302, Pittsburgh, PA 15221. Phone: (412) 871-3353. Web page at: <http://www.nightingaleawards.org/>

**The College of Nursing** has scholarship information. Visit the web Scholarships and Financial Aid page at: <http://www.nursing.psu.edu/undergraduate/financial-aid>

Many hospitals and other healthcare institutions offer their own scholarship programs. For example, a hospital offers a tuition stipend with the understanding that a student will commit two or three years of continuous employment following graduation. It is the student's responsibility to seek out outside scholarship opportunities.

## **GRADUATING SENIORS: NCLEX EXAMINATION and RN LICENSURE**

### **INFORMATION FOR GRADUATING SENIORS**

**All students must complete the following steps for RN Licensure (instructions below):**

**Complete the Post-Graduation Contact Survey**

**Register for National Council Licensure Examination (NCLEX)**

**Submit Application for Licensure to ONE State**

**If applicable: Submit Application for Temporary Practice Permit (TPP)**

**NOTE: For students at the Commonwealth Campuses (Altoona, Behrend, Fayette, Mont Alto and Scranton), the following process will be coordinated by the Nursing Program Campus Coordinator.**

#### **1. Complete the Post-Graduation Contact Survey**

**ALL STUDENTS** must complete the Post-Graduation Contact Survey, which is emailed in early spring.

- Complete the survey with your **“post-graduation”** contact information
- Enter your name as it appears on the official identification you will use for admittance to NCLEX examination (indicating first, middle, last and any suffixes such as Jr, II, etc.)
- If you have a name that may have special spacing, please be careful to enter it as such e.g. McDonald or Mc Donald; DeBrenna or Debrenna; two first names such as Mary Jo (first), Elaine (middle) McDonald (last)

#### **2. Register for the NCLEX Examination**

- You may register to take the NCLEX examination *anywhere* in the United States – does not have to be in the state in which you apply for licensure
- Print a copy of the NCLEX Candidate Bulletin at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) – Click on *Candidate Bulletin and Information* under “Downloads”
- Follow the directions provided to register for the NCLEX examination (Pearson VUE)

- Your **Education Program Code** is: **US25506800**
  - If your State Board of Nursing (SBN) is still requiring the old 5-digit code, use 25-568

### 3. Submit Application for Licensure

#### General Information

- **REMEMBER** – This is a separate process from NCLEX examination registration
- Submit your application materials no earlier than 90 days prior to the date you complete your nursing education program
- Submit your application materials for licensure to **one** state only. Visit that state’s SBN website for detailed information and instructions <https://www.ncsbn.org/contactbn.htm>
- Follow the directions from the specific SBN to complete the registration process
- **Mandatory Child Abuse Continuing Education**
  - Effective January 1, 2015 – ALL persons applying for licensure must complete 3 hours of Department of Human Services (DHS)-approved training in child abuse
  - You may complete the education prior to program completion
  - Use this link to find an approved course:  
[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 49 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 49 1)
  - The approved provider of the course electronically sends verification of completion to the SBN
  - A license will not be issued until the course is completed

### 4. Submit Application for Temporary Practice Permit (TPP) (if applicable)

- IF you plan to work as a graduate nurse before taking the NCLEX, you must have a TPP
- Refer to the SBN where you apply for licensure for specific instructions
- Complete the TPP application as soon as you know that you have a job as a graduate nurse
- Allow a minimum of 4-6 weeks from the date of program completion to the issuance of the TPP

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## LICENSURE PROCESS

### Licensure – Pennsylvania

- Obtain information and application at <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/General-Information.aspx#.VPhV5uFFx1B>
- Choose the link “Online Application Forms.” Under the heading “New Graduates,” print and read the Online Application Instructions and then complete the Online Application using the link provided. Take time to read “Frequently Asked Questions for Student/Graduate Nurses applying for Exam/TPP” by choosing the link provided at the end of the “New Graduates” section
- You must apply online – there is no hard copy mail option. (Exception—A social security number (SSN) is required for an online application submission. Applicants without a SSN should submit a paper application and waiver form using the “Paper Application Forms” link)
- Licensure and Temporary Practice Permit are two SEPARATE applications and two SEPARATE fees
- Allow 14 business days for processing applicant materials once application packet is complete
- DO NOT request Nursing Education Verification (NEV) form from the CON – this is an automatic process and will be submitted by the CON immediately upon degree conferral
- NEV form is submitted electronically after PSU confers your degree

### Licensure - States Other Than Pennsylvania

- Locate your state board of nursing’s website <https://www.ncsbn.org/contactbn.htm>
- Read and follow instructions carefully
- Anything needed from the CON should be included in an email to Lynda Bennett ([lgb15@psu.edu](mailto:lgb15@psu.edu)) as soon as possible with very specific instructions.
  - Education Verification Letters
  - Forms requiring the Dean’s signature
  - Forms requiring a University seal
  - Verification of clinical hours
  - Mailing address(es)
  - Your contact information (phone and email)

**Note: If a transcript is needed, the student must order the Official Transcript from the Registrar’s office (<http://registrar.psu.edu/>)**

### Confirmation

When the CON has been notified that degrees have been conferred\*:

- **All** students attending UP and HMC (PA as well as out of state) will receive an email from the CON ([lmh5@psu.edu](mailto:lmh5@psu.edu)) that NEV form has been submitted to the PA SBN

- Out of state students attending UP and HMC will receive an email confirmation from the CON ([lgb15@psu.edu](mailto:lgb15@psu.edu)) that your application request has been completed
- Letters, confirmations, transcripts (if sent to CON), etc., are mailed/submitted per your instructions

\*NOTE: Processes at Commonwealth Campuses may vary by campus. Contact the appropriate CON campus office for further information.

## Helpful Tips and Notes

- Education Program Code – **US25506800**
  - If your SBN is still requiring the old 5-digit code, use 25-568
- There are NO refunds of NCLEX examination fees for ANY reason
- All correspondence from Pearson VUE will arrive ONLY by email
- Identification and YOUR NAME
  - Use the exact name as it appears on your official identification you will use for admittance to the NCLEX examination and for your Post-Graduation Contact Information form, NCLEX examination registration and licensure application
- Social Security Numbers – Most SBNs will require your full Social Security number
- Transcripts must be ordered through the Office of the Registrar
  - Make sure to specify AFTER conferral
  - Provide address where it should be mailed – pay particular attention to the directions in your application materials for specific mailing instructions
- When in doubt, or if you have questions, call the SBN or Pearson VUE directly. The CON staff cannot provide licensure or exam application information.
- Allow ample time for form completion, signatures, seals, etc.

**REMEMBER** – The NCLEX **examination** registration (with Pearson VUE) and state **licensure** application (state where you want to be licensed and practice nursing) are **two separate** process; however, these two entities communicate with each other to coordinate the process.

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## LICENSURE

The following statement is excerpted in its entirety from the Pennsylvania Professional Nursing Law:

**Section 6: Fees; Qualifications for Licensure**—No application for licensure as a registered nurse shall be considered unless accompanied by fee determined by the Board by regulation. Every applicant, to be eligible for examination for licensure as a registered nurse, shall furnish evidence satisfactory to the Board that he or she is of good moral character, has completed work equal to a standard high school course as evaluated by the Board and has satisfactorily completed an approved program of professional nursing.

