JESSUP UNIVERSITY

NURSING

Nursing Program Student Handbook

Table of Contents

Welcome from the Dean of the School of Natural and Applied Sciences 4

Welcome from the Nursing Program Director 5

Nursing Program Leadership 6

Jessup Campus Contacts 6

Jessup Campus Map 6

Nursing Program Overview 6

Mission 8
Vision 8
Program Learning Outcomes 8
Core Competencies 8
Graduation 9
University Learning Goals 9
Accreditation 9
Jessup Prospective Four-Year Nursing Curriculum 10

Jessup Nursing Student Responsibilities 12

Nursing Student Council 12
ANA Code of Ethics 12
Jessup University Professional Standards for Nursing Students 13
ANA Scope and Standards of Practice, 4th Edition 13

Health Requirements 13

Physical and Mental Health Standards 14
Clinical Safety Requirements 14
Criminal Background Checks Required Prior to Clinical Rotations 14
Drug Screening Prior to Acceptance to the BSN Program 14
Live Scan Fingerprinting 14
Current CPR Certification 15

Student Support Services 15

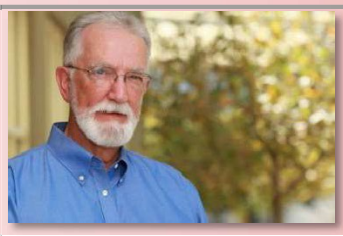
Assessment Technologies Institute (ATI) 15

Online Library Resource Guides 16
Learning Commons 17
Success Coaching 17

ACADEMIC AND CLINICAL POLICIES 18

Academic Policies 18
Grading and Evaluation Policy 18
Program Progression Policy 20
Academic Integrity Policy 20
Challenge Policy 20
Attendance Policy 21
Re-enrollment Review and Appeal Process 21
Student Academic Grievance Procedure 22
Transfer Policy 22
Healthcare Professional/Education Transfer Information 22
Military Previous Education and Experience 22
Testing Environment Policy (If provided by Jessup University) 23
Accommodations Policy 23

Clinical Policies 23
Safe Clinical Practice Policy 23
Impaired Student Policy 26
Blood-Borne Pathogens Policy 26
Student Clinical Dress Code Policy 27
Confidentiality Policy 28
Clinical Practice Guidelines 29



Welcome from the Dean of the School of Natural and Applied Sciences

It is my esteemed pleasure to welcome you to what we hope will be an exemplary academic and professional experience that will forever impact your life and the lives of those people who will place their health care in your hands. We will endeavor to provide you with the necessary tools, skills, and relational understanding through dedicated excellence in all aspects of your education here at Jessup University. Our quality faculty and staff are committed to you and your career goals and will do everything in our power to ensure your success.

We will implement innovative instructional strategies, community field experience and specific professional development opportunities to enhance your inherent abilities. Our curriculum has been thoughtfully developed to provide you with an opportunity to be prepared as nursing graduates who are competent and ready to practice. The significant level of instruction will demand your best efforts, which will require you to be passionate and committed to the process.

As a faith-based nursing program, one of our major themes is unity through diversity. When we work together as one, we will accomplish more for the many who need our expertise. You will experience life changing processes based on service to others, maximizing your greatest potential, and understanding why you were called to such a time as this. We are grateful for your trust in us, and we will make sure to always place your wellbeing first in our efforts.
In the following pages, you will find information designed to help you find your way through this experience. At any time during this experience, if you need assistance, please reach out to the appropriate department or individual with your questions and concerns. We are here to serve you and your success is extremely important to our faculty and staff.

May God bless you and your efforts with grace, mercy, power, and guidance.

Dr. George Stubblefield

Welcome from the Nursing Program Director

What a privilege and honor to welcome you to Jessup's Nursing Program. You are embarking on an incredible journey that will impact your life and thousands of lives that you touch through the profession of nursing. This program will prepare you for this exciting and challenging career in nursing by making sure that you are equipped with the knowledge and skills necessary to care for those you are responsible for.

We have chosen faculty who have a passion and love for nursing students and who are seasoned in the field of nursing. These faculty will come alongside you, mentoring and coaching you to pursue excellence. This commitment from the faculty will need to be met by the same passion and commitment from you, our nursing students. The nursing curriculum has been designed to prepare and equip you for the complex health care environments that you will be working in.

As a faith-based nursing program each course will focus not only on the content, but how you can grow in the knowledge and grace in our Lord and Savior Jesus Christ. My passion is to see you grow in the nursing profession and to grow into Christ-like leadership so that you can serve others by being the hands and feet of Jesus to those who are in need.

This handbook serves as a guide for the expectations for nursing students who attend Jessup University, whether you are on campus, in clinicals, and in the community.

My prayers are with you as you dedicate yourself to the Lord for the nursing profession.

Jennifer "Jen" Millar, DNP, MSN, RN

Nursing Program Leadership

Dean, School of Natural and Applied Sciences: Dr. George Stubblefield - gstubblefield@jessup.edu

Nursing Program Director: Jennifer Millar - jmillar@jessup.edu

Assistant Program Director: Dr. Lanette Sipes -lsipes@jessup.edu

Simulation Lab Coordinator: Dr. Teresa Dodson – tdodson@jessup.edu

Associate Professor – Dr. Kim Cristobal – kcristobal@jessup.edu

Associate Professor – Heidi Panella – hpanella@jessup.edu

Associate Professor – Holly Carlson – hcarlson@jessup.edu

Clinical Coordinator – Connor Franco – cfranco@jessup.edu

BSN Administrative Assistant: Kerry Irvine - kirvine@jessup.edu

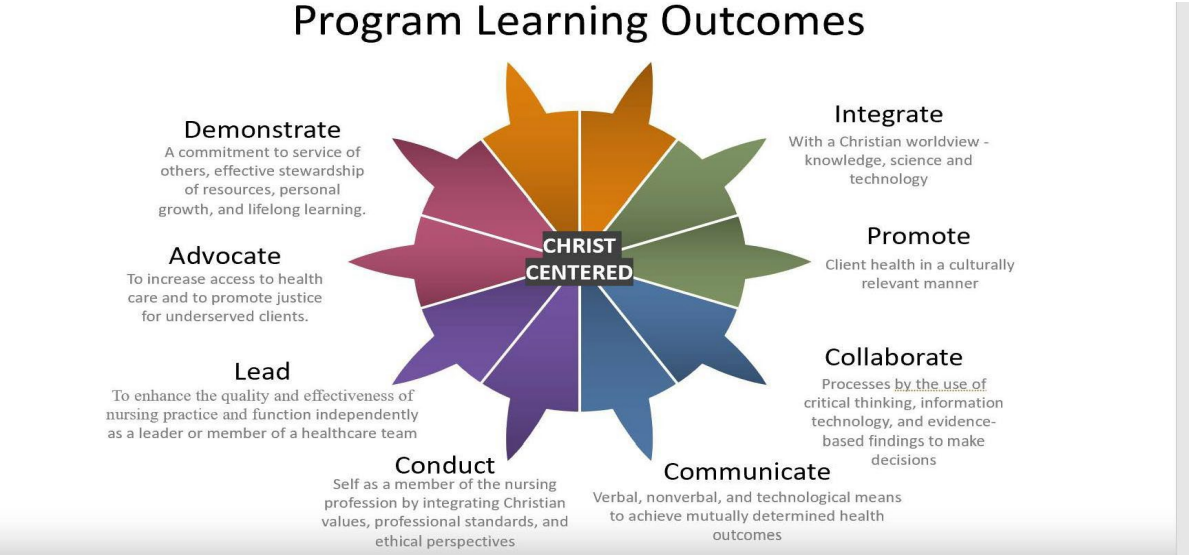
Jessup Campus Contacts

Jessup Campus Map

Nursing Program Overview

Jessup University's Bachelors of Science in Nursing degree program conforms and adheres to the tenets, requirements and beliefs of Jessup University (see Jessup Statement of Faith and Community Covenant.) In the past century, the development and expansion of medical and health services, the changing patterns of modern life, and the advances in technology have not only expanded the scope of nursing education but have also made nursing a more highly complex profession that calls for a deeper focus on the art and science of caring. Jessup endeavors to develop nurse leaders who have all the core competencies for entry into practice that meet this complexity with knowledge, skill, compassion, and technological expertise. Jessup will develop nurses who will understand the dynamics of the human condition, both physically, emotionally, spiritually, and who will be grounded in a professional identity that calls for delivery of compassionate care.

