



Division of Nursing & Health Professions

Nursing Student Handbook

2015-2016

September, 2015

Dear Students,

On behalf of the Division of Nursing & Health Professions & Health Professions faculty and staff, I would like to welcome you, our new and returning nursing students, to a year of new experiences and professional growth at Rivier University. There is much excitement around campus as many of our students plan to travel abroad for rich emersion experiences.

You will see and experience many changes when you step foot on campus this fall. More change will be forthcoming throughout the year. Nursing faculty are committed to guiding students' learning and to providing challenging experiences which will serve our graduates well as they enter the richly rewarding, dynamic and rapidly-evolving healthcare environment.

Nursing faculty view our students as future professional colleagues and therefore expect students to conduct themselves in a professional manner on campus and in the clinical area. We encourage you to review the "Professionalism" guidelines in this handbook (p. 11).

The Student Nurses Association (SNA) at Rivier University is an active student group which offers many opportunities for student participation in health fairs, blood drives, health screenings, and community outreach. These, and other activities offered through the Rivier Nursing Wellness Connection, will enrich your experiences here at Rivier while enhancing your professional growth.

Best wishes to each and every one of you as you enjoy this academic year.

Sincerely,

A handwritten signature in black ink that reads "Paula J. Williams". The signature is written in a cursive, flowing style.

Paula J. Williams, Ed.D, RN, CNE

Dean

Division of Nursing & Health Professions

Nursing Faculty 2015-2016

Dean: Paula J. Williams, EdD, RN, CNE

Director, Undergraduate Nursing Education: Judi O'Hara, MS, RN, CAGS, CNE

Director, Graduate Nursing Education: Donna Proulx, MS, RN, CCRN-CSC

Faculty

Marcy Ainslie, MS, APRN, FNP
Lynn Andersen, MS, RN, CAGS
Bobbie D. Bagley, MS, RN, MPH, CPH
Denise Baxter, EdD, APRN, FNP, CNE
Holly Bergeron, MS, RN
Marlyn Clark, MS, APRN, FNP
Catherine Cuchetti, MS, RN
Marilyn Daley, DNP, APRN
Deborah Dodge, MSN, RN, CNE
Diane Droutman, MSN, RN, CNE
Karen Frenn, EdD, RN, CNE
Nancy Gallagher, MS, RN
Patricia Hagan, MN, MEd, RN, CCRN, CEN
Tracy Hardy, MS, APRN, FNP
Karen Kycia, MSN, RN, DNP(c)
Gail LaBrecque, MS, RN, MBA
Janice Lindquist, MS, RN
Debra MacLean, MSN, PMHNP-BC
Janine Reale, MS, RN, CNE
Heather Schaufenbil, MSN, RN
Cynthia Tremblay, MS, APRN, WHNP

Faculty Emeritus

Grace Sullivan, DNSc, APRN
Mary Ann Breen, MS, RN, MEd

Senior Lecturers

John Foley, PharmD
Mark C. Hand, PhD, RN, CNE

Nursing Lab Coordinator

Cheryl Bragdon, MS, RN, CNE

Table of Contents

Introduction	1
Section 1	
Mission/Purpose/Philosophy	2
Organizing Framework	3
Student Learning Outcomes	4
Student Success	7
Professional Standards for Nursing	7
Ethical Behavior	8
Academic Student Participation Opportunities	8
Achievement Tests	10
Clinical Assignments	10
Clinical/Practicum Requirements	10
Confidentiality Statement	11
CPR Certification Statement	11
Criminal Background Check	11
Hazardous Waste	11,14
Health Insurance	11
Identification Cards	11
Liability Insurance	12
Professionalism	12
Requirements for Licensure	12
Resignation	12
Standard Precautions	13
Unit of Credit	13
Weather & Emergency Closings	15
Section 2 Undergraduate Pre-licensure Policies	
Attendance	17
Clinical Make-up	20
Clinical Medication Administration/Math	21
Conduct (Clinical and Classroom)	22
Dismissal	24
Dress Code and Personal Appearance	25
Evaluation	27
Examinations	28
Final Examination - ATI	29
Final Examination - HESI	30
HESI Comprehensive Exit Examination	31
Leave of Absence	33
Progression/Retention/Graduation	34
Readmission	36
Science Grade	38
Student Evaluation of Clinical Laboratory Experience	39
Student Signature	40
Withdrawal	41
Written Notice	42
Section 3 Undergraduate Post-licensure Policies	
Attendance	44
Challenge: NSG455 Capstone	45,47
Dismissal	48
Evaluation	49
Examinations	50
Practicum Placements	51
Progression/Retention/Graduation	52
Readmission	53
RN-BS Online Course Registration	54
Student Signature	55
Written Notice	56

Table of Contents *(continued)*

Section 4 - Graduate Nursing Policies	
Academic Grievance	58
Academic Notice Policy	59
Applying for Post-Master's Certificate Program	60
Attendance Policy	61
Change to Program of Study.....	62
Informed Consent	63
Practicum Placement Policy	64
Progression, Retention, Dismissal Policy.....	65
Readmission Policy	66
Standard Precautions	68
Student Signature	69
Transfer of Credit Policy	70
Withdrawal/Leave of Absence	71
Student Signature Page	72

*All Nursing programs are fully accredited by the
Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta GA 30326
(404)975-5000; www.acenursing.org*

Introduction

The Division of Nursing & Health Professions at Rivier University has prepared students to meet the rapidly changing demands of the healthcare environment for almost three decades. Rivier University continually builds on its strengths, offering programs that provide students with individual attention, a quality education, and numerous opportunities for clinical experience. The Division of Nursing & Health Professions offers a part-time evening Associate of Science Degree, a full-time, four- year Bachelor of Science Degree, a flexible online RN-BS program for registered nurses, and graduate education in advanced clinical family and psychiatric nursing, nursing education and nursing leadership (fully online, beginning January 2014). The curricula reflect current professional standards and provide a seamless progression through all program levels. Benner's (1984) work on Novice to Expert practice provides the framework for the progression through all of the DNHP programs. Learning competencies /outcomes move from simple to complex, are inter-related and reinforced throughout the programs. The curriculum and instructional processes reflect educational and nursing theory throughout all levels of programs. Coherent organization of educational practices integrates general education concepts through the widespread use of powerful, active, and collaborative instructional methods. Nursing education has grown through innovation and the Division of Nursing & Health Professions emphasizes flexible high quality programs that are on the cutting edge.

The Nursing Student Handbook is published annually as a reference guide for all nursing students at Rivier University. The information is accurate at the time of publication. The University and the Division of Nursing & Health Professions reserves the right to make necessary changes from time to time by addenda distributed to enrolled Nursing students. Each student is responsible for knowing and understanding the information contained in this handbook. Adherence to guidelines is a responsibility shared by students, faculty and administrators. In addition to the policies outlined in this handbook, nursing students must adhere to Rivier University policies as published in the Rivier University catalogs (Undergraduate and Graduate) and the Rivier University Student Handbook.

Purpose/Mission

The Nursing program, in accordance with the mission of Rivier University, regards as its purpose the education of men and women who seek flexibility in the educational process and career mobility in nursing. The Division prepares its graduates to care for all persons with respect, valuing their personal worth and dignity. In pursuit of academic excellence, the Division bases its curriculum on a strong foundation of science and liberal arts. The Division prepares its graduates for practice at the associate, baccalaureate, and master's degree levels in nursing.

Philosophy

Faculty recognize each person as a unique combination of mind, body, and soul and are committed to caring for persons from conception through death. The concepts of caring, nursing, person, health, and environment guide curriculum development in Nursing. Caring is viewed as a total way of being, relating, and acting (Watson, 1988). It reflects the qualities of engagement with and investment in another person and is the essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the development of sound clinical judgment, and the therapeutic use of self.

The Nursing paradigm incorporates four key attributes: nursing, person, health, and environment. Nursing is the professionalism of the human capacity to care. Through a therapeutic human care process, nurses assist individuals and families in attaining optimal levels of health, comfort, and harmony. Nursing incorporates knowledge, attitudes, and skills from the science of nursing; the biological, physical, and behavioral sciences; theology, and the humanities to provide care within the context of the nursing process. In addition, nursing is a transcultural phenomenon requiring specialized knowledge and skill to provide care that is congruent with the person's lifestyle, social structure, and environment.

Persons are unique multidimensional beings possessing a mind, body, and soul. Each person has unique past experiences and events which have potential for influencing present and future behavior. The person strives to establish harmony within self and with their environment. Health is a continuous, dynamic and evolving process of adapting, coping, and growing. Health exists in the mind, body and soul of a person and is further defined by culture, beliefs, attitudes, and lifestyles. Environment incorporates both internal and external forces which influence individuals, families, and communities and includes an objective physical or material worlds and a spiritual dimension. Environment is a dynamic multi-dimensional field of continuous interaction within which a person develops.

Nursing education encompasses a broad knowledge base and takes place within institutions of higher learning. Learning occurs through active participation, discovery, modeling, dialogue, practice, and confirmation. The examination of personal, societal, and spiritual value systems enhances a person's therapeutic use of self, critical thinking, and creative potential. The pursuit of life-long learning is encouraged and supported.

Organizing Framework

The faculty of the Division of Nursing & Health Professions believes that nursing is the professionalization of the human capacity to care. The organizing framework reflects the philosophy of the Division of Nursing & Health Professions. The faculty utilizes an eclectic approach with major emphasis on the theory of caring. The curriculum is designed and organized to integrate the biological sciences, behavioral sciences and the humanities to provide a foundation of practice for nursing care. Caring, nursing, person, health, and environment serve as the core concepts of the curriculum. The functional and ethical manifestations of caring include “compassion, competence, confidence, conscience, commitment and comportment” (Roach, 2002). The integration of the concepts and sub concepts provides the basis for description, explanation, and prediction of human behavior and the foundation for nursing activities in the curriculum.

Compassion is the ability to understand and share in people's experiences, and to exhibit a sensitivity and responsiveness to others (Roach, 2002). Compassion is introduced in the first nursing course as an integral component of the nurse-client relationship. Successive courses emphasize compassion through role modeling by faculty and health care providers and through theoretical content and discussion. Throughout the curriculum students are guided in exploring their own expression of compassion. Compassion and competence are indispensable attributes of the caring nurse.

Competence is defined as the possession of knowledge, judgment, skills, energy, experience, and motivation required by the profession of nursing (Roach, 2002). Nursing process is the methodology used to organize nursing practice. Each nursing course incorporates a specific knowledge base and requires use of the nursing process with increasing degrees of complexity.

Confidence is the quality which fosters mutual trust and respect between client and nurse (Roach, 2002). Through an expansion of their knowledge base, practice opportunities and faculty guidance, students grow in their ability to develop a trusting and therapeutic nurse-client relationship.

Conscience is defined as a state of moral awareness (Roach, 2002). Conscience grows out of experience and out of a process of valuing self and others. Professional caring demands that our moral awareness be fine-tuned by the discipline of knowledge and moral inquiry. Within each course the student is exposed to multiple ethical-legal and moral issues and is guided through a process of values clarification.

Commitment is defined as a complex decision-making process involving a convergence between one's desires and one's obligations, and by a deliberate choice to act in accordance with the roles and responsibilities of the professional nurse (Roach, 2002). In addition, commitment involves a devotion to needs of the other, as well as those of the self. Students develop an understanding of commitment and the complexity of nursing practice in a variety of clinical settings facilitated by the faculty and the professional nurse.