**The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device, and Cosmetic Act,” or convicted of a felony relating to a controlled**

**substance in a court of law of the United States or any other state, territory, or country unless:**

- At least ten (10) years have elapsed from the date of conviction;
- The applicant satisfactorily demonstrates to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- The applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this subsection the term “convicted” shall include a judgment, an admission of guilt, or a plea of nolo contendere. An applicant’s statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

*The Professional Nursing Law Act of May 22, 1951 (P.L. 317, No. 69), Section 6 as amended*

# RESOURCES

## LINKS TO OTHER IMPORTANT INFORMATION

Academic Calendar

[http://registrar.psu.edu/academic\\_calendar/calendar\\_index.cfm](http://registrar.psu.edu/academic_calendar/calendar_index.cfm)

Admissions

<http://admissions.psu.edu/>

Advising Portal

<http://www.advising.psu.edu>

Bookstore

<http://psu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=18555&catalogId=10001&langId=-1>

Bursar

<http://www.bursar.psu.edu/>

Career Services

<http://studentaffairs.psu.edu/career/>

Centre County Can Help

<http://www.themeadows.net/outpatient/crisis-intervention-2/centre-county/>

College of Nursing Website

<http://www.nursing.psu.edu/>

Counseling Services (CAPS)

<http://studentaffairs.psu.edu/counseling/>

Disability Services

<http://equity.psu.edu/ods>

Gender Equity Center

<http://sites.psu.edu/genderequity/>

Health Services

<http://studentaffairs.psu.edu/health/services/>

Housing and Food Services (on campus)

<http://www.hfs.psu.edu/>

Housing and Food Services (off campus)

<http://studentaffairs.psu.edu/offcampus/>



ID+ Card

<http://www.idcard.psu.edu/>

Information Technology Services

<http://its.psu.edu>

Nursing Student Mental Health Guide

<http://www.cnaclases.org/nursing-student-mental-health/>.

Parking and Bicycle Registration

[www.transportation.psu.edu](http://www.transportation.psu.edu)

Police Services (on campus)

[www.police.psu.edu](http://www.police.psu.edu)

Police Services (off campus)

[www.statecollegepa.us](http://www.statecollegepa.us)

Registrar

<http://www.registrar.psu.edu/>

Residential Computing

<http://rescom.psu.edu/>

Residence Life

<http://studentaffairs.psu.edu/reslife/>

Scheduling Information

<https://lionpath.psu.edu>

Student Affairs

<http://studentaffairs.psu.edu/>

Student Aid

<http://studentaid.psu.edu/>

Study Tools

iStudy for Success – Online training tutorials

<http://istudy.psu.edu/>

Kahn Academy – Tutoring to Test Prep

[www.khanacademy.org](http://www.khanacademy.org)

lynda.com – Access to online training library

<http://lynda.psu.edu>

Penn State Learning

<http://pennstatelearning.psu.edu/>

Tuition Information

<http://tuition.psu.edu/>

Women's Resource Center (off campus)

<http://www.ccwrc.org>

# INDEX

## LPN CREDIT BY PORTFOLIO FORMS INDEX

The Pennsylvania State University  
College of Nursing

### Credit by Portfolio LPN Education/Experience Verification Form

Student Name: \_\_\_\_\_

PSU ID: \_\_\_\_\_

LPN License: State \_\_\_\_\_ License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Practical Nursing Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer(s): \_\_\_\_\_

Student Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Undergraduate Nursing  
Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Please forward this form to the Campus Coordinator who will forward to the Records Specialist Office (212B Nursing Sciences Building) at University Park for recording.

## EXAMPLE

**Directions:** Please use this “EXAMPLE” with the attached form to request “*Employer Documentation of Hours of Practice as a Licensed Practical Nurse*”

### Employer Form Letter

Insert Date

Employer  
Address  
City, State ZIP

To Whom It May Concern:

I, \_\_\_\_\_ (*student name*), have been admitted to The Pennsylvania State University’s Baccalaureate Program in Nursing. The College of Nursing will award up to six (6) credits for basic nursing education courses to the Licensed Practical Nurse applicant who meets certain criteria.

As a part of the process of Credit by Portfolio, the Licensed Practical Nurse must document a minimum of 1,000 hours of clinical practice within the past three (3) years.

Please complete the enclosed form and return in the envelope provided. Please contact me at \_\_\_\_\_ (*phone #*) or \_\_\_\_\_ (*e-mail*) should you have any questions or concerns. Your assistance in this process is appreciated.

Sincerely,

Student’s Name/Signature

**The Pennsylvania State University  
College of Nursing**

**Employer Documentation of Hours of Practice as a Licensed Practical Nurse  
Permission to Release Information**

I, \_\_\_\_\_, have been admitted to The Pennsylvania State University's Baccalaureate Nursing Program. The College of Nursing will award Credit by Portfolio if certain criteria are met. I am requesting employer documentation of practice hours as part of this process. I give permission for you to release this information to The Pennsylvania State University's College of Nursing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Directions: Please complete the following items and return to the student.***

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Please check and/or complete the following:

\_\_\_\_\_ The applicant has been employed as a Licensed Practical Nurse for a minimum of 1,000 hours within the past three (3) years.

\_\_\_\_\_ The applicant has been employed as a Licensed Practical Nurse for \_\_\_\_\_ hours within the past three (3) years.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number and/or Email Address  
for Verification Purposes: \_\_\_\_\_

# CLINICAL PERFORMANCE EVALUATION REMEDIATION FORMS INDEX

PENNSYLVANIA STATE UNIVERSITY  
College of Nursing

## NURS 230 Student Clinical Performance Evaluation

Student Name \_\_\_\_\_ Course Number \_\_\_\_\_ Semester \_\_\_\_\_

Clinical Site(s) \_\_\_\_\_

**Mid-Course Evaluation:** Passing \_\_\_\_\_ Failing \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Date: \_\_\_\_\_

**Final Evaluation:** Pass \_\_\_\_\_ Fail \_\_\_\_\_ Date: \_\_\_\_\_

### **Definition of Clinical Grades:**

P = Pass

**Passing: Clinical performance** which **consistently** demonstrates **safe** and **adequate** application of the clinical course objectives within a defined time frame with minimal verbal or nonverbal cues or assistance in integrating knowledge and skills.

F = Fail

**Failing: Clinical performance** which demonstrates **unsafe** or **inadequate** application of the clinical objectives within a defined time frame; requires **frequent verbal or nonverbal cues or assistance** to function on the clinical area, demonstrates gaps in necessary knowledge or critical thinking and requires frequent or almost constant assistance in integrating knowledge and skills.

\*NI – Needs Improvement  
*only may be used at mid-course evaluation*

**Needs Improvement: Clinical performance** which is **inconsistent** in application of clinical course objectives within a defined time frame; functions **safely and adequately only with moderate assistance, verbal or nonverbal cues**, integrating knowledge with skills in the clinical area.

\*N.A. – Not applicable

The N/A at final evaluation should only be utilized if none of the students in the course had the opportunity to meet the objective.

Not applicable to students in this course

**DO NOT USE N.A. FOR EVALUATION OF ANY CORE COMPETENCY**

### **Criteria for Passing Clinical:**

**Mid-Course** Passing requires pass (P) in all Core competencies and criteria. “Needs Improvement” (NI) on any one criteria at mid-course evaluation denotes “Needs Improvement” (NI) for the core competency and a “Needs Improvement” clinical grade at mid-course. “Fail” (F) on any one criteria at mid-course evaluation denotes “Fail” (F) for the core competency and a failing clinical grade at mid-course. The evaluator is expected to comment on ALL items rated: NI or F. Comments must include a plan for improvement for each criteria evaluated with a Fail (F) or Needs Improvement (NI).

