



BSN Student Handbook

2023-2024 Edition

Elizabeth T. MacNeil School of Nursing

7900 West Division Street

Parmer Hall 400

River Forest, IL 60305

<https://www.dom.edu/academics/majors-programs/bachelor-science-nursing>

The Bachelor of Science in Nursing (BSN) degree at the Elizabeth T. MacNeil School of Nursing (ETMSON) at Dominican University Borra College of Health Sciences Dominican University is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Illinois Board of Nursing.

Illinois Department of Financial and Professional Regulation (IDFPR) Program Approval the Illinois Department of Financial and Professional Regulation (IDFPR), 320 W. Washington St., 3rd Floor, Springfield, IL 62786 Telephone (217)785-0800, has approved the Bachelor of Science in Nursing (BSN) Program at Dominican University Borra College of Health Science.

The Commission on Collegiate Nursing Education (CCNE) Program Approval

The baccalaureate degree programs in nursing at Dominican University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, Ph (202) 887-6791.

IMPORTANT CALENDAR DATES			
07-01-23	Last day to submit health records	01-8-24	First day of classes for Spring
08-15-23	Drug screen due	01-15-24	Martin Luther King Jr. Day no classes/no clinical
08-22-23	Junior Orientation	01-16-24	Add/Drop deadline for Spring
08-28-23	First day of classes for Fall	03-04-24 – 03-10-24	Mid-semester vacation no classes/no clinical
09-04-23	Labor Day no classes/no clinical	03-28-24 – 03.31-24	Easter vacation no classes/no clinical
09-05-23	Add/Drop deadline for Fall	04-10-24	Scholarship & Ideas Expo no classes/no clinical
09-19-23	Caritas Veritas – no classes	04-17-24	BCHS Health Fair
10-15-23	Flu shot due	04-17-24	Senior Presentations
10-20-23	Long Weekend no classes/no clinical	05-01-24	Pinning Ceremony
11-22-23 – 11-26-23	Thanksgiving vacation no classes/no clinical	05.04-24	Candle and Rose Ceremony
12-11-23 - 12-16-23	Finals week	05-05-24	Commencement

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Section I: Elizabeth T. MacNeil School of Nursing

Welcome to the Elizabeth T. MacNeil School of Nursing

The Elizabeth T. MacNeil School of Nursing (ETMSON) at Dominican University Borra College of Health Sciences is committed to assist you to develop both academically and professionally in mind, body, and spirit as a professional nurse. Grounded in current evidence-based practice, the ETMSON will prepare you with the necessary requirements to graduate and be eligible to sit for, and successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX – RN).

The Elizabeth T. MacNeil School of Nursing prepares you to practice in a variety of settings, sensitive to culturally diverse understanding of health conditions affecting health and wellness. As a graduate of the Elizabeth T. MacNeil School of Nursing you will be a liberally educated nurse who is committed to using your talents to make a positive contribution to the world. You will also acquire the knowledge and skills for humanistic nursing practice in multiple settings which will set a foundation for an advanced study in nursing.

Dominican University is rooted in a tradition of commitment to care for mind, body and spirit. There is a natural convergence of health care and promotion within the Dominican University mission of “preparing students to pursue truth, give compassionate service, and participate in the creation of a more just and humane world.” As such, the mission provides you as a nursing graduate with a foundation for professional practice that respects the dignity of every person, the pursuit of the common good, and a concern for those most vulnerable.



Statement of Intent and Purpose

The intent of the Elizabeth T. MacNeil School of Nursing (ETMSON) at Dominican University Borra College of Health Sciences is to uphold the Baccalaureate Education standards set forth by the American Association of Colleges of Nursing (AACN). “The education of a nurse must transcend the traditional areas, such as chemistry and anatomy, to enable them to gain a deeper understanding of health promotion, disease prevention, screening, genetic counseling, and immunization. Nurses will have to understand how health problems may have a social cause, such as poverty and environmental contamination, as well as have insight into human psychology, behavior, cultural morals, and values” (AACN, 2022). The undergraduate program complements Dominican’s strength in the sciences in biology, chemistry, neuroscience, nutritional science, and medical science.

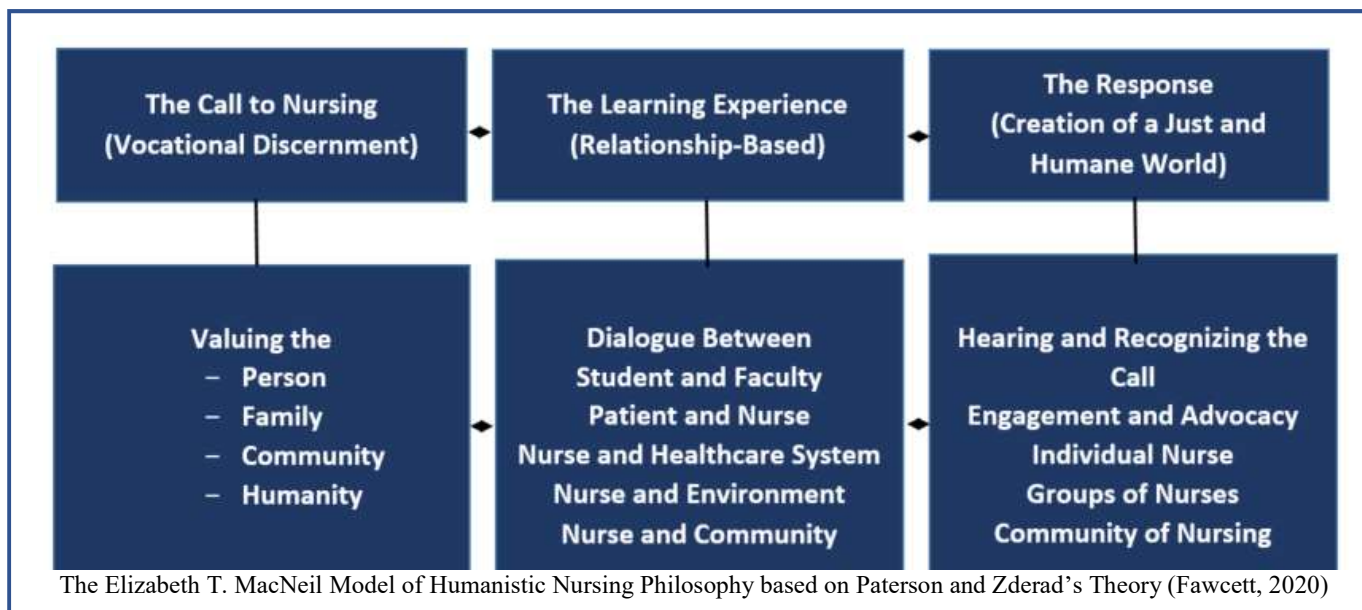
The purpose of the BSN program at ETMSON is to enable a liberally educated nurse graduate to use his or her talents to make a positive contribution to the world. The nursing graduate acquires the knowledge and skills for humanistic nursing practice in multiple settings. The humanistic nursing framework fits within the scope of the Elizabeth T. MacNeil School of Nursing to provide students the opportunity to engage in a rigorous education of nursing knowledge, scholarship, and research to improve the quality of lives of others locally and globally as a nurse generalist in a variety of settings. At the core of the ETMSON there is a commitment to cultural/diverse understandings of patient-centered illness, health, and wellness.

Mission

As a Sinsinawa Dominican sponsored institution, the Bachelor of Science in Nursing (BSN) program prepares students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world. The ETMSON embraces and accepts the mission of the Sinsinawa Dominican Sisters and their fundamental founding values that continue to guide the University today – rigorous education, encouraging diversity of thought, a commitment to social justice, and close mentoring of students to enable them to make a positive difference in the world. As such, our mission provides nursing students a foundation for professional practice that respects the dignity of every person, the pursuit of the common good, and a concern for those most vulnerable.

Philosophy of the Nursing Curriculum

The Elizabeth T. MacNeil School of Nursing philosophy is in alignment with the Mission and Identity Statements of Dominican University and the Borra College of Health Sciences. We believe the profession of nursing requires one to seek truth, serve others with compassion and strong intellect, and practice holistic care with an ethical heart in a diverse world. Holistic care requires the nursing profession to promote emotional, mental, physical, psychological, and spiritual health and wellness for all human beings. The profession is committed to upholding the traditions of nursing as a science and an art to promote optimal health and wellness of the individuals we serve while embracing a humanistic nursing practice. Humanistic nursing practice integrates theory and practice with the infusion of the concepts of valuing, humanity, environment, and health.



*Philosophy Model of the Humanistic Nursing Framework at the
Elizabeth T. MacNeil School of Nursing*

The faculty and students at the ETMSON collaborate to promote nursing leadership in a humanistic practice, scholarship, excellence, and global engagement. It is essential that the framework guides students and faculty to seek evidence-based knowledge while supporting free and open intellectual inquiry, critical thinking skills, and clinical decision making. The humanistic nursing framework develops competent nursing professionals that value humanistic global health and well-being promotion to all humans-beings.