Nursing is more than just a scientific discipline that is involved with the diagnosis and treatment of potential and actual responses to illness and disease. Jessup believes it is a dynamic profession that should take a holistic approach to healing and healthcare. Nurses should always have the goal of promoting comfort, healing, and wholeness by also aiding patients to attain the best possible level of self-care. Nurses must be accountable to patients, families, and communities. They must be aware of the diverse and underserved populations, their social determinants of care, and their health, financial and social challenges. Jessup believes that nursing functions at its best when there is collaboration with other health care professionals who also advocate and treat patients with respect, dignity, and confidentiality.


Program Learning Outcomes
Demonstrate
A commitment to service of others, effective stewardship of resources, personal growth, and lifelong learning.
Integrate
With a Christian worldview - knowledge, science and technology
Advocate
To increase access to health care and to promote justice for underserved clients.
CHRIST CENTERED
Promote
Client health in a culturally relevant manner
Lead
To enhance the quality and effectiveness of nursing practice and function independently as a leader or member of a healthcare team
Collaborate
Processes by the use of critical thinking, information technology, and evidence-based findings to make decisions
Conduct
Self as a member of the nursing profession by integrating Christian values, professional standards, and ethical perspectives
Communicate
Verbal, nonverbal, and technological means to achieve mutually determined health outcomes

Mission
The mission of the nursing program is to prepare nurses to serve a diverse and ever-changing society with excellence, leadership, and Christ-like presence.

Vision
The nursing program, in partnership with and by the grace of Christ, develops nurse leaders who will provide a Christ-like presence in healthcare settings locally and globally in order to make a difference in the lives of those they serve.

Program Learning Outcomes
A graduate of the nursing program will be able to:

1. Apply knowledge from nursing, the sciences, liberal arts, and a Christian worldview to effectively fulfill professional nursing roles.
2. Promote client health in a culturally relevant manner through collaborative processes.
3. Incorporate critical thinking, health care information technology, and evidence-based research findings for clinical judgements and decision making to promote safety and quality and improve client health outcomes.
4. Effectively communicate through verbal, nonverbal, and technological means with individuals, families, and communities to achieve person-centered care for mutually determined health outcomes.
5. Conduct self as a member of the nursing profession by integrating Christian values, professional standards, and ethical perspectives.
6. Advocate to advance population health and access to health care to promote justice for all, with sensitivity to diversity, equity and inclusion, especially the underserved.
7. Lead in a collaborative manner to enhance systems of care to achieve quality and effectiveness of nursing practice and function independently as a leader or member of a healthcare team.
8. Demonstrate a commitment to service of others, effective stewardship of resources, personal growth, and lifelong learning.

Core Competencies
The AACN Essentials: Core competencies for professional nursing education (2021) and the QSEN Competencies serve as the framework for the program. The domains for the AACN core competencies are:

AACN Domains for Nursing

- Domain 1: Knowledge for Nursing Practice
- Domain 2: Person-Centered Care
- Domain 3: Population Health
- Domain 4: Scholarship for Nursing Practice
- Domain 5: Quality and Safety
- Domain 6: Interprofessional Partnerships
- Domain 7: Systems-Based Practice
- Domain 8: Information and Healthcare Technologies
- Domain 9: Professionalism
- Domain 10: Personal, Professional, and Leadership Development

QSEN Competencies

- Patient-Centered Care
- Teamwork & Collaboration
- Evidence-Based Practice
- Quality Improvement

- Safety
- Informatics

Graduation

Students completing the nursing program will participate in the Jessup University graduation ceremonies.

The California Board of Registered Nursing (BRN) regulates nursing practice per the Nursing Practice Act (2021). Upon graduation, nursing graduates are eligible to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN®) for licensure. The application and examination fee must be paid by the student. It is the student's responsibility to periodically review their progress toward meeting the degree requirements, and properly submit the NCLEX-RN® application forms and fees per BRN guidelines.

Please be advised that a license may be denied by the BRN on the grounds that an applicant has a felony conviction. To decide in these cases, the BRN considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation. The burden of proof lies with the applicant to demonstrate documented evidence of rehabilitation.

More information on graduation requirements can be found on page 16 under BSN Graduation Requirements.

University Learning Goals

Jessup University desires that its graduates will exemplify transformational servant leadership in church and society through the integration of their faith, learning, and critical thought in the areas of Christian literacy, communication and intellectual skills, professional competence, and global citizenship. Jessup students will be prepared to:

- Articulate the relevance of Jesus Christ, His teachings, and a Biblical worldview to their personal and professional lives.
- Communicate effectively across cultures.
- Demonstrate critical, analytical, and creative thinking.
- Exhibit competence in their chosen disciplines.
- Engage in a lifelong pursuit of knowledge, character formation, and service to their local and global communities.

Accreditation

Jessup University is accredited by Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

The baccalaureate (BSN) program at Jessup University is accredited by the WSCUC and approved by the California Board of Registered Nursing (BRN). The BSN program at Jessup University has applied for Collegiate Commission on Nursing Education (CCNE) accreditation and hosted the site visit in September 2024.

Jessup Prospective Four-Year Nursing Curriculum

Year 1

Fall **Spring**

ENGL 101 A	English Composition I	3	ENGL 101 B	English Composition II	3
BIOL 225	Human Anatomy **(Biological Science)**	3	BIOL 246	Human Physiology **(second science approved)**	3
BIOL 225L	Human Anatomy lab	1	BIOL 246L	Human Physiology lab **(sci. lab)**	1
THEO 152 or THEO352	Gospel Worldview / Gospel Worldview Praxis	3	PSYC 141	Developmental Psychology (Lifespan Growth & Development) **(Soc. Sci)**	3
BIBL 106	New Testament Lit and Interp	3	BIBL 105	Old Testament Lit and Interp	3
BUS302 or COMM180 or PSYC322	Organizational Communication/ Speech/Group Communication (recommended Jessup choices)	3	SOC 201	Intro to Sociology **(Soc. Sci)**	3
		16			16

Year 2

Fall **Spring**

						Clinical Hours
BIOL 336	Microbiology **(UD Depth Elective)**	3	NURS 361	Nursing Fundamentals Theory	3	
BIOL 336L	Microbiology Lab	1	NURS 361P	Nursing Fundamentals Clinical Lab	1	45
BIBL/OT/ NT/BLG/ THEO	*Elective: Bible *See Academic Catalog	3	NURS 201	Introduction to Professional Nursing	3	
*See Academic Catalog	*Elective: History	3	NURS 322	Health Assessment Theory	4	
BIOL 161 or BIOL 261	Nutrition	3	NURS 322P	Health Assessment Skills Lab	1	
BIOL 345	Pathophysiology	3	NURS 341	Pharmacology	3	
		16			15	45

