



BRADLEY
University

Department
of Nursing

**Undergraduate Student
Handbook**



The Baccalaureate degree program is accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street NW, Washington DC 20001 (202) 887-6791.

Department of Nursing Approval
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Welcome from the Department of Nursing

Welcome Undergraduate Nursing Students! Congratulations on your admission to our outstanding undergraduate nursing program. We are excited that you have chosen to pursue your nursing education at Bradley University!

The Undergraduate Nursing Student Handbook contains important information that will facilitate your educational experience. Department of Nursing (DON) policies and procedures are offered to guide students during their Bradley undergraduate student nursing education. The Handbook is not designed as a substitute for faculty interaction but to serve as a readily accessible and available resource for undergraduate nursing students.

The Undergraduate Nursing Student Handbook is available on the DON website and reviewed annually by the DON Policies and Bylaws Committee and updated as needed. The Undergraduate Nursing Student Handbook is available electronically via the DON website. We highly encourage each student to review the Handbook since it will serve as a valuable resource. Each student is required to sign a verification of receipt during the start of the fall semester of their freshman year.

On behalf of the DON faculty and staff, we look forward to sharing in this chapter of your professional development. Please take advantage of the many wonderful opportunities afforded to you as a Bradley undergraduate nursing student!

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Bradley University

Mission

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences, and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application, and interpretation of knowledge.

Vision

We deliver an engaging education that transcends traditional boundaries through scholarly and practical experiences in a diverse, caring, and inclusive environment to prepare purpose driven leaders who achieve success and build a better world. Bradley University: An investment in the life you want.

Department of Nursing

Mission

The mission of the Department of Nursing is to prepare baccalaureate and advanced practice nurses. Through faculty and student collaboration, dynamic learning environments, and mentoring, nursing graduates are prepared to be the next generation of nursing leaders and lifelong learners that will meet a global society's health care needs.

Vision

The Department of Nursing is committed to excellence in the preparation of professional nurses for a changing global society. Within the comprehensive university setting, the Department of Nursing provides a dynamic personalized nursing education.

Core Values

Excellence: Students are provided with distinctive educational programs and a supportive environment to fulfill their intellectual, aesthetic, and professional needs.

Leadership: Students are prepared to utilize evidence-based practice to manage patient care, promote quality improvement, and to lead interprofessional teams.

Innovation: Students are prepared to integrate knowledge, skills, and attitudes to improve patient outcomes and foster a culture of safety.

Globalization: A liberal education provides a foundation for lifelong learning and prepares professional nurses to practice in a global society.

Collaboration: Students are prepared to participate as members of the inter-professional team to deliver patient centered care.

Community: Students are prepared to use evidence-based practice in implementation of the nursing process to assist individuals, families, groups, communities, and populations across the lifespan in achieving optimal health.

Bradley University Department of Nursing Honor Code

As a Bradley University Nursing Student

I will follow and honor the code of conduct as expressed in the
(via "Policies, Protocols, and Regulations", which includes no cheating, plagiarism, etc.)

I will be honest and trustworthy in all of my interactions.

I will show respect in word and deed for myself, instructors, colleagues, and community members.

I will act responsibly in all of my educational endeavors.

I will be accountable for all of my actions.

I understand that the violation of this code may result in serious consequences.

DEPARTMENT OF NURSING CIVILITY STATEMENT

As Bradley University Department of Nursing faculty, staff, and students, we are held to the highest ethical standards in all of our interactions and environments. Any form of incivility is unacceptable. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the community. This includes any and all forms of verbal and non-verbal disrespect or disregard for others.

A healthy work environment is essential to productivity and learning. Therefore, the Department of Nursing faculty, staff, and students strive to exemplify healthy work behaviors. To ensure a dynamic and respectful environment that fosters patient safety and a sense of community, it is expected that everyone adheres to these guidelines and maintains a high standard of civil, respectful, and professional conduct in all interactions. This policy is in accordance with the [Bradley University Faculty Handbook](#), [Bradley University Classified Handbook](#), [Bradley University Exempt Handbook \(non-faculty\)](#), and [Bradley University Student Handbook](#).

DEPARTMENT OF NURSING DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The Bradley University Department of Nursing values the contributions and perspectives of faculty, staff, and students with different backgrounds. We strive to develop and foster a culture of inclusive excellence that appreciates and celebrates differences in opinions and contributions of those from all groups. In alignment with the National League for Nursing (National League for Nursing, 2016), the Bradley University Department of Nursing understands that diversity encompasses and is influenced by intersections of race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs, or other ideologies.

Principles of Inclusion

a. We affirm that socially and culturally constructed differences in race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs oftentimes leads to oppression.

b. We affirm that differences in race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs enhances our academic environment and promotes excellence in care for patients.

c. We affirm that recruiting, developing, and retaining faculty, staff, and students that reflect our communities of interest is essential to our success.

d. We affirm that all groups have unique perspectives and biases that must be explored to foster inclusive excellence.

e. We affirm that the presence of visible diversity does not equate to being diverse, equitable, and inclusive alone. Multidimensional efforts in recruitment, retention, promotion, curriculum, decision-making, and education must also be incorporated.