Comportment is defined as using a manner of bearing, demeanor, language, and dress that is in harmony with respect and caring for the individual patient (Roach, 2002). The comportment of a student entering nursing also reflects self respect and serves to represent the profession as a whole.

The ultimate goal of nursing education is to prepare the student to think critically, communicate accurately, and perform appropriate therapeutic nursing interventions in patient care situations; exhibit the caring behaviors inherent in nursing actions; apply an ethical perspective in clinical decision making, and function effectively as a team member within the organizational structures surrounding the delivery of safe patient-centered care.

Outcomes - Undergraduate Degree in Nursing

The Division of Nursing & Health Professions Program Outcomes seek to advance student knowledge regarding evidenced based professional nursing practice, encouraging students to continue to pursue advanced education, formally and informally. All DNHP Program Outcomes are based and leveled in 12 nursing competencies: Liberal Education, Safety, Leadership, Evidence Based, Information Technology, Health Care Policy, Communication, Collaboration, Clinical Prevention and Health Promotion, Professionalism, Quality Improvement, and Diversity. The curriculum is designed to develop student's knowledge and skill sets within the twelve competencies. Current trends in healthcare are reflected within these competencies and are consistent with the mission of Rivier University and the ANA Code of Ethics.

The integration of the core concepts, supporting concepts, (Roche, 2002; Watson, 1988) and competencies provides the basis for description, explanation, and prediction of human behavior and the foundation for nursing activities in the curriculum. Caring is viewed as a total way of being, relating, and acting and reflects the qualities of engagement with, and investment in another person, which is the very essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the development of sound clinical judgment, and the therapeutic use of self. In essence, nursing is both the professionalization and the application of the human capacity to care (Watson, 1988).

Student Learning Outcomes - Associate of Science Degree in Nursing

Graduates of the Associate of Science Degree Program in Nursing are prepared to function as beginning practitioners in structured health care agencies using established protocols. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and are prepared to:

- Provide patient-centered, priority-based nursing care with sensitivity and respect for the diversity of the human experience through application of the nursing process.
- Demonstrate effective use of technology and standardized practices that support safe practice.
- Provide individualized care based on best current evidence, patient values, and clinical experience.
- Apply technology and information management tools to support patient care and to evaluate impacts on patient outcomes.
- Function within own scope of practice, utilizing moral, ethical, and humanistic principles, as a member of the health care team.
- Recognize that nursing and other health professions are part of systems of care and care processes that affect outcomes for patients and their support systems.

Student Learning Outcomes - Bachelor of Science Degree in Nursing

Graduates of the Bachelor of Science Degree Program in Nursing are prepared to function as generalists who practice professional nursing in a variety of health care settings, are prepared to pursue graduate studies, and are prepared to:

- Provide patient-centered care with sensitivity and respect for the diversity of the human experience.
- Implement standard practices that create a just and safe culture.
- Integrate best current evidence, clinical judgment, inter-professional perspectives, and patient values in planning, implementing, and evaluating outcomes of care.
- Incorporate the use of technology that supports clinical decision making, patient education, error prevention, and care coordination.
- Use nursing and inter-professional communication and collaboration utilizing moral, ethical, and humanistic principles to achieve quality outcomes.
- Evaluate the effects of change in delivery of care using quality indicators and core measures as derived from health policy.

Student Learning Outcomes - MS Degree Program in Nursing

The MS curriculum is designed to provide a foundation of philosophical, ethical and scientific knowledge which provides for the functional and ethical manifestations of caring, and upon which the competencies of advanced practice rest. In addition to the nursing theorists of Watson (1988), Roach, (2002), Benner (1984, Brykczynski (1985), the educational theories of Knowles Adult Learning Theory (2005), Blooms (1956), Anderson (1995), and Boyer (1990) guide the instructional processes.

The graduate faculty use Benner's (1984) framework as modified by Brykczynski (1985) as set forth in the curriculum guidelines published by the National Organization of Nurse Practitioner Faculties (NONPF). These modifications reflect advanced nursing practice by replacing the Diagnostic and Monitoring Function and Administering and Monitoring Therapeutic Interventions and Regimens with a single domain of Management of Patient Health/Illness in Ambulatory Care Settings. Graduates of the Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner tracks are qualified to sit for national certification exams in their respective areas.

Additionally, the graduate faculty acknowledge the importance of Knowles (2005) framework in that the adult learner is more of an independent, self-directed learner who has accumulated a growing reservoir of previous experience that serves as a rich resource for learning. In addition, as Knowles identifies, the perspective of time changes from one of postponed application of knowledge to one of immediate application; there is a shift in orientation of learning to being problem centered rather than subject centered. Graduates of the Master of Science Degree Program in Nursing are prepared to function as advanced practice nurses in various settings. Graduates of the Nurse Educator track are qualified to sit for the National League for Nursing Certified Nurse Educator Exam (CNE) once the teaching requirements are complete.

Master's degree graduates are able to:

- Analyze multiple dimensions of patient centered care including patient/family/community preferences and values, as well as social, cultural, ethical, psychological and spiritual context.
- Analyze potential and actual impact of national patient safety resources, initiatives and regulations on systems and practice. Monitor self, peers and delivery system through Quality Assurance and Total Quality Management as part of continuous Quality Improvement.
- Evaluate/apply research findings and results appropriately in nursing, i.e. practice, education, theory, research
- Utilize patient care technologies to deliver and enhance care and communication technologies to integrate and coordinate care.
- Develop inter- and intra-collaborative relationships with professionals in other disciplines to improve health care systems.
- Advocate for health policy change in establishing performance measures and standards related to quality principles within health care systems.

References

- Anderson, L. W., & Krathwohl, D. R. (Eds.). (2001). *A taxonomy for learning, teaching, and assessment: A revision of Bloom's taxonomy of educational objectives*. New York: Longman.
- Benner, P. (1984). *From novice to expert: Excellence and power in clinical nursing practice*. Menlo Park CA: Addison-Wesley.
- Bloom, B. S. (Ed.). (1956). *Taxonomy of educational objectives handbook I: Cognitive domain*. New York: Longman.
- Boyer, E. (1991). *Scholarship reconsidered: Priorities of the professoriate*. San Francisco: Jossey Boss.
- Brykczynski, K. A. (1985). *Exploring the clinical practice of nurse practitioners*. Doctoral dissertation, U.C.S.F. *Dissertation Abstracts, Int'l, 46, 3789B* cited in Hickey, S.V., Ouimette, R.M., & Venegoni, S.L. (1996). *Advanced practice nursing: Changing roles and clinical applications*. Philadelphia: J.B. Lippincott.
- Knowles, M. S. I., Holton, E. F. & Swanson, R. A. (2005). *The adult learner: The definitive classic in adults education and human resource development*. (6th ed.). Burlington, MA: Elsevier.
- Knowles, M. (1990). *The adult learner: A neglected species*. (4th ed.). Houston: Gulf
- Roach, S. (2002). *Caring: The human mode of being* (2nd rev. ed.). Canadian Association Press: Ottawa, ON.
- Watson, J. (1985). *Nursing: Human science and human care*. Norwalk CT: Appleton & Lange.
- Watson, J. (1979). *Nursing: The philosophy and science of caring*. Boulder CO: Colorado Associated University Press.

Student Success

Nursing students are encouraged to consider the following suggestions and to seek appropriate resources for assistance when experiencing concerns/difficulties:

- Read this handbook and other published information on the Rivier web site (catalogs, calendars, schedule of courses, Canvas, etc.) carefully. These contain much of the information you need to know.
- Do not assume that deadlines and regulations will be waived because it seems to make sense to you. There are exceptions to every rule, but academic deadlines and regulations are not arbitrary and must be enforced consistently to be fair to everyone.
- Inquire early. Whether you feel that your circumstances warrant special treatment or you are just interested in exploring different opportunities, there are many more options available early than there are later. This is true whether you are concerned about a late paper, international study, health problems, etc.
- Do not let problems become unmanageable because you are afraid or embarrassed to see your professor, advisor, or dean. You can always imagine problems or decisions to be more difficult than they really are, and in an case, you will have to deal with them eventually.
- Ask someone who knows. Roommates' opinions, rumors, and even the experience of others may reflect different circumstances than your own, so you must make the effort to find the person who has the information you need.
- Enjoy your time at Rivier University and make the most of it!

Professional Standards for Nursing

Students enrolled in the Nursing Program will be expected to comply with the current American Nurses Association (ANA) Code for Nurses.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Ethical Behavior

Ethical behavior in clinical situations is based on the American Nurses' Associate Code for Nurses and federal regulations related to patient information privacy (HIPAA). Students are expected to protect patients' confidentiality and to be honest in any documentation regarding the patient's condition and their own assessments and interventions. Students are expected to maintain high professional standards including being physically, intellectually, emotionally, and academically prepared when caring for patients.

Academic Student Participation Opportunities

Students in the Division of Nursing & Health Professions (DNHP) are part of the University community and are encouraged to participate in a wide variety of co-curricular activities available. Some of these activities originate from the DNHP and others are for students throughout the University. Some of the DNHP activities are listed here; students are advised to refer to the Rivier University Student Handbook for a listing of University activities.

APPOINTMENT OF STUDENTS TO COMMITTEES

Student participation is sought for each of the following standing committees of the Faculty Organization to provide student input into the educational program:

- Learning Resources Committee
- Curriculum Committee
- Faculty Research & Development Committee
- Wellness Connection

EPSILON TAU AT LARGE CHAPTER SIGMA THETA TAU INTERNATIONAL Honor Society of Nursing

Sigma Theta Tau is the International Honor Society for Nursing. Sigma Theta Tau was founded in 1922 to recognize superior achievement, to develop leadership qualities, to foster high professional standards in nursing and advance world health. In 2011 the Rivier-St. Joseph Nursing Honor Society (founded in 1986) joined the Saint Anselm College Epsilon Tau chapter (founded in 1982) to become Epsilon Tau At Large. Membership is by invitation.

To qualify for membership, undergraduate students must meet the following criteria:

Traditional BS Program

- Complete ½ the nursing curriculum = 35 credits. Rivier students who have successfully completed NSG 203 and are currently enrolled in the BS program may qualify.
- Rank in upper 35% of graduating class
- GPA 3.0 or greater. Students in the top 35% of their class usually have a GPA that is higher than 3.0.

RN-BS Online Program

Registered Nurse Students must

- Have completed 12 credit hours at Rivier University
- Have completed ½ of the nursing curriculum = 15 credits

- Rank in the upper 35 percentile of graduating class
- GPA of 3.0 or higher. Students in the top 35% of their class usually have a GPA that is higher than 3.0

STUDENT ORGANIZATIONS

One of the ways to make college a friendlier place is to get involved. Student organizations may be active through the Student Government Association or may organize independently through the Office of Student Activities and Orientation. All organizations have a faculty/staff advisor. A list of recognized clubs and organizations is included in this section. Contact the Office of Student Activities or Student Government for more information.

The numerous clubs and organizations listed in this section represent the various co-curricular activities within the University; some are funded by SGA and some are independent. For more information about the following clubs and organizations, contact the Coordinator of Student Activities and Orientation.

- Academic Clubs
- Alpha Sigma Lamda
- Biology Club
- Psychology Club
- Rivier University Business Students Association
- Student Nurses Association

RIVIER UNIVERSITY STUDENT NURSES' ASSOCIATION

The Student Nursing Association (SNA) integrates academics into the co-curricular experience.