Year 3

Fall **Spring**

			Clinical Hours				Clinical Hours
NURS 362	Adult Health I Theory	6		NURS 464	Adult Health II Theory	5	
NURS 362P	Adult Health I Clinical Lab (Geriatrics Integrated)	6	270	NURS 464P	Adult Health II Clinical Lab (Geriatrics Integrated)	4	180
NURS 200	Ethical & Spiritual Decision Making in Healthcare **(Humanities)**	3		NURS 310	Psych/Mental Health Nursing Theory	3	
THEO 3xx or THEO 4xx	*Elective: Upper Division Theology *See Academic Catalog	3		NURS 310P	Psych/Mental Health Nursing Clinical Lab	1	45
				BIBL/OT /NT/BLG /THEO	*Elective: Bible *See Academic Catalog	3	
		18	270			16	225

Year 4

Fall **Spring**

			Clinical Hours				Clinical Hours
NURS 368	Nursing Care in Childbearing; Maternal, and Newborn	3		NURS 450	Faithful Leading in Professional Nursing: Theory	2	
NURS 368P	Obstetrics Clinical Lab	1	45	NURS 450P	Faithful Leading in Professional Nursing Clinical Lab	3	135
NURS 369	Nursing Care in Childrearing; Children and Adolescents	3		NURS 498	Nursing Capstone Theory	2	
NURS 369P	Pediatrics Clinical Lab	1	45	NURS 498P	Nursing Capstone Clinical Lab	1	45
NURS 468	Nursing Care of Communities and Public Health: Theory **(Soc. Sci)**	2		NURS 490	Nursing Research and Information Systems	3	

NURS 468P	Public Health Clinical Lab **(Soc. Sci)**	2	<90>	PHIL 452	Christian Perspective	3	
NURS 390	Statistics & Data Management for Nursing & Healthcare **(Math)**	3		*See Academic Catalog	*Elective: Fine Arts	3	
		15	90 <90>			17	180
					Unit Total	129	
					Clinical Hours Total		810 + <90>

Total BSN 129 units

*See Academic Catalog for list of selections available in each of these categories. Courses with * may be taken within the suggested semester, or interchanged with another * course. For example; the fine arts elective in the final semester could be taken in the first semester of the second year (where history is suggested), a history elective can be taken the first semester of the third year (where theology is suggested), and theology could be taken in the final semester (where fine arts is suggested).

Jessup Nursing Student Responsibilities

Nursing students will be held to the same standards as referenced in the Jessup University Handbook found here: https://my.jessup.edu/studenthandbook/student-standards-of-conduct/

Nursing Student Council

The purpose of the Nursing Student Council shall be to promote the interest and welfare of the nursing students, and to allow for student governance within the nursing program. Designed to develop an understanding of Christian leadership as it pertains to the mission of Jessup University.

ANA Code of Ethics

American Nurses Association (ANA) Code of Ethics

PROVISION 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

PROVISION 2

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

PROVISION 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

PROVISION 4

The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

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

PROVISION 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

PROVISION 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

PROVISION 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

PROVISION 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author.

Jessup University Professional Standards for Nursing Students

ANA Scope and Standards of Practice, 4th Edition
This can be purchased through the ANA website here: https://www.nursingworld.org/nurses-books/nursing-scope-and-standards-of-practice-4th-edit/. It is highly recommended for all nurses to purchase this reference source.

Health Requirements

In the interest of your own personal safety, the safety of your patients, and other healthcare providers, there are specific health and physical requirements that must be met before your admission to the nursing program. The following are required by the clinical agencies***:

- Tuberculosis as validated by a negative two step PPD on initial enrollment with document showing test date, read date and result of each step. Subsequent screening on an annual basis. Persons with positive PPD's must submit completed TB screening form.

- Proof of current immunizations (vaccination) for:

  Tetanus, Diphtheria, and Pertussis - Must submit proof of booster within

last 10 years

Measles, Mumps, and Rubella (MMR) -Titers showing immunity, or immunization record of MMR booster

Hepatitis B - Series or positive titer

Varicella Influenza - Titer showing immunity or proof of immunization (history of disease)

Influenza Vaccine - Seasonal flu vaccine (Flu Mist not accepted) If declined, declination form must be signed and submitted

COVID 19 Vaccine – If declined, declination form must be signed and submitted

***Other agency specific requirements may be necessary.

Physical and Mental Health Standards

Attendance requirements and stamina demands require the student to be in good physical and mental health. Students must have a valid health/physical exam while participating in all Jessup Nursing Programs. If you are not current with this requirement, you will not be allowed to attend your clinical course until you are in compliance. This may result in needing to take the course at another time and not progressing in your program of study. If during the program a health issue arises, the student may be required to complete another health clearance to continue in the program. Please refer to the Student Health/Physical Clearance Form for specific requirements.

If a student requires an accommodation they can request it by visiting this link: https://my.jessup.edu/disabilitysupportservices/online-success-center-orientation/ or if they cannot comply with these standards, he/she is advised to contact Disability Support Services by emailing dss@jessup.edu or calling (916) 577-2253.

Clinical Safety Requirements

Because healthcare providers care for persons who are dependent in various degrees, national guidelines have been developed to ensure the safety of the consumer. Students accepted into the nursing program are required to complete an initial drug screen, criminal background check, and live scan fingerprinting prior to entry into the program.

Criminal Background Checks Required Prior to Clinical Rotations

National guidelines from The Joint Commission (TJC) and state regulations (SB139) are the basis upon which Jessup University and the clinical agencies with which we have agreements requiring nursing students to have clear criminal background checks. Specific procedures and instructions will be shared with the nursing student upon selection for enrollment into the program. If the background check does not clear, the student will be unable to meet the clinical requirements and enrollment will be withdrawn. Students are responsible for the cost of criminal background screening unless exempt by statute.

Drug Screening Prior to Acceptance to the BSN Program

All students in the nursing program are subject to drug screening through the school-designated vendor prior to enrollment and at will throughout the program. Students are responsible for the cost of all screenings.

A student with a positive drug screen will be referred to the program director for clarification of acceptance policies. Students must agree at the time of admission into the program that they could be tested at any time. Any evidence of substance abuse or a positive drug screen will result in implementing the **Policy on Management of Drugs or Alcohol Student Impairment in Clinical Setting** (referenced on pg. 48).

Live Scan Fingerprinting

All students in the nursing program are required to complete fingerprinting with Live Scan as indicated.

Students are responsible for the cost of the fingerprinting.

Current CPR Certification

Most medical centers also require a current CPR/BLS/First Aid certificate in advance of clinical placement. Therefore, all students in the nursing program must have a current CPR certification from the American Heart Association for CPR and Emergency Cardiovascular Care at the Healthcare Provider level. The CPR certification must include Basic Life Support (BLS) for adult, child and infant CPR and 2-rescuer resuscitation with a hands-on practicum and testing.

Student Support Services

Assessment Technologies Institute (ATI)

What is ATI?

- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX-RN® success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from students ATI home page. **It is highly recommended that students spend time navigating these valuable orientation materials found on the students ATI home page.**

Assessments:

Assessments will help the student to identify what he/she knows; as well as areas requiring active learning/review (TEAS). There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Focused Review:

Active Learning/Focused Review is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX- RN. The student's test report called the **individual performance profile** will contain a list of the **topics to review.** From the test results, the student can remediate these **topics to review** by completing a **focused review** which contains links to ATI review modules, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work is completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written remediation templates as required. ATI information and resources are available by visiting the website at www.atitesting.com

When does ATI testing occur?