A Remediation Plan will be written at mid-course if the student is failing and, at the discretion of the clinical instructor, may be written for a student who needs improvement.

**Final:** Pass in all elements. A “Fail” (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated F.

**Remediation Plans:** will be developed by course faculty for failing grade at mid-course or any time during the course at the discretion of the clinical instructor. The plan will identify the clinical criteria that are of concern and will suggest resources and activities designed to assist the student in achieving a passing evaluation for the final course grade.

**Instructions for faculty:** Passing (P) for any core competency indicates that all criteria are also passing (P). If the core competency is graded F or NI, indicate with a check which criteria are F or NI. If even one criterion is F, the core competency is also F. Unchecked criterions are passing (P).

Core competency 1	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Patient Centered Care: Plan and provide competent, compassionate and coordinated care based on sound judgment and clinical reasoning and respect for patient's preferences, values, and need.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
1a. Demonstrates accurate, thorough, and systematic clinical assessments							
1b. Develops individualized, accurate and complete nursing care plans with rationales and outcome criteria							
1c. Provides patient-centered care compassionately and effectively							
1d. Maintains client privacy, confidentiality, and dignity							
1e. Identifies the need for the professional nurse to advocate for clients/families.							
1f. Prioritizes patient needs and care accurately.							

Core competency 2	P	F	NI		P	F	
	<b>Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
2a. Performs nursing skills safely, accurately, and without omission							
2b. Implements written plans of care safely and effectively							
2c. Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care							
2d. Administers medications safely with an understanding of the purpose, route, dose range, side effects, and precautions for each medication							
2e. Implements strategies to reduce risk of harm to self and others							
2f. Recognizes and acts to prevent unsafe, illegal, immoral or unethical practices by self and others							
2g. Monitors patient status and notify assigned nurse promptly of any changes in condition or concerning findings							
2h. Implements strategies related to National Patient Safety Goals that are appropriate for assigned client(s).							
2i. Organizes multiple responsibilities and provides safe client care in a effective, efficient and timely manner							

Core competency 3	P	F	NI		P	F	
	<b>Evidence based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
3a. Relates theoretical and evidence-based knowledge to practice							
3b. Utilizes appropriate resources and references for accurate and complete data collection							
3c. Delivers evidence based care that respects patient and family preferences							

Approved: 2005; 11/2017  
Revised: Fall 2015

Core competency 4	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Teamwork &amp; Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.</b>							
<b>Criteria</b>		<b>F</b>	<b>NI</b>	<b>NA</b>		<b>F</b>	<b>NA</b>
4a. Develops and maintain constructive and cooperative working relationships with faculty, staff, peers, and facility employees							
4b. Listens carefully and communicate effectively with patients/families, members of the healthcare team, faculty, and those from diverse backgrounds, taking the time to understand and ask appropriate questions without interrupting							
4c. Assumes role of team member and functions competently within own scope of practice providing high quality, safe patient care, as a member of the healthcare team							
4d. Identifies the perspectives, expertise, and limitations of all healthcare team members including those of diverse background							
4e. Reports abnormal findings or changes in patient condition to appropriate members of the healthcare team in a timely, accurate, and thorough manner							
4f. Identifies the need for help, identifies appropriate resources and initiates requests when appropriate to the situation							
4g. Begins to incorporate effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationships							
4h. Identifies the unique nursing perspective to inter-professional teams to optimize patient outcomes							

Core competency 5	P	F	NI		P	F	
	<b>Quality Improvement: Monitor the outcomes of care processes and take steps to continuously improve the quality and safety care delivery.</b>						
<b>Criteria</b>		<b>F</b>	<b>NI</b>	<b>NA</b>		<b>F</b>	<b>NA</b>
5a. Accepts guidance, supervision, and constructive criticism							
5b. Identifies strengths and weaknesses and uses feedback to formulate goals for personal and professional growth							
5c. Evaluates care based on client response, outcome, scientific knowledge, and begins to make appropriate revisions, as necessary							
5d. Shows a high level of dedication to quality							
5e. Promotes achievement of safe, quality outcomes of care for all clients and families							
5f. Realizes that continuous quality improvement is an essential part of the daily work of all members of the healthcare team.							
5g. Realizes that nursing and students of other health professions are part of systems of care and care processes that affect outcomes for clients and families.							

Approved: 2005  
Revised: Fall 2015

Core competency 6	MID-COURSE				FINAL		
	P	F	NI	NA	P	F	NA
<b>Informatics: Manage data, information, knowledge and technology to effectively communicate, mitigate error and support decision making.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
6a. Maintains accurate & timely medical records and other documentation in accordance with clinical site & program policy utilizing appropriate medical terminology and professional communication.							
6b. Demonstrates fundamental skills in using patient care technologies, information & communication systems, that support safe nursing practice.							
6c. Recognizes the role of information technology in improving patient care outcomes and creating a safe care environment.							
6d. Upholds ethical standards related to data security, regulatory requirements, confidentiality, and clients' right to privacy.							
6e. Utilizes and responds appropriately to technologies and alerts that support clinical decision-making, error prevention, and care coordination.							
6f. Utilizes and begin to evaluate patient data and information.							

Core competency 7	P	F	NI	NA	P	F	NA
	<b>Professionalism and Professional Values: Applies the principles of altruism, excellence, caring, ethics, respect, communication, civility, and accountability.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
7a. Takes responsibility and accountability for learning, actions and quality of work without blaming others or making excuses.							
7b. Complies with Pennsylvania State University, College of Nursing, program & course policies, procedures and requirements.							
7c. Is honest and trustworthy and demonstrates the professional standards of moral, ethical, and legal conduct.							
7d. Demonstrates flexibility and tolerance for change, ambiguity, and unpredictability.							
7e. Performs effectively and maintains self-control during difficult or unexpected situations and conditions.							
7f. Maintains a culture of civility and kindness treating all individuals with dignity and respect.							
7g. Demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families, staff and faculty.							
7h. Remains alert and attentive during clinical time.							
7i. Performs duties in a reliable, responsible, and dependable manner.							
7j. Provides evidence of preparation for clinical experiences							
7k. Arrives at clinical experiences and completes work on time.							

Approved: 2005  
Revised: Fall 2015



Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: 2005  
Revised: Fall 2015

# REMEDATION PLAN AND OUTCOME

Please type this document

Criteria	Description of unsatisfactory behavior

*Please use back of form if necessary for additional detail*

## PLAN

The SPECIFIC skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s) including time frame when appropriate:

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Suggested resources and activities:

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**Failure to meet the expectations of the remediation plan and all clinical objectives will result in a clinical failure for this course.**

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Follow-up Conference: \_\_\_\_\_

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## OUTCOME

Follow-up conference (Please check one of the following):

- Has overcome deficiencies and now meets objective(s)  
 Has not overcome deficiencies and does not meet objective(s)

Comments:

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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 2005; 11/2017  
Revised: Fall 2015, 1/2018

PENNSYLVANIA STATE UNIVERSITY  
College of Nursing

**NURS 251 Student Clinical Performance Evaluation**

Student Name \_\_\_\_\_ Course Number \_\_\_\_\_ Semester \_\_\_\_\_

Clinical Site(s) \_\_\_\_\_

**Mid-Course Evaluation:** Passing \_\_\_\_\_ Failing \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Date: \_\_\_\_\_

**Final Evaluation:** Pass \_\_\_\_\_ Fail \_\_\_\_\_ Date: \_\_\_\_\_

**Definition of Clinical Grades:**

P = Pass

**Passing: Clinical performance** which **consistently** demonstrates **safe and adequate** application of the clinical course objectives within a defined time frame with minimal verbal or nonverbal cues or assistance in integrating knowledge and skills.