Consistent with and supportive of the mission of Rivier University, the purpose of this organization is as follows: to promote responsibility, cooperation, and fellowship among students; to foster growth of the individual professionally and socially through the cooperative efforts and activities of the group; to help members become aware of the needs of the community and to respond appropriately and to cooperate with other groups on campus in promoting worthwhile programs and projects . Nursing faculty advisors assist members of the SNA to achieve these goals.

SNA activities have included: organizing and working at planned campus blood drives, coordinating wellness week and fundraising activities, forming study and support groups for fellow nursing students, supporting volunteer activities for those in need, especially children, the elderly and the poor and scheduling guest speakers.

As a nursing major you are automatically a member and have access to the SNA Canvas site. Active participation in the SNA is strongly encouraged and supports the American Nurses Association, Code of Ethics for Nurses (2001) which states:

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Active involvement in the SNA and college activities will also strengthen your resume and broaden your professional and job opportunities after you graduate. You may volunteer to help with the many activities or serve as an officer or class representative.

For more information email SNA@rivier.edu.

Achievement Tests

Standardized tests may be administered to each student at the beginning and end of their program of study or upon completion of selected nursing courses.

Clinical Assignments

Nursing education includes extensive hands-on experience in the clinical area. Most pre-licensure level clinical nursing courses include two clinical days or evenings in addition to two theory classes each week. Students may be assigned to clinical agencies within a 50 mile radius of the University. Due to the increasing competition for clinical placement in all programs, students must have a degree of flexibility, as clinical assignments may involve evening, weekend or one 12-hour (7 a.m. – 7 p.m.) clinical day. In order to meet Nursing Program Outcomes, students must have varied clinical experiences. Therefore, more than two clinical rotations at the same facility or with the same instructor is discouraged.

Clinical/Practicum Requirements

Each nursing student must have all Clinical/Practicum Requirements on file in the Division of Nursing before beginning any clinical/practicum course. The Clinical/Practicum Requirements must meet immunization and other requirements as dictated by contracts with clinical agencies. Students are responsible for keeping requirements up-to-date and must present a signed “Clinical/Practicum Requirements Checklist” (obtained from the Clinical Coordinator) to his/her clinical faculty member on clinical/practicum orientation day each semester. A student who cannot present a signed “Checklist” at the beginning of a clinical/practicum will not be allowed to begin the clinical/practicum component of the course and will be required to make up any missed clinical time (see AS Clinical Make-up Policy).

The Clinical/Practicum requirements are as follows (subject to change):

- A. Division health form and current immunization records and documented proof of immunity. This includes:
 - Positive Measles, Mumps, and Rubella Titers
 - TB testing: 2-step TB tests required 1-6 weeks apart (within 6 mos. of start of semester) and one test repeated annually. Positive history requires a yearly symptoms check-up with PCP.
 - Tdap (tetanus/diphtheria/pertussis) within 10 years
 - Positive Varicella (chicken pox) Titer (even if past history of the disease) or verification of 2 Varivax vaccinations.
 - Hepatitis B Series (3)
 - Hepatitis B Titer
 - Flu vaccination required; only medical waiver from PCP accepted
- B. A background check is required annually in August for students enrolled in clinical or practicum courses.
- C. A drug test is required annually in July/August for students enrolled in clinical or practicum courses. A positive result will require a meeting with the Program Director and the Dean and may result in dismissal from the Program.
- D. Photocopy of CPR certification – Healthcare Provider or Professional Rescuer – required prior to beginning any Nursing clinical course.
- E. Test for color vision (color blindness), name of test and result
- F. Proof of health insurance (copy of insurance card) mandatory
- G. All students enrolled in clinical/practicum courses must be covered under Rivier University’s professional liability

policy and will be assessed a Liability Insurance fee.

H. RN/BS students and Graduate students are required to present: (1) original New Hampshire and Massachusetts RN licenses (to be copied by the Practicum Placement Coordinator); (2) a current resume; (3) Student Information Sheet for Clinical Experience.

Additional materials which verify the student's health status may be required on a case-by-case basis as deemed necessary by affiliating agencies or the Division of Nursing & Health Professions.

Confidentiality Statement

It is each student's responsibility to keep all information regarding their patients/clients strictly confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Failure to comply will result in disciplinary action. Students are required to sign a confidentiality statement at the beginning of clinical nursing courses. Breach of confidentiality will result in dismissal from the Nursing Program.

CPR Certification Statement

All nursing students must have current certification as **Healthcare Provider** or **Professional Rescuer** (Infant, Child and Adult) prior to the beginning of any course with a clinical component. Students will not be permitted in the clinical/practicum setting until proof of certification has been submitted.

Criminal Background Check

Background investigations must be conducted annually prior to the start of the academic year. Background checks must be ordered through the investigative agency contracted by the Division of Nursing & Health Professions in order for results to be reported directly to the Division. The areas of investigation are dictated by the clinical agencies. An agency may refuse to accept a student based on the results of the background check. If a student is not accepted by a clinical agency, Rivier University assumes no obligation to locate an alternative site and cannot guarantee completion of degree requirements.

Hazardous Waste Policy

Students enrolled in the laboratory component of any nursing course are required to adhere to the Policy for Disposal of Hazardous Waste as posted in the Nursing labs (see page 13).

Health Insurance

Students are required to carry health insurance to cover the cost of treatments in the event of accident or illness during the course of the student's enrollment.

Identification Cards

Identification cards may be issued to students by the affiliating clinical agencies to which the student is assigned. Clinical agencies may require a nominal fee for I.D. cards. The identification card is to be considered part of the uniform (or professional attire for RN-BS and MS students) and *must* be worn whenever in uniform unless otherwise directed by the

faculty. Lost or stolen I.D. cards should be reported immediately to your instructor. A replacement fee may be charged by the affiliating agency. The student is responsible for paying the replacement fee. Students are required to return all I.D. cards to their respective faculty member in the Division of Nursing & Health Professions upon completion of the program or upon resignation/dismissal from the program. Falsifying or in any way altering any I.D. card is considered a serious matter and results in referral to the Division Dean and possible disciplinary action.

Liability Insurance

Each student enrolled in a nursing course(s) with a clinical component is charged an annual premium by the University for professional liability insurance. The University policy covers enrollees only in their role as students.

Professionalism

Students in the Nursing Program are, or are aspiring to become, professional nurses. As such, students are expected to conduct themselves in a professional manner at all times: in class, online, in the clinical setting, with colleagues and professors. Professionals are expected to exhibit courtesy in their interactions with others. When they disagree with one another, they address their colleague with respect as they seek to mediate their differences. Professionals do not talk about their colleagues to others. Professionals are expected to work out differences in a collegial, collaborative manner.

As nurses, or future nurses, Rivier University nursing students are developing and demonstrating qualities that professional nurses must exhibit in order to be successful. Professionals honor their commitments. Therefore, students are expected to attend all classes, clinicals and labs and to keep all appointments. They are expected to arrive at class or clinical prepared to begin at the assigned time. Punctuality is expected. If, for some reason, they are unable to honor these commitments, students are expected to call the persons involved and inform them of their inability to attend the class or meeting. It is courteous to make the call before the meeting in order not to inconvenience the other person.

Rivier University nursing students are guests in the clinical agencies and, as such, are expected to act respectfully and to maintain confidentiality at all times. Host agencies are helping nursing students to develop their knowledge and skills and are generously lending Rivier University their expertise. In return, they expect student nurses to be on time, to perform their responsibilities to the best of their abilities, and to show a commitment to the patient and to the profession of nursing. Professional behavior is expected at all times.

Requirements for Licensure for Nursing

Application requirements may vary from state to state; subsequently, each state will make its own investigation regarding compliance with application requirements at the time the application for licensure is filed. The Division of Nursing & Health Professions prepares its nursing graduates to meet eligibility requirements to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire and its graduate students to sit for the national certifying exams. Students who plan to sit for the NCLEX-RN in another state should check with the Board of Nursing of that state prior to the submission of his/her application for examination.

Graduation from the nursing program does not guarantee admission to the licensure examination. The applicant must be aware that each state is ultimately responsible for determining who is eligible for a license to practice nursing in that state. RN license in both New Hampshire and Massachusetts is mandatory prior to registering for the NSG455, the

Professional Nursing Capstone course/practicum for Baccalaureate Degree students and the graduate practicum experiences.

Students should understand that a satisfactory result from a review of a student's criminal background check is an eligibility requirement to sit for the National Counsel Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire. As noted above, students who plan to sit for the NCLEX-RN in another State should check with the Board of Nursing of that State prior to submission of his/her application for examination.

Standard Precautions

Students enrolled in Division of Nursing & Health Professions are required to use standard precautions when providing patient/client care. The standard precautions to be used for preventing transmission of blood-borne pathogens in health care settings are those recommended by the Centers for Disease Control (CDC) which are available on the CDC web site:

http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html

Unit of Credit

The unit of credit is the semester hour. One semester hour of classroom credit is granted for the successful completion of one hour (50 minutes weekly instruction), or two to four hours (100-200) minutes of laboratory work, for approximately 14 weeks. Additional credit ratios for lab, clinical, practicum and seminar participation vary by program.

Withdrawal

A nursing student who decides to withdraw from the Division of Nursing & Health Professions must inform the Program Director, *in writing*, as well as the academic advisor and nursing instructors of her/his intent. Included in this statement must be the reason for resignation and the effective date. Compliance with this policy is necessary to remain in good standing with the University and the Division of Nursing & Health Professions and to be eligible for consideration for readmission.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DISPOSAL OF HAZARDOUS WASTE

I. PURPOSE:

To provide guidelines for faculty, staff, and students regarding the disposal of hazardous waste.

Definition:

Hazardous waste is defined as waste contaminated with human blood or the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids (OSHA).

II. POLICY:

- A. Dispose of sharps in a sharps container and contaminated items in a red bag to be stored in the closet in STH105.
- B. When the container is $\frac{3}{4}$ full, a new container will be used.
- C. Hazardous waste containers will be picked up on a set schedule by the contracted waste disposal service.

MEMORANDUM

To: Nursing Students; Faculty; Adjunct Faculty
From: Paula Williams. EdD, RN, CNE, Dean
Date: September 2015
Subject: **Inclement Weather and Emergency Closings**

In the event of inclement weather, the University may decide to delay or cancel the opening of the University, including scheduled classes, labs, and nursing clinical.

A decision to delay opening or cancel day classes/labs/clinical will be made by 6:00 a.m. at the latest. A decision to cancel evening classes/labs/clinical will be made by 2:00 p.m. at the latest. Delays and cancellations will be communicated on the University's website (www.rivier.edu), through the University's main number (dial 603-888-1311 and press "8"), through select local/regional media outlets, through University email, and through the Everbridge Emergency communication platform (text message, phone and email). We urge all students to enroll in the Everbridge emergency notification system (<http://www.rivier.edu/prepare/Default.aspx?ID=5720>). Students are always urged to use their discretion on attending class or clinical during inclement weather.

DAY CLASSES/CLINICALS

- If day classes are cancelled due to weather, day clinical and Sim lab are cancelled.
- Students are not required to pick up clinical assignments on snow days.
- If the University announces a 90-minute delayed opening, the delayed start time will be **10:00 a.m.** for all day classes and clinicals. If your class begins before 10:00 a.m., that class will not be held for that day. You need to arrive in time for your next class.
- Announcements are generally made by 6:00 a.m. as noted above.