Students in the undergraduate nursing major will be required to take ATI Proctored Assessments pertaining to each of the major courses/content areas throughout the curriculum. If required, a proctored retake exam will be scheduled outside of class time with attendance required.

Final exam retakes are only when using a Content Mastery Exam (CME) from ATI. Please note some courses will not allow for final exam retakes.

What about preparations to graduate?

During the last semester in the nursing program, focused and comprehensive ATI assessments are strategically administered to promote readiness for the NCLEX-RN®. In particular, comprehensive predictor assessments are integrated within final course work and provide an opportunity to simulate the NCLEX-RN®. These exams provide valuable statistics regarding a student's probability of success on the NCLEX-RN® and provide detailed information regarding strengths and weaknesses. In addition, ATI assessments and products are available and continue after graduation to assist graduates with NCLEX-RN® readiness.

BSN Graduation Requirements

In addition to passing each course with the minimum passing grade, BSN students must achieve a cumulative GPA of 76% or above in the program. Students must have successful completion of all program courses and hours. All Jessup BSN students must complete the ATI Exit Exam with a passing score that is 90% or above predicted probability of passing NCLEX-RN. The student is provided with two attempts to complete this requirement. If a student scores below 90% predicted probability of passing NCLEX-RN, a second attempt will be scheduled after the student completes assigned remediation assignments. A passing grade of 76% is required in the Capstone 498 course in addition to satisfactory completion of the exit exam, and all course activities and assignments by the end of the 498 Capstone course. Students must complete all remediation assigned by the ATI Educator/Coach and the Virtual ATI modules before they are eligible to take the 1st attempt ATI Proctored Comprehensive Predictor. Students who score below 90% probability of passing NCLEX on the 1st attempt of the ATI Proctored Comprehensive Predictor will be required to complete all remediation assigned by the ATI Educator/Coach and all Virtual ATI modules before they are eligible to take the second and final ATI Proctored Comprehensive Predictor. Students will not be eligible to take the Exit Exam if Virtual ATI modules assigned are not completed prior to the scheduled date. Students must successfully pass all nursing courses to be a graduate of Jessup Nursing Program.

What is a proficiency level for the Proctored ATI Assessment?

Expert professors from around the USA have agreed upon the ATI scores for each Proctored Assessment. Test scores relate to different levels of proficiency. Since these exams are fairly difficult, the use of a pure percent score is not used in the course grading scale. However, the proficiency earned level is used as a way to assign points.

Listed below are the descriptions of each proficiency level:

- Proficiency Level 3 - indicates a student is likely to exceed NCLEX-RN® in this content. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content. The goal is for all students to reach proficiency levels 2 or 3 in all areas.
- Proficiency Level 2 - indicates a student is fairly certain to meet NCLEX-RN® standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.
- Proficiency Level 1- indicates a student is below NCLEX-RN® standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.
- Below Proficiency Level 1- indicates a need for thorough review of this content area.
- Students are strongly encouraged to develop and complete an intensive plan for focused review.

If a student receives a Level 1 or Below Level 1 after completing the first proctored exam it is highly recommended that ATI Nurse Logic 2.0 is completed before the required retake.

Online Library Resource Guides

https://jessup.edu/library/
https://onestop.jessup.edu/guides/nursing
https://onestop.jessup.edu/az.php?s=207462

Jessup Paul Nystrom Library

Online Presence
Expectations for students in terms of hardware, software and IT competencies please utilize the following link: https://my.jessup.edu/it/recommended-computer-specs-for-students/

- Our website at www.jessup.edu/library provides digital access 24/7
    - Books
    - Journals
    - Magazines
    - Videos
    - Databases
    - Primary Sources Documents

Remote Access
Library databases are accessible from anywhere in the world with internet. When prompted, use your Jessup credentials firstname.lastname and the password to your Jessup email/Canvas. Our licenses only allow off-campus access for students, faculty, and staff with a current Jessup login.

When is the library open?
Our library hours for the Rocklin campus are always posted on our website jessup.edu/library
If we have any important information, like anticipated outages, we will post it so you can plan accordingly.

Library Staff
Michael Kares, MLIS, MANT. Electronic Resources Librarian
Belinda Silva, MLIS, MAT, Director, Library Services
Eva Wohlwend, Access Services Coordinator
Rose Kania, Library and Academic Technology Assistant
Mail: Library@Jessup.edu. CHAT or video call/conference from the library website

Learning Commons

To book any of the services offered through the Learning Commons, use the Online Scheduler located at www.jessup.mywconline.com

- Academic Advising
- Tutoring
- Math Lab
- Writing Center
- Disability Support Services
- Career & Life Planning

Success Coaching

Throughout the Nursing degree program, there will be support, guidance, and mentorship from a Success Coach. Your coach will be your go-to person while at Jessup to guide you through the degree planning and course registration process. Additionally, your coach will help you navigate challenges that arise, and will celebrate your successes with you. As you progress toward graduation, your Success Coach will shepherd you through your degree program, student, spiritual, and life experiences. Additional Success Coaching resources can be found here: https://my.jessup.edu/successcoaching/

ACADEMIC AND CLINICAL POLICIES

Academic Policies

Grading and Evaluation Policy

Grading Information
Each instructor is responsible for determining final grades and for submitting them to the Office of the Registrar. These grades then become a part of the official records of the University. Grades which appear on the student's grade report at the end of the semester can be found in the student portal and are considered final unless the student identifies an error to the Registrar before six months elapse.

Grade Symbols
Every professor is required to submit a grade for each student registered in the course. The following grade symbols are used in reporting and recording a student's proficiency in courses:

Grade *	Description	Grade Points
A	Excellent	4 per unit
B	Good	3 per unit
C	Satisfactory	2 per unit
D	Not Passing*; less than satisfactory	1 per unit
F	Failing	0 per unit
P	Pass, with C or better grade	Not computed in GPA
R	Repeated course	(units/grade allowed)
W	Withdrawal	Not computed in GPA
WF	Withdrawal/Failing	0 per unit
U/UF	Unofficial withdrawal/Failing	0 per unit
E	Conditional	Not computed in GPA
I	Incomplete	Not computed in GPA
NR	Final grade not yet reported by instructor	
CR	Credit for non-academic requirements	
NC	No credit for non-academic requirements	

*Specific to the BSN Degree Program, *plus and minus symbols are not used to calculate GPA.*

Grading Scale:

A	95% - 100%
A-	92% - 94%
B+	89% - 91%
B	85% - 88%
B-	82% - 84%
C+	79% - 81%
C**	76% - 78%
D	70% - 75%
F	69% or below

**needed to progress in program

Evaluation criteria for determining course grades are found in each course syllabus which is available electronically through the learning management system. All course work needs to be completed and turned in to satisfy course requirements in order to receive a course grade. **Final exam grades are not rounded up.**

Exams:
Exam questions are to be NCLEX-style and account for a minimum of 80% of the total exam questions. Exams are to be taken at the appointed time. Extenuating circumstances will be considered individually and measures may be made to makeup exams at the discretion of the faculty. Extenuating circumstances include serious personal illness requiring immediate medical attention (a note from a health care provider must be submitted) or serious illness/death in the family (verification is required). If a student requires specific arrangements for exams, a written statement must be submitted to the faculty of each course prior to the exam.