Commitments

a. We are committed to the continuous assessment of diversity, equity, and inclusion in the Bradley University Department of nursing through open dialogue.

b. We are committed to addressing oppression, privilege, and power structures through education, awareness, and accountability.

c. We are committed to the support of underrepresented groups through allyship, mentorship, socio-emotional assistance, and professional development.

Professional Behaviors Policy

The [Department of Nursing Professional Behaviors Policy](#) is incorporated into the student handbook by reference and should be reviewed/followed by all students.

Statement of Accreditation

The Baccalaureate degree program in nursing is accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street NW, Washington, DC 20001, 202-887- 6791.

Program of Study

The recommended curriculum sequence is published in the [Bradley University Undergraduate Catalog](#). Students are strongly encouraged to meet with their nursing faculty advisors prior to dropping any course to determine the impact on educational outcomes.

Program Outcomes

The Undergraduate Nursing Program outcomes are created using multiple resources. One important resource is the Quality and Safety Education for Nurses (QSEN) Pre-Licensure Knowledge, Skills and Attitudes (KSAs) which is based on the Institute of Medicine 2003 report on patient safety. The KSAs are Patient-Centered Care Teamwork and Collaboration, Evidence-based Practice, Quality Improvement, Safety, and Informatics. Another important resource used in the creation of program outcome is the professional nursing standards set forth by the American Association of Colleges of Nursing's (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice. The nine BSN Essentials are Liberal Education for Baccalaureate Generalist Nursing Practice, Basic Organizational and Systems Leadership for Quality Care and Patient Safety, Scholarship for Evidence Based Practice, Information Management and Application of Patient Care Technology, Healthcare Policy, Finance, and Regulatory Environments, Inter-professional Communication and Collaboration for Improving Patient Health Outcomes, Clinical Prevention and Population Health, Professionalism and Professional Values, and Baccalaureate Generalist Nursing Practice.

(See BSN Crosswalk – Appendix C)

At the completion of the undergraduate nursing program, the graduate will:

- I. Utilize critical thinking strategies to synthesize knowledge from the humanities, social sciences, physical sciences, biological sciences, mathematics, and nursing as the base for Baccalaureate generalist nursing practice.
- II. Integrate leadership concepts, skills, and decision making in the achievement of safety and high-quality outcomes as a member of the inter-professional healthcare team in a variety of settings.
- III. Appraise and synthesize current evidence to guide clinical decision-making.

- IV. Participate in the development, implementation, and evaluation of patient care technologies, information systems, and communication devices to support safe clinical practice.
- V. Appraise the delivery of healthcare in micro and macro systems, and articulate to key decision makers issues that affect the nursing profession and clinical outcomes.
- VI. Foster communication between and among professional healthcare teams to optimize quality patient outcomes.
- VII. Appraise the healthcare needs of vulnerable populations and collaborate with interdisciplinary groups to develop and manage intervention plans in various settings.
- VIII. Assume accountability for personal and professional behaviors, while upholding professional standards of moral, ethical, and legal conduct.
- IX. Integrate, translate, and apply the knowledge, skills and attitudes necessary to improve patient outcomes and foster a culture of safety across the lifespan.

Section II Academic Progression and Regulations

Academic Integrity Violations

The Nursing Department abides by Bradley University's [Policy of Breach of Academic Integrity](#), which is found in the [Undergraduate Catalog](#), tin regards to cheating and plagiarism.

Concurrent Enrollment

Students enrolled in practicum courses must be enrolled in the companion theory course or have the consent of the Director & Chairperson of the Department of Nursing.

Individual Course Grade Requirements

Students must earn a grade of "C" or better in all courses required in the nursing major in order to progress in the nursing program.

Students must earn a "C" or better in the cumulative score of exams in all nursing courses with exams to pass the course.

A student who is not successful in any required nursing course **may not progress** to the next semester in the nursing program of study. The student must petition to repeat the course and re-enter the nursing sequence ([see the Petition to Re-enter the Nursing Coursework sequence policy](#)).

Academic Coach

If a student scores 77% or less on a nursing theory test or has a faculty referral to the academic coach, the student must make an appointment to see the academic coach. The student must initiate contact with the academic coach within one week following posting of the exam grades. Failure to meet with the academic coach before the next exam will result in a 1-point deduction from the total course points for each test or referral not followed up on with the academic coach.

Academic Progression

The Department of Nursing has specific requirements for academic progression, repeating and re-enrolling in courses, withdrawal, and dismissal from the nursing major. Please review the Undergraduate [Nursing Academic Progression, Withdrawal, and Dismissal Policy, and Petition to Re-enter the Nursing Coursework Sequence- Undergraduate](#).

Student Grievances

Policies for student grievances are identified in the "[University Student Grievance Policy](#)" outlined in the current [Bradley University Undergraduate Catalog](#).

Unacceptable Behavior

Examples of unacceptable group or individual behavior are stated in the current [Department of Nursing Professional Behaviors Policy](#), the [Bradley University Standards of Conduct](#) and the [Bradley University Student Handbook](#).

