

PENNSTATE



**The Pennsylvania State University
College of Nursing**

Bachelor of Science Student Handbook

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<http://www.nursing.psu.edu/media/nursing/files/BSHandbook.pdf>

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

Summer 2014

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WELCOME FROM THE DEAN

On behalf of the faculty and staff, I welcome you as you begin your studies at Penn State's College of Nursing. We are pleased that you have chosen to major in nursing and believe it is an exciting time to enter the nursing profession. The nursing faculty and I are committed to preparing you in the best way possible for leadership roles alongside health care workers from other disciplines to improve both local and global health.

As a member of the nursing profession, you will have countless opportunities to affect the lives of the patients with whom you come in contact. Nurses, as the most trusted professional, have a responsibility to be knowledgeable and highly competent in the delivery of care. You also will be expected to provide leadership in the transformation of health care. You will develop clinical competence and leadership skills if you commit to investing time and effort in the academically rigorous curriculum we have prepared for you. You will also be expected to be caring, compassionate, and empathetic. Your investment in learning now will yield a lifetime of rewards as you grow as a professional nurse.

In addition to your classroom learning, you will have the opportunity to gain clinical experiences at multiple hospitals and community facilities that offer rich clinical opportunities. We hope that you choose to become involved in the faculty's research related to critical health issues such as care of childbearing women with diabetes; end of life care; health care in prisons; care of elders; and care of cardiovascular patients in the context of their families. More than 80 highly qualified masters and doctorally prepared nursing faculty members stand ready to guide your learning experiences. I would encourage you to think of your classmates and the people you care for as rich resources, from whom you will gain invaluable knowledge and personal insights. Remember, there is much to learn outside the classroom.

The College of Nursing and the University have assembled numerous resources to help you gain the most from your time here. We encourage you to use these resources to make this program work for you. Based on the experience of prior students, we have put together this handbook to help you access and use resources; however, please know that the faculty and staff of the College of Nursing are always available to provide additional assistance.

Wishing you a wonderful Penn State experience,

A handwritten signature in black ink that reads "Paula Milone-Nuzzo". The signature is written in a cursive, flowing style with a large initial 'P' and a decorative flourish at the end.

Paula Milone-Nuzzo, RN, PhD, FHHHC, FAAN
Dean and Professor
College of Nursing

COLLEGE OF NURSING

MISSION

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

VISION

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

Revised: June 2014

PHILOSOPHY

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

Human Beings. Human beings are unique and unitary. They are constantly evolving in the direction of increasing complexity as the individual accumulates experiences, life not only involves a fuller potential, but also offers a greater variety of behavioral repertoire. Important dimensions of human beings include: growth and development across the life span; communications and relationships that develop between individuals and within families, groups, and communities; and those characteristics identified with human consciousness such as values, creativity, feelings, choices, and will. The capacity for thought and emotion enables individuals to be introspective, purposeful, and self-directed. His/her learning behaviors are motivated in response to perceived needs.

Environment. Environment is viewed as the contextual systems in which the individual, the family, the group, and the community exist and interact. The environmental contexts include: the personal environment consisting of significant others and social support systems in the life of the individual; the group environment, consisting of characteristics which emerge and develop as he/she relates in a group situation; the supra-personal environment that represents the norm of the person's proximal environment; the social environment consisting of those societal forces

impacting on the individual; and the physical environment, that portion of the person's environment that is reducible to matter. Human beings, as open systems, are in mutual, simultaneous process with the environment and continually change together during that process.

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

Nursing. Nursing is a humanistic profession which respects the human being's dignity, integrity, and right to self-determination. The focus of nursing is the health of the person throughout the life span. Based on the assumption that the person has a responsibility for his/her own health, the goals of nursing are to utilize the nursing process in assisting clients in the recognition of health patterns and, when necessary, in the identification and facilitation of desirable alternatives. Nursing assumes a responsibility to society to develop and transmit knowledge and to provide service to individuals, families, groups, and communities as clients. Nursing educators, acting as an autonomous body, accept the responsibility for the development of professionals who are able to invest of self as therapeutic agents, who utilize critical thinking and decision-making skills to provide leadership in health care, and who have defined values and ethics relating to practice and research. The nature of nursing as a professional discipline includes its history, philosophy, science, and practice.

BELIEFS ABOUT LEARNING/NURSING EDUCATION

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

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

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

The focus of associate degree education in nursing is to prepare a competent individual to provide nursing care in a variety of health care settings to individuals with commonly occurring acute or chronic health problems. The graduate of the associate degree program is prepared to (1) be accountable for his/her practice, (2) utilize nursing process in providing care, (3) collaborate and consult with other health team members, and (4) practice in a variety of health care settings.

The Associate Degree Program in Nursing consists of a basic foundation in the scientific and humanistic disciplines inherent in basic education. Nursing courses provide the foundation to enter the nursing discipline at a beginning level of competency. In addition to courses in nursing, other studies complement the nursing component and provide a basic level of general education. The structure of the Associate Degree Program in Nursing follows the same pattern as that of other associate degree programs at the University.

The focus of baccalaureate education in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the health care system to provide comprehensive service to individuals, families, groups, and communities. The graduate

of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of working collaboratively with other health professionals, and (4) practice in a variety of health care settings.

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

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

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

The focus of doctoral education in nursing is to develop nurse scientists who are expert clinical scholars and able to provide leadership in nursing practice, research, and education. Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and health care. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate School and graduate education at Penn State.

Approved: 01/99

Revised: 3/09

ACCREDITATION

The College of Nursing's Bachelor of Science, Associate of Science, and Master of Science Programs are approved by the Pennsylvania State Board of Nursing and accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
(404) 975-5000 – Phone
(404) 975-5020 – Fax
<http://www.acenursing.org/>

And the College of Nursing's Bachelor of Science and Master of Science Programs are also accredited by the:

Commission on Collegiate Nursing Education (CCNE)
One DuPont Circle, NW
Suite 530
Washington, DC 20036
(202) 887-6791- Phone
(202) 887-8476 – Fax
<http://www.aacn.nche.edu>

COLLEGE OF NURSING COMMITTEES

Students are represented on the following College of Nursing Committees:

BS Council
RN to BS Council
AS Council
Diversity Enhancement Committee
Graduate Affairs Committee
Undergraduate Affairs Committee

Student representatives are appointed for each committee.

END OF PROGRAM OBJECTIVES

The graduate nurse will:

- Evaluate principles, models, and theories from nursing and related disciplines for applicability in clinical practice.
- Apply the nursing process with individuals, families, and groups of diverse cultural, ethnic, and racial backgrounds in a variety of health care settings.
- Collaborate with colleagues from nursing, other disciplines, and consumers to facilitate desirable outcomes in clinical practice.
- Critically analyze research studies and apply to clinical practice.
- Demonstrate accountability in the delivery of professional nursing care.
- Participate in activities that advance nursing as a profession and self as a professional.

Revised: 02/04

UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES

STANDARDS OF CONDUCT

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

A nursing student is expected to maintain a high standard of behavior by adhering to Penn State's Code of Conduct (<http://www.sa.psu.edu/ja/pdf/PoliciesRules.pdf>) and respecting the rights of others.

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

ACADEMIC INTEGRITY STATEMENT

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

CLASS AND CLINICAL ATTENDANCE POLICY

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

DEFINITION OF GRADES

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

College of Nursing Grading Scale

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

ACADEMIC PROGRESSION POLICY

This policy delineates the academic standards for pre-licensure* students admitted to the undergraduate nursing program. The following requirements are necessary for progression in the nursing program.

Overall Criteria:

1. All prerequisite courses and required Nursing courses may be repeated only one time.
2. Successful completion of prerequisite courses is defined as a grade of “C” or better according to the University grading scale.
3. Successful completion of required nursing courses is defined as a “C” or better according to the College of Nursing Grading Scale.
4. A student who earns a “D” or “F” in the same required nursing course for a second time will be dismissed from the nursing major and counseling relative to other majors/options will be provided.
5. A student who earns a “D” or “F” in any two required nursing courses will be dismissed from the nursing major and counseling relative to other majors/options will be provided.
6. Students who wish to return to the University after a leave of absence or reenroll after withdrawing will re-enter under the current curricular requirements. Based on demonstration of clinical skills, an independent study course may be advised. In addition, scheduling in clinical courses may depend on availability of clinical space.
7. In very extreme situations, the Dean of the College of Nursing may make exceptions to this policy.

*Pre-licensure—students without an RN license, which includes BS and AS students

NOTES of CLARIFICATION:

1. Undergraduate nursing program denotes all pre-licensure students (AS, BS, Second Degree) and dismissal from one program excludes transfer to another (added Fall 2009).
2. Unsuccessful completion of one course will impact program progression (added Summer 2011).
3. All prerequisite courses may be repeated only one time. Failure of the same prerequisite course two times will result in dismissal from the Nursing major, and counseling relative to other majors options will be provided (added Spring 2012).
4. Academic renewal does not negate any failed nursing courses (added Fall 2012).
5. Failure in one program constitutes failure in all PSU College of Nursing programs. The course failure will remain on transcripts forever. Academic renewal will not remove the failure (added Spring 2013).

Senate approval: Spring 2006

Effective: Summer 2006

Revised: Effective Fall 2010 (WF designation removed because of change in University Policy)

Revised: Fall 2012

STUDENT ACADEMIC DIFFICULTY

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

Plan for Early Identification of Academic Difficulty and Follow-up

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

Revised: Summer 2012

Academic Jeopardy Notification Letter

DATE

Dear **STUDENT NAME**:

One of the charges of the Student Admissions and Standards Subcommittee of the College of Nursing is the mid-semester identification of students experiencing academic difficulty. We are committed to helping you succeed in the nursing curriculum.

We have been notified that you are experiencing difficulty in the **LECTURE/CLINICAL** portion of NURS **XXX**. While the ultimate responsibility for success in a course is yours, we suggest the following steps to assist you in attaining that success:

- Meet with your Course Coordinator and/or clinical instructor for specific suggestions related to your success in the course (have them sign the form at the bottom of this letter).
- Meet with your faculty adviser to review progress and to get suggestions for seeking help from other University resources such as counseling services, testing assistance, study skills, or peer tutoring (have them sign the form at the bottom of this letter).
- If either one of the above actions is unsatisfactory to you, you may contact me for the assignment of an advocate from the Committee.

Special Note: Any student who earns a “D” or “F” in the same or any two required nursing courses will be dismissed from the nursing major. Please review the complete Academic Progression Policy in the student Handbook, which is located on the CON website. (<http://www.nursing.psu.edu/undergraduate/bachelor>).

Please submit the signed form at the bottom of this letter to the records office at your campus. Please let us know if we can be of further assistance to you. We wish you success in the future.

Sincerely,

Chair, Student Admissions and Standards Subcommittee

cc: **ADVISER, COURSE COORDINATOR**

Rev. 01-30-2013

Please meet with your Course Coordinator and/or Adviser within one week of receiving this letter. Submit this portion of the form to the Academic Affairs Office (210 HHD E) for students at UP or the Nursing Office (1300 ASB/A110) for students at HMC.

Student Signature: _____	Date: _____
Course Coordinator Signature: _____	Date: _____
Adviser Signature: _____	Date: _____

ACADEMIC GRIEVANCE PROCEDURES

The following assumptions are acknowledged:

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

GRADE MEDIATION AND ADJUDICATION

The College of Nursing follows Penn State's policies stated in Senate Policies on Grades (*Senate Policies 47-00; 48-00; 49-00*), and *Senate Resolution of Student Classroom Problems* at www.psu.edu/ufs/policies/

FUNCTIONAL ABILITIES POLICY

Per the Pennsylvania State Board of Nursing, "in addition to character and academic qualifications, students desirous of becoming nurses must have the necessary behavioral, communication, sensory and physical requirements to be able to practice nursing as it is defined in the law." "He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care." Additionally, "a student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession." (Memo from the PA State Board of Nursing, Factors which Impact on Nursing Education Program Policies, February 28, 2001.)

DISABILITY STATEMENT

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office for Disability Services (ODS) Web site provides contact information for every Penn State campus:

<http://equity.psu.edu/ods/dcl>. For further information, please visit the Office for Disability Services Web site: <http://equity.psu.edu/ods>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/ods/guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

University Policy

Confirmed by faculty 06/04

DIVERSITY STATEMENT

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

Approved by Faculty: 2/15/2010

POLICY FOR REQUESTING STUDENT RECORDS

Applies to all records retained by the College of Nursing

1. All students are to retain a copy of all compliance records prior to submission of originals to the records office.
2. All students have the right to review (but not copy) all records maintained by the College of Nursing.
3. The College of Nursing will provide a copy of records such as evaluations and remediation plans upon request by the student.

Approved Spring 2012

ADVISING, CURRICULUM AND SCHEDULING INFORMATION

ACADEMIC ADVISER

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

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

As an entering first-year student for the Fall, you have been enrolled directly into the major of nursing. During the first year of your college career, you are assigned an adviser at your campus location. Regular contact with your adviser is of utmost importance as you proceed through your prerequisite requirements, general education, general electives, etc. Failure to complete required first year prerequisite courses may prevent progression to the sophomore year. A Recommended Academic Plan (page 15) should be utilized when consulting with your adviser to develop your plan of study for your first year.

After you have completed your first year and fulfilled major prerequisites with a “C” or better, you are ready to begin your nursing major requirements during your sophomore year.

1. All students are assigned to University Park for their sophomore year.
2. In the junior year you will be assigned a nursing faculty adviser for the remainder of your nursing education. Nursing faculty are dedicated to their students and will work very closely with you as you proceed through your clinical rotations and begin to prepare for graduation.
3. To be sure you get the best quality advising possible, please follow these recommendations:
 - When scheduling an appointment or leaving a message, be sure to speak slowly and clearly and announce your name, ID#, telephone number, and reason for calling.
 - Come to your appointment prepared with questions.
 - Follow through on any recommendations your adviser gives you.
 - Check any bulletin boards on your way in and out of your adviser’s office.
 - If you cannot keep your appointment, kindly email or call to cancel or reschedule.
4. Students will receive a plan of study for scheduling clinical nursing courses for the junior and senior year by mid-October of their sophomore year.

Students do have the option to request a change in adviser by submitting a written request to the Associate Dean for Undergraduate Programs and Outreach (209 HHD East).

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

As specialists in working with undergraduate and graduate students, staff at CAPS can help you address your concerns in a caring and supportive environment. CAPS can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

The CAPS staff work with thousands of Penn State students per year in group therapy, individual counseling, crisis intervention, and psychiatric services as well as providing prevention, outreach, and consultation services for the University community. Services at CAPS are designed to enhance students' ability to fully benefit from the University environment and academic experience.

Visit <http://studentaffairs.psu.edu/counseling/services/group.shtml> for more information. Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number – 814-863-0395

Centre County CAN HELP – 1-800-643-5432

CAPS Location – Student Health Center – 5th Floor

For those students who are attending Hershey Campus, please refer to the following:

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

For appointments, please contact:

Dr. Martha Peaslee Levine

mlevine1@hmc.psu.edu

717-531-7232

UNDERGRADUATE COURSE ENROLLMENT

Each undergraduate course has enrollment limits that are specific to the program (BS, Second Degree, AS), which eliminates moving between programs to complete required coursework. Consideration for another program admission is facilitated by the student reentering the admission process for the program.

Approved: Fall 2011

RE-ENROLLMENT

Students who wish to return to the University after a leave of absence or re-enroll after withdrawing:

- will re-enter under the current curricular requirements.
- may be advised to enroll in an independent study course based on demonstration of clinical skills.
- is contingent upon **availability of clinical space** for those courses having clinical components.

TRANSFER OF NURSING COURSE CREDITS

Students enrolled in the undergraduate nursing program at Penn State who have received college or university credit for nursing courses taken elsewhere may transfer those courses to their Penn State transcript. Transfer of credits is subject to University policies and procedures as outlined in the current *Policies and Rules for Undergraduate Students* (<http://senate.psu.edu/policies/index.html>). All such credits are evaluated by the Office of Undergraduate Admissions for entry on the student transcript.