EVENING CLASSES/CLINICALS

- If evening classes are cancelled, evening clinical and Sim lab are cancelled.
- If evening classes are in session, evening clinical and Sim Lab will be held at their regularly scheduled times.
- Students are not required to pick up clinical assignments on snow days.
- Announcements are generally made by 2:00 p.m. as noted above.
- If you are already at clinical when the University cancels evening classes, clinical is cancelled and your clinical instructor will dismiss you in a timely fashion.

WEEKEND CLINICALS

- Weekend clinicals are cancelled at the discretion of the clinical faculty member, who will notify the students in his/her clinical group.
- Weekend cancellations are generally not announced on television or the University number. Students are again urged to use their discretion.

In the event of a power outage at the University, classes will be cancelled and exams rescheduled.

Section 2

Policies

Undergraduate Nursing Pre-licensure

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

- A. Class Attendance: Attendance in all classes of each nursing course is expected consistent with the Administration's belief that regular and punctual attendance of all classes is essential for maximum academic achievement, and that it is a major responsibility of Rivier University students.
1. The student is required to notify the theory instructor when an absence is necessary.
 2. A student who is absent from a scheduled examination must make up the examination. (See Undergraduate Nursing Examination Policy)
- B. Clinical Attendance: Each student is expected to adhere to the following guidelines, which consist of guidelines which are established by the University and/or by the institutions with which the University has established affiliations in order to provide the Division of Nursing & Health Professions with these important clinical opportunities for our nursing students.
1. All required clinical laboratory hours must be met for each clinical nursing course before a final course grade can be given.
 2. Any student who is absent more than one (1) clinical day in a seven (7) week clinical course or more than two (2) clinical days in a (14) week course will receive a "Written Notice". The student will meet with the Director of Undergraduate Nursing Education for additional discussion and guidance prior to attending their next clinical day.
 3. Clinical faculty will complete Clinical Attendance – Student form. Clinical faculty will submit a copy of this form to the Undergraduate Nursing Program Assistant and theory faculty every two weeks.
 4. A record of all student clinical absences will be maintained by the Undergraduate Nursing Program Assistant. Students with a pattern of absences may be required to meet with the Director of Undergraduate Nursing Education, to discuss the absences.
 5. Once a student has three (3) clinical absences in an academic year, their name will be submitted to the Director of Undergraduate Nursing Education for review. The student's situation will be discussed, including reasons for the absences as well as a review of the student's academic performance. A decision will be made as to whether the student will be allowed to continue in the course. Any subsequent clinical absence in the same academic year will result in dismissal from the nursing program.
 6. Make up time for all clinical laboratory absences is required per faculty arrangement. Required make-up may be on any day or time of the week

7. A student who is absent from clinical is expected to make up time on the scheduled clinical make up day. Exceptions must be approved by the Director of Undergraduate Nursing Education.
8. A healthcare provider's statement is required for absences of three (3) or more consecutive days, unless the specific clinical institution involved specifies otherwise.
9. A healthcare provider's release to participate in clinical without restriction is necessary for all absences for which medical attention has been sought or hospitalization has been required. Students are not allowed to participate in clinical wearing an orthopedic device such as a brace, splint, or boot. The medical release must be submitted to the Division of Nursing & Health Professions's Clinical Coordinator who will provide the clinical clearance form for your instructor(s) as required by the clinical facility with which the University has affiliated its nursing program.
10. Students who do not report a clinical absence according to the procedure (see Procedure below) will receive a “Written Notice”. (See Written Notice Policy)
11. Students will be billed a \$50.00 per day make up fee for each clinical day missed.

C. Bereavement Absence:

1. In the event of death in the student’s immediate family (which includes mother, father, sister, brother, spouse, children, grandparents, mother-in-law, father-in-law, person residing in your same household or an individual(s) who took the place of parents in the student’s childhood), friend, or significant other, the student will be granted up to three (3) consecutive days absence from her/his normal school schedule.

(Additional student bereavement time may be approved at the discretion of the Director of Undergraduate Nursing Education or the Dean, Division of Nursing & Health Professions). Absence for bereavement does not require makeup.

2. A student is NOT required to pay for any clinical laboratory make up hours that may have been missed due to bereavement. The student is responsible, upon his/her return, for arranging time with the instructor to review any course material that has been missed.

IV. PROCEDURE:

A. Reporting Class Absence:

1. The student must notify the course instructor prior to missing a class.
2. When a student is unable to report to the clinical laboratory area, (s)he will notify the Clinical Instructor according to instructions given during orientation.
 - a. By 6:00 a.m. when clinical laboratory experiences are scheduled for the day shift.
 - b. By 2:00 p.m. when clinical laboratory experiences are scheduled for the evening shift.

3. Absences are not to be reported to, or through, other students.
4. Students who do not call to report their absence or tardiness will automatically receive a “Written Notice”.
5. Arrangements for clinical make up will be made according to Clinical Makeup Policy.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure
CLINICAL MAKE-UP POLICY

I. PURPOSE:

To provide a proactive and consistent approach for student completion of clinical objectives within scheduled course dates.

II. POLICY:

Clinical and theory faculty will collaborate to maintain accurate records of student clinical absence in order to ensure all students meet required clinical hours/objectives.

III. PROCEDURE:

- A. Clinical faculty will record student clinical absences on the Clinical Attendance – Student form. (see Attendance Policy)
- B. The Undergraduate Nursing Program Assistant will enter the student clinical absences into the Computerized Student Clinical Attendance Database.
- C. All clinical make-up will occur by the end of each clinical nursing course.
- D. Alternative methods of clinical make-up other than actual clinical experience must meet clinical objectives:
 1. Faculty will document the planned alternative make-up and the objectives it will meet on the Clinical Make-up Alternative form.
 2. Faculty will have planned simulated experiences ready in the event of an inadequate patient census.
 3. Faculty who have planned simulated experiences will be present with the students during these experiences.
 4. Clinical faculty are responsible for notifying the clinical agency regarding any changes to scheduled clinical dates. (See Clinical Attendance)
- E. Students may be required to pay \$50.00 per day make-up for each clinical day missed.
- F. Any situations that arise which prevent clinical make-up from being completed by the end of the clinical nursing course shall be referred to the Director of Undergraduate Nursing Education.
- G. Students missing assigned clinical make-ups must meet with their clinical faculty member, theory faculty, and the Director of Undergraduate Nursing Education to determine steps needed for course completion.
- H. All required clinical laboratory hours must be met for each clinical nursing course BEFORE a final course grade can be given. (See Clinical Absence Policy).

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

**CLINICAL MEDICATION ADMINISTRATION/
MATH COMPETENCY POLICY**

I. PURPOSE:

To provide a consistent approach for assuring student clinical medication administration/math competency.

II. POLICY:

All students accepted into the Undergraduate Nursing Programs will meet the recommendations/requirements for clinical medication administration/math competency prior to administering medications in the clinical setting. A clinical medication math competency quiz will be administered at the beginning of each clinical nursing course.

III. PROCEDURE:

- A. In all clinical courses, nursing syllabi will include a statement concerning the medication calculation quiz.
- B. Students accepted into the Undergraduate Nursing Programs will purchase the required med-math resources to assist them in preparing for the Medication Calculation Quiz. Students will be given a Medication Calculation Quiz consisting of 20 questions and require a passing score of 90%. Students who fail the Medication Calculation Quiz will be offered remedial assistance. Students will be provided with a maximum of 3 opportunities to pass a Medication Calculation Quiz. If a student fails the second attempt, the student will receive a written notice from the clinical faculty member. Students must pass the Medication Calculation Quiz prior to medication administration. Students who fail the third test will fail the clinical course behavior, and therefore fail the course.
- C. Non-programmable basic calculators will be allowed in class and clinical settings for med-math calculations.
- D. Students enrolled in clinical courses will be tested according to the following schedule:

Quiz 1:	Week 1
Quiz 2:	Week 2
Quiz 3:	Week 3

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

CONDUCT POLICY

- I. **PURPOSE:** To provide students with guidelines for classroom and clinical conduct.
- II. **POLICY:**
- A. Classroom:** See Rivier University Student Handbook and the ANA Code of Ethics.
- B. Clinical Laboratory:** Each student is reminded that he/she serves as a representative of the Rivier University Nursing Program. As such, each student is responsible for adhering to the following guidelines for clinical laboratory conduct, which includes skills and simulation labs and all observations and participatory experiences.

Students will:

1. Be prepared at all times to provide safe nursing care to all assigned patients. Clinical preparation is determined by the clinical faculty member or preceptor and may include research and chart and medication review.
2. Students who begin clinical unprepared will be asked to leave the clinical area and will receive a written notice. Students will be required to pay a \$50.00 fee per day for make-up for each clinical day missed.
3. Complete required clinical paperwork. Incomplete work may result in one of the following: (1) an incomplete grade for the course; (2) failure of the course; or (3) dismissal from the nursing program.
4. Report to and from assigned clinical units on time and in complete uniform. Students are expected to read and adhere to the Undergraduate Dress Code Policy.
5. Identify the need for supervision and seek appropriate guidance when necessary.
6. Utilize effective and courteous interpersonal skills with patients, staff, faculty and peers consistent with the ANA Code of Ethics.
7. Actively participate in clinical conferences.
8. Participate in self-evaluation. Review clinical outcomes at the beginning, at midterm, and at the semester's end to identify areas of strength and areas needing improvement.
9. Provide Clinical Achievement Portfolio (CAP) materials to the clinical faculty member.
10. Provide safe, competent nursing care under the guidance of the clinical faculty member.
11. Demonstrate acceptable personal, ethical and legal behaviors in all nursing activities as defined in the ANA Code for Nurses, the ANA Standards of Practice, the NH Nurse Practice Act, and the NH Board of Nursing Regulations.

12. Receive report from appropriate nursing staff upon arrival to the assigned clinical laboratory area and give report on assigned patient(s) prior to leaving the nursing unit/agency.
13. Document all nursing care completely and correctly according to agency policies.
14. Present a completed Clinical/Practicum Requirements Checklist the first day of each clinical rotation for faculty review. Students whose checklists are not up to date or are incomplete will not be allowed to stay in clinical unless permission is otherwise granted from the Director of Undergraduate Nursing Education or the Dean of the Division of Nursing & Health Professions. Clinical make-up time is required and a \$50.00/day make-up fee will be charged for each clinical absence. (See Clinical Practicum Requirements)
15. University Conduct Policies are in addition to the Student Nursing Handbook.
16. NH Board of Nursing Guidelines

Pursuant to RSA 326-B:37, V: Every individual, agency, facility, institution, or organization that employs licensed nursing personnel within the state shall report to the board within 30 days any alleged violations of the Nurse Practice Act (RSA 316-B:37, RSA 326-B:41 and Nur 402.04(b).

<http://www.nh.gov/nursing/enforcement/complaint-form-how-to-complete.htm>

<http://www.nh.gov/nursing/enforcement/client-abandonment.htm>

Cross Reference: Undergraduate Catalog; Rivier University Student Handbook

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

DISMISSAL POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding academic dismissal.