F = Fail

**Failing: Clinical performance** which demonstrates **unsafe or inadequate** application of the clinical objectives within a defined time frame; requires **frequent verbal or nonverbal cues or assistance** to function on the clinical area, demonstrates gaps in necessary knowledge or critical thinking and requires frequent or almost constant assistance in integrating knowledge and skills.

\*NI – Needs Improvement  
*only may be used at mid-course evaluation*

**Needs Improvement: Clinical performance** which is **inconsistent** in application of clinical course objectives within a defined time frame; functions **safely and adequately only with moderate assistance, verbal or nonverbal cues**, integrating knowledge with skills in the clinical area.

\*N.A. – Not applicable

Not applicable to students in this course  
**DO NOT USE N.A. FOR EVALUATION OF ANY CORE COMPETENCY**

**Criteria for Passing Clinical:**

Mid-Course Passing requires pass (P) in all Core competencies and criteria. “Needs Improvement” (NI) on any one criteria at mid-course evaluation denotes “Needs Improvement” (NI) for the core competency and a “Needs Improvement” clinical grade at mid-course. “Fail” (F) on any one criteria at mid-course evaluation denotes “Fail” (F) for the core competency and a failing clinical grade at mid-course. The evaluator is expected to comment on ALL items rated: NI or F. Comments must include a plan for improvement for each criteria evaluated with a Fail (F) or Needs Improvement (NI).  
A Remediation Plan will be written at mid-course if the student is failing and, at the discretion of the clinical instructor, may be written for a student who needs improvement.

Final: Pass in all elements. A “Fail” (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated F.

**Remediation Plans:** will be developed by course faculty for failing grade at mid-course or any time during the course at the discretion of the clinical instructor. The plan will identify the clinical criteria that are of concern and will suggest resources and activities designed to assist the student in achieving a passing evaluation for the final course grade.

**Instructions for faculty:** Passing (P) for any core competency indicates that all criteria are also passing (P). If the core competency is graded F or NI, indicate with a check which criteria are F or NI. If even one criterion is F, the core competency is also F. Unchecked criteria are passing (P). “Patients” or “Clients” can be used in these clinical objectives to refer to students’ peers, faculty, and/or standardized patients when clinical evaluation utilized in NURS 251

Core competency 1	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Patient Centered Care: Plan and provide competent, compassionate and coordinated care based on sound judgment and clinical reasoning and respect for patient's preferences, values, and need.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
1a. Demonstrates accurate, thorough, and systematic clinical assessments							
1b. Develops individualized, accurate and complete nursing care plans with rationales and outcome criteria				x			x
1c. Provides patient-centered care compassionately and effectively							
1d. Maintains client privacy, confidentiality, and dignity							
1e. Identifies the need for the professional nurse to advocate for clients/families.							
1f. Prioritizes patient needs and care accurately.							

Core competency 2	P	F	NI		P	F	
	<b>Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
2a. Performs nursing skills safely, accurately, and without omission							
2b. Implements written plans of care safely and effectively				x			x
2c. Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care							
2d. Administers medications safely with an understanding of the purpose, route, dose range, side effects, and precautions for each medication				x			x
2e. Implements strategies to reduce risk of harm to self and others							
2f. Recognizes and acts to prevent unsafe, illegal, immoral or unethical practices by self and others							
2g. Monitors patient status and notify assigned nurse promptly of any changes in condition or concerning findings							
2h. Implements strategies related to National Patient Safety Goals that are appropriate for assigned client(s).							
2i. Organizes multiple responsibilities and provides safe client care in a effective, efficient and timely manner							

Core competency 3	P	F	NI		P	F	
	<b>Evidence based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
3a. Relates theoretical and evidence-based knowledge to practice							
3b. Utilizes appropriate resources and references for accurate and complete data collection							
3c. Delivers evidence based care that respects patient and family preferences							

Approved: 2005  
Revised: 11/2015  
Revised: 02/2016

Core competency 4	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Teamwork &amp; Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.</b>							
<b>Criteria</b>		<b>F</b>	<b>NI</b>	<b>NA</b>		<b>F</b>	<b>NA</b>
4a. Develops and maintain constructive and cooperative working relationships with faculty, staff, peers, and facility employees							
4b. Listens carefully and communicate effectively with patients/families, members of the healthcare team, faculty, and those from diverse backgrounds, taking the time to understand and ask appropriate questions without interrupting							
4c. Assumes role of team member and functions competently within own scope of practice providing high quality, safe patient care, as a member of the healthcare team				x			x
4d. Identifies the perspectives, expertise, and limitations of all healthcare team members including those of diverse background				x			x
4e. Reports abnormal findings or changes in patient condition to appropriate members of the healthcare team in a timely, accurate, and thorough manner				x			x
4f. Identifies the need for help, identifies appropriate resources and initiates requests when appropriate to the situation							
4g. Begins to incorporate effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationships							
4h. Identifies the unique nursing perspective to inter-professional teams to optimize patient outcomes				x			x

Core competency 5	P	F	NI		P	F	
	<b>Quality Improvement: Monitor the outcomes of care processes and take steps to continuously improve the quality and safety care delivery.</b>						
<b>Criteria</b>		<b>F</b>	<b>NI</b>	<b>NA</b>		<b>F</b>	<b>NA</b>
5a. Accepts guidance, supervision, and constructive criticism							
5b. Identifies strengths and weaknesses and uses feedback to formulate goals for personal and professional growth							
5c. Evaluates care based on client response, outcome, scientific knowledge, and begins to make appropriate revisions, as necessary				x			x
5d. Shows a high level of dedication to quality							
5e. Promotes achievement of safe, quality outcomes of care for all clients and families							
5f. Realizes that continuous quality improvement is an essential part of the daily work of all members of the healthcare team.				x			x
5g. Realizes that nursing and students of other health professions are part of systems of care and care processes that affect outcomes for clients and families.				x			x

Approved: 2005  
Revised: 11/2015  
Revised: 02/2016

Core competency 6	MID-COURSE				FINAL		
	P	F	NI	NA	P	F	NA
<b>Informatics: Manage data, information, knowledge and technology to effectively communicate, mitigate error and support decision making.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
6a. Maintains accurate & timely medical records and other documentation in accordance with clinical site & program policy utilizing appropriate medical terminology and professional communication.							
6b. Demonstrates fundamental skills in using patient care technologies, information & communication systems, that support safe nursing practice.							
6c. Recognizes the role of information technology in improving patient care outcomes and creating a safe care environment.							
6d. Upholds ethical standards related to data security, regulatory requirements, confidentiality, and clients' right to privacy.							
6e. Utilizes and responds appropriately to technologies and alerts that support clinical decision-making, error prevention, and care coordination.				x			x
6f. Utilizes and begin to evaluate patient data and information.							

