Indiana University-Purdue University Fort Wayne
College of Health and Human Services
Department of Nursing

RN TO B.S. STUDENT
INFORMATION MANUAL

Liberal Arts Building Room 345
(260) 481-6816
http://www.ipfw.edu/nursing/

Fall 2017
The Master and Baccalaureate of Science with a Major in Nursing programs at IPFW are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

IPFW is an Equal Opportunity/Equal Access University
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NOTICE REGARDING ADMISSIONS

Due to the upcoming realignment of IPFW, the RN-B.S. program is closed to admissions until further notice. Information contained in this manual pertains to current students only.

INTRODUCTION

The information provided in this manual supplements the information in the Undergraduate Bulletin, IPFW Student Handbook, and IPFW Web site and provides additional information specific to the College of Health and Human Services and the Department of Nursing.

Changes in the program will be reflected in revised editions of any of the enclosed documents, which will be made available to students during academic advising, in nursing classes, at Department of Nursing website, and/or transmitted electronically to students’ university email accounts.

Participation

Nursing students have the opportunity to impact decisions within nursing and on the campus by committee participation. Committee openings are announced in classes and posted on the nursing website. The Undergraduate Curriculum Committee is an example of one committee that invites and names a student representative and an alternate.

Decisions in the Undergraduate Curriculum Committee directly affect students and the educational requirements concerning course structure, course sequencing, and clinical options. For additional information, speak with a nursing professor.

Changes in Program

Curriculum and/or program requirements can change while students are enrolled in any particular program of study. Such changes may be due to state licensure, national certification, or by some other regulatory body that then must be reflected in the curriculum so that students can meet the minimum requirements to qualify for licensure and/or be prepared for certification by various accrediting and certifying bodies. The Department will make every effort to notify students that such changes have occurred and how such changes may influence their program progression and/or timely completion.
Technical Standards for Admission and Retention of Students

The College of Health and Human Services (CHHS) professional program faculty has specified the following non-academic criteria (technical standards) that all applicants/students are expected to meet. These standards include the following five categories and may vary by degree program.

1. Observation: The applicant/student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons assigned to him or her for examination, diagnosis, and treatment. Such observation and information usually require the functional use of visual, auditory, and somatic sensations.

2. Communication: The applicant/student must be able to communicate effectively and sensitively with persons in order to elicit information; describe changes in mood, activity and posture; assess non-verbal communications; and be able to effectively and efficiently receive from and transmit information to persons, fellow students, faculty and staff, and all members of the health care team. Communication skills include listening, speaking, reading, and writing as well as the observation skills described above.

3. Motor: The applicant/student must have sufficient motor function to elicit information from persons by appropriate diagnostic or therapeutic maneuvers, be able to perform basic tests, possess all skills necessary to carry out diagnostic or therapeutic procedures, be able to interpret appropriate examinations and procedures, and be able to execute motor movements reasonably required to provide general care and emergency treatment to persons.

4. Intellectual/Conceptual, Integrative, and Quantitative Abilities: The applicant/student must be able to measure, calculate reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition the applicant/student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The applicant/student must have the capacity to perform these problem solving skills in a timely fashion.

5. Behavioral and Social Attributes: The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of persons; and the development of mature, sensitive, and effective relationships with persons and others. Applicants must be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many persons. Compassion, integrity, concern for others, commitment, and motivation are personal qualities that each applicant/student should possess.
Disabilities Statement

Students with a disability should contact the Director of Services for Students with Disabilities to request assistance if needed. The office is located in Room 113 of the Walb Student Union, telephone number (260) 481-6657. For more information, visit the website for IPFW Services for Students with Disabilities (SSD).

Equal Opportunity Statement

IPFW is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment free of discrimination and harassment. The Office of Institutional Equity provides leadership to the IPFW community in upholding those practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment, and educational opportunity for all persons without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. The Office of Institutional Equity provides assistance to faculty, staff, and students regarding equal opportunity practices and policies. The office is located in Room 252 in Kettler Hall, (260) 481-6107.
SECTION I – STATEMENTS, PHILOSOPHY, FOUNDATIONS, FRAMEWORK, OUTCOMES

IPFW Mission, Vision, and Values Statements

**Mission**
Indiana University-Purdue University Fort Wayne (IPFW) is a comprehensive university that provides local access to globally recognized baccalaureate and graduate programs that drive the intellectual, social, economic, and cultural advancement of our students and our region.

**Vision**
IPFW will be the university of choice for the citizens of northeast Indiana and beyond. It will be recognized for a transformative learning environment characterized by intensive mentoring, excellence in faculty scholarship and knowledge creation, integration of life and work experiences, and community engagement. IPFW will be known for exceptional retention, persistence, and graduation rates, respected signature programs, and graduates prepared to improve the quality of life in their communities as well as compete locally, regionally, and globally.

**Values**
- Access to affordable and high-quality programs and services.
- The integrity, significance, and value of the Indiana University and Purdue University degrees.
- An environment of open intellectual inquiry, mutual respect, shared governance, and civility.
- An environment that enhances learning by recognizing the inherent worth of all individuals and celebrating differences of culture, background, and experience among all individuals and groups.
- The highest ethical standards of equity, fairness, transparency, and academic integrity.
- A multifaceted and mutually beneficial collaboration with Fort Wayne and the greater northeast Indiana region.

College of Health and Human Services Mission Statement

The **mission** of the College of Health and Human Services is to provide the highest quality education to future and current health care and hospitality practitioners by providing a learning environment that supports the development of culturally competent caring, compassionate, and accountable professionals. Our undergraduate and graduate programs prepare graduates that are dedicated to the autonomy, dignity, and diversity of the people they serve.

The College is committed to excellence in teaching, service, and scholarship and to the elimination of health disparities in our community. Our graduates will value life-long learning and have a professional work ethic based on professional standards and best practices. The College of Health and Human Services specifically identifies and addresses the ever-changing...
health and hospitality needs of the community served by Indiana University-Purdue University Fort Wayne (IPFW) through service, leadership, and the development of knowledge.

Department of Nursing Mission, Vision, and Values Statements

Mission
The mission of the IPFW Department of Nursing is to improve human health and quality of life through nursing practice, scholarship, and service.

Vision
The IPFW Department of Nursing will be recognized for its distinctive programs of excellence in undergraduate and graduate nursing.

Values
IPFW embraces the values of integrity, caring, altruism, and maximizing human potential. To realize these values, the department embraces equity, diversity and inclusiveness, scholarship, engagement and application, community partnership, leadership, and stewardship.

Philosophy

The philosophy of the Department of Nursing is grounded in an awareness of the rapidly changing health care environment. Knowing this reality, students are prepared for practice using a perspective of on-going inquiry strategies that are based in evidence. Baccalaureate students are prepared as generalist nurses to provide patient-centered care. Master’s students are prepared in specialty practice (Family Nurse Practitioner, Adult Gerontology Primary Care Nurse Practitioner, and Nurse Educator) and to provide patient-centered care. The nursing faculty believe that all individuals have inherent worth and dignity, are part of a larger social-cultural network, and are continually developing and adapting.

Learning is a life-long process which enables individuals to think critically in the appraisal and application of knowledge, skills, and values as these relate to self, others, and the environment. The faculty is responsible for creating a learning environment that facilitates the acquisition of the necessary knowledge and skills for professional nursing practice. Individuals must be actively involved in, and responsible for, their own learning. Through formal education and experiential learning, nurses can advance to professional practitioners at the undergraduate and graduate levels.