Course exams are reviewable for two weeks after exam grades are posted. Course final exams are not reviewable. Students are not to attempt to argue back exam points but may ask clarifying questions. Students who are struggling with exams are encouraged to meet with course faculty. **Exam grades are not rounded-up.**

Exam Policies
Students must not communicate before, during, or after an exam with any other person about the content of the exam. Exam questions and/or content of any exam questions are not to leave the exam room in any form: orally, electronically or in writing. A violation would result in a penalty at the discretion of the faculty. A meeting may be required with the BSN Program Director. Students cannot use any electronic device or resource except for required testing software and designated electronic devices. Students must not attempt to disable or tamper with exam software security features. Students must show their nursing student ID badge to enter the testing site. The following items are not permitted at the student seat during testing: Books, notes in any form, or paper (other than scratch paper that is provided by the proctor) Bags or purses. Extraneous clothing (including hats, sunglasses, large coats). Cell phones (should be powered off and placed with belongings) Any other type of technical or electronic device (such as a Fitbit, Apple Watch) Headphones or earbuds (unless required for the exam) Drinks and Food (hard candy and cough drops are permissible as long as the use of these items are not distracting to others) Faculty may assign or reassign seating at any time before or during an exam or quiz. If a student attempts to alter or change the assigned seat, this may be considered academic dishonesty. Students should go to the restroom before the test begins. To use the restroom during an exam, the student must notify the proctor and use only the specified restroom. The proctor may accompany the student to the restroom. All materials must be left in the student's seat. Students must follow all instructions and are not permitted to access any resources, enter other areas of the building, or leave the building. The exam time clock will not stop during the restroom break. During the exam, students may not ask questions about the exam content but should inform the proctor of any error with the exam or exam software. If scratch paper is provided, it must be turned in with the student's first and last name at the end of the exam. If exam review is provided immediately following the exam or at a designated time, all secure review sessions must occur in a proctored environment. Students are not permitted to bring personal belongings and should treat review sessions like an exam session. The faculty will determine which exams are available for review. Availability of secure exam review is subject to change. Students may not request points be added to their grade. Faculty members are the content experts for the exam. Individual student appointment requests can be made via email for further test review with faculty within one week of an exam or exam review. The faculty recommends that students who score less than 77% on any exam or who at any time in the semester drop below a 77% average make an appointment with faculty for an academic conference. Students should review the gradebook on Canvas frequently. Students falling below 80 percent at Midterm will be referred to the assistant program director for academic assistance.

Student Absence from Examinations/Tests
Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled examination. Students must provide justification for an exam absence to take a make-up test. See specific course syllabi for make-up test criteria. A student who cannot provide satisfactory justification, or the reason for absence was due to a non-extenuating circumstance, may take a make-up test; however, the score may be reduced by 10% of the total possible exam points. Individual courses may have variations of this policy. See course syllabi for details. Make-up examinations may consist of different test items or essay questions

Clinical Evaluation:

Clinical is evaluated as a pass/fail learning experience. Clinical failure, regardless of the didactic grade, will result in a course failure with a grade of "F". If a course is repeated due to either didactic or clinical failure, both elements of the course must be repeated. Students will receive a summative clinical evaluation that reflects the achievement of expected course learning outcomes. Behavior which jeopardizes patient safety is grounds for immediate removal from the clinical area and/or dismissal from the program.

Late Policy:
Late work will be accepted at a 10 percent per day penalty for up to three days. After 3 days late work will not be accepted.

Program Progression Policy
In order for students to progress in the BSN program, the following criteria must be met:

1. MINIMUM of 76% per course is required in the Nursing Program.
2. A nursing student who is removed from a clinical placement for unsafe practice will not be eligible for readmission to the program until the review and appeal process has been completed.
3. A student who is in academic jeopardy (below 76%) or receives an Early Alert Notice (EAN) at mid-term will be notified of academic status. The student will be given the opportunity to officially withdraw and/or finish the course with the understanding that course failure may result. Concurrent course work that is in progress and is satisfactory may be completed. Students will not progress to the next semester until all course work is completed and their readmittance will be on pending space availability. A student who fails one nursing course will not be eligible for readmission to the program until the review and appeal process has been completed.
4. Students may repeat one Nursing course, if the student fails the repeated course they are removed from the program. In addition, a student who fails more than one nursing course will be dismissed from the program.
5. Students who withdraw from a course or semester due to pending failure will be marked as WF and their grade will be considered as one of the two failures before final dismissal from the program. However, re-entry, if allowed, will be based on space availability.

Academic Integrity Policy
Academic integrity is a serious matter. Dishonesty is an affront to the character and law of God; it violates the biblical principles of speaking truthfully, dealing honestly, and not practicing deceit. It is also an insult to the university because it damages trust, and thereby destroys the basic building block of community within the university. (Please reference the Jessup Academic Catalog)

Challenge Policy
The Nursing program director will determine if a candidate is qualified to challenge a nursing course. A qualified applicant must meet all of the prerequisite program requirements and have successfully completed previous educational programs or course work. The challenging of any nursing course will be reviewed and processed by the program director for efficacy.

Examples of qualified applicants at various levels would include: Licensed Vocational Nurses, Licensed Psychiatric Technicians, Armed Service Medical Personnel and/or students who have successfully completed a portion of a nursing program which would lead to Registered Nursing licensure. It is the applicant's responsibility to submit proof of eligibility and supporting documents to the nursing program director.

The same grading policy for course work in the program is applied to theory challenge examinations. Skill testing follows the pattern used for clinical competency in the particular area being challenged. The nature of the challenge examination for clinical proficiency will vary with the particular course clinical expectancies. They are designed to validate:

- A working knowledge of the nursing process.
- Ability to perform a comprehensive health assessment.

- Ability to provide care for a patient and/or family and to provide health teaching. The same grading policy for clinical completed in the nursing program is applied to clinical challenge examinations.

Attendance Policy

The nursing program attendance policy requirements are based on the belief that a student will profit from this school if they regularly attend classroom didactic sessions and clinical laboratory sessions, including orientation. Attendance will be taken at the beginning of class and clinical sessions. Students are required to attend all didactic and clinical sessions. Absence because of extenuating circumstances (e.g., death in the family) that result in missed clinical days and assignments must be made up, at the discretion of the faculty teaching the course.

In the event of absence from didactic (theory) class, the student is responsible for obtaining lecture notes and handouts. Students who have missed the previous class period will not be excused from any quiz. Missed quizzes and/or exams because of unexcused absences may not be made up. Absence from lectures, seminars, and clinical is considered academic non-performance, and a violation of regulatory bodies.

For classroom didactic sessions (theory), the student is considered absent when he/she:

- does not attend any portions of the class session
- is tardy for the second time and all subsequent events
- leaves class prior to the scheduled end of class without permission from faculty
- is dismissed from the classroom setting due to misconduct

For clinical laboratory sessions, including simulation, the student is considered absent when he/she:

- does not come to clinical at all for the day
- arrives more than 15 minutes after the stated start of clinical time without permission from faculty
- arrives unprepared to perform clinical assignment
- leaves clinical prior to the scheduled end of the clinical rotation without permission from faculty
- a second tardy will result in failure related to not meeting the required clinical requirements.

