HERITAGE UNIVERSITY
# BACHELOR OF SCIENCE IN NURSING

STUDENT HANDBOOK
2018-2019

Dear Nursing Student:

Congratulations on your admission to the Heritage University Bachelor of Science in Nursing (BSN) Program! We are pleased to serve students with your dedication and motivation.

The BSN Student Handbook has been prepared to help orient you to the program. The Handbook expresses the BSN Program mission, philosophy, purposes and program outcomes, and supersedes the Heritage University Student Handbook. The Program Outcomes introduced in this handbook provide the foundation for the curriculum and learning activities. This Handbook provides pertinent information and guidelines for achieving the BSN Program Outcomes.

The BSN Program director, faculty and staff want your Heritage Nursing experience to be pleasant and successful. We are devoted to your learning needs. We are available to clarify any policy or procedures outlined in this handbook. We wish you success in the program and look forward to helping you achieve your dreams and goals in nursing.

Sincerely,
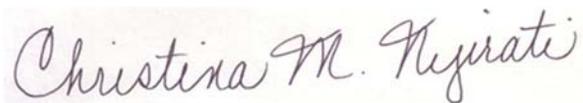
Christina M. Nyirati

Christina Nyirati, PhD, RN
Chair and Director of Nursing
Heritage University

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WELCOME TO HERITAGE UNIVERSITY DEPARTMENT OF NURSING

PROGRAM OVERVIEW

Vision
Preparing highly qualified nurse leaders to serve multicultural populations.

Mission
The BSN program mission is to advance the health of multicultural families and communities in rural environments through excellence in nursing education, service, practice and community based research.

The Heritage University Department of Nursing embraces the three key values of the University: "Honoring each person's human dignity and potential; seeking intellectual growth and challenges; and celebrating the shared spiritual roots of all humankind." The Nursing Department also endorses the core values of caring, connectivism, autonomy, integrity, and social justice.

Core Themes
Four core themes unify the mission of Heritage University:
   I.   Access, Equity and Diversity
   II. Academic Excellence
   III. Community Engagement
   IV. Institutional Vitality

The BSN program fulfills the four Heritage core themes in the following ways:

Heritage Core Theme I: Access, Equity and Diversity.
Heritage is in the heart of the Yakima Valley, an area with significant population health disparities related to poverty and cultural equity issues of the diverse ethnicities of the Valley. This setting provides unique opportunities for training nurses to provide culturally competent, community focused care. Heritage University BSN students are educated to serve communities in which they have resided all of their lives, for which they express a caring passion.

Heritage Core Theme II: Academic Excellence.
The Heritage University BSN curriculum is built on the _Essentials of Baccalaureate Education for Professional Nursing Practice_ (2008) as required by the _American Association of Colleges of Nursing_ (AACN) and is eligible for national certification by the _Commission on Collegiate Nursing Education_ (CCNE).

Heritage Core Theme III: Community Engagement.
BSN students learn community health nursing principles in their didactic coursework, and practice those principles in the local community. The senior capstone includes partnering with a faculty mentor to participate in ongoing community-based collaborative action research. With a firm Heritage Nursing program commitment to prioritize the needs of the local community, the BSN program will return a permanent workforce of highly skilled nurses to transform the health of the community.

Heritage Core Theme IV: Institutional Vitality.
BSN students are integral to the Heritage University Community, contributing to the intellectual vigor of the University and to the overall well-being of the campus through active engagement with student government and Heritage University Nursing Students chapter of the Nursing Students of Washington State (NSWS).

NURSING DEPARTMENT GOALS AND OUTCOMES

1. INQUIRY: We cultivate a vibrant environment of inquiry where our community of nursing scholar students and faculty and thrive.
- We create and maintain a support a learner-centered culture.
- We procure and care for our resources.
- We recruit and retain a student body capable of withstanding the academic rigors of the BSN program, and promote progression toward the BSN
- We recruit and retain outstanding staff and faculty
- We define student and faculty success and create measurable goals to attain it.
- We provide faculty access to professional development.
- We promote positive interactions among faculty, students and staff to increase engagement and success.
- We use best practices in technology to optimize strategies for instruction.
- We engage in a university ethos of liberal education to nurture understanding of the human response.
- We promote active service to the University through participation on Committees and Dept. of Nursing projects, and other activities.

2. EQUITY: We prepare an effective multicultural nursing workforce to meet the needs of the diverse populations in which we exist.
- We recruit, retain and graduate students reflective of our diverse communities.
- We eek and hire faculty and staff who resonate with the diverse backgrounds of our students.
- We ensure equitable access to robust learning resources, excellent teachers, and leading-edge clinical learning opportunities.
- We foster a diverse and inclusive learning ethos, where uniqueness of beliefs, backgrounds, experience, talents, capabilities, and ways of living are welcomed and leveraged for understanding the human response.

3. FAMILY & COMMUNITY: We form collaborations with community partners to promote health and resilience in families and the community..
- We are deliberate in integrating family and community knowledge in the curriculum.
- We support nursing practice inquiry with emphasis on advancing family and community health and healing.
- We participate with the community to discover and take action to reduce health inequities and improve health outcome.
- We week community- and family-focused clinical practice experiences.
- We respect the traditions, laws, history of the Yakama people, on whose land we reside; and we demonstrate gratitude by being thoughtful in our partnerships and our use of resource.
- We honor and care for the families and community that raise and continue to nurture our faculty, students and staff.

4. EDUCATION: We prepare professional bachelor of science in nursing (BSN) nurses for safe and effective nursing practice and for lifelong development.
- We prepare BSN students who are able to obtain Registered Nurse (RN) licensure.
- We nurture a strong Heritage Nursing identity by socializing students to the unique value and learning outcomes in the BSN program.

- We engage our students and faculty in collaborative, inter-professional education (IPE) with students and faculty from other health professions
- We provide our students with a strong foundation for graduate education.

BSN PROGRAM STUDENT LEARNING OUTCOMES

The BSN Program is consistent with the rich tradition of liberal arts and sciences at Heritage University. While unique to Heritage University, the Heritage BSN Program Outcomes are aligned with the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice (2008). The Heritage baccalaureate nursing degree will prepare the graduate to function competently as:

1. **Provider of Care**
   - *The Heritage professional nurse* is prepared to provide leadership and assume accountability in the design, delivery, and education of safe, holistic nursing care.
   - *The Heritage professional nurse* plans, implements, and evaluates nursing intervention from an ecological perspective for the individual family, and community as te units of care.
   - *The Heritage professional nurse* practices the art of nursing by integrating aesthetic knowing in nursing care.

2. **Scholar**
   - *The Heritage professional nurse* approaches nursing with a spirit of inquiry for application of nursing theories that explain & predict the outcomes of care.
   - *The Heritage professional nurse* explains how knowledge of the physical world and scientific methodology contribute to understanding the complexity o fnursing care in the treatment of human response.
   - *The Heritage professional nurse* explains how nursing's fundamental patterns of knowing -- ethical, aesthetic, personal, empirical & emancipatory -- contribute to understanding the complexity of nursing care in the treatment of human response.

3. **Leader and Collaborator**
   - *The Heritage professional nurse* utilizes effective written and oral communication and professional behaviors to foster shared decision-making and accountability among team members to optimize outcomes of care.
   - *The Heritage professional nurse* integrates technological and mathematical knowledge to create a culture of quality and safety to prevent systems errors.

4. **Member of the Profession**
   - *The Heritage professional nurse* embodies professional values and responsibilities defined by the American Nurses Association's Scope and Standards of Nursing Practice (ANA, 2015), Code of Ethics for Nurses with Interpretive Statements (ANA, 2015), Nursing's Social Policy Statement: The Essence of the Profession (ANA, 2010).
   - *The Heritage professional nurse* assumes accountability for maintaining professional practice through self-reflection; and demonstrates continuous professional engagement and lifelong learning.
   - *The Heritage professional nurse* demonstrates courage and resilience from practicing self-care as requisite for creating a culture of safe and effective nursing care.

5. **Advocate**

- *The Heritage professional nurse* participates in the policy processes impacting the health of individuals, families, communities and populations.
- *The Heritage professional nurse* works to increase access to care, especially for vulnerable populations and to overcome social determinants of health.
- *The Heritage professional nurse* works to overcome barriers to the provision of culturally inclusive nursing care.

The Heritage professional nurse expresses passion for sustainability and justice.

BSN Curriculum Description
Overview of the Curriculum.

The Department of Nursing BSN program provides broad professional preparation based on the biological, physical and behavioral sciences, and on the humanities.

The program is approved by Washington State Nursing Care Quality Assurance Commission The nursing program requires the completion of prerequisite coursework prior to three (3) levels of coursework within the nursing major. Additional General University Required Courses in liberal arts complete the degree requirements. Graduates of the Nursing Program at Heritage University receive a Bachelor of Science in Nursing (BSN) degree. Graduates are qualified to take the National Association of State Boards of Nursing NCLEX-RN®, and to become a Registered Nurse.

General University Course Requirements and Prerequisites/Co-requisites.

The Heritage University liberal arts lay the foundation for students to cultivate exemplary clinical judgment skills. The foundational courses comprise a solid core of established Heritage General University Course Requirements (GUCRs) as well as Prerequisites and Co-requisites for Nursing, including the biological, behavioral, and social sciences course.

Nursing Courses.

In the prerequisite freshman year students will take two introductory nursing courses in the *Fundamental Patterns of Knowing in Nursing* to prepare them for nursing practice based on nurse's ways of knowing and knowledge for nursing. These are *NURS 114W Personal Knowledge Development*, and *NURS 205 Aesthetics of Nursing Practice*. After admission to the BSN program in the sophomore year, students will take three additional courses in the Fundamental Patterns of Knowing in Nursing: *NURS 206W Ethical Nursing Practice NURS 207 Relationship Based Nursing Practice*, and *NURS 208 Empirics of Nursing Practice*.

The upper division didactic nursing courses consist of five curricular themes. Each curricular theme is developed by courses.
- Applied Nursing Foundations
- Leadership in Professional Nursing
- Nursing Practice Core I - Individual as the Unit of Care
- Nursing Practice Core II - Family and Community as the Units of Care
- Senior Nursing Capstone

Lab courses are substantive pragmatic courses, designed to give students practice to solve clinical problems in caring for the individual, the family, and the community. Students will receive approximately 800 clock hours of supervised clinical practice in *Applied Nursing Foundations, Nursing Practice Core I, Nursing Practice Core II, and Professional Role Integration of the Senior Nursing Capstone*.

The projected program completion time is four to five years depending on student readiness for admission to the BSN program at the end of the freshman year for fall sophomore start (see Appendix A – Programs of Study). The BSN program consists of 139 total semester credits; 74 of these credits are devoted to the nursing major. Thirty of the credits fulfill the general university course requirements (GUCR). The total number of

hours required for supporting general university requirements and core courses is consistent with national accreditation standards for the BSN. The didactic portion of the program will be offered on the Heritage University campus. Students fulfill the clinical practicum portion of the program at clinical sites with which the Heritage Nursing Department has established affiliation agreements.

BSN Plan of Study

The generic program of study for high school graduates leads to a BSN degree. Students entering Heritage University as freshmen may take four or five years to complete the BSN degree requirements, depending on readiness for this rigorous program of studies. Eligible students are admitted to pre-nursing in the freshman year. Multiple factors impact a new college student's successful completion of a rigorous schedule of arts and science courses in pre-nursing. Together with their academic advisors, students will schedule a program of pre-nursing that takes one or two academic years. Students who demonstrate success in the Pre-Nursing Pathway will be advised to apply to the BSN program during the Spring Semester prior to beginning the BSN program in following Fall Semester. Transfer students also are eligible for admission to the BSN program. Consult the BSN Admission Guide for more information about admission for Heritage Pre-Nursing Pathway students and for Transfer Students.

The nursing program includes nursing, science and liberal arts courses. The ratio of clinical laboratory or practice hours to credit hours is 4 to 1. Students may be registered for courses alternate semesters, depending upon clinical agency placement. A sample study plan demonstrates how an entry-level pre-nursing student might schedule the required courses:

Pre-Nursing Pathway (1 - 2 Years)		
Semester I (Fall)		
BIOL 110 (or 111)	General Biology	3
BIOL 110L (or 111L)	General Biology Lab	1
CHEM 101	Intro to Chemistry	3
CHEM 101L	Intro to Chemistry Lab	1
MATH 140	College Algebra	3
MATH 140L	College Algebra Lab	1
NURS 103	Pre-Nursing Pathway	0
NURS 114W	Personal Knowledge Development	2
UNIV 101	Foundations/Success I	2
	Total Nursing	**2**
	TOTAL	16
Semester II (Spring)		
BIOL 340	Human Anatomy	3
BIOL 340L	Human Anatomy Lab	1
CHEM 202L	Organic & Biochemical Processes of the Human Body	4
CHEM 202L	Organic & Biochemical Processes of the Human Body Lab	1
ENG 102	English Composition II	3
NURS 103	Pre-Nursing Pathway	0
NURS 206W	Ethical Nursing Practice	2
SOC 101	Introduction to Sociology	3

	Total Nursing	2
	TOTAL	17
BSN Program (Sophomore)		
Semester III (Fall)		
BIOL 220	Microbiology	3
BIOL 220L	Microbiology Lab	1
BIOL 341	Physiology	3
BIOL 341L	Physiology Lab	1
DRMA 205*	Aesthetics of Nursing Practice	3
MATH 221	Introduction to Probability & Statistics	4
NURS 208	Empirics of Nursing Practice	3
	Total Nursing	3
	TOTAL	18
Semester IV (Spring)		
NURS 207	Relationship Based Nursing Practice	2
NURS 292L	Health and Physical Assessment Lab	3
NURS 300A	Pharmacology for Nursing	3
NURS 300 AL	Pharmacology for Nursing Lab	1
NURS 310	Pathophysiology for Nursing	3
PHIL 210	Logic and Critical Reasoning	3
PSY 101	Introduction to Psychology	3
	Total Nursing	12
	TOTAL	18
BSN Program (Junior)		
Semester V (Fall) Sunday Monday Hospice Memorial, Kittitas		
NURS 209L	Nursing Procedures Lab	2
NURS 215	Nutrition for Nurses	2
NURS 215L	Nutrition Lab for Nurses	1
NURS 216	Professional Nursing - Thinking Like a Nurse	3
NURS 206	Family Nursing Inquiry	3
NURS 306L	Family Nursing Practice Lab	2
PSY 325	Human Growth & Development	3
	Total Nursing	13
	TOTAL	16
Semester VI (Spring)		
HIS 201W	World Civilization	3
NURS 312	Physiological Concepts in Clinical Reasoning I	3
NURS 321L	Physiological Clinical Reasoning Lab I	2
NURS 312	Psychosocial Concepts in Clinical Reasoning	3
NURS 314L	Psychosocial Clinical Reasoning Lab`	2
SOC 101	Introduction to Sociology	3
	Total Nursing	10
	TOTAL	16

Semester VII (Summer)		
NURS 316	Physiological Clinical Reasoning II	3
NURS 316L	Physiological Concepts in Clinical Reasoning II Lab	2
NURS 322L	Physiological Concepts in Clinical Reasoning III Lab (variable credit)	1
	Total Nursing	**6**
	TOTAL	**6**
BSN Program (Senior)		
Semester VIII (Fall)		
Language	Language (most students at HU receive credit for competency)	3
NURS 304**	Quality, Safety & Informatics in Nursing Practice	3
NURS 307	Policy, Power & Politics of Nursing	3
NURS 317	Community Oriented Nursing Inquiry	4
NURS 317L	Community Oriented Nursing Practice Lab	2
NURS 322L	Physiological Clinical Reasoning III	4
	Total Nursing	**15**
	TOTAL	**18**
Semester IX (Spring		
ENG 324W	Advanced Composition Writing in the Health Sciences	3
NURS 318	Nursing Leadership and Management	3
NURS 417	Community-based Collaborative Action Research	2
NURS 418L	Professional Role Integration	4
PHIL 310W	Philosophy and Culture	3
	Total Nursing	**9**
	Total	**15**
	Total Nursing Credits	**75**
	Total Liberal Arts Credits	**65**
	TOTAL CREDITS	**140**

*DRMA 205 fulfills the General University Education Requirements for a Performing Arts course, and is cross-listed under DRMA and NURS

**NURS 304 fulfills the General University Education Requirement for a Technology course.

Upon successful completion of the BSN curriculum, graduates will be eligible to sit for the **NCLEX examination** for licensure as a Registered Nursing (RN). Satisfactory completion of the NCLEX enables the graduate to practice as an RN in the state for which the examination was written.

Sequencing of the Nursing Curriculum.
        Overview.
The Bachelor of Science in Nursing (BSN) Program requires completion of 139 total credits over a period of 4 or 5 academic years.

Preparation coursework.

Qualified Heritage University students may be placed in the pre-nursing pathway in order to complete prerequisite courses – essential science and liberal arts courses. Students may transfer from any accredited community college, 4-year college or university.

Students are required to complete the Heritage University core curriculum requirements and all nursing major prerequisites before starting the fall semester of the nursing sequence. Students must also meet prerequisite program requirements prior to entry. Therefore, it is advisable to carefully study the published requirements and consult advisors regularly for planning.