Core competency 7	P	F	NI	NA	P	F	NA
	<b>Professionalism and Professional Values: Applies the principles of altruism, excellence, caring, ethics, respect, communication, civility, and accountability.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
7a. Takes responsibility and accountability for learning, actions and quality of work without blaming others or making excuses.							
7b. Complies with Pennsylvania State University, College of Nursing, program & course policies, procedures and requirements.							
7c. Is honest and trustworthy and demonstrates the professional standards of moral, ethical, and legal conduct.							
7d. Demonstrates flexibility and tolerance for change, ambiguity, and unpredictability.							
7e. Performs effectively and maintains self-control during difficult or unexpected situations and conditions.							
7f. Maintains a culture of civility and kindness treating all individuals with dignity and respect.							
7g. Demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families, staff and faculty.							
7h. Remains alert and attentive during clinical time.							
7i. Performs duties in a reliable, responsible, and dependable manner.							
7j. Provides evidence of preparation for clinical experiences							
7k. Arrives at clinical experiences and completes work on time.							

Approved: 2005  
Revised: 11/2015  
Revised: 02/2016

Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: 2005  
Revised: 11/2015  
Revised: 02/2016

# REMEDATION PLAN AND OUTCOME

Please type this document

Criteria	Description of unsatisfactory behavior

*Please use back of form if necessary for additional detail*

## PLAN

The SPECIFIC skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s) including time frame when appropriate:

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Suggested resources and activities:

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**Failure to meet the expectations of the remediation plan and all clinical objectives will result in a clinical failure for this course.**

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Follow-up Conference: \_\_\_\_\_

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## OUTCOME

Follow-up conference (Please check one of the following):

- Has overcome deficiencies and now meets objective(s)  
 Has not overcome deficiencies and does not meet objective(s)

Comments:

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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 2005; 11/2017  
Revised: Fall 2015; 1/2018



PENNSYLVANIA STATE UNIVERSITY  
College of Nursing

**300 LEVEL Student Clinical Performance Evaluation**

Student Name \_\_\_\_\_ Course Number \_\_\_\_\_ Semester \_\_\_\_\_

Clinical Site(s) \_\_\_\_\_

**Mid-Course Evaluation:** Passing \_\_\_\_\_ Failing \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Date: \_\_\_\_\_

**Final Evaluation:** Pass \_\_\_\_\_ Fail \_\_\_\_\_ Date: \_\_\_\_\_

***Definition of Clinical Grades:***

P = Pass

***Passing: Clinical performance*** which **consistently** demonstrates **safe** and **adequate** application of the clinical course objectives within a defined time frame with minimal verbal or nonverbal cues or assistance in integrating knowledge and skills.

F = Fail

***Failing: Clinical performance*** which demonstrates **unsafe** or **inadequate** application of the clinical objectives within a defined time frame; requires **frequent verbal or nonverbal cues or assistance** to function on the clinical area, demonstrates gaps in necessary knowledge or critical thinking and requires frequent or almost constant assistance in integrating knowledge and skills.

\*NI – Needs Improvement  
*only may be used at mid-course evaluation*

***Needs Improvement: Clinical performance*** which is **inconsistent** in application of clinical course objectives within a defined time frame; functions **safely and adequately only with moderate assistance, verbal or nonverbal cues**, integrating knowledge with skills in the clinical area.

\*N.A. – Not applicable

The N/A at final evaluation should only be utilized if none of the students in the course had the opportunity to meet the objective.  
Not applicable to students in this course  
**DO NOT USE N.A. FOR EVALUATION OF ANY CORE COMPETENCY**

***Criteria for Passing Clinical:***

**Mid-Course** Passing requires pass (P) in all Core competencies and criteria. “Needs Improvement” (NI) on any one criteria at mid-course evaluation denotes “Needs Improvement” (NI) for the core competency and a “Needs Improvement” clinical grade at mid-course. “Fail” (F) on any one criteria at mid-course evaluation denotes “Fail” (F) for the core competency and a failing clinical grade at mid-course. The evaluator is expected to comment on ALL items rated: NI or F. Comments must include a plan for improvement for each criteria evaluated with a Fail (F) or Needs Improvement (NI).  
A Remediation Plan will be written at mid-course if the student is failing and, at the discretion of the clinical instructor, may be written for a student who needs improvement.

**Final:** Pass in all elements. A “Fail” (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated F.

***Remediation Plans:*** will be developed by course faculty for failing grade at mid-course or any time during the course at the discretion of the clinical instructor. The plan will identify the clinical criteria that are of concern and will suggest resources and activities designed to assist the student in achieving a passing evaluation for the final course grade.

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Approved: 2005  
Revised: Fall 2015

Core competency 1	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Patient Centered Care: Plan and provide competent, compassionate and coordinated care based on sound judgment and clinical reasoning and respect for patient's preferences, values, and need.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
1a. Demonstrates accurate, thorough, and systematic clinical assessments							
1b. Develops individualized, accurate and complete nursing care plans with rationales and outcome criteria							
1c. Provides patient-centered care compassionately and effectively							
1d. Maintains client privacy, confidentiality, and dignity							
1e. Identifies the need for the professional nurse to advocate for clients/families.							
1f. Prioritizes patient needs and care accurately.							
1g. Identifies educational needs and provides education to enhance client well-being							

Core competency 2	P	F	NI		P	F	
	<b>Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
2a. Performs nursing skills safely, accurately, and without omission							
2b. Implements comprehensive, individualized written plans of care safely and effectively and revises as needed							
2c. Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care							
2d. Administers medications safely with an understanding of the purpose, route, dose range, side effects, and precautions for each medication							
2e. Identifies and implements strategies to reduce risk of harm to self and others							
2f. Recognizes and acts to prevent unsafe, illegal, immoral or unethical practices by self and others							
2g. Monitors patient status and notify assigned nurse promptly of any changes in condition or concerning findings							
2h. Identifies and implements strategies related to National Patient Safety Goals that are appropriate for assigned client(s).							
2i. Organizes multiple responsibilities and provides safe client care in a effective, efficient and timely manner							

Core competency 3	P	F	NI		P	F	
	<b>Evidence based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
3a. Applies theoretical and evidence-based knowledge to practice							
3b. Utilizes appropriate resources and references for accurate and complete data collection and analysis							
3c. Delivers evidence based care that respects patient and family preferences							
3d. Identifies and implements evidence-based practice to enhance patient outcomes							

Approved: 2005  
Revised: Fall 2015

Core competency 4	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Teamwork &amp; Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
4a. Develops and maintain constructive and cooperative working relationships with faculty, staff, peers, and facility employees							
4b. Listens carefully and communicates effectively with patients/families, members of the healthcare team, faculty, and those from diverse backgrounds, taking the time to understand and ask appropriate questions without interrupting							
4c. Assumes role of team member and functions competently within own scope of practice providing high quality, safe patient care, as a member of the healthcare team							
4d. Incorporates the perspectives, expertise, and limitations of all healthcare team members including those of diverse background							
4e. Identifies and reports abnormal findings or changes in patient condition to appropriate members of the healthcare team in a timely, accurate, and thorough manner							
4f. Identifies the need for help, identifies appropriate resources and initiates requests when appropriate to the situation							
4g. Incorporates effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationships							
4h. Begins to contribute the unique nursing perspective to inter-professional teams to optimize patient outcomes							