Student Code of Conduct

As Bradley University's Department of Nursing students, you are held to the highest ethical standards both within and outside of the practicum setting. This code of conduct is in accordance with federal and state law, professional nursing, and academic parameters.

Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the learning community. This includes any and all forms of disrespect or disregard for instruction, the faculty and/or staff, or a fellow student.

To ensure a dynamic and respectful teaching, learning, research, and practicum environment that fosters a sense of community, it is expected that every student maintains a high standard of civil, respectful, and professional conduct in all academic and practicum interactions. The primary purpose of the Student Code of Conduct is to foster the personal, educational, and social development of students. Bradley University is committed to providing quality education in an environment of professionalism, respect, tolerance, understanding, and goodwill among all members of our diverse community. Conduct, whether non-verbal, verbal, or physical, that interferes with the ability of others to effectively learn or carry out their duties, or that undermines learning or the student confidence in Bradley University or a faculty member may constitute disruptive behavior. The code also serves as deterrence to misconduct to enhance the safety and security of the community. Students are expected to take responsibility for their conduct. Any disciplinary consequences for code of conduct violations serve both educational and deterrence objectives.

A report of student misconduct or infringement with regard to the Bradley University Department of Nursing Student Code of Conduct may initiate a grievance process that could lead to dismissal and, if appropriate, may be reported to the Illinois State Board of Nursing. Violation of federal, state and local laws may be applicable and as appropriate, would be reported to law enforcement officers.

The Bradley University Department of Nursing Student Code of Conduct shall not diminish or remove the applicability of University-wide policies and procedures and, where in conflict, University-wide policies shall control over the standards herein.

Blatant disregard and insolence for others or actions that create an atmosphere of disrespect, conflict, and stress will not be tolerated.

Student Code of Conduct Contract

Department of Nursing Students' Responsibilities:

Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing Student Handbook or Bradley University Undergraduate Student Handbook may result in a conference with the Director & Chairperson of the Department of Nursing or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Director & Chairperson of the Department of Nursing may recommend the student be dismissed from the program/DON. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Department of Nursing.

Attentiveness - The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor - The student has a positive, open attitude towards peers, faculty, staff, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity - The student functions as a responsible, ethical, law-abiding adult.

Cooperation - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility - The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, staff, patients, and others.

Professional Role - The student conducts self as a professional role model at all times and in compliance with Standards of Practice and the American Nurses Association Code of Ethics for Nurses with Interpretive Statements. The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

Judgment - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics - The student conducts self in compliance with the American Nurses Association Code of Ethics.

As Bradley University Department of Nursing Students, We Commit to:

1. Follow conventions of good classroom manners and Department of Nursing student responsibilities as outlined above.
2. Ask permission to tape record and respect the faculty member's decision to allow or disallow.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from harassment via email, social media applications, or any other electronic media or devices.
5. Listen respectfully to each other.
6. Respond respectfully and reflectively to ideas aired in the classroom.
7. Refrain from personal insults, profanity and other communication-stoppers.
8. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the faculty members.
9. Issue "gentle reminders" when these guidelines are breached.
10. Arrive timely to class/clinical sessions.
11. Bring the required supplies and be ready to be actively engaged in the learning process.
12. Focus on the business at hand – the class, its content, and the learning process.
13. Turn cell phones off or to vibrate before the start of class.
14. Refrain from talking and texting during class time.
15. Pick up your trash upon leaving the room.
16. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
17. Turn in assignments on time.
18. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with the faculty member, it is a good idea to

Speak with him/her after class).

19. Raise a hand to indicate a question or comment as a courtesy to classmates and the faculty member. (Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing, but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well.)
20. Make arrangement if an emergency arises that requires an absence from a session, to get the notes and all other information that was covered in class from a colleague you trust.
21. Exam reviews are at the discretion of the faculty. When exam reviews are offered, respect the faculty member's exam review schedule and process. No visual review of exam materials will be granted after a period determined by the individual faculty member.
22. Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

By signing this verification of receipt of this Student Handbook, I also acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program/ Department of Nursing. (See Appendix D)

Withdrawal from Nursing Major

A student withdrawing from the nursing program for any reason is expected to have a conference with the assigned academic advisor & complete appropriate paperwork. Students who withdraw from the nursing major, may not be allowed to return unless space is available. Refer to the [Leave of absence/withdrawal/exit policy](#) for the Department of Nursing. For withdrawal from the University, the student should follow the procedures outlined in the [Withdrawal](#) area located under the Center for Student Support Services.

Medication Administration Calculation Competency

Medication administration is a core function of nursing practice, which requires applied numeracy skills (reasoning, problem solving, and decision making). The application of reasoning in mathematical computations is important to foster a culture of safety.

Sophomore Level

Students will demonstrate medication administration calculation competency with a passing score on examination (100%) in the designated module.

Junior & Senior Levels

Prior to attending Junior- and Senior-level practicum, students will demonstrate medication administration calculation competency with a passing score on examination (100%). Students who fail the exam will be unable to attend practicum, except for orientation, and will accrue an unexcused practicum absence.