Use of nursing course transfer credits to meet baccalaureate degree requirements in nursing is done as follows:

1. All credits in nursing courses accepted in transfer from other colleges/universities meet the criteria for use as free electives.
2. Transfer credits for nursing courses taken elsewhere *may* be considered for use as supporting courses or in substitution for a nursing course required in the Penn State curriculum. The following procedures should be followed:
 - a. **Supporting Course:** The student must submit a petition requesting the use of transfer credits as a supporting course. Such requests may be granted with adviser recommendation and review and approval by the Associate Dean for Undergraduate Programs and Outreach.
 - b. **Required Nursing Course:** The student must submit a petition requesting the use of specified nursing course credits accepted in transfer to meet the requirements for a specified nursing course within the Penn State curriculum. This petition, with course syllabus and adviser recommendation, is sent to the Student Admissions and Standards Subcommittee for review and approval. Courses petitioned for use as required nursing courses should have been completed within the past seven years, but under extraordinary circumstances, courses not meeting this requirement may be evaluated on an individual basis.

NOTE: Current PSU Nursing Program students are required to complete all core nursing (NURS) courses at PSU.

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE/DUAL ENROLLMENT CREDITS

Because of limits on enrollment in the Nursing major, students will take at least 4 years to complete the BS in Nursing (general option), regardless of the number of credits earned prior to first year admission. All credits earned count toward semester standing for registration and tuition purposes.

CREDIT BY PORTFOLIO FOR THE LICENSED PRACTICAL NURSE (LPN)

Baccalaureate Program Education/Experience Verification

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

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

OR

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

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

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

Responsibilities of Undergraduate Nursing Program Coordinator:

1. Verify all documents submitted by the student
2. Sign and date the Credit by Portfolio form
3. Submit the form to the Academic Affairs Office for processing
4. No grade will be awarded nor credits earned for grades of "D" or "F"

**The Pennsylvania State University
College of Nursing**

Credit by Portfolio LPN Education/Experience Verification Form

Student Name: _____

PSU ID: _____

LPN License: State _____ License Number: _____

Expiration Date: _____

Practical Nursing Program Name: _____

Address: _____

Employer(s): _____

Student Applicant Signature: _____ Date: _____

Undergraduate Nursing
Program Coordinator Signature: _____ Date: _____

NOTE: Please forward this form to the Academic Affairs Office (210 HHD East) at University Park for recording.

EXAMPLE

Directions: Please use this “EXAMPLE” with the attached form to request “*Employer Documentation of Hours of Practice as a Licensed Practical Nurse*”

Employer Form Letter

Insert Date

Employer
Address
City, State ZIP

To Whom It May Concern:

I, (student name) , have been admitted to The Pennsylvania State University’s Baccalaureate Program in Nursing. The College of Nursing will award up to six (6) credits for basic nursing education courses to the licensed practical nurse applicant who meets certain criteria.

As a part of the process of Credit by Portfolio, the licensed practical nurse must document a minimum of 1,000 hours of clinical practice within the past three (3) years.

Please complete the enclosed form and return in the envelope provided. Please contact me at (phone #) or (e-mail) should you have any questions or concerns. Your assistance in this process is appreciated.

Sincerely,

Student’s Name/Signature

**The Pennsylvania State University
College of Nursing**

**Employer Documentation of Hours of Practice as a Licensed Practical Nurse
Permission to Release Information**

I, _____, have been admitted to The Pennsylvania State
(printed name)
University's Baccalaureate Nursing Program. The College of Nursing will award Credit by
Portfolio if certain criteria are met. I am requesting employer documentation of practice hours as
part of this process. I give permission for you to release this information to The Pennsylvania
State University's College of Nursing.

Applicant Signature: _____ Date: _____

Directions: Please complete the following items and return to the student.

Place of Employment: _____

Address: _____

Please check and/or complete the following:

_____ The applicant has been employed as a licensed practical nurse for a minimum of
1,000 hours within the past three (3) years.

_____ The applicant has been employed as a licensed practical nurse for _____ hours
within the past three (3) years.

Signature: _____

Printed Name: _____ Title: _____

Phone Number and/or Email Address
for Verification Purposes: _____

NURSING AUDIT

The audit is how the College of Nursing keeps track of your progress toward graduation. Your degree audit can also be accessed on the Internet: <http://www.psu.edu>, then click on “Current Students,” then going under eLion and clicking on “Degree Audit.”

The degree audit shows your progress toward completing your degree. The top shows your name, your cumulative GPA, your grades for each course during the last semester, your courses scheduled or in progress for the current semester, and the GPA for your major. Below the GPA for the major, you will find the requirements for the major. These requirements must be completed with a “C” or better to show as completed. As you complete each requirement, the “-” next to the requirement will be changed to a “+” sign.

Next, the audit shows your progress towards completing the General Education requirements, listing the number of credits needed in Writing and Speaking (GWS), Quantification (GQ), Natural Sciences (GN), Arts (GA), Humanities (GH), Social and Behavioral Sciences (GS), and General Health Activities (GHA).

Below the General Education requirement section is the area where your General Electives will be listed, as well as sections for other graduation requirements, including the Writing Across the Curriculum (W) requirement, the United States and International Cultures (US and IL) requirement, and a few others. Just below this is the legend that explains the symbols used on the audit.

CURRICULUM AND DEGREE REQUIREMENTS

General Education

Students must complete 45 credits of General Education courses selected from the approved list. Certain important points need to be addressed:

1. The requirements for the major of certain baccalaureate degree programs include courses that have been approved as General Education courses. In those cases, appropriate choices of General Education courses also will satisfy the requirements for the major and are identified in that section for each major in the Baccalaureate Degree Programs Bulletin. When a course is used to satisfy more than one requirement, the credits in the course can be counted toward graduation only once.
2. A sequence of 9 credits may be developed in the arts, humanities, or social and behavioral sciences by substituting 3 credits from one of the other two areas not in the student's major.
3. The satisfactory/unsatisfactory grading system may not be used for courses taken to satisfy General Education.
4. Students who have not completed 2 years of study of the same foreign language in high school must take one 3-4 credit language course within the first 60 credits. This requirement does not apply to students who can demonstrate fluency in a foreign/second language. Credits earned to make up the deficiency cannot be counted toward graduation.

General Education (Gen Ed) in Nursing

Writing/Speaking (GWS) – 9 credits: Engl 015 – Rhetoric and Composition; CAS 100 – Public Speaking; Engl 202 – Persuasive Writing

Natural Sciences (GN) – 9 credits: Biol 129 – Anatomy; Biol 141 – Physiology; Chem 101 or 110 and 111 – Chemistry; Micrb 106 & 107 – Microbiology

Quantification (Math) (GQ) – 6 credits: Math 021 – College Algebra I (unless FTCAP scores indicate Math 22 or 110/140; then choice); Stat 200 or 250 – Statistics

Social/Behavioral Sciences (GS) – 6 credits: Psych 100 – Psychology; HD FS 129 – Human Development; Soc 001 or 005 – Sociology or Social Problems

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

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

Health and Physical Activity (GHA) – 3 credits: Nutr 251 – Nutrition

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

General Education Codes:

GWS	Writing/Speaking
GQ	Quantification
GHA	General Health Activities
GN	Natural Sciences
GA	Arts
GH	Humanities
GS	Social and Behavioral Sciences

MATH POLICY FOR PRE-LICENSURE STUDENTS

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

Initial Math Competency Assessment:

1. Initial math competency assessment will be done at the beginning of NURS 230 in the GEN BS and SEC DEG Program or NURS 112 in the AS Program. The comprehensive examination will include drug dosage calculations and abbreviations.
 - a. Passing is defined as 90% and above; failure is defined as less than 90%.
 - b. The student will have a maximum of three attempts to pass the examination with a grade of 90%.
 - c. A first examination failure (less than 90%) requires mandatory remediation before subsequent examination scheduling, which will be determined by the faculty.
 - d. A second examination failure (less than 90%) will result in an F (P/F- rating) on the clinical evaluation tool, and the student will receive an academic jeopardy notification.
 - e. The second examination failure also requires mandatory completion of all recommended remediation, in addition to seeking direction from the instructor, course coordinator, and/or adviser on any particular problem areas.
 - f. Scheduling of the third examination will be determined by the faculty.
 - g. A third examination failure (less than 90%) constitutes a course clinical failure. The student would receive an F (P/F - rating) on the clinical evaluation tool for the drug calculation clinical objective and thus fail the course with an “F” based on not meeting all clinical objectives.
2. Faculty Guidelines for the initial math competency assessment include:
 - a. Examination is to be a minimum of 25 questions.
 - b. Student must show all calculation work.
 - c. Fill-in-the-blank type questions should be used (not multiple-choice).
 - d. All testing should be administered within a timeframe that allows the student to withdraw from the course if the proficiency level has not been met.
 - e. Calculator use is determined by the faculty.

Subsequent Math Competency Assessment:

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

1. Mandatory Yearly Testing (related to clinical objective):

Yearly testing will occur in the following courses:

- GEN BS—NURS 301 (JR level); NURS 405A (SR level)
 - AS—NURS 211 (second level)
 - SEC DEG—NURS 405B
- a. Passing is defined as 90% and above; failure is defined as less than 90%.
 - b. The student will have a maximum of three attempts to pass the examination with a grade of 90%.
 - c. A first examination failure (less than 90%) requires mandatory remediation before second examination scheduling, which will be determined by the faculty and occur before mid-course evaluations.
 - d. The second examination failure also requires mandatory completion of a remediation plan, in addition to seeking direction from the instructor, course coordinator, and/or adviser on any particular problem areas.
 - e. A second examination failure (less than 90%) will result in an F (P/F- rating) on the clinical evaluation tool for the drug calculation clinical objective at mid-course and subsequent notification that the student is in academic jeopardy.
 - f. Scheduling of the third examination will be determined by the faculty and should be following mid-course evaluations.
 - g. A third examination failure (less than 90%) will constitute a course clinical failure. The student will receive an F (P/F - rating) on the clinical evaluation tool for the drug calculation clinical objective and thus fail the course with an “F” based on not meeting all clinical objectives in the final evaluation.

2. Faculty guidelines for mandatory yearly testing:

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

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

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

Continuous Monitoring:

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

Approved: 8/26/2013
Editorial Changes: 9/2013
Effective Date: 1/2014 (Spring 2014)

Recommended Academic Plan for BS Degree in Nursing (NURS/GNURS for students at University Park, Altoona, Erie (Behrend), Fayette, Mont Alto and Worthington Scranton)
Effective Spring 2011

Semester 1	Credits	Semester 2	Credits
<u>BIOL 141</u> (GN) Introductory Physiology	3	<u>BIOL 129</u> (GN) Mammalian Anatomy	4
<u>BIOL 142</u> Physiology Laboratory	1	<u>HD FS 129</u> (GS) Intro to Human Development and Family Studies	3
<u>ENGL 015</u> (GWS) or <u>ENGL 030</u> ^S (GWS) Composition/Honors Comp.	3	<u>NUTR 251</u> (GHA) Introductory Principles of Nutrition	3
<u>PSYCH 100</u> (GS) Introductory Psychology	3	<u>CAS 100A</u> , <u>CAS 100B</u> , or <u>CAS 100C</u> (GWS) Effective Speech	3
<u>First-Year Seminar</u> (if required by campus)	1	<u>Quantification</u> (GQ) (selected MATH)	3
<u>Humanities</u> (GH)	3		
<u>Arts</u> (GA)	3		
Total Credits:	17	Total Credits:	16
Semester 3	Credits	Semester 4	Credits
<u>CHEM 101</u> (GN) or <u>CHEM 110</u> (GN) & <u>CHEM 111</u> (GN) Intro Chemistry/Chemical Principles	3-4	<u>SOC 001</u> (GS) or <u>SOC 005</u> (GS) Intro to Sociology/Social Problems	3
<u>MICRB 106</u> (GN) Elementary Microbiology	3	<u>STAT 200</u> (GQ) or <u>STAT 250</u> (GQ) Elementary Statistics or Intro. to Biostatistics	3-4
<u>MICRB 107</u> (GN) Elementary Microbiology Laboratory	1	<u>NURS 225</u> Pathophysiology	3
<u>NURS 250</u> (US) Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics	2	<u>NURS 230</u> Introduction to the Fundamentals of Nursing	4
<u>NURS 251</u> Health Assessment	3	<u>Humanities</u> (GH)	3
Elective	2-3		
Total Credits:	14-16	Total Credits:	16-17
Semester 5	Credits	Semester 6	Credits
<u>NURS 305</u> Introduction to Pharmacological Concepts	3	<u>NURS 200W</u> Understanding and Applying Nursing Research	3
<u>NURS 301</u> Nursing Care of the Adult Client Requiring Medical-Surgical Intervention	4	<u>NURS 350</u> Professional Role Development II: Ethics, Legal and Genetic Issues	2
<u>NURS 310</u> Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings	3	<u>NURS 306</u> Nursing Care of Children and Adolescents	3
<u>Arts</u> (GA)	3	<u>NURS 320</u> Nursing Care of the Childbearing Family and Gynecological Client	3
Elective	3	<u>ENGL 202A</u> , <u>ENGL 202B</u> , <u>ENGL 202C</u> , or <u>ENGL 202D</u> (GWS) Effective Writing	3
Total Credits:	16	Total Credits:	14
Semester 7	Credits	Semester 8	Credits
<u>NURS 450A</u> Professional Role Development III: Leadership and Management	2	<u>NURS 450B</u> Professional Role Development III: Clinical Capstone	3
<u>NURS 405A</u> Nursing Care of the Adult Client with Complex Health Problems: Part A	4	<u>NURS 405B</u> Nursing Care of the Adult Client with Complex Health Problems: Part B	4
<u>NURS 415</u> (US;IL) Community and Family Health Nursing	4	<u>NURS 420</u> Mental Health Nursing	4
Elective	3	NURS 400-level Elective	3
Total Credits:	13	Total Credits:	14

- **Bold Type** indicates courses requiring a quality grade of C or better.
 - **Italic Bold Type** indicates courses requiring a quality grade of C or better and that satisfy both major and General Education requirements.
 - GWS, GHA, GQ, GN, GA, GH, and GS are codes used to identify General Education requirements.
 - US, IL, and US;IL are codes used to designate courses that satisfy University United States/International Cultures requirements.
 - W is the code used to designate courses that satisfy University Writing Across the Curriculum requirement.
- Scheduling Patterns (courses not taught each semester):** NURS 415 and 420 are offered both semesters. Other NURS courses are offered only in the semester indicated.
- Program Notes:** Junior and senior years include 6-12 hours of clinical experience per week. Students studying at UP will spend junior or senior year at Hershey Medical Center.

Academic Advising Notes: MATH 021 is a prerequisite for CHEM 101. MATH 022 is prerequisite for CHEM 110. If a student places higher than MATH 021, any GQ may be scheduled. BIOL 141 and BIOL 129 must be passed with a quality grade of C or better to progress to 200-level nursing courses. See **College of Nursing Grading Scale** and **Academic Progression Policy** in the BS Nursing Handbook at <http://www.nursing.psu.edu/undergrad/docs/BSHandbook.pdf>.

^S Effective Fall 2012, all incoming Schreyer Honors College freshmen at University Park will take [ENGL/CAS 137H](#) in the fall semester and [ENGL/CAS 138T](#) in the spring semester. These courses carry GWS designation and replace both ENGL 030 and CAS 100. Each course is 3 credits. At the discretion of the college, ENGL/CAS 138T satisfies the first-year seminar requirement.

COURSE DESCRIPTIONS

Key to Semester Hour Designation

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

Each semester hour in *lecture* = 50 minutes contact

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

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

REQUIRED NURSING COURSES (All prerequisite courses must be successfully completed with a "C" or higher.)