Health or optimum adaptation is achieved through equilibrium of physical, psychological, social, cultural, developmental, and spiritual components. Perceptions of health and health goals are determined within a socio-cultural context and are influenced by knowledge, experiences, and values.

Nursing is an interpersonal process through which the nurse influences people toward understanding, attaining, maintaining, or regaining optimum health. Holistic and compassionate
nursing practice incorporates knowledge and theory from nursing science, physical sciences, psychological and social sciences, humanities, and the arts to understand and address human needs. Nurses collaborate with other health care providers to promote optimal well-being.

Nurses must be knowledgeable about contemporary practice issues in assuming an active leadership role in promoting health and influencing delivery of care. Nursing faculty value professional growth and participate in opportunities that contribute service to the profession, university, students, and the community through academic study, scholarly work, and political action.

Conceptual Framework

The conceptual framework for the Department of Nursing at IPFW is the foundation of the curriculum. The goal of the nursing program is to prepare nurses who have the knowledge, skills, and judgment to provide competent care. Nurses must be prepared to work in complex, rapidly changing environments and thus commit to life-long learning relevant to the profession. The nursing metaparadigm concepts described by nursing theorists are human beings, environment, nursing, and health. These metaparadigms form the structure of the curriculum and are the cornerstones for understanding the practice of nursing. Within this structure, faculty members prepare students to develop clinical moral reasoning skills to "think like a nurse" (Tanner, 2006, p. 204). A basic sense of what is good, right, and ethical is fundamental to nursing practice (ANA, 2010).

The following definitions of the metaparadigm concepts form the basis for delivery of nursing care and teaching nursing students. Human beings as a concept refers to individuals within a culture, families, communities, and other groups. Environment can be viewed from a system perspective as a concept that refers to human beings continually interacting with energy both internally and externally. The environment refers to the local, national, and worldwide settings in which nursing occurs. The environment consists of cultural, social, political, and economic conditions. Health refers to the interaction of holistic human processes of living and dying. Nursing is defined as actions taken by nurses on behalf of or in conjunction with human beings and the goals and outcomes of these actions. As such, nursing is a mutual process between human beings and nurses in whatever environment and state of health that exist (Fawcett, 2005).

The education of nursing students is a dynamic and complex student-centered process that embraces the art and science of nursing. This student-centered process includes teaching ways of developing knowledge that reflects a process and outcome-driven, evidence-based practice framework. This focus prepares a nurse who is able to manage patient care delivery today and in the future. Consequently, faculty create a learning environment that emphasizes nurses maintaining a life-long passion and enthusiasm as a nurse as described by Benner, Sutphen, Leonard, and Day (2010).

Faculty members are grounded by value-based principles of nursing education including nursing knowledge, nursing skills, nursing values, nursing meanings, and nursing experience as described by Webber (2002). Furthermore, faculty members embody and teach the ethics of
nursing, altruism, autonomy, human dignity, integrity, and social justice as specified by the American Association of the Colleges of Nursing (AACN, 1998) and the American Nurses Association (ANA) (2010).

Success in nursing education occurs when students are engaged in learning value-based practice that integrates moral reasoning for knowing what is right in the delivery of care. The result of moral reasoning is an understanding of what is right and good in the care of human beings that is reflected in nursing actions. Learning and teaching in the nursing education environment involves understanding students’ learning preferences, using updated technology and teaching strategies, and providing contextualized learning experiences (Benner, et al, 2010).

Scholarship and professionalism are integrated into the curriculum to promote stewardship of the nursing discipline. Nursing scholarship requires a grounding in literacy and information technology where students learn to access and make sense of information and data. Students grow in applying the information appropriately to the situation with evaluating the efficacy of the process and the impact of nursing interventions. Professionalism evolves from nursing scholarship that is focused on nursing theory, research, and evidence-based practice. Students' growth toward professionalism and stewardship is facilitated by faculty members' expertise in nursing research, nursing theory, and application of nursing theory in practice. Students learn to apply current theoretical knowledge of the profession by identifying gaps in nursing phenomena, constructing new ideas, and developing relationships between practice, theory, and research.

The art and science of nursing is continually evolving in response to rapidly changing, complex health care environments. It is essential for students to understand the boundaries of practice and be prepared for the ever-changing innovations of health care. The focus of nursing has a longstanding tradition of serving human beings. The graduates of the program are prepared with knowledge and skills to contribute to quality improvement, collaborate with interdisciplinary team members, and deliver safe and effective person-centered care. Thus, these graduates contribute to a growing body of knowledge regarding nursing care and uphold the nursing profession's contract with society that nursing care is safe, effective, and of utmost quality care as described by the ANA (2010).

References
American Nurses Association (2010). Scope and Standards of Practice: Nursing (2nd ed.). Silver Spring, MD: Nursebooks.org
Level and Program Outcome Objectives

The baccalaureate nursing program prepares graduates to attain the outcomes defined in the table below:

### Program Outcomes by Academic Year

<table>
<thead>
<tr>
<th>Outcome Category</th>
<th>Junior</th>
<th>Senior/B.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td>Apply professional and ethical behaviors in practice through accountability, assertiveness, and advocacy.</td>
<td>Validate professionalism through awareness, assertiveness, accountability, and advocacy.</td>
</tr>
<tr>
<td>Leadership/Interdisciplinary Teamwork</td>
<td>Demonstrate beginning leadership skills as a team member in the delivery of safe and effective patient care.</td>
<td>Collaborate with the interdisciplinary team in the delivery of patient-centered care in complex health care environments.</td>
</tr>
<tr>
<td>Critical Thinking/Clinical Reasoning</td>
<td>Integrate critical thinking skills in addressing complex health related issues across the lifespan.</td>
<td>Formulate nursing practice decisions, using critical thinking skills and evolving knowledge from nursing science, the biological and behavioral sciences, and the arts and humanities.</td>
</tr>
<tr>
<td>Evidenced-Based Practice</td>
<td>Integrate evidence-based practice in the delivery of safe and effective care to vulnerable populations.</td>
<td>Evaluate the effectiveness of health outcomes through the application of theory and evidence-based practice</td>
</tr>
<tr>
<td>Communication</td>
<td>Adapt communication to address the needs of vulnerable and diverse populations.</td>
<td>Employ effective communication skills in partnering with individuals, families, communities and interprofessional health care teams to design and provide safe, evidence-based, patient-centered care.</td>
</tr>
<tr>
<td>Informatics</td>
<td>Utilize instructional technology and information literacy skills to identify best practices to support evidence-based practice.</td>
<td>Leverage technology to synthesize information and knowledge from data to improve health care.</td>
</tr>
</tbody>
</table>

Rev. 10/11; 5/14; 7/15
SECTION II – ADMISSION, ACCEPTANCE, REGISTRATION

Bachelor of Science Program Information

IPFW offers two programs which result in a Bachelor of Science in Nursing:
- Traditional Bachelor of Science (4-year program)
- Streamlined RN to B.S. completion with a Major in Nursing (currently closed to admissions)

The baccalaureate degree (B.S.) graduate is prepared at the professional level to function in a leadership role with other team members in varied and complex health care settings. The education and experience of the registered nurse are valued at IPFW.

The Streamlined RN to B.S. completion with a Major in Nursing curriculum is uniquely designed for associate degree or diploma registered nurses who wish to earn a bachelor’s degree. The program provides requisite credits and the same learning outcomes as the traditional program for students seeking a Bachelor of Science with a Major in Nursing. Courses are offered online which facilitates greater availability and accessibility for students.