NCLEX-RN Preparation

NCLEX-RN preparation begins with enrollment in NUR 200. Standardized examinations will be administered in designated courses at each level. Students are encouraged to review the [Undergraduate Integrated Testing Policy](#).

Registered Nurse (RN) Students

As a student with an RN license, the baccalaureate in nursing prepares you to take the next step in your career. You can transfer up to 66 hours of previous general education and nursing coursework into the program.

Upon satisfactory completion of NUR 300, 303, and 310 (or NUR 204), the RN student may receive up to 31 semester hours of credit for previous nursing education through the university process. The Bachelor of Science in Nursing Degree (BSN) requires 122 semester hours.

Licensed Practical Nurse (LPN) Students

You can transfer up to 66 hours of previous general education and nursing coursework into the program. Prior to enrollment in NUR 300 and 310 (or NUR 204), the student must have successfully completed the following prerequisites: PSY 101, SOC 100, CHM 100, CHM 101 & CHM 162, BIO 230, 231, 232, 233, BIO 202, PSY 303, FCS 202, or equivalents. After successful completion of NUR 300 and 310 (or NUR 204) with a grade of "C" or better, the student, will receive up to 11 semester hours for prior learning through the university process, and is eligible to enroll in junior level nursing courses.

Licensure and/or Certification

Graduation from the Nursing Program does not guarantee licensure and/or certification from the State of Illinois or any other state.

Section III Clinical Practicum

Enrollment in undergraduate senior practicum courses is by reserve ticket only. Sophomores and juniors will self-enroll in practicum courses. The Department of Nursing staff will review student records to ensure all practicum requirements have been met.

Functional Abilities

The following physical activities and abilities are required for admission into the nursing program. By applying to Bradley University's nursing program, you agree that you have read this information and that you can meet all of the following requirements with or without accommodations.

Standing/Walking: Standing and walking is required for the majority of time spent in the clinical area (4-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.

Sitting: Students may need to sit while charting or entering data into a computer, or while receiving/giving verbal reports at the start/end of one's shift. It is also possible that sitting may occur during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.

Lifting: Regular lifting of medical supplies, medications, patient supplies, and patient charts, all weighing up to ten pounds is required. Also lifting CPR equipment and other medical equipment weighing up to 45 pounds is required. One is required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients, and to support at least 75 pounds to reposition, transfer, and ambulate patients safely.

Carrying: Frequent carrying of medical supplies and other items weighing up to 45 pounds is required, along with occasional carrying of certain medical equipment weighing up to 50 pounds.

Pushing/Pulling: Pushing/pulling 70-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is required.

Climbing: Students may be required to climb stairs in case of emergency or when assigned to a practicum in a facility without an elevator

Bending: Bending is required when administering patient care. One must be able to bend to touch the floor to remove environmental hazards.

Reaching: Reaching above one's head is required when performing aspects of care such as hanging and adjusting IV bags.

Squatting/Kneeling: Squatting or kneeling is required when operating medical equipment and performing aspects of patient care, such as CPR.

Twisting: Twisting at the waist is required when bathing patients and performing other procedures.

Speaking: Students must be able to clearly speak English to communicate, assess, and educate patients and families. One must also be able to communicate verbally with physicians and other professionals involved in patient care.

Hearing: Students must have normal hearing (aids permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. One must also be able to hear to detect subtle, yet critical information regarding patient conditions including alarms, and to communicate with physicians and other professionals involved in patient care.

Visual Acuity: Students must have vision that falls within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments including subtle changes in color.

Depth Perception: Students are required to have adequate depth perception for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.

Fine Motor Skills: Students must have fine motor skills of all fingers and be able to grasp and control medical equipment, and to perform precise procedures such as sterile dressing changes. Ability to grasp objects such as a pen to prepare handwritten reports is also required.

Tactile Sensation: Students must be able to assess patients through palpation with fingers and hands, and must be able to distinguish between warm/cold and be able to feel vibrations.

Behavioral/Social: Students must be able to tolerate mentally and physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients/clients. The following personal qualities will be assessed during educational processes: compassion, integrity, concern for others, interpersonal skills, interest and motivation.

CPR Certification

Each undergraduate student shall provide proof of current CPR with AED certification (health care provider or professional rescuer) prior to enrollment in each practicum course. The certification must be valid for the entire academic year.

Health Insurance

All students are required to carry health and hospitalization insurance coverage while enrolled in any of the undergraduate or graduate level nursing programs. [Undergraduate Nursing Practicum Requirements Policy](#).

Attendance

The student is expected to attend *every* scheduled practicum. It is the obligation of the student to avoid scheduling conflicts that prevent the full completion of each practicum session. Students are expected to consult “Academic Dates and Deadlines” at Bradley University’s Schedule of Classes prior to planning any travel. Travel plans are not an excused absence. Special situations will be addressed on an individual basis. If a practicum is missed-for any reason-the student will be required to make up that practicum time or to complete a commensurate assignment. A written excuse from a healthcare provider may be required for practicum absence due to illness. The student is responsible for contacting their practicum instructor to notify them of the absence.