NURS 200M Understanding and Applying Nursing Research (3) Introduction to methods and philosophy of empirical inquiry as applied to research in nursing and application to practice.
Prerequisite: [STAT 200](#) or [STAT 250](#), [NURS 225](#) ; or [STAT 250](#) and [NURS 390](#) for NURN major

NURS 200W Understanding and Applying Nursing Research (3) Introduction to methods and philosophy of empirical inquiry as applied to research in nursing and application to practice.
Prerequisite: [STAT 200](#) or [STAT 250](#), [NURS 225](#) ; or [STAT 250](#) and [NURS 390](#) for NURN major

NURS 225 Pathophysiology (3) Designed to explore the illness component of health with emphasis on the pathophysiological and psychosocial aspects.
Prerequisite: [NURS 250](#), [NURS 251](#), [BIOL 129](#), [BIOL 141](#)

NURS 230 Introduction to the Fundamentals of Nursing (4) Introduction to the nursing process, clinical competencies and psychosocial skills.
Prerequisite: [NURS 250](#), [NURS 251](#)

NURS 250 (US) Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics (2) Introduction to professional nursing practice and health-related issues emphasizing application of nursing informatics.
Prerequisite: [BIOL 129](#), [BIOL 141](#)

NURS 251 Health Assessment (3) Designed to broaden the student's knowledge and skills in health assessment and physical examination across the lifespan.
Prerequisite: [BIOL 129](#), [BIOL 141](#) ; or [NURS 111S](#) and [NURS 112](#) for Associate Degree Majors; or eligibility for NURN major for RNs.

NURS 300H Honors Seminar in Nursing (3-12) Seminar activities on selected topics in nursing.
Prerequisite: [NURS 250](#), [NURS 225](#), [NURS 230](#), [NURS 251](#) admission to the Honors Program

NURS 301 Nursing Care of the Adult Client Requiring Medical-Surgical Intervention (4)
Therapeutic nursing care of the adult client in a variety of primarily medical-surgical settings.
Prerequisite: [NURS 225](#), [NURS 230](#)

NURS 305 Introduction to Pharmacological Concepts (3) Study of basic concepts of pharmacology and relevant nursing implications.

Prerequisite: [NURS 225](#), [NURS 230](#) ; or approval of program. Concurrent: [NURS 301](#), [NURS 310](#)

NURS 306 Nursing Care of Children and Adolescents (3) Common health problems and nursing intervention for children and adolescents.

Prerequisite: [NURS 225](#), [NURS 230](#), [NURS 305](#)

NURS 310 Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings (3)

Nursing concerns and intervention in promoting the health of the older adult.

Prerequisite: [NURS 225](#), [NURS 230](#)

NURS 320 Nursing Care of the Childbearing Family and Gynecological Client (3) Therapeutic nursing care of the childbearing family and gynecological client.

Prerequisite: [NURS 225](#), [NURS 230](#), [NURS 305](#)

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

Prerequisite: [NURS 305](#)

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

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

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

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

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

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

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

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

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

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

NURSING ELECTIVES (Please check course schedules for offerings.) Electives are not offered every semester at each campus location and some electives are offered through Continuing Education (CE and/or WD).

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

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

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

Prerequisite: [NURS 250](#), [NURS 225](#), [NURS 230](#), [NURS 251](#)

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

Prerequisite: [NURS 301](#), [NURS 306](#), [NURS 310](#), [NURS 320](#) ; or eligibility for NURN major

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

Prerequisite: [PSYCH 100](#) or [SOC 001](#)

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

Prerequisite: [NURS 401](#)

NURS 403 **School Health and Emergency Care of Children and Adolescents** (3) Techniques for higher-level care for school health and emergency situations and application-based education.

Prerequisite: [BIOL 129](#), [BIOL 141](#), [HD FS 129](#)

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

Prerequisite: [BIOL 141](#), [BIOL 129](#) or equivalent or approval of program

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

Prerequisite: [BB H 143](#) or [PSYCH 100](#) or approval of program

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

Prerequisite: [NURS 305](#), [NURS 301](#), [NURS 310](#), [NURS 320](#)

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

Prerequisite: [NURS 250](#), [NURS 225](#), [NURS 230](#)

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

Prerequisite: Prerequisite or concurrent: [NURS 245](#) and [NURS 409](#)

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

Prerequisite: [NURS 301](#), [NURS 310](#), [NURS 320](#) or approval of nursing program

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

Prerequisite: [BIOL 141](#) or [PSYCH 100](#) or [WMNST 100](#)

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

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

Prerequisite: [PSYCH 100](#) or [SOC 001](#) or [HD FS 129](#)

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

Prerequisite: [NURS 357](#) and [NURS 458](#) Concurrent: [NURS 458](#)

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

Prerequisite: RN license or permission of program

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

Prerequisite: [PSYCH 100](#) or [SOC 001](#) or [HD FS 129](#)

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

Prerequisite: [PSYCH 100](#) or [SOC 001](#)

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

Prerequisite: RN license or permission of program

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

Prerequisite: [PSYCH 100](#) or [SOC 001](#) or [HD FS 129](#) 300-level standing or approval of the program

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

Prerequisite: [PSYCH 100](#) or [SOC 001](#) or [HD FS 129](#) or program approval

NURS 471 Issues in Bullying for Health Professionals (1) Explores the impact of bullying on individuals, schools, teachers, families, of the target and the bully.

Prerequisite: [PSYCH 100](#) or [SOC 001](#) or [HD FS 129](#) or approval of program

NURS 492 Emergency Care and Safety (3) A comprehensive first aid course designed to provide knowledge of pre-hospital emergency care at the First Responder level.
Prerequisite: [BIOL 141](#), [BIOL 129](#) or equivalent or approval of program

SUGGESTED GENERAL ELECTIVES (Please check course schedules for offerings.) General electives are not offered every semester at each campus location and some electives are offered through Continuing Education (CE and/or WD).

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

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

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

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

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

PSYCH 420 **Advanced Social Psychology** – 3 SH (3,0) In depth study of selected research areas in human social behavior.
Prerequisite: [PSYCH 100](#) 6 additional credits of PSYCH

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

NURS 197—Special Topics. 1-9 SH

NURS 494 – Honors Thesis. 1-6

NURS 296—Independent Studies. 1-18 SH

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

NURS 297—Special Topics. 1-9 SH

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

NURS 298—Special Topics. 1-9 SH

NURS 497 – Special Topics. 1-9 SH

NURS 397—Special Topics. 1-9 SH

NURS 498 – Special Topics. 1-9 SH

NURS 398—Special Topics. 1-9 SH

NURS 499 – Foreign Study. 1-9

ACADEMIC PLAN OF STUDY

All Students

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

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

*Exception: NURS 200W should be completed according to the Recommended Academic Plan.

First Year Students

First year students must successfully complete the following courses prior to progressing to the sophomore year:

- BIOL 129 – Mammalian Anatomy (required for NURS 251 – Health Assessment)
 - A grade of C or better is required
- BIOL 141 – Physiology (required for NURS 251 – Health Assessment)
 - A grade of C or better is required
- MATH 021 – College Algebra if NSO placement indicates (required for CHEM 101) or MATH 022 – College Algebra II and Analytic Geometry (required for CHEM 110 and CHEM 111)

Sophomore Year

All students will be located at University Park campus during their sophomore year. Required sophomore nursing courses* are:

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

*Progression to the sophomore-level nursing courses is dependent on successful completion of all first-year courses and prerequisites (BIOL 129, BIOL 141 and BIOL 142—See Recommended Academic Plan, Page 15).

Junior/Senior Year

The College of Nursing assigns a comparable number of students to University Park (UP) and Hershey Medical Center (HMC) for clinical rotations based on availability of faculty and clinical sites. Junior and senior students will spend one year at UP and one year at HMC. Students will have 6-12 hours of clinical experience per week.

Required nursing courses are:

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

CLINICAL CAPSTONE

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

- Student clinical experiences and simulation activities will focus on leadership and management.
- The clinical capstone course will occur the semester of graduation and guideline packets will be provided at that time.
- Students will be contacted the semester before or earlier regarding their top three choices of clinical sites.
- Students will be notified as to their placement for the clinical capstone as soon as placement is confirmed.
- Clinical experiences will be scheduled with selected nurse preceptors primarily in acute care setting with an emphasis on the role of the nurse in providing care within the healthcare setting.

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

- Student outcomes are designed to enhance comprehension and synthesis of the responsibilities of the professional nurse.

Learning objectives for the clinical capstone experience include:

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

**THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF NURSING
CLINICAL PRECEPTOR EVALUATION**

NOTE: This form will be available on ANGEL for the student to complete

Course Title/Number _____ Date _____
Preceptor _____

7 = strongly agree

6 = agree

5 = mildly agree

4 = neutral

3 = mildly disagree

2 = disagree

1 = strongly disagree

0 = not applicable or cannot evaluate

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

INDEPENDENT STUDIES IN NURSING

Nursing 495: Nursing Study in Specialized Setting (Effective Fall Semester 1992)

Policies

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

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

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

- | | | |
|------------------------|-------------------------|--------------------------|
| • 1 credit = 45 hours | • 5 credits = 225 hours | • 9 credits = 405 hours |
| • 2 credit = 90 hours | • 6 credits = 270 hours | • 10 credits = 450 hours |
| • 3 credit = 135 hours | • 7 credits = 315 hours | • 11 credits = 495 hours |
| • 4 credit = 180 hours | • 8 credits = 360 hours | • 12 credits = 540 hours |

In order to meet course objectives and agency requirements, **students are encouraged to enroll in a maximum of 2 credits for a NURS 495**. Faculty and student must be confident that this can be completed.

Procedures

1. Obtain a *Request for Assignment to NURS 495* application from the College of Nursing's website <http://www.nursing.psu.edu/media/nursing/files/N495Form.pdf>.
2. Student will confer with a faculty member on the specifics of the NURS 495 including credits, placement, objectives, and evaluation.
3. The sponsoring faculty member signs the request and the form is submitted to the College of Nursing's Associate Dean for Undergraduate Programs and Outreach.

Responsibilities

Faculty Preceptor

1. Confirm with the College of Nursing Academic Affairs Office that the clinical facility has PA State Board of Nursing approval.
2. In consultation with the Nursing Program Coordinator and the Associate Dean for Undergraduate Programs and Outreach, initiate contact with the clinical preceptor and obtain curriculum vitae.
3. Inform clinical preceptor of student's educational level.
4. Provide and discuss with clinical preceptor and student the course objectives, desired learning experiences, and criteria for evaluation.
5. Attend semester meetings with clinical preceptor and student as appropriate.
6. Submit evaluations to the CON and enter final grades on e-Lion within 48 hours after last day of classes.

Student

1. The student is **responsible** for registering for the course via e-Lion **after** approval of the Associate Dean for Undergraduate Programs and Outreach.
2. Once approval is received, develop with the assigned faculty preceptor specific clinical objectives and desired learning experiences related to course objectives.
3. Maintain weekly contact with faculty preceptor.
4. Assume responsibility for seeking learning experiences in conjunction with clinical preceptor and faculty preceptor.
5. Participate in his/her evaluation with clinical preceptor and faculty preceptor.
6. Participate in evaluation of faculty preceptor and clinical agency.
7. Abide by agency policies.
8. Notify clinical preceptor in advance of absence or tardiness.

Clinical Preceptor

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

Criteria for Selection of a Clinical Preceptor

4. Currently licensed as a registered nurse.
5. Preferably a minimum of a baccalaureate degree in nursing.
6. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses).
7. Experience as a nurse for at least one year in the area of supervision.
8. Employment time in the setting sufficient to be thoroughly familiar with the institution. (The actual time can be determined jointly by the clinical preceptor, agency, and faculty preceptor.)
9. Voluntary acceptance of clinical preceptor role.

**The Pennsylvania State University
College of Nursing**

Request for Assignment to NURS 495

Name: _____
Last First Middle Initial

PSU ID: _____ Date: _____

Local Address: _____
_____ (Include Apt. #)
_____ (Include Zip Code)

Telephone: _____ Current Semester Standing: _____

	First Choice		Second Choice
Agency			
Geographic Location			
Clinical Specialty Area			
Instructor			

Brief Justification for Request: _____

Number of Credits: ____ (see instructions) Semester (SP/SU/FA): _____ Year: _____
Previous NURS 495? _____ (If yes, When _____ Number of Credits _____)

For College Use Only

Faculty: _____ Approved: _____ Denied: _____

Date: _____ Comments: _____

Associate Dean: _____ Approved: _____ Denied: _____

Date: _____ Comments: _____

Processed: _____

Return completed form to: College of Nursing's Academic Affairs Office at University Park
(210 HHD East) or Hershey Medical Center (1300 ASB/A110)

**The Pennsylvania State University
College of Nursing**

NURS 495—Evaluation

Name: _____ PSU ID: _____
 Last First Middle Initial

Clinical Preceptor Name: _____ Vita: Yes _____ No _____

Title: _____

Agency: _____ Unit: _____

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

A. Student Strengths:

B. Student Areas Needing Improvement:

C. Overall Narrative Summary:

2. Recommended clinical evaluation (satisfactory/unsatisfactory): _____

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

Final Grade: _____

Clinical Preceptor Signature: _____ Date: _____

Faculty Preceptor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return completed form to: College of Nursing's Academic Affairs Office at University Park
(210 HHD East) or Hershey Medical Center (1300 ASB/A110)

Nursing 496: Independent Study

Policies

The Nursing 496 Independent Study (NURS 496) involves independent theory course work (i.e., no clinical component). The student has the responsibility of initiating a *Request for Assignment to NURS 496* in writing before the beginning of the semester for which NURS 496 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 496.

Exceptions to this policy must be cleared through the Associate Dean for Undergraduate Programs and Outreach. The student should request the specific number of semester credits to be assigned.

Procedures

1. Obtain a NURS 496 application packet from the College of Nursing's website at <http://www.nursing.psu.edu/media/nursing/files/N496Form.pdf>.
2. Make an appointment with the instructor. The student and faculty member must complete the *Request for Assignment to NURS 496* and Section I of the *Record of Independent Study*, and submit both forms to the Associate Dean for Undergraduate Programs and Outreach.
3. The student is **responsible** for registering for the course via e-Lion **after** approval of the Associate Dean for Undergraduate Programs and Outreach.
4. A signed copy of the *Request for Assignment to NURS 496* and a copy of the *Record of Independent Study* will be returned to the student and instructor.
5. The *Record of Independent Study* form will be returned to the instructor at the end of the semester; Section II is then completed.
6. Evaluations (*Record of Independent Study*) are due in the College of Nursing's Academic Affairs Office within 48 hours after the last day of classes in the semester.
7. Final grades must be posted to eLion within 48 hours after the last day of classes in the semester.

Request for Assignment to NURS 496

**The Pennsylvania State University
College of Nursing**

NURS 496—Record of Independent Study

This *Record of Independent Study* must be used for all independent or individually arranged student learning experiences. It is to be completed by the student and faculty and submitted to the Associate Dean for Undergraduate Programs and Outreach before the beginning of the semester.

Section I:

1. Title or descriptive statement of the Independent Study.

2. Purpose of the Independent Study.

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

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

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

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

2. Number of credits: _____ Grade: _____

Signatures:

Faculty: _____ Student: _____

Date: _____ PSU ID: _____

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

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

Today's nursing students are diverse and may have different learning styles and needs; some students are "traditional" and some are nontraditional over 24 years of age. ATI Nursing Education's learning systems are designed to offer a variety of learning methods. ATI will be with you from the beginning of school through the beginning of your nursing career. ATI information and services will be available to you for one year after graduation. The following is a summary of the ATI testing that you will be exposed to across the nursing curriculum.

TEAS

Measures basic essential skills in the academic content area domains of reading, mathematics, science, & English/language usage. Objectives assessed are what nurse educators deemed most appropriate & relevant to measure entry level academic readiness of nursing program applicants.

NURSE LOGIC

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

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

SKILLS MODULES SERIES

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

CONTENT MASTERY SERIES

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

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

TARGETED MEDICAL SURGICAL TESTS

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

PHARMACOLOGY MADE EASY

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

CUSTOMIZED LIVE NCLEX REVIEW

This NCLEX review is based on the class performance on the Comprehensive Predictor®, one of the final exams used within the Comprehensive Assessment and Review Program (CARP). This three-day live review is designed to improve competency on topics that need additional instruction. The review is highly interactive and is closely aligned with the NCLEX blueprint. Test-taking strategies, critical thinking and Q&A are presented. Upon completion of the review, students receive a customized, individual study plan to continue examination preparation. The live NCLEX review will be scheduled your final semester and will be incorporated into the capstone nursing course (N450B).