The Streamlined RN to B.S. program allows registered nurses to earn their bachelor’s degree in one year. Two predeterminated 7-week courses are taken concurrently, together referred to as a module, with a one-week break between each module.

Current students have the option of completing the program as part-time students. With this option, students take one predetermined course per 7-week session and are able to complete the program in two years.

Admission (provided for information purposes only)

Admission into the Streamlined RN to B.S. completion program required that the applicant be a graduate of an NLNAC or ACEN accredited associate degree or diploma program in nursing and have a minimum cumulative GPA of 2.3 on a 4.0 scale. Students entering the Streamlined RN to B.S. completion program must have obtained RN licensure prior to acceptance to the program. The RN license must be valid in the state in which the student’s clinical requirement will occur and must remain valid though completion of the program.

Students need at least 120 credit hours to graduate, including transfer hours from an associate-degree institution:
- Nursing credits from A.S. in nursing – 54 credit hours
- Nursing Pre-requisite courses – 30 credit hours (see below)
- Nursing courses in RN to B.S. – 36 credit hours
Nursing experience is valued at IPFW and as such upon enrollment or during advising sessions throughout the program, students are encouraged to consider options for testing out of courses that reflect previous nursing experience.

Pre-requisite Courses

The following courses were to be taken before starting in the RN to B.S. program. General Education Core requirements are considered fulfilled if completed as part of an associate’s or previous bachelor’s program.

Category A: Foundational Intellectual Skills
1. Written Communication (at least 3 credits and all outcomes in approved courses)
2. Speaking and Listening (at least 3 credits and all outcomes in approved courses)
3. Quantitative Reasoning (at least 3 credits and all outcomes in approved courses)

Category B: Ways of Knowing
4. Scientific Ways of Knowing (at least 3 credits and all outcomes in approved courses)
5. Social and Behavioral Ways of Knowing (at least 3 credits and all outcomes in approved courses)
6. Humanistic and Artistic Ways of Knowing (at least 3 credits and all outcomes in approved courses)
7. Interdisciplinary Ways of Knowing (at least credits and all outcomes in approved course)

The remaining 9 credit hours of the state-mandated general education are taken from among the approved courses in Categories A and B as needed to fulfill remaining state-mandated outcomes.

Out of State Students (provided for information only)

Students who reside outside of Indiana need to be aware if IPFW is authorized to conduct classes within their state of residence. In addition, IPFW must be authorized by the State Board of Nursing in the student’s state of residence.

Registration

Students will meet with an academic advisor to review the plan of study. See Plan of Study in Section III for more information. Each student is encouraged to register early through Banner to ensure course availability. Use schedule of classes to search and register for a class.

A student having difficulty or needing approval to register for classes should contact a Coordinator of Advising at (260) 481-6189.
Establishment of Credit for Nursing Courses by Examination

As approved by the faculty, the policy for the establishment of credit for nursing courses by examination follows. Courses available for challenge are determined by the Undergraduate Curriculum Committee of the Department of Nursing.

1. Student must meet University and department eligibility criteria for taking a nursing course challenge exam.
2. Student will meet with the Director of Undergraduate Nursing Programs to review transcripts and potential eligibility for challenging nursing courses.
3. The student should schedule an appointment with the appropriate course faculty to review eligibility and discuss documentation and verification procedure.
4. Once the student has been declared eligible by the faculty, the student should schedule a time to take the written challenge exam and, if eligible, the clinical validation.
5. Challenge exams should be scheduled during the regular fall or spring semesters as no opportunities for clinical validation are available between May and mid-August.
6. Students who do not take the challenge exam at the agreed upon time may forfeit their right to take or reschedule the exam.
7. For RN-B.S. transfer-in credits, national certifications or accredited university program certificates will be accepted for comparable courses on a case-by-case basis for transfer in as course credit at the discretion of the lead faculty of the course.

Transfer Courses

It is the student’s responsibility to have sent to the IPFW Admissions Office an official transcript of any course that may be used to fulfill requirements in the nursing program. All transfer courses must be completed prior to the beginning of the last semester in the program. This allows the credit from the transfer course to be added to the official Purdue transcript. The student must also submit the transcript of the course to the secretary in the Department of Nursing.

The grade earned in a transfer course will not be calculated in the grade index. It will appear on the transcript as credit, not a grade. A grade of C or above must be earned for the course credit to transfer.

It is the student’s responsibility to discuss with a nursing advisor whether a course will be accepted to fulfill the IPFW nursing curriculum requirement.

Financial Aid and Scholarships

IPFW attempts to meet the demonstrated financial needs of all applicants using grants, scholarships, loans, and part-time university employment. Information regarding financial aid can be found on the Paying for College webpage. The Office of Financial Aid is located in
Kettler Hall Room 102 and can be contacted by emailing finaid@ipfw.edu or by phone at (260) 481-6820.

Scholarships become available throughout the year. Each student is notified via the nursing listserv. It is the student’s responsibility to monitor email and investigate and complete any requirements for scholarships.
SECTION III – CURRICULA

Plan of Study

A student pursuing a Bachelor of Science with a Major in Nursing should have a preliminary plan of study. The plan of study identifies a list of specific courses and all other requirements of the degree.

Examinations and Quizzes

Each student is expected to complete examinations and quizzes by the established deadlines. If student cannot complete the exam/quiz by the deadline due to extraordinary circumstances, he/she must notify the course faculty member before the exam/quiz to make arrangements to take the test. University examination schedules will not be altered except on an individual basis for extreme extenuating circumstances.

Time Limitations

Students are expected to complete the Streamlined RN to B.S. program according to the established plan of study for their Cohort. Due to the IPFW realignment, students must complete requirements for the RN-B.S. Program by end of Fall 2018 semester.

Undergraduate Grading Scale

The following grading scale is followed for all undergraduate nursing courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 – 100</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>84 – 91</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>75 – 83</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>66 – 74</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>65 &amp; Below</td>
<td></td>
</tr>
</tbody>
</table>

Grade Definitions

A Reflects superior performance far in excess of minimum academic requirements. The student consistently demonstrates superior abilities and a mastery of all phases of the course. The student receiving this grade would be expected to be an outstanding performer in his/her professional field. This grade should be awarded for truly exceptional performance.

B Reflects performance consistently and significantly exceeding the course requirements. The student has demonstrated initiative and has performed very well in the course. The student frequently exceeds expectations that a student receiving this grade would perform very well in his/her professional field.
C  Performance is satisfactory, acceptable, meets, and occasionally exceeds the course requirements. This grade is a performance standard expected of students. The student has performed the basic requirements of the course and has good a understanding of the material covered. It is expected that a significant number of students would receive this grade. Upon graduation the student would perform well in his/her professional field.

D  Performance is below the standard of the course but not failing. Improvement would be needed in subsequent courses for graduation. The student has a fair grade and has done minimum passing work. It is expected that the student would have difficulty performing appropriately in his/her professional field. In required nursing courses this is not a passing grade.

F  Performance is deficient and must be improved substantially to meet the satisfactory grade requirements. The student has not demonstrated the ability to proceed with the academic program. This student needs additional counseling and help for continued effort in the program or redirection to another academic area. Not a passing grade in the University.

To pass a nursing course, the student must achieve a score of 75% on exams without rounding. Example: a grade of 74.9% will be recorded as 74%. The restriction of 75% on examinations removed from two upper division nursing courses (Statistics and Data Management in Healthcare and Research in Healthcare) in addition to previous policy that states: Restriction of 75% on examinations removed from five upper division nursing courses: NUR 34450 Introduction Healthcare Informatics for the Registered Nurse, NUR 37750 Professional Seminar for the Registered Nurse, NUR 30950 Transcultural Healthcare Within a Global Context for the Registered Nurse, nursing elective.