Practicum schedules at the beginning of semester are approximate and may change due to special circumstances throughout the semester. It is the responsibility of the student to maintain availability throughout the entire semester.

The Department of Nursing adheres to the Bradley University [Inclement Weather Policy](#).

[Practicum Remediation Process](#)

Procedure:

1. The practicum instructor informs the student that their performance requires remediation on content, or skill, or a combination of both.

2. The practicum instructor will give the student the Practicum Remediation Form to be signed by the clinical lab coordinator or faculty member upon completion of successful remediation and then returned (by the student) to the practicum instructor for inclusion with the final practicum evaluation.
3. The student signs up in the Learning Management System site-NUR Skills Lab under “open lab” to reserve a time in the skills lab to review required material. If the times posted conflict with classes, the student should email the clinical lab coordinator to schedule time to come to the lab.
4. The student submits the completed Practicum Remediation Form to the practicum instructor at the next practicum date or time agreed upon at the initial notification.
5. The practicum instructor will e-mail the skills lab coordinator to discuss specific needs, or to inquire about student’s attendance if necessary.

HIPAA Compliance Policy

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, when administering a medication, the healthcare provider would have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all information that could identify the patient/client ([HIPAA identifiers](#)) must be removed from student papers, such as care plans and case studies. Information to be removed includes, but is not limited to, the individual's name, initials, date of birth, address, phone number, fax number and Social Security number. Student papers may not be copied for careless circulation and handling.

Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

Students are required to sign the Department of Nursing's HIPAA Compliance Agreement form annually after review of the [Department of Nursing HIPAA Compliance Policy](#). This signed form will be kept in the student's file.

See Appendix A for the Department of Nursing's HIPAA Compliance Incident Report Form, Appendix B for the HIPAA Compliance Agreement Form.

Unusual Incidents

Any unusual incident must be reported immediately by the student to the supervising faculty member who must report the incident to the Director & Chairperson of the Department of Nursing

The supervising faculty member will refer the student to the representative of the clinical agency in charge of incidents/injuries. The agency protocols will be followed. Students will be responsible for any and all costs related to incidents or injuries at the agency.

Students who are involved in an accident or injury that arises during required course experiences or activities while on Bradley's Campus should report to the supervising individual (or their designated representative) and will be referred to the Bradley University Health Services.

Sentinel Events

Any occurrence which results in harm or potential harm to the client, a family member or substitute familial person, another student, a faculty member, or other members of the health care team, must be reported immediately by the student to the supervising faculty member (or their designated representative) who must report the incident to the Director & Chairperson of the Department of Nursing

The supervising faculty member will refer the student to the representative of the clinical agency in charge. Any agency protocols will be followed. For every sentinel event the department chair will guide the follow-up processes.

Unsafe Practice

The faculty of the Department of Nursing has an ethical, academic, and legal responsibility to prepare competent professional nurses. Unsafe practice is defined as an act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other members of the health care team.

Guidelines for safe practice include, but are not limited to:

1. The [Illinois Nurse Practice Act](#)
2. The American Nurses Association [Code of Ethics](#)
3. Standards of care developed by regulatory and accrediting bodies, health care institutions, nursing organizations, and other expert sources.

Unsafe practice includes, but is not limited to:

1. Nursing practice for which a student is not authorized or educated to perform at the time of the incident
2. Attendance at the clinical site under the influence of alcohol and/or drugs (illicit and/or prescription) that would impair judgment.
3. Falsification of verbal report or written/electronic documents

If an incident of unsafe practice is observed, the following procedures will be followed:

1. A faculty member who becomes aware of unsafe practice will
 - a) Notify the student immediately,
 - b) Request the student to leave the practicum (if appropriate), and
 - c) Document the incident.
2. The faculty member will immediately notify the Director & Chairperson of the Department of Nursing
4. Within three working days of the incident, the appropriate faculty members will meet, come to a decision, and notify the student of their decision.

Decisions are based on scope and severity of the incident and may include, but not limited to, the following actions:

1. Formal written reprimand to be included in student's permanent file
2. Remedial work to be completed by the student
3. Failure in practicum
4. Dismissal from the nursing program

Dismissal from the nursing program does not constitute dismissal from the University. A student who is not in agreement with the decision of the faculty has the option of pursuing the issue within the framework of the [Bradley University Student Grievance Policy](#).

Care for Patients with Communicable Diseases

Nursing faculty members make every effort to address fears, misinformation, or prejudices students may be experiencing with regard to caring for patients with communicable diseases, through the following measures:

1. Provide the most current information on the modes of acquiring and transmitting communicable diseases in the clinical setting
2. Provide thorough instruction in protective precautions for students giving care to patients with communicable diseases
3. Provide close supervision and monitoring of the student's initial experience in communicable disease control
4. Provide information to underscore the American Nurses Association Code of Ethics
5. Reassignment of students perceived to be at personal risk

If refusal to care for assigned client occurs, the student will receive a grade of “unsatisfactory” for the practicum course.

Students in practicum settings follow the Centers for Disease Control (CDC) Body Substance Isolation guidelines for all patient contact. The CDC BSI guidelines are reviewed with students at the beginning of each academic year.