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

COURSE AND CLINICAL SCHEDULING

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

CAMPUS ROTATION POLICY – JUNIOR/SENIOR YEAR NURSING STUDENTS

1. Mid-September of the sophomore year, directions will be given on completing the UP/HMC Campus Rotation Preference Form and due date (See form below).
2. In early October, rotation assignments (UP and HMC for Junior and Senior years) will be posted on the Records Bulletin Board (outside 210 HHD East).
3. **Students should not sign any housing contracts or make housing commitments until their UP/HMC campus rotation assignment is received.**
4. NCAA student athletes, ROTC students, and Schreyer Honors students will be placed in a rotation that best accommodates their schedule.
5. Students accepted in Women’s Leadership Initiative will have the option to request their junior year at UP, which will require their senior year placement at HMC.
6. Students are assigned to clinical sites on the basis of faculty and site availability to assure that maximum learning will be accomplished for each student in the program. Every effort will be made to accommodate those students who have extenuating needs requiring specific geographic placement. Also, students should be aware that housing costs differ across sites and should prepare for these expenditures.
 - Placement at any particular site cannot be guaranteed and some students **may be assigned to HMC for both the junior and senior year** to facilitate enrollment requirements.

**The Pennsylvania State University
College of Nursing**

UP/HMC Campus Rotation Preference Form

DIRECTIONS:

- Please complete the form and submit to Dr. Brown's office (210B HHD East).
- If more than one student wants to rotate together, please place all names on the same form and each student must sign the form. (Submit only one form if you are part of a group.)

DUE: _____

PREFERENCE: (Mark order of preference—1st choice, 2nd choice, etc.)

_____ JR Year – HMC and SR Year – UP

_____ JR Year – UP and SR Year – HMC

_____ JR and SR Year HMC

_____ JR and SR Year UP (requires an explanation for the request)

Explanation for UP-UP request only: _____

Student Signature: _____ Printed Name: _____

Student Signature: _____ Printed Name: _____

Student Signature: _____ Printed Name: _____

Student Signature: _____ Printed Name: _____

Student Signature: _____ Printed Name: _____

Student Signature: _____ Printed Name: _____

Process For Requesting UP/HMC Campus Rotation Site Change

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

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

NOTE: Openings that become available at either UP or HMC due to student attrition are announced via PSU student email accounts with a specified timeframe to apply if interested. Selection to fill open positions is done randomly.

IMPORTANT INFORMATION FOR STUDENTS ATTENDING HERSHEY CAMPUS

Student Housing at Hershey Campus

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

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

More information and an application can be found online at

<http://www.pennstatehershey.org/web/housing/home/aboutus>, and applications specifically for Nursing housing can be found at

<http://www.pennstatehershey.org/web/housing/home/applications/nursing>.

LionCash+ at Hershey Campus

LionCash+ is now available at Hershey Campus (new effective Spring 2013). Activation, usage, adding funds, etc., is the same as the process at University Park and many other campuses.

Information about LionCash+ can be found at <http://www.idcard.psu.edu/IDCard/>. Additional information regarding merchants who accept LionCash+ at Hershey (and other campuses) can be found at <http://www.idcard.psu.edu/IDCard/LionCash/Merchants/index.cfm>.

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

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

ROTC NURSING STUDENT SUMMER TRAINING

ROTC students may use their nursing summer training program (NSTP) for their NURS 400-level elective. Since the NSTP is completed during the summer between the student's Junior and senior year, the student has the following options:

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

OR

- Register (and pay tuition) for 2 credits of NURS 495 for summer and register for 1 credit of NURS 496 for fall semester, which would involve additional work
- REFER to the NURS 495/496 policy for specific requirements

CLINICAL POLICIES

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

“REGISTRATION NOT COMPLETE” STATUS POLICY

All students in **“Registration Not Complete”** status must resolve issues before the first day of clinical or the 10th day after classes begin, whichever comes first. Students who do not complete registration will not be able to remain in nursing clinical courses. University policy on completing registration can be found at

http://www.registrar.psu.edu/registration/completing_registration.cfm

PATIENT CARE

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

CLINICAL SAFETY POLICY

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

- Student is advised to consult with the nursing faculty member or adviser regarding health related issues that may put either student or client in danger.
- All requirements of the clinical institution will be followed and may require the student to provide evidence from his/her health care provider that the student may fully participate in all clinical activities without restrictions and that the student's health concerns will not negatively affect students and clients.
 - The student may need to withdraw from nursing courses in order to allow time to receive treatment and improve his/her health condition and to maintain the safety of clients. Refer to University Leave of Absence (<http://handbook.psu.edu/content/leave-of-absence>) and Withdrawal (<http://handbook.psu.edu/content/withdrawal>) policies.
- Specific policies related to health follow.

IMPAIRED STUDENT NURSE POLICY

I. POLICY

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

II. STATEMENT OF PURPOSE AND INTENTION

- A. Students enrolled in the CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.
- B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
- C. The University and the CON require all nursing students engaged in Clinical Activities be free from the influence of illegal drugs and alcohol.
- D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and also with the standards set forth in Pennsylvania’s Professional Nursing Law (63 P.S. § 224, *et. seq.*).

III. DEFINITIONS

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

- H. “Supervisor” is the person assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. This person may be a professor instructor in the CON, or an employee of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

IV. DRUG AND ALCOHOL POSSESSION AND USE

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

V. PROCEDURES

- A. Failure to cooperate with the procedures set forth herein may result in termination of a Student’s clinical program, which will carry with it serious consequences for the Student’s ability to complete his or her course of study in the CON.
- B. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable

suspicion shall be determined by the Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Supervisor may take into account observations of lay persons, other staff or faculty of the CON and/or health care professionals.

- C. When finding of reasonable suspicion is made, the following steps will be implemented by the CON.
1. The Supervisor shall instruct the Student to leave the clinical area and will address the Student in private to discuss the behavior(s) observed. The Supervisor will specifically inquire about whether the Student has used Drugs or Alcohol and if so, the details of such use. The Supervisor shall consult with the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing.
 2. If the Supervisor and/or Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, decides to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The CON will incur costs associated with the initial testing only. A Student who refuses to undergo testing shall be presumed to have violated this policy. Transportation to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the CON. The Student will be accompanied by a CON representative at all times to the testing site. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University's Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University's Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University's Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall determine whether there is any **legitimate** explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the CON of testing results.
- NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at Clinical agency, and results will be obtained by the University's Office of Occupational Medicine.
3. After testing is complete, the student will be counseled against driving and if unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid for by the CON.

4. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.
 5. The Supervisor will prepare a written report documenting the observed Student behaviors and submit same to the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the CON.
- D. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.
1. A meeting will be held, within a reasonable period of time, with the Student, the Supervisor involved and the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all Clinical Programs, a failing grade for a given course, or for repeat offenders, dismissal from the CON.
 2. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student's dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the CON curriculum.
 3. The fact of a positive test result shall be conveyed by the CON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The CON will be notified of the outcome of this process.
 4. Any student who has a positive drug screen confirmed must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.

VI. APPEALS

- A. A Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the CON,

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

VII. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES

- A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.
- B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
1. Expiration of any academic suspension or disciplinary suspension.

2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
 3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.
- C. A Student's return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

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

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

Approved Fall 2005
Revised Fall 2009
Revised Spring, 2013
Revised Fall, 2013

INFECTIOUS DISEASE POLICY

Clinical Agencies

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

Standard Precautions and Isolation Practices

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

Accidental Exposure, Post Exposure, and Follow-up

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

The nursing student will:

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

The clinical instructor will:

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

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

Revised: 11/06

POST-SURGICAL RETURN TO CLINICAL

Students enrolled in clinical courses who require surgery must provide verification from a physician that return to clinical activities without restrictions will not impact their recovery. In addition, any student who has a cast or must use crutches, etc., will be required to follow the clinical institution's policy.

Approved: 10/2009

STUDENT PREGNANCY POLICY

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

Approved: 11/04

TRANSPORTATION TO AND FROM CLINICAL AGENCIES POLICY

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

STUDENT DRESS CODE POLICY

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

- Students must purchase uniforms from the College's designated uniform vendor.
- Various shirts and ONLY navy pants may be worn. ONLY registered nurse students may wear an all-white uniform.
- Plain white or navy tee shirts may be worn under current uniform.
- Lab coats must be ordered through the College of Nursing's vendor. Lab coats have the Pennsylvania State University shield above the breast pocket. When in the hospital setting for purposes other than patient care, students must wear PSU student uniforms.
- A name pin and PSU photo ID should be worn and visible. The student's given first name and last name with PSSN (Student Nurse) following will appear on the top line and "Penn State University" on the second line. Name pins must be purchased from a designated campus vendor.
- Shoes must be white, preferably a nurse shoe. Students are advised not to purchase clogs or crocs because they are prohibited in some institutions. However, a white leather athletic shoe may be worn. High-top athletic shoes may not be worn. The shoe of choice may not have any openings.
- White hose without patterns are to be worn by females when wearing skirts. White socks without patterns or decorations may be worn with slacks.
- Sweaters may be worn and must be cardigans, either navy or white (as ordered from the vendor).
- In the clinical area, the following is **not** acceptable: strong perfume or aftershave colognes, acrylic nails, dark colored nail polish, dangling earrings, bracelets, necklaces, and rings (other than wedding bands). Tattooing needs to be concealed. No obvious body piercings except ears (limited to one pair of earrings). Heavy makeup should be avoided. Finger nails must be short and hair must be neatly worn off the collar. Male students should be clean shaven or have neatly trimmed beards or mustaches. Large ornamental hair attachments are not considered proper when in uniform. Chewing gum during the clinical experience is not acceptable.
- Students involved in clinical courses such as family, community mental health, and at times nursing care of children shall wear appropriate street attire as defined by the faculty and/or facility. Blue jeans, sweat shirts, sweat pants, tank tops, t-shirts, halter tops, shorts, and tight or revealing clothing may not be worn. The name pin must be visible at all times.

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

Approved: Summer 2008
Revised: Summer 2009

SOCIAL MEDIA POLICY

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

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

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

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

References:

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

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

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

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

Approved by Administration: June 2013

Approved by Graduate Affairs: May 2013

CLINICAL CELL PHONE POLICY

The use of cellular telephones in the clinical setting is prohibited. Clinical settings include all environments utilized in any of the clinical courses: skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community resources (*i.e. Easter Seals, Head-Start, etc.*).

Permission to carry cell phones on vibrate for emergency contacts is up to the discretion of the clinical instructor. Any student wishing to request special permission must discuss their situation with their clinical instructor prior to attending clinical.

The recommendation is that cell phones should not be stored in backpacks, coats, lockers, etc. that are not in secured areas since that increases the risk of theft of the cell phone and other personal items. The safest storage area for cell phones is locked in the student's vehicle during clinical hours.

Students violating the Cell Phone Policy will be remediated accordingly.

Approved: 2/2008

CLINICAL CANCELLATION GUIDELINES

(Includes: Inclement weather, other disasters)

1. Penn State's decision to delay or cancel classes is almost always because of hazardous travel conditions. Decisions are campus specific (e.g. cancellation of classes at Hershey Campus but not University Park).
2. If your campus cancels classes the day/night before clinical, then clinical should be cancelled.
3. If faculty and students are at the clinical facility when the campus classes are cancelled, then the instructor should decide, based on weather/travel condition, whether clinical should be cancelled. If weather conditions are deteriorating, then travel safety should dictate your decision.
4. If the Campus has not cancelled classes, clinical may be cancelled if hazardous travel conditions exist.
Note: Faculty should be evaluating the weather and travel situation related to their specific clinical facility/location and have a student notification process in place.
5. Faculty should inform students to use their own best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
6. Faculty may consult with their Campus Coordinator, the Associate Dean, or the Dean in making the decision for clinical cancellation.
7. Bottom line—Safety First!

CLINICAL FAILURE POLICY

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

A student who fails a clinical course will be required to repeat the clinical course at a different campus site. Assignments for repeat course work will be scheduled at the site based on the specific learning experience needed by the student. Exceptions must be approved by the Associate Dean for Undergraduate Programs and Outreach and the Nursing Program Coordinator.

If a required nursing course is not successfully completed, academic progression in the nursing program will be affected and the student may need to step out of the nursing program for an entire academic year based on the course offering schedule (nursing courses are offered during specific semesters). Please consult the Recommended Academic Plan at http://www.hhdev.psu.edu/media/studentservices/handbook/files/NURS_8Semester_Plan.pdf.

GUIDELINES FOR USING THE CLINICAL EVALUATION TOOL AND REMEDIATION FORM

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

**THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING
STUDENT CLINICAL PERFORMANCE EVALUATION
200 LEVEL**

STUDENT NAME _____ COURSE NUMBER _____
CLINICAL SITE _____ MIDSEMESTER EVALUATION DATE _____
SEMESTER _____ FINAL EVALUATION DATE _____

KEY:

P Passing clinical performance: Student demonstrates **SAFE** and **ADEQUATE** application of the nursing process, communication, and psychomotor skills, and utilization of learning consistent with course objectives.

F Failing clinical performance: Student demonstrates **UNSAFE** or **INADEQUATE** application of the nursing process, demonstration of communication or psychomotor skills, or utilization of learning as defined in course objectives. The evaluator is expected to comment on all items rated "F". AN "F" GRADE ON ANY ONE ELEMENT AT FINAL EVALUATION DENOTES CLINICAL FAILURE AND COURSE FAILURE.

N.O. Not observed

Criteria for Passing Clinical:

Mid-Course: Pass in all elements. A "Fail" (F) on any one element at mid-course evaluation denotes a failing clinical grade at mid-course. The evaluator is expected to comment on all items rated "F".

Final: Pass in all elements. A "Fail" (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated "F".

Remediation Plans will be developed for a student who fails (F) any clinical objective. The clinical nursing faculty member suggesting resources and activities designed to assist the student to achieve the identified areas for improvement will write the remediation plan. A Remediation Plan will be written at mid-course if there is an "F" clinical grade.

Assessment/Prioritizing/Implementation	Mid-Course			Final		
	P	F	NO	P	F	NO
Utilizes appropriate resources and references for accurate and complete data collection						
Demonstrates accurate, thorough, and systematic clinical assessments						
Develops accurate and complete nursing care plans with rationales and outcome criteria						
Implements written plans of care safely and effectively						
Communication Techniques						
Provides clear, accurate, timely, and complete documentation with appropriate medical terminology						
Demonstrates courtesy and respect when interacting with clients and other healthcare professionals						
Practices interpersonal skills that promote client-focused care and professional relationships						

Revised August 2010

Cultural and Holistic Competencies	Mid-Course			Final		
	P	F	NO	P	F	NO
Recognizes the influence of age, cultural, social, and environmental variables on the client's health and health care needs						
Demonstrates awareness of own cultural attitudes and potential biases						
Role Performance/Leadership/Management/Delegation						
Establishes a time frame to fulfill clinical responsibilities						
Accepts guidance, supervision, and constructive criticism						
Safety/Patient Rights/Risk Management/Enhanced Client Outcomes						
Performs nursing skills safely, accurately, and without omission						
Maintains client privacy, confidentiality, and dignity						
Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care						
Complies with Commonwealth of PA Nursing Practice Act, American Nurse Association Code of Ethics, and HIPPA guidelines						
Caring/Advocacy/Collaboration with Interdisciplinary Team						
Provides client-centered care compassionately and effectively						
Participates as a member of the inter-professional health team to enhance client well being						
Technology/Continuity of Care						
Demonstrates safe use of technology in the clinical setting						
Provides timely, accurate, and thorough report to other care team members as per clinical site policy						
Maintains accurate medical records and other documentation in accordance with clinical site policy						
Legal Management/Responsibility						
Accepts responsibility for own actions						
Complies with College of Nursing policies and procedures for clinical courses as outlined in the College of Nursing Student Handbook						
Complies with legal and ethical standards established by the American Nurses Association, the Pennsylvania Nurse Practice Act, and HIPPA guidelines						
Identifies the roles, responsibilities, and constraints of health team members						
Life-Long Learner						
Identifies own strengths and weaknesses						
Formulates goals for personal and professional growth and seeks out new learning opportunities						
Relates theoretical and evidence-based knowledge to practice						

Revised August 2010

Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date _____

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date _____

Revised August 2010

**THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING
STUDENT CLINICAL PERFORMANCE EVALUATION
300 LEVEL**

STUDENT NAME _____ COURSE NUMBER _____
CLINICAL SITE _____ MIDSEMESTER EVALUATION DATE _____
SEMESTER _____ FINAL EVALUATION DATE _____

KEY:

P Passing clinical performance: Student demonstrates **SAFE** and **ADEQUATE** application of the nursing process, communication, and psychomotor skills, and utilization of learning consistent with course objectives.