Degree Requirement

Students are required to complete the degree under the requirements specified in the IPFW Undergraduate Bulletin Requirements for Degrees and College of Health and Human Services Academic Regulations in effect at the time of admission to nursing.

Computer skills

To be successful in traditional or online courses, students should be able to:

• Navigate Blackboard and maneuver within that environment
• Access, send, and receive email
• Send, receive, save, and open an email with an attachment
• Locate an internet website
• Use an internet search engine (such as Google) to research information
• Create, save, and print text documents in Microsoft Word
• Save, locate, name, and rename files on the computer hard drive or jump drive
Handheld Digital Device

A handheld digital device is required for the nursing program. The handheld digital device can be an iPad, iPod, iPhone, tablet, or Blackberry.

Withdrawing From a Course

Students wishing to withdraw from a course must follow University guidelines and contact an advisor for recommendations. A student considering withdrawing from a course is responsible for understanding the withdrawal policy. More information regarding withdrawing from a course can be found on the Registration Policies page of the IPFW Registrar website. Withdrawing from a course may affect financial aid.

Auditing a Class

An auditor is a student who enrolls in a course, attends class, and pays full fees but does not receive a grade or credit for the course. A reason a student may want to audit a class is to gain knowledge in the course and retake it during a future semester so as to earn a passing grade. Information regarding auditing a class can be found on the Attendance and Withdrawal page of the Financial Aid website.

Students may enroll as an auditor by noting “Auditor” (A) in the appropriate space on the registration form and by completing the normal registration procedures established by the division/department. Regular course fees will be assessed. Students will be assigned a grade of W (withdraw) or NC (no credit) and will not receive academic credit for the course.
SECTION IV – CODE OF CONDUCT AND DEPARTMENT POLICIES

Students should be familiar with and are responsible for the policies and procedures of the University, College, and Department including those noted in this section and the undergraduate policies listed in the appendix.

Academic Regulations

If a student earns a grade below C- in a required nursing course, enrollment in another nursing course with a prerequisite of the failed course cannot be completed until the failed course is repeated with an earned grade of C- or better.

- If a student earns a grade below C- in any nursing course, that course must be repeated in the subsequent semester and earn a grade of C- or better.
- If a student earns a grade below C- in any course required in the undergraduate nursing curriculum, that course must be repeated with an earned grade of C- or better.
- Dismissal from the undergraduate nursing program may result at any time it is determined that inappropriate behavior of a nursing student places clients, other students, staff, faculty, or the university at risk for any harm or potential harm.
- A student who is dismissed may appeal the decision to the Department of Nursing. If dismissed for failure to meet the university’s minimum academic standards, application for readmission must follow the procedures established by the university. The Department of Nursing recognizes the Academic Renewal option.
- A student who has been dismissed from the IPFW undergraduate nursing program or any other undergraduate nursing program and is readmitted will be dismissed from the program if a failure of any one required course in the undergraduate nursing curriculum occurs.

Academic Standing Policy

IPFW’s policy regarding academic standing and probation can be found on the Academic Regulations Academic Standing website. A student will be placed on academic probation if his/her GPA falls below set guidelines. A student on academic probation will be dismissed from the university if his/her GPA does not improve.

Clinical Absence and Tardiness

Attendance is required in all clinicals, labs, and simulations. The following policy is in place regarding absense and tardiness:

- A student must notify the course lead instructor (this includes lab instructor) and clinical instructor in advance if unable to be present in a clinical, lab, or simulation. A written
work-improvement plan will be given the first time a student fails to notify the course lead
and/or clinical instructor of inability to attend the clinical, lab, or simulation. The student
will make up the clinical experience at the discretion of the course lead instructor and
Director of Undergraduate Programs. A subsequent failure to notify the instructor of
inability to attend a clinical will result in a clinical failure for unprofessional behavior.
Clinical makeups are NOT guaranteed. A student may earn an Incomplete in the course.

- A clinical absence for which a professor was notified results in a verbal notice which will be
documented in myBlueprint. Subsequent clinical absences will result in a written work-

improvement plan.

- Clinical Tardiness: A student will receive a written, documented work-improvement plan if
tardy twice to a clinical experience. Subsequent tardiness to the clinical experience will
result in the student failing the course for unprofessional behavior. First tardy will result in
a verbal notice.

Codes of Conduct and Professional Misconduct Policy

Students are held to the standards of the Indiana Nurse Practice Act and as such are liable for
their own actions. Behaviors of professional misconduct occurring at any time while the person
is a student in the nursing program that may result in disciplinary action include but are not
limited to:

- Patient abandonment and/or neglect
- Commission of fraudulent acts/documentation/accessing or documenting in the Cerner AES
  account of another student
- Breaching a patient’s rights to privacy and confidentiality by disclosing Protected Health
  Information as specified by HIPAA regulations
- This breach includes accessing an electronic health record in an area where others can view
  it, printing of information at an unauthorized printer, and sharing patient or agency
  information details in social networking tools such as Facebook or Twitter, texting, or
  photographing with a cell phone or other electronic devices.
- Theft of property from a clinical agency, client, others, or IPFW
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person’s safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical
  agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency
- Failure to report conviction of criminal activity
- Failed drug screen and/or possession of drugs or controlled substances
- Failed drug screen and/or possession of alcohol while at a clinical agency
- Failure to report an arrest with felony charges or a felony conviction

Students are held to the standards of the American Nurses Association (ANA) Code of Ethics for
Nurses as well as IPFW’s Code of Student Rights, Responsibilities, and Conduct and Purdue’s
Student Regulations.
Students may be failed in a nursing course and/or dismissed from the nursing program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on the Department of Nursing.

Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.

The IPFW Code of Student Rights, Responsibilities, and Conduct can be found in the IPFW Student Handbook.

Confidentiality

Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must review the Purdue HIPAA training, take the HIPAA Quiz earning 100 percent, and turn in the signed Purdue University Confidentially Agreement.

No identifying patient information, including computer generated information, may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, and social security number.

Criteria for Dismissal from Nursing

A student shall be dismissed from the Nursing undergraduate major for a timeframe of five years under the following conditions:

- Receipt of the 2nd grade below C- in required Nursing courses.
- A student who has been dismissed from the nursing program is ineligible for admission into the nursing program for a period of five years from the date of dismissal.
- Dismissal from the nursing program may result from professional misconduct policy (see misconduct policy).
- A student who is dismissed may appeal the decision to the Department of Nursing. If a student is dismissed for failure to meet the university's minimum academic standards, application for readmission must follow the procedures established by the university. The Department of Nursing recognizes the Academic Renewal option.
Grade Appeal Policy and Procedure

The Student Grade Appeal Policy and Procedure applies to all students enrolled in an IPFW College of Health and Human Services (CHHS) course offered by the College. Students who have evidence or believe evidence exists that a course grade, similar evaluation, or student progression decision was made as a result of prejudice, caprice, or other improper conditions, such as mechanical error, may appeal that action. Complaints concerning actions or decisions of faculty or staff members of the College which are claimed to violate rights established in the IPFW Student Code under Part I, except Part I.A.3 or Part I.A.4, should follow the College’s Student Complaint Policy. Complaints of discrimination or harassment (Part I.A.3 or Part I.A.4) should be taken to the Office of Institutional Equity. Students may seek advice by meeting with the IPFW Dean of Students or the Dean of the College of Health and Human Services or designee.