We believe that the ETMSON nursing graduates will go forth to advance the humanistic practice of nursing and engage in lifelong learning to promote optimal global health and healing. We recognize our collective responsibilities to strive toward a more humane multi-cultural world.

Elizabeth T. MacNeil School of Nursing (ETMSON) Program Learning Goals

At the conclusion of the BSN program, the student will be able to demonstrate competency in the ten (10) domains that are essential to nursing practice: (AACN, 2021)

1. **Knowledge for nursing practice:** Synthesize knowledge from the humanities, as well as the natural, social, and nursing sciences as the foundation for critical thinking and clinical decision making.
2. **Person-centered care:** Build upon and apply professional nursing practice knowledge to provide person-centered care that holds the inherent worth and dignity of individuals, families, and communities.
3. **Population Health:** Implement professional nursing practice that addresses the health promotion and disease prevention of populations. Consider the complex economic, legal, political, and ethical issues affecting the delivery of care in the global and dynamic healthcare environment to produce equitable outcomes.

4. **Scholarship for the nursing discipline:** Evaluate and integrate research that supports evidence-based nursing practice and enhances clinical practice.
5. **Quality and safety:** Assume responsibility and accountability for professional nursing practice with a focus on consistency, quality, and safety to improve patient outcomes.
6. **Interprofessional partnerships:** Collaborates effectively as a member of the interprofessional team fostering a climate of mutual learning, respect and shared values.
7. **Systems based practice:** Recognize internal and external system processes that impact care throughout the scope of professional practice. Effectively communicate in various healthcare delivery environments to promote care that is sensitive to diverse spiritual and cultural needs.
8. **Information and healthcare technologies:** Apply health information literacy skills to organize and gather data and support clinical decision making. Utilize effective technology to promote quality patient outcomes and align with best practices and regulatory standards.
9. **Professionalism:** Embrace the development of a professional nursing identity and incorporate ethics and values of integrity, compassion advocacy.
10. **Personal, professional and leadership development:** Develop the capacity for leadership using self-reflection, commitment to intellectually inquiry and expanding knowledge, and integration of principal theories in leadership for personal and professional growth.

“The Essentials”

The program goals are based on the American Association of Colleges of Nursing (AACN) endorsement of *The Essentials: Competencies for Professional Nursing Education* (aacnnursing.org) to provide the educational framework for the preparation of professional nurses. The Elizabeth T. MacNeil School of Nursing embraces the outcomes expected of graduates from our baccalaureate nursing program.

Commonly called “The Essentials,” the domains and concepts will evolve over time as new evidence-based knowledge develops in the nursing profession. The Elizabeth T. MacNeil School of Nursing at Dominican University Borra College of Health Sciences is committed to uphold *The Essentials*, including but not limited to; updates from AACN, current evidence-based peer-reviewed literature, standards of practice in higher education and standards of nursing excellence.

Professional nursing embodies knowledge, skills, values, and meaning. Faculty will encourage students to become actively engaged in learning and understanding the art and science of nursing. Students are expected to actively participate in their own learning. Synthesizing the AACNs *Essentials* achieves fundamental learning outcomes and facilitates creating the nursing experience at Dominican University. The ETMSON mission, goals, and expected program outcomes of the undergraduate program reflect integration with the *Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing (AACN), 2008).

Academic Integrity

Students are expected to uphold the values of Dominican University and in accordance with the highest standards of academic honesty and integrity and expected to follow the Student Code of Conduct as outlined in the current [DU Student Handbook](#). Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. This includes submitting any materials as your own work, any materials obtained from or produced by another person or generated by a computer program or Artificial

Intelligence (AI) service or site. This also includes any altering of academic or business records; forging signatures or authorization; withholding pertinent information for purposes of misrepresentation; or falsifying information on any other documents, including but not limited to records, files and invoices.

National Student Nurses' Association (NSNA) Code of Ethics

Students are expected to uphold to the NSNA [Code of Ethics](#).





Section II: Bachelor of Science Nursing Programs

Bachelor of Science Nursing Programs

The Elizabeth T. MacNeil School of Nursing (EMTSON) at Dominican University Borra College of Health Sciences offers two Bachelor of Science in Nursing (BSN) degree program tracts: the traditional undergraduate BSN and an RN-to-BSN tract. There are 124 credits required for graduation in the traditional undergraduate program, 53+ credits are in the nursing major. The RN-BSN program is 41 credits. Both program tracts are accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#) and approved by the [State of Illinois Board of Nursing](#).

Admission to the EMTSON Pre-licensure, Undergraduate Program

Students must first apply and be admitted to Dominican University. Once admitted to Dominican University they must meet the below admission requirements:

1. Completion of all eight (8) pre-requisite courses for the nursing major with a cumulative pre-requisite course grade average of 2.75 or greater. The overall cumulative GPA of 2.75 or greater is on a 4-point scale.

2. Pre-requisite courses requiring a final grade of “B-” or better:

BIOL 152	Human Anatomy & Physiology I
BIOL 252	Human Anatomy & Physiology II
CHS 260	Introduction to Human Pathophysiology

3. Pre-requisite courses requiring a final grade of “C” or better:

BIOL 160	Elementary Microbiology
PSYC 212	Life Span Development Psychology
CHEM 101 or 120	General Chemistry I/Basic Chemistry
NUTR 250	Nutrition
MATH 175 or 211	Mathematical Concepts for Clinical Science or Principles of Statistics

4. Pass the [Assessment Technologies Institute \(ATI\) Test of Essential Academic Skills \(TEAS\)](#) with an academic preparedness level demonstrating proficiency as decided by the faculty with a minimum score of 68% or higher.
 - The *Nursing Admission and Progression Committee* reviews the entire candidate application
 - Acceptance for admission for an open seat in the program is given to candidates with the strongest academic profile and ranks.
 - Although a candidate may meet all the admission requirements, there may be a candidate with a more qualified academic profile resulting in a prospective nursing student being “wait-listed”.
 - If a student is wait-listed, he or she is responsible for contacting their assigned DU counselor or advisor for any questions or concerns.

Pre-requisite Course Requirements

Chemistry and Biology courses must be completed within five (5) years of the application deadline. If a course is outdated the course must be repeated unless a CLEP Exam is available. If a CLEP Exam is available for the outdated course, the student must earn a numerical value equivalent to the required pre-requisite grade. Applicants cannot CLEP any Nursing courses.

Assessment Technologies Institute (ATI) Test for Essential Academic Skills (TEAS) Exam

The [ATI TEAS exam](#) is an evidence-based admissions tool to predict academic success in health experiences. The TEAS exam is based on 11th grade science, reading, math and English language usage standards that are important for students entering a health science program, especially nursing.

The ATI TEAS test must be taken before admission to the Elizabeth T. MacNeil School of Nursing:

1. Prospective students are responsible to [create an ATI account](#).
2. ATI TEAS exams are proctored exams and must be taken at a designated facility offered by ATI. Dates/seats are available at the time of scheduling through the ATI website.
3. Prospective students are financially responsible for all testing fees.
4. An ATI TEAS exam can be repeated once, for a total of two (2) times. The highest score will be used for the application to the nursing program.
5. ATI TEAS exam must be taken within one (1) year current from the application deadline
6. The TEAS score achieved by the applicant must meet or exceed the 68% overall score required for entry into the program.

Application and Admission Process for RN-BSN Students (ONLY)

Students are admitted to the RN–BSN program using a rolling admissions format. Admission to the RN–BSN program requires an earned associate’s degree from an accredited institution as well as a cumulative GPA of at least 2.75 from all accredited colleges and universities attended. A grade of “C” or better is necessary in each required course.