F Failing clinical performance: Student demonstrates **UNSAFE** or **INADEQUATE** application of the nursing process, demonstration of communication or psychomotor skills, or utilization of learning as defined in course objectives. The evaluator is expected to comment on all items rated "F". AN "F" GRADE ON ANY ONE ELEMENT AT FINAL EVALUATION DENOTES CLINICAL FAILURE AND COURSE FAILURE.

N.O. Not observed

Criteria for Passing Clinical:

Mid-Course: Pass in all elements. A "Fail" (F) on any one element at mid-course evaluation denotes a failing clinical grade at mid-course. The evaluator is expected to comment on all items rated "F".

Final: Pass in all elements. A "Fail" (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated "F".

Remediation Plans will be developed for a student who fails (F) any clinical objective. The clinical nursing faculty member suggesting resources and activities designed to assist the student to achieve the identified areas for improvement will write the remediation plan. A Remediation Plan will be written at mid-course if there is an "F" clinical grade.

Assessment/Prioritizing/Implementation	Mid-Course			Final		
	P	F	NO	P	F	NO
Utilizes appropriate resources and references to identify risk factors						
Demonstrates accurate, thorough, and timely clinical assessments						
Develops accurate and complete nursing care plans with rationales to address client needs and safety/prevention issues						
Implements comprehensive, individualized written plans of care safely and effectively and revises as needed						
Administers medications safely with an understanding of the purpose, route, dose range, side effects, and precautions for each medication						
Communication Techniques						
Provides clear, accurate, timely, and complete documentation with appropriate medical terminology						
Interacts with clients and co-workers in a professional manner						
Demonstrates interpersonal skills that promote therapeutic relationships						

Revised August 2010

Cultural and Holistic Competencies	Mid-Course			Final		
	P	F	NO	P	F	NO
Applies nursing process to address the health care needs of clients from various backgrounds						
Recognizes the impact of diversity among care providers in the clinical setting and maintains professional, culturally congruent communication and collaborative behaviors with colleagues						
Role Performance/Leadership/Management/Delegation						
Identifies professional nursing roles and responsibilities in the clinical setting						
Accepts guidance, supervision, and constructive criticism						
Recognizes characteristics of professional role models in the clinical setting						
Safety/Patient Rights/Risk Management/Enhanced Client Outcomes						
Performs nursing skills safely, accurately, and without omission						
Maintains client privacy, confidentiality, and dignity in accordance with HIPPA guidelines						
Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care						
Complies with Commonwealth of PA Nursing Practice Act, American Nurse Association Code of Ethics						
Enhances client outcome and standard of practice by implementing evidence-based practice						
Caring/Advocacy/Collaboration with Interdisciplinary Team						
Provides client-centered care that addresses client needs holistically, compassionately, and effectively						
Collaborates with Interdisciplinary Care Team						
Identifies educational resources to enhance client well being						
Technology/Continuity of Care						
Demonstrates safe use of technology in the clinical setting						
Provides timely, accurate, and thorough report to other care team members as per clinical site policy						
Maintains accurate medical records and other documentation in accordance with clinical site policy						
Legal Management/Responsibility						
Accepts responsibility for own actions						
Complies with College of Nursing policies and procedures for clinical courses as outlined in the College of Nursing Student Handbook						
Complies with legal and ethical standards established by the American Nurses Association, the Pennsylvania Nurse Practice Act, and HIPPA guidelines						
Identifies the roles, responsibilities, and constraints of health team members						
Life-Long Learner						
Conducts self-evaluation for continuous improvement						
Identifies resources for personal and professional growth and seeks out new learning opportunities						
Applies evidence-based knowledge to practice						

Revised August 2010

Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date _____

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date _____

Revised August 2010

**THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING
STUDENT CLINICAL PERFORMANCE EVALUATION
400 LEVEL**

STUDENT NAME _____ COURSE NUMBER _____
CLINICAL SITE _____ MIDSEMESTER EVALUATION DATE _____
SEMESTER _____ FINAL EVALUATION DATE _____

KEY:

P Passing clinical performance: Student demonstrates **SAFE** and **ADEQUATE** application of the nursing process, communication, and psychomotor skills, and utilization of learning consistent with course objectives.

F Failing clinical performance: Student demonstrates **UNSAFE** or **INADEQUATE** application of the nursing process, demonstration of communication or psychomotor skills, or utilization of learning as defined in course objectives. The evaluator is expected to comment on all items rated "F". **AN "F" GRADE ON ANY ONE ELEMENT AT FINAL EVALUATION DENOTES CLINICAL FAILURE AND COURSE FAILURE.**

N.O. Not observed

Criteria for Passing Clinical:

Mid-Course: Pass in all elements. A "Fail" (F) on any one element at mid-course evaluation denotes a failing clinical grade at mid-course. The evaluator is expected to comment on all items rated "F".

Final: Pass in all elements. A "Fail" (F) on any one element at final evaluation denotes clinical failure and course failure. The evaluator is expected to comment on all items rated "F".

Remediation Plans will be developed for a student who fails (F) any clinical objective. The clinical nursing faculty member suggesting resources and activities designed to assist the student to achieve the identified areas for improvement will write the remediation plan. A Remediation Plan will be written at mid-course if there is an "F" clinical grade.

Assessment/Prioritizing/Implementation	Mid-Course			Final		
	P	F	NO	P	F	NO
Identifies risk factors, precipitants, and intervening variables that influence the onset or exacerbation of illness through comprehensive assessment and synthesis of knowledge from appropriate resources						
Prioritizes client needs to promote optimal level of functioning and to address safety and prevention needs						
Formulates accurate and complete nursing care plans with rationales to address priority care and safety/prevention issues as needed						
Implements comprehensive, individualized written plans of care safely and effectively						
Administers medications safely as scheduled and with understanding of the purpose, route, dose range, side effects, and precautions for each medication						
Evaluates care based on client response, outcome, scientific knowledge, and makes appropriate revisions as needed						
Communication Techniques						
Provides clear, accurate, timely, and complete documentation with appropriate medical terminology						
Interacts with clients and co-workers in a professional manner						
Demonstrates ability to utilize therapeutic communication techniques effectively						

Revised August 2010

Cultural and Holistic Competencies	Mid-Course			Final		
	P	F	NO	P	F	NO
Adapts assessment skills appropriately for clients in various developmental stages and from diverse backgrounds						
Demonstrates an understanding of the impact of diversity among care providers in the clinical setting						
Maintains professional, culturally congruent communication and collaborative behaviors with interdisciplinary colleagues						
Role Performance/Leadership/Management/Delegation						
Demonstrates professional collaboration with Interdisciplinary health care team members						
Engages in sensitive, effective conflict resolution						
Accepts guidance, supervision, and constructive criticism						
Delegates responsibilities appropriately						
Safety/Patient Rights/Risk Management/Enhanced Client Outcomes						
Performs nursing skills safely, accurately, and without omission						
Maintains client privacy, confidentiality, and dignity						
Complies with College of Nursing and clinical site policies for safety, security, infection control, and patient care						
Complies with Commonwealth of PA Nursing Practice Act, American Nurse Association Code of Ethics, and HIPPA guidelines						
Implements evidence-based practice to provide positive client outcome						
Caring/Advocacy/Collaboration with Interdisciplinary Team						
Provides client-centered care that addresses client needs holistically, compassionately, and effectively						
Collaborates with Interdisciplinary health care team members						
Identifies educational resources to enhance client well being						
Technology/Continuity of Care						
Demonstrates safe use of technology in the clinical setting						
Provides timely, accurate, and thorough report to other care team members as per clinical site policy						
Maintains accurate medical records and other documentation in accordance with clinical site policy						
Develops realistic individual discharge goals for the client						
Legal Management/Responsibility						
Accepts responsibility for own actions						
Complies with College of Nursing policies and procedures for clinical courses as outlined in the College of Nursing Student Handbook						
Complies with legal and ethical standards established by the American Nurses Association, the Pennsylvania Nurse Practice Act, and HIPPA guidelines						
Life-Long Learner						
Conducts self-evaluation for continuous improvement						
Identifies resources for professional growth and seeks out new learning opportunities						
Applies evidence-based knowledge to practice						

Revised August 2010

Mid-Semester Evaluation

Instructor Comments:

Student Comments:

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date _____

Final Evaluation

Instructor Comments:

Student Comments:

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date _____

Revised August 2010

**The Pennsylvania State University
College of Nursing**

REMEDIATION PLAN AND OUTCOME

COURSE: _____

AREAS OF CONCERN (involving following clinical objective(s))

PLAN

The skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s):

Suggested resources and activities:

OUTCOME (if Plan/Objectives are not met)

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Date of Follow-up Conference: _____

OUTCOME

Follow-up conference (Please check one of the following):

☐
☐

Has overcome deficiencies and now meets objective(s)

Has not overcome deficiencies and does not meet objective(s)

Comments:

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

☐ Copy to Student

☐ Copy to Student File

Revised 06/22/2011

CLINICAL COMPLIANCE REQUIREMENTS

A major requirement of the nursing program is compliances. “Compliances” is the blanket term used for all the information that the College of Nursing (CON), the State Board of Nursing (SBN) and the clinical institutions require of you to practice as a student nurse (and later as an RN).

- Compliances are required ANNUALLY and due by June 30.
- Compliance documentation (exams, results, certifications) must be dated/completed ON or AFTER May 1.
- Forms and instructions for completion and submission process vary depending on whether you are a sophomore, junior or senior nursing student.

Process:

- Each student will receive an email notification early in the spring semester regarding important compliance information, directions and deadlines.
- Schedule appointments (e.g. health examination) as early as possible for on or after May 1.
- Students will receive an email notification from the CON when completed compliance materials have been received and verified.
- All compliance requirements are listed below in **Table 1**. Information and a snapshot of each requirement follow the INSTRUCTIONS section.

Table 1. Compliance Requirements (CR)

CR #	Document	Sophomore	Junior/Senior
1	Student Notification of Program Requirements Form	X	
2	Entrance Health Exam Form	X	
3	Annual Health Exam Form		X
4	Personal Health Insurance (Copy of Card-front and back)	X	X
5	Liability/Malpractice Insurance (Copy of Policy)	X	X
6	Cardiopulmonary Resuscitation (CPR) Certification (Copy of Card-front and back)	X	X
	Clearance Checks:		
7	PA Child Abuse History Clearance (Copy of Results)	X	X
8	Criminal Background Check (Copy of Results)	X	X
9	FBI Criminal Background Check/Fingerprints (Copy of Results)		X
10	Student Data Sheet Form	X	X
11	Flu Immunization (Due each November)	X	X
12	Student Requirement Checklist		X (Srs Only)

INSTRUCTIONS

Sophomores and Juniors:

- Instructions for access and completion of compliances are sent via email early in the Spring semester.
- All compliance data collection and verification is completed through an outside agency – CertifiedBackground.
- All requirements, instructions and forms are available on the CertifiedBackground site.
- Compliance documents are submitted to student's CertifiedProfile account at CertifiedBackground in one of three ways: (1) Scan original documents and upload to the secured site; (2) fax documents; or (3) mail original documents.
- All documents must be received by CertifiedBackground by the June 30 deadline.
- Always keep two personal copies (one at home and one at school) of the completed compliance documents submitted to CertifiedBackground.
- Print a copy of the email notification that confirms you are compliant and keep with your compliance packet.

Seniors:

- Instructions and forms for completion of compliances are sent via email early in the Spring semester.
- All documents must be sent as **one complete packet** to the College of Nursing's Academic Affairs Office (210 HHD East) and postmarked by the June 30 deadline.
- All documents must be originals unless otherwise noted in the table above.
- Always keep two personal copies (one at home and one at school) of the completed compliance packet.
- Print a copy of the email notification that confirms you are compliant and keep with your compliance packet.

PROCESS IF NOT COMPLIANT

Students who have not met all requirements are considered noncompliant and may not progress in the nursing program.

Clinical sites require notification during the summer semester of students attending clinical in the fall and spring semesters, thus not meeting the stated deadlines will require the student to request a change in their plan of study. The lack of student compliance completion places the College of Nursing at risk of losing valuable clinical sites.

The following steps will be taken:

- If the CON does not receive notification of compliance from CertifiedBackground (for sophomores/juniors), or if the CON's Academic Affairs Office does not receive a completed compliance packet (for seniors) postmarked by the June 30 deadline, a **HOLD** will be placed on the student's account on the following University business day.
- After a 20-day window, if compliance requirements still have not been met, the student will be at risk of not progressing in the nursing program.
 - The student will be administratively dropped from all Nursing courses and the **HOLD** will remain on the student account, which will prevent the student from registering.
 - A revised Plan of Study will be required if the student decides to continue in the nursing major.
 - This may impact financial aid as the student will no longer be considered full time.

COMPLIANCE REQUIREMENTS (CR)

CR #1: Student Notification of Program Requirements Form

The student is responsible for all information listed on this form.

The Student Notification of Program Requirements form must be submitted to student's CertifiedProfile account at CertifiedBackground (sophomores). This form will remain in effect until student's graduation.

CR #2: Entrance Health Exam Form

CR #3: Annual Health Exam Form

- The College of Nursing subscribes to the Pennsylvania State Board of Nursing requirement that every undergraduate nursing student shall have an **Entrance Health Examination**.
- Copies of Doctor's records are not accepted as the health examination. The CON forms must be completed and signed by the health care provider.
- The Entrance Health Examination form or the Annual Health Examination form must be submitted to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (seniors).

CR #4: Personal Health Insurance (Copy of Card – Front and Back)

- Students must retain proof of health insurance throughout the academic year.
- Students may be asked to provide proof of current health insurance by the clinical agencies before being permitted to provide patient care in those agencies, and failure to do so will result in the student's failure to meet clinical requirements.
- Students have the option to enroll in the Penn State insurance plan, to maintain a private insurance policy, or, if eligible, to continue under their parent's or spouse's coverage.
- All costs related to emergency or follow-up care associated with any injury sustained while on clinical that is not covered by their health insurance are the student's responsibility.
- A copy of student's personal health insurance card must be submitted annually to student's CertifiedProfile at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (seniors).

CR #5: Liability/Malpractice Insurance

- Current Liability/Malpractice Insurance is required of all students by the clinical facilities.
- Policy coverage dates must be from May 1 through April 30.
- The minimum coverage is \$1,000,000/\$6,000,000.
- A copy of student's malpractice/liability policy must be submitted annually to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (juniors/seniors).
- Students may select their own insurance carrier or one of the carriers listed below.

CM&F Group, Inc.99 Hudson Street, 12th Floor

New York, NY 10013

Phone: 212-233-8940

Toll Free: 800-221-4904

Fax: 212-608-4378

Email: info@cmfgroup.comWeb Site: <http://www.cmfgroup.com/>**Nurses Service Organization**

159 East County Line Road

Hatboro, PA 19040-1218

Phone: 800-247-1500

Fax: 800-739-8818

Email: service@nso.comWeb Site: <http://www.nso.com>**CR #6: Cardiopulmonary Resuscitation (CPR) Certification (Copy of Card – Front and Back)**

- CPR certification is REQUIRED.
- Only **Health Care Provider** through the **American Heart Association** at the appropriate BLS level (CPR for the infant and child, and one-person and two-person CPR for the adult) is accepted.
- The certification is for two years, and certification may not be dated before May 1.
 - For information on class sessions, call the American Heart Association (877-AHA-4CPR) or go online to http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp.
- A copy of student's American Heart Association CPR card (front and back) must be submitted annually to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (seniors).