Core competency 5	P	F	NI		P	F	
	<b>Quality Improvement: Monitor the outcomes of care processes and take steps to continuously improve the quality and safety care delivery.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
5a. Accepts guidance, supervision, and constructive criticism							
5b. Identifies strengths and weaknesses and uses feedback to formulate goals for personal and professional growth							
5c. Evaluates care based on client response, outcome, scientific knowledge, makes appropriate revisions, as necessary							
5d. Contributes to a high level to quality							
5e. Contributes to achievement of safe, quality outcomes of care for all clients and families							
5f. Contributes to continuous quality improvement as an essential part of the daily work of all members of the healthcare team.							
5g. Demonstrates how the role of nursing and students of other health professions in systems of care and care processes that affect outcomes for clients and families							

Approved: 2005  
Revised: Fall 2015

Core competency 6	MID-COURSE				FINAL		
	P	F	NI	NA	P	F	NA
<b>Informatics: Manage data, information, knowledge and technology to effectively communicate, mitigate error and support decision making.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
6a. Maintains accurate & timely medical records and other documentation in accordance with clinical site & program policy utilizing appropriate medical terminology and professional communication.							
6b. Demonstrates fundamental skills in using patient care technologies, information & communication systems, and that support safe nursing practice.							
6c. Recognizes the role of information technology in improving patient care outcomes and creating a safe care environment.							
6d. Upholds ethical standards related to data security, regulatory requirements, confidentiality, and clients' right to privacy.							
6e. Utilizes and respond appropriately to technologies and alerts that support clinical decision-making, error prevention, and care coordination.							
6f. Utilizes and begin to evaluate patient data and information.							

Core competency 7	P	F	NI	NA	P	F	NA
	<b>Professionalism and Professional Values: Applies the principles of altruism, excellence, caring, ethics, respect, communication, civility, and accountability.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
7a. Takes responsibility and accountability for learning, actions and quality of work without blaming others or making excuses.							
7b. Complies with Pennsylvania State University, College of Nursing, program & course policies, procedures and requirements.							
7c. Is honest and trustworthy and demonstrates the professional standards of moral, ethical, and legal conduct.							
7d. Demonstrates flexibility and tolerance for change, ambiguity, and unpredictability.							
7e. Performs effectively and maintains self-control during difficult or unexpected situations and conditions.							
7f. Maintains a culture of civility and kindness treating all individuals with dignity and respect.							
7g. Demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families, staff and faculty.							
7h. Remains alert and attentive during clinical time.							
7i. Performs duties in a reliable, responsible, and dependable manner.							
7j. Provides evidence of preparation for clinical experiences							
7k. Arrives at clinical experiences and completes work on time.							

Approved: 2005  
Revised: Fall 2015

Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: 2005  
Revised: Fall 2015

# REMEDATION PLAN AND OUTCOME

Please type this document

Criteria	Description of unsatisfactory behavior

*Please use back of form if necessary for additional detail*

## PLAN

The SPECIFIC skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s) including time frame when appropriate:

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Suggested resources and activities:

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**Failure to meet the expectations of the remediation plan and all clinical objectives will result in a clinical failure for this course.**

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Follow-up Conference: \_\_\_\_\_

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## OUTCOME

Follow-up conference (Please check one of the following):

- Has overcome deficiencies and now meets objective(s)  
 Has not overcome deficiencies and does not meet objective(s)

Comments:

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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 2005; 11/2017  
Revised: Fall 2015, 1/2018

PENNSYLVANIA STATE UNIVERSITY  
College of Nursing

400 LEVEL Student Clinical Performance Evaluation

Student Name \_\_\_\_\_ Course Number \_\_\_\_\_ Semester \_\_\_\_\_

Clinical Site(s) \_\_\_\_\_

**Mid-Course Evaluation:** Passing \_\_\_\_\_ Failing \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Date: \_\_\_\_\_

**Final Evaluation:** Pass \_\_\_\_\_ Fail \_\_\_\_\_ Date: \_\_\_\_\_

**Definition of Clinical Grades:**

P = Pass

**Passing: Clinical performance** which **consistently** demonstrates **safe** and **adequate** application of the clinical course objectives within a defined time frame with minimal verbal or nonverbal cues or assistance in integrating knowledge and skills.

F = Fail

**Failing: Clinical performance** which demonstrates **unsafe** or **inadequate** application of the clinical objectives within a defined time frame; requires **frequent verbal or nonverbal cues or assistance** to function on the clinical area, demonstrates gaps in necessary knowledge or critical thinking and requires frequent or almost constant assistance in integrating knowledge and skills.

\*NI – Needs Improvement  
*only may be used at mid-course evaluation*

**Needs Improvement: Clinical performance** which is **inconsistent** in application of clinical course objectives within a defined time frame; functions **safely and adequately only with moderate assistance, verbal or nonverbal cues**, integrating knowledge with skills in the clinical area.

\*N.A. – Not applicable

The N/A at final evaluation should only be utilized if none of the students in the course had the opportunity to meet the objective.  
Not applicable to students in this course  
**DO NOT USE N.A. FOR EVALUATION OF ANY CORE COMPETENCY**

**Criteria for Passing Clinical:**

**Mid-Course** Passing requires pass (P) in all Core competencies and criteria. “Needs Improvement” (NI) on any one criteria at mid-course evaluation denotes “Needs Improvement” (NI) for the core competency and a “Needs Improvement” clinical grade at mid-course. “Fail” (F) on any one criteria at mid-course evaluation denotes “Fail” (F) for the core competency and a failing clinical grade at mid-course. The evaluator is expected to comment on ALL items rated: NI or F. Comments must include a plan for improvement for each criteria evaluated with a Fail (F) or Needs Improvement (NI).  
A Remediation Plan will be written at mid-course if the student is failing and, at the discretion of the clinical instructor, may be written for a student who needs improvement.

**Final:** Pass in all elements. A “Fail” (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated F.

**Remediation Plans:** will be developed by course faculty for failing grade at mid-course or any time during the course at the discretion of the clinical instructor. The plan will identify the clinical criteria that are of concern and will suggest resources and activities designed to assist the student in achieving a passing evaluation for the final course grade.

**Instructions for faculty:** Passing (P) for any core competency indicates that all criteria are also passing (P). If the core competency is graded F or NI, indicate with a check which criteria are F or NI. If even one criterion is F, the core competency is also F. Unchecked criteria are passing (P).

Approved: 2005  
Revised: Fall 2015

Core competency 1	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Patient Centered Care: Plan and provide competent, compassionate and coordinated care based on sound judgment and clinical reasoning and respect for patient's preferences, values, and need.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
1a. Demonstrates accurate, thorough, and systematic clinical assessments							
1b. Develops individualized, accurate and complete nursing care plans with rationales and outcome criteria							
1c. Provides patient-centered care compassionately and effectively							
1d. Maintains client privacy, confidentiality, and dignity							
1e. Identifies the need for the professional nurse to advocate for clients/families.							
1f. Prioritizes patient needs and care accurately.							
1g. Identifies educational needs and provides education to enhance client well-being							
1h. Develops and implements appropriate discharge plans for the client							

Core competency 2	P	F	NI		P	F	
	<b>Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
2a. Performs nursing skills safely, accurately, and without omission							
2b. Implements comprehensive, individualized written plans of care safely and effectively and revises as needed							
2c. Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care							
2d. Administers medications safely with an understanding of the purpose, route, dose range, side effects, and precautions for each medication							
2e. Identifies, implements and evaluates strategies to reduce risk of harm to self and others							
2f. Recognizes and acts to prevent unsafe, illegal, immoral or unethical practices by self and others							
2g. Monitors patient status and notify assigned nurse promptly of any changes in condition or concerning findings							
2h. Identifies, implements and evaluates strategies related to National Patient Safety Goals that are appropriate for assigned client(s).							
2i. Organizes multiple responsibilities and provides safe client care in a effective, efficient and timely manner							