II. POLICY:

- A. A student who does not achieve the minimum required grade of B- (80 or 2.67) in a Nursing course will be dismissed from the Nursing Program.
- B. A student who does not achieve a minimum cumulative average of 2.67 will be dismissed from the Nursing Program. If a student does not meet the 2.67 required cumulative GPA at the end of a semester, but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.
- C. Dismissal letters will be generated by the Office of the Divisional Dean. A copy will be forwarded to the student's Academic Advisor and to the Division of Nursing & Health Professions to be placed in student's file.
- D. A student who is dismissed from the program may petition for readmission, if eligible (see Readmission Policy for guidelines).

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

DRESS CODE AND PERSONAL APPEARANCE POLICY - CLINICAL

I. PURPOSE:

To provide a statement regarding personal appearance and professional attire to be worn in the clinical setting (agency/simulation lab).

II. POLICY:

A. Uniform

1. The student uniform includes the royal blue scrub top and pants, warm-up jacket.
2. White lab coats are not worn while providing patient care during clinical laboratory experiences.
3. Undergarments must be worn but not visible. Front and back cleavage should not be exposed.
4. A clean white or royal blue long-sleeve T-shirt may be worn under the scrub top.
5. Clean white shoes in good repair with closed toe and heel with clean white laces (if applicable) and clean white socks. Clogs or crocs may not be worn.

B. Equipment

1. Students are required to have watch with second hand, bandage scissors, stethoscope and penlight.
2. The Rivier name badge or clinical agency identification badge must be worn above the waist at all times.

C. Hair

1. Hair is to be clean, neat, well groomed and within the natural hair color spectrum. Long hair must be tied back. No hair "ornaments" (bows, etc.) should be worn.
2. Males are expected to be clean shaven or facial hair must be neat and trim.

D. Hygiene

1. Good basic hygiene is to include bathing, shaving, and use of deodorant. Good dental hygiene is essential.
2. Make-up should be subtle and natural looking.
3. No perfume, cologne or scented after-shave may be worn.
4. Fingernails are to be short (less than 1/4") and well groomed. No artificial nails or nail jewelry are permitted. Only clear nail polish should be worn.

Dress Code Policy (continued)

Page 2

E. Jewelry and Tattoos

1. The only jewelry that may be worn is the following: watch, smooth wedding band, small stud / button-style or small conservative pierced earring (one per lobe in the lowest opening, no cartilage).
2. No facial jewelry, or tongue piercings are permitted.
3. No visible tattoos are permitted and must be covered.

F. Professional behavior/Agency Guidelines

1. Chewing gum is not permitted in clinical settings.
2. Use of electronic devices is dictated by agency policy and, if allowed, devices are to be used only for clinical purposes only.
3. Students will also be required to adhere to dress code policies of the clinical agencies to which they are assigned.
4. Professional dress is required for Mental Health Nursing clinical as dictated by each agency.

G. Clinical assignments

1. When obtaining or preparing for clinical assignments in the assigned agency, the student must dress professionally and wear a clean white lab coat, Rivier University name tag and hospital ID (if applicable).
2. Students are not permitted to bring children, relatives, or friends to the clinical area when obtaining assignment information.

H. Failure to comply with the dress code and personal appearance policy shall be grounds for disciplinary action up to and including dismissal from clinical and/or the program.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

EVALUATION POLICY - STUDENT

I. PURPOSE:

To provide a statement regarding the evaluation of the student.

II. POLICY:

A. Classroom:

1. If at any time, a student's course average in any nursing course falls below B-, 80 (2.67 grade points), will receive a written notice from the theory faculty member. (See Written Notice Policy).
2. At the end of the semester, each student's academic progression is evaluated according to Undergraduate Program standards. (See Progression/Retention/Graduation Policy).

B. Clinical Laboratory:

1. Clinical Laboratory evaluation is graded on a pass/fail basis.
2. Student progress is evaluated by his/her clinical instructor at mid-term and at the end of each clinical rotation utilizing the Clinical Laboratory Performance Evaluation Tool for that course.
3. Student clinical progress is based on established evaluation criteria. The clinical faculty member will discuss the evaluation with the individual student. Each student must meet and maintain a Satisfactory level of clinical performance to remain in the nursing program regardless of academic achievement.
4. Students not meeting the outcomes for clinical performance for that course at any time will receive a written notice from the clinical faculty member. The clinical instructor will initiate a Performance Improvement Plan (RIP). (See Written Notice Policy).
5. A meeting will be scheduled with the student and the Director of Undergraduate Nursing Education to discuss and review the written notice and the student's Performance Improvement Plan (RIP).
6. Students must receive a minimum notation of 3 (Outcome Met) for each course learning outcome by the end of the semester to pass the course.
7. Students who do not achieve a passing clinical evaluation by the end of the course will receive a grade of "F" for the course, regardless of academic achievement.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

EXAMINATION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding examinations.

II. POLICY:

A. Course Examinations:

1. Unit examinations will be faculty generated.
2. If Scantron sheets are used, examination grades will be based on Scantron entries only. It is the student's responsibility to transcribe answers correctly. No credit will be given for transcription errors or incorrect rounding of medication calculations.
3. Grades for nursing course examinations, assignments, and quizzes, as well as final course grades, are not rounded. All student assignments, examinations, and quizzes will be entered into the gradebook to the second decimal point.
4. Some courses may have in-class quizzes in which attendance is required and no make-up is allowed. See course syllabus for specific policies.
5. It is the responsibility of the student to attend all exams on the scheduled dates. The student is required to notify the theory faculty member before an examination when an absence is necessary.
6. A student who is absent from a scheduled examination must make up the examination. It is the student's responsibility to make arrangements with the faculty member to take the makeup examination. Any examination missed must be made up before the next scheduled class unless other specific arrangements are made with the faculty member. Make-up examinations may be of a different format, but the examination content will be the same as the missed exam.
7. The student who fails to comply with the above will receive a written notice.

B. Final examinations: A proctored, computerized, standardized, nationally normed test will be administered to each student in most undergraduate nursing courses as a final examination.

1. It is the responsibility of the student to attend all exams on the scheduled dates.
2. Makeup exams must be scheduled through the faculty.
3. Faculty teaching nursing courses that administer computerized, standardized final examination will convert the computerized score into the final examination grade.

C. Final course grades: Final grades are computed on a straight scale with no rounding up of any scores. 80% (B-) is the minimum passing grade for all nursing courses.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

FINAL EXAM POLICY - ATI

I. PURPOSE:

The Assessment Technologies Institute (ATI) measure students' abilities to apply concepts related to course-specific nursing content.

II. POLICY:

During select nursing courses within the curriculum, students will complete the ATI final exams as a course requirement. The ATI final exam will be calculated as 10% of the course grade.

III. PROCEDURE:

- A. Practice Assessment Form "A" will be available to each student by the mid-point of the select course. This Practice Assessment can be taken multiple times. After each attempt students are encouraged to review rationales for each correct/ incorrect answer, and spend time remediating utilizing the Focused Review.
- B. Each student is then *required* to take Practice Assessment Form "B" and work through the *Focused Review* after completion. Focused Review is required and rewarded. Performance on the Practice Assessment Form "B" will dictate the amount of remediation required. Students will earn 2 Points for Completion of Steps 1 and 2 listed below. Please note: If either of these steps are not completed students will NOT earn the 2 points.
- C. Students are required to hand-in their ATI Transcript on the date of the ATI final exam to show proof of completion.
- D. Once the ATI final exam is completed students will earn points by Proficiency Level. The points earned for completing the steps below will be added together to calculate the final grade.
- E. Students scoring less than a Proficiency Level 2 on the ATI final exam will be required to complete remediation.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

FINAL EXAM POLICY - HESI

I. PURPOSE:

The HESI Specialty Examinations measure students' abilities to apply concepts related to course-specific clinical nursing content.

II. POLICY:

- A. During selected courses within the curriculum students will complete HESI custom exams as the final exam. The HESI final exams are a course requirement and are used in part to calculate the course grade. See course syllabus for methods of assessment.
- B. The HESI final exam grade is based upon the HESI conversion percentage score. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered.
- C. Regardless of the HESI conversion percentage score, students scoring below an 850 on a HESI custom exam will be required to complete remediation.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

HESI COMPREHENSIVE EXIT EXAMINATION AND NCLEX-RN ELIGIBILITY

I. PURPOSE:

To provide guidelines for faculty and students regarding the Health Education Systems Inc. (HESI) Comprehensive Exit Exam and NCLEX-RN eligibility. The purpose of the HESI Comprehensive Exit Exam is to measure student preparedness for the NCLEX-RN licensure examination. The test is used to identify the strengths and weaknesses of each student and the possible need for remediation prior to taking the NCLEX-RN.

II. POLICY:

- A. In order to pass the course NSG203, Care of the Adult II, a student must achieve a minimum grade of 80% (B-) in NSG 203 theory, a passing grade in NSG 203 clinical and a minimum score of 850 on the HESI Comprehensive Exit exam.
- B. Students are expected to study and prepare to achieve the score of 850 on the first HESI Exit Examination using prior end-of-course computerized exams, personalized remediation, Evolve case studies and practice exams, review books and group study.
- C. The University will pay for the first two HESI Comprehensive Exit examinations. Students will be responsible for the cost of a third exam if needed.
- D. Students must successfully complete the prescribed course of study as required by the Rivier University Division of Nursing & Health Professions in order to apply and write the NCLEX-RN. (See Progression/Retention/Graduation Policy).
- E. All students are required to attend and demonstrate successful completion of an on-campus NCLEX-RN Review unless other arrangements are approved in advance by the Director of Undergraduate Nursing Education.

III. PROCEDURE:

- A. The first HESI Comprehensive Exit Examination will be administered mid-semester of NSG203, Care of the Adult II.
- B. Students who have not achieved a score of 850 on the first HESI Comprehensive Exit Examination by the end of the spring semester will receive a grade of incomplete (I) in NSG203, Care of the Adult II.
- C. Students who do not attain a minimum score of 850 on the first attempt must attend a mandatory Remediation Seminar as scheduled by the Director of Undergraduate Nursing Education and complete the individual remediation.
- D. Students who do not attain a minimum score of 850 on the first attempt must attend and demonstrate successful completion of an on-campus NCLEX-RN Review course designated by the nursing faculty prior to taking the second HESI Comprehensive Exit Examination. The cost for the NCLEX-RN review course is covered by a non-refundable course fee. Failure to attend all sessions of the

on-campus NCLEX-RN Review course will prevent the student from taking the second HESI Comprehensive Exit Examination.

- E. The second HESI Comprehensive Exit Examination will be scheduled following the on-campus NCLEX Review Course.
- F. The third and final HESI Comprehensive Exit Examination will be offered three weeks following the second exam. A mandatory remediation program designated by nursing faculty will be required prior to taking the third HESI Comprehensive Exit Examination. Failure to complete the required remediation will prohibit the student from taking the third HESI Comprehensive Exit exam.
- H. Failure to achieve a minimum grade requirement of 80 (B-) in the NSG 203 theory grade, a passing grade in NSG 203 clinical, and a score of 850 on this third and final HESI Comprehensive Exit Examination will result in course failure and ineligibility to register for NCLEX-RN.
- I. Students eligible for readmission into the nursing program are not guaranteed readmission into the nursing program.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

LEAVE OF ABSENCE POLICY AND PROCEDURE

I. PURPOSE:

To establish guidelines for students seeking a leave of absence for medical or personal reasons.