Blood and Body Fluid Exposure Guidelines

In the event of an accidental or other possible exposure to blood or body fluids during practicum, the following procedure will be implemented:

1. The student will *immediately* notify the clinical instructor who will in turn notify the OSHA representative of the agency.
2. The clinical instructor will notify the Director & Chairperson of the Department of Nursing
3. Agency OSHA protocols will be followed.
4. The student must report to the Bradley University Student Health Center within 24 hours or as soon as possible thereafter.
5. If not provided for by the agency protocol:
 - The Department of Nursing and Bradley University will request that the source of the possible exposure be tested for blood borne pathogens,
 - The student will be referred for testing at a site of his/her choice, cost to be

incurred by the student.

6. The student will be encouraged to seek counseling from a professional of his/her choice. Bradley University [Health Services Counseling](#) is available as one option.

Personal Health

Absences

Health related-absences may require an original written statement from the attending healthcare provider, indicating the student's ability to return to practicum. This statement must be provided to the practicum faculty before returning to practicum.

Accommodation of Needs

Students with health problems and/or prescription medications that might affect practicum performance or personal safety must notify their practicum faculty member. The student may be required to provide an original written statement from the attending healthcare provider, indicating the student's ability to attend practicum

Clinical Compliance for Practicum

The Department of Nursing requires nursing majors participating in practicum to meet all agency requirements and follow all agency protocols. Undergraduate nursing majors who fail to comply with the established practicum requirements will be unable to participate in their practicum experience and will earn a grade of unsatisfactory for each day missed, until requirements are met. Students should review the [Undergraduate Nursing Practicum Requirements Policy](#).

Personal Appearance during Practicum

Students are expected to adhere to the [Dress Code for Practicum Policy](#). Students are reminded that medical asepsis, safety, and professional appearance are important considerations in student attire. If the practicum instructor / affiliate clinician deems the student's attire inappropriate or unprofessional, the student will be dismissed from the practicum area and receive an unexcused absence. Individual practicum sites may have specific dress code requirements in addition to those listed here. Students must follow any additional requirements of the practicum site.

Equipment Needed for Practicum

REQUIRED EQUIPMENT

1. Watch with secondhand
2. Stethoscope
3. Penlight
4. Skills lab kit
5. CPR Barrier Device (optional)
6. Blood pressure cuff (optional)

Transportation

Transportation to practicum sites is the responsibility of each student.

Use of Technology in the Practicum Setting

While in the practicum setting, students will abide by the [Use of Technology in the Practicum Setting Policy](#). However, the use of cellular phones is precluded by the policy of the institution at which the practicum is being held.

Use of a cellular device may be limited to a specific area of the unit as deemed appropriate by the instructor, unit manager, or hospital administration.

Inappropriate use of cellular phones including, but not limited to: personal texting, accessing the Internet for any type of social media, playing videos, checking e-mail, or personal phone calls, is strictly prohibited. Infractions of this policy will result in the student being dismissed from the practicum unit, which will result in an unexcused absence on the practicum evaluation.

When applicable, computers on the unit will be used to access pertinent clinical information that is not available on the required software of the nursing program. Use of the computer and Internet will be monitored for appropriateness.

Students who are employees of the practicum institution will use their student computer log-in when performing student-related functions. Use of an employee log-in for computer use is not permitted in the student role.

In the event of a student needing to use a cellular phone to either make or receive a personal call in the event of a family emergency, the student should make the instructor aware of the situation so that use of the cellular phone will not be misinterpreted.

Cellular phones should not be used in the presence of patients, visitors, etc. Pictures may not be taken with a cellular phone without written permission from the parties involved. This includes pictures of: information posted on the unit, people, patients, equipment, or digital information.

Specific use of cellular phones may be modified or eliminated by the practicum instructor without prior notice.

Liability Insurance

Student Liability Insurance:

Student liability insurance is required. Students will pay course fees each year, beginning sophomore year, which include the annual cost of liability insurance.

Professional Liability Insurance: (RN students)

Prior to entering nursing practicum courses, Registered Nurse Students will be required to submit proof of individual professional liability insurance with coverage limits equal to or exceeding that purchased by the basic students.

Section IV Campus Activities

Student-Initiated Activities

Nursing students acting on behalf of a nursing organization or nursing class must have prior approval of their faculty advisor and/or faculty member as well as the Director & Chairperson of the Department of Nursing. The Department of Nursing adheres to the [Bradley University Student Code of Conduct](#).

Class Representatives

At the beginning of the fall semester, the sophomore, junior, and senior nursing classes shall elect level representatives, Curriculum (senior) committee representatives, Department of Nursing Student Advisory Council representatives (all levels), and the College of Education and Health Sciences Student Advisory Council (senior).