Core competency 3	P	F	NI		P	F	
	<b>Evidence based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
3a. Applies theoretical and evidence-based knowledge to practice							
3b. Utilizes appropriate resources and references for accurate and complete data collection, analysis and synthesis							
3c. Delivers evidence based care that respects patient and family preferences							
3d. Identifies, implements, evaluation evidence-based practice to enhance patient outcomes							

Approved: 2005  
Revised: Fall 2015



Core competency 4	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Teamwork &amp; Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.</b>							
<b>Criteria</b>		<b>F</b>	<b>NI</b>	<b>NA</b>		<b>F</b>	<b>NA</b>
4a. Develops and maintain constructive and cooperative working relationships with faculty, staff, peers, and facility employees							
4b. Listens carefully and communicates effectively with patients/families, members of the healthcare team, faculty, and those from diverse backgrounds, taking the time to understand and ask appropriate questions without interrupting							
4c. Assumes role of team member or leader as appropriate and functions competently within own scope of practice providing high quality, safe patient care, as a member of the healthcare team							
4d. Incorporates the perspectives, expertise, and limitations of all healthcare team members including those of diverse background							
4e. Identifies and reports abnormal findings or changes in patient condition to appropriate members of the healthcare team in a timely, accurate, and thorough manner							
4f. Identifies the need for help, identifies appropriate resources and initiates requests when appropriate to the situation							
4g. Demonstrates effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationships							
4h. Contributes the unique nursing perspective to inter-professional teams to optimize patient outcomes							
4i. Delegates and oversees care appropriately recognizing the expertise and limitations of team members							

Core competency 5	P	F	NI		P	F	
	<b>Quality Improvement: Monitor the outcomes of care processes and take steps to continuously improve the quality and safety care delivery.</b>						
<b>Criteria</b>		<b>F</b>	<b>NI</b>	<b>NA</b>		<b>F</b>	<b>NA</b>
5a. Accepts guidance, supervision, and constructive criticism							
5b. Identifies strengths and weaknesses and uses feedback to formulate a plan for personal and professional growth utilizing appropriate resources							
5c. Evaluates care based on client response, outcome, scientific knowledge, makes appropriate revisions, as necessary							
5d. Contributes to a high level of quality							
5e. Proposes methods to enhance achievement of safe, quality outcomes of care for all clients and families							
5f. Contributes to continuous quality improvement as an essential part of the daily work of all members of the healthcare team.							
5g. Analyze the role of nursing and students of other health professions in systems of care and care processes that affect outcomes for clients and families.							

Approved: 2005  
Revised: Fall 2015

Core competency 6	MID-COURSE				FINAL		
	P	F	NI		P	F	
<b>Informatics: Manage data, information, knowledge and technology to effectively communicate, mitigate error and support decision making.</b>							
<b>Criteria</b>		F	NI	NA		F	NA
6a. Maintains accurate & timely medical records and other documentation in accordance with clinical site & program policy utilizing appropriate medical terminology and professional communication.							
6b. Demonstrates fundamental skills in using patient care technologies, information & communication systems, and that support safe nursing practice.							
6c. Recognizes the role of information technology in improving patient care outcomes and creating a safe care environment.							
6d. Upholds ethical standards related to data security, regulatory requirements, confidentiality, and clients' right to privacy.							
6e. Utilizes and respond appropriately to technologies and alerts that support clinical decision-making, error prevention, and care coordination.							
6f. Utilizes and begin to evaluate patient data and information.							

Core competency 7	P	F	NI		P	F	
	<b>Professionalism and Professional Values: Applies the principles of altruism, excellence, caring, ethics, respect, communication, civility, and accountability.</b>						
<b>Criteria</b>		F	NI	NA		F	NA
7a. Takes responsibility and accountability for learning, actions and quality of work without blaming others or making excuses.							
7b. Complies with Pennsylvania State University, College of Nursing, program & course policies, procedures and requirements.							
7c. Is honest and trustworthy and demonstrates the professional standards of moral, ethical, and legal conduct.							
7d. Demonstrates flexibility and tolerance for change, ambiguity, and unpredictability.							
7e. Performs effectively and maintains self-control during difficult or unexpected situations and conditions.							
7f. Maintains a culture of civility and kindness treating all individuals with dignity and respect.							
7g. Demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families, staff and faculty.							
7h. Remains alert and attentive during clinical time.							
7i. Performs duties in a reliable, responsible, and dependable manner.							
7j. Provides evidence of preparation for clinical experiences							
7k. Arrives at clinical experiences and completes work on time.							

Approved: 2005  
Revised: Fall 2015

Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: 2005  
Revised: Fall 2015

# REMEDATION PLAN AND OUTCOME

Please type this document

Criteria	Description of unsatisfactory behavior

*Please use back of form if necessary for additional detail*

## PLAN

The SPECIFIC skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s) including time frame when appropriate:

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Suggested resources and activities:

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**Failure to meet the expectations of the remediation plan and all clinical objectives will result in a clinical failure for this course.**

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Follow-up Conference: \_\_\_\_\_

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## OUTCOME

Follow-up conference (Please check one of the following):

- Has overcome deficiencies and now meets objective(s)  
 Has not overcome deficiencies and does not meet objective(s)

Comments:

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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 2005; 11/2017  
Revised: Fall 2015, 1/2018

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## ACADEMIC SUCCESS PLAN INDEX

### Academic Success Plan – Course Exam Grade <77%

Student's Name: \_\_\_\_\_ Date Initiated: \_\_\_\_\_

Course: \_\_\_\_\_

#### Purpose of the academic success plan:

The College of Nursing's Academic Success Program is a proactive approach to support academic achievement. Students, in collaboration with the Academic Success Coach and the nursing faculty, are strongly encouraged to actively participate in the Academic Success Program. Participation in the Academic Success Program is voluntary and student accountability is recognized as an important characteristic of academic success. The student is responsible for follow through and completion of an Academic Success Plan.

#### Reasons for contact:

Exam score in a nursing course of less than 77% on an examination or assignment worth 10% or more of the final course grade. **Examination/Assignment Score** = \_\_\_\_\_

**Outcome:** Student will achieve a grade of 75% or higher in all future exams/assignments.

#### Plan:

**Step 1: Student and Course Coordinator – will meet within approximately 5 days of grade availability.**

- Meet with Course Coordinator and identify content requiring review and remediation.
- Complete exam review with Course Coordinator and identify content and test taking areas of concern.
  - \_\_\_ Needs to understand information more thoroughly
  - \_\_\_ Needs to read stem more carefully and not miss key words
  - \_\_\_ Needs to review all options before answering a question
  - \_\_\_ Needs to complete required learning activities & practice assessments in ATI
  - \_\_\_ Needs to pace self through exam and not hurry
  - \_\_\_ Needs to be prepared for exam by:
    - \_\_\_ completing all assigned readings
    - \_\_\_ studying every day
    - \_\_\_ not cramming the night before the exam
  - \_\_\_ Other:
- Review performance in the ATI Self-Assessment Inventory **PRIOR** to meeting with the Academic Success Coach.