In addition to holding an RN license, applicants must have either completed, be enrolled in, or have transfer equivalency for the following courses:

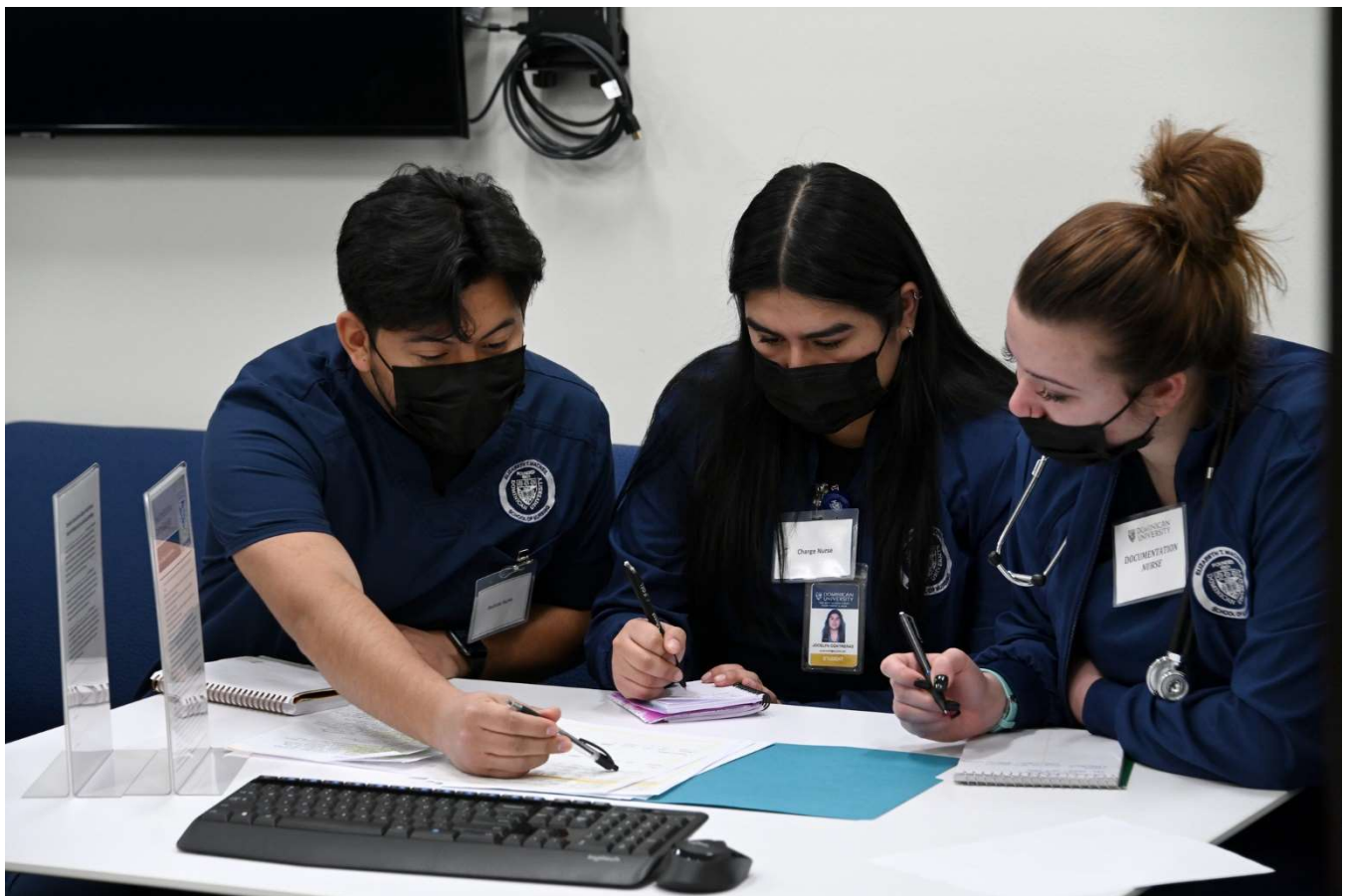
- 9 credit hours - Communication (Composition and Speech)
- 9 credit hours - Social and Behavioral Sciences
- 9 credit hours - Humanities and Fine Arts (at least one of each)
- 6 credit hours - Natural Sciences
- Human Anatomy and Physiology I (or equivalent)
- Human Anatomy and Physiology II (or equivalent)
- Elementary Statistics (or equivalent)

The ETMSON *Admissions & Progression Committee* will review all qualified applications. Students will be notified in writing of their acceptance to the nursing program. An offer of admission will be rescinded if a student fails to maintain academic eligibility prior to starting the nursing program.

Admission to the RN–BSN program is competitive; even students who meet the minimum requirements may not be admitted to the program due to enrollment limits in the major. The Elizabeth T. MacNeil School of Nursing may deny admission to qualified students due to enrollment limits.

Requirement Prior to Starting RN-BSN Nursing Classes

All students who are admitted to the RN–BSN program must hold an unencumbered license, CPR/AED certification, complete a criminal background check, and meet health requirements prior to beginning courses.





Section III: General Academic Information

Nursing Student Responsibilities and Expectations

Nursing professionalism embodies the qualities of respect, integrity, honesty, advocacy, and accountability. Nursing students are expected to maintain the highest standards of professionalism in all learning settings. Nursing students are expected to establish and maintain professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the patient. Students unclear of proper behavior or response to a patient should consult the instructor for guidance.

Commitments:

- Clinical courses may require evening and/or weekend time commitments.
- If you work, please keep in mind that it may interfere with your academic success. *Two-three hours of study time per week for every credit hour of a course outside the classroom is recommended.*
- Remaining active in a team sport may be accomplished while in nursing school; however, it requires excellent time management skills as both activities require heavy time commitments. The student athlete is responsible to work out personal schedules to keep up with requirements of both their nursing studies AND their commitments to athletics. It is the responsibility of each student-athlete to provide a schedule of intercollegiate athletic games to the clinical placement office at cdelestine@dom.edu prior to the beginning of the semester. Per the DU Student Athlete Excused Absence Policy “Students may never miss class to attend practice.”

Nursing students will maintain a professional relationship with nursing faculty and staff:

- Students should not expect an instructor to act as personal counselor or therapist. Rather, students should seek assistance from the Dominican University Wellness Center for counseling services by calling Ext. 6629 from an on-campus phone, 708-524-6629 from off-campus, or via email at wellness@dom.edu
- Students should not ask, or expect any faculty member to participate in a social situation of an individual, group, or class while the course is in progress.
- Students should not offer the instructor gifts or money as a gratitude for instruction.

Use of Technology

Nursing students will maintain professional behavior and [proper technology etiquette](#) at all times when using electronic devices:

- Electronic devices may be used only when authorized by faculty for class activities.
Absolutely no use of electronic devices or cell phones for personal use.
- Cell phones and mobile devices are not allowed during clinical experiences.
- Students are not allowed to take photos at the clinical site.
- Removal of all “smartwatches” or like devices is required prior to all testing situations.

Title IX

Dominican University is committed to fostering a safe, productive learning environment. Title IX and the school policy prohibits discrimination on the basis of sex. Sexual misconduct, including harassment, domestic and dating violence, sexual assault, and stalking is prohibited.

Dominican University encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need, and Dominican University can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact the DU Title IX Coordinator. More information can be found at: [Title IX Policy](#)

Dominican University is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible. Teachers are also required by the University to report incidents of sexual misconduct and thus cannot guarantee confidentiality. We must provide the University Title IX coordinator with relevant details such as the names of those involved in the incident.

Professional Development Opportunities for Nursing Students

Nursing students are encouraged to provide input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community. Nursing students can become involved in governance in several ways:

- Participate in the course surveys, an end of program survey, and an Alumni survey.
- Provide honest and fair feedback in course evaluations at the end of each course.
- Participate in student forum activities such as Town Hall meetings when available, course evaluations, and office appointments.
- Volunteer for committee membership: Nursing Advisory Group or the Resource Committee.
- Membership in the [National Student Nurses Association \(NSNA\)](#) and the Dominican University Student Nurses Association (DUSNA) is strongly encouraged.

Attendance

Attendance at lecture is an expectation. Attendance is *mandatory* for:

1. Clinical Experiences
2. Simulation Experiences
3. Clinical Skills, IPE and Critical Thinking Experiences
4. Exams and Quizzes

A student unable to attend any of the above learning activities must contact the instructor prior to clinical, lab, critical thinking experiences, exams, quizzes, and/or simulated experiences. Failure to do so may result in a failure for the missed experience. Prior notification does not necessarily assure an excused absence.

A student who is absent from clinical two (2) days or more may be required to withdraw from the clinical and related theory courses. Any missed clinical will require a meeting with the Executive Director of Nursing prior to the student being allowed to return to clinical to discuss continuation in the program. *An academic alert will be issued for each missed clinical experience.*

Cancellation of Classes

Classes may be cancelled due to faculty illness or inclement weather ([Dominican University School Closure Policy](#)). If didactic class is cancelled, an official posting will be posted on the Canvas announcement. In the event that a portion or the entirety of a clinical experience is cancelled, students will be contacted prior to the start of the clinical day by their clinical instructor or the Executive Director. In the event that Dominican University cancels classes due to inclement weather, clinical will be canceled and on-campus classes and labs may be held via Zoom at instructor's discretion.

Course Syllabus

You will be provided a course syllabus for each nursing course. The syllabus will outline the basic course information, course description, required textbooks and materials, course objectives, requirements (readings, course activities, assignments, quizzes, and exams), and the tentative calendar of topics. The course syllabus is like a roadmap; it provides you directions to navigate the course and finish with success.

The course syllabus functions as a contract between faculty and students. The course expectations and standards are written in the syllabus so that both students and professors can abide by the requirements to meet the course objectives and determine the course grade(s).