After beginning the nursing sequence of courses, students are expected to work closely with their faculty advisor to complete the program of study in the required sequence of courses. Nursing students are enrolled in a combination of theory, lab, seminar, and clinical practicum courses. Clinical courses are paired with theory courses to provide an opportunity to learn the process and skills involved in caring for a certain group or population of patients. Therefore both the theory and clinical course must be successfully completed before a student may progress to the next courses in the sequence. Throughout the sequence of nursing courses, students experience a variety of clinical settings including hospital, long term care, home, and community settings. During all clinical experiences, faculty supervisors are available to students for consultation, collaboration, and supervision related to course objectives.

HERITAGE UNIVERSITY POLICIES AND RESOURCES

Statement on Diversity

The objectives of the Heritage University Equal Opportunity Program are to eliminate discrimination and, in conformity with state and federal laws and in keeping with the university's mission, to develop and maintain a workforce and a student body that reflect the communities of the regions that the university serves. Applications for employment and student admission are especially solicited from groups underrepresented in various levels of the workforce and/or in the region's higher education student bodies.

Heritage University Nondiscrimination Policy

Heritage University subscribes to the principles and laws of the federal government and the state of Washington pertaining to civil rights and equal opportunity, including Title IX of the Education Amendments of 1973. The university has a policy of equal educational opportunity, equal employment opportunity, and nondiscrimination in the provision of educational and other services to the public. Heritage does not discriminate in admission or access to its educational facilities or in its treatment of students or employees in its programs and activities on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, age, veteran status, or disabling conditions, in violation of federal or state law. The current law of the Americans with Disabilities Act of 1990, states the following: "A disability can be a physical or mental impairment that substantially limits one or more major life activities of an individual." The ADA law prohibits discrimination and ensures that individuals with disabilities have "the same opportunities as everyone else to participate in the mainstream of American life - to enjoy employment opportunities, education, to purchase goods and services, to participate in State and local government programs and services." As an institution of higher education, Heritage University commits to make reasonable accommodations to students with disabilities. If you believe you have a disability which may warrant you an accommodation, the first step is to contact the Office of Ability Services to schedule an appointment at: 509-865-8515 or e-mail OfficeofAbilityServices@heritage.edu.

Students with Disabilities

The current law of the Americans with Disabilities Act of 1990 (ADA), states that "a disability can be a physical or mental impairment that substantially limits one or more major life activities of an individual. The ADA law prohibits discrimination and ensures that individuals with disabilities have the same opportunities as everyone else to participate in the mainstream of American life - to enjoy employment

opportunities, to purchase goods and services, and to participate in State and local government programs and services." As an institution of higher education, Heritage University and the Department of Nursing commit to make reasonable accommodations for students with disabilities. The Department of Nursing at Heritage University abides by the Heritage University Office of Ability Services in compliance with the American's with Disabilities Act.

If you believe you have a disability which may warrant an accommodation, the first step is to contact the Office of Ability Services to schedule an appointment at: 509-865-8515 or e-mail OfficeofAbilityServices@heritage.edu. Click here to request accommodations.

University Academic Calendars
The Heritage University Academic Calendar is published on-line. The calendar includes final exam week. The Department of Nursing clinical calendar may extend beyond the parameters of the Heritage University academic calendar in order to schedule students for clinical experiences. This is necessary to accommodate clinical agencies and other nursing education programs. Nursing students are to make plans for work, travel, weddings, other social events, etc. based on the Heritage University academic calendar, and based on arranged laboratory or clinical time. Students will be notified of special clinical calendar in advance. Travel arrangements should be made to depart after the final day of the exam schedule and arrive at least the day before the first day of nursing courses. Students should not ask faculty for exceptions.

Student Handbook and Catalog
The Heritage University Handbook and Catalog are the resources for all students at the university. They contain information about resources on campus, activities, organizations, policies and rules and regulations. In addition they have emergency numbers and often-called numbers of university offices. You are responsible for being informed about the university's policies and regulations in the Handbook and in the Catalog. You may view the HU Student Handbook and the Heritage Catalog on-line.

Student Support Programs
There is an array of programs designed to support specific groups of students with specific academic and college enrichment. Students are encouraged to research the various programs and apply for assistance.

TRiO Student Support Services (S3)
TRiO (S3) Program mission is to increase retention and graduation rates of student by offering academic and personal support. It is committed to serving 160 low-income, first-generation college students and students with disabilities to earn a bachelor's degree within six years. While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social, and cultural barriers to higher education.
Services Provided:
Types of services the TRIO/SSS Program provides:
- Career Guidance0
- Free Tutoring
- Mentoring
- College Success Workshops
- Grant Aid
- Resume Writing Seminars
- Cultural Enrichment Activities
- Assistance applying for financial aid and internships
- Scholarship Awareness
- Summer Academic Enrichment Program

Contact Information
    On campus:

Phone: (509) 865-0701
Fax: 509-865-0724
Email: TRIOS3@heritage.edu

The Office of Academic Advising
The Office of Academic Advising provides students with opportunities to find their voice and fully engage in their academics in order to enrich their personal and intellectual growth. We promote a positive climate of respect and cooperation between advisor and student. This relationship will support students in developing the skills to think critically and make responsible choices.

Contact Information
On campus:
Phone: 509-865-0725
Email: Advising@heritage.edu

College Assistance Migrant Program (CAMP)
The CAMP is a federally funded program designed for first-year college students from migrant and seasonal farm worker families. CAMP at Heritage University provides college transition services to develop the skills and understanding necessary to excel in a four-year college environment. The CAMP staff is committed to four service areas: academic assistance, career planning, cultural enrichment, and support services. Throughout the first year of college, CAMP activities may include trips, workshops, guest speakers, seminars, and events to stimulate personal, cultural, and academic growth. To be eligible for CAMP, students must be first-year students at Heritage University who participate, or whose immediate family participates, in migrant and/or seasonal farm work, who have participated in the Title I Migrant Education Program, or wo have participated in the National Farmworker Job Program. For more information, please contact the CAMP office at (509) 865-8695.

Contact Information
On campus:
Phone: 509-865-8695 or 888-272-6190 (toll free)
Website: heritage.edu/camp
Email: hucamp@heritage.edu

Early Learning Center
The Heritage University Early Learning Center (HUELC) offers an educational experience within a nurturing environment for children ages 1 year to kindergarten age. The center is available to all students, all faculty and all families in our community. Families receiving outside support through Department of Social Health Services or Yakama Nation Child Care Grant are welcomed as well. The Early Learning Center is fully licensed through the state of Washington. The staff meets all state licensing requirements for first aid and food handling. Many hold credentials in early childhood education and child development.

Contact Information
Phone: 509 865.8630
Email: Childcare@heritage.edu

Student Life Department
The Student Life Department is dedicated to enriching the college experience for Heritage University students. Student clubs, Student Government Association, and all student events and activities are coordinated through the Student Life Department.

Student Government Association (SGA)
All currently enrolled full-time students are members of the SGA and may participate in the election of

representatives to its chief governing board, the SGA. The responsibilities of the Student Government Association are to serve as the organized student voice to faculty and administration regarding students' needs and opinions in matters of students' life and welfare, and to plan extracurricular activities that enhance the educational and interpersonal experiences of students while they are at Heritage.

Student Clubs

The Heritage University values the importance of student participation in clubs and organizations and recognizes that they play an essential role in student and campus engagement. By joining a club or organization, students have the opportunity to meet new people with similar interests, learn new things, and participate in activities and events. Students who would like assistance in planning and financing student activities are encouraged to contact the Student Life Coordinator.

Campus Recreation

Recreational Sports.

Heritage University supports HU students, staff, and faculty to participating in recreational leagues throughout the Yakima Valley. Some of the current sports the HU community participates in are indoor and outdoor soccer, co-ed softball, and basketball (men's & women's) to name a few. For more information about establishing a team, contact the student life department at studentlife@heritage.edu.

Intramural Sports.

Intramural Sports provide opportunities on campus to participate in a variety of sports. Currently HU offers soccer, volleyball, flag football, ultimate frisbee. As student interest and participation grows, there is an opportunity to expand our offerings.

Contact Information
Phone: 509-865-0701 or 888-272-6190 (toll free)
Fax: 509-865-0724
Email: studentlife@heritage.edu

Social and Mental Health Counseling Services

Students who are currently enrolled at Heritage University who are experiencing personal issues impacting their academic performance can work with a licensed mental health counselor. These services are free and totally confidential. Student s may contact the Northwest Employee Assistance Program at (509) 575-4313 to schedule an appointment.

Student Resource Page

The Student Resource Page on My Heritage contains a list of resources from local communities and Washington State that are available to students as well as a list of emergency contacts.

Academic Support

Heritage University is committed to providing students with learning communities for students seeking additional academic support and help. The Kathleen Ross Center houses the array of student support services at the University.

The Academic Skills Center and the Writing Center offer students the opportunity to work with skilled tutors to help students achieve their academic goals and improve their knowledge in specific subject areas. The Writing Center focuses on supporting students with idea generation and development, research papers, citation, and general composition writing for scholarships or graduate school applications. The Academic Skills Center provides group tutoring, one-on-one tutoring, and online tutoring in core content areas such as mathematics, science, accounting, and general study skills.

The Testing Center provides services to future students with complete placement testing for new or

transfer students who have applied for admission to Heritage University. Faculty and Current Students can use the Testing Center to administer make-up and accommodation testing. Community members can also request proctored testing services.

Career Services provides assistance with resume/cover letter reviews, interview preparation, employment connection, and Myers-Briggs assessment.

Library

The Donald K. C. North Library, located in the Kathleen A. Ross, SNJM Center, provides a central focus for the scholarly and intellectual life of its students, faculty and staff, and meets the informational and educational needs of the university and local community. The library develops, augments and maintains collections of print material, electronic products and other non-print resources to support all areas of the university curriculum; to facilitate the development of research skills for students, faculty, and staff on and off campus; and to contribute to the cultural enrichment of the Heritage community.

Resources

Library users have access to 70,000 print and 104,000 electronic volumes. The library subscribes to serial publications such as magazines, journals, newspapers and newsletters. Computer terminals provide online access to Voyager, an electronic catalog, which lists the university holdings. Membership in OCLC (Online Computer Library Center) and WIN (Washington Idaho Network) provides access to millions of additional records and materials from member libraries through interlibrary loan. Internet access is available, with web-based indexes, electronic journals, electronic books and reference databases licensed for use by the university community. Audiovisual materials for instructional support are located in the circulation area. Microform materials are located in the reference area. The library archive, called the K ROSS Collection, consists of rare research materials of regional and cultural interest. Consult the library Web pages for titles and access information. Please contact the library for assistance and access to these resources and services.

Information Literacy

Library personnel offer a wide range of opportunities for instruction and research strategies in the use of printed and electronic resources. Training includes library orientation, research strategies, library information retrieval, instruction for new students, instruction to support university courses, instruction sessions for classes or individuals and training of students who work in the library. Off-campus students and faculty have equal access to information literacy training and skills development. Additionally, students and faculty may contact the library staff via telephone, fax, e-mail and the university website.

Services Provided

The HU Library Web Page offers information regarding all aspects of library service and facilitates requests for such service. Links to online catalogs, licensed databases, useful Internet sites, tutorials, citation styles and other educational material address the needs of both faculty and students.

Library staff assists students, faculty and staff in the location and use of circulating and reference books as well as electronic databases.

Students, faculty and staff must have valid library accounts. Inquire at the circulation desk regarding establishment of accounts. All patrons must present a picture ID at the circulation desk to borrow materials. Books are loaned for up to four weeks, with one renewal permitted. Reference books, reserve materials and current periodicals may be used throughout the library. These items do not circulate.

The library issues a number of its own publications, including library use and research guides, subject bibliographies, newsletters, and user policies and regulations. Consult the circulation and reference areas for these handouts. Interlibrary loan of materials not held in the library is available to students, faculty and staff. Requests may be made via e-mail, telephone or forms available online. There is usually no

charge for this service.

The university licenses electronic databases. These are available on and off campus via the Internet. Consult the library staff or instructors for information on how to access these databases and electronic journals off-site.

A network printer is available for printing online material. These printers are for school-related purposes only. Non-university research can be saved to a portable device or e-mailed to a private account.

The library houses a photocopy machine, microfilm reader/printer, video and audio equipment, typewriter and basic office equipment for patrons.

Numerous ready-reference books and materials are available at the main reference desk. These include guides to database use and items of local interest.

The library staff will accommodate students with special needs.

Hours of Operation
Please consult the library Web page for current hours of operation. Changes in the posted schedule may vary during intersession and summer sessions. Contact the library with further inquiries at (509) 865-8521 or check the HU Library Web Page.

Information Technology (IT)
Heritage is committed to providing our students hands-on access to state of the art computing technology. Located in common areas, formal computer labs, and computer teaching centers located all across campus, these high technology resources include a Gigabit research network, Linux super computer array, and multiple dedicated student-computing labs.

High-speed Internet connectivity and access to a wide range of online classes and student support resources including IT HELP Center services, are provided by state-of-the-art, multi-gigabit fiber optic connections across the entire campus. Students, faculty, and guests are provided unlimited access to high-speed wireless (Wi-Fi) services. Students can find technology assistance in person at the Help Desk in Rick and Myra Gagnier Hall, at (509) 865-8579, or at ITHelpDesk@heritage.edu.

PaperCut (Printing)
Heritage University provides each student with a $12.50 credit for printing from campus printers for each semester a student is enrolled. Instructions for downloading PaperCut software for Windows or Mac can be found on MyHeritage>Help Center> PaperCut Windows Installation or MyHeritage>Help Center> PaperCut Mac Installation.

Campus Security
Heritage University Campus Security offers an array of services such as: parking, photo ID, security escorts to classes, vehicles, or other campus located destinations. Security assists with vehicle lockouts, battery jumpstarts, and flat tire changes. All services are complementary and no charge will be issued for services provided by the Campus Security Department. For more information on Campus Security, see the HU Student Handbook.

My Heritage
My Heritage is the Heritage University web portal containing news and announcements, upcoming event information, and course information. It is located at MyHeritage.

Registrar

The Registrar's Office at Heritage University is dedicated to supporting the educational purpose and mission of the University. We strive to serve the college community in a timely, friendly and accurate manner. At the same time, it is our job to guard the integrity and security of all student records in a manner consistent with ethical and legal standards. The Registrar's Office supports students in all phases of university life, including registration, class scheduling, and graduation. Our office is located in the Student Services building.

To contact the Registrar's Office:
    Registrar Staff Associate (Transcripts and Registrations): 509-865-8506
    Credentials Evaluator (Transfer Credits and Graduation): 509-865-8509
    Registrar: 509-865-8505
    Email: registrar@heritage.edu
    Order Transcripts:
    Degree and Education (Enrollment) Verification:
    (Degree and Enrollment is verified by the National Student Clearing House)

Registering for Classes Online
Follow the steps listed below to register for classes online:
1. Log into **MyHeritage** (https://myheritage.heritage.edu/ics)
2. Click on **Students tab**
3. Under the heading **Registration** click on **Online Registration**
4. Complete **Information Update** first before registering for courses.
5. Click **Add/Drop Courses**
6. Change the **year and term** to reflect the term you want to register for.
7. Start your search by clicking on the **Course Search Tab**
8. Add courses that you find will fit your schedule and academic plan.

Contact your Academic Advisor to schedule your registration appointment.
Contact the Registrar's Office for any registration questions at registrar@heritage.edu.

Documentation
The Department of Nursing maintains and retains student records in accordance with the Heritage University policies, as well as federal and state laws governing student privacy.
In keeping with the Family Educational Rights and Privacy Act (FERPA), students have the right to expect that information stored in their Nursing Department files will be kept confidential.

The Department of Nursing will maintain a file in the office for each student in the nursing major. These files will be maintained and monitored by the faculty and staff of the department of nursing only. All student files will remain in a locked security cabinet and/or password protected computer when not specifically in use. Files may be accessed only by Heritage University Department of Nursing personnel involved in advising, instructing or assisting students in an official capacity or in filing or maintaining paper or electronic databases. Those who have direct access include the Director of the Heritage University Department of Nursing, the Administrative Coordinator for Nursing, faculty and designated staff. No other party may view the contents of a student's file without the student being present unless the student has provided written permission. A signed permission form must be placed in the file to document such access has occurred. Such third party review will only be provided in the presence of designated personnel, and will require valid photo identification.

Financial Resources
At Heritage University, we're committed to making sure nothing stands in the way of your college education, especially finances. With financial assistance in the form of loans, grants, scholarships and work study programs available to all qualified students, you can reach your educational goals without putting a huge financial burden on your life.

Both federal and state financial aid is available to students through FAFSA, and, since Heritage is a private university, we're able to further supplement student aid through institutional scholarships. Currently, Heritage awards nearly $1.6 million annually, and over 95% of our students are able to take advantage of some sort of financial aid. So no matter what your situation, continuing your education and achieving your goals is more possible than ever.

We encourage all students to complete the Heritage University Academic Scholarship Application for consideration of merit scholarships. Additional scholarships can be found under Outside Scholarships under the Financial Aid section of the student portal, myHeritage, and in the washboard.org.

Details for financial aid can be obtained on the Financial Aid Website.

Nursing Scholarships and Financial Awards
There are a variety of scholarships available for nursing students. Below are links to websites where some of these can be accessed. Announcements of additional scholarship opportunities will be made throughout the year via e-mail.