If a student is ill on the day of clinical lab, the student must:

- notify the course coordinator and clinical instructor prior to lab/clinical
- submit justification to the course faculty upon return
- students who are sent home from clinicals for any reason other than illness/personal extenuating circumstances will be placed on probation, requiring a contract to be filled out with the clinical instructor and course faculty. Failure to comply with the contract will result in course failure. Examples of students being sent home include arriving to clinical without the necessary paperwork completed or proper equipment needed to conduct the clinical day, excessive tardiness, unprofessional behavior and/or appearance, etc.
- students who arrive late to lecture may be required to complete an additional assignment. Subsequent tardies will result in a specific compliance contract. Failure to comply with the contract will result in course failure.

Tardy

Tardy is defined as arriving late for class or clinical assignments.

Re-enrollment Review and Appeal Process

Students who withdraw, fail or fail to progress from a class may request re-enrollment in the program. Students may utilize one fail/fail to progress and one withdrawal to be considered for re-enrollment. To be considered for re-enrollment, students must schedule an interview with the nursing program director. Students activate the re-enrollment process by submitting a letter to the nursing program director. Students who wish to remain eligible for re-enrollment must meet with the course faculty and the nursing program director to establish a remediation contract specifying actions that must be completed. Students must complete their remediation contracts and request re-enrollment within one year of leaving the

nursing program. The request letter must document completion of the remediation contract. Students will be eligible for re-enrollment on a space available basis. Students in good standing who have chosen to leave another nursing program will be considered for admission on a case-by-case basis.

Students are ineligible for enrollment if they have been dismissed from any nursing program for any of the following circumstances:

- Positive Drug Screen
- Criminal Background issue during program
- Unsafe clinical practice
- Violation of Jessup University Student Code of Conduct
- Violation of American Nurses Association code of Ethics for Nurses
- Violation of Professional Standards outline by the America Nurses Association
- Gross negligence resulting in actual harm or potential harm to patient and family
- Verbal threat of physical harm (assault)
- Physical violence (battery)
- Falsifying a medical record
- HIPAA violations (breach of confidentiality)
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from a clinical site, university, or faculty
- Rejection for clinical placement by a clinical affiliate
- Failed two nursing courses (includes WF)

Student Academic Grievance Procedure

From the Jessup Handbook: *Student Life Appeal Process In the event a student has a specific concern regarding a policy or procedure of the University, the student is encouraged to communicate the concern in writing to the Dean of Students. The Dean of Students will act to bring formal resolution to the stated grievance either by addressing the issue directly or, if necessary, referring the issue to another University official. More information on appeals may be found in the Student Handbook. Student Conduct Process in Jessup Student Handbook found here: https://my.jessup.edu/studenthandbook/student-conduct-process/*

Transfer Policy

Transfer credit will be given for all general education courses and prerequisites demonstrated to be equivalent to those required in the Bachelor of Science in nursing program curriculum requirements as delineated in the Jessup University Catalog https://jessup.edu/academics/registrar/academic-catalog/. Please see the Transfer Policy for more information.

Healthcare Professional/Education Transfer Information

LVN/LPN Proficiency Testing Option

Jessup University provides qualified LPN/LVN students with an opportunity to earn up to seven (7) credits in the BSN program through proficiency testing. Students interested in proficiency option testing can visit this link: LVN/LPN Proficiency Testing Option and should contact their student support advisor immediately upon admission for more details.

LVN 30-unit non-degree option

LVN's may elect to take the non-degree program under the BRN regulation 1429 30-unit option on a space available basis. Students wishing this option must declare intent with the academic advisor prior to admission. Please use this link for more information: *LVN 30-unit non-degree option*

Military Previous Education and Experience

Jessup University complies with California Board of Registered Nursing regulation SB 466 as follows:

Evaluation/Challenge Process

United States (US) Veterans with military education and experience planning to enroll into nursing courses must first be accepted by and fulfill all matriculation requirements of Jessup University. The

Department of Nursing should be contacted at the time of application to the University. All university requirements must be met for graduation. For eligible criteria and more information please visit this link: Military Previous Evaluation/Challenge Process

Testing Environment Policy (If provided by Jessup University)

For information on the Testing Policy please visit this link: Testing Environment Policy

Accommodations Policy

Disability Support Services (DSS)

The Disability Support Services (DSS) office provides support for all Jessup students. For more information, please visit this link: Accommodations Policy

Clinical Policies

Safe Clinical Practice Policy

The purpose of clinical experience is to provide an opportunity for the nursing student to demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective behaviors (attitudes) necessary to practice in the professional nursing role. The clinical setting environment is one in which the nursing student is expected to progress in level of competence under supervision of the faculty and clinical professionals. Nursing students failing to apply safe clinical practice methodologies, resulting in potential for or actual patient harm, injury or death, are subject to disciplinary action. The minimum action to be taken will be the student will be placed on clinical probation and a written report will be made. The maximum action will be immediate removal/dismissal from the course with no ability to return to the nursing program. The action taken will be dependent on the nature of the incident and potential or real threat to patient safety and well-being or risk for the clinical agency as determined by the nursing faculty and nursing program director.

Standard Practice

From entry into the clinical setting through completion the student is expected to practice in a safe and responsible manner regarding him/herself, the patient, and the environment. The School of Nursing student, participating as a member of the healthcare team, is responsible for contributing to the continuity of care and maintenance of patient safety and welfare throughout the clinical experience.

Professional Behavior:

Professional behavior is required in the clinical setting. Use of cell phones and/or other electronic equipment to contact family/friends is strictly prohibited and may result in the student being excused from the clinical site. Students are expected to keep busy during the clinical day; studying or idle chatting while on the unit is not tolerated.

Student Responsibility:

Prior to entering, the student will have demonstrated the necessary knowledge and/or skill required for participation. Sixty days prior to starting a clinical course, the student will have submitted evidence of a: negative TB test, current immunizations, CPR certification, negative drug test, Live Scan if indicated, and clear criminal background check. Students will be responsible for maintaining current documentation with the School of Nursing office. Should any type of testing and/or certification **expire** during the course of a practicum/clinical semester, the student will be barred from the clinical rotation, thus prohibiting successful program completion. If the expiration is discovered post-semester, the student will be subject to disciplinary action which may include program dismissal. The student will not enter the clinical or classroom setting when he/she has an impairment or illness that is or may be harmful or infectious to others.

The nursing student will:

- Utilize the ANA Standards of Professional Performance (see appendix B) as outlined by the Board of Registered Nursing.
- Follow all rules and regulations as outlined in the student handbook and course information documents relative to the program.

- Demonstrate honesty in all behaviors and communications.
- Arrive on time and report to the Clinical Instructor. Nursing students may not leave assigned clinical area during assigned time, except during breaks when the student may go to the cafeteria.
- Demonstrate behavior indicative of a drug and alcohol free professional.
- Display stable mental/emotional and physical health.
- Demonstrate responsibility for all personal actions.
- Take appropriate steps to ensure personal injury does not occur.
- Abstain from all forms of sexual harassment or discrimination toward fellow students, instructors, clients and agency staff.
- Follow the dress code set forth in the student handbook.
- Demonstrate full understanding of confidentiality, including Health Insurance Portability and Accountability Act (HIPAA) regulations, by not participating anywhere in inappropriate conversations, inappropriate sharing of information, or obtaining information which is/are not pertinent to the student's current clinical assignment.
- Demonstrate correct, accurate, and timely record keeping.
- Demonstrate correct, accurate, and timely verbal communication.
- Provide safe therapeutic care to clients, utilizing the level of supervision that has been outlined by the student's Clinical Instructor.
- Abide by the School of Nursing's and the University's Student Code and Policies.