You are expected to:

- Read the entire course syllabus prior to the first scheduled class of each course.
- Ask questions and clarify anything in the course syllabus that you do not understand.
- Use the course syllabus to keep track of course activities, assignments, and exams dates.
- Professors are not responsible to remind you of upcoming due dates. It is recommended that you use a calendar or planner to note due dates for all courses based on syllabi to assure meeting all responsibilities. Personal time management is crucial to your success as a nursing student.
- Review the course syllabus at the beginning of each week to guide your preparation for class, including but not limited to meeting assignment deadlines.
- Accept responsibility and accountability of course syllabi requirements.

Please note: Syllabi are subject to modification. In the event of syllabi changes, the course faculty will notify the students of any changes.

Guidelines for Assignments

All assigned work is to be submitted on the announced due date and time. A 10% reduction per-day, up to 72 hours, will apply to late submissions. ***Assignments will NOT be accepted after 72 hours from due date.***

APA style/format is required for all written work. For detailed information and help on APA Style see <https://apastyle.apa.org/>

Assessment Technology Institute (ATI)

The ETMSON utilizes the ATI assessment program. ATI compares Dominican University nursing students' achievements with other nursing students across the country. An additional fee for the ATI products and assessments is added to the tuition charge for each nursing theory course. The computerized examinations, completed at regular intervals throughout the curriculum, provide benchmarks your individual performance in the major content areas. These exams aid in preparing you to take the national licensing examination after graduation. Individual course syllabi in the nursing program outline pertinent information related to ATI products and Assessments used in individual courses.

ATI Testing Policy

Assessment Technologies Institute (ATI) offers resources designed to enhance student academic and NCLEX (National Council Licensure Examination) success. The ATI comprehensive program offers multiple assessment and remediation activities. These activities include assessment indicators for academic success, critical thinking, learning styles, online tutorials, online practice testing, and proctored testing of the major content areas in nursing.

The Elizabeth T. MacNeil School of Nursing at Dominican University partners with ATI to utilize these tools in combination with the nursing program content to assist students to effectively prepare to be a safe generalist nurse graduate.

Nursing students are responsible for self-learning of the navigation of the ATI student learning platform. Students are also responsible for completing assigned ATI activities per nursing courses' syllabi that utilize the ATI resources. These may include modular study, tutorials, assessments, active learning & remediation, and other specific activities as assigned and available.

ATI RN Content Mastery Assessments

1. Students are required to complete the following RN Content Mastery Assessments:
 - a. RN Fundamentals
 - b. RN Pharmacology
 - c. RN Mental Health
 - d. RN Adult Medical Surgical

- e. RN Nursing Care of Children
 - f. RN Maternal Newborn
 - g. RN Community Health
 - h. RN Leadership
2. These exams are administered only once and will count for 10% of the course final grade based on the level proficiency:
 - a. Level 3 = 10/10
 - b. Level 2 = 9/10
 - c. Level 1 = 7.5/10 (8/10 for Pharmacology)
 - d. Below Level 1 = 7/10 (7.5 for Pharmacology)
3. It is recommended you take practice exams throughout the course to prepare for the proctored exams. The course instructor will provide further instruction.
4. Students who do not meet the expected Level 2 for any of the required ATI RN Content Mastery Assessments may be required to participate in a remediation process as determined by their course instructor.

Additional ATI Assessments

Students are also required to complete the following assessments:

1. ATI Critical Thinking Assessment: Entrance
2. ATI Critical Thinking Assessment: Exit
3. RN Nutrition

RN Comprehensive Predictor (CP) Practice

Assessments:

1. You are required to complete the RN Comprehensive Predictor practice assessment as instructed by your instructor.
2. After the CP practice assessment, students are encouraged to complete a focused review, including the identification of three critical points for each topic needing review. This focused review helps you achieve success with the Comprehensive Predictor. The course instructor will provide further information.

RN Comprehensive Predictor (CP) Proctored Examinations

1. You are required to complete an ATI RN Comprehensive Predictor (CP) proctored exam while enrolled in your NURS 445 course.
2. You will have one (1) attempt to earn the expected 90% “Predictability” score for the CP.
3. Students scoring less than 90% on their CP attempt are required to enroll in Virtual ATI (VATI) RN-NCLEX review at their own expense.

Virtual Assessment Technologies Institute (VATI)

VATI is a 12-week online modular program in which you will engage in a personalized remediation plan requiring a “green light” before systematically progressing through assessment modules. Details on VATI will be provided to students requiring remediation for any one of the following:

1. Does not meet the minimum score of 90% of the first Comprehensive Predictor Exam.
2. Does not achieve the minimum ATI Pulse Score of 90%.
3. Does not achieve a minimum of Level 2 on three or more Proctored RN Content Mastery Assessments (with the exception of the RN Pharmacology Assessment which only requires attainment of a Level 1).

Academic Advisement

Nursing students will be assigned a nursing faculty member as their advisor. Frequent contact with your advisor is encouraged. All students must meet with their advisor each semester for course planning prior to registration.

Academic Alerts

Faculty and staff use academic alerts to communicate concerns about your progress in a course. An [Academic Alert](#) is meant to start a conversation with your professor about how to be more successful in a course or the program. Alert messages are also sent to [Student Support & Engagement \(SSE\)](#) staff and your advisor. You may receive an email, phone call or text from a staff member to offer support. SSE staff can help get you connected to tutoring, resources on campus or off campus, or just be a listening ear to talk through challenges.

What should you do if you get an alert?

- Read the concern and advice from the faculty member.
- Communicate with your faculty and SSE staff who contact you. Be honest about what is happening in your life – if you have complicated circumstances or stress, share that. We have a lot of resources to help and it’s always better to know the whole story.
- Follow through on the plan that you set up with faculty and/or SSE staff.

Self-Referrals

If you need support for anything, from academic issues to things going on at home, you can submit a *self-referral* and a member of the Student Success and Engagement (SSE) support staff will reach out to you. Go to the Stars Assistance Link, and click [ask for help](#).

Accommodations and Disability Access (ADA)

If you have a disability that qualifies you for academic accommodations, please contact the [Accommodations and Disability Access \(ADA\)](#) office to make your request. Students requesting accommodations for the first time should complete the Confidential Request for Accommodations form, which can be found [here](#). Students must then submit appropriate documentation and attend an intake meeting to engage in an interactive process and determine your eligibility for accommodations. Accommodation requests can be made at any point in the semester.

Once your eligibility has been determined, the ADA office will email you a Letter of Approved Accommodations. Students must share their Letter of Approved Accommodations with their professors by the end of the first week of each academic term and arrange a conversation with each professor to discuss how their accommodations can work in each class. If an accommodation may involve a clinical setting or practical skill, the ADA Coordinator should be invited to consult with faculty and student about the reasonableness of the accommodation in each setting. If a student is approved for accommodations during the middle of a term, they must immediately share their Letter of Approved Accommodations with their faculty members and arrange a conversation. Faculty can only provide accommodations after receiving the Letter of Approved Accommodations and discussing your accommodations with you, and accommodations are not retroactive. Students who notified faculty of their accommodations during a previous semester are still required to submit their Letter of Approved Accommodations and arrange a conversation with the professor at the beginning of each subsequent term. Obtaining clarity on how your accommodations will work at the beginning of the semester supports your success.

ADA Exam Procedure

- BSN Faculty can provide all of the students approved exam accommodations, or request that students take their exams in the Academic Success Center.
- If exam accommodations will be provided in the Academic Success Center, students must complete the online Exam Accommodation Request form, at least one week in advance of each exam. The form will not allow a student to submit a request with less than one week's notice. During the semester, accommodated exams can be proctored in the ASC between 8:30-5:00pm M-F, and between 8:00-5:00pm, during finals week.
- BSN faculty recommend that students submit Exam Accommodations Request Forms for all of their scheduled exams, at the beginning of the semester. This ensures faculty and students have clarity and students will not have to worry about the deadlines for submitting requests.
- Students with approved exam accommodations must take their exams at the same time as the rest of the class, unless an extended time accommodation would make the student late for another class, or the ASC is not open at the time of the class. If an exam would need to be taken at another time, the faculty and student should agree on the alternate time, which must be within 24 hours of the original exam time.
- Students with exam accommodations should understand that quizzes are often scheduled in the middle of a course meeting. If a quiz is a brief assessment without significant weight on a course grade, an extra time accommodation is typically not necessary. Lengthier timed assessments or those with a higher point value can be accommodated. Students should discuss their needs related to quizzes with each professor.

Exam Requirements

1. You must bring a fully charged laptop to the testing center.
2. You must provide proper identification (school issued ID or Driver's License) to the Proctor before the exam.