Guidelines for Student Representatives and Department of Nursing Student Shared Governance

Purpose of Student Representatives to standing committees:

- To gather information regarding curricular or programmatic issues from peers in the Department of Nursing to bring to the standing committees
- To work with the standing committee for improvement of the program

Purpose of Student Representatives to Levels:

- To contact peers on the Level one week prior to the scheduled level meeting to determine if there are any student concerns
- To bring concerns to the Level meeting
- To report back faculty feedback on the issues of concern to the students

One student level representative and one alternate may be elected from each level. All student representative elections will take place in August. The alternate level representative will attend only if the elected representative is unable to attend. If neither the elected representative nor the alternate is able to attend, they may send student concerns to the Course Coordinator(s) to be disseminated at the Level meeting. A student may not serve as representative or alternate for two consecutive years to any Level or standing committee.

Student representatives will not be required to remain for the entire meeting except for those who are representatives to Curriculum Committee. As their input may be of value to curricular or programmatic changes, their attendance will be encouraged for the entire meeting for this standing committee. Students who are Level representatives will leave after reporting student concerns unless asked to provide input on other agenda items.

Level Committee Meeting Agendas should be revised to ask for student input immediately following announcements. Agendas will be provided to all members of the Level prior to or at the beginning of each Level meeting so that all members of the Level can determine if there are items to be discussed with the student representative.

College of Education and Health Sciences Student Advisory Council

One senior undergraduate student and an alternate are elected from the Department of Nursing to serve on the College of Education and Health Sciences Student Advisory Council.

Section V Student Organizations

Department of Nursing Student Advisory Council

The Department of Nursing Student Advisory Council consists of one elected representative and one elected alternate from each baccalaureate and accelerated class.

The Director & Chairperson of the Department of Nursing chairs the council meetings.

The functions of the Council shall be to:

1. Disseminate information to nursing students
2. Discuss policies and problems relative to matters in the Department of Nursing
3. Provide student input to the Director & Chairperson of the Department of Nursing

Nurses Christian Fellowship (NCF)

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry of and for nurses and nursing students. NCF is a branch of [Inter-Varsity Christian Fellowship](#) and started on an informal basis at Bradley University in 1975. The charter was awarded on October 6, 1978. Conferences, seminars, and literature are available through Nurses Christian Fellowship.

Bradley Nursing Student Association (BNSA) (an affiliate of the [National Student Nurses Association](#))

Open to all nursing majors. The primary purposes of the organization are to provide nursing majors with:

1. An information service
2. A channel for communication
3. A vehicle for unification
4. A means for visibility and identification

The Executive Board of BNSA is composed of the following elected officers: President, Vice-President, Secretary, and Treasurer.

Epsilon Epsilon Chapter, Sigma Theta Tau International Honor Society of Nursing

This chapter of [Sigma Theta Tau International Honor Society of Nursing](#) selects for membership from among those junior, and senior students, who have demonstrated superior scholastic achievement and have shown evidence of leadership ability. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession which are consistent with the International Honor Society of Nursing, Sigma Theta Tau. Inductions are held in April of each year.

Section VI Facilities

Nursing Skills Laboratory

The Department of Nursing has laboratories located in Westlake Hall and Markin Family Student Recreation Center. The nursing skills laboratories located in Markin Center are available for student practice during open laboratory hours or by making arrangements with the clinical lab coordinator or appropriate faculty.

Student Study Room

The student study room is located in Markin 51. This community space is available for student use during the Markin Center hours of operation.

Section VII Misc. Information

Academic Advisors

Every nursing student is assigned an academic advisor in the Department of Nursing. Prior to registration each semester, students must meet with their academic advisor. The advisor assists the student to develop a plan of study to meet graduation requirements, and to interpret academic regulations. It is the student's responsibility to follow the academic plan agreed upon during each advising session. Students should seek counsel from their academic advisor before making any course changes that deviate from the academic plan.

Undergraduate students who wish to change their academic advisor should consult the Undergraduate Program Director for the Department of Nursing.

Instructor Evaluations

Students will be given the opportunity to evaluate faculty members. Faculty members are able to view student feedback after semester grades have been posted. Information from evaluations is used for instructional improvement and program evaluation.

Office Hours of Faculty Members

Office hours are posted on the Canvas course site and in the course syllabus. Efforts should be made to schedule appointments during posted hours.

Email Communication

The Department of Nursing utilizes students' Bradley University email addresses exclusively to communicate with its students. Course details, updates, and clinical placements are some examples of information that is communicated to students via their Bradley University email account. It is each student's responsibility to setup his/her account and check it a minimum of twice weekly. Students who experience problems with their Bradley University email account should contact the Technology Helpdesk (309) 677- 2964 for assistance.

There are no parameters or limitations about when emails may be sent (i.e. 2am is acceptable). However, emails are typically read by faculty and staff during standard business hours (Monday through Friday, between the hours of 8 a.m. and 5 p.m.). Response times vary according to the schedule of the recipient. Additionally, the recipient may not have ready access to necessary information to respond to the email. Therefore, faculty and staff response to individual emails will vary accordingly.

Confidential Student Data

Nursing faculty and staff adhere to the Family Educational Rights and Privacy Act (FERPA) regulations regarding sharing student information with parents. See the Bradley University Registrar's website for more information regarding [FERPA](#).

In order to facilitate the efforts of the faculty to support students in their endeavors to seek employment, scholarships, graduate school admissions, and other matters, students are required to submit a signed [Reference Request: FERPA Release](#) form before faculty complete reference requests.