In appealing, the student must support that an improper decision has been made and specify the remedy sought in writing on the Student Appeal Procedure Checklist form (see sample in Appendix). The student may seek the assistance of the IPFW Dean of Students in pursuing the appeal. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees. The advisor or friend may advise the student but may not speak for the student during meetings.

In the case of a grade appeal, a course grade can only be changed by a university authority upon the recommendation of the IPFW Grade Appeals Subcommittee or by the instructor any time prior to the Grade Appeals Subcommittee’s decision.

Plagiarism

According to the American Psychiatric Association (2010), plagiarism is the representation of another author’s work as one’s own. Additional clarification of plagiarism is found in the following statements from the American Psychological Association:

“Quotation marks should be used to indicate the exact words of another author. Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text. The key element of this principle is that an author does not present the work of another author as if it were his or her own work” (p.349).


The Plagiarism Policy of the Department of Nursing indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student who has been identified to have plagiarized will receive a zero for that assignment.
In all nursing courses, the course professor has the discretion to submit a student’s paper to tools or commercial products that check student assignment submissions against various online databases to determine the originality. A student who requests not to have a paper submitted to such tools must submit copies of all the referenced materials included in the assignment to the course professor. Papers submitted to plagiarism tools become part of the searchable database.
SECTION V – STUDENT RESOURCES

Emergency – Dial 911

The IPFW Emergency Handbook addresses procedures to follow regarding various emergency situations. Students should review the handbook and be aware of what to do if such a situation occurs.

Academic Advising

The Mastodon Advising Center (MAC) provides help in class scheduling and curriculum information; assists with decision making; and furnishes information on time management, study skills, academic planning, and career-related matters. The DON Director of Undergraduate Programs and Coordinators of Academic Advising assist students with navigating the RN to B.S. Program. The Undergraduate Director can be reached at (260) 481-6276, and the Academic Advisors can be reached at (260) 481-6282 or (260) 481-6178.

Blackboard Learn

The Department of Nursing uses the course management system Blackboard Learn. Students are expected to access Blackboard on a regular basis to participate in classes. Information and training on Blackboard Learn is provided through ITS Services Training. Online learning assistance is available from the Division of Continuing Studies. While every course is different, this orientation provides helpful tips on becoming a successful student.

Career Services

IPFW offers a variety of services for exploring job opportunities through Career Services Center. Offerings include resume preparation, interviewing help, networking, job search techniques, and career fairs. More information can be found on their website and in Room 109 of Kettler Hall, phone (260) 481-0689.

Center for Women and Returning Adults

IPFW offers a variety of services for the non-traditional students, both women and men, who are age 23 and older, married, and/or parents through the Center for Women and Returning Adults (CWRA). The center is located in the Walb Student Union in Rooms 120, phone (260) 481-6029.
Centers for Academic Success and Achievement (CASA)

CASA offers services to students such as tutoring, writing assistance, math testing, group study rooms, English as a Second Language (ESL), assessments, and student employment. CASA is located on the ground floor of Kettler Hall in Room G23. Hours are Monday through Friday from 8 a.m. to 5 p.m. CASA can be contacted at (260) 481-5419.

Communication

The official university communication is by IPFW email using the university student email address. Email includes information sent to the nursing listserv. Students must maintain the mailbox, including sufficient space to receive emails. Students are responsible for information sent via email.

Cancelation of Classes

Nursing classes will be cancelled only if:
- IPFW is officially closed by the administration of the university, or
- The practicum or clinic site is closed by officials of that institution.

Decisions to close IPFW and practicum/clinic sites are left to the chief administrators of those respective facilities. In the event of inclement weather, listen to local radio or television announcements, check the IPFW homepage or Safety Alert webpage, check Facebook or Twitter, or call the campus weather emergency number at (260) 481-6050 or (260) 481-5770 for a recorded message. Students may receive campus alerts by phone or text by signing up through myIPFW.

Dean of Students

The Office of the Dean of Students serves as the primary student advocate on campus. It acts as a central hub for information so that students are able to get to desired information quickly and as efficiently as possible. The Dean of Students implements the IPFW Code of Student Rights, Responsibilities, and Conduct. It assists students in mentoring, conflict resolution, student wellness, and student resource among other services.

The Office of the Dean of Students coordinates the CARE Team, which is used to identify any students who are of concern. The students identified may be in crisis or may simply need to receive guidance to become successful at IPFW. The office is located in the Walb Student Union Room 111. Phone number is (260) 481-6601.
Diversity and Multicultural Affairs

IPFW provides a vital support system for faculty, staff, and students of various ethnic and cultural heritages through the Office of Diversity and Multicultural Affairs (ODMA). The department strives to advance respect for the dignity and worth of individuals of diverse backgrounds and ideologies and promotes and affirms community outreach and coalition building. The ODMA is located in Walb Student Union Room 118, phone (260) 481-6608.

Documenting Research Papers

The American Psychological Association (APA) style of documentation will be used for all papers written to fulfill requirements for courses in the Nursing Department. The Publication Manual of the American Psychological Association (6th Ed.), a required textbook, can be purchased from the bookstore. The book is also available in the library.

Proper documentation for papers is part of the intellectual responsibility expected of college students. Complete and accurate citations enable the reader to locate and review the complete cited research, article, or book. Documentation also serves as a means of giving credit to the originator of the ideas or the research. To fail to give credit to the originator is plagiarism. For assistance in writing, see the Writing Center information in this section of the manual.

Health and Wellness Services

IPFW provides comprehensive services to meet the health needs of the students, faculty, staff, and the general public. Information is available on the Health and Wellness website.

Health Clinic
The IPFW Center for Healthy Living Campus Clinic is an outpatient facility providing a variety of health care services to students, faculty, staff, and community members. The clinic is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointments can be made by calling (260) 481-5748. Urgent care is available.

Dental Clinic
The IPFW Dental Hygiene Clinic offers preventative dental services for students, faculty, staff, and the community for a nominal fee. It is located in Neff Hall in Room 109, phone (260) 481-6575. Hours of operation and appointment information are available on the website.

Counseling Services
The IPFW/Parkview Student Assistance Program (SAP) provides confidential, short-term personal counseling services free of charge to all students currently enrolled at IPFW. This includes individual, group, and couples counseling. The office is located in Room 113 of Walb Student Union, phone (260) 481-8060 or toll-free 1-800-721-8809.
Communications Clinic
The IPFW Communication Disorders Clinic provides speech, hearing, and language screening, evaluation, and treatment for selected children and adults. The services are performed by students under direct faculty supervision. The clinic is located in Neff Hall Room 279, phone (260) 481-6410. Students and faculty may contact the clinic for more information.

Fitness Center
All IPFW students are eligible for membership at the IPFW Fitness Center in the Hilliard Gates Sports Center at no extra cost. The fitness center provides strength training equipment, cardio conditioning equipment, walking track, basketball and racquetball courts, and fitness classes as well as other health promoting services.

Information Technology
Assistance with information technology includes accounts and passwords, email, software and applications, myIPFW, and training and instructional materials. Additional services can be found on the Information Technology Services (ITS) website.

Help Desk
The ITS Help Desk provides a centralized point of contact for campus technology support. Hours are Monday through Friday from 7:30 a.m. to 8 p.m., Friday from 7:30 a.m. to 6 p.m., and Saturday from 8 a.m. to 4:30 p.m. Contact information is as follows:
  Phone (260) 481-6030
  Email helpdesk@ipfw.edu
  Room KT 206

IPFW has excellent technology services to support learning. Each student in the program is required to have access to a computer for prolonged periods of time to complete requirements of the courses.