CR #7 - #9: Clearance Checks**General Information**

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

- The student is responsible for all fees associated with the clearance checks.
- Clearance checks are required annually.
- Progression in the nursing program may be dependent upon the clearance check results.
- All program decisions related to child abuse and criminal history clearances are consistent with the recommendations of the National League of Nursing, The Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, and the State Board of Nursing. These include but are not limited to the following:
 1. All clinical facilities have the right and/or responsibility to preclude students who have a history of child abuse or criminal activity from the facility. If experience in such a facility is required to achieve the clinical objectives, the student will not be able to complete the required course.
 2. Even if there are multiple clinical course sections and the student is able to have clinical experience for the course at another agency and thus complete the program, the student should know that the State Board may deny licensure based on the applicant's child abuse

or criminal history. Students also should know that if the student does become licensed, various laws may preclude the individual from employment in a wide variety of settings.

3. In addition, students should be aware of the following State Board of Licensure policy:

To determine whether an applicant with a criminal record will be permitted to take the examination, the Board will review the facts of the applicant's case including the type of conviction(s), the length of time that has elapsed since the conviction(s), whether or not drugs were involved, whether the crime could be classified as one involving moral turpitude, etc. Generally, the less egregious the crime, the greater the amount of time that has elapsed since the offense, the more persuasive the evidence than an individual can practice nursing with reasonable skill and safety and that there is a low likelihood of recidivism, the greater the chance of receiving approval to take the licensure examination.

4. In the past, the Board has concluded that an ***indicated*** report of child abuse is evidence than an applicant is not of good moral character.

CR #7: PA Child Abuse History Clearance (Act 151)

- The forms are available at http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
- A copy of student's PA Child Abuse History Clearance must be submitted annually to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (seniors).

CR #8: Criminal Background Check (Act 34)

- CertifiedBackground is the only accepted provider for the criminal background check – other agencies that provide clearances are not accepted.
- A form outlining all pertinent information for use in completing this requirement is included in the Spring email notification.
- Students should submit application for criminal background check between May 1 and May 15 as it may take 4-6 weeks for clearances to be processed.
- Criminal Background Check results must be submitted annually to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (seniors).

CR #9: Federal Criminal History Clearance (Act 73) and Fingerprinting (Act 171)

General Information

- **This requirement is for juniors and seniors only.**
- It is a federal regulation that anyone who potentially comes in contact with children requires fingerprinting and a Federal Criminal History Clearance (national criminal history) report completed.
- This requirement is done through the **Department of Public Welfare.**

(NOT the Department of Education or the Department of Aging, for example).

- Currently the complete process takes approximately 4-6 weeks.
 - This requirement **MUST** be completed in Pennsylvania only; therefore, this process should be completed before leaving campus for the summer break, attending summer semester abroad, going on vacation, etc. Students may use any Pennsylvania site that is listed – the student's home address does not determine the site which must be used.
- NOTE:** University Park (UP) Police is an accepted Cogent System site. Pennsylvania has entered into a contract with Cogent Systems (https://www.pa.cogentid.com/index_dpw.htm) to be the provider for conducting the fingerprinting based national criminal history record checks.
- The website listed above will identify the Pennsylvania locations, hours of operation, appointment instructions, and identification materials that you are required to bring to the site where fingerprinting will be completed.
 - If student has already completed fingerprinting and an FBI background check for employment, and it does not expire before May 2, 2014, it is not necessary to have the national background check completed again. Student may submit a copy of these results.

General Instructions

- Completion of this requirement involves two parts: (1) registration, and (2) actual fingerprinting.
- Registration can be done online at the website listed above OR by calling (888) 439-2486.
- During registration, select "Employment with a significant likelihood of regular contact with children" in the "Reason Fingerprinted" category.

Online Registration

- Click on "Registration Procedures" for instructions.
- Then click on "Register Online" to complete the application process.
- Complete the optional social security number section on the online application to expedite results.
- Payment (\$27.50) may be made:
 - a. With a credit card online at registration or
 - b. At the site with a Money Order or Cashier's Check made payable to COGENT SYSTEMS.
 - c. Cash, personal checks or electronic payments will **NOT** be accepted at the site.
- Once registration is complete
 - a. The student may go to **any location throughout the state of Pennsylvania ONLY** to have fingerprints electronically scanned (refer to the website listed above for locations and site-specific information).
 - b. **Follow instructions for the specific site you plan to use and make an appointment. Do not just show up or you will be turned away.**
- A letter with the results will be mailed to the student.
- A copy of the letter must be submitted annually to student's CertifiedProfile account at CertifiedBackground (juniors) or the Academic Affairs Office (seniors).

Unsuccessful Clearance Procedures

Child Abuse

Procedure for Unsuccessful “Child Abuse Clearance”

If the student clearance returns “Indicated”:

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

If the student clearance returns “Founded”:

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

Criminal

Procedure for Unsuccessful “Criminal Clearance”

If the student clearance returns as “Summary”:

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

If the student clearance returns as “Misdemeanor”:

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

If the student clearance returns as “Felony”:

1. A meeting between the student, Nursing Program Coordinator, Associate Dean

- for Undergraduate Programs and Outreach, and the Dean of the College of Nursing will be arranged by the Nursing Program Coordinator.
2. Meeting will include discussion of policy and development of a plan which may include obtaining clinical agency permission for the student to practice in their facility. The plan may include referral for career counseling if the student cannot meet all clinical program requirements.
 3. Documentation of the meeting will be placed in the student's file.

Approved: BS Council 11/02

CR #10: Student Data Form

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

It is the student's responsibility to notify the Academic Affairs Office (210 HHD East) of any changes during the academic year.

The Student Data form must be submitted annually to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors) or the Academic Affairs Office (seniors).

CR #11: Influenza (Flu) Immunization (Due each November)

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

Approved: Undergraduate Affairs – Fall 2011

Revised: Undergraduate Affairs – Fall 2012

Documentation of influenza vaccination or waiver must be submitted annually to student's CertifiedProfile account at CertifiedBackground (sophomores/juniors); seniors must submit original documentation or waiver directly to the Academic Affairs Office (210 HHD East) for those at UP or the College of Nursing Office (1300 ASB/A110) for those at HMC. Students will be sent an email notification later in the fall semester with instructions and due dates.

CR #12: Student Requirement Checklist (Seniors Only)

The Student Requirement Checklist provides a means to ensure all required documentation is completed and included in the **senior** compliance document materials.

The original Student Requirement Checklist must be submitted annually to the Academic Affairs Office (210 HHD East) and should be the first document of the compliance materials.

CR #1: Student Notification of Program Requirements Form

STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

Directions: Please read and complete this form.

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online at the following website:
www.nursing.psu.edu/undergrad/docs/BSHandbook.pdf
2. **INFORMATION RELEASE:** Information from the student's education record/file (e.g. grades, cumulative GPA, courses completed, compliances for clinical *may be* released to clinical facilities, educational institutions, honor societies, and potential employers for purposes of membership application, compliance and/or reference checks, letters of recommendation, etc.
3. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment. All students are required to be familiar with all Standards of Nursing Conduct regarding confidentiality (Pennsylvania Code, Title 49 Professional and Vocational Standards, 21.18).

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

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

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

PRINT NAME _____

SIGNATURE _____ DATE _____

Upload (Scan) Completed Form to Your Certified Profile Account by JUNE 30TH

CR #2: Entrance Health Exam Form (1 of 2 Pages)

THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF NURSING
ENTRANCE HEALTH EXAMINATION

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

Last Name _____ First Name _____ MI _____

Date of Birth _____

TUBERCULIN STATUS:

2-Step Tuberculin Skin Test (TST)

Step One Date _____ Results: ☐ Negative ☐ Positive

Then, within 1-3 weeks after Step One:

Step Two Date _____ Results: ☐ Negative ☐ Positive

If Positive TST:

Chest X-Ray Date _____

Results _____

Isoniazid Prophylaxis: ☐ No ☐ Yes Dates _____

Comments: _____

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

1. Measles (Rubeola) Titer Date: _____ ☐ Immune ☐ Not Immune

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

2. Mumps Titer Date: _____ ☐ Immune ☐ Not Immune

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

3. Rubella Titer Date: _____ ☐ Immune ☐ Not Immune

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

4. Varicella (Chicken Pox) Titer Date: _____ ☐ Immune ☐ Not Immune

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

(Reverse Side must be completed also!)

CR #2: Entrance Health Exam Form (2 of 2 Pages)

IMMUNIZATIONS:

1. HEPATITIS B Date #1 _____ Date #2 _____ Date #3 _____

2. POLIO VACCINE Date #1 _____ Date #2 _____ Date #3 _____

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

Date of Vaccine _____ (Valid only if within the last 10 years)

TO BE COMPLETED BY HEALTH CARE PROVIDER

I have completed a health history and physical examination.

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

☐ is able to participate in clinical nursing experiences without restrictions.

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

Restrictions _____

Health Care Provider Information

Name (printed) _____ Telephone # _____

Signature _____ Date _____

License # _____ State _____

Upload (Scan) Completed Form to Your Certified Profile Account by JUNE 30TH

Revised Spring 2014

CR #3: Annual Health Exam Form

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

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

Last Name _____ First Name _____ MI _____

Date of Birth _____

TB STATUS:

Tuberculin Skin Test (Required Annually)

Date _____ Results: ☐ Negative ☐ Positive

If Positive TST:

Chest X-Ray Date _____
Results _____

Isoniazid Prophylaxis: ☐ No ☐ Yes

Dates _____

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

Comments: _____

TO BE COMPLETED BY HEALTH CARE PROVIDER

I have completed a health history and physical examination.

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

☐ is able to participate in clinical nursing experiences without restrictions.

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

Restrictions: _____

Health Care Provider Information

Name (printed) _____ Telephone # _____

Signature _____ Date _____


License # _____ State _____

Upload (Scan) Completed Form to Your Certified Profile Account by JUNE 30TH

Revised Spring 2014

CR #6: Cardiopulmonary Resuscitation (CPR) Certification (Copy of Card – Front and Back)

Healthcare Provider

American Heart Association  *Learn and Live!*

AMA Region
Community Training Center
Training Site

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers (CPR & AED) Program.

Issue Date: 06-12-2007 Recommended Renewal Date: 06-2009

Instructor: _____
Holder's Signature: _____

©2000 American Heart Association Tampering with this card will alter its appearance. 7D-2915

Sophomores-Juniors-Seniors

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. Print clearly in ink. Enclose \$10.00 money order ONLY, payable to DEPARTMENT OF PUBLIC WELFARE. DO NOT send cash or personal check.
 Send to CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170
 APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER

AGE

DATE OF BIRTH

DAYTIME PHONE NO.

SEX

COUNTY YOU LIVE IN

☐ M ☐ F

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide central register), 6344 (relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

PURPOSE OF CLEARANCE (Check ONE block ONLY)

- ☐ Child Care Services Employee
☐ Foster Care ☐ Adoption ☐ School Employee
☐ Employment with a significant likelihood of regular contact with children
☐ Volunteers - A copy of your PROCESSED "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FD-258).
☐ DPW Employment & Training Program Participant
 (signature required below)

PREVIOUS NAMES USED SINCE 1975
(Include Maiden Name, Nicknames, Aliases)

1. (LAST, FIRST, MIDDLE)

2. (LAST, FIRST, MIDDLE)

3. (LAST, FIRST, MIDDLE)

4. (LAST, FIRST, MIDDLE)

5. (LAST, FIRST, MIDDLE)

SIGNATURE OF CIMCAO REPRESENTATIVE

CIMCAO PHONE NUMBER

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1.

2.

3.

4.

HOUSEHOLD MEMBERS (List everyone who lived with you at any time since 1975 to the present)

NAME (Last, First, Middle) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

CY 113 (UF) 6/11

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II		RESULTS OF HISTORY CHECK	
<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.		<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).	
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.	-	3.	-
2.	-	4.	-
VERIFIER		DATE	
VERIFIER'S SUPERVISOR		DATE	

SECTION III		VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES	
<p>_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.</p> <p>The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.</p> <p>It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.</p>			
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE			
<input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred in the last five years. <input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred over five years ago. <input type="checkbox"/> Applicant is named as the perpetrator of an indicated child abuse or school employee report. <input type="checkbox"/> Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.			
PENNSYLVANIA STATE POLICE CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached.			
FBI CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached. <input type="checkbox"/> No FBI clearance required.			
VERIFIER		DATE	
VERIFIER'S SUPERVISOR		DATE	

CY 113 (UF) 6/11

College of Nursing
STUDENT DATA SHEET

Date: _____

Name: _____

PSU 9-Digit #: _____

PSU Email Address: _____

Local School Address: _____

Cell Phone #: _____

Emergency Phone #: _____

DUE JUNE 30 AS PART OF YOUR COMPLETED PACKET

CR #12: Student Requirement Checklist

Student Name: _____ **PSU ID:** _____

Student Requirement Checklist

Senior Year:

- _____ Annual Health Examination Form (send original form)
- _____ Personal Health Insurance (send copy of insurance card - front and back)
- _____ Liability Insurance (minimum of \$1,000,000/\$6,000,000 is required; send copy of policy's front page)
- _____ CPR (*only* American Heart Association Health Care Provider; send copy of certification card – front and back; card must be signed)
- _____ Background Checks
 - Pennsylvania Child Abuse History Clearance - application available on website: <http://www.dpw.state.pa.us/resources/documents/pdf/ffinforms/dpwchildabuse.pdf> (Required for PA and NON-PA residents (send copy of results)
 - Criminal Background Check - completed through CertifiedBackground.com: www.CertifiedBackground.com (send copy of online results)
 - FBI Criminal Background Check – completed through Cogent Systems: https://www.pa.cogentid.com/index_dpw.htm – (send copy of results)
- _____ Student Data Sheet (send original form)
- _____ Make two copies of the complete packet (one at home and one at school)

Please sign and date below:

Signature: _____ **Date:** _____

NURSING HONORS PROGRAM

SCHREYER HONORS COLLEGE

Admissions

First-Year Admissions

Schreyer Scholars represent the top 5% of students at Penn State, and therefore should also be at the top of their respective high school class. The Schreyer Honors College does not set a minimum standardized test score or grade point average for its applicants. Candidates will be assessed based on the academic and extracurricular documents submitted with the application, as well as responses to essay questions and letters of recommendation.

Gateway Admissions

Current Nursing undergraduates may seek entry to the Schreyer Honors College (SHC) in the spring of the sophomore year through a process known as the Gateway.

Schreyer Scholars are expected to demonstrate excellent academic achievement with integrity, build a global perspective, and seek opportunities for leadership and civic engagement.

Selection Criteria for the Gateway

The Gateway entry process is based upon an evaluation of a student's performance and research potential. The evaluation of all applications is done by the faculty and/or administrators of an academic unit, and is overseen by the SHC administration. The evaluation is typically based on:

1. Academic achievement since beginning college
2. Desire, ability and motivation to conduct research or creative projects leading to the completion of an undergraduate honors thesis
3. Interest in and aptitude for leadership, civic engagement, and international experiences as an undergraduate

Curricular, co-curricular, and extracurricular activities will be considered as evidence in the selection of Gateway Schreyer Scholars.

Eligibility for the Gateway Process

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

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

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

For additional information about the Schreyer Honors College, please consult the Schreyer Honors College Handbook, which can be found at <http://www.shc.psu.edu/students/handbook.pdf>.

Application Process, Selection and Notification

Information and the online application can be found at www.shc.psu.edu/future/gateway/index.cfm. Once reviewed by the CON, successful applicants are recommended to the SHC for consideration for admission prior to the fall semester of the junior year. Students will be notified of the SHC decision in June.

Please contact the College of Nursing Honors Adviser if you are considering applying to the Schreyer Honors College. Candidates are strongly encouraged to meet in person with the Nursing honors adviser prior to applying through the Gateway.

SCHREYER SCHOLARS PROGRAM

General Information

During the junior and senior years, a minimum of 14 honors credits must be completed. There are five options for obtaining these credits, which involve successful completion of one or more of the following:

- Required Nursing Honors (H) courses (N200M and N300H)
- An Honors option (HO) within the context of a required or elective course
- An Independent Study or research elective (NURS 496H)
- Graduate course work
- International Study

Since the focus of the Honors Program is academic enrichment, most students elect to pursue an honors option in a required Nursing course. When an honors option is taken in a Nursing (NURS) course with a clinical component, honors work may **not** be substituted for any of the required number of clinical hours in that course. Faculty who supervise honors options must have a minimum of a Master's degree in Nursing and must have participated in the course for at

least two (2) semesters prior to supervising any honors option. **Honors coursework done by the student prior to entry, even in the summer, does not count toward meeting the requirements.** Students should also check the **SHC website** for the required HO, annual academic plan, and thesis forms <http://www.shc.psu.edu/>.