Documentation of Sources

The Department of Nursing faculty has adopted the Publication Manual of the American Psychological Association, most recent edition, as the official manual of form for professional writing.

Smoking

The Department of Nursing adheres to the Bradley University [Non-Smoking Policy](#).

Social Media Policy

The Department of Nursing adheres to the [Department of Nursing Social Media Policy](#).

Substance Abuse Policy

In addition to adherence to the [Standards of Conduct & University Policies](#) with regard to substance abuse, the Department of Nursing also reserves the right to suspend, or immediately dismiss any student found to be in violation of the policy. While the process of adjudicating violations is in process, students will be prohibited from attending practicum experiences.

Technology Requirements

The schedule and tasks of a college student frequently require multi-tasking with lots of windows open and may require taking online tests. Netbooks, tablets, and eReaders are not suited for this. Consider netbooks, tablets, or eReaders as note-taking, reading, media consumption, or email devices not a primary computing device.

Therefore, all nursing majors are required to have a laptop that meets the minimum requirements listed within the [DON Technology Requirements Policy](#), in addition to [any University requirements](#).

Appendix A

HIPAA Compliance Incident Report Form

This purpose of this form is to report an incident that involves a possible breach of privacy of protected health information.

Today's date: _____

Reporter name: _____

Phone number: _____

Date of incident: _____

Summary of incident (include location of incident and names, if available, of those involved):

Appendix B

HIPAA Compliance Agreement

Clinical agencies are mandated to follow HIPAA regulations. Students will therefore be required to meet any & all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a federal law. Penalties for wrongful disclosure include fines &/or imprisonment. I have read and understand the HIPAA Compliance Statement in the Student Handbook and the HIPAA Regulations as it applies to patient/client privacy issues. I further understand that any violation of the HIPAA Regulation will result in disciplinary action, up to and including immediate expulsion from the Nursing Program at Bradley University. (Signature page with printed name and date)

NAME: _____
(Print your full name clearly)

SIGNATURE: _____
(Student signature)

DATE: _____

Appendix C

BSN Crosswalk

Crosswalk BSN Essentials with QSEN Competencies and BSN Program Outcomes		
AACN BSN Essentials	QSEN Competencies	BSN Program Outcomes
		The graduate will:
<p>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice A solid base in liberal education provides the cornerstone for the practice and education of nurses.</p>		Utilize critical thinking strategies to synthesize knowledge from the humanities, social sciences, physical sciences, biological sciences, mathematics, and nursing as the base for baccalaureate generalist nursing practice.
<p>Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.</p>	<p>Teamwork & Collaboration Safety QI</p>	Integrate leadership concepts, skills, and decision making in the achievement of safety and high-quality outcomes as a member of the inter-professional healthcare team in a variety of settings.
<p>Essential III: Scholarship for Evidence Based Practice Professional nursing practice is grounded in the translation of current evidence into one's practice.</p>	<p>EBP Teamwork & Collaboration</p>	Appraise and synthesize current evidence to guide clinical decision-making.
<p>Essential IV: Information Management and Application of Patient Care Technology Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</p>	<p>Informatics Safety QI Teamwork & Collaboration</p>	Participate in the development, implementation, and evaluation of patient care technologies, information systems, and communication devices to support safe clinical practice.
<p>Essential V: Health Care Policy, Finance, and Regulatory Environments Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</p>	<p>Teamwork & Collaboration QI Safety</p>	Appraise the delivery of healthcare in micro and macro systems, and articulate to key decision makers issues that affect the nursing profession and clinical outcomes.
<p>Essential VI: Inter-professional Communication and Collaboration for Improving Patient Health Outcomes Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</p>	<p>Teamwork & Collaboration</p>	Foster communication between and among professional healthcare teams to optimize quality patient outcomes.
<p>Essential VII: Clinical Prevention and Population Health</p>	<p>Safety QI</p>	Appraise the healthcare needs of vulnerable populations and collaborate with interdisciplinary groups to develop and

<p>Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of Baccalaureate generalist nursing practice.</p>		<p>manage intervention plans in various settings.</p>
<p>Essential VIII: Professionalism and Professional Values Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</p>		<p>Assume accountability for personal and professional behaviors, while upholding professional standards of moral, ethical, and legal conduct.</p>
<p>Essential IX: Baccalaureate Generalist Nursing Practice The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</p> <p>The Baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.</p>	<p>Patient Centered Care</p>	<p>Integrate, translate, and apply the knowledge, skills and attitudes necessary to improve patient outcomes and foster a culture of safety across the lifespan.</p>

Appendix D**VERIFICATION OF RECEIPT OF STUDENT HANDBOOK**

My signature below confirms that I understand that the most current Bradley University Department of Nursing Student Handbook is located on the Department of Nursing Website. I further understand that I am responsible for reading and will be held accountable for the contents. It is my responsibility to check the handbook posted on the website each August for updates and/or changes. Students will be notified via email of any changes made during the academic year. This verification form will be included in my student file.

NAME: _____
(Print your full name clearly)

SIGNATURE: _____
(Student signature)

DATE: _____