- AfterCollege Succurro Scholarship
- Alexander Graham Bell Foundation College Scholarship Award
- American Assembly for Men in Nursing
- American Nurses Foundation (ANF)
- Army ROTC Nurse Program and Scholarships
- Barbara Rhomberg Excellence in Nursing Scholarship
- Geraldine "Polly" Bednash Scholarship-AACN Scholarship
- Choosenursing.com
- Discovernursing.com
- Ed.gov
- Edmund F. Maxwell Foundation Scholarship
- FNSNA Scholarships Undergraduate Application
- Global Health Nursing Scholarship
- Hispanic Scholarship Fund
- HRSA Nurse Corps Loan Repayment Program
- Hurst Review Services AACN Scholarship
- Inland Empire Nurses Association (IENA) Scholarship
- Marine Corp Scholarship Foundation
- MinorityNurse.com
- National American Arab Nurses Association
- National Association of Hispanic Nurses
- National Black Nurses Association
- Navy Nursing Scholarships
- NURSE Corps Scholarship Program
- Nurses.info
- Nursing Students of Washington State (NSWS)
- PEO International
- Philippine Nurses Association of America
- Pride Foundation
- Sigma Theta Tau (STT)
- The Army Nurse Corps Association
- U.S. Airforce ROTC Scholarships

- [Washington Center For Nursing - Scholarships, Loans, and Grants](#)
- [Washington League for Nursing](#) (NLN)
- [Washington State Opportunity Scholarship](#)
- [Washington Student Achievement Council](#)

Expenses

Nursing students will have some expenditure in addition to tuition, books, and living expenses. Planning for these costs may help to lessen the strain on the budget. First, please note that fees are assessed for college lab and clinical lab courses that require small class sizes and for evaluative HESI testing as well as costs associated with laboratory courses.

Other expenses include, but are not limited to, the following (approximate cost of some items is included):

- Health and accident insurance
- Professional liability insurance
- Annual health requirements (TB screening, immunizations, health assessment)
- CPR Certification fees
- Uniform and shoes
- Name badge
- Stethoscope: Approximately $50 -$200
- Watch with second hand
- Pen light
- Pocket calculator
- Transportation to clinical agencies
- Filing fees for NCLEX Exam and RN Licensing: Approximately $300
- Department of Nursing pin.
- Graduation Fee
- *Typhon*® software - $50
- Elsevier *Clinical Skills: Essentials Collection*® software - Approximately $346
- *E-Portfolio/Chalk & Wire*® software - $120
- *SafeMedicate*® software- Three year subscription - $124

Employment

Many students pursue a nursing degree and successfully balance a variety of non-academic responsibilities. To be a successful student your primary focus is to devote adequate time to your studies. For every hour of academic course work, you can plan to spend approximately 3 hours a week outside the classroom to study and be prepared for class. So a 3 credit hour class would require 9 hours a week outside the classroom to accomplish homework, work on group projects, study for tests, and keep up with assigned reading. Once you begin the BSN program, we suggest that if you must work that you work no more than a minimal amount of hours (e.g., up to 12 hours per week). You can always increase your hours during semester breaks and during the summer between your first and second year in the program. Students are encouraged to discuss employment commitments, financial difficulties, and academic plans with their advisors.

Nursing Technician Information

To begin working as a nursing technician in Washington State you must:

- Have successfully completed NURS 209, NURS 215/NURS 215L, NURS 216, NURS 292L, NURS 300, and NURS 310 in the Department of Nursing BSN Program.
- Be a student in "good standing".
- [The Washington State Nursing Technician Registered Program Application is available online.](#)
- Complete Section 6: Employer Verification PRIOR to having the Department of Nursing complete Section 5: Education Verification. After completing the other sections, drop off your application for the Chair of the Department of Nursing to sign Section 5.
- Allow 5-7 business days for processing. When completed, you will be notified to pick up your document from the nursing reception desk.

To continue working as a nursing technician in Washington State you must:
- Be enrolled in nursing courses and a student in "good standing."
- Your employing agency must verify your satisfactory completion of each semester and your good standing in the nursing program by sending a memo to the Department of Nursing. If you are on probation, dismissal, suspension, or non-compliant with your health record, you are not in good standing.
- You must provide your employer with an updated skills checklist if requested. You will receive a copy of your skills checklist upon successful completion of these courses: NURS 209L, NURS300L and NURS215L. Please be certain to retain a copy of this skills checklist in your portfolio to provide to prospective employers upon request.

ACADEMIC STANDARDS

Academic Progression Guidelines
Heritage University Department of Nursing recognizes the need to set expectations for how students shall progress toward academic degree completion. Students are reviewed each academic term by the student's academic advisor and the BSN Program Director to determine that students remain within good standing in the university and nursing, and are progressing toward the BSN degree.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to academic progression, to progress in the BSN program, the student must show evidence of continuing development in interpersonal relations and communication with patients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters.

Academic Progression Sequence Guidelines
Progression is based on the sequential arrangement of the curriculum. Students may not take a succeeding level course without completion of the previous level course(s) or prerequisite course(s), without recommendation of the Admission, Retention, Progression and Graduation (ARPG) Committee and/or the approval of the BSN Program Director.

A student who takes fewer than the required nursing credits for the specified program of study will be considered 'out of sequence.' Courses are not offered every semester, which will affect the timing of re-entry and program completion. Out of sequence students will be allowed to register for nursing courses on a space-available basis.

Repeating a Course
A student who receives a grade lower than B- or a WP (withdrawal passing) in any nursing course must repeat that course. A student may repeat any nursing course only once.

A student who fails or withdraws from a clinical course must repeat the clinical course and may be required to repeat the related theory course(s) concurrently, at the discretion of the ARPG Committee. Students must pass the repeated clinical course in order to progress. The student will be permitted to register for a course being repeated on a space-available basis.

Because repeating a course may put the student out of sequence, a new plan of study must be developed by the student in consultation with his/her nursing advisor for progression through the sequence of nursing courses. A copy of the plan will be placed in the student's academic file.

Professionalism
The education of the students in the Heritage University BSN Program is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (American Nurses Association Code for Nurses with Interpretive Statements, 2015).The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students at Heritage University are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care. The purpose of this policy is to provide the student with information to meet these expectations.

Failure to comply with Appendix J Policy #009 - Professionalism may result in the student earning a grade failing to meet academic criteria for the course.

Suspension from Clinical Practice
Heritage University clinical faculty supervisors reserve the right to suspend a student from the clinical practice setting if the student is ill, unprepared, late, or a risk to patient safety. Suspension from clinical practice for any reason, excluding student illness, is unexcused, thus carrying the requisite grade consequences as described in the course syllabus for unexcused absence.

Dismissal from the BSN Program
    Disciplinary Dismissal.
Disciplinary dismissal may result from the following:
1. Violation of the Heritage University Code of Conduct.
2. Violation of Washington State Nursing Care Quality Assurance Commission (NCQAC), Washington Administrative Code (*WAC 246-840-700*), *Standards for nursing conduct and practice.*
3. Unsafe, unethical, illegal or unprofessional behavior in violation of National Student Nurses Association (NSNA) *Code of Academic and Clinical Conduct* (2017) or the American Nurses Association (ANA*) Code of Ethics with Interpretive Statements* (2015).
4. Violations of the *Health Insurance Portability and Accountability Act (HIPAA);* Pub.L. 104–191, 110 Stat. 1936) (1996).

    Disciplinary Suspension.
A student under investigation for alleged unprofessional, unethical, or illegal activities or behaviors listed under "Disciplinary Dismissal" will be suspended from the clinical setting. Cause for disciplinary suspension will be reviewed by Admission, Retention, Progression, & Graduation (ARPG) Committee and may lead to dismissal if the student is found to be in violation of professional and/or academic codes of conduct.

    Academic Dismissal.
Academic dismissal may result from failure to remain in good standing, consistent with the policy for

Progression in the BSN program.
1. Course failures and in two nursing courses.
2. Failure to achieve a "B-" (2.75) in all nursing courses.

An academic failure results from achievement of a grade lower than B- or a "withdraw failing" in any nursing course.

Academic Withdrawal in Good Standing.
Students who withdraw in good standing are not dismissed from the BSN program.
To withdraw in good standing, a student must meet both of the following criteria:
1. Withdrew passing from coursework
2. No violation of professional or academic codes of conduct on record

Appeals.
1. Alleged violations of the Heritage University Code of Conduct will be adjudicated through the procedures described in the Heritage University Student Code of Conduct and Disciplinary Action.
2. Following a decision of dismissal, the student has the right to appeal following the Heritage University Student Rights and Responsibilities policy.

Student Status – Good Standing
A Department of Nursing student is considered to be in "good standing" when the student:
- is compliant with all Department of Nursing health and other related requirements, and
- is not on probation for any reason, and
- is currently enrolled fulltime and attending classes in the BSN program or in the Pre-Nursing Pathway, and
- Registers for each semester of their program of study.

DEPARTMENT OF NURSING RESOURCES

Use of Technology

MyHeritage.
MyHeritage is the online learning management system used across the Heritage University campuses. When registered for nursing courses, students are automatically loaded onto the course site. Click on "My Heritage" from the Heritage University homepage. Use your Heritage University username and password. Courses in which the student is enrolled using the *MyHeritage* will list. Detailed information for specific readings in each module is provided on *MyHeritage*.

Browsers.
For optimal *My Heritage* use, download Chrome or Mozilla Firefox. Do not use Internet Explorer.

Unsupported Browsers.
America Online (AOL), Prodigy, Juno, MSN, Yahoo and other internet service providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with Heritage University. *Internet Explorer* is not fully compatible with *MyHeritage*. Connections may be broken, causing the student to be logged off in the middle of submitting an assignment or taking a quiz, and this can be aggravating.

Some applications in courses use *Java, JavaScript*, browser plug-ins, helper applications and cookies. It is **essential** that the student have these elements installed and enabled in their web browser for optimal viewing of the content and functions of the course.

E-Portfolio/Chalk & Wire.
If not already purchased, please contact the HU Bookstore @ 509-865-8500.

Additional Software Packages:
A number of nursing courses require the use of *TYPHON®*, *Evolve Clinical Skills: Essentials Collection*, and *safeMedicate®*. Students will be oriented to how to use these technologies during the first week of the semester. As new software packages become available that may be beneficial to student learning, they will be reviewed and recommended.

Communication
Electronic Messaging
The primary means of communicating with students is through the Heritage University e-mail system. It is the University's expectation that students use **only** the Heritage University email account and check their Heritage University e-mail account <u>at least daily</u> to keep current with pertinent university information. Official correspondence may include academic-related deadlines, registration, advising and graduation information, virus alerts, student government notices, etc. Additionally, faculty will direct course information, assignments, discussions, and clarifications to students through e-mail. **You are responsible and accountable for messages and information sent to you through this means.** Email that comes through other providers such as Yahoo, AOL, or Gmail will not be opened. Do not link the Heritage University email account to any personal email account. Use each account separately.

One major advantage of using your Heritage University e-mail account is that, while your mailing address may change throughout the course of your enrollment, your e-mail account may always be accessed via the Internet at [Heritage Outlook Web App](#).

Faculty
Faculty members are available in their offices during office hours and by appointment. Please feel free to ask them questions and seek out additional help when needed. Location of administrative and faculty offices can be found in the course syllabi. To contact faculty members, students may use the instructor office telephone number or email. Faculty members will supply you with additional contact information, such as a pager or cell phone number as needed for access from clinical sites.

The Administrative Coordinator of the Department of Nursing is located in office 2237 of the College of Arts and Sciences Building. She can assist with questions and health requirements. Please feel free to stop by and introduce yourself.

Student Advisement
Each student is assigned a faculty advisor and will be notified of the assignment via email. The faculty academic advisors work closely with the Director of the Department of Nursing to serve as a guide and resource for each assigned student advisee for smooth entry and progression in the Department of Nursing.

The student's responsibilities in the academic advising relationship are to:
• Take the initiative to contact and get know the faculty advisor, and help the faculty advisor get to know the student. Be mindful of the need to work with the faculty advisor during posted office hours or make other arrangements in advance.
• Consult with the faculty advisor about changes in the student's academic progress, course selection, and academic, career, and life goals.
• Notify the faculty advisor immediately whenever a serious problem (e.g., medical, financial, personal) disrupts the student's ability to attend classes or interferes with the student's ability to focus on their education and to perform their best work.
• Prepare for meetings with the faculty advisor by gathering relevant decision-making information, creating a list of questions and drafting a course schedule (if the meeting is focused on course selection for the coming

semester).

- Keep a personal record of the student's progress toward the BSN degree. Organize official Heritage University documents (catalog, Heritage Curriculum Worksheet, etc.) and bring them to advising meetings.
- Be familiar with the BSN curriculum requirements. Schedule courses each semester in accordance with those requirements.
- Follow Heritage University procedures when registering for courses and making adjustments in class schedule.
- Observe academic deadlines. Know when to register and when to drop or add classes. Schedule an appointment with the faculty advisor well in advance of these deadlines.
- Take the initiative to investigate options for changing advisors if a positive relationship is not developing.

Developing the BSN Student Portfolio

The goal of the Heritage University BSN program is for each student to graduate, pass the NCLEX on the first attempt, and to be a competent, confident, and ethically grounded professional nurse. Heritage University professional nurses are known for their ability to use reasoned clinical judgment in the provision of effective nursing care, while embodying social justice and life-long learning.

BSN Program Outcomes state "The Heritage professional nurse assumes accountability for maintaining professional practice through self-reflection; and demonstrates continuous professional engagement and lifelong learning." To promote accountability for lifelong learning, students track and reflect on individual performance and progress toward professional nursing goals. To this end students maintain a professional portfolio. The portfolio is an excellent method for review and reflection on personal development toward achieving of the BSN program objectives.

In NURS 114, *Personal Knowledge Development*, students will start the portfolio which will contain a key assignment demonstrating competency in personal knowing; In courses to follow, students will add to their portfolio by reflecting on key assignments related to ethical knowing, empirical knowing, aesthetic knowing, relationship and communication skills; care management skills; nurse provider skills; understanding of the individual, family and community as units of nursing care; nursing action skills, as well as values and nursing knowledge. It is essential that the portfolio be current, as it is necessary that key assignments documenting development, as well as personal reflections, be readily available to faculty, external reviewers, and in a more limited format to future employers.

Students will receive a list of key assignments and other required documents to include in the portfolio. Students will add clinical evaluations, external testing results, academic work and reflections throughout the BSN program. The portfolio will be reviewed by the student along with the faculty advisor during advising sessions, and at the end of the program in one of the BSN capstone courses, NURS 418, *Professional Role Integration.*

Written Assignments

Students in the BSN program cultivate the ability to write in an orderly and logical manner, clearly communicate reflective thinking, as well as critical thinking and clinical judgment. Students use appropriate grammar, punctuation, and syntax in the English language. Research and documentation skills are also essential.

Most nursing journals require the American Psychological Association (APA) format. Thus, papers submitted for nursing courses are required to follow the writing and documentation guidelines referenced in the 2010 Publication Manual of the American Psychological Association (6th ed.). The manual is a required publication and is available for purchase on line or to order from the Heritage University Bookstore.

Criteria for evaluating written assignments are determined by the BSN faculty and available to students taking courses. If a paper contains a number of grammatical errors, incorrect format, or other problems, faculty has

the option of either requiring corrective action or assigning a grade based on the criteria, including a failing grade. Help with written assignments is available from the Writing Center.

Time Management
Students should plan for approximately three hours of study and library time each week for every one theory credit hour. In addition to actual time in the clinical setting, preparation for practice and patient care requires substantial time outside the clinical setting, and must be an integral part of your time management.

Taking Quizzes, Tests and Exams
In order to promote academic honesty by providing a safe and secure testing environment, the following procedures will be used when quizzes or examinations are given in Nursing (NURS) classes:

- Student must take quizzes, tests and exams during the allotted time frame.
- Students will not be allowed to leave the testing area until finished with the quiz/test/exam. In cases where multiple quizzes/tests/exams are scheduled within a time frame, a break may be taken in-between each quiz/test/exam.
- Students will be required to bring only pencils to quizzes/tests/exams. If calculators are necessary, these will be provided by faculty administering the exam.
- No paper may be taken into or out of the testing center during a test/quiz/exam. Any notes taken during the test must be given to the test proctor prior to leaving the testing environment.
- Students will not be permitted to use cell phones, PDAs, pagers, computers, or other electronic devices during quizzes/tests/exams. These should be turned off and stored along with books and backpacks.
- Students will comply with the seating arrangements designated by the test proctor.
- In the event that a quiz/test/exam is missed, it is the responsibility of the student to make arrangements with the course faculty for make-up. Some faculty will have a designated make-up time; other faculty will make individual arrangements.
- It is expected that students will take quizzes/tests/exams independently; collaboration is not permitted. Access to each quiz/test/exam is only once. If the student becomes logged off but does not physically leave the secure testing environment, the student will notify the attendant/proctor in the testing center to e-mail the instructor.
- The quiz/test/exam questions will be released one at a time in random order. Each question must be answered as it comes up; no backtracking is permitted.
- Any type of recording or discussion of quiz/test/exam items during the testing window is academic dishonesty and will result in disciplinary action as described in the Heritage University student handbook which can include dismissal from the course, nursing program/academic major, and the university. ii.
- Quiz/test/exam items may be discussed amongst students after the testing window closes and the quiz/test/exam items and answers will be revealed after all students have completed the quiz/test/exam.