Students electing to take an honors option in a Nursing course must meet with the faculty member supervising their honors option in the beginning of each semester. At that time, the honors student and responsible faculty will complete the honors option plan, which describes the learning objectives, meeting schedule, and percentage of the course grade derived from the honors option work. This plan must be submitted to the College of Nursing Honors Adviser and to the Schreyer Honors College by the third week of the semester in which the option occurs.

Ongoing Honor Student Responsibilities

As part of the Honors College, students are responsible for the information in the Student Handbook (SHC Handbook), keep on top of important dates listed on SHC website, and submit all work in a timely fashion. An honors student is self-motivated and disciplined.

Honors Thesis

One of the ways in which College of Nursing Scholars demonstrate excellent academic achievement is with a well-developed, well-executed undergraduate honors thesis.

Students must satisfactorily complete an honors thesis by the eighth week of their last semester. Students may enroll in NURS 494H for one to three credits per semester for thesis work.

The objectives of the thesis are that the student will:

- Identify a researchable problem within the parameters of the discipline of nursing
- Conduct a review of the literature on the subject
- Develop an investigative plan to study the problem
- Collect and analyze the data
- Summarize the investigation in written scholarly form

Students must also complete an online thesis proposal report (TPR) to the Schreyer Honors College. <https://www.shc.psu.edu/srs>.

The following CON Honors Thesis Guidelines are consistent with the Schreyer Honors College guidelines but include expectations for a rigorous and meaningful scientific product that advances the science of nursing. All thesis policies and deadlines are set by the Schreyer Honors College and are to be followed.

For Schreyer Honors College thesis guidelines, please refer to <https://www.shc.psu.edu/academic/thesis/> and https://www.shc.psu.edu/documents/academic/student_handbook.pdf.

It is recommended that CON Honors students review as many different examples of previous, successful nursing honors theses early in their thesis process (found at <https://honors.libraries.psu.edu/search/1/50/31/author/term=nursing>) for expectations on thesis

length, APA formatting, and bibliographic requirements.

For nursing students, the thesis is an opportunity to gain expertise in creating, not just consuming, nursing science. The College of Nursing thesis follows the accepted format for a graduate nursing thesis or dissertation. This format includes a:

- Chapter 1: Purpose and Significance of the Study
- Chapter 2: Review of the Literature
- Chapter 3: Methodology
- Chapter 4: Results
- Chapter 5: Discussion.

In the thesis process, the student will identify a topic of interest, develop a researchable question or hypothesis, and conduct an extensive review and synthesis of the literature resulting in an understanding of the current state of the science related to their topic of interest. This involves collaborating with the CON Honors Adviser to identify a tenured or tenure-track faculty researcher/mentor early in the Honors program to oversee the project. The student will then answer their research question/hypothesis in one of three ways:

1. Conducting original research
 - a. The student will meet frequently with their faculty mentor to design and conduct their study. This will include obtaining the appropriate human subjects releases.
 - b. The student will enroll in N200M Honors *Understanding and Applying Nursing Research* in the Fall of their Junior year followed by N300H *Honors Seminar* in the Spring of their Junior to prepare for the writing of their thesis.
 - c. The expected timeline involves the student designing their project with their mentor during their Junior year, collecting data in the Summer between their Junior and Senior year, and analyzing their data and writing up their results in the Fall of the Senior year.
 - d. The student will complete a rough draft of all 5 chapters of their thesis by the beginning of the Spring of their Senior year and will then work closely with their faculty mentor and the Honors adviser to edit the thesis through an iterative process of revise and resubmit.
 - e. The Honors thesis will be ready for submission to the Schreyer Honors College when both the faculty mentor and the Honors Adviser sign off on the thesis.
2. Conducting a secondary analysis of an existing data set
 - a. In collaboration with the faculty mentor, the student will identify a dataset containing the quantitative or qualitative data to answer their research question/hypothesis.
 - b. The student will meet frequently with their faculty mentor to design and conduct their secondary analysis of the dataset. This will include obtaining the appropriate human subjects releases.
 - c. The student will enroll in N200M Honors *Understanding and Applying Nursing Research* in the Fall of their Junior year followed by N300H *Honors Seminar* in the Spring of their Junior year to prepare for the writing of their thesis.
 - d. The expected timeline involves the student designing their project with their mentor during their Junior year, analyzing their data in the Summer between their Junior and Senior year, and writing up their results in the Fall of the Senior year.
 - e. The student will complete a rough draft of all 5 chapters of their thesis by the

- beginning of the Spring of their Senior year and will then work closely with their faculty mentor and the Honors adviser to edit the thesis through an iterative process of revise and resubmit.
- f. The Honors thesis will be ready for submission to the Schreyer Honors College when both the faculty mentor and the Honors Adviser sign off on the thesis.
3. Conducting an integrative review of the literature
- a. The student will meet frequently with their faculty mentor to prepare their search terms and identify appropriate electronic databases. An appointment with the medical librarian at Penn State University Libraries will be arranged to confirm the terms and databases.
 - b. The student will enroll in N200M Honors *Understanding and Applying Nursing Research* in the Fall of their Junior year followed by N300H *Honors Seminar* in the Spring of their Junior year to prepare for the writing of their thesis.
 - c. The expected timeline involves the student beginning their search with their mentor during their Junior year, analyzing and synthesizing their literature in the Summer between their Junior and Senior year, and writing up their results in the Fall of the Senior year.
 - d. The student will complete a rough draft of all 5 chapters of their thesis by the beginning of the Spring of their Senior year and will then work closely with their faculty mentor and the Honors adviser to edit the thesis through an iterative process of revise and resubmit.
 - e. The Honors thesis will be ready for submission to the Schreyer Honors College when both the faculty mentor and the Honors Adviser sign off on the thesis.

Honors Recognition

The Scholars Medal is awarded to graduating Schreyer scholars. In addition, Scholars' diplomas have a special honors notation, and honors work is noted on transcripts.

STUDENT ACTIVITIES

NATIONAL STUDENT NURSES' ASSOCIATION

Membership Benefits (Summarized)

Leadership Opportunities

National Student Nurses' Association (NSNA) members have an opportunity to maximize their leadership potential and thus enhance their career development. Leadership opportunities are available on the school, state, and national levels. The leadership and management skills developed during involvement in NSNA can be transferred to the work setting as well as to professional associations upon graduation from nursing school. Potential employers seek graduate nurses who have demonstrated leadership potential. By joining NSNA and becoming involved in the association's activities, members will have a head start on their professional career.

Nursing Journal Subscription Discounts

- *American Journal of Nursing*: published monthly. Special rate for NSNA members.
- *Nursing*: published monthly. Special rate for NSNA members.
- *RN Magazine*: published monthly. Special rate for NSNA members.

Convention and Conference Discounts

- NSNA Convention: Special rate for NSNA members.
- NSNA Mid-Year Conference: Special rate for NSNA members.
- NSNA Nursing Student Expo: Free to members (non-members pay \$5).
- Conventions and conferences sponsored by other organizations:
 - American Nurses Association Convention: Special rate for NSNA members.
 - National League for Nursing: Special rate for NSNA members.
 - National Association of Orthopedic Nurses: Special rates are available to NSNA member for all continuing education offerings and the annual convention.

Other National Organization Benefits

- Nurses Environmental Health Watch offers NSNA members a special rate.
- American Nurses' Association offers a free copy of their publication, *Entering and Moving in the Professional Job Market: A Nurse's Resource Kit* to NSNA members who join a state nurses' association upon graduation.
- NSNA members receive a discount on the American Nursing Review/National League for Nursing NCLEX-RN Review Course. The special NSNA member rate includes the registration fee and the NLN Diagnostic Readiness Test. This 35-hour, in-class review is offered at convenient locations nationwide.

Imprint

Members receive five issues of *Imprint* each year. This includes the *Imprint Career Planning Guide*, published every January.

Financial Services

Through a special arrangement with TransNational Financial Services, NSNA members can obtain Visa/MasterCard and member loans for those who qualify. Members receive direct mailings about these services.

Scholarship Program

Members get credit for their involvement when they apply for a scholarship through the NSNA Foundation Scholarship Program. Applications are available by sending the Foundation a self-addressed business-size envelope with proper current postage.

Malpractice/Liability Insurance

NSNA members qualify for a special, low-cost comprehensive policy.

STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA (SNAP at Penn State)

Student Nurses' Association of Pennsylvania (SNAP) is an organization open to all nursing students at Penn State that provides opportunities to broaden the student's awareness of professional and service experiences in the community. SNAP organizes and encourages student participation in interdisciplinary activities, represents Penn State at the national and state student nursing conventions and provides a great chance to get involved socially with others in your major.

All nursing students will be contacted during the first week of classes announcing the date for the first SNAP meeting and providing the SNAP officers' contact information. SNAP meetings are held at UP and HMC campuses throughout the academic year. Additional information can be found on the SNAP site on ANGEL.

**Parameters for Student Attendance at SNAP
(or other credit-for-clinical) Events**

- The College of Nursing faculty strongly encourage attendance at SNAP events.
- Permission to attend SNAP (or other) events must be granted in advance by course faculty, dependent on course grade, previous attendance in clinical, remediation in any course, etc. Faculty discretion will be used to determine if make-up is required.
- The maximum credit of one 6-hour clinical day will be given for attendance at SNAP-sponsored activities or attendance-for-clinical credit events (e.g. Mentoring Day, etc.)
- Credit for clinical time will be granted by the hour, with the maximum of one 6-hour clinical day (e.g. a 3-hour SNAP event = 3 hours clinical credit).
- Students may be required to do the following for the clinical instructor:
 - Write a short 1- to 2-page report on the activity (convention, Step-by-Step program, etc.)
 - Provide a brief 10-minute verbal report in post-conference.

Approved: March 2001

Revised: February, 2006

HEALTH WORKS

Health Works is a peer health education volunteer program promoting health lifestyles among Penn State students. This is done through discussions, workshops and counseling. Students interested in this program can contact University Health Services, 201 Student Health Center, or call (814) 863-0461.

INTERNATIONAL TRAVEL

EDUCATION ABROAD THROUGH THE COLLEGE OF NURSING

International Experiences

Students are strongly encouraged to take advantage of an abroad experience to explore another culture and healthcare system—in particular, nursing as a profession on a global basis.

Only B.S. students in the General Nursing option have the opportunity to study abroad. Some of these opportunities are offered by Nursing faculty and others can be arranged through the University Office of Global Programs (<https://global.psu.edu/uogp>). Because of the nature of the Nursing curriculum, Nursing students can study abroad only during the summer or other breaks. Students who study abroad during fall or spring semesters will find themselves a year behind in the curriculum. For each program experience, availability is subject to sufficient enrollment.

➤ Cape Town, South Africa

A maximum of six Senior students are selected for this educational experience in Cape Town, South Africa. The program is coordinated with our partners at The University of the Western Cape to include classroom and clinical experiences in multiple health care settings. Students register for one credit of Nursing 499 which qualifies for international credits.

This two-week Embedded Education Abroad Program is offered in the Spring semester. South Africa is a country of great tradition and diversity. Students appreciate the unique cultural, political, environmental, disease patterns, and economic influences that impact health care delivery in post-Apartheid. Student costs may include airfare, housing and meals. Other individual expenses include travel immunizations and passport fees.

A call for interested students will be sent out early in Fall semester of the student's Senior year. Space is limited.

➤ Jönköping, Sweden

Students participate in an exchange program with the University of Jönköping. Up to six Junior nursing students are selected to participate. Students register for three credits of Nursing 496 which fulfills the nursing elective requirement for the program.

This five-week program always begins the second week of May. In order to participate, students must take spring semester final exams before departure. The course topic deals with an issue related to Children's Health. Student costs may include tuition, airfare, housing and meals.

A call for interested students will be sent out in Fall semester of the student's Junior year. Space is limited.

➤ **San Pedro Sula, Honduras**

Students participate at the CURE International Pediatric Orthopedic Hospital in San Pedro Sula, Honduras. Up to four Junior nursing students are selected to participate. Students register for one credit of Nursing 499 which qualifies for international credits.

This two-week program is offered in the Summer semester. In order to participate, students will obtain pre-trip operating room (OR) and orthopedic office experience. Students will provide hands-on care to children in the OR, clinic, and hospital settings. Student costs may include airfare, housing and meals.

A call for interested students will be sent out early in Fall semester of the student's Junior year. Space is limited.

➤ **Hong Kong, China**

A limited number of Senior-level Nursing students are selected for this two-week study abroad program. Students who are interested in learning about diverse cultures and health care systems at the Chinese University of Hong Kong will register for one credit of Nursing 499 which qualifies for international credits.

This two-week Embedded Education Abroad Program is offered in the Spring semester. Students will participate in classes as well as clinical observational experiences. Student costs may include airfare, housing and meals.

A call for interested students will be sent out early in Fall semester of the student's Senior year. Space is limited.

Students participate in an exchange program with the University of Jönköping. Up to six Junior nursing students are selected to participate. Students register for three credits of Nursing 496 which fulfills the nursing elective requirement for the program.

This five-week program always begins the second week of May. In order to participate, students must take spring semester final exams before departure. The course topic deals with an issue related to Children's Health. Student costs may include tuition, airfare, housing and meals.

A call for interested students will be sent out in Fall semester of the student's Junior year. Space is limited.

For additional information on any of these College of Nursing travel opportunities, contact Elizabeth Cutezo (eac4@psu.edu), Global Studies Coordinator for the College of Nursing.

NOTE: Penn State monitors the international situation very carefully, and all programs abroad have an on-site coordinator who is available to Penn State students for advice and to deal with any emergencies. However, students have the ultimate responsibility for personal safety. Education Abroad is guided by the U.S. Department of State's travel advisory system, comprising Travel Warnings and Travel Alerts, as principal factors in determining whether the University will allow education abroad programs to run under its auspices. The aim of Travel Warnings is to advise American citizens to avoid travel to designated countries; whereas Travel Alerts are intended to alert travelers to specific conditions, usually of short-term duration, posing a risk to international travelers. Penn State's general rule is not to sponsor Education Abroad programs in countries under active Department of State Travel Warnings. A list of Travel Warnings and Travel Alerts are posted on the Department of State's website.

STUDENT NURSE POLICY FOR INTERNATIONAL STUDY

The College of Nursing welcomes and encourages international experiences for nursing students. The following delineates the Student Nurse Policy for International Study in order to maintain standards for acceptable student experiences.

1. The student must complete the *Request for Assignment for International Study* form and submit to the Associate Dean for Undergraduate Programs and Outreach.
2. The faculty representative for International Study needs to be notified **prior** to the experience. A faculty person is appointed each year by the Dean of the CON as the international representative, and it is the student's responsibility to report to the proper faculty member.
3. The student is required to **receive permission** from each course coordinator **prior** to the travel.
 - a. Clinical instructors shall be included in the decision to grant permission for the international travel experience whenever possible.
 - b. The course coordinator and the clinical instructor, if appropriate, will determine whether any clinical hours will be granted for the international experience.
 - c. The course coordinator and the clinical instructor, if appropriate, will determine whether any make-up of clinical hours will need to be completed upon return to University classes.
4. Faculty needs to be apprised of the following information:
 - a. Where the international experience is located.
 - b. How long the experience will be.
 - c. Who will be supervising the experience.
 - d. In what type of setting will the student be working/observing?
(i.e. clinic, hospital, etc.)
5. Course faculty have the right to refuse a student permission to travel abroad for an international experience if he/she feels that the student's progress in their course may be compromised by missing class, clinical time, exams, etc.