International Student Services
The Office of International Education provides admissions and related services for new and continuing IPFW international students, coordinates various campus and community ethnic and cultural celebrations, and assists with study abroad programs. The office can be contacted at (260) 481-6034.

Library Resources
The Walter E. Helmke Library resources for nursing faculty and students include health science, education, psychology, and management information. The library maintains connections with other libraries that support the cross-disciplinary nature of nursing. The library’s holdings and cross-library resources are searchable via IUCAT, the IU Library Catalog shared among all IU
campuses. This catalog includes both print and electronic materials. Using the library’s Request Delivery through IUCAT, the collections at IU-MED and all other IU campuses can be shipped to Fort Wayne for use as long as the book is not shelved in the reference collections.

Shannon Johnson, Information Services and Instruction Librarian, serves as the liaison to Health Sciences and is available to assist faculty and students with library services. She can be reached by phone at (260) 481-6502 or email at johnsons@ipfw.edu.

Additional library services are available at the following locations:

**St. Joseph Hospital Library Services**
St. Joseph Medical Center allows free use of the library and its holdings. Facilities for computer searches are available. The library contains over 325 current journals and a collection of over 1,000 texts. Photocopying is free, but the librarians request that students notify them of the number of copies made.

**Parkview Resource Library Services for Students**
PRMC library is located on the 1st floor of the flagship hospital at 11109 Parkview Plaza Drive. Library resources are available only to students who are involved in a clinical at that time. Library staff may assist with basic searching skills and accessing full-text articles as time permits. Parkview badge access is required, and students may obtain access to the library by asking a Parkview employee.

- **Phone** (260) 266-1444
- **Fax** (260) 266-1445
- **Email** [Julie.hughbanks@parkview.com](mailto:Julie.hughbanks@parkview.com) or [library@parkview.com](mailto:library@parkview.com)
- **Hours** Monday through Friday, 8:00 a.m. to 3:30 p.m.
- **Staffed** Monday through Friday (generally)

Parking

Open parking areas (lots have white lines) are for students and visitors. No permits are required in open areas. The parking garages have open spaces from the second level up. Permits for accessible parking for students with disabilities are available from IPFW's University Police in the Support Services Building.

Parking spaces marked by “A” and painted with the green lines are limited to faculty and staff who have purchased a hang tag. Students may park in spaces not otherwise reserved (“A” parking, visitor, or for those with disabilities). Some “A” parking areas change to open parking after 5 p.m. Signs are posted to identify these areas.

Parking regulations and campus maps can be found on the [parking information](#) page of the University Police website.
Smoking Policy

IPFW is a smoke-free and tobacco-free campus. The tobacco-free policy can be found on the Chancellor’s website.

Students with Disabilities

IPFW provides assistance for Services for Students with Disabilities to ensure the accessibility of University programs and services to eligible students. Accommodations, also called support services, are individually determined based on the specific needs and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format. The office provides auxiliary assistance and program-access services for students with special needs that are based on disability. The Director of Services for Students With Disabilities serves as IPFW’s coordinator for the implementation of the Americans With Disabilities Act (ADA) and hears initial complaints based on the civil rights of students with disabilities. The office is located in Walb Student Union Room 113 and can be contacted at (260) 481-6657.

Studio M

Studio M is a multimedia production lab supporting both Mac and Windows programs in the following areas:

- Graphic design/print production
- Video editing and post production
- Audio recording, editing
- CD/DVD authoring
- Web authoring
- 2D/3D animation, layout, modeling, and rendering
- Interactive media creation

Services of Studio M include color printing, customized computer assistance, consultation on project planning, and software demonstrations. Open labs are maintained by ITS and staffed by student workers. Studio M is located in Walb Student Union Room 220, phone (260) 481-0114.

Testing Services

A variety of services, assessments, and tests for students and community members are available at IPFW Testing Services in Kettler Hall Room 232, phone (260) 481-6600.
University Police

The university police are available 24/7 to handle emergency situations. Officers provide various other services including escort to vehicles, campus patrols, safety programs, helping stranded motorists, and issuing parking violations. A list of services can be found on the University Police website.

Other helpful information is listed below:
Emergency – Dial 911
Escort – 16827 or (260) 481-6827
General Information for University Police – 16827 or (260) 481-6827
Weather Info line – (260) 481-6050 or (260) 481-5770
Safety Alerts
Emergency Handbook

Writing Center

Assistance in improving writing skills is available in the Writing Center located at the Learning Commons on the second floor of the Helmke Library. The staff will help with brainstorming, developing and organizing ideas, working on issues of meaning and style, and learning to polish and edit documents. The center is not a proofreading service; improving writing takes time. To set up a 30- or 50-minute free appointment check with TutorTrac or with the CASA student receptionist at the Learning Commons desk. Students can also submit email consultation requests online 24/7. Please allow 2-3 days for your submission to be returned. For more information, visit the Online Consultation page.

Student should bring assignment to appointment as well as due dates, questions, ideas, and draft of the document. For success contact the Writing Center early in the writing process and seek assistance regularly.

Additional resources for enhancing writing skills are available at the following:

APA Style Help
Purdue Online Writing Lab (OWL)
SECTION VI – CLINICAL REQUIREMENTS AND PRIVILEGES

Clinical requirements can be found on the Clinical Requirements webpage. This site provides links and forms for completing the requirements for student participating in a clinical setting. The deadlines listed are for the Traditional B.S. Program. Check with a nursing academic advisor for the RN-B.S. deadlines.

Before beginning Module 6 "Synthesis Experience," the student must comply with the following requirements to enter Module 6. This process will start in Module 3; and by Module 6, the student will be ready to start the synthesis clinical. Requirements cannot expire before end of Module 6. Clinical requirements must be turned in to the nursing department office by the policy deadlines. Clinical requirements remain valid through the end of the Module 6.

In addition, students must comply with the policies and procedures below.

Background Check

Each student needs to complete the Student Check Healthcare Student Background Check before beginning Module 6.

Cardiopulmonary Resuscitation Certification

Proof of completed professional/health care provider level cardiopulmonary resuscitation (CPR) must be submitted to Department Secretary (LA 345). CPR certification must be valid through the end of Module 6. CPR must be Professional Rescuer or Health Care Provider.

A photocopy of the front and back of the card must be given or sent via email to a nursing department secretary, Room LA 345. CPR card must be signed by a Professional/Health Care Provider.

Classroom Research

Upon entrance into the program, students sign a consent form acknowledging willingness to participate in research projects that faculty may conduct. Students who do not wish to participate in a particular project should contact his/her instructor.
Communicable Disease Policy

While in the clinical practicum setting, students are responsible for being free of communicable disease. If a student has been exposed or shows indications of communicable disease, he/she must inform a member of the faculty prior to going to the clinical practicum site.

Exposure Incident Policy and Procedures for Nursing Students

Students enrolled in a program in the health sciences may be exposed to possible injuries and communicable diseases. All students are required to carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student. Students enrolling in the University are encouraged to obtain or maintain health insurance. Students may purchase health coverage while enrolled in courses at IPFW.

If a student has an exposure incident, the Exposure Incident Policy and Procedure must be followed. Documentation forms that are found in the policy and procedure must be completed, signed, and copies distributed.

Exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of health care professionals (OSHA, 1991).