Exam Expectations

1. All personal belongings must be stored out of reach. This includes: jackets, hats, sunglasses, with (discretionary allowances for religious apparel).
2. **No electronics** of any kind are permitted. If calculations are needed, a school issued calculator will be provided by the nursing department for use on the exam.
3. You are not allowed food and/or drinks during the exam.
4. You should use the restroom prior to the start of the exam.
5. You may not leave the testing room without proctor approval.
6. No communication is permitted among students during the exam. Proctors are not permitted to answer questions concerning the content of the exam.
7. Students are expected to work independently at all times.
8. With proctor approval, you may leave the room after you complete your exam.

Communication & Email Etiquette

Email communication is the most efficient way for you to communicate with faculty and staff of the Elizabeth T. MacNeil School of Nursing. You are expected to check your DU issued email address frequently. You are expected to remain professional and appropriate while using email to communicate with faculty and staff.

Office Hours

Faculty will post available office hours for each course in the syllabus. ***If appointments are requested during office hours, email your instructor to schedule.*** We encourage you to regularly schedule office appointments for any questions, concerns, needs for clarification, or learning needs.

Student Athletes

University administration and faculty across the campus, including the Elizabeth T. MacNeil School of Nursing, recognize the importance of athletics to Dominican University. As with other programs across Dominican University that have non-standard class periods, student athletes may encounter a scheduling conflict with a nursing class and an athletic event. To help guide the students and faculty and try and reduce potential conflicts, refer to the [Dominican University Student-Athlete Excused Absence Policy](#).^[10] However, there are some key points for student-athletes to keep in mind.

- It is the responsibility of each student-athlete to provide a schedule of intercollegiate athletic games to the clinical placement office cdelestine@dom.edu prior to the

- beginning of the semester.
- Clinicals are a degree requirement, student-athletes are never to miss a clinical to attend practice or games.
- In accordance with [NCAA and DU Athletic Department regulations](#) student-athletes are never to miss a class or clinical to attend practice.

Dominican University Student Nurses Association (DUSNA)

Dominican University Student Nurses Association (DUSNA) is an official constituent of the [Student Nurses Association of Illinois \(SNAI\)](#) and the [National Student Nurses Association \(NSNA\)](#). DUSNA is participating in the *All-School Membership Program*. Dominican University communication to the membership occurs through monthly meetings and virtual communication.

- To provide programs representative of fundamental interests and nursing student concerns.
- To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.
- Encourage active participation at the local, state, and national level of the Student Nurses Assoc.

Graduation Requirements and NCLEX Eligibility

Dominican University Borra College of Health Science awards the Bachelor of Science in Nursing (BSN) degree, conferred at the end of the semester with satisfactory completion of all requirements.

Upon request to sit for the NCLEX-RN exam, the ETMSON Executive Director will complete and provide the ED-NUR (Certificate of Education) form (IL 486-1031)

https://www.continentaltesting.net/downloads/ED_NUR.pdf to the student upon completion of the University and ETMSON requirements and who is in good standing as a graduate student:

1. Has attained a minimum of a 76% or “C” in all nursing courses.
2. Has completed the required (124) credit hours designated in the curriculum and per university graduation requirements.
3. Has successfully completed all required ATI required content, exams, and programs (see *ATI Policy*). Students not achieving a passing score on ATI Comprehensive Predictor (CP) exam with a 90% or better prediction must complete the Virtual ATI (VATI) program at their own expense. Students enrolled in VATI must achieve the required “green light” for each module prior to receipt of the ED- NUR form. Please note all students who are out of sequence /repeating courses must enroll in VATI regardless of comp predictor score.
4. Does not have a hold or outstanding balance with the Office of Student accounts.
5. Files intent to graduate form with the Office of the Registrar by the announced deadline and official transcripts from previous colleges attended must be on file with the registrar’s office.

See additional graduation requirements at <http://bulletin.dom.edu/>

NCLEX Testing Accommodations

For information on testing accommodations refer to [The Illinois Department of Financial & Professional Regulation \(IDFPR\)](#). Students requesting accommodations must submit the following:

1. A Reasonable Accommodation Request form: [F1766ts \(illinois.gov\)](#).
2. Current documentation from a physician, psychologist, psychiatrist, or other appropriate healthcare professional certifying the disability.
3. Documentation of special services and testing accommodations received in previous educational institutions because of the disability.
4. A letter describing the specific disability, when/ how it was first identified, and accommodations being requested because of the disability.



Section IV: Clinical Information

Requirements for Entry into Clinical Courses

All nursing students must present evidence of having met specific health and safety requirements prior to engaging in clinical experiences. The listed requirements are mandated by the [Illinois Department of Public Health](#) and the affiliated clinical agencies. The list of required documents is subject to change based upon the affiliated agency requirements. Students who do not provide the required documentation will not be allowed to continue in nursing courses with a clinical component.

All required documentation must be submitted to Viewpoint Screening by the stated deadline.

Clinical Orientation

Prior to clinical experiences, an orientation may be required onsite and/or online. If required, attendance or evidence of completion, is mandatory. If you miss a required clinical orientation you will not be allowed to attend clinical and jeopardize completing the required clinical hours and course requirements.

Student Practice Guidelines and Regulations

In addition to the Dominican University Elizabeth T. MacNeil School of Nursing and Borra College of Health Sciences guidelines and regulations, nursing students practice within the boundaries of the [Illinois State Board of Nurse Practice Act](#), [the ANA Code of Ethics for Nurses](#), and the policies and regulations of the clinical site.

Examples of undesirable practice behaviors include, but are not limited to:

- Refusal of an assignment based on the client's race, culture, religious preference, sexual orientation, or medical diagnoses.
- Failure to report, attempting to cover up, or denying an error in clinical practice.
- Ignoring and/or failing to report dishonest or unethical behavior in others.
- Assumes patient care tasks/skills for which the student has not yet received the education, or competence/validation to perform; or lack of preparation for clinical practice.
- Fails to respect client rights and dignity.
- Misrepresents title, self, skills and or any documentation.
- Solicits, borrows, or removes property or money from a client or client's family.
- Removes drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: leaves clinical agency or patient assignment without notification.
- Sharing patient information (verbal, written or electronic) outside of direct care provider(s).

Clinical Expectations

As a healthcare professional, you are expected to conduct yourself in a professional manner. You are a guest of the clinical site. Inappropriate behavior or actions will not be tolerated and may jeopardize your enrollment in the program or adversely affect the availability of a clinical site.

While at the clinical site, you are expected to:

- Follow the administrative policies, standards, and practices of the clinical site.
- Display your Dominican University student ID at all times. It must be worn above the waist.
- Introduce and identify yourself as a “Dominican University Nursing Student” to all patients and clinical staff.
- Provide your own transportation to and from the clinical site.
- Report to the clinical site on time.
- Follow the personal, ethical, and professional standards required of employees of the clinical site and consistent with the [Code of Ethics for Nurses](#), standards set forth by [The Joint Commission \(TJC\)](#) and/or other relevant accrediting or regulatory bodies.
- Do not bring personal cell phones into the clinical unit; cell phones are not allowed in the clinical setting.
- Maintain patient’s privacy and confidentiality at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. For detailed information regarding HIPAA refer to <https://www.hhs.gov/hipaa/>
- Alcoholic beverages and controlled substances, use of tobacco products, and chewing gum are prohibited during class and clinical. A student violating this policy may be immediately dismissed from the nursing program.
- Falsification of any healthcare document is grounds for dismissal from the program.
- Students must not leave the clinical unit without the instructor’s approval. Leaving the unit without approval may result in dismissal from the program.
- In the clinical area, social conversations between students are to be avoided.
- Professional communication is an expectation with patients and hospital personnel.

Standard Precautions

The Elizabeth T. MacNeil School of Nursing complies with the standards of practice and regulations in accordance with federal, state, and local agencies, the CDC, and each clinical site. For infection control basics and standard precautions for all patients, refer to the CDC website:

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

Health and CPR Requirements

1. Every student is required to submit an up-to-date complete history and physical examination from a Primary Care Provider (PCP) annually.
2. Titers showing immunity for measles, mumps, rubella, varicella, and hepatitis B. If vaccination boosters are necessary, documentation must be included on the health record (labs).

3. A negative QuantiFERON TB Gold test is required annually.
4. Tetanus/diphtheria vaccination/booster within the past 10 years.
5. Annual flu vaccination (after September 1st of each year).
6. COVID-19 vaccine as required by clinical sites

Please note: Some clinical sites may require additional testing.

You must meet essential mental and physical qualifications to participate in clinical, including, but not limited to:

1. Be able to work in a standing position and perform frequent walking.
2. Physically perform up to twelve (12) hours in the clinical setting.
3. Possess fine motor skills and manual dexterity and adequate strength in order to:
 - a. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to three feet.
 - b. Lift and transfer a patient from a stooped position to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Physically apply up to 10 pounds of pressure to bleeding sites and/or for performing CPR.
5. Possess adequate hearing in order to respond and react immediately to auditory stimuli.
6. Possess adequate vision in order to discriminate depth, color perception, and perform both close and distance visual activities and health assessments.
7. Discriminate opposing tactile sensations such as sharp/dull and hot/cold.
8. Possess ability to detect odors.
9. Perform mathematical calculations for medication preparation and administration.
10. Communicate effectively both orally and written using proper grammar and vocabulary.
11. Make appropriate and timely decisions under stressful situations.
12. Possess the ability to engage in critical thinking consistently and dependably in order to make safe and ethical clinical decisions.
13. Health requirements necessary to meet the expectations of each clinical site and the Illinois Department of Public Health.
14. Any changes of students' health status warrant medical clearance to ensure safety in the clinical setting.