OPPORTUNITIES FOR STUDENT GOVERNMENT AND LEADERSHIP

Committee Membership of the Department of Nursing
Faculty in the Department of Nursing value student input in addressing issues that affect students and their educational process in the Department of Nursing. For this reason, active participation by students through representation on committees within the Department of Nursing is not only invited, but required by the Department of Nursing Bylaws. Participation on a committee provides the opportunity to advocate for the perspective of students as well as share in the critical analysis of various aspects of the educational experience. Student representation is required for the following committees:
- Nursing Faculty Assembly
- Admission, Progression, Retention and Graduation

- Bylaws and Policy
- Curriculum
- Program Evaluation

Committee General Job Description
A responsible, qualified pre-nursing or nursing student will be appointed as a Department of Nursing Committee representative. This student will serve as liaison between the nursing student body and the Department of Nursing faculty. Each nursing committee shall have the appropriate number of nursing student members selected each year by the nursing student body for a one-year term. A student may serve a maximum of two consecutive terms on a committee. Student representatives on committees are voting members.

Qualifications.
The qualifications for the student committee member shall be in accordance with the Nursing Student Handbook and the requirements of the Department of Nursing.
- Must be a pre-nursing or nursing student at Heritage University
- Must be in good academic standing (not on academic probation/suspension)
- Must be able to commit to attending committee meetings regularly
- Willingness to provide committee with student input
- Able to maintain open communication with designated faculty committee chairperson as well as the nursing student body.
- Student representatives shall maintain appointment in progressing from one course to the next and shall continue until graduation from the program, except for the following conditions:
  o Student relinquishes own representative status
  o Student does not follow the normal progression sequence
  o Student displays unprofessional actions/behaviors in this role

Selection.
Representatives are selected each year through the official nursing student assembly organization.

National Student Nurses Association
All students are strongly encouraged to join the Heritage University Student Nurses Association (HUNS), an organization active in local community service activities and in student government. HUNS is a constituent member of the state association, [Nursing Students of Washington State](#) (NSWS), and of the [National Student Nurses Association](#) (NSNA). NSNA is a pre-professional association for student nurses that offer students opportunities for involvement in self-governance and leadership. Attendance at the annual state and national convention each spring is encouraged. Further information is available through the chapter meetings, the faculty advisor and/or from the Program Director.

Graduation
Graduation Activities.
The fulfillment of program requirements culminates in a series of university activities in April and/or May, including a Pinning and a Commencement ceremony. Attendance at these functions provides an opportunity for thanksgiving and sharing of accomplishments with loved ones and faculty. All students currently enrolled in the BSN program should plan on attending Graduation.

Pinning Ceremony.
A tradition in nursing education is that each Department of Nursing has its own unique pin which identifies each nurse as a graduate of that university. Likewise the Nursing Department holds a pinning ceremony to symbolize the welcoming of new nurses into the profession of nursing. It is a special time to celebrate the graduates, their families and faculty. All students currently enrolled in the BSN program are required to attend the

Pinning ceremony.

The planning process for the pinning ceremony is shared by the Department of Nursing and the graduating cohort.

The shared responsibilities for the pinning ceremony are outlined below:

Graduating Cohort	Department of Nursing
Choose student speakers	Refreshments, decorations, award plaques, printing, and supplies
Choose MC and faulty keynote speaker	Communicate with catering services
Choose teacher award recipients(s) for faculty recognition	Choose date (in consultation with students) and reserve venue
Choose student to present any awards	Choose student award recipients recipinets
Pinned by nurse faculty or preceptor of student's choice	Order student and faculty award plaques
Purchase own pins and ribbons	Develop the Pinning Ceremony program
	Design Pinning Ceremony Invitations

CLINICAL POLICIES AND RESOURCES

It is the student's responsibility to meet all deadline requirements specified by the Department of Nursing in order to participate in any nursing courses and remain in good standing.

Clinical Rotations and Facilities

Clinical experiences occur in a planned sequence which allows for integrating theory with clinical practice. The Heritage University Department of Nursing contracts with numerous health care agencies in Yakima, Kittitas and King Counties, and the Sovereign Yakama Nation to provide opportunities for clinical experiences. This allows students to interact with multi-disciplinary health care professionals and to care for a wide variety of patients and families. Different clinical sections may have varying hours depending on the goals for the experience, the clinical setting and guidelines set by the facility. Clinical hours may include evening and weekend hours.

The Heritage University Department of Nursing is very fortunate to have the ability to place students in a variety of quality clinical sites. However clinical sites are limited. Clinical sites are negotiated each year in coordination with all Nursing programs in the area and with each clinical facility. The clinical facilities make assignments to each nursing school for a certain number of students, in certain units and on certain days. HU must abide by these decisions. Some clinical sites used regularly are some distance from the university. While travel to some sites may present a challenge, HU is privileged to have many options for clinical placements of students.

Students have important reasons they prefer certain clinical sections. However it is not realistic that every student will have primary choice or the most desired clinical placement. Therefore the Department of Nursing retains the right to assign students to clinical sections. Regardless of clinical placement assignment, each student is expected to assume responsibility for transportation to the clinical sites, and to resolve conflicts with work schedules, and family responsibilities. Students may not participate in clinical experiences on a unit at an agency in which the student or first degree relative is employed as it creates conflicts of interest for student learning.

Transportation

Theory and lab courses are held on the Heritage University campus or the Pacific Northwest University campus in Yakima. Heritage University assumes no responsibility or liability for use of a personal vehicle for

transportation.

Clinical Dress Code

A clinical placement dress code has been established for Heritage University BSN students in recognition of the fact that the mode of dress has an effect on the establishment of a rapport and working relationship with patients, families, and other care providers. In uniform, students represent themselves, the Heritage University Department of Nursing, and the profession. The purpose of this professional attire and appearance is to:

1. Identify the person as a Heritage University BSN student.
2. Promote the safety of the patient, family and Heritage University BSN student.
3. Promote the development of trust by reducing barriers to the establishment of a therapeutic nurse-patient relationship.
4. Provide consistency with infection control, safety, and patient comfort guidelines.

It is not intended to stifle individuality or be restrictive; rather, it is an attempt to help students make the transition to professional nursing.

The entire dress code policy can be found in Appendix I Policy #039 Dress Code. Non-compliance with this policy will result in the student being sent home from clinical or lab, and a possible academic warning. If a student is sent home, he/she may or may not be able to make up missed clinical hours. It is up to the discretion of the clinical faculty supervisor.

Clinical and Lab Experience Attendance

Attendance at clinical practice and lab experiences is required, necessary to achieve learning outcomes, and will be monitored by course faculty. Missed hours can prevent adequate development of knowledge, skills, attitudes and clinical judgment required for safe and effective nursing care. Absence from clinical/lab jeopardizes the student's ability to successfully meet the required clinical course outcomes.

Time management is a necessary professional skill, and punctuality is expected in professional comportment. Students are expected to arrive on time for clinical/lab and stay for the entire time allotted for that clinical/lab experience. Important information affecting patient care is communicated to students at the start of clinical experiences. Therefore, tardiness for clinical/lab experiences jeopardizes the student's ability to give safe nursing care.

An absence for extenuating circumstances requires notification to the clinical faculty supervisor. All students are responsible for notifying their assigned unit/agency and faculty supervisor of an absence at least 60 minutes prior to the scheduled start time, as directed by course syllabus.

The clinical faculty supervisor has the responsibility to ensure patient safety is not compromised. Therefore, any student unable to participate fully to provide safe and effective care to patients will be dismissed from the clinical experience and incur a clinical absence. Students, who are unprepared for a clinical agency or lab experience, as determined by the clinical faculty supervisor, will be sent home. This day will be considered an absence.

A student who is ill with a fever must confer with the clinical faculty supervisor to determine how to proceed.

The clinical faculty supervisor reserves the right to send home any student deemed impaired in such a way as to prevent safe and effective nursing care. Impairment may due to illness, emotional turmoil, substances, or other influences. The missed time is considered an absence. To be excused, the student must present an excuse from a licensed care provider.

A student with a pattern of clinical/lab tardiness or absence will have challenges in achieving the clinical/lab student learning outcomes. The student may receive an unsatisfactory in the clinical component of the course,

resulting in clinical nursing course failure.

The impact of missed clinical/lab/agency experience on the student's ability to meet course outcomes will be determined by the clinical faculty supervisor. The clinical faculty supervisor may require additional clinical work in order to meet the course outcomes. If the clinical faculty supervisor determines that the student requires additional work, the makeup work will be mandatory. The make-up hours may be scheduled over a week-end or over the scheduled break. The date and time of the make-up are at the discretion of the course faculty. Students who do not attend a scheduled clinical make-up experience will receive a failing grade for the course.

Heritage University Student Affairs is ready to help solve problems that interfere with attending class. They can be reached by phone at 509-865-0440, ext. 2001, or email at studentaffairs@heritage.edu. However, if the course head does not hear from a student, the *Heritage University Catalog* attendance policy states "a faculty member may recommend an administrative withdrawal [from a course] whenever a student misses two consecutive class sessions and does not contact the instructor." Prior to any such action, the course instructor will submit a Faculty Advocacy request asking Student Affairs to contact you. Student success is the primary goal.

Expectations for Nursing Care
Heritage University BSN program faculty consider our students to be our junior colleagues. The department faculty hold ourselves and our students to a high level of expectation for learning. We value persistence in seeking to understand the best way to apply evidence to nursing practice. Faculty supervisors provide assistance to students in applying nursing knowledge to practice, and to become skilled and confident in giving safe and effective professional nursing care.

Faculty expect students to be goal directed in the clinical practice learning arena, and to seek learning opportunities to meet their learning goals. Faculty help students cultivate mindfulness and openness to feedback from faculty and nurses in the clinical setting; and to reflect on experiences in order to maximize the learning process.

Heritage nursing faculty and students respect the dignity of each person. Confidentiality is of paramount importance, and each student is responsible for knowing how the clinical agency adheres to HIPAA and confidentiality statements. All patient data as well as other agency specific proprietary data must be respected. Photocopying of any agency/patient record is not allowed for any reason. Student conduct judged unethical or unprofessional in the clinical setting, including but not limited to breaches of confidentiality, may result in sanctions. See the "Professionalism" and "Dismissal" policies.

Acute Illness
Unavoidable absences due to such events as an illness or family emergency, death in the family or severely ill family member sometimes occur. Students should not attend clinical practice with any illness which may be transmitted to a patient, other students or faculty. Students who are unavoidably absent from the classroom session or clinical or lab experiences are expected to notify his/her instructor and preceptor when applicable prior to session or experience so that alternate plans to achieve learning outcomes can be made. In the case of absences due to illnesses or injuries, a health care provider's statement may be required by the instructor for the student to return to the clinical or lab setting.

Emergency care
If injury or illness occurs while a student is at a hospital providing patient care, the hospital will provide emergency care on a fee-for-service basis. The student is responsible for payment of any charges.

HEALTH REQUIREMENTS FOR THE DEPARTMENT OF NURSING
ALL nursing students must have current and up-to-date documentation of meeting ALL health and safety

requirements for their Clinical Passport on file with the online CertifiedBackground.com CertifiedProfile Tracker. All requirements must be met prior to participation in patient care/clinical experience and in order to maintain a status of good standing. Students will place their background check order on CertifiedBackground.com and then set up their CertifiedProfile Tracker. Students will be able to view all the requirements mandated by the Department of Nursing for their Clinical Passport. Upon completion of each requirement, students are able to upload, fax or mail in their documentation to their CertifiedProfile Tracker. Once completed the requirements will be reviewed and verified online. Failure to meet the requirements and specified Department of Nursing deadlines will prevent a student from entering or continuing in nursing courses and thereby alter progression in the program. Specific requirements and compliance dates are outlined in the Heritage University Department of Nursing Student Clinical Passport Requirements and updated via courtesy email notification through your CertifiedBackground.com account.

Students are to keep all health records current and up to date in their online CertifiedProfile Tracker for Heritage University Compliance and their Clinical Passport. These documents must be available at all times in order to provide immediate verification to clinical agencies, employers and other parties as required. Students have 24/7 access to their online CertifiedProfile Tracker for convenient management. Agencies conduct compliance audits throughout the program. Failure to meet the Clinical Passport requirements and specified Department of Nursing deadlines will prevent a student from participating in patient care/clinical experience and thereby alter their good standing and progression in the nursing program.

Background Check
Students are expected to undergo a background check through CertifiedBackground.com and provide the report results before they are accepted for assignment to a clinical site. In addition, the clinical site will require students to provide it with a satisfactory criminal background check before beginning clinical assignment or may require students to undergo a criminal background check of the agency's choice prior to beginning a clinical experience in that agency. It is the student's responsibility to meet all deadline requirements specified by the Department of Nursing in order to participate in any nursing courses and remain in good standing.

BLS Certification
Students must hold current certification in an American Heart Association - Health Care Provider Course (2 year certification). Other BLS courses are not accepted.

The BLS Healthcare Provider Course is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out- of-hospital.

Students must show evidence of proper certification prior to starting clinical practice. Any lapse in coverage will render the student ineligible for participation in classes and in clinical nursing courses.

Health and Accident Insurance
Students are required to carry comprehensive health and accident insurance. Students must show evidence of current health insurance coverage by providing a copy of their current health insurance card.

Students are expected to maintain continuous insurance coverage data. Evidence of current coverage can be required at any time during the program of study. Lapse of insurance coverage will restrict clinical participation, the consequences of which are the sole responsibility of the student.

Students may be required by clinical agencies to provide evidence of coverage by a comprehensive health and accident plan which will provide continuous coverage during participation in clinical.

Immunization/Testing Requirements
This information outlines the immunizations and testing requirements while in the nursing program of study. All health records must have agency signatures and list the agency name and address. Students will place their background check order on CertifiedBackground.com and then set up their online CertifiedProfile Tracker. Students will be able to view all the requirements mandated by the Department of Nursing for their Clinical Passport. Upon completion of each requirement, students are able to upload, fax, or mail in their documentation to the online Certifiedbackground.com CertifiedProfile Tracker. Once completed the requirements will be reviewed and verified online.

A complete list of required immunizations/testing requirements can be found in Appendix H – Immunization and Other Requirements Policy..

EVALUATION AND PROGRESSION IN THE DEPARTMENT OF NURSING
Heritage University Department of Nursing recognizes the need to set expectations for how students shall progress toward academic degree completion and the importance of maintaining consistent academic standards. Students are reviewed each academic term by the student's academic advisor and the BSN Program Director to determine that students remain within good standing in the university and nursing, and are progressing toward the BSN degree.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to academic progression, to progress in the BSN program, the student must show evidence of continuing development in interpersonal relations and communication with patients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters.

See Appendix F Policy #008 Progression.

Calculation of Course Grades
Non-Nursing courses required for the BSN nursing program must be completed with a grade of "C+" or better. If a student receives a "C" or lower grade, the course must be repeated with at least a "C+" achieved before the student may continue.

Successful completion of nursing courses requires students to achieve a grade of 80% or above in the course. If a grade less than 80% occurs, the student must repeat the course. Any single course may be repeated only once. If the student does not obtain a minimum of 80% on the second taking of the course the student is dismissed from the program.

Grading Scale for Determination of Nursing Course Grades
    93   - 100 = A
    90   - 92.9 = A-
    87   - 89.9 = B+
    83   - 86.9 = B
    80   - 82.9 = B-   **Minimum Passing for Nursing Courses
    77   - 79.9 = C+
    73   - 76.9 = C
    70   - 72.9 = C-
    67   - 69.9 = D+
    63   - 66.9 = D
    60   - 62.9 = D-
     0   - 59.9 = F

Student Laboratory and Clinical Evaluations

Several nursing courses are clinical and/or laboratory experiences. These courses are graded as Pass/Fail. In order to pass these courses the student must successfully achieve all learning outcomes. Thus, attendance at clinical practice and lab experiences is required and necessary to achieve learning outcomes.

If a student does not pass a clinical and/or laboratory course, this course must be repeated. Students may be also asked to repeat the theoretical course connected with the clinical and/or laboratory course. The Department Chairperson will make this final decision.

The course may be repeated once. However, a student may only repeat up to two nursing courses throughout the Department of Nursing.

Professional Behavior

The education of the students in the Heritage University BSN Program is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (American Nurses Association Code for Nurses with Interpretive Statements, 2015). The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students at Heritage University are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care. The purpose of this policy is to provide the student with information to meet these expectations.

Policy #009 Professionalism applies to all students enrolled in the Heritage University BSN Program. In addition, the Professionalism policy covers all student nonacademic and extracurricular activities regardless of whether the activity takes place on or off campus that have an adverse impact on the university, the BSN Program, faculty, staff, students, patients, clinical staff, or impacts fitness for the profession and eligibility for licensure. See Appendix J for the complete Policy #009 Professionalism.

Demonstrating professional behavior is required for passing in all didactic/laboratory/clinical practice settings regardless of performance in other areas or grade in the course.

Admission, Progression, and Dismissal

See the following policies addressing student performance criteria, outlining requirements for admission, progression and dismissal.
- #001 – Admission to the Nursing Program – Appendix E
- #008 – Evaluation of Student Progress – Appendix F
- #003 – Dismissal of Students from the Nursing Program – Appendix G

Student Progress Report

The Department of Nursing promotes the early identification of students encountering issues that may impede their successful performance in a course. The Student Progress Report is used to document that faculty have noticed an issue (class absences, low course scores), talked with the student about that issue, and proposed a course of corrective action. A copy of this form will be placed in the student's academic file and a copy forwarded to the Program Director, the Admission, Progression, Retention & Graduation Committee, and the student's advisor. See Appendix F Policy #008 Progression for Student Progress Report form.