Care of Patients/Clients:
The nursing student will:

- Demonstrate correct use of all therapeutic processes, insuring physical, mental and emotional safety of the patient and their property.
- Demonstrate a nonjudgmental attitude toward clients with regard to race, color, national origin, religion, socioeconomic status, age, disease process (physical and mental) and sexual preference.
- Provide only care which the student has been deemed competent to perform, utilizing the level of supervision appropriate to the circumstance outlined in the clinical guidelines.
- Demonstrate a team approach to patient care by communicating in a timely fashion, verbally and/or in writing all clinical information.
- Adhere to all program and facility policies and procedures governing clinical practice and follow directions for the assigned experience.
- Report off prior to leaving assigned unit/clinic (failure to do so constitutes abandonment of care and is subject to disciplinary action).

Care of Environment:
The nursing student will:

- Demonstrate respect for the agency through proper use and care of all equipment and property.
- Demonstrate understanding of safety by using safety devices, seeking appropriate assistance, and keeping all potentially injury producing objects out of the patient's/client's access.
- Demonstrate understanding of disease transmission by using standard precautions, proper hand washing, linen care, and isolation techniques.
- Adhere to agency policies and directives.

Failure to Meet the Standard:
The failure of the nursing student to meet any part of the above Safe Clinical Practice Standard will cause action to be taken by the clinical instructor, course faculty, and/or nursing program director. The minimum action to be taken will be the student will be placed on clinical probation and a written report will be made. The maximum action will be immediate failure and removal/dismissal from the course and or program with no ability to return. The action taken will be dependent on the nature of the incident and potential or real threat to client safety and well-being or risk

for the clinical agency as determined by the clinical faculty and the nursing program director.

Procedure for Removal of Student from Clinical Site
If a nursing student demonstrates any inappropriate behavior which may include:

a. Appears in the clinical setting to be under the influence of drugs or alcohol.
b. Displays unstable mental, physical or emotional behavior.
c. Threatens the physical or psychological safety of themselves or others.
d. Demonstrates unprofessional behavior that is disruptive to the environment and interferes with the operation of the setting.

The following procedure will be followed:

- The clinical instructor will remove the student from the area to discuss the issue with the student.
- The clinical instructor will determine the immediate action to be taken, such as:
  - the student will be allowed to remain in the clinical setting
  - the student will be sent home to remedy the issue and be allowed to return to clinical
  - the student will be removed from the clinical setting.
  - the student may be sent for immediate drug screening
- The clinical instructor will contact course coordinator or the Nursing Program Director to inform them of the incident.
- The student will meet with the Nursing Program Director to receive advisement.
- removal from clinical/class constitutes short term suspension according to University policy and will be reported to administration overseeing student conduct issues for further action before the student may return to clinical/class.

Note: The Simulation/Skills lab environment is considered clinical, and all clinical policies apply.

Social Media Policy

Often students do not realize that items posted in various electronic media can be accessed even if they have been deleted and even if the student uses various privacy settings. These documents are discoverable in a court of law. Privacy settings are not sufficient to ensure privacy and will not keep a student from being legally responsible for the information that they post. Nurses and nursing students are held to a higher standard than the public due to their position of public trust and their potential ability to damage the reputation of a clinical facility with irresponsible postings. Therefore, the following policy for appropriate Social Media use will apply to all nursing students at William Jessup Nursing Program. Students found in violation of this policy will be subject to dismissal from the BSN Program.

1. Recognize that you have an ethical and legal obligation to maintain patient, faculty and other students' privacy and confidentiality always.

2. You must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy.

3. You must not transmit any electronic media, message or image that is reasonably anticipated to degrade or embarrass a patient, co-worker, fellow student, faculty member, WJU or any clinical facility while enrolled in a WJU nursing program.

4. You must not disseminate any information (including images, lab data, x-rays etc.) about a patient or information gained while in a student patient relationship with anyone unless there is a care-related need to disclose the information or other legal obligations to do so.

5. You must not identify patients by name, ID number, birthdate or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

6. You must not refer to patients in a disparaging manner, even if they are not identified by name, number, or other means.

7. You must not take photos or videos of patients on personal devices, including mobile devices, even if the patient says it is ok.

8. You must maintain professional boundaries in the use of electronic media.

9. You must consult employer and schools' policies or an appropriate leader within the organization for guidance regarding work or school-related postings.

10. You must promptly report any breach of this policy by others to the appropriate authority within the clinical agency and/or the faculty.

11. You must be aware of and comply with WJU and clinical agency policies regarding the use of agency or school owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.

12. You must not transmit or post disparaging remarks about classmates, faculty, clinical agencies, staff nurses or other co-workers.

13. You must not transmit any test questions, quiz questions, case studies, or answers to such or post such items in any format, electronic or otherwise, outside of the context of your class. You may answer electronic quiz questions for a grade, you may not share the questions nor the answers with anyone. This is for exam security.

14. You may not purchase or otherwise obtain test questions or test banks from nursing textbooks, which are to be available to faculty only. This is in violation of the textbook copyright and will be subject to legal repercussions as well as dismissal from the nursing program. You may not represent yourself online or otherwise as a nursing faculty member to obtain access to materials that are for faculty use only. You may purchase and use nursing review books, which have sample NCLEX questions and are not part of the test database used for the development of nursing exams given at Jessup University.

Impaired Student Policy

Client safety is the overriding principle in the delivery of healthcare. For the healthcare professional to provide safe care, he/she must be able to make sound judgments. Thought processes and decision making can be adversely affected by excessive stress, sleep deprivation, poor mental and physical health, and the use of any drugs and/or alcohol. Impaired by the aforementioned factors, the healthcare professional can easily make unsafe decisions and, therefore jeopardize patient safety. Please see the Impaired Student Policy for more information.

Blood-Borne Pathogens Policy

All nursing students will function in the clinical setting under OSHA standards and follow universal precautions in the clinical areas.

This policy is designed to minimize the risk of exposure or transmission of blood borne pathogens. The practice of "Universal Precautions" (Universal precautions include vigorously **washing hands** before and after exposure to blood and other body fluids. Healthcare providers should also always wear gloves, masks, goggles, other personal protective equipment (PPE) and use work practice controls to limit exposure to potential blood-borne pathogens) is observed to prevent contact with blood and other potentially infectious materials. Appropriate barrier protection should be used when contact with blood or other body fluids are anticipated. The precautions are designed to protect you and the patient. Every individual is considered to be at risk for potential contamination. Latex or vinyl gloves must be worn whenever blood or body fluids, mucous membranes or non-intact skin is handled or when coming in contact with items or surfaces soiled with blood or body fluids. Gloves should be changed and hands washed after each contact. Gowns, masks, and eye protection should be used if there is potential for splashing of fluids.

Students who are exposed to blood-borne pathogens must:

- Immediately report the exposure to their instructor.
- Implement normal first aid procedures. Wash the exposed site with warm water and soap. Flush exposed mucous membranes with water.
- Seek immediate assistance from a healthcare provider, per assigned facility policy.
- File a report of exposure according to the clinical agency where the exposure occurred.
- File a care report.
- Notify the School of Nursing Dean.
- Notify the course coordinator.

Student Clinical Dress Code Policy

The Jessup University nursing student uniform will be worn to all off campus clinical assignments unless otherwise directed by the faculty.

The designated Jessup University nursing uniform consists of a burgundy tunic and pants/skirt. The tunic has the Jessup University logo affixed to the left upper chest. This uniform will be worn in all inpatient facilities' clinical rotations. A designated jacket is optional. The jacket will also have the logo affixed to the left upper chest.