**Step 2 is to be scheduled by:** \_\_\_\_\_ **(within approximately 5 days of Step 1)**

Course Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Academic Success Plan – Course Exam Grade<77%

### Step 2: Student and Academic Coach.

- Review the ATI Self-Assessment Inventory and identify learning style
- Identify barriers to learning:

\_\_\_ Academic Factors (inability to meet academic demands, lack of a daily study routine, insufficient note taking, lack of self-testing prior to exams etc.)

\_\_\_ Environmental Factors (i.e. finances, support systems, family responsibilities, employment, housing etc.)

\_\_\_ Affective Factors (i.e. cultural values & beliefs, self-efficacy, motivation etc.)

\_\_\_ Psychological Factors (i.e. stress, anxiety, mental well-being etc.)

\_\_\_ Physical Factors (i.e. physical health, etc.)

\_\_\_ Student Characteristics (i.e. age, prior experiences with school and work, language, first generation college student etc.)

Adapted from: Jeffries (2004) Model of Nursing UG Retention and Success.

\_\_\_ Other:

- Methods to improve study habits and test-taking skills:

\_\_\_ Complete class prep

\_\_\_ Identify & capitalize on individualized learning style(s)

\_\_\_ Participate in class discussions

\_\_\_ Implement test-taking strategies as discussed with Academic Success Coach

\_\_\_ Identify and participate in a study group

\_\_\_ Seek peer-to-peer or other tutoring

\_\_\_ Implement more effective study habits as discussed with Academic Success Coach

\_\_\_ Other:

- Access the Learning Resource Center for additional assistance with \_\_\_\_\_
- Referral to Counseling and Psychological Services (CAPS) \_\_\_\_\_
- Other referrals \_\_\_\_\_

Books/Written Materials given/lent to student: \_\_\_\_\_

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**Academic Success Plan – Course Exam Grade<77%**

**Step 3: Student Goals for Success**

Student is recommended to identify a minimum of two goals for success.

- 1.
- 2.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of follow-up meeting:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
\_\_\_\_\_ **Copy to Student**      \_\_\_\_\_ **Copy to Student File**

**Follow-Up Evaluation:**

- Student meeting desired outcome; course grade currently greater than 75%.
  
- Student not meeting desired outcome:
  - \_\_\_\_\_ Continue with current plan.
  - \_\_\_\_\_ Continue with revised plan as indicated below.
  - \_\_\_\_\_ Additional meetings with Academic Coach.

**Revised Plan:**

**Student's Goals for Success:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Continued Planning:**

06.01.15  
Rev. 07.18.16  
Rev. 09.07.17  
Rev. 09.26.18

## Clinical Success Plan Process – Clinical Skills

1. A Clinical Success Plan is **NOT** a Clinical Remediation Plan. Faculty and students should review the clinical evaluation tool and policy on clinical remediation. The purpose of the Clinical Success Plan is to proactively support the development of clinical skill performance (e.g. PPE, aseptic technique, catheterization). Student participation is voluntary.
2. A Clinical Success Plan **does not** indicate a clinical failure.
3. When a clinical instructor identifies a need for further practice in a clinical skill, he or she provides the student with immediate feedback and advises the student that a clinical success plan is recommended.
4. The clinical instructor and student develops a clinical success plan using the appropriate form and communicates it to the lab coordinator, course coordinator, academic success coach, and student within 24 hours via Penn State email accounts.
5. Within 48 hours the student contacts the lab coordinator or designee and schedules a practice session. It is the responsibility of the student to come prepared to the practice session and carry out the plan as recommended with the assistance of the Lab Coordinator or designee.
6. Upon completion of the scheduled practice session, the Lab Coordinator or designee forwards a copy of the completed Clinical Success Plan to the Academic Success Coach. The student receives a copy of the completed form and shares this with the Clinical Instructor on the next scheduled clinical day.
7. A brief note indicating that a Clinical Success Plan has been initiated is entered into Starfish advising notes by the Academic Success Coach.

6/01/2016  
Revised 8/1/2016



## Clinical Success Plan

Student's Name:

Clinical Date:

Course:

Reason for Plan:

Expected Student Outcome:

Referring Faculty Signature:

Date:

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### Clinical Plan Steps:

1. The student will follow the process of scheduling time in the lab for the specified review.
2. The student will complete a self-guided review related to the identified clinical issue within 5 business days of meeting with clinical faculty. This review will utilize resources such as ATI skills modules, textbooks, lab modules, etc., used previously in the program to teach this skill.
3. The student will come to the lab prepared for an effective practice session at the scheduled time.
4. At the completion of the practice session, the student will demonstrate proficiency of the skill to the Lab Coordinator/designee. If unsuccessful, additional practice time should be scheduled.
5. A copy of the completed form will be forwarded to the Academic Success Coach by the Lab Coordinator. The Academic Success Coach will place the form in the student file and will document a brief note in Starfish.
6. The student will share a copy of the completed plan with the Clinical Instructor.

Lab Coordinator/Designee Comments:

No further practice time required.

Further practice time recommended. The next practice session is scheduled on: \_\_\_\_\_

Lab Coordinator's/designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6/01/2016

Revised 8/1/2016

## Academic Success Plan - General

**Student's Name:**

**Date:**

**Course:**

### **Purpose Of The Academic Success Plan:**

The College of Nursing's Academic Success Program is a proactive approach to support academic achievement. Students, in collaboration with the Academic Success Coach and the nursing faculty, are strongly encouraged to actively participate in the Academic Success Program. Participation in the Academic Success Program is voluntary and student accountability is recognized as an important characteristic of academic success. The student is responsible for follow through and completion of an Academic Success Plan.

**Reason For Contact:**

**Plan:**

**Expected Outcomes:**

**Student Goals:**

The next meeting date is: \_\_\_\_\_

**The Academic Success Plan is designed to support academic achievement. Students are strongly encouraged to actively participate in the Academic Success Plan.**

\_\_\_ I agree to actively participate in the Academic Success Plan.

\_\_\_ I choose not to participate in the Academic Success Plan.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Academic Success Coach Signature**

\_\_\_\_\_  
**Date**

6/01/2016  
Revised 8/1/2016

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## ACADEMIC DIFFICULTY NOTIFICATION LETTER INDEX

### Academic Difficulty Notification Letter

Date

Dear (Student's Name):

One charge of the College of Nursing's (CON) Undergraduate Admissions and Standards Committee is the mid-course identification of students experiencing academic difficulty. Data collected over the years indicate that those who seek help early successfully complete the course. We are committed to helping you succeed in the nursing program.

We have been notified that you are experiencing difficulty in the (Theory / Clinic) portion of (Course). While the ultimate responsibility for success in a course is yours, we suggest the following steps to assist you in attaining that success:

- Meet with the Course Coordinator and/or clinical instructor for specific suggestions related to your success in the course
- Obtain suggestions from your faculty adviser and/or the CON Academic Success Coach about University resources such as counseling services, testing assistance, study skills, or peer tutoring.
- If either one of the above actions is unsatisfactory to you, you may contact me for the assignment of an advocate from the Committee.

Any student who unsuccessfully attempts the same required nursing course or two different required nursing courses will be dismissed from the nursing major. Please review the complete Academic Progression Policy in the student Handbook, which is located on the CON website <https://www.nursing.psu.edu/student-handbooks/>.

Please let us know if we can be of further assistance to you. We wish you success in the future.

Sincerely,



Mary Anne Ventura, RN, MEd, MS  
Chair, Undergraduate Admissions and Standards Committee

cc: (Adviser & Course Coordinator)

Rev. 3/6/2016, 2/26/18, 10/5/18

Updated 6/5/2019

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