Just Culture
A Just Culture is a system used to implement organizational improvement by decreasing focus on errors, outcomes, and assigning blame, and at the same time increasing focus on reducing risk through system design and managing behavioral choices by individuals. When reporting of errors and near-misses is encouraged, it is expected that students/faculty will be consistent and honest in their behavior, make the best choices, and learn from mistakes.

A Just Culture improves real accountability by holding students accountable for their performance. It does not hold students/faculty accountable for circumstances or system flaws that are beyond their control. A Just Culture supports critical analysis and constructive feedback, lends itself to continuous quality improvement in work processes, and gives nursing education systems that improve patient safety through feedback to facilities.

Heritage University Nursing is committed to the principles of Just Culture. Students/faculty are encouraged to report all safety issues in clinical facilities, whether real or perceived, to the appropriate person(s). Students/faculty who make errors, experience "near-misses," or witness other nurses or students make errors are strongly encouraged to report the incident with the purpose of fixing system problems and/or allowing others to learn from mistakes. See Appendix B for the Just Culture Decision Algorithm.

Medication Safety
Medication administration is a common nursing activity that involves risks to patient safety. The IOM (2004) reported that over 770,000 people suffer injury or death as a result of adverse drug events each year. Of those, 38% are the result of errors in drug administration. Poor mathematical skills are cited as one of the major causes of medication errors. According to Park (as cited in IOM, 1997), under normal circumstances, individuals make a mathematical error 3 times out of 100 calculations. However, when asked to perform calculations under stressful conditions, error rates are higher. These findings indicate that it is imperative for students to remediate when they lack the math skills necessary for safe practice. It is equally as important that students learn medication safety skills in an environment that fosters trust and minimizes stress. Therefore in an effort to ensure safety for patients and students, the Department of Nursing has adopted a policy that promotes the progressive skills acquisition necessary for safe medication administration in a safe environment.

Standardized Testing – HESI
HESI external standardized examinations To evaluate student progress in synthesis of clinical practice principles; to help prepare students for the NCLEX professional nurse licensing examination; and to provide reports of effective learning in specialty practice areas in the undergraduate program. These periodic examinations provide students with an objective assessment of command of nursing knowledge, ability to think critically and inferentially, ability to make sound and appropriate clinical judgments and to evaluate outcomes of care.

Remediation Process for all HESI Exams.
All students are required to remediate the recommended materials following any HESI exam. All students must demonstrate remediation to the course head or clinical faculty advisor. The remediation requirements are dependent on each individual student's HESI score associated with each exam.

After all students have taken the HESI exam, it is important for the course head to upload the results as soon as possible. It takes approximately 72 hours AFTER UPLOAD for remediation to be available to students.

Students may take a second version of the HESI in a course, if one is available, in coordination with the course head. There may be a cost to the student associated with this.

Before moving on to clinical the following semester, all students will be required to score at a minimum level of competency for HESI exams administered at the end of the previous term. The standard will be a minimum score of 850 on the HESI exam, which can be attained on the first or second attempt. Any students not attaining to the 850 score who wish to proceed to clinical courses the following semester, must be approved by the APRG committee.

Purpose of Remediation.
The purpose of remediation is to improve a student's critical thinking skills, reasoning skills, and test taking strategies. These skills are required to be a successful BSN trained registered nurse and perform at a level needed in order to achieve NCLEX success.

See Appendix C Policy #019 Standardized Testing and Remediation.

While the Department of Nursing keeps records of HESI results, students keep copies of HESI reports in the Portfolio. Course professors and the student's academic advisor will work to help students interpret the report and to determine what additional methods may be helpful in mastering nursing concepts.

Preparation for the NCLEX
Upon successful completion of the BSN curriculum, graduates will be eligible to sit for the **NCLEX examination** for licensure as a Registered Nursing (RN). Satisfactory completion of the NCLEX enables the graduate to be eligible for a license to practice as an RN in the state in which the new graduate has applied. .

The Faculty and Director of the Heritage University BSN Program work with each student to determine readiness to sit for the NCLEX-RN examination and to recommend the time of testing. Students are advised to wait until demonstrating readiness to pass this examination given by **The National Council of State Boards of Nursing (NCSBN).**

NCLEX-RN Review Course
The Nursing Faculty will select an NCLEX-RN review course that is best matched to the students' learning needs. Students will attend the review course in the last semester of the BSN program.

HESI Exit Exam
The HESI Exit Exam is administered during the final semester of the BSN program during NURS 418L. Just like the specialty exams, a customized online remediation plan is created for each question missed. All students must remediate according to the following guidelines and submit proof of remediation before taking a second exit exam. Students should aim for a 900 or higher benchmark score on the HESI exam before sitting for the NCLEX exam. However, a score of 850 will be considered passing for the HESI exit exam. The criteria for passing NURS 418 and the incorporated HESI EXIT EXAM will be outlined in the NURS 418 syllabus. As with all HESI exams, students are required to remediate the recommended materials following the HESI Exit Exam.

NCLEX (National Council Licensure Examinations)
Overview of Application Process.
- Receipt of Application (your license will show pending)
- Criminal background check (Washington State Patrol or FBI if out of state resident)
- Review of Nursing Program completion
- Application approval by Nursing Commission
- Process will take approximately 4-6 weeks

Step 1: State Application.
- Mail completed application and fee 30 days prior to graduation date.

- o Download [online application](#)
- o Send fee with application.
- o Personal check made out to the Department of Health (DOH).
- o If not a personal check a money order or cashier's check is acceptable.
- o Credit cards and cash only at the front counter in Tumwater only.
- o HIV/Aids training is taught in school you can indicate you received this training on the application.
- Keep your contact information current at all times with the Department of Health.
- Make sure to submit an email address on the application. (Main form of communication)
- Application fee for RN and LPN is $88.00
- Criminal Background Check
  - o A Washington State Patrol criminal (WSP) background check is conducted for all applicants.
  - o FBI fingerprint background checks are conducted for applicants with an out-of-state address.
  - o DOH sends a fingerprint card with instructions to these applicants once an application is pending.

Step 2: Register for Exam.
- Register to take the NCLEX exam and submit the $200 fee to Pearson VUE before graduation.
- Credit or debit card only.
- Pearson VUE is contracted by the National Council of State Boards of Nursing for test development and administration of the NCLEX Examination. www.pearsonvue.com/nclex
- When registering for the NCLEX exam please make sure:
  - o Your email address is current and correct
  - o When registering to test, your school and degree are correctly identified (i.e.: BSN, RN)
  - o ID matches your Pearson VUE registration exactly (Middle initials are fine).

Step 3: Receive Authorization to Test.
- Washington State Nursing Commission receives the certificate of completion from your School of Nursing.
- Washington State Nursing Commission will make you eligible to test.
- Pearson VUE sends you the Authorization to test (ATT) via email.

Testing Availability.
- The test date availability varies depending on the time of year.
- First-time test takers are guaranteed testing dates within 30 days.
- Repeat candidates with 45 days.
- You may decline and schedule further out, but this is not recommended.

Test Sites.
There are four sites for testing in Washington:
- Seattle 23 seats
- Renton 15 seats
- Yakima 8 seats
- Spokane 10 seats

Each student has three choices of varying times, dates, and locations.

Tips on How to Avoid Delays in Getting Your License.
- Ensure your application is COMPLETE and the CORRECT fee is sent when applying.
- Check with the school to ensure you signed all necessary paperwork to have your certificate of completion and transcripts sent to the nursing commission.
- When filling out the application for the nursing commission, make sure you indicate your Current Nursing Program and graduation date under the professional education section.

Accommodations
NCLEX testing accommodations must be ADA approved and the following must be submitted with the

application:
- A letter from applicant requesting accommodation and why.
- A letter from the school stating what accommodations where provided and why.
- A letter from the physician who made the diagnoses, what the diagnosis is, and what was recommended for the diagnosis.

BSN Program Evaluation

The Heritage University Department of Nursing regularly evaluates the BSN program in order to address student achievement of BSN Program outcomes, the effectiveness of processes used to achieve program outcomes, university, and BSN program nursing mission, and overall Program quality.

All aspects of the BSN program are evaluated on recurring basis. Evaluation is necessary to ensure continuing accreditation and to maintain a high quality program that is responsive to the challenging health care environment.

Curriculum evaluation consists of a planned sequence of assessments and evaluation strategies at various points in the program of study. It is a professional expectation that all students participate in the curriculum evaluation process. Two examples of opportunities for students to participate in the curriculum and program evaluation process are course and course faculty evaluations at the end of each semester, and evaluation of the clinical agencies in which the student are placed. Students also have the opportunity to participate in focus groups conducted by non-nursing faculty experts in program evaluation.

The Department of Nursing creates a climate in which student participation in all forms of evaluation can be responsible, honest, and useful, identifying strengths and areas for potential change. Student feedback is useful to faculty in assessing course content and teaching/learning strategies for possible future revisions. Student evaluations also provide valuable information for the annual performance evaluation of each faculty member.

Course evaluations are conducted via online method. Using the online method for the course evaluation process increases the security of the evaluation process. Faculty do not have access to the student evaluations until after grade submission, and then have access to only aggregate data, not individual student responses. Students can therefore be confident in the anonymity of the course evaluation process.

Students are represented the Heritage University Nursing Program Evaluation Committee by electing members from the Heritage University Nursing Students of Washington State chapter. Student representatives do not view any student evaluation data. Rather, student representatives participate in overall policy related to program evaluation.

APPENDICES

Appendix A – Just Culture Decision Algorithm – Near Miss/Error Reporting
Appendix B – Standardized Testing and Remediation – *Policy #019*
Appendix C – Student Progress Report Form
Appendix D – Selection and Admission to Nursing Program – *Policy #001*
Appendix E – Progression – *Policy #008*
Appendix F – Dismissal of Students from the BSN Program – *Policy #003*
Appendix G – Immunization Policy – *Policy #040*
Appendix H – Dress Code – *Policy #039*
Appendix I – Professionalism – *Policy #009*

Appendix A
Just Culture Decision Algorithm

Decision Algorithm

Near Miss or Error?

Near Miss

Students Responsibilities

1. Notify the HU nursing faculty of near miss.
2. Complete a Root Cause Analysis.
3. Complete reporting and documentation requirements per facility policy.
4. Complete a Clinical Student Support plan, if indicated by faculty.

Faculty Responsibilities

1. Assist student with facility documentation.
2. Complete the incident to discuss result of IET and assist student to develop a Clinical Student Support Plan, if indicated.

Error

Students Responsibilities

1. Assess patient and provide emergent care for the patient as needed.
2. Notify the HU nursing faculty of error.
3. Notify the patient's primary RN, physician and other individuals as indicated.
4. Complete documentation requirements per facility policy.
5. Complete a Root Cause Analysis.
6. Complete a Clinical Student Support Plan, if indicated by faculty.

Faculty Responsibilities

1. Assist student with emergent patient care.
2. Assist student with facility documentation.
3. Complete the Incident Evaluation Tool (IET) and select an Action.
4. Meet with student to discuss results of IER and assist student to develop Clinical Student Support Plan, if indicated.

Appendix B
Standardized Testing and Remediation Policy

Heritage University

Department of Nursing
Policy #019

Standardized Testing and Remediation

Status:	Approved 10.11.2016
Effective:	10.11.2016
Initiated by:	Admission, Progression Retention and Graduation Committee
Relevant WAC, Standard or criterion:	WAC 246-840-519, WAC 246-840-537

Purpose

The purpose of this policy is to provide guidelines for standardized testing and remediation processes using the HESI (Health Education Systems, Inc.) examinations.

HESI Testing

The Health Education Systems, Inc. (HESI) exam is a computerized nursing test administered electronically, online.

There will be specific nursing courses where the student will take the assigned nationally normed HESI specialty exams as well as an EXIT HESI exam taken in the final semester of the program.

Purpose for HESI Testing

Research demonstrates that a 900 or higher score on the EXIT HESI exam is highly predictive of passing the NCLEX exam. Students should aim to achieve a score of 900 or higher on each HESI specialty exam, and if this is not achieved on the first exam attempt, remediation and retests should be offered, as available. In fact, remediation is required for all students – but extent of remediation required will be based on the score. Course heads will be encouraged to integrate HESI testing into courses, when available, and remediation may take place within a course, or as directed by the nursing department before the next semester begins.

Incorporation of the HESI Exam into HU Nursing Courses:

Exams are administered in various nursing courses on a date during the course determined by the course head. There are many resources available for student preparation including self-assessment questions in textbooks, class materials, NCLEX practice questions, and adaptive learning modules. Each course head or the department chair (in the case of adjunct faculty course heads) should direct students to the available resources early in the term.

HESI specialty exams should be equivalent to 10 to 15 percent of a total course grade. Requests for an exception to the 10-15% guideline should be presented to the curriculum committee for approval.

- Students with a HESI specialty exam score of 900 or above who have met the remediation requirement should be awarded all of the assigned class points for the HESI specialty exam.
- Students receiving a HESI exam score less than 900 will receive a reduced proportion of the assigned course points as specified in the course syllabus by the course head.
- All students scoring less than 850 will be required to take a 2nd HESI exam, if available, and score at least 850 before moving on to clinical the following semester.
- Course heads may also set benchmarks (required minimum scores) to pass their course.

An example of incorporating the HESI exam into course points as originally used in the NURS 300A syllabus:

c. A small portion of the exam will cover psychiatric and oncology drugs which will be included later in the nursing curriculum (not in NURS300A), so a buffer* (adjusted score) has been programmed into the scoring rubric below:

Raw Recommended HESI Scoring Interval:	= Adjusted Score* (your HESI score)	Prediction of NCLEX Success:	NURS300A Course Points Awarded:
≥ 900	≥ 850	"Recommended performance"	30 points.
850-899	800-849	"Acceptable performance"	27 points.
800-849	750-799	"Near acceptable performance"	24 points.
750-799	700-749	"Below acceptable performance"	20 points.
700-749	650-699	"Below acceptable performance"	15 points.
≤ 699	≤ 649	"Well below acceptable performance."	No points.

The following is a list of the exams offered in RN Specialties and should therefore be used in the corresponding courses:

HESI Specialty Exam:	Course:	Plan of Study:
Pathophysiology	NURS 310	Spring, Sophomore Year.

Health Assessment	NURS 292L	Spring, Sophomore Year.
Pharmacology	NURS 300A	Spring, Sophomore Year.
Dosage Calculations	NURS 300AL	Spring, Sophomore Year.
Fundamentals	NURS 216	Fall, Junior Year.
Nutrition	NURS 215	Fall, Junior Year.
Critical Thinking	NURS 312, 314	Spring Junior Year.
Psychiatric/Mental Health	NURS 314	Spring, Junior Year.
Maternity Nursing	NURS 316	Summer, Junior Year.
Pediatric Nursing	NURS 316	Summer, Junior Year.
Medical-Surgical	NURS 322L	Fall, Senior Year.
Community Health	NURS 317	Fall, Senior Year.
Management	NURS 318	Fall or Spr, Senior Year.
Other specialty exams that may be offered: Critical Care? Gerontology? Research?	? ? NURS 208?	? ? *Fall, Sophomore Year?*

HESI EXIT EXAM	NURS 418L	Spring Senior Year.

HESI Exit Exam:

The HESI Exit Exam is administered during the final semester of the BSN program during NURS 418L. Just like the specialty exams, a customized online remediation plan is created for each question missed. All students must remediate according to the following guidelines and submit proof of remediation before taking a second exit exam. Students should aim for a 900 or higher benchmark score on the HESI exam before sitting for the NCLEX exam. However, a score of 850 will be considered passing for the HESI exit exam.

The criteria for passing NURS 418 and the incorporated HESI EXIT EXAM will be outlined in the NURS 418 syllabus.

Remediation Process for all HESI Exams:

All students are required to remediate the recommended materials following any HESI exam. All students must demonstrate remediation to the course head or clinical faculty advisor. The remediation requirements are dependent on each individual student's HESI score associated with each exam.

After all students have taken the HESI exam, it is important for the course head to upload the results as soon as possible. It takes approximately 72 hours AFTER UPLOAD for remediation to be available to students.

Students may take a second version of the HESI in a course, if one is available, in coordination with the course head. There may be a cost to the student associated with this.

Before moving on to clinical the following semester, all students will be required to score at a minimum level of competency for HESI exams administered at the end of the previous term. The standard will be a minimum score of 850 on the HESI exam, which can be attained on the first or second attempt. Any students not attaining to the 850 score who wish to proceed to clinical courses the following semester, must be approved by the APRG committee.

Purpose of Remediation:
The purpose of remediation is to improve a student's critical thinking skills, reasoning skills, and test taking strategies. These skills are required to be a successful bachelor of science trained registered nurse and perform at a level needed in order to achieve NCLEX success.

Procedure:
1. Immediately after taking a HESI exam, students receive a HESI Exam report.
2. From the HESI Exam student report, students will develop their personal plan for remediation using the following guidelines presented in the Remediation Guidelines below (unless otherwise instructed).