If a student in any clinical setting has an exposure incident, the following procedures will be followed:

1. The student will notify the clinical instructor immediately. In special cases a designated preceptor may be notified.
2. Make sure proper protocol (required by the clinical agency (hospital, clinic, home care, community setting, etc.) is followed and immediate care of the wound or splash is completed. Determine if the individual was able to squeeze blood from the wound. Parkview Occupational Health reports there is no need to do any testing if there was not blood-to-blood contact. Disinfection procedures will be adequate if skin was slightly punctured without blood.
3. The IPFW Bloodborne Pathogens Exposure Incident Form (see sample in Appendix) will be completed and signed by both the clinical faculty member (or designated preceptor) and the individual who was potentially exposed to a bloodborne pathogen. Copies will be given to the following:
   a. Parkview Occupational Health or other health care facility where follow-up care was provided.
   b. The manager of IPFW Radiology and Environmental Management.
   c. IPFW Nursing Lab Coordinator who will keep confidential records. No information on the incident will be kept in the student’s academic file or faculty’s personal file. All information will remain confidential.
   d. The individual who was injured.
4. Additionally, the required institutional (hospital, clinic, home care, community setting, etc.) form/report will be completed.

5. The student will be advised to be seen without delay (within one to two hours is recommended) at a medical facility. Suggested sites are Parkview Occupational Health, located at 3103 East State Boulevard, phone (260) 471-0411; Parkview Emergency Room; or IPFW Center for Healthy Living Campus Clinic, located on the 2nd floor of the Walb Union, for counseling and appropriate care. Parkview Occupational Health and Parkview Emergency Room are open 24 hours a day. IPFW clinic is open Monday through Friday during daytime hours.

6. As soon as possible following the incident, the clinical faculty member needs to verbally report the exposure incident to the lead faculty member who is responsible for the course.

7. Ensure that all clinical faculty members have a supply of the IPFW Bloodborne Pathogens Exposure Incident Form and the Exposure Incident Policy with them in the clinical settings.

8. This policy and procedure will be reviewed annually during the first faculty meeting of fall semester.

Health Form

Each student must complete a required Health Record Form and submit the completed health form to the Department Secretary in Room LA 345 before beginning Module 6.

Immunizations and Screenings

TB/Mantoux/Quanteferon Gold
Each student must submit proof of completed TB to the Department secretary before beginning Module 6. The TB skin test must be valid through the end of Module 6.

A student with a positive reaction to the TB skin test must submit the TB Surveillance Record Positive Reactor Checklist by the deadline (see sample in Appendix). If a student’s Chest X-Ray was done more than three years ago, he/she will need to get a new chest X-ray and turn in the report to meet the deadlines.

Hepatitis B Immunization
Upon admission to the nursing program, each student must submit proof of completion of the series of three Hepatitis B immunizations or a positive reactive titer to the Department Secretary in LA 345.

Flu Vaccine
In accordance with recommendations by the Center for Disease Control and local health care organizations where students will be attending, nursing students enrolled in clinicals or practicums are required to obtain an annual flu immunization. This must be completed a minimum of two (2) weeks prior to beginning Module 6.
Substance Abuse Screen

The following policy will be followed regarding substance abuse screening:

1. Each student enrolled in a clinical course is required to undergo a substance abuse screen within 30 days of beginning Module 6.

2. If any substance abuse test reveals that a student is engaging in the illegal use of drugs, is otherwise impaired and unable to perform one or more essential functions of the job with or without reasonable accommodation as may be required by law, or poses a direct threat to the health or safety of others, the student will fail the nursing course and be dismissed from the Department of Nursing and from the College of Health and Human Services.

3. Disclosure of prescribed medications must be supported by prescription documentation.

4. Upon failure of the substance abuse screen, one retest at the student’s expense immediately after receiving notification of the failed substance abuse screen will be permitted.

5. A subsequent failure of the substance abuse screen results in immediate course failure and dismissal from the Department of Nursing and from the College of Health and Human Services for a minimum of five (5) years.

6. Any licensed nursing student failing the retest substance abuse screen or refusing a retest will be reported to the Indiana State Board of Nursing.

7. Any student dismissed from the Department of Nursing due to failure of the substance abuse screen will be directed to the Dean of Students.

8. After five (5) years, application for readmission to the Department of Nursing will be considered with documentation of continuous compliance with a recovery treatment program.

Additionally, a student may undergo a substance abuse screen to test for the presence of alcohol, drugs, or other controlled substances under the following conditions:

1. Following an injury occurring at the clinical site

2. When a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the clinical site involving students or others working in the area to which students have been assigned

3. At random intervals, when a student appears to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances

4. When there is reasonable cause or suspicion to believe that a student is under the influence of alcohol, drugs, or other controlled substances

5. Upon the return of a student following a period of absence (not enrolled in classes) from providing services of more than 30 days and when the student has illegally or improperly used controlled substances and has successfully completed a rehabilitation program, all except to the extent prohibited by law

Contact any of the following health services facilities to arrange a time to begin the substance abuse screening process.

IPFW Center for Healthy Living. Clinic is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointments can be made by calling (260) 481-5748.
RediMed Clinics. Fee is required and payable to the facility at the time of the screening. A check or cash will be accepted. Bring IPFW Student Mastodon ID card.

Parkview Occupational Health. Fee is required and payable to the facility at the time of the screening. Parkview Occupational Health is open 24 hours per day from 7 a.m. on Monday to 7 a.m. on Saturday. No appointment is necessary. Parkview can be contacted at (260) 373-9300.

Student Professional Liability Insurance

All students in the clinical area are required to carry professional liability insurance. This insurance covers the person only in the clinical area while in the student role. Hospital insurance policies do not cover students. This insurance can be obtained through the following:

Private insurance company. A copy of professional liability insurance including the name of the insurance company, statement of coverage as a student, dates of coverage, and policy number must be submitted to the nursing secretary two (2) weeks before beginning Module 6.

Group policy through the University. Insurance available through the university will automatically be charged to student’s IPFW account once per year. Insurance charged during fall semester is valid through May 31 of the academic year. Insurance charged for the spring semester is valid through May 31 of the academic year.

Student Professional Liability Coverage through the University

Special coverage is available to students who, as part of their course requirements, work with members of the public either on or off campus. As all students in these situations are exposed to potential liability, the DON does recommend purchase of this coverage. Purdue Insurance Services Enterprise provides coverage for the following:

- Liability arising out of real or alleged wrongful acts
- Payment of all court costs
- Expert legal counsel and claims adjusters

The insurance covers a student for activities related to his/her normal curriculum, studies, and assignments 24 hours a day--in or out of school--including vacations and days off. Coverage does not apply to activities not considered to be a part of a student’s academic requirements.

Limits of Liability are as follows:

- $1,000,000/$3,000,000 (Pays up to a total of $3,000,000 in any one year)
- If a claim is presented years after a wrongful act is alleged to have occurred, coverage will respond so long as the policy was in effect when the act occurred.
- The policy period is from June 1 through May 31 of the following year.
Health Care Insurance

Students who attend nursing clinicals at Lutheran Health Network facilities must submit proof of having health care insurance. Students should submit a copy of their insurance card to the nursing department office by the clinical requirements deadline. Students who attend clinicals in organizational settings other than Lutheran Health Network are not required to have health insurance coverage.