II. POLICY

- A. A student leave of absence may be granted for one full semester at a time. In the event a student requires a leave of absence for less than a full semester, individual arrangements may be made with the Director of Undergraduate Nursing Education.
- B. Re-entry into the Nursing Program will be dependent upon availability of space. Upon return from the leave, re-entry will be permitted only into that semester which will allow for taking the nursing course(s) in the required sequential order as shown in the curriculum.
- C. Students returning from a medical leave of absence must have a written note from their attending physician indicating that they can return and perform all required clinical duties without restriction.
- D. All nursing course requirements are to be completed within six (6) years from the time of enrollment into the Nursing Program.

III. PROCEDURE:

- A. The student seeking a leave of absence must notify the Director of Undergraduate Nursing Education in writing of their request.
- B. The student on leave must notify the Director of Undergraduate Nursing Education in writing at least six to eight weeks prior to the beginning of the semester in which they intend to re-enter.
- C. The student will be re-admitted to the Nursing Program on a space available basis.
- D. Upon return, the student completing a medical leave of absence must present the physicians release letter to the Director of Undergraduate Nursing Education.
- E. Upon return, demonstration of nursing competencies may be required.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

PROGRESSION/RETENTION/GRADUATION POLICY

I. PURPOSE:

To provide a uniform statement for faculty and students regarding the progression/retention and successful completion of graduation requirements in the Undergraduate Program in Nursing. The requirements for graduation are consistent with New Hampshire State Board of Nursing requirements.

II. POLICY:

- A. Graduation from the Undergraduate Nursing Programs is dependent upon the student meeting the following progression requirements.
1. Achieve a minimum grade of B- (2.67) in each nursing course.
 - a. If a student does not meet the required minimum grade in any nursing (NSG) course, the student is dismissed from the Nursing Program.
 - b. The student must petition in writing for readmission. The student's petition will be reviewed by the Division of Nursing & Health Professions Admissions Committee.
 - c. If accepted for readmission, the student must achieve the minimum grade of B- (2.67) in that nursing course before progressing to any other nursing course.
 2. Earn a Pass (P) for the clinical laboratory component of each nursing course. Course grades will not be awarded until completion of all course/clinical requirements. Students whose performance is less than satisfactory in the clinical laboratory component (minimum notation of 3 "Outcome Met" for each learning objective) will receive an (F) for the course.
 3. Achieve a minimum grade of B- (2.67) in each science course (refer to Science Grade Policy).
 4. Receive a minimum cumulative average of 2.67 to remain in the Nursing Program.
 5. Achieve a minimum score of 850 on the Health Education System (HESI) Comprehensive Exit Examination.
 6. Students who do not meet the minimum grade in any required nursing or science course must repeat that course at Rivier University except with permission of the Director, Undergraduate Nursing Education. Students are not allowed to take any challenge or CLEP examination for a course for which they did not meet the minimum grade requirement, nor for a course they are currently taking in which they are not meeting the minimum grade requirement.
 7. If a student does not meet the 2.67 required cumulative GPA at the end of a semester, but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.

- B. Rivier University will confer an Associate of Science Degree in Nursing on those students who have successfully fulfilled the following requirements (minimum 72 credits):

- 42 credits in Nursing courses
- 12 credits in the Natural Sciences
- 9 credits in the Behavioral Sciences
- 9 credits in the Humanities

Rivier University will confer a Bachelor of Science Degree in Nursing on those students who have successfully fulfilled the following requirements (minimum 125 credits):

- 65 credits in Nursing courses
- 21 credits in Natural Sciences & Mathematics
- 9 credits in Behavioral Sciences
- 21 credits in Humanities
- 9 credits in general electives

- C. A 2-credit course, NSG200, Transition, is required of all Licensed Practical Nursing students who are admitted to the Undergraduate Nursing Program with advanced placement.

Students are advised to refer to the Rivier University Undergraduate Catalog for requirements for participation in Commencement activities.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission

II. POLICY:

A student who has withdrawn or been dismissed from any Undergraduate Nursing Program for not meeting academic and/or clinical laboratory performance criteria may be considered for readmission on an individual basis. Readmission to the Nursing Program is not guaranteed. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Admissions Committee in care of the Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting past problematic situations.

III. PROCEDURE:

- A. The request for readmission will be reviewed by the Admissions Committee in consultation with the Director of Undergraduate Nursing Education and Division Dean.
- B. Readmission applicants must meet all progression requirements for the Nursing Program, including the minimum cumulative grade point average of 2.67 prior to review by the Nursing Admissions Committee.
- C. Students' academic status within the University will be considered.
- D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.
- E. Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the Nursing Program will be held to the current standards for minimum acceptable science grades including transferring grades in any science course taken off campus.
- F. Students may repeat only one nursing course during their academic Nursing Program. Any subsequent grade of less than B- (80%) in any other nursing course will result in dismissal from the program and students will be ineligible for readmission. A withdrawal from any nursing course will count as a dismissal, regardless of reason.
- G. The Admissions Committee will convene at the end of each semester to review and recommend students for readmission. Students may request to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within two (2) business days and in writing.

- H. Nursing students are readmitted on a space-available basis. Clinical placements for readmitted students will be determined by the Division of Nursing & Health Professions for each semester of the student's enrollment.

Students readmitted to NSG101 will be required to attend a 2-day clinical in NSG102; students readmitted to NSG102 will be required to attend a 2-day clinical for NSG102 and NSG202/205.

- I. The following represents the order of acceptance into the Nursing sequence:

1. New fall admits (including transfer students)
2. New spring admits
3. Students returning from an approved leave of absence (LOA)
4. Waitlisted students and internal transfers
5. Readmitted students

- J. Students who are readmitted to a course that includes a clinical component must demonstrate satisfactory performance in selected nursing skills as part of the readmission process. The student will have access to practice skills in the lab prior to testing if requested. A nursing faculty member will assess the student's capability to perform selected clinical skills by appointment. Students are responsible for scheduling and preparing for this requirement.

- K. Readmitted students are required to meet with the Director of Undergraduate Nursing Education upon their return to the program.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

SCIENCE GRADE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding required grades for science courses.

II. POLICY:

- A. Students must earn a minimum grade of B- (2.67) in Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology.
- B. Students must successfully complete A & P I and II (with minimum grade of "B-" prior to enrolling in BIO201, Microbiology and NSG101, Nursing Fundamentals. Students must successfully complete Microbiology prior to enrolling in NSG203.
- C. Students may repeat each science course only one time during their academic Nursing Program. Students who do not achieve the minimum grade of "B-" on their second attempt will be dismissed from the program and will be ineligible for readmission.
- D. Students wishing to transfer any of the above science courses from another school must have achieved a grade of "B-" in the course to have the course accepted in the Nursing Program. The courses must be 4-credit courses, one credit of which is a lab credit.
- E. A student who does not meet the minimum science grades as outlined above must repeat the course at Rivier University, except with permission of the Director, Undergraduate Nursing Education.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

STUDENT EVALUATION OF CLINICAL LABORATORY EXPERIENCE

I. PURPOSE:

To ensure the secure and complete return of Student Evaluation of Clinical Laboratory Experience forms.

II. POLICY:

- A. Prior to the final examination, a Division of Nursing & Health Professions Administrative Assistant will distribute a Student Evaluation of Clinical Laboratory Experience form to each student.
- B. The Administrative Assistant will remain until each student has completed the evaluation form.
- C. The Administrative Assistant will collect and deliver the completed forms to the Director of Undergraduate Nursing Education and the Dean of the Division of Nursing & Health Professions.

n:\Nursing Student Handbook\2014-2015

Approved: July 15, 2009

Reviewed: September 3, 2015

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

STUDENT SIGNATURE POLICY

I. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents, electronic or paper, in the clinical area.

II. POLICY:

The student signature or electronic logon and password on documents in the clinical area will be standardized as directed by the clinical facility policy and procedures.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

WITHDRAWAL POLICY - PROGRAM

I. PURPOSE:

To provide guidelines for faculty and students regarding the withdrawal of a student from the program.

II. POLICY:

- A. A student who decides to withdraw from the Nursing Program must inform their academic advisor and nursing course faculty in writing at the time of withdrawal.
- B. A student who withdraws from any nursing course is considered withdrawn from the Nursing Program and must apply for Readmission, if eligible (see Readmission Policy).
- C. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

WRITTEN NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student does not meet performance standards.

II. POLICY:

A faculty member will give a student a written notice for any behavior that is not in the best interest of the student or the Nursing Program. Examples include, but are not limited to:

- A. Failure to maintain a minimum grade average of B- or 80 (2.67 grade points).
- B. Unsatisfactory performance/progress/conduct in the clinical laboratory area.
- C. Non-adherence to any of the policies contained in the Rivier University Undergraduate Catalog, the Rivier University Student Handbook, the Nursing Student Handbook and the ANA Code of Ethics.
- D. Excessive absences (see Attendance Policy).
- E. Examination absences (see Examination Policy).

III. PROCEDURE:

- A. The faculty member who issues the notice will meet with the student to discuss the reasons for the notice and to jointly design a Performance Improvement Plan (PIP). The PIP is documented on the Written Notice. The student will read and sign the notice. The student signature does not signify agreement or disagreement, only that the notice has been read.
- B. Faculty shall provide the student and the academic advisor with a copy of the written notice and forward the original to the Director of Undergraduate Nursing Education to be placed in the student's academic file in the Division of Nursing & Health Professions.
- C. Students receiving three (3) or more notices in an academic year will be required to meet with the Director of Undergraduate Nursing Education. Disciplinary action, including dismissal, may result.

Section 3

Policies

Undergraduate Nursing Post-licensure (RN-BS)

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

- A. Attendance in all components of each nursing course is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety. (See Rivier University Student Handbook: Cancellation Policy) Each student is expected to adhere to the following guidelines:
- B. All required clinical laboratory hours must be met for the Professional Nursing Capstone course before a final course grade can be given.
- C. Students in the Professional Nursing Capstone course who are unable to report to assigned area shall notify the preceptor immediately and the faculty person as soon as possible.
- D. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences almost always impair quality performance. In the event of prolonged illness, accident, or similar emergency, faculty should be notified.
- E. Faculty members are directed to confer with any student whose pattern of absences is jeopardizing satisfactory progress. (See Undergraduate Catalog, Habitual Non-attendance Policy)

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

RN-BS ONLINE PROGRAM IN NURSING - Post-Licensure

**CHALLENGE POLICY
NURSING 455
Professional Nursing Capstone**

I. PURPOSE:

To provide guidelines for qualified, non-traditional track students regarding the option to challenge NSG455 – Professional Nursing Capstone practicum (3 credits). Eligible students develop an individualized, outcome-based e-portfolio using a mentorship model. This policy applies to students officially accepted into the RN-BS Program before June 1, 2015. This option will no longer be available after April 1, 2017.

II. POLICY:

- A. Student must be enrolled in the non-traditional RN-BS Online Program.
- B. Student must document past or current work experience as a RN.
- C. Student must carry an acceptable GPA (preferably 3.0).
- D. Student will be required to complete a professional portfolio which will include documentation in the following three areas:
 - Education
 - Professional Nursing Performance, Activities and Service
 - Exemplar
- E. A grade of “B-” or above is required for successful completion of the challenge option.

III. PROCEDURE

- A. Student contacts the Director of Undergraduate Nursing Education upon matriculation into the program to discuss an individualized plan to challenge NSG455 as well as review established guidelines.
- B. Student initiates a Canvas e-portfolio. Instructions provided by Director.
- C. Student will develop career goals regarding what he/she would like to accomplish following graduation from the program.
- D. Student will select a mentor who meets the documented qualifications and who will support the student in moving forward to meet identified goals using the BS program competencies as a framework.
- E. Mentor will provide an agreement of acceptance.