REMEDIATION GUIDELINES DOCUMENT	
HESI Score 900 and above	Complete all online remediation provided in HESI Student Access specific to the Exam. A minimum of one hour of study is required.**
HESI Scores 850-899	Complete all online remediation provided in HESI Student Access specific to the Exam. A minimum of two hours of study is required.
HESI Scores 800-849	Complete all online remediation provided in HESI Student Access specific to the Exam. A minimum of four hours of study is required. Adaptive learning, adaptive quizzing***, and HESI case studies**** are all recommended additional tools to improve comprehension and clinical reasoning in areas of deficiency and are encouraged for those who pass, but especially those who need to remediate. Use of these additional tools is required for all students with a score less than 850 who need to take a 2nd HESI exam.
HESI Score 700 – 799	Complete online remediation provided in HESI Student Access

	specific to the Exam. A minimum of ten hours of study is required.
HESI Score 600 - 699	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of sixteen hours is required.
HESI Score 599 or below	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of twenty-four hours is required.

**Students must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content is monitored and students can break up the required remediation hours into multiple sessions.
***When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery Exams. Additionally it is advised that only one content area be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions).
****HESI Case Studies that are not used in class assignments can be used. Please ask the course instructor for additional assistance in choosing appropriate case studies as needed.

Forms
There are no forms associated with this policy.
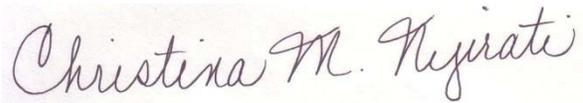
Signature: _____

Appendix C
Student Progress Report Form

Heritage University
Department of Nursing

Student Progress Report*

Student Name:_____   Course:_____

Instructor:_____

Year:_____ Semester:_____   Type of Progress Report: _____Mid-term; _____Final

Theory course (select one):
___Performed marginally
___Demonstrated deficiency
___Follow-up report

Clinical course (if applicable)
___Performed marginally
___Demonstrated deficiency
___Follow-up report

Description of performance:
      A. Theory- List grades/scores to date

      B. Clinical –(Attach clinical evaluation tool)

Summary of statement of marginal performance/deficiency:

Student comment: (Required) Include comments/documentation that is felt pertinent.

Specific plan(s) for Improvement (please attach)**:**

Signatures:

_____   _____
Student name   Date

_____   _____
Faculty   Date

_____   _____
Department Chair   Date

*Please send a copy to the student's advisor.

Appendix D
Selection and Admission to Nursing Program Policy

Heritage University

Department of Nursing
Policy #001

Selection and Admission to Nursing Program

Status:	Approved 04/08/2014 Revised and Approved 10/14/2014; Revised and Approved 6.1.2017; Revised and Approved 12.13.2017
Effective:	12.13.2017
Initiated by:	Admission, Progression Retention and Graduation Committee
Relevant WAC:	WAC 246-840-519

Purpose

The purpose of this policy is to provide guidelines to the administration, faculty and staff for student admission to the BSN program in the Department of Nursing.

Plan

Admission to the nursing program is selective. Nursing is a practice discipline which bears great responsibility for maintaining high ethical and intellectual standards. The admission process provides a method of selection that assures qualified applicants are granted admission.

Admission to the BSN program is a three-step process: The three-steps are:
1. Application and admission to Heritage University,
2. Application and acceptance to the pre-nursing pathway, and
3. Application and acceptance to the BSN program.

Policies and Procedures

Policy: Individuals seeking admission to the BSN program offered by Heritage University Department of Nursing must meet the admission criteria of Heritage University prior to consideration for admission to the nursing program. Prospective students apply to Heritage University indicating desire for admission to the pre-nursing pathway. Once it has been determined that an individual has met Heritage University's admission standards, the application is reviewed for admission to the pre-nursing pathway. Neither admission to Heritage University, nor admission to the pre-nursing pathway guarantees admission to the BSN program. Admission is selective. The criteria for admission are described in the procedures below.

PROCEDURE: The procedure, adopted for use by the Admission, Progression, Retention, and Graduation Committee, is designed to reduce bias in the selection process.

Step 1: Meet admission requirements to Heritage University as designated by the Heritage

Step 2: Admission to the pre-Nursing Pathway

    A. Requirements for a HIGH SCHOOL SENIOR to be considered for Pre-Nursing Pathway

1. High school 3.00 GPA on a 4-point scale.
2. Successful completion of these high school courses: English (4 units); college-prep mathematics (3 units); social sciences (2 units); biology and chemistry (2 units). Each course is to be completed with a grade of 2.00 (C) or better.
3. Completed application and admission to Heritage University.
4. Composite ACT score of 23 or better, or SAT score of 1020 or better.

    B. Requirements for a CURRENT HERITAGE STUDENT requesting major change to Pre-Nursing Pathway

1. Overall minimum college GPA of 2.75 on a 4-point scale.
2. Completion of at least one of the following: BIOL 110, CHEM 101, MATH 140.
3. Grade of C+ or better will be required in CHEM 101 and Math 140.
4. Completion of at least three of the following with a grade of C+ or better: PSY 101, SOC 101, PHIL 210, ENG 101 or UNIV 101.

    C. Requirements for a TRANSFER APPLICANT to be considered for Pre-Nursing Pathway

1. Overall minimum college grade point average of 2.75 on a 4-point scale.
2. Completed application and admission to Heritage University.
3. Official copies of high school transcripts if fewer than 30 credits of college work completed.
4. Official copies of all college transcripts.
5. Completion of the equivalent of at least one of the following: BIOL 110, CHEM 101, MATH 140.
6. Grade of C+ or better will be required in CHEM 101 and MATH 140.
7. Completion of the equivalent of at least two of the following with a grade of at least C+ or better: PSY 101, SOC 101, ENG 101.

PREREQUISITE COURSEWORK

Once admitted as a pre-nursing student to Heritage University, work will begin on the prerequisites for the BSN Program. <u>Before</u> the student can be considered admission to the BSN Program, the "Year One Prerequisite" courses shown below must be completed or in progress the spring semester the student is submitting his/her application.

Year One Prerequisites	*Credit Hours (semester hours)*
1. Two chemistry courses:	9 credits
CHEM 101/101L **or** CHEM 110/110L **and** CHEM 202/202L	
Note: MATH competency at the level of MATH 96 is required prior to CHEM 101	
2. Math: MATH 140/140L College Algebra	4 credits
3. Biology: BIOL 110/110L	4 credits
4. English Composition I: ENG 101	3 credits
5. Heritage Core: UNIV 101	3 credits

6. **Two** of the **four** courses listed below:

- PSY 101: Intro to Psychology   3 credits
- SOC 101: Intro to Sociology   3 credits
- PHIL 210: Logic and Critical Reasoning   3 credits
- ENG 102: English Composition II   3 credits

7. These **two** nursing courses are recommended prerequisites, and may be taken in the pre-nursing pathway. If not taken before selection to the BSN program, they may be taken as co-requisites and must be taken by the end of the sophomore year.

- NURS 114W: Personal Knowledge Development   2 credits
- NURS 206W: Ethical Nursing Practice   2 credits

All NURS courses must be completed with no less than an 80% (this is a B- with the Nursing Program Grading Scale). All other non-nursing courses required by the Nursing Program must be completed with a grade of C+ or better. A grade of C or lower means that the required non-nursing course must be repeated.

Step 3: Admission to BSN program

Selection for the BSN program is competitive and occurs during the Spring Semester. In addition to reviewing Steps 1 and 2 admission requirements, the Admissions committee will review:

A. Application to the BSN program.
B. Successful predictor scores on the HESI-A2.
C. Signed waiver for background check.
D. Essay - a two (2) page statement of education, experience, career goals and personal mission as it relates to the BSN role.
E. Three (3) reference letters on the reference form provided. One must be from either a professor or an employer.
F. An admission interview may be required.

Final Selection Procedure into the BSN program:

Applications will be considered for selection when all required documents are submitted to the Nursing Department. Qualified applicants will be those who have:

- Achieved a successfully predictive HESI-A2 admissions score,
- Completed all non-nursing prerequisites with a C+ or better, and
- Turned in a completed application.

Applications will be discarded if:

- Overall score and sub-scores on the HESI-A2 admissions test are not predictive of success in a BSN program.
- Application is incomplete.
- Minimum prerequisite(s) are not met.
- The Criminal Background Check reveals applicant is not in compliance with the Washington Department of Health RCW 18.130.050 (13).

The pool of qualified applications will be given to the Chair of Admission, Progression, Retention and Graduation Committee (APRG) for selection of applicants to the program. The APRG Chair delegates dimensions of the selection process to faculty, staff and students of Heritage University and community partners. Nursing applicants are selected based on the required documents submitted. Guidelines for delegation of selection tasks are as follows:

Guidelines for Delegation of Selection Tasks						
Task	Members of Nursing Faculty Assembly	Non-Nursing Heritage Faculty	Nursing Department Staff	APRG Student Members	APRG Chair	Community Partners
Compile Completed Applications			✓			
Delegate Selection Tasks					✓	
Interview	✓	✓		✓		✓
Evaluate Written Essay	✓	✓				

Policy Reviewers

Proposed revisions of this policy should be reviewed by:
1. Nursing Faculty Assembly
2. Policy & Bylaws Committee
3. Curriculum Committee
4. Admissions, Retention, Progression & Graduation Committee

Forms
- Admission forms specific to each program.
- Application form for the pre-nursing pathway
- Application form for the BSN program
- Recommend or Deny Form

These forms are located in the Nursing Office.

Signature: _Christina M. Njirati_
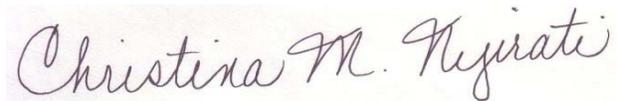
appensi

Appendix E
Progression Policy

Heritage University

Department of Nursing
Policy #008

Progression

Status:	Approved 6.1.2017
Effective:	6.1.2017
Initiated by:	Admission, Progression, Retention & Graduation Committee
Relevant WAC, Standard or criterion:	WAC 246-840-519

Purpose

The purpose of this policy is to provide guidelines for progression within the BSN Program.

Plan

Heritage University Department of Nursing recognizes the need to set expectations for how students shall progress toward academic degree completion. Students are reviewed each academic term by the student's academic advisor and the BSN Program Director to determine that students remain within good standing in the university and nursing, and are progressing toward the BSN degree.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to academic progression, to progress in the BSN program, the student must show evidence of continuing development in interpersonal relations and communication with patients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters.

Academic Progression Sequence Guidelines

Progression is based on the sequential arrangement of the curriculum. Students may not take a succeeding level course without completion of the previous level course(s) or prerequisite course(s), without recommendation of the Admission, Retention, Progression and Graduation (ARPG) Committee and/or the approval of the BSN Program Director.

A student who takes fewer than the required nursing credits for the specified program of study will be considered 'out of sequence.' Courses are not offered every semester, which will affect the timing of re-entry and program completion. Out of sequence students will be allowed to register for nursing courses on a space-available basis.

Repeating a Course

A student who receives a grade lower than B- or a WP (withdrawal passing) in any nursing course must

repeat that course. A student may repeat any nursing course only once.

A student who fails or withdraws from a clinical course must repeat the clinical course and may be required to repeat the related theory course(s) concurrently, at the discretion of the ARPG Committee. Students must pass the repeated clinical course in order to progress. The student will be permitted to register for a course being repeated on a space-available basis.

Because repeating a course may put the student out of sequence, a new plan of study must be developed by the student in consultation with his/her nursing advisor for progression through the sequence of nursing courses. A copy of the plan will be placed in the student's academic file.

Professional Development Guidelines

Preparation for professional nursing practice requires that the student develop behaviors consistent with the profession, as well as the acquisition and application of knowledge for clinical practice. Therefore, in addition to the academic criteria listed in the progression in the major guidelines, the student must demonstrate:

1. appropriate interpersonal relations and communication with patients, peers, faculty and other health care personnel;
2. fulfillment of class and clinical practice obligations, including provision of safe nursing care in the clinical practice setting; and
3. honesty and integrity in all academic and professional matters.

Failure to meet all Professional Development Guidelines may result in the student earning a grade failing to meet academic criteria for the course.

Standards of Conduct

Students enrolled in the Heritage University Department of Nursing must conduct themselves so as to conform to The Washington State Nursing Care Quality Assurance Commission (NCQAC), Washington Administrative Code (*WAC 246-840-700*), *Standards for Nursing Conduct and Practice*; and the *National Student Nurses' Association Code of Academic and Clinical Conduct.*

Suspension from Clinical Practice

Heritage University clinical faculty supervisors reserve the right to suspend a student from the clinical practice setting if the student is ill, unprepared, late, or a risk to patient safety. Suspension from clinical practice for any reason, excluding student illness, is unexcused, thus carrying the requisite grade consequences as described in the course syllabus for unexcused absence.

Dismissal

The Department of Nursing may dismiss any student for failure to meet academic criteria, for failure to meet Professional Developmental Guidelines, or for not conforming to Standards of Conduct. The Department of Nursing Dismissal Policy (Number 003) outlines the procedures for dismissal of a nursing student from the BSN program.

Withdrawing From Courses

If a student withdraws prior to completion of a course, and the student was failing the course at the time of withdrawal, the grade will be recorded as "WF" (withdrawal failing). A WF will be regarded as an "F". A student may withdraw only once from any nursing course. A student may not withdraw from a course that is being repeated.

Voluntary Withdrawal from the BSN Program

Students seeking to withdraw from the BSN Program or Heritage University are strongly encouraged to

meet with the BSN Program Director. To voluntarily withdraw from the BSN program, a student must notify in writing the BSN Program Director prior to withdrawing.

A student who voluntarily has withdrawn and then wishes to return to the program is required to formally request, in writing, permission to return. The student will be accommodated on a space available basis.

If a student plans to continue as a non-nursing Heritage University student after withdrawal from the BSN program, the student is responsible for declaring a new academic major and meeting with appropriate advising staff in the department of the new major.

Summary

The ARPG Committee is responsible for monitoring the academic and professional development of students as described in the Heritage University Department of Nursing By-laws. It is the responsibility of the BSN Program Director to inform the ARPG Committee of students deemed ineligible to continue in the BSN program due to academic or professional dismissal. The student names will then be forwarded to the Nursing Department Chair, who will then notify the student of the decision in writing. Students will be referred to the Office of Advising for major/career advising and counseling referral as appropriate.

Student Progress Reports

In order to facilitate academic review of students' progression through the major, the following procedures are outlined:
1. At the midpoint of each semester, Student Progress Reports are generated for students who are having difficulty meeting, or are not meeting, clinical or theory course objectives.
2. For students having difficulty meeting course objectives, the Student Progress Report is to be completed and signed by the faculty member(s) involved and discussed with the student.
3. The student is to sign the report to indicate that the student has read it. Any student having difficulty meeting course objectives MUST write specific plans for improvement on the report.

Student Progress Reports are reviewed by the student's academic advisor and the Director of Nursing in order to provide for a systematic process of:
1. Evaluating and summarizing student's academic performance.
2. Evaluating continued progress to make recommendations for:
   a. Assistance and advocacy
   b. Progression/Retention
   c. Dismissal

After a Student Progress Report is reviewed, the Director of Nursing may request a follow-up report at any time during the term.

Reviewers

Proposed revisions of this policy should be reviewed by:
1. Policy and Bylaws Committee
2. Admissions, Progression and Graduation Committee
3. Nursing Faculty Assembly
4. Heritage University Undergraduate Curriculum Committee
5. Program Evaluation Committee

Forms

Student Progress Report – see attached

References

Washington State *Standards of nursing conduct or practice, WAC 246-840-700*
http://app.leg.wa.gov/wac/default.aspx?cite=246-840-700

National Student Nurses Association (2017). *Code of academic and clinical conduct.* Retrieved from
https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0

Christina M. Njirati
_____
Signature

Heritage University

Department of Nursing

Student Progress Report*

Student Name:_____   Course:_____

Instructor:_____

Year:_____ Semester:_____   Type of Progress Report: _____Mid-term; _____Final

Theory course (select one):
___Performed marginally
___Demonstrated deficiency
___Follow-up report

Clinical course (if applicable)
___Performed marginally
___Demonstrated deficiency
___Follow-up report

Description of performance:
      C. Theory- List grades/scores to date

      D. Clinical –(Attach clinical evaluation tool)

Summary of statement of marginal performance/deficiency:

Student comment: (Required) Include comments/documentation that is felt pertinent.

Specific plan(s) for Improvement (please attach)**:**

Signatures:

_____   _____
Student name   Date

_____   _____
Faculty   Date

_____   _____
Department Chair   Date

*Please send a copy to the student's advisor.

Appendix F
Dismissal of Students from the BSN Program Policy

Heritage University

Department of Nursing
Policy #003

Dismissal of Students from the BSN Program

Status:	Revised and Approved 6.1.2017
Effective:	6.1.2017
Initiated by:	Admission, Progression Retention and Graduation Committee
Relevant WAC, Standard or criterion:	WAC 246-840-519, WAC 246-840-700, WAC 246-840-710, National Student Nurses Association *Code of Academic and Clinical Conduct* (2017), American Nurses Association *Code of Ethics with Interpretive Statements* (2015), *Health Insurance Portability and Accountability Act* (1996)

Purpose

The purpose of this policy is to provide guidelines to the administration, faculty and staff for student dismissal from the BSN Program in the Department of Nursing.

Disciplinary Dismissal may result from the following:

5. Violation of the Heritage University Code of Conduct.
6. Violation of Washington State Nursing Care Quality Assurance Commission (NCQAC), Washington Administrative Code (*WAC 246-840-700*), *Standards for nursing conduct and practice*.
7. Unsafe, unethical, illegal or unprofessional behavior in violation of National Student Nurses Association (NSNA) *Code of Academic and Clinical Conduct* (2017) or the American Nurses Association (ANA*) Code of Ethics with Interpretive Statements* (2015).
8. Violations of the *Health Insurance Portability and Accountability Act (HIPAA);* Pub.L. 104–191, 110 Stat. 1936) (1996).