Student Uniforms

Required standards for nursing student uniforms for the undergraduate nursing program are as follows:

- Specific styles have been designated for each item of the uniform apparel which includes top, pants or skirt (allow additional time when ordering skirt), and jacket.
- Full uniform consists of designated uniform, hose/socks, shoes, name pin, watch with second hand, and appropriate underclothing. Stethoscope with diaphragm and bell attachments required. Use of a jacket is optional.
- An IPFW embroidered logo must be applied in a designated area on the left side of the uniform top and on the jacket. The IPFW embroidered logo will be applied by James Medical (see contact information below).
- All components of the uniform must be indigo in color and be the style that is designated for that item.

Other regulations regarding standard of dress are as follows:

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Students may wear white short or long sleeve turtleneck or T-shirt with round neck under uniform top. A uniform lab jacket may be worn over the uniform top. No other apparel is to be worn over the uniform top in the clinical setting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes</td>
<td>Clean walking shoes are to be worn by men and women. Must be solid white, black, or gray in color. No mesh or fabric, no “Crocs” of any style, and no open toes or open heels.</td>
</tr>
<tr>
<td>Stockings</td>
<td>White, navy, or black crew style socks or hose for men and women. No textured, footies, or “no show” styles.</td>
</tr>
<tr>
<td>Hair</td>
<td>Women and men hair should be styled modestly and natural looking. Hair should be off face, not touching shoulders, pulled back including pony tail. Headbands or pony tail elastics should be plain white, navy, or black and without adornment. Men’s facial hair should be neatly groomed.</td>
</tr>
<tr>
<td>Pins</td>
<td>NSA (Nursing Students Association) and/or Phi Theta Kappa Pins may be worn on student uniforms below the name pin.</td>
</tr>
</tbody>
</table>
Watch  Watch with second hand
Cosmetics  Natural looking
Fragrances  Fragrances/perfumes not permitted
Tattoos  Tattoos may not be visible. They must be covered when the student is in clinical.
Nails  Moderately short, clean, well rounded, CLEAR polish only
Jewelry/Piercings  Wedding and engagement rings only. No earrings, except two (2) small studs per ear. No other visible pierced jewelry is allowed. Any other visible jewelry must be removed.

Uniforms and Name pin may be purchased at:
  James Medical Uniforms
  7821 Coldwater Road
  Fort Wayne, IN 46825
  Phone: (260) 969-1827
  Contact: Doug James

Name Pin will read as follows:
  Jane Doe (first and last name on top line)
  Nursing Student (on second line)

UNIFORM MUST BE ORDERED AT LEAST 6 WEEKS PRIOR TO THE BEGINNING OF THE SEMESTER TO ASSURE AVAILABILITY FOR THE FIRST CLINICAL EXPERIENCE.

IPFW UNIFORM LOGO
APPENDIX

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF NURSING

Annual Personal Disclosure for Students

Date Submitted: _________________________________________________

Student’s Name printed: ___________________________________________

Student’s signature: ______________________________________________

Upon admission to the Department of Nursing, students have completed the required background checks using either Student Check or Certified Background. These background companies included checks of driving record, background and OIG/GSA/SDN.

Following the initial requirements, all students will respond to the following questions on an annual basis. Failure to provide accurate truthful responses will subject student to possible removal from clinical experiences. Affirmative responses/ violations will be forwarded to the clinical agency representative for review.

Have you (the student) pleaded guilty, “no contest” or been convicted of a crime or violated parole since the date background reports were first submitted at the beginning of your clinicals?

YES___ NO ___

If YES, name the crime or parole violation, the name of the court and any sentence or punishment. (A “YES” answer is not an automatic bar to continued clinicals but must be reviewed.)

Created: 4/30/09, Revised 11/10
Your Health Record indicates that you are a positive reactor to the TB skin test. A positive skin test generally means that at some point in time contact has been made with the tuberculosis bacteria.

According to the policy of the Department of Nursing, you will need to return this TB Surveillance Record annually to the secretary in the HHS Student Success Center each year by August 15 (fall semester), December 15 (spring semester), May 1 (summer I and II). Review the following questionnaire and indicate any symptoms which apply. If at any time during the year symptoms develop, contact your health care provider and the secretary in the Department of Nursing.

Have you experienced any of the following symptoms?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| ___ | ___ | Productive or prolonged cough
| ___ | ___ | Bloody Sputum
| ___ | ___ | Prolonged unexplained low-grade fever
| ___ | ___ | Night Sweats
| ___ | ___ | Loss of appetite
| ___ | ___ | Weight loss/weakness
| ___ | ___ | Chest pain
| ___ | ___ | Shortness of breath

___________________________________  ______________
(Student signature)                           (Date)

___________________________________
(Printed name)

09/04/Im, revised 12/09, 10/10, 7/12
Bloodborne Pathogens Exposure Incident Form

In the event of an exposure incident, two forms must be completed: 1) the Employer’s First Report of Injury worksheet for worker’s compensation, and 2) this form as required by OSHA. This form is intended to evaluate the control methods used to prevent employee exposure.

Name of Person Exposed _____________________________ Incident Date _________________

Location of Incident _________________________________ Incident Time _________________

Exposure Type (please check) sharps injury _____ needle stick _____ splash to mucous

membranes _____ broken skin contact _____ Other ________________________________

Identification of Potentially Infectious Material(s):

Description of Incident:

Witnesses to Incident:

Describe engineering and work practice controls in use:

Describe protective equipment in use:

What is responsible for the failure of these controls?

What changes need to be made to prevent reoccurrence?

Has the exposed individual been advised to seek medical attention?

Report prepared by________________________________Position________________________

Exposed individual’s signature to indicate concurrence with report_____________________

Copies: Radiological and Environmental Management (SB G50) - white copy
     Parkview Occupational Health - yellow copy
     Department Representative - pink copy
     Exposed Individual - goldenrod

Radiological and Environmental Management 481-5744
INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF NURSING

Student Appeals Procedure Checklist

(The student is responsible to obtain signatures at each level. The original form will be placed in the student’s file and a copy will be made for the student.)

The IPFW student appeals procedure requires that a student first try to resolve a dispute by talking with the course instructor. In most cases, an appeal can be resolved at this level if both student and course instructor are willing to reasonably discuss the student’s concerns.

I. Meeting with course instructor.

Date of meeting _________________________

This certifies that step one of the appeals procedure has been carried out.

Student:  ______________________________________________

Course Instructor: _______________________________________

Course Title and Number: __________________________________________________

Instructor’s Determination and Rationale: ______________________________________

________________________________________________________________________

________________________________________________________________________

If the student and course instructor are unable to resolve the appeal, the student may then appeal to the department chair, who may make an attempt to informally resolve the issue. This affords another opportunity for resolving the conflict.

II. Meeting with department chair.

Date of meeting _________________________

This certifies that step two of the appeals procedure has been carried out.

Student:  ______________________________________________

Department Chair: _______________________________________

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If the conflict cannot be resolved between the student and the course instructor, even with the assistance of the department chair, the student has the option to appeal to the College of Health and Human Services Student Appeals Committee. A formal hearing is held in which both the student and the course instructor may present their case. The Chair of the College Student Appeals Committee will notify the student and the course instructor of the hearing.

III. Hearing with College committee.

To be completed at Committee meeting:

Date of meeting _________________________

This certifies that step three of the appeals procedure has been carried out.

Student:  _______________________________________________________________

Chair or Vice Chair of the College Student Appeals Committee:

________________________________________________________________________

As a student, I wish to appeal against the following decision. State below the reason(s) you are appealing the decision. Be specific and complete. You may attach an additional page, if necessary. Provide any supporting documentation about your appeal that you feel is pertinent.

I am seeking the following remedy if my appeal is successful.