- F. Student will meet with the mentor each semester to reflect and to document meeting identified BS program competencies.
- G. By the final semester of the student's program of studies, the student will reflect and provide evidence of meeting all BS program competencies by submitting a portfolio to the Director of the RN–BS Online Program by established date.
- H. The Director of Undergraduate Nursing Education or designee will evaluate and grade the portfolio utilizing a standard rubric.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

RN-BS ONLINE PROGRAM IN NURSING - Post-Licensure

**CHALLENGE POLICY
NURSING 455
Professional Nursing Capstone**

I. PURPOSE:

To provide guidelines for qualified, non-traditional track (RN-BS) students regarding the option to challenge NSG455, Professional Nursing Capstone practicum (3 credits). Eligible students develop an individualized, outcome-based portfolio. This policy applies to students officially accepted into the RN-BS program before June 1, 2015. Due to curriculum changes this policy will no longer be effective as of April 1, 2017.

II. POLICY:

- A. Student must be enrolled in the non-traditional RN-BS Program.
- B. Student must document **two years full-time, or equivalent**, professional nursing employment as a Registered Nurse.
- C. Student must carry an acceptable GPA (preferably 3.0).
- D. Student will be required to complete a professional portfolio which will include documentation in the following four areas: education; performance; professional nursing employment, activities and service; and continuing education.
- E. A grade of “B-” or above is required for successful completion of the challenge option.

III. PROCEDURE

- A. Student will contact the Director of the Undergraduate Nursing Education Program to discuss an individualized plan to challenge NSG455 as well as review established guidelines.
- B. Student will present their completed portfolio in a binder divided into four (4) sections as listed above. All documents are to be filed in each required section.
- C. The Director of Undergraduate Nursing Education or designee will evaluate and grade the portfolio utilizing a standard rubric.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

DISMISSAL POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding academic dismissal.

II. POLICY:

- A. A student who fails to meet the minimum nursing course grade of B- (2.67) will be dismissed from the Nursing Program.
- B. A student who does not attain a cumulative grade point average of 2.67 will be dismissed from the Nursing Program.
- C. A student who is dismissed from the program may petition for readmission by submitting a written request to the Dean (see Readmission Policy).

**RIVIER COLLEGE
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

EVALUATION POLICY - Student

I. PURPOSE:

To provide a statement regarding the student's evaluation.

II. POLICY:

A. Theory:

1. Midway, or at any time necessary, through each semester each student is evaluated according to the academic requirements of the program. The theory average for each of the nursing courses in which the student is enrolled is calculated by the course instructor. The student whose course average in any nursing course falls below B- (2.67 grade points) will receive a written notice from the course instructor. (See Written Notice Policy)
2. At the end of the semester, each student's academic progression is evaluated according to the RN-BS Nursing Program. (See Graduation Policy)

B. Clinical Laboratory:

1. Midway, or at any time necessary, through the Professional Nursing Capstone course, students not meeting the outcomes for the course will receive a written notice from the clinical faculty member (See Written Notice Policy).
2. A meeting will be scheduled at a mutually agreeable time (face-to-face or via telephone) with the student and the Director of Undergraduate Nursing Education to discuss and review the student's plan for improvement
3. At the end of course, the clinical faculty member will prepare a written evaluation using the Clinical Performance Evaluation Tool based on preceptor evaluation and student self-evaluation feedback. Students' clinical laboratory progress is based on established evaluation criteria. The clinical faculty member will discuss the evaluation with the individual student. Each student must meet and maintain a "Satisfactory" level of clinical performance to remain in the nursing program regardless of academic achievement.
4. The student's clinical performance must be "Satisfactory" in all projected clinical learning outcomes by the end of the course or the student will fail the clinical component of the course and will receive a grade of "F" for the course.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

EXAMINATIONS POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding examinations.

II. POLICY:

Examination Make-Up:

- A. Students are expected to be present for all scheduled exams and quizzes.
- B. A student who is absent from a scheduled examination must make arrangements with the faculty member to take the make-up examination in a timely fashion.
- C. Failure to comply will result in a grade of zero (0) for the missed examination/quiz.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

PRACTICUM PLACEMENTS

I. PURPOSE:

To clarify the organization of practicum placements.

II. POLICY:

- A. Practicum experience in NSG455, Professional Nursing Capstone Course utilizes the preceptor model. The Placement Facilitator coordinates student placements. Nursing faculty meet regularly with students and preceptors. RN licensure is required prior to registering for the NSG455 course/clinical.
- B. The Placement Facilitator works individually with each student in arranging placement to meet both course and personal learning objectives. In the current health care delivery system, the availability of clinical sites changes frequently and may be limited. The student submits Capstone preferences but these are not a guarantee of placement. The student is expected to obtain both NH and MA RN licenses to increase options for placement.
- C. Each student must submit the *Information Sheet for NSG455 Capstone Clinical Experience* form to the Placement Facilitator no later than March 1st for both the fall and spring semester Capstone experiences. An updated electronic resume must accompany the Information Sheet. Upon issuance of an RN license, an updated resume should be sent to the Placement Facilitator.
- D. All required clinical/practicum documents will be due to the Placement Facilitator no later than August 1st for the fall semester Capstone and no later than November 1st for the spring semester Capstone.
- E. Once placement is confirmed, the student will be notified by the Placement Facilitator. At that time, the student must assume responsibility for contacting their preceptor to discuss orientation to the unit, learning needs and a workable clinical experience time schedule.
- F. Before starting placement, the student must complete a required online orientation and print an "Assignment Ticket" which they will need to bring to their facility on the first day of placement. The student must also attend any on-site orientation required by the placement facility.
- G. Qualified, non-traditional students admitted to the RN-BS Program before June 1, 2015 may request to challenge the NSG455 Professional Nursing Capstone course (3 credits). (See appropriate Challenge Policy: NSG455)

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

PROGRESSION/RETENTION/GRADUATION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding the progression/retention and successful completion of graduation requirements of students in the Baccalaureate of Science Degree Program in Nursing.

II. POLICY:

Preparation for professional practice requires a strong theoretical background; therefore, students must meet the following criteria:

- A. Receive a minimum grade of B- (2.67) in the theory component of each nursing (NSG) course.
- B. Receive a passing clinical evaluation in NSG455 Professional Nursing Capstone. A notation of less than satisfactory in the clinical capstone course will result in an "F" for the course.
- C. Receive a minimum grade of B- (2.67) in science courses.
- D. Receive a passing grade in each of the core courses.
- E. Attain a 2.67 cumulative average in order to remain in the Nursing Program.

Graduation

A Bachelor of Science Degree in Nursing is conferred by Rivier University on those students who Have fulfilled the following curriculum requirements:

69	credits in nursing courses
9	credits in Humanities
12	credits in the Natural Sciences
15	credits in the Behavioral Sciences
<u>9</u>	Math course (if required) or free electives
120	Total Credits Required

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission.

II. POLICY:

A student who has withdrawn or been dismissed from the RN-BS Program for not meeting academic and/or Capstone performance criteria will be considered for readmission on an individual basis.

- A. The applicant must submit a request in writing to the Division of Nursing & Health Professions (DNHP) Admissions Committee in care of the Dean of the Division of Nursing & Health Professions. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting past problematic situations.
- B. Rivier University is under no obligation to accept transfer credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are accepted for readmission to the RN-BS Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.
- C. Readmission applicants must meet progression requirements for the RN-BS Nursing Program.
- D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.
- E. The request for readmission will be reviewed by the Director of Undergraduate Nursing Education in consultation with the Dean of Nursing & Health Professions. The Dean will notify student of the readmission decision in writing within two (2) business days.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

BACHELOR OF SCIENCE DEGREE PROGRAM IN NURSING - Post-Licensure

RN-BS ONLINE COURSE REGISTRATION POLICY

I. PURPOSE:

To provide guidelines for student enrollment in RN-BS online courses.

II. POLICY:

The RN-BS online program is designed for licensed, practicing RNs. Students must be licensed RNs prior to enrolling in any online RN-BS level nursing course, except NSG303, Pathopharmacology.

III. PROCEDURE:

Students must submit proof of RN licensure to the Office of Graduate and Evening Admissions or to Academic Advising prior to enrolling in RN-BS level nursing courses.

N:\Nursing Student Handbook 2015-2016
Approved: October 25, 2011
Reviewed: September 3, 2015

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

STUDENT SIGNATURE POLICY

J. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents in the clinical area.

II. POLICY:

The student signature or electronic logon and password on documents in the clinical area will be standardized as directed by the clinical facility policy and procedures.

**RIVIER COLLEGE
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

WRITTEN NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student does not meet performance standards.

II. POLICY:

A faculty member may give a student a written notice for any behavior regarded as inimical to the best interest of the student or to the Nursing Program. Examples include:

- Failure to maintain a minimum grade average of B- (2.67).
- Unsatisfactory performance/progress/conduct.
- Non-adherence to any of the policies contained in the Rivier College Undergraduate Catalog, the Rivier College Student Handbook, and the Nursing Student Handbook.

III. PROCEDURE:

- A. The faculty member who issues the notice will discuss with the student the reasons for the notice and to jointly design a plan for improvement. The plan for improvement is documented on the Written Notice. The student will read and sign the notice. The student signature does not mean agreement or disagreement, only that the notice has been read.
- B. Faculty shall provide the student with a copy of the signed written notice and forward the original to the Program Director to be placed in the student's academic file in the Division of Nursing & Health Professions. The Program Director will forward a copy to the student's Academic Advisor.
- C. Students receiving repeated notices will be required to confer with the Director of Undergraduate Nursing Education for additional discussion and guidance. Disciplinary action may result.

Section 4

Policies

Graduate Nursing

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ACADEMIC GRIEVANCE

I. PURPOSE:

To provide faculty and students guidelines for processing an academic grievance.

II. POLICY:

- A. The grading of a student's work by faculty is the result of careful assessment, deliberation, and judgment, which is the responsibility of the instructor(s) and which may not be delegated to an appeals committee. Nevertheless, the faculty recognizes that in some instances the evaluation(s) leading to a specific grade may be the result of an error in judgment or injustice.
- B. The first step in appealing a grading decision is for the aggrieved student to notify the instructor who granted the grade requesting reconsideration of the grade. Such notification must be in writing and must set forth the student's reasons for the request. If the instructor fails to respond or refuses to meet with the student, or if student and instructor are unable to negotiate a solution which is satisfactory to the student, the student may then appeal to the MS Nursing Faculty Committee. This must be done within ten (10) calendar days following the time of the alleged violation or grievance.
- C. The MS Nursing Faculty Committee's recommendations will be forwarded to the Dean of the Division of Nursing & Health Professions.
- D. A student who is dissatisfied with the outcome of the Graduate Nursing Faculty Committee's review may appeal directly to the Dean of the Division of Nursing & Health Professions.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ACADEMIC NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student warrants a written notice.

II. POLICY:

A faculty member may give a student a written warning for any behavior regarded as inimical to the best interest of the student or to the Division of Nursing & Health Professions.