Disciplinary Suspension

A student under investigation for alleged unprofessional, unethical, or illegal activities or behaviors listed under "Disciplinary Dismissal" will be suspended from the clinical setting. Cause for disciplinary suspension will be reviewed by Admission, Retention, Progression, & Graduation (ARPG) Committee and may lead to dismissal if the student is found to be in violation of professional and/or academic codes of conduct.

Academic Dismissal

Academic dismissal may result from failure to remain in good standing, consistent with the policy for Progression in the BSN program.
3. Course failures and in two nursing courses.
4. Failure to achieve a "B-" (2.75) in all nursing courses.

An academic failure results from achievement of a grade lower than B- or a "withdraw failing" in any nursing course.

Academic Withdrawal in Good Standing

Students who withdraw in good standing are not dismissed from the BSN program.

To withdraw in good standing, a student must meet both of the following criteria:

3. Withdrew passing from coursework
4. No violation of professional or academic codes of conduct on record

Appeals

3. Alleged violations of the Heritage University Code of Conduct will be adjudicated through the procedures described in the Heritage University Student Code of Conduct and Disciplinary Action.
4. Following a decision of dismissal, the student has the right to appeal following the Heritage University Student Rights and Responsibilities policy.

<u>**Forms**</u>

There are no forms associated with this policy.
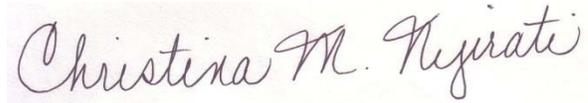
Signature: _Christina M. Nyirati_

<u>**References:**</u>

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements.* Silver Spring, MD: American Nurses Association.

Health Insurance Portability and Accountability Act (HIPAA); Pub.L. 104–191, 110 Stat. 1936) (1996).

National Student Nurses Association (2017). *Code of academic and clinical conduct.* Retrieved from https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0

Appendix G
Policy and Procedure Regarding Immunization

Heritage University

Department of Nursing
Policy #040

Immunization and Other Requirements

Status:	Approved 7.13.2017
Effective:	7.13.2017
Initiated by:	Bylaws and Policy Committee, Administrative Coordinator of the BSN Program
Relevant WAC/ Standards/References:	WAC 246-840-519, RCW 70.24.270, WAC 246-12-260, WAC 246-12-270, RCW 43.70.442

Purpose

The purpose of this policy is to provide BSN students with a list of the immunizations, background checks and other requirements while in the Heritage University BSN program of study.

Policies and Procedures
This information outlines the immunizations and communicable disease screening requirements while in the nursing program of study. All health records must have agency signatures and list the agency name and address. Students will place their background check order on CertifiedBackground.com and then set up their online CastleBranch. Students will be able to view all the requirements mandated by the Department of Nursing for their Clinical Passport. Upon completion of each requirement, students are able to upload, fax, or mail in their documentation to the online CastleBranch. Once completed the requirements will be reviewed and verified online.

Immunizations
Heritage University BSN students participating at practicum, clinical, or community sites are not able to waive any vaccine or TB surveillance requirement for personal reasons. Waivers are only granted for documented medical conditions for which there is a vaccine contraindication. Students must submit to a signed statement from a medical doctor (MD or DO) or nurse practitioner (NP) stating what vaccine is contraindicated, the reasons with documentation for the contraindication, and the duration for which the vaccine is contraindicated. This information must be submitted by the first day of Fall Semester for the sophomore students.

The Nursing Department Chair/ BSN Program Director will review and determine if the standard for medical contraindication is valid, based on the standards of care. If the standards for a vaccine waiver are not met, the student will need to comply with the vaccine requirements. If the standards for a vaccine waiver are met, the student and BSN Program will follow the process for temporary or permanent waiver a stated below.

Waivers may be granted for students who cannot receive live attenuated vaccines (MMR, varicella) and who have negative titers (blood antibody tests) to the respective diseases (measles, mumps, rubella, varicella).
  ▪ Temporary Waivers

- o Pregnant students: During the months of gestation, waivers are given for the two live attenuated MMR and varicella vaccines.
    - o Students on temporary immunosuppressive medications
    - o Students with CD4 counts less than 200 for a specified duration of time
    - o These live vaccines can be completed post-partum or once the temporary period of immune suppression is over.
    - o Students who are pregnant and/or with temporary immune suppression might have to take a leave of absence depending on risk for communicable disease acquisition in selected clinical practice settings.
- ▪ <u>Permanent Waivers</u> are granted on a case-by-case basis for:
    - • Students with documentation of a severe allergy to the particular vaccine or its vaccine components. Students with a documented allergy to Purified Protein Derivative (PPD) will need to submit an IGRA (interferon gamma release assay) test result.
    - • Students who have permanent immune suppression.
- ▪ Students receiving either permanent or temporary waivers for certain vaccines or surveillance tests will be required to work with the BSN Program and practicum, clinical, or training site to arrange, if possible, alternative non-clinical work to meet comparable academic requirements.
- ▪ BSN students having client, patient, and/or body fluid contact must maintain their immunization and annual TB surveillance compliance, with updates as necessary. They will not be able to enter practicum or clinical sites if they refuse required services, fall out of compliance due to an expired service, or fail to produce written authorization for temporary waiver status for participation by the respective practicum, clinical, or training site.

The following are required to be submitted ON A ONE TIME BASIS:

TUBERCULIN STATUS
- ▪ If no previous records or more than 12 months since last Purified Protein Derivative (PPD) → 2 step PPD **OR**
- ▪ Tuberculosis (TB) IGRA test within 12 months **OR**
- ▪ If negative PPD within 12 months → one step PPD **OR**
- ▪ If newly positive PPD → F/U by healthcare provider (chest X-ray, symptoms check, possible treatment, and documentation of absence of active M. TB disease) and need to complete health questionnaire.
    - o If student requires treatment, it must be completed prior to first day the student begins clinical practice.
    - o Documentation of clearance for clinical practice from the provider or Health Department must be remitted to the Nursing Department Chair/ BSN Program Director before the student may participate in clinical experiences.
- ▪ If history of positive PPD → provide documentation of PPD reading, provide proof of chest X-ray documenting absence of M. TB, medical treatment and negative symptom check **OR**
- ▪ If history of BCG vaccine → TB IGRA. If negative → OK; If positive → do Chest X-Ray

HEPATITIS B
- ▪ Series of 3 vaccines completed at appropriate time intervals and post vaccination titer at 6-8 weeks after series completion
- ▪ If negative titer, then repeat series (consisting of doses 4-6) and repeat titer 6-8 weeks after #6 dose. **OR**
- ▪ Provide documentation of positive titer (anti-HBs or HepB SAb) **OR**
- ▪ **IF** post vaccination titer is not completed 6-8 weeks after series completion - repeat Series of 3 vaccines (doses #4 - #6) & obtain post vaccination titer at 6-8 weeks after series #2 completed.

MMR (Measles, Mumps, Rubella)
- ▪ Proof of immunity by titer **OR**
- ▪ Proof of vaccination (2 doses at appropriate intervals)

VARICELLA (Chicken Pox)
- Proof of immunity by titer **OR**
- Proof of vaccination (2 doses at appropriate intervals)

TETANUS, DIPTHERIA, ACELLULAR PERTUSSIS (Tdap)
- Tdap **required** once
- Tdap required every 10 years

REQUIRED EDUCATION
- **Bloodborne Pathogens for Washington Healthcare ProfessionalsTraining**
  - HU BSN students are required to complete a Washington State Bloodbourne Training class. Students will receive a link from LawRoom via Heritage University Human Resource Dept. The link will include instruction and training.
- **HIPAA for Washington Healthcare Professionals Training**
  - HU BSN students are required to complete a HIPAA for Washington Healthcare Professionals Training class. Students will receive a link from LawRoom via Heritage University Human Resource Dept. The link will include instruction and training.
- **HIV/AIDS Training**
  - HU BSN students are required to have seven hours of HIV/AIDS training. Here is a list of Online HIV/AIDS Courses.
- **Suicide Prevention Training**
  - HU BSN students are required to have six hours of Suicide Prevention training. Here is a list of Online Suicide Prevention Training Courses.

The following are required to be submitted annually:

AUTHORIZATION FOR RELEASE OF RECORD kept on file w/program

TUBERCULIN STATUS
- Annual TST **OR**
- Annual TB IGRA test **OR**
- If newly positive TST results→ F/U with healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and may need to complete health questionnaire.
- Previously documented +TST results and prior negative chest X- ray results: submit annual symptom check completed within one year from healthcare provider

INFLUENZA
- Proof of seasonal vaccination(s) **OR**
- Signed waiver with supporting evidence
- _Specific healthcare institutions may require vaccination without exception (i.e., no declination) or provider's note._
- http://flushot.healthmap.org/

BACKGROUND CHECKS
- National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/readmission and reentry/hire to program to include all counties of residence & all Washington State counties per RCW 43.43.830 and OIG and GSA screens.
- Washington State Patrol Background Check (WATCH) annually thereafter

LICENSE (if licensed or certified as any healthcare provider (RN, LPN, NAC, etc. & in what specific state)
- Current
- Unencumbered

INSURANCE
- Professional Liability $1,000,000/3,000,000 policy
- Personal Health Insurance

ADDITIONAL REQUIREMENTS (if applicable)
Some healthcare settings may have additional requirements. Students and Faculty will be informed prior to clinical experience if optional or additional requirements need to be met.

The following are required to submit every two years:

BASIC LIFE SUPPORT
- ▪ American Heart Association BLS Healthcare Provider Certificate

Questions regarding these requirements should be directed to the Administrative Coordinator of the BSN Program.

Policy Reviewers
Proposed revisions of this policy should be reviewed by:
5. Nursing Faculty Assembly
6. Policy & Bylaws Committee
7. Curriculum Committee
8. Admissions, Retention, Progression & Graduation Committee

Forms
Heritage University BSN Program Student Clinical Passport Requirements

References
RCW 43.70.442 Suicide Prevention Training for Health Professionals.
http://app.leg.wa.gov/rcw/default.aspx?cite=43.70.442

RCW 70.24.270 Health professionals – Rules for AIDS education and training.
http://app.leg.wa.gov/rcw/default.aspx?cite=70.24.270

WAC 246-12-260 Who must obtain AIDS education? http://app.leg.wa.gov/wac/default.aspx?cite=246-12-260

WAC 246-12-270 Acceptable AIDS education and training.
http://app.leg.wa.gov/wac/default.aspx?cite=246-12-270
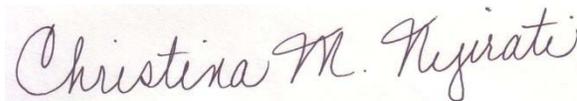
Signature: _Christina M. Njirati_____

Heritage University
BSN Program
Student Clinical Passport Requirements

Student Name: Last, First, M.I.

These requirements are in place for the health and safety of students, faculty and their patients.

All students participating in patient care experiences must meet the following health and safety requirements. Heritage University Department of Nursing is responsible for ensuring that requirements have been met **prior** to participation in patient care/clinical experience. Records will be kept in CastleBranch. Because of FERPA regulations students will provide direct access to clinical affiliates regarding information. *Documentation must meet requirements at all times.* Required immunizations must include mm/dd/yyyy if available.

SUBMITTED ONCE

TUBERCULIN STATUS
- If no previous records or more than 12 months since last TST → 2 step TST **OR**
- TB IGRA test within 12 months **OR**
- If negative TST within 12 months → one step TST **OR**
- If newly positive TST → F/U by healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and need to complete health questionnaire
- If history of positive TST → provide documentation of TST reading, provide proof of chest X-ray documenting absence of M. TB, medical treatment and negative symptom check **OR**
- If history of BCG vaccine → TB IGRA. If negative → OK; If positive → do Chest X-Ray

HEPATITIS B
- Series of 3 vaccines completed at appropriate time intervals and post vaccination titer at 6-8 weeks after series completion
- If negative titer, then repeat series (consisting of doses 4-6) and repeat titer 6-8 weeks after #6 dose. **OR**
- Provide documentation of positive titer (anti-HBs or HepB SAb) **OR**
- **IF** post vaccination titer is not completed 6-8 weeks after series completion - repeat Series of 3 vaccines (doses #4 - #6) & obtain post vaccination titer at 6-8 weeks after series #2 completed.
- Signed declination for students/faculty who decline vaccination
  Specific healthcare institutions may require vaccination without exception (i.e., no declination)

MMR (Measles, Mumps, Rubella)
- Proof of immunity by titer **OR**
- Proof of vaccination (2 doses at appropriate intervals) **OR**
- Signed waiver with supporting evidence
- *See Immunization and Other Requirements policy.*

VARICELLA (Chicken Pox)
- Proof of immunity by titer **OR**
- Proof of vaccination (2 doses at appropriate intervals) **OR**
- Signed waiver with supporting evidence
- *See Immunization and Other Requirements policy.*

TETANUS, DIPTHERIA, PERTUSSIS (Tdap)
- Tdap **required** once
- Td required every 10 years after Tdap

CPR
- American Heart Association BLS Healthcare Provider Certificate

AUTHORIZATION FOR RELEASE OF RECORD kept on file w/program

REQUIRED EDUCATION
- Bloodborne Pathogen Training
- HIPAA Training
- HIV/AIDS Training
- Suicide Prevention Training

EACH HEALTHCARE INSTITUTION WILL COMMUNICATE TO FACULTY AND STUDENTS ANY REQUIRED EDUCATIONAL CONTENT TO BE COMPLETED PRIOR TO PARTICIPATING IN PATIENT CARE.

SUBMITTED EVERY YEAR

TUBERCULIN STATUS
- Annual PPD **OR**
- Annual TB IGRA test **OR**
- If newly positive PPD results→ F/U with healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and may need to complete health questionnaire.
- Documentation of clearance for clinical practice from the provider or Health Department must be remitted to the Nursing Department Chair/ BSN Program Director before the student may participate in clinical experiences.
- Previously documented +PPD results and prior negative chest X-ray results: submit annual symptom check completed within one year from healthcare provider

INFLUENZA
- Proof of seasonal vaccination(s) **OR**
- Signed waiver with supporting evidence
  See Immunization and Other Requirements policy.
  http://flushot.healthmap.org/

BACKGROUND CHECKS
- National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/readmission and reentry/hire to program to include all counties of residence & all Washington State counties per RCW 43.43.830 and OIG and GSA screens. Excluded provider search on:
  - OIG http://exclusions.oig.hhs.gov/
  - GSA http://www.sam.gov
- Washington State Patrol Background Check (WATCH) annually thereafter

LICENSE (if licensed or certified as any healthcare provider (RN, LPN, NAC, etc. & in what specific State)
- Current
- Unencumbered

INSURANCE
- Professional Liability $1,000,000/3,000,000 policy
- Personal Health Insurance
- Vehicle Insurance

ADDITIONAL REQUIREMENTS (if applicable)
Some healthcare settings may have additional requirements. Students and Faculty will be informed prior to clinical experience if optional or additional requirements need to be met.

⊕ Heritage University
BSN Program
Student Clinical Passport Requirements

Student Name		DOB
Last Name, First, M.I.		
Form verified by:		
Name	Date	
Name	Date	
Name	Date	

All students participating in patient care experiences must meet the following health and safety requirements. Heritage University Department of Nursing is responsible for ensuring that requirements have been met **prior** to participation in patient care/clinical experience. Records will be kept in CastleBranch. Because of FERPA regulations students will provide direct access to clinical affiliates regarding information. *Documentation must meet requirements at all times.* Required immunizations must include mm/dd/yyyy if available.

SUBMITTED ONCE

☐ **TUBERCULIN STATUS**
A. Two-step PPD 1) Skin Test #1 Date_____ Result: Neg____ Pos____ mm____
   2) Skin Test #2 Date_____ Result: Neg____ Pos____ mm____
   (#2 Placed within 1-3 weeks of #1) **OR**
B. TB IGRA   Date_____ Result:_____
   OR
C. If New Positive/Exam/X-ray   Date_____
   OR
D. Positive TST/Negative X-ray   Date_____

☐ **HEPATITIS B** (3 primary series shots: (at 0,1,6 mo) plus titer confirmation (6-8 weeks later)
   A. Vaccination Dates
      1) _____
      2) _____
      3) _____
      Immunity confirmed by titer Date_____ **OR**
   B. If negative titer after initial series of 3 vaccines, then vaccines #4-#6
      4) _____
      5) _____
      6) _____
      Immunity confirmed by titer Date_____
   C. Immunity confirmed by titer (anti-HBs or HepB SAb) Date_____ **OR**
   D. Signed declination   Date_____
   E. History of disease Date_____ Known non responder_____

☐ **MMR** (Measles, Mumps, Rubella)
   A. Immunity by titers: Measles Date_____
      Mumps Date_____   Rubella Date_____ **OR**
   B. Vaccination Dates
      1)_____ 2)_____

☐ **VARICELLA** (Chicken Pox)
   A. Immunity by titer Date_____ **OR**
   B. Vaccination Dates
      1)_____ 2)_____

☐ **TETANUS/DIPTHERIA/PERTUSSIS**
   A. Tdap Date_____
   B. Td Date_____

☐ **AHA BLS Healthcare Provider Certificate**
Expiration Date _____

☐ **Authorization for Release of Record**
School keeps this on file

☐ **REQUIRED EDUCATION**
- Bloodborne Pathogen Training
- HIPAA Training
- HIV/AIDS Training
- Suicide Prevention Training
Each healthcare institution will communicate to faculty and to students any additional required educational content to be completed prior to participating in patient care.