Approved 02/06

**The Pennsylvania State University
College of Nursing**

Request for Assignment for International Study

Name: _____
Last First Middle Initial

PSU ID: _____ Date: _____

Brief Justification for Request: _____

Semester of International Study: Fall _____ Spring _____ Summer _____ Year: _____

Dates of Travel for International Experience: Starting: _____ Returning: _____

Previous International Study? YES _____ NO _____ (If yes, when _____)

Faculty Approval

Signatures from Nursing Faculty indicate Approval for Missing Class or Clinical Time

1. Faculty Adviser for International Study: _____

Semester: _____ Year: _____

Approved: _____ Denied: _____ Date: _____

2. Faculty: _____ **Course:** _____

Semester: _____ Year: _____

Approved: _____ Denied: _____ Date: _____

3. Faculty: _____ **Course:** _____

Semester: _____ Year: _____

Approved: _____ Denied: _____ Date: _____

4. Faculty: _____ **Course:** _____

Semester: _____ Year: _____

Approved: _____ Denied: _____ Date: _____

5. Other Course Faculty: _____ **Course:** _____ **Date:** _____

SIGMA THETA TAU INTERNATIONAL

BETA SIGMA CHAPTER MEMBERSHIP

Philosophy of Membership Eligibility

Sigma Theta Tau International's philosophy of membership eligibility is based upon the purposes of the society. Membership is a reward for achievements of the membership criteria of Sigma Theta Tau International. Awarding membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarship, leadership, creativity, and commitment to nursing, fulfilling the purposes of the honor society.

Sigma Theta Tau International endeavors to seek out and reward all students in baccalaureate or higher degree nursing programs who have demonstrated ability in nursing as evidenced by superior academic achievement. Personal achievement of the purposes of Sigma Theta Tau International is a developmental process; therefore, individuals who do not meet the eligibility requirements as undergraduate students may emerge to meet the requirements later in their graduate program or professional careers as community nurse leaders. The growth of the society and its continued support of the purposes are reflected through the membership selection process. Chapters, which are the mechanisms for inducting eligible candidates, take an imperative position to seek and recognize all qualified candidates in their geographic area.

Purpose of Sigma Theta Tau International

- Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Membership Invitation

Candidates for membership from all baccalaureate programs are reviewed annually in late August. Invitations are extended to all BS nursing students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in class*. Eligible RN to BS students who have graduated within the prior academic year (fall, spring, summer) will be part of the annual candidate review. An induction ceremony is held in November of that year for all new members.

SIGMA THETA TAU ACHIEVEMENT AWARD

The Sigma Theta Tau Achievement Award was created by donations from the Beta Sigma Chapter of the Sigma Theta Tau International Honor Society of Nursing to offer recognition to graduating undergraduate nursing students within Penn State's College of Nursing. Three awards will be conferred—one to an outstanding graduating general BS student, one to an outstanding graduating second degree BS student, and one to an outstanding graduating RN to BS student.

Consideration for this award shall be given to all graduating undergraduate nursing students who have been or will be inducted into Sigma Theta Tau by the end of their senior year. Within these parameters it will be awarded to students who have achieved superior academic records.

Recipients of this award shall be selected by the Beta Sigma Chapter of the Sigma Theta Tau Scholarship Committee. The criteria for this award will be decided as follows: (1) academic record as determined by Fall Semester cumulative GPA; (2) leadership; and (3) service.

Membership Intent Forms from the Sigma Theta Tau Eligibility Committee will be utilized to elicit information for Leadership and Service criteria when necessary. The recipients will be recognized at the College of Nursing Convocation in the spring semester.

Two awards will be given each year, and the amount of the awards shall be determined by the Beta Sigma Chapter of Sigma Theta Tau. The awards shall be conferred annually from available resources.

NCLEX EXAMINATION and RN LICENSURE

INFORMATION FOR GRADUATING SENIORS

There are three things that all students must do (#4 is only if applicable):

1. Submit Post-Graduation Contact Information Form
2. Register for National Council Licensure Examination (NCLEX)
3. Submit Application for Licensure to ONE State
4. Submit Application for Temporary Practice Permit (TPP), if applicable

Please follow the guidelines as outlined in the information listed below for successful completion of these.

2. Submit Post-Graduation Contact Information Form

ALL STUDENTS must complete and submit the Post-Graduation Contact Information Form (See page 112 for form)

- Complete the form with your “**post-graduation**” contact information
- Enter your name as it appears on the official identification you will use for admittance to NCLEX examination (indicating first, middle, last and any suffixes such as Jr, II, etc.)
- If you have a name that may have special spacing, please be careful to enter it as such e.g. McDonald or Mc_Donald; DeBrenna or Debrenna; two first names such as Mary Jo (first), Elaine (middle) McDonald (last)
- Submit completed form to
210 HHD East if you are at UP
1300 ASB/A110 (HMC CON Office) if you are at HMC

3. Register for the NCLEX Examination

- Obtain the NCLEX Candidate Bulletin at www.pearsonvue.com/nclex
- Print a copy of the *Bulletin* – Click on *Candidate Bulletin and Information* under “Downloads”
- Follow the directions for registration that are provided
- This will register you for the NCLEX examination (Pearson VUE)
- Your **Education Program Code** is: **US25506800**
 - ❖ If your SBN is still requiring the old 5-digit code, use 25-568
- You may register to take the NCLEX examination *anywhere* in the United States – does not have to be in the state in which you apply for licensure

4. Submit Application for Licensure

General Information

- You may submit your application materials no earlier than 90 days prior to the date you complete your nursing education program.
- You may submit your application materials for licensure to **one** state only. Visit that state’s SBN website for detailed information and instructions.
- Follow the directions from the specific SBN (State Board of Nursing) to complete the registration process.
- Links for all of the State Boards of Nursing in the United States
<https://www.ncsbn.org/contactbon.htm>
- **REMEMBER** – This is a separate process from NCLEX examination registration

LICENSURE

The following statement is excerpted in its entirety from the Pennsylvania Professional Nursing Law:

Section 6: Fees; Qualifications for Licensure—No application for licensure as a registered nurse shall be considered unless accompanied by fee determined by the Board by regulation. Every applicant, to be eligible for examination for licensure as a registered nurse, shall furnish evidence satisfactory to the Board that he or she is of good moral character, has completed work equal to a standard high school course as evaluated by the Board and has satisfactorily completed an approved program of professional nursing.

The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device, and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

- At least ten (10) years have elapsed from the date of conviction;
- The applicant satisfactorily demonstrates to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- The applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this subsection the term “convicted” shall include a judgment, an admission of guilt, or a plea of nolo contendere. An applicant’s statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

The Professional Nursing Law Act of May 22, 1951 (P.L. 317, No. 69), Section 6 as amended 06/0

Licensure – Pennsylvania

- Obtain information and application at http://www.portal.state.pa.us/portal/server.pt/community/state_board_of_nursing/12515
- Read “Letter to Student Nurses” and “FAQ” for general information
- You must apply online – there is no hard copy mail option
- Licensure and Temporary Practice Permit are two SEPARATE applications and two SEPARATE fees
- Allow 14 business days for processing applicant materials once application packet is complete
- Do NOT request Nursing Education Verification (NEV) form from the CON – this is an automatic process and will be submitted by the CON immediately upon degree conferral
- NEV form is submitted electronically after PSU confers your degree

Licensure - States Other Than Pennsylvania

- Locate your state board of nursing’s website <https://www.ncsbn.org/contactbon.htm>
- Read and follow instructions carefully
- Anything needed from the CON should be included in an email (to lmh5@psu.edu) as soon as possible with very specific instructions
 - ❖ Education Verification Letters
 - ❖ Forms requiring the Dean’s signature
 - ❖ Forms requiring a University seal
 - ❖ Verification of clinical hours
 - ❖ Mailing address(es)
 - ❖ Your contact information (phone and email)

5. Submit Application for Temporary Practice Permit (if applicable)

- IF you plan to work as a graduate nurse before taking the NCLEX, you must have a TPP.
- Refer to the SBN where you apply for licensure for specific instructions.
- Complete the TPP application as soon as you know that you have a job as a graduate nurse.
- Allow a minimum of 4-6 weeks from the date of program completion to the issuance of the TPP.

Confirmation

- When the CON has been notified that degrees have been conferred:
 - ❖ **All** students (PA as well as out of state) will receive an email from the CON (lmh5@psu.edu) that NEV form has been submitted to the PA SBN
 - ❖ Out of state students will receive an email confirmation from the CON (lmh5@psu.edu) that your application request has been completed
 - ❖ Letters, confirmations, transcripts (if sent to CON), etc., are mailed/submitted per your instructions

Helpful Tips and Notes

- Education Program Code – **US25506800**
 - ❖ If your SBN is still requiring the old 5-digit code, use 25-568
- There are NO refunds of NCLEX examination fees for ANY reason
- All correspondence from Pearson VUE will arrive ONLY by email
- Identification and YOUR NAME
 - ❖ Use the exact name as it appears on your official identification you will use for admittance to the NCLEX examination and for your Post-Graduation Contact Information form, NCLEX examination registration and licensure application
- Social Security Numbers – Most SBNs will require your full Social Security number
- Transcripts must be ordered via eLion
 - ❖ Make sure to specify AFTER conferral
 - ❖ Provide address where it should be mailed – pay particular attention to the directions in your application materials for specific mailing instructions
- When in doubt, or if you have questions, call the SBN or Pearson VUE directly. The CON staff cannot provide licensure or exam application information.
- Allow ample time for form completion, signatures, seals, etc.

REMEMBER – The NCLEX **examination** registration (with Pearson VUE) and state **licensure** application (state where you want to be licensed and practice nursing) are **two separate** process; however, these two entities communicate with each other to coordinate the process.

THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING

Post-Graduation Contact Information

Directions: ALL students (in-state and out-of-state) must complete this form. The address must be an after graduation address in case we need to contact you.

NAME:

FIRST

MIDDLE

LAST

Enter your name exactly as it appears on the identification you will use for admittance to NCLEX.
THESE MUST MATCH EXACTLY.

ADDRESS (after graduation):

SOCIAL SECURITY # (last 4 digits only) _____ (NOT PSU STUDENT ID #)

NOTE: The College of Nursing is required to submit the last 4 digits of the student's social security number AND date of birth to the State Board of Nursing for identification purposes related to the licensure process.

DATE OF BIRTH _____

E-mail (NON-PSU E-mail account): _____

NOTE: The College of Nursing would like an email account that we may contact you after graduation. Your Penn State email account will expire 6 months after graduation.

State Board of Nursing where licensure is requested _____

NOTE:

1. If taking the NCLEX examination in a State other than PA, you are responsible for obtaining all required application materials. Please refer to the SBN web site for that State.
2. You may take the examination at any approved Pearson Professional Center (e.g. you can apply for licensure in PA and take the examination in Hawaii at an approved center but the licensure would be for PA not Hawaii)

Do you have a Nursing position waiting for you after graduation?

☐ YES

☐ NO

If so, please provide name and address of employer:

Anticipated start date with employer: _____

SCHOLARSHIPS AND AWARDS

Penn State awards a number of scholarships to undergraduate students each year. In addition, grants, loans, and the College Work-Study program are available for those who qualify. For more information on undergraduate financial aid, contact the Office of Student Aid, 314 Shields Building, University Park, PA 16802-6508, phone: (814) 865-6301, or visit the Web site at: <http://studentaid.psu.edu/>

Listed below are some possible sources of scholarships and financial assistance:

ROTC Scholarships. All branches of the military are located in Wagner Building at the University Park campus and can be contacted for additional information. Air Force: (814) 865-5454; Army: (814) 863-0368; Marines: (814) 865-6289; and Navy: (814) 865-6289.

The American Association of Colleges of Nursing often has information on scholarship programs for nursing students. They are located at One Dupont Circle, NW, Suite 530, Washington, DC 20036, phone: (202) 463-6930, or visit the World Wide Web home page at: <http://www.aacn.nche.edu/students/financial-aid>

The National League for Nursing has information on scholarship resources: 61 Broadway, 33rd Floor, New York, NY 10006, phone: (800) 669-1656 or (212) 812-0300, or visit the World Wide Web home page at: <http://www.nln.org/careers/resources.htm>

The Hospital Council of Western Pennsylvania has scholarship information. They are located at 500 Commonwealth Drive, Warrendale, PA 15086-7513, phone: (800) 704-8434, or visit the World Wide Web home page at: <http://hcwp.org/>

The Nightingale Awards of Pennsylvania has scholarship information. They are located at 801 East Park Drive, Suite 100, Harrisburg, PA 17111, phone: (717) 909-0350. Web page at: <http://www.nightingaleawards.org/>

The College of Nursing has scholarship information. Visit the web Scholarships and Financial Aid page at: <http://www.nursing.psu.edu/undergraduate/financial-aid>

Many hospitals and other health care institutions offer their own scholarship programs. For example, a hospital offers a tuition stipend with the understanding that a student will commit two or three years of continuous employment following graduation.

OTHER

UNDERGRADUATES ENROLLING IN GRADUATE COURSES

Any senior with a 3.50 or higher cumulative grade-point average may be admitted to 500-level courses with only the consent of the instructor (i.e. form does NOT need to be returned to Graduate Enrollment Services). Any senior with a 3.00 to 3.49 cumulative grade-point average may be admitted to 500-level courses by completing the form “Undergraduate Student to take 500-Level Courses”, obtaining all required signatures, and returning it to Graduate Enrollment Services, 114 Kern building. Schreyer Scholars need not complete the form.

PROTOCOL FOR STUDENTS WHO SEEK OUTSIDE EMPLOYMENT

Students seeking outside employment while enrolled in Penn State’s Nursing Program should:

- Seek information and support from the University’s Student Employment Office, not the College of Nursing.
- College of Nursing statement on student employment: “The College of Nursing personnel are not to act as intermediaries nor are they to promise student services to outside persons or agencies. This relieves the College of Nursing of liability for contracting independent, unsupervised student services.”
- Our policy related to employment of students in health agencies, in keeping with the State Board of Nursing regulations, is as follows:
 - ❖ When students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed.
 - ❖ Student employment shall be on a voluntary basis and not a requirement of the institution.
 - ❖ Remuneration for such employment shall be within the range of the salary scale for the position.
- Faculty or staff who receive inquiries from nursing students, outside agencies, or individuals have an obligation to refer these incoming requests to the Student Employment Office in 314 Shields Building at (814) 865-6301.

ALUMNI ASSOCIATION

Students who graduate from Penn State are eligible for membership in the Penn State Alumni Association. Membership in this organization automatically provides membership in the College of Health and Human Development Alumni Association, which includes the College of Nursing.

LINKS TO OTHER IMPORTANT INFORMATION

Tuition Information

<http://tuition.psu.edu/>

Academic Calendar

http://registrar.psu.edu/academic_calendar/calendar_index.cfm

College of Nursing Website

<http://www.nursing.psu.edu/>

Registrar

<http://www.registrar.psu.edu/>

Bursar

<http://www.bursar.psu.edu/>

Advising

<http://www.advising.psu.edu>

Angel

<https://cms.psu.edu/default.asp>

FREQUENTLY ASKED QUESTIONS

1. Can I substitute other courses for General Education courses?

Possibly, *as long as you get permission*. A course does not necessarily have to be on the Gen Ed list for it to meet a Gen Ed requirement. There are certain situations where substitutions can be made. That does not mean that another student could automatically do the same thing; every substitution has to be approved based on the content of the course, the student's major, and other factors. It is, however, a great way to build more flexibility into the selection of courses that you have for meeting Gen Ed requirements. Please see your adviser to discuss your individual situation.

2. What is Quantification?

Quantification is a math requirement. Six credits of math are required and STAT 200 or 250 will fulfill one-half of the required credits. You will need an additional math selection to fulfill your nursing prerequisite.

3. What is a general elective?

- General electives are courses that students may choose beyond the requirements for general education and the major. If the course has prerequisites, it is important that they be met.
- General electives are not the same as the nursing electives. Nursing electives are chosen from a list of supporting courses and are a requirement for the major.
- Courses that you use to meet general education cannot double count with general electives.

4. Can I do a minor?

Most minors are 18 credits. Students can use general electives toward the credit minor requirements. Also, some of your major and general education courses may count as well. It is important that you discuss your intention to do a minor with your adviser early in the program.

5. When will I receive my Hershey assignment?

Students will be provided with their campus rotation assignment (UP and HMC for their Junior and Senior year) by mid-October of their sophomore year. Students will have the opportunity to request their preferred year, but there is no guarantee that request can be honored.

6. Where can I find out more information about my program?

See the College of Nursing website: <http://www.nursing.psu.edu>