Personal appearance is expected to be professional and must conform to the dress code of the nursing program as well as the Appropriate Dress standards as outlined in the Jessup Student Handbook. Failure to comply with the dress code for clinicals will result in being sent home for the day, and incurring the consequences of a missed clinical day. Uniforms and ID badges are required when in the clinical setting at all times.

Dress Code Standards

Any student who arrives at clinical in violation of the uniform policy will be sent home and it will be counted as an absence. Uniforms worn to the hospital or other community-based healthcare settings must be freshly laundered and unwrinkled. Uniforms must not be worn two days in a row without laundering. Uniform fit must be consistent with a professional appearance. Students are expected to be compliant with uniform dress code during all skills/sim labs and in clinical settings. Uniforms should not be worn in didactic classes.

Shoes: Clean, white leather shoes that fully enclose the foot and heel are worn with the uniform. **Open heel** clogs are unacceptable.

Undershirts: Visible undershirts can be black or white.
Socks/Stockings: Crew socks, anklet/athletic socks must be worn with uniform pants.

Nametag: An official Jessup University nursing student nametag will be worn above the waist to all clinical assignments. A nametag will be arranged prior to the first clinical experience.

Fingernails: Students must maintain their fingernails so that the tips of the nails do not extend past the ends of their fingers. The nail surface should remain smooth and polish free. Artificial nails/wraps/ acrylic overlays or gel/gel polish are not permitted.

Hygiene: Good personal hygiene including a neutral smelling deodorant is expected.
Perfume or cologne is not allowed in the clinical setting. The absence of the odor of cigarette smoking is expected.

Undergarments: Not be exposed through the nursing program uniform.

Jewelry: Other than the jewelry mentioned below, no other visible jewelry is allowed.

- Rings: Students may wear one ring as long as it does not pose a threat to patient skin integrity. A wedding set constitutes one ring. Consideration should be given to removal before coming to clinical of a ring that has a set stone above the ring's surface. Rings may be worn around the neck on a simple chain if kept under the uniform.

- Earrings: One pair of inconspicuous pierced earrings is acceptable. One earring may be worn in each ear. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed.

- Facial Piercings: Facial piercings must be replaced by a clear stud or removed while in the clinical setting

Hair: Must be clean and contained away from the face. Hair should be a naturally occurring color (i.e., no purple, pink, blue, green, etc.). Hair should not be in your visual field when working with a patient. Hair must be secured up.

Facial hair: Should be kept clean, trimmed, and neat.

Hand to mouth activity in a patient area (including nurses' stations) is a breach of the Occupational Safety and Health Administration regulations. Examples: chewing gum, sucking on lozenges, eating food, drinking fluid, applying lipstick or lip balm.

While in the clinical setting, the student is responsible to provide the appropriate tools to perform their nursing responsibilities. The student is responsible for the purchase and maintenance of these items:

- watch with one-second increments

Nursing Kit to include:

- bandage scissors
- hemostat forceps
- penlight
- stethoscope
- black ink pen

Confidentiality Policy

All students will be asked to sign a confidentiality statement for each agency that they are assigned as they are responsible for keeping confidential all patient/hospital information and conversations. At no time will any student social networks (Facebook, Twitter, My Space, Blogging, Instagram, Snap Chat etc.) include the use of faculty names, photographs, staff identities, patient and/or their families' identities, diagnosis or health care facility since this is a breach of confidentiality and privacy.

Students in the nursing program are expected to adhere to the Health Insurance

Portability and Accountability Act (HIPAA) regarding patient information and to respect the privacy of their peers. Students will be required to complete HIPPA training.

Students violating any aspect of confidentiality under HIPAA will be dismissed from the nursing program.

Clinical Practice Guidelines

Basic skills must be checked off for approval by faculty during NURS361P Fundamentals Clinical Skills Lab before they can be performed in clinical setting. (See separate list)

Medication administration requires passing medication calculation test with a minimum of 80% and successful completion of NURS341 Pharmacology course

Course	May be performed under indirect supervision of clinical instructor or facility staff	Can do only under direct supervision of clinical instructor (or RN after receiving skills validation from clinical instructor)	CANNOT DO
NURS 361P Fundamentals	• Feeding including calculation of amount eaten/drank • Bathing – bed bath and showers • Urinary catheter care (not insertion) • I&O tracking • Transfers and positioning • Ambulation assistance • Skin care • Oral care • Head to toe physical assessment • Survey the room for safety. • Wash hands so patient can see. • AIDET • Patient identification • Provide privacy	• Wound care • Colostomy care/appliance changes • Emptying of surgical drains	• No medication administration except in skills lab • No sterile procedures • No IV care/ assessment/ pumps • No glucometers/ finger sticks
NURS362P Adult Health I	• All skills from fundamentals after initial validation by clinical instructor • Specialized systems assessments as indicated by patient needs (i.e. neurological, respiratory) • Glucometer checks (may need RN supervision depending on facility procedures) • Removal of peripheral IV • Hourly rounding • Bedside reporting	• Any new or infrequently performed procedures • Medication calculation and administration • Nasogastric tube insertion always under direct clinical instructor supervision • Peripheral IV assessment and flushing • Urinary catheter insertion • Any sterile procedures • Irrigation of drains or catheters • Oral and nasal suctioning • Priming/setting up tubing after simulation	• No IV medication except saline flush • No central line care/flushes • No blood draws or blood administration • No chest tube assessment or care • No narcotic administration

NURS464PAdult Health II	• All skills from fundamentals and Med Surg I, after initial validation by clinical instructor	• Any new or infrequently performed procedures • Medication calculation and administration • Any sterile procedures • Hanging IV fluids under direct clinical instructor supervision • Hanging IV antibiotics under direct clinical instructor supervision • Tracheostomy Care • Priming blood tubing • Chest tube assessment and care	• No IV push medications • No hanging blood products
CRITICAL CARE: ED/ICU	• All skills from fundamentals and Med Surg I, II, after initial validation by clinical instructor	• All new or infrequently performed skills must be performed under direct supervision of clinical instructor • IV push medication always under direct supervision of clinical instructor • ET tube suctioning • Obtaining PA pressures • Dressing arterial lines or central lines • Infusing through arterial lines or central lines under direct clinical instructor supervision • Drawing blood from any central line or arterial line • Peripheral IV insertions	• No hanging blood products
NURS310P Psych/ Mental Health Nursing	• All skills from fundamentals and Med Surg I, II, after initial validation by clinical instructor except as noted in cannot do column • Mental status exam • Global functioning assessment		• No medication administration
NURS368 Nursing Care in Childbearing Maternal and Newborn	• See specialized instructions from faculty	• See specialized instructions from faculty regarding Peripheral IV insertions under direct clinical instructor supervision	• No medication administration to pregnant woman
NURS369 Nursing Care in Childrearing: Pediatrics and Adolescents	• See specialized instructions from faculty	•	•

NURS468 Nursing Care of Communities & Public Health	• See specialized instructions from faculty	•	•
NURS450 Faithful Leading in Professional Nursing	• See specialized instructions from faculty	•	•
NURS498 Nursing Capstone	• See specialized instructions from faculty	•	•

Student Handbook Attestation Form

I have received a copy of the Student Handbook have reviewed it in its entirety and have had all of my questions satisfactorily answered.

I have reviewed the Student Handbook and acknowledge that I understand student behavior expectations.

Furthermore, I attest that I understand and agree to comply with all policies and procedures as outlined in the handbook.

Student Signature Date