SUBMITTED EVERY YEAR

☐ **TUBERCULIN STATUS**
A. Annual PPD (given less than one year from previous PPD)
   Date_____ Result: Neg____ Pos____ mm____
   Date_____ Result: Neg____ Pos____ mm____
   Date_____ Result: Neg____ Pos____ mm____ **OR**
B. Annual TB IGRA (drawn less than one year from previous IGRA)
   Date_____ Result:____ Date_____ Result:____
   Date_____ Result:_____ **OR**
C. If New Positive/Exam/Chest X-ray
   Exam Date_____ X-ray Date_____ **OR**
D. Known Positive/Possible Treatment/ Annual
   Symptom Check from Health Care Provider Date

☐ **INFLUENZA** **Effective dates: 08/31/2017 – 4/30/2018**
   A. Which healthcare provider administered vaccine?
   B. Proof of seasonal vaccination
      Date 1_____ Date 2_____ Date 3_____ **OR**
   C. Signed waiver with supporting evidence
      Date 1_____ Date 2_____ Date 3_____

☐ **BACKGROUND CHECK**
   A. National Criminal Background Check including Excluded Provider Search on OIG and GSA upon admission
      Date_____
   B. Washington State Patrol Check (WATCH) upon admission and annually
      Dates_____,_____,_____,_____
   C. Disclosure Statement
      Dates_____,_____,_____,_____

☐ **LICENSE (**Any healthcare license, certification, registration)
   A. State____ #_____ Exp. Date_____
   OR
   B. Not Applicable

☐ **INSURANCE**
   A. Professional Liability Policy Date: _____
   B. Personal Health Insurance Date: _____
   C. Vehicle Insurance Date: _____

☐ **ADDITIONAL REQUIREMENTS (if applicable)**
   A. Negative 12 Panel Drug Screen Date_____

Heritage University

Department of Nursing
Policy #039

Dress Code

Status:	Approved 7.13.2017
Effective:	7.13.2017
Initiated by:	Bylaws and Policy committee
Relevant WAC/ Standards/References:	WAC 246-840-519

Purpose
A clinical placement dress code has been established for Heritage University BSN students in recognition of the fact that the mode of dress has an effect on the establishment of a rapport and working relationship with patients, families, and other care providers. The purpose of this professional attire and appearance is to:
- Identify the person as a Heritage University BSN student.
- Promote the safety of the patient, family and Heritage University BSN student.
- Promote the development of trust by reducing barriers to the establishment of a therapeutic nurse-patient relationship.
- Provide consistency with infection control, safety, and patient comfort guidelines.

It is not intended to stifle individuality or be restrictive; rather, it is an attempt to help students make the transition to professional nursing.

Policies and Procedures

In uniform, students represent themselves, the Heritage University Department of Nursing, and the profession. Nursing students are expected to wear student uniforms when giving nursing care, unless a different policy is specifically defined by the clinical unit or agency. A student must abide by any uniform or dress codes set by the agency in which the student is having a clinical experience.

Students begin wearing the Heritage University Department of Nursing uniform during the first semester when participating in Yakima Valley Interprofessional Practice and Education Consortium (YVIPEC) activities, in laboratory courses in the HU nursing lab, and at clinical agencies. The uniform consists of a regulation white scrub top with the HU logo, and blue scrub pants. In addition, a white scrub warmup jacket with the HU logo is available for purchase. White, "professional" shoes with non-perforated leather or rubber uppers are required (no canvas). Shoes should have closed toes (for safety with spills and sharps), covered heels, offer good support, and should be reserved for clinical use only.

For clinicals based at the HU Early Childhood Learning Center, the uniform consists of a regulation blue polo shirt with the HU logo, and khaki pants. A dark blue cardigan sweater with the HU logo is available for purchase.

At all times the uniform should be clean and pressed, and shoes clean and polished. Any questions about the appropriateness of attire will be resolved at the discretion of the clinical faculty supervisor.

Students are required to wear a badge with first and last name identifying them as a Heritage University nursing student at all times in all clinical settings. Name badges can be obtained from the Administrative Coordinator of the Department of Nursing.

All uniforms must be purchased from Northwest Uniforms. A representative of Northwest Uniforms will be available at orientation for sizing and ordering. Additional uniforms may be sized and purchased at:

Uniforms Northwest
901 Summitview Ave #110, Yakima, WA 98902
(509) 575-1015

Additional Dress Code considerations:
- Students must be personally clean and well-groomed to minimize odor.
- Perfume, cologne, aftershave and lotions with fragrances should not be worn. Many patients, family members and staff are allergic to such fragrances.
- Hair should be kept back and long hair up for cleanliness and safety. Men should shave daily, and any facial hair should be well trimmed.
- Makeup should be worn with discretion and moderation.
- Nails are to be clean, of a length that could not scratch a patient during care, and in good repair. Nail polish should be neutral and not chipped. No acrylic nails are allowed as they promote bacterial growth.
- A watch with a second hand will be necessary for most clinical experiences.
- Jewelry should be minimal - for example: a wedding band; small, plain, non-dangling earrings limited to one per ear.
- Students must adhere to the agency's dress code in accordance with jewelry and tattoos.

Professional Attire on Heritage and PNWU Campuses
Professional dress is expected for any activity on campus. This is defined as casual business attire when not dressed in the official BSN uniform. Do **not** wear tank tops, halter tops, sheer blouses, midriff/half shirts, miniskirts, slit skirts, spike heels, flip-flops, and/or any tight clothing. Clean, intact jeans and dress shorts are acceptable. Workout shorts and gear are not acceptable. There is to be no bare skin (midriff, back, abdomen, buttocks, etc.) showing. Students must wear underwear (briefs or boxer shorts for males, panties and bra for women).

Professional Attire off Campus
Professional dress is expected for any activity off campus that represents Heritage University. Professional dress is HU warmup jacket/lab coat with a HU Department of Nursing name pin over professional clothes. Additionally some clinical experiences at some of the outpatient or community-based clinical sites may require the modified uniform. Guidelines for appropriate attire will be provided by the clinical faculty supervisor. Do **not** wear jeans, shorts, tank tops, halter tops, sheer blouses, midriff/half shirts, miniskirts, slit skirts, shorts, spike heels, flip-flops, and/or any tight clothing. There is to be no bare skin (midriff, back, abdomen, etc.) showing while in uniform. Underwear (briefs or boxer shorts for males, panties and bra for women) must be worn.

Non-compliance with this policy will result in the student being sent home from any Heritage

University associated activity, including clinical or lab, and a possible academic warning. If a student is sent home, he/she may or may not be able to make up missed clinical hours. It is up to the discretion of the clinical faculty supervisor.
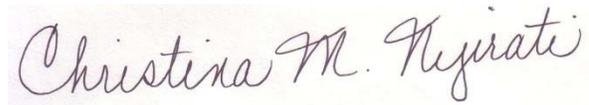
Policy Reviewers

Proposed revisions of this policy should be reviewed by:

9. Nursing Faculty Assembly
10. Policy & Bylaws Committee
11. Curriculum Committee
12. Admissions, Retention, Progression & Graduation Committee

Forms

There are no forms associated with this policy.

Signature: _____

Heritage University

Department of Nursing
Policy #009

Professionalism

Status:	Approved 7.13.2017
Effective:	7.13.2017
Initiated by:	Bylaws and Policy Committee
Relevant WAC/ Standards/References:	WAC 246-840-519 WAC 246-840-700 WAC 246-840-710 ANA Code for Nurses with Interpretive Statements, 2015 NSNA Code of Academic and Clinical Conduct., 2017

Purpose
The education of the students in the Heritage University BSN Program is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (American Nurses Association Code for Nurses with Interpretive Statements, 2015). The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students at Heritage University are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care. The purpose of this policy is to provide the student with information to meet these expectations.

Policies and Procedures
The Professionalism policy applies to all students enrolled in the Heritage University BSN Program. In addition, the Professionalism policy covers all student nonacademic and extracurricular activities that have an adverse impact on the university, the BSN Program, faculty, staff, students, patients, clinical staff, or impacts fitness for the profession and eligibility for licensure regardless of whether the activity takes place on or off campus.

Students enrolled in the Heritage University BSN Program must conduct themselves so as to conform to the Washington State Nursing Care Quality Assurance Commission (NCQAC) Washington Administrative Code (*WAC 246-840-700*), *Standards of Nursing Conduct or Practice*, the American Nurses Association (ANA) Code of Ethics with Interpretive Statements (2015); and the National Student Nurses' Association Code of Ethics.

Professionalism
Nursing professionalism is comprised of behaviors, practices, and communication styles that demonstrate core values of nurses working to achieve optimal health outcomes in patients, families, and communities. This includes conduct that applies the principles of altruism, excellence, caring, ethics, respect, communication, and accountability. Students learn these principles through self-assessment, self-reflection, responsible learning, accountability, effective communication and continuous professional engagement. Unprofessional behavior may be addressed through the Heritage University Student Code of Conduct and Disciplinary Action.

Safety
Safety is inherent in professionalism. The term patient safety means "the prevention of harm to patients." It includes human factors, teamwork, communication, patient management and clinical performance.

Expected Student Behaviors

1. **Communication** is the exchange of ideas, thoughts or feelings by verbal and non-verbal actions. Verbal and written communication includes clear, coherent, timely, honest, concise, and patient-centered communication. Students are encouraged to develop pronunciation, pitch and intonation appropriate for the environment. Non-verbal skills include gestures that are appropriate and employ the skill of listening to assimilate information. Cultural awareness builds upon identifying issues to alleviate communication obstacles resulting from health literacy, disparities, authority gradients, cultural differences and language barriers.

2. **Self-awareness** is the ability to recognize and look at inner thoughts, feelings and beliefs. Emotional intelligence is the ability to recognize one's own and other people's emotions, to discriminate between different feelings, label them appropriately and then use emotional information to guide behavior. Through self-evaluation and validation of feedback students will reflect upon experiences summarizing accurately strengths and learning needs to build confidence with realistic perspectives about capabilities. Students are held accountable to defend their perspective, including unpopular or unsafe practices.

3. **Self-Care** is promoting and maintaining personal well-being. Students enter the nursing program knowing they must take responsibility for their own physical and emotional health. This includes demonstrating sensory capabilities or appropriate compensation and the ability to perform the physical requirements of clinical practice. It is the students' responsibility to acquire adequate rest, nutrition and hydration, and manage personal stress.

4. **Responsible Learning** is demonstrated by taking control and ownership for learning. This is displayed by being engaged in academic tasks, persistent in self-learning, seeking feedback and notifying faculty if not achieving course or program objectives. Efforts are made to follow the agency's clinical policies, procedures and principles by adhering to submission of clinical requirements. Students must practice within their scope of knowledge, skills and recognizes personal limitations while working only under the appropriate supervision.

5. **Professional Image** is the appearance of an individual or profession outside the discipline. Students are guided to uphold a positive professional image by portraying a compassionate demeanor and demonstrating a respect of others with behaviors that are focused on patient care and learning. Students entering the program will be cordial to peers and demonstrate flexibility, professional etiquette and civility. They will adhere to Policy #039 Dress Code or the agency's policies along with the HU Student Code of Conduct and Disciplinary Action.

Students are accountable to explain and justify their intentions, actions and omissions. Students are guided in

their development of professional behaviors, yet are responsible to demonstrate the competencies listed above. Demonstrating professional behavior is required for passing in all didactic/laboratory/clinical practice settings regardless of performance in other areas or grade in the course.

Definitions of Unacceptable Behavior
The following behaviors are examples of violations of the Professionalism Policy. This list is not intended to be all-inclusive of behaviors that violate basic ethical or professional standards expected of Nursing Students. In addition, attempts at misconduct as well as completed acts are violations of the Professionalism Policy.

1. **Plagiarism** Taking credit for someone else's work or ideas regardless of the media, stealing others' results or methods, copying the writing of others without proper citations, quotation marks, or other forms of proper acknowledgment, or otherwise taking credit falsely.
2. **Cheating** Using or attempts to use unauthorized notes, study aids, technology, and/or information from another person on an examination, report, paper, or other evaluative document; unauthorized altering of a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do all or part of one's work and to submit the work under one's own name.
3. **Falsification of data** Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.
4. **Falsification of data or information to university officials, faculty members, staff, or clinical areas** Dishonesty in reporting either verbally or in written material, false data or information.
5. **Aiding and abetting dishonesty** Providing material, information, or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by this policy or that is prohibited by law or another applicable code of conduct. Students are responsible for reporting cheating or dishonesty if they observe a breach therein.
6. **Violating instructions regarding completion of assignments** Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments and laboratory experiments. When any material is to be turned in for inspection, grading or evaluation, it is the responsibility of the student to ascertain what cooperation, if any, between them, is permitted by the instructor.
7. **Falsification of academic records and official documents** Without proper authorization, altering documents affecting academic records, forging signatures of authorization, or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official University document.
8. **Misuse of technology**
9. **Providing nursing care in an unsafe or harmful manner** This includes carrying out a procedure without competence or without the guidance of a qualified person; willfully or intentionally doing physical and/or mental harm to a patient; exhibiting careless or negligent behavior in connection with the care of a patient; refusing to assume the assigned and necessary care of a patient and failing to inform the instructor and nursing staff with immediacy so that an alternative measure for that care can be found.
10. **Disrespecting the privacy of a patient or family member** This includes using sufficient information about a patient (e.g. full name, last name, or position) in written assignments and/or patient data of any sort (e.g. computer-generated forms that will be removed from the clinical area) such that the patient could be identified; discussing confidential information in inappropriate areas, such as elevators; discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know; violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and referencing patients or family members on social networking sites and devices.

11. **Falsifying patient records or fabricating nursing care or patient experiences** This includes fabrication in written materials and verbal reports for the clinical area as well as written material and verbal reports for the BSN Program.

12. **Failing to report omission of or error in treatment or medications** Failure to report the omission or error to the appropriate people, including clinical staff, clinical administration, and BSN Program faculty.

13. **Using drugs and/or alcohol** Using, possessing, selling or distributing drugs (including prescription drugs) or alcohol; illegally using, selling, possessing, or distributing drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student, including being in a class or clinical setting under the influence of alcohol, legal or illegal drugs, or prescribed drugs inconsistent with the prescribed use.

14. **Commission of a crime** Engaging in illegal or criminal activity that would impact the student's ability to obtain or maintain a professional license or employment in the nursing profession. The results of criminal proceedings will not be determinative of proceedings under this Professionalism Policy.

15. **Other professional misconduct** Violation of the ANA Code of Ethics for Nurses (2015) or NSNA Code of Ethics (2017) is unacceptable. Nursing students are expected to "maintain compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict. This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one's actions on others" (ANA Code of Ethics for Nurses with Interpretive Statements, 2015, pg. 9).

16. **Disrespectful verbal and written communication** Students are expected to be respectful and considerate in verbal and written communication with faculty, staff, clinical staff, patients, and other students.

17. **Disruptive behavior** Obstructing or disrupting classes, team projects, talks or other presentations, or other activities or programs of the school or other parts of the University and obstructing access to school community assets or to similar resources in other parts of the University.

18. **Sexual and other unlawful harassment** This includes not only sexual harassment, but also hazing, stalking, repeatedly sending emails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity.

19. **Obstructing the investigation of a possible violation of this policy** including making dishonest or misleading statements, either orally or in written form, including e-mails; other falsification of information; altering, destroying, or deleting relevant documents, files or e-mails; and any other act that hinders an investigation.

B. Reporting an Alleged Infraction

All members of the Nursing community – faculty, administrators, staff and students – have a responsibility to report any reasonable suspicion that a student has violated this Professionalism Policy.

All faculty members are required to report all incidents of professional misconduct (e.g., plagiarism, cheating, falsification of data, and violation of nursing standards) that occur in their course to the Program Director. It is important that all faculty report all misconduct so that there can be fairness in the application of the Professionalism Policy across the entire student body.

Any questions regarding the meaning of any provision of this Professionalism Policy will be decided by the Director of the BSN Program. The Director's decision as to any questions of interpretation is final.

The Nursing Department Chair/BSN Program Director will contact the Washington State Nursing Care Quality Assurance Commission for direction in any case of ethical, legal or professional policy violation.

Policy Reviewers

Proposed revisions of this policy should be reviewed by:
13. Director of the BSN Program
14. Policy & Bylaws Committee
15. Nursing Faculty Assembly

Forms
There are no forms associated with this policy.

References

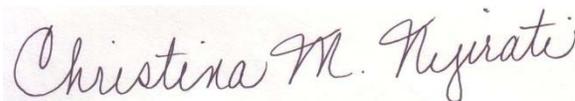American Nurses Association. (2015). C*ode of ethics for nurses with interpretive statements*. Silver Spring, MD: American Nurses Association. Retrieved from http://www.nursingworld.org/Code-of-Ethics

National Student Nurses Association (2017). *Code of academic and clinical conduct*. Retrieved from https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0

Washington Administrative Code (*WAC 246-840-700*), *Standards of Nursing Conduct or Practice*. Retrieved from http://app.leg.wa.gov/wac/default.aspx?cite=246-840-700

Signature: _Christina M. Njirati_ _____