Clinical Injury and Insurance

All students are required to carry their own health insurance. A copy of the insurance card must be submitted to Viewpoint Screening prior to the start of the semester. Students who fail to provide necessary documentation will not be allowed to attend clinical.

If you are injured at clinical, the following steps are to be taken:

1. You must notify the instructor immediately of injury
2. The preceptor or clinical instructor will accompany you to the emergency room for appropriate treatment at your expense.
3. In cases of needle-sticks and blood borne pathogen exposure, the faculty and student will comply with the clinical site policies and procedures, including but not limited to reporting, documentation, and follow-up with the site's occupational health/wellness department if required by the clinical site.
4. An incident report for both the facility and the University must be completed and submitted within one (1) business day.

Immunization Requirements

In accordance with the [Illinois Department of Public Health](#), [OSHA](#), and the [CDC](#), the Elizabeth T. MacNeil School of Nursing complies with recommendations for vaccinations, including those specifically for healthcare personal. Proof of compliance is required. Please see the National Vaccine Center for details: <https://www.nvic.org/law-policy-state/vaccine-laws-illinois>

If after multiple attempts, a student does not seroconvert to demonstrate immunity with the required immunizations, a student must sign a letter of acknowledgement and provide documentation from their physician stating that immunizations were given, and immunity was not obtained. The letter of Acknowledgement form will need to be uploaded to viewpoint.

Ten-Panel Drug Screen

1. Dominican University, in conjunction with area health care agencies, is a drug-free environment. As part of the clinical agreement for clinical experiences, clinical partners require that all students utilizing the facility must submit to a drug screen prior to beginning a clinical rotation.
2. A ten-panel drug screen is required at admission to ETMSON annually while enrolled in the program. Students must follow the processes through [Viewpoint Screening](#).
3. Medical and/or recreational marijuana is prohibited under Federal law and is not allowed in nursing practice.
4. The 10-panel drug screen must show “negative” result. If you receive an inconclusive or diluted result, you must schedule a meeting with the Director of Nursing within two (2) business days.
5. Clinical partners or the Elizabeth T. MacNeil school of Nursing reserve the right to request a random drug screen at any time during the program if there is reasonable suspicion.

Health Insurance and Portability and Accountability Act of 1996 (HIPAA)

[The Health Insurance and Portability and Accountability Act of 1996](#) is commonly called “HIPAA”. It is legislation that was enacted in 1996 to provide data privacy and security provisions to safeguard patients’ medical information.

All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientations. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA regulations per clinical sites’ guidelines.

Patients have a legal right to confidentiality related to all aspects of their care. Professional nurses have a legal obligation to safeguard the patient’s confidentiality. You may not provide information about your patient(s) to any individual not directly involved with the patient’s care, including other staff, classmates, family, and/or friends. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients, or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

Patients' privacy and confidentiality is to be maintained at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. For detailed information regarding HIPAA refer to <https://www.hhs.gov/hipaa/>

Client/Patient Confidentiality

Nursing students are expected to protect the confidentiality of patient information at all times in accordance with [*Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)*](#) federal law:

- Students may not discuss clients or client Protected Health Information (PHI) outside the appropriate clinical practice areas or in any public space.
- Students may not take any photographs, audio or video recordings of clients or client records nor make copies of client records.
- Students violating patient privacy with a mobile device will be subject to HIPAA infractions of the clinical agency.
- It is important to remember that everyone can see and read what is placed on social networking sites. Do not post information or photos with patient sensitive content. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you; many recruiters routinely search the social networking venues when considering people for a new hire.

Please note: Social network postings can be subject to disciplinary action up to and including dismissal from the nursing program.

Criminal Background Checks for Nursing Students

1. All students MUST get a background check before entering/returning to the nursing program. Print the two (2) background check forms, located in Viewpoint, and take them with you to an Accurate Biometrics location where you will get fingerprinted.
2. Background checks will not be accepted if more than one year from the submitted application for the subsequent application cycle.
3. Applicants with a conviction of any kind can contact the Illinois Department of Financial and Professional Regulation (IDFPR) by calling 1-800-560-6420 or by email at FPR.LMU@illinois.gov for any questions or concerns regarding licensure status or the renewal process.
4. Illinois statute prohibits health care employers from knowingly hiring, employing, or retaining any individual in a position with duties involving, or that may involve, direct patient care or the care of residents of long-term care facilities, including access to the medical, personal, financial, or living quarters of a patient or long-term care resident, who have been convicted of certain criminal offenses (225 ILCS 46.25).
5. In addition to felony offenses, some affiliate agreements with clinical partners may also exclude students from clinical experiences who may have a record of a misdemeanor offense.
6. Background checks must be renewed every academic year at students' expense while enrolled in ETMSON.

7. The results of the background check and drug screening may determine your acceptance and/or continued eligibility to remain in the program and/or to participate at clinical sites.
8. Information gathered from a criminal background check may be the basis to dismiss applicant's candidacy for the program and/or may be the basis for dismissal from the program at any time.
9. Students are required to sign an *Authorization for the Release of Student Information Acknowledgement* form to approve sharing personal information with clinical sites upon the clinical site(s) request.
10. Some clinical sites may require an expanded background check, which may conflict with your original results (See Illinois State Law 225 ILCS 46/25 and Ill. Adm. Code 955 Section 955.160 for disqualifying conditions). This will be done at your expense.
11. Students might not be able to participate in clinical experiences based on negative information gathered as the result of a background investigation. If a clinical placement cannot be arranged, it may require an extended time in the program (due to lack of clinical site availability) or it can also lead to program dismissal.
12. The ETMSON does not provide copies of the background check to applicants and/or students.

Appearance and Grooming

1. Hair is to be neatly combed, off the face and collar. Long hair is to be pulled back and secured.
2. Jewelry is limited to a watch, wedding band, and one set of post earrings.
3. No visible body piercings or tattoos. This includes facial piercings.
4. Fingernails are to be neatly trimmed, no longer than fingertip. Artificial/acrylic nails are not allowed. Only clear nail polish.
5. If make-up is used, it should be natural portraying a professional appearance.
6. Face is clean-shaven or facial hair is neatly groomed and trimmed.
7. Perfumes and/or heavily scented soaps/toiletries are not allowed in consideration of patient sensitivities.

Uniforms

1. Official ETMSON uniforms can be purchased at the below approved vendor in Niles, IL:
Scrubs & Beyond ph:847.297.6252
 8808 W. Dempster Street
 Niles, IL 60714
2. Navy blue scrub top and scrub pants from the Beyond Happiness Collection
 Men's Items # 8002SB & 7001SB
 Women's Items #2001SB & 1001SB
3. Uniforms are to be clean and wrinkle-free
4. Socks to cover the ankle and heel
5. Black close-toe and close-heel leather shoes. No clogs or athletic shoes allowed.
6. Dominican University student ID and if required clinical site ID clearly visible at all times.
7. Wristwatch with a second hand
8. Stethoscope
9. Penlight

Clinical Cancellation/School Closure

In the event that Dominican University cancels classes due to inclement weather, clinical will be cancelled. If the clinical day already started when Dominican University cancels classes, students will be dismissed provided that it is safe to leave the clinical site. Clinical instructors may cancel clinical during inclement weather due to safety concerns. Any cancelled clinical will need to be rescheduled. Please refer to the [Dominican University School Closure Policy](#).

Attendance: Clinical and Lab

Students are expected to attend all scheduled clinical and lab sessions. Absence or tardy from clinical experience must be reported to the clinical and didactic instructors.

1. If you will be absent from a scheduled clinical experience, you must notify (call and email) the clinical instructor or clinical preceptor at least 90 minutes *prior* to the scheduled shift following the instructions provided in the course syllabus. You should make every effort to confirm receipt of the notification of your absence to assure proper communication to your clinical instructor.
2. Email to notify your didactic instructor of your missed clinical or lab
3. You will be required to make up missed clinical hours in full.
4. On the following business day, students will:
 - a. Initiate a [Missed Requirement Form.pdf](#) after the missed clinical and lab.
 - b. Schedule an appointment with the didactic and clinical instructors to discuss options.
 - c. Email completed Missed Requirement form to your instructor(s).
5. Absences due to illness may require a physician's note to return.
6. Extended absences may be granted by faculty with the approval of the Executive Director. In such cases of illness or personal emergencies, the situation will be considered on an individual basis.
7. Absences that the student cannot make-up the clinical/lab hours will result in an "incomplete". Students will need to make-up the clinical hours after the semester if available clinical faculty and site. Students will not be able to progress to the next level course until the incomplete is resolved.