- A. Throughout each semester each student is evaluated according to the academic requirements of the course and of the program. The theory instructor will monitor grades for each course. The student whose course average in any nursing course falls below a grade of "B" will receive a written notice from the course instructor.
- B. At the end of the semester, each student's academic progression is evaluated according to the Master's Degree Program. (See Academic Policy for Retention).
- C. In practicum courses, each student who does not meet and maintain a satisfactory level of clinical performance as described in the course syllabus and Nursing Student Handbook section regarding performance/progress/conduct will be released from the program regardless of academic achievement.
- D. Non-adherence to any of the graduate nursing policies contained in the Nursing Student may Handbook may be grounds for release from the program regardless of academic achievement.

III. PROCEDURE:

- A. The faculty member who issues the written notice will discuss with the student the reasons for the warning and to jointly design a plan for improvement. The student will then sign the notice.
- B. Faculty shall provide the student with a copy of the signed written notice and forward the original to the Director of Graduate Nursing Education to be placed in the student's academic file in the Division of Nursing & Health Professions. The Director of Graduate Nursing Education will forward a copy to the student's academic advisor.
- C. The Director of Graduate Nursing Education will issue a letter to the student explaining the Academic Policy for Retention and issue a copy to the student's academic advisor.
- D. If a student has received a total of three academic warnings in one academic year, a meeting must be scheduled with the Program Director within 14 days of the third notice to develop a plan for success. Failure on the student's part to adhere to the accepted plan may result in termination from the program.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

APPLYING FOR POST-MASTER'S CERTIFICATE PROGRAM

I. PURPOSE:

To provide faculty and students with guidelines regarding registering for post-Master's certificate course work while pursuing a Master's degree.

II. POLICY:

Students currently matriculated in a Master's Program may apply for entry into a post-master's certificate program outside their degree track in their final year of their Master's degree program.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

- A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered.
- B. Attendance in all components of each nursing course is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety (See Rivier University Student Handbook: Cancellation Policy). Each student is expected to adhere to the following guidelines:
 - 1. All required clinical laboratory hours must be met for each nursing course before a final course grade can be given.
 - 2. Students in nursing clinical/practicum courses who are unable to report to assigned clinical area shall notify the preceptor immediately and the faculty as soon as possible.
 - 3. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress. After the official withdrawal date, a student may be dropped from a course and an "F" assigned when, in the judgment of the instructor, excessive absences have eliminated all possibility for successful completion of the course. In such cases, the instructor reports absences to the Dean of the Division of Nursing & Health Professions with a professional evaluation of the student's status in the course.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

CHANGE TO PROGRAM OF STUDY

I. PURPOSE:

To provide guidelines for faculty and students regarding the policy/process for changing a student's program of study.

II. POLICY:

- A. A matriculated student wishing to change her/his program of study must inform the Director of Graduate Nursing Education in writing of her/his intent. Included in this intent must be the reason for requesting the change, the effective date and a projected program of study.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for this change to their program of study.
- C. Space availability for didactic and clinical courses will be a major consideration when determining approval of the request.
- D. A program request change to transfer from the Rivier Online Program to the Rivier hybrid track and vice versa will be considered as space is available, and not an automatic transfer.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

Nursing Laboratories
Informed Consent

As a student enrolled in the Graduate Nursing Program or volunteer simulated patient, you have the opportunity to participate voluntarily in exercises involving the performing and receiving of pelvic examinations. Performing pelvic examinations provides the student with practice in external examination, speculum insertion, visualization, and bi-manual palpation. You may have an opportunity to perform an exam on clients during screening activities and/or as a volunteer simulated patient.

Practicing the nursing skills of pelvic examinations on another realistically simulates the performing of said examinations with clients. The accomplishment of these skills permits the student to assure the client that he/she has previously performed pelvic examinations. Additionally, the actual client benefits by the previous experience of the student in laboratory settings.

When performing pelvic examinations, privacy will be maintained behind closed curtains and doors. A laboratory instructor will guide each student through the examination individually.

All pelvic examinations will be conducted under the supervision of a faculty nurse practitioner following procedures approved by the Rivier University nursing faculty. All students are required to demonstrate technical skill and safety in the performance of the pelvic examination.

Potential risks to you as a simulated client include discomfort, localized irritation with minimal bleeding, and infection. An instructor will assist you in an effort to minimize the discomfort and make the procedure as safe as possible.

Date

Student Name (Print)

Date

Student Signature

To be filed with the Director of Graduate Nursing Education and maintained for five (5) years.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PRACTICUM PLACEMENT POLICY

I. PURPOSE:

To provide faculty and students with a statement regarding practicum placement.

II. POLICY:

Agencies that can provide appropriate clinical learning experiences available to nurse practitioner and nurse educator students are a limited resource. As such they are highly sought after by all schools offering advanced nursing practice. Currently, students in other states are traveling great distances to complete preceptorships in New Hampshire. Some schools have waiting lists for practicum experiences. It is important that you understand this reality prior to enrolling in the program. In order to facilitate a degree of flexibility with respect to your placement in a clinical/practicum, it is imperative that you obtain RN licensure specific to the state of your practicum. While the Division of Nursing & Health Professions is fully cognizant of the fact that students are trying to juggle work and family obligations while attending school, faculty will work with students to provide choices within the limits of our contractual resources but we cannot guarantee preferences. On rare occasions, clinical/practicum experiences may not be available at preferred geographic locations or during the semester that the related theory course is offered. While faculty make every effort to place students with appropriate preceptors at sites that offer a reasonable commute, clinical/practicum sites are becoming increasingly difficult to find. Therefore, if a student rejects an offered placement, an alternative placement will not be sought for that student until all other students have been placed. Students for whom practicum placement is not available as a corequisite to a theory course will be given first choice of sites the following semester.

Often students are able to suggest qualified professionals as preceptors. These are qualified clinicians/ professionals the student knows professionally or with whom the student has had contact in the past. Rivier encourages our graduate students to make such inquiries. Faculty will work with students in finalizing arrangements with a self-selected preceptor who is interested in participating in the educational process. Practicum placement is viewed as a joint Placement Facilitator/faculty/student responsibility, and students are required to be involved. Graduate faculty have the final responsibility for determining the appropriateness of sites for practicum experience.

It is a requirement for all graduate nursing students to complete “Clinical/Practicum Requirements” before entering a clinical/practicum. These include documentation of current licensure in specific to the state of your practicum, CPR certification, liability insurance and health related information. Prior to registering for a clinical/practicum, students will be given guidelines for the preparation of these requirements. Failure to comply with this expectation could result in the suspension of the student’s clinical/practicum until such documents are provided. (See Section 1: Clinical/Practicum Requirements)

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING
PROGRESSION, RETENTION, DISMISSAL POLICY

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the graduate nursing program.

II. POLICY:

- A. Graduate level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.
- B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the graduate program.
- C. If a student earns one grade lower than "B," the student will be placed on academic probation for one semester. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester.
- D. A single grade of "F" will result in the student being dismissed from the program regardless of grade point average.
- E. A second course grade of less than "B" will result in the student being dismissed from the program, regardless of grade point average.
- F. Student withdrawal from a course will be considered a dismissal from the Graduate in Nursing Program. This is directly related to the impact on the student's current course of studies. Students should refer to the Readmission policy for guidance on the readmission process.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING
READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

A student who has withdrawn (W) or been dismissed from the MS Program will be considered for readmission on an individual basis. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting any past problematic situations.

III. PROCEDURE:

A. The request for readmission will be reviewed by the Graduate Nursing Admissions Committee in consultation with the Director of Graduate Nursing Education and Division Dean.

B. Readmission applicants must meet progression requirements for the MS Nursing Program.

For withdrawal from:

Didactic Courses: Proceed to Section C. There is no clinical competency required to be considered for readmission.

Clinical Courses: For FNP/PMHNP students readmission is contingent upon successful demonstration of clinical competence (score of 84%) as associated with prior successfully completed courses. This can be accomplished by scheduling an appointment in the Simulation Lab with a FNP/PMH faculty member as delegated by the Director of Graduate Nursing Education. Students must submit a copy of their completed clinical competency sheet with a passing score of 84% or better with their letter requesting readmission to the Division Dean. The clinical competency sheet is valid for 30 days if accompanied by a letter requesting readmission.

C. Students' academic status within the University will be considered.

D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.

E. Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the MS Nursing Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.

F. The Graduate Nursing Admissions Committee will convene at the end of each semester to review and recommend students for readmission; if needed, as well as to determine requirements for demonstrating having retained the competencies necessary for progression. Students may request to attend the meeting to address specific areas that they believe support their request for

readmission. The Division Dean will notify students of the Committee's decision within two (2) business days and in writing.

n:\Nursing Student Handbook\2015-2016
Revised: September 3, 2015

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

STANDARD PRECAUTIONS & O.S.H.A. CERTIFICATION

I. PURPOSE:

To provide faculty and students with guidelines regarding Universal (Standard) Precautions and O.S.H.A. regulations.

II. POLICY:

Since agencies are increasingly requiring certification that students be trained in Standard Precautions and O.S.H.A. regulations, videos on the above material are included in the course content of Health Assessment on the Masters level. Each student must pass a proficiency examination on this content prior to proceeding in the course.

III. PROCEDURE:

Students enrolled in the Division of Nursing & Health Professions are required to utilize standard precautions as outlined by the Center for Disease Control (CDC) when providing patient care:

http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

STUDENT SIGNATURE POLICY

I. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents in the clinical area.

II. POLICY:

The student signature on documents in the clinical area will be standardized as first initial, last name followed by RN, SNPRC (nurse practitioner students) or RN, SNERC (nursing education students), unless otherwise directed by the clinical facility.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING
TRANSFER OF CREDIT POLICY

I. PURPOSE:

To provide guidelines for faculty and applicants regarding the transfer of credit.

II POLICY:

Candidates for the Master of Science Degree in Nursing may transfer a maximum of nine (9) semester hours for graduate credit provided that:

- A. These credits were earned at an accredited college or university.
- B. These credits are of a "B" grade or better.
- C. These transfer credits have been approved by the Director of Graduate Nursing Education.

III. PROCEDURE:

Applicants requesting transfer of credits into the Division of Nursing & Health Professions must:

- A. Request that official college transcript(s) be sent to the Director of Graduate Nursing Education for evaluation.
- B. If requested, provide brochures, syllabi, or catalogs which describe courses completed at other colleges for which transfer of credit is requested.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

WITHDRAWAL OR LEAVE OF ABSENCE

I. PURPOSE:

To provide guidelines for faculty and students regarding the Withdrawal/ Leave of Absence from the Program.

II. POLICY:

- A. A student who decides to withdraw/request a leave of absence within the Division of Nursing & Health Professions must inform the Director of Graduate Nursing Education, in writing, of her/his intent. Included in this statement must be the reason for withdrawal/leave of absence and the effective date.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.
- C. Students wishing to return to active status after withdrawal or leave of absence are required to meet with the Graduate Nursing Education Director, in consultation with designated faculty, to determine competency prior to developing a revised program of studies. The Readmission Policy will be followed upon the student's return.

Name (Please print)

Rivier University
Division of Nursing & Health Professions

I acknowledge that the current policies of the Division of Nursing & Health Professions are included in the Nursing Student Handbook 2015-2016 which is available on-line at www.rivier.edu/nursing. I acknowledge that it is my responsibility to read, review and abide by these policies.

I also understand that clinical agencies require personal and health information. By signing this acknowledgment, I give permission to the Division of Nursing & Health Professions to furnish information only as required to each clinical agency for the 2015-2016 academic year.

Signature

Date

This page must be signed and submitted to your theory faculty.