Missed Requirement

Outline the processes for any missed didactic, laboratory and/or clinical requirements for students within the Elizabeth T. MacNeil School of Nursing. A missed requirement includes but is not limited to an examination, quiz, written assignment or clinical experience.

1. Students have 24 business hours after the missed requirement to make arrangements with the course lead and designated clinical /lab instructor to make-up the missed requirement(s):
 - a. Initiate a [Missed Requirement Form.pdf](#) after the missed clinical and lab.
 - b. Schedule an appointment with the didactic and clinical instructors to discuss options.
 - c. Email completed Missed Requirement form to your instructor(s).
2. The arrangement for the missed requirement will be at the discretion of the course lead or designated clinical representative.
3. Failure to properly inform the faculty or designated clinical representative will result in a "0" or "F" (fail) grade for the requirement.

4. Only students with excused absences will be allowed to make arrangements for the missed requirement.
5. Any absences due to illness require an excuse from a medical provider.
6. The School of Nursing reserves the right to request documentation related to all missed requirements. The faculty or designated clinical representative reserves the right to deny any and all part(s) of your request. It is your responsibility to provide the requested documentation as requested.
7. Completion of this form should be initiated within 24 business hours.
8. Examples of an excused absence is as follows:
 - Personal illness (requires a note from a healthcare provider).
 - Quarantine under the direction of a medical provider (requires a note from healthcare provider).
 - Observance of a religious holiday or ceremony requires notification at the beginning of each semester.

Simulation Education Center (SEC) Guidelines

1. All users participating in learning activities in Simulation Education Center (SEC) must complete an orientation prior to using the SEC.
2. Students are not permitted in the SEC without an SEC staff member or nursing faculty member present.
3. Students must act in a professional manner that does not disturb activities occurring in the lab.
4. All users of the SEC are required to wear gloves at all times when directly interacting with the manikins and task trainers.
5. Food and/or beverages are not permitted in the SEC.
6. Personal belongings are not permitted in the SEC or lab areas.
7. All electronics devices, including cell phones, PDAs, camera phones, and video recorders are prohibited in the simulation center during simulations. All Wi-Fi devices must be on airplane mode when in the simulation center to prevent delays.
8. All simulation equipment should be used for the purposes of healthcare education.
9. Persons who use of the equipment for purposes other than specified will be asked to leave the SEC.
10. Manikins are strictly prohibited from being moved from their beds without the assistance of the SEC Staff.
11. Equipment malfunction or misuse must be reported to the SEC staff immediately.
12. Students are strictly prohibited from admittance to the computer control room and/or storage closets.
13. The SEC should be left in the manner in which it was found.
14. Students are expected to clean up after themselves. All beds should be placed in the lowest position with the head of the bed positioned flat to protect the manikin's neck after each use. Linens should be folded neatly and placed back on the linen cart. All practice equipment should be returned to the simulation staff member.
15. Pencils are the only approved writing devices permitted in the SEC. Ballpoint pens, highlighters, permanent markers, crayons, water washable markers, and any non-lead-based writing devices are strictly prohibited from the SEC.



Section V: Academic Progression Requirements

ETMSON Academic Progression

Nursing students are expected to achieve satisfactory evaluations in didactic, laboratory, and clinical competencies in order to progress through the program and be deemed competent to apply for the National Council Licensure Examination (NCLEX).

You must maintain the University's [Satisfactory Academic Progression](#) as well as the Department of Nursing standards of scholarship and conduct for each semester.

ETMSON standards include:

- Maintenance of a 2.00 cumulative GPA.
- Satisfactory completion of all courses with a minimal grade of 76% "C" (courses with a theory and clinical component require a minimum grade of "C" in theory/didactic and a "Satisfactory" in clinical).
- Adherence to the University Student Code of Conduct and the American Nurse Association (ANA) Code of Conduct.
- Restructuring of the plan of study does not guarantee the student placement within the next didactic and/or clinical cohort. Students who have maintained satisfactory academic progress may be given priority for available clinical placement without the need for an *Individualized Academic Remediation Plan (IARP)*.
- A student who engages in unsafe clinical practice, unprofessional behavior, or violation of the Student Code of Conduct and/or the ANA Code of Conduct may result in failure of the clinical course and may result in dismissal from the program. A student who engages in unsafe practice in the clinical/practicum area may not be permitted to continue in the clinical/practicum component of the course and may receive a failing grade for the course.

Academic Alerts

Academic alerts are sent to students electronically through the Stars Connect system in the MyDU platform. The purpose is to alert students that their academic progress has fallen below expectations of the course and/or program. These warnings are sent to you by the didactic and/or clinical instructor, advisor, or by the Executive Director of the Nursing Program.

Grading

The nature of nursing requires a rigorous evaluation of course and program outcomes. The grading scale of the Elizabeth T. MacNeil School of Nursing is more stringent than that of some other departments within Dominican University. The Elizabeth T. MacNeil School of Nursing grade scale is:

A	92% - 100%
B	84% - 91%
C	76% - 83%
D	69% - 75%
F	68% or below
W	Withdrawal

Students must meet a grade of 76% (C) in nursing courses to remain in the program. A final grade in any nursing course less than 76% is considered failure in the Elizabeth T. MacNeil School of Nursing.

The “76%” Rule - for exams/tests and quizzes designated assignments and calculations

1. Nursing students **must** achieve a minimum average of 76% on the combination of course exams/tests and quizzes in order to remain eligible to progress in the program.
2. Components of the course exams/ quiz grades are unrounded to the nearest tenth. For example, a 75.32% = 75.3% and a 75.56% = 75.5%.
3. All grades are applied to the final grade **after** the cumulative exam/test, quiz grade and designated assignments are determined to be at the minimum 76% or better.
4. The **final course cumulative grade** is rounded up or down to the whole number. For example, a cumulative grade of a 75.32% = 75% and a 75.56% = 76%.
5. Exams/tests and quizzes are conducted electronically on a student- supplied computer.

The “76%” Rule - for final grade calculations

1. The final grade will be calculated at the end of the semester. In order to receive a passing grade, students should have met the minimum of 76% on the combination of exams/tests and quizzes for each course first before determining the final grade.
2. The final course grade must also meet a minimum of 76% (C) or greater to remain in the program and be eligible for progression.
3. Final course grade will be rounded to the nearest whole number.
4. A final grade in any nursing course of less than 76% (C) is considered a failure in the course. Failure in two or more nursing courses will result in dismissal from the program without the opportunity for reinstatement.

If you earn less than a 76% in any nursing course you must:

- Meet with your instructor, Nursing Faculty Advisor, and Executive Director for guidance on a change of study plan.
- If you are failing, you are responsible for initiating communication with your ETMSON assigned faculty advisor.

Clinical Evaluation Grades

1. Clinical evaluation includes a formal evaluation tool regarding clinical competency.
2. The clinical evaluation tool evaluates students’ abilities to meet the minimum standards of clinical competency and ability to provide safe patient care.
3. Any course resulting in an unsuccessful attempt for clinical will require that the student repeat both didactic and clinical.

Remediation Plan

Students who withdraw from a course, have an exam average below a 76% or “C”, and/or receive an *Academic Alert Notice* in two or more nursing courses should meet with their instructor and nursing advisor to develop a remediation plan before enrolling in the next courses to progress.

Due Process

The ETMSON faculty and staff upholds and protects the rights of the students to fair treatment without arbitrary, capricious, and/or discriminatory behaviors, including but not limited to reinstatement to the school of nursing if dismissed or withdrawn from the program for academic and non-academic reasons. Students are entitled to due process should they disagree with dismissal or withdrawal from the school of nursing.

Definitions:

- **Arbitrary:** based on random choice or a personal whim rather than reason or system.
- **Capricious:** sudden impulsive, unpredictable, or unaccountable changes in mood, behavior, or conduct.
- **Discriminatory:** making a distinction or showing unfair or prejudicial treatment based on a personal characteristic or trait.
- **Academic Dismissal:** the inability of the student to progress with their scheduled cohort in the program due to not meeting the required exam pass rate of 76%.
- **Non-academic Dismissal or Withdrawal:** the inability of the student to progress with their scheduled cohort in the program due to gross and/or unprofessional misconduct or extenuating personal circumstances such as an illness, death of a family member, loss of finances, etc.

Request for Reinstatement

1. If you request to be reinstated to the program, you must complete a written request for reinstatement to the Elizabeth T. MacNeil School of Nursing within two (2) business days of receiving notice that you are not currently meeting the progression requirements to course lead.
2. Upon receipt and review of the written request for reinstatement the course lead will forward your request to the Executive Director of the Elizabeth T. MacNeil School of Nursing with your personal narrative about the situation.
3. The Executive Director will meet with you to discuss future reinstatement by reviewing your academic progress, including but not limited to discussions with nursing faculty and staff.
4. If reinstatement is possible, a remediation and academic plan will be developed in collaboration with you.
5. Upon reinstatement, you are expected to maintain the academic requirements for progression to complete the program without further breaks.
6. Reinstatement is possible only once during the nursing major. You are not eligible for reinstatement or progression if you failed the same course for a second time or you fail two different courses over the entirety of your admission in the nursing program.

7. Reinstatement is dependent on available space in didactic & clinical sessions for the appropriate level of return.
8. Students who voluntarily or involuntarily withdraw from the nursing program for an academic year or greater will be required to successfully pass a series of competency exams prior to approval of reinstatement in the program.
9. Students who have been dismissed from the program are ineligible to reapply for admission.

Appeal of Dismissal

1. If you have been dismissed from the program, you should request a meeting with the Executive Director to discuss reason for dismissal.
2. If an appeal is desired, a typewritten letter of appeal is required within five (5) business days of written notification of dismissal from the Elizabeth T. MacNeil School of Nursing.
3. The letter of appeal should be addressed to the Executive Director of the Elizabeth T. MacNeil School of Nursing and include:
 - a. A statement requesting consideration for reinstatement.
 - b. An explanation of the reason(s) the student believes contributed to poor academic success or dismissal.
 - c. Submit any appropriate documents as needed with the letter.
4. The Executive Director will review all submissions and consider your request.
5. You will receive written notification of the decision from the Executive Director. While every attempt will be made to decide in a timely manner, there is no guarantee that a decision will be finalized before the start of the next semester due to the University calendar and/or University closings.
6. If you are granted reinstatement, then you must meet with your academic advisor to develop a written plan for completing required remediation, repeating the failed course(s), and the sequence of courses for the remainder of the ETMSON trajectory.
7. You must agree in writing to follow the prescribed plan for reinstatement in its entirety. If you do not agree to any part of the plan, the offer for reinstatement will be rescinded.
8. If you are denied the appeal, you can request a meeting with the Dean of Borra College of Health Sciences to discuss the situation.

If the appeal is denied by the program and the Dean of BCHS, the student must inform the Dean of BCHS if he/she will appeal to the College Appeals Committee.

To pursue an appeal with the *College Appeals Committee*:

1. You must submit a typewritten letter of appeal within five (5) business days of receiving written notification of denial of appeal from the Dean.
2. The letter of appeal should be addressed to the Appeals Committee of the Borra College of Health Sciences, and include:
 - a. A statement requesting consideration for reinstatement.
 - b. An explanation of the reason(s) you believe contributed to your poor academic success or dismissal.
 - c. Submit any additional appropriate documents that support the appeal with the letter.
3. In the event the appeals committee is convened, the course faculty and/or those named, either

by person or by title, in the student appeal will submit written documentation to the committee presenting information related to the appeal.

4. Once the committee has reached a decision, you will receive written notification of the decision. While every attempt will be made to decide in a timely manner, there is no guarantee that a decision will be finalized before the start of the next semester due to the university calendar and closings.
5. If granted reinstatement, you must meet with your academic advisor to develop a written plan for completing required remediation, repeating the failed course(s), and the sequence of courses for the remainder of the Elizabeth T. MacNeil School of Nursing trajectory.
6. You must agree in writing to follow the prescribed plan for reinstatement in its entirety. If you do not agree to any part of the plan, the offer for reinstatement will be rescinded.

References: Billings, D. & Halstead, J. (2012). *Teaching in nursing: A guide for faculty*. St. Louis, MO: Elsevier Saunders



Section VI: Acknowledgements

A separate link has been emailed for your electronic signature for the below five (5) acknowledgement forms

Student Handbook Acknowledgement

The Nursing Student Handbook can be found online at the Elizabeth T. MacNeil School of Nursing webpage at <https://www.dom.edu/bsn-student-handbook>

The Nursing Student Handbook is designed as a supplement to the information in the Dominican University *Online Undergraduate Bulletin*, which can be found at <http://bulletin.dom.edu/>.

In addition, nursing course syllabi contains important information regarding students' requirements and expectations. You are expected to read the entire course syllabus prior to the start of each course. You are expected to come prepared to the first class of each course with any questions or concerns regarding the syllabus. Failure to clarify syllabus content with the course faculty will indicate your understanding of the content, requirements, and expectations.

Should you have any questions or concerns regarding the content in the Nursing Student Handbook, see your academic nursing advisor or a representative of leadership in the Elizabeth T. MacNeil School of Nursing.

I have received my copy of the Nursing Student Handbook. I have been informed about the content, requirements, and the expectation to read the entire content on my own as a condition of my continued admission in the Elizabeth T. MacNeil School of Nursing at Dominican University Borra College of Health Science. I have received a copy of the handbook and agree to abide by the guidelines and policies as a condition of my continued admission into the Elizabeth T. MacNeil School of Nursing. I understand that if I have questions, at any time, regarding the contents of the handbook, I will consult with my immediate faculty or the leadership team within the Elizabeth T. MacNeil School of Nursing.

Authorization for the Release of Student Information Acknowledgement

Clinical agencies require the names of students who will be participating in clinical experiences at their facility. Additionally, clinical agencies may request personal health information (PHI) including, but not limited to, the results of the pre-nursing physical examination, background check, 10-panel drug screen, QuantiFERON test, immunizations/titers, vaccinations and a copy of a current CPR card.

Clinical agencies may review this information and determine whether or not a student will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, Dominican University College of Health Science Elizabeth T. MacNeil School of Nursing does not guarantee an alternative clinical placement. If an alternative clinical placement is not available, the student is not able to complete clinical requirements of the program and, is therefore, not eligible to progress and may be dismissed from the Elizabeth T. MacNeil School of Nursing.

Clinical Responsibilities Acknowledgement

Clinical Experience:

1. I understand that I must complete all clinical hours at my assigned clinical sites throughout the nursing program.
2. I understand that I must attend orientation at clinical sites (if required) and time will count towards clinical hours.
3. I understand that I must arrive on time at my assigned clinical site.
4. I understand that I will wear approved school scrubs or clinical dress along with DU student ID visible (must be above waist).
5. I understand that scheduled clinicals may include day, evening, night shifts or weekends.
6. I understand that clinical shifts are strictly forbidden on days when the University is officially closed for holidays and breaks.
7. I understand I cannot frontload my clinical hours in an effort to have reduced hours during the last week(s) of the course.
8. I understand that I must take a 30-minute meal break during clinical shift. This meal break is NOT included as part of my clinical hours.
9. I understand that I have been assigned a clinical instructor. It is my responsibility to notify the clinical instructor within 90-minutes of clinical start time of any schedule changes within 24 hours by text/email including if I will be absent or tardy from a scheduled clinical shift.
10. I agree to maintain a professional demeanor at all times during my clinical experience. Maintaining professional interpersonal communication with all stakeholders encountered during my clinical rotation.

Student Simulation Lab Confidentiality and Consent Form

Every student in the Borra College of Health Sciences at Dominican university will read and sign the Simulation Lab Confidentiality and Consent Form for audio-visual recordings prior to utilizing the Simulation Lab and equipment.

I agree to keep all information regarding and surrounding the clinical simulation(s) in which I participate confidential until such time that all students in my current class(s) have completed the simulation experiences. I agree not to discuss the simulation in any way, with any other student enrolled at Dominican until they have completed simulation.

I hereby authorize Dominican university Borra College of Health Science to record my participation and appearance in clinical simulation videos. I understand that audio visual recordings will be used within the University for educational and instructional purposes only.

I understand that the use of cell phones and other mobile devices to record audio, video or photos is strictly prohibited in the Simulation Lab.

Student Simulation Lab Waiver and Release Form

I acknowledge my understanding that as part of my participation in any program at Dominican University College of Health Science, I am required to obtain an authorized waiver/release for every individual (student/volunteer) who appears or participates in any recording (audiovisual, audio, visual, photographs, etc.) that I make for use in any College of Health Science program at Dominican University.

I also acknowledge my understanding that the waiver/release form will allow the individuals appearing in recordings to choose to permit me to share the recordings with faculty, staff and students within BCHS. I acknowledge that I am solely responsible for submitting and using recordings consistent in the manner authorized by each individual appearing in my recordings with a written authorization and waiver/release form.

I also acknowledge my understanding that the only manner in which I am permitted to use any recordings I make as part of my participation in, and submission of materials to, the College of Health Sciences, is as part of my fulfillment of my enrolled program coursework, as articulated and communicated to me by BCHS. As such, I further agree that I will not use any of the aforementioned recordings for any reason or in any manner, without limitation, other than as part of my coursework fulfillment.