



DOMINICAN UNIVERSITY
Elizabeth T. MacNeil School of Nursing

BSN STUDENT HANDBOOK

2022 - 2023 EDITION

JOHN C. AND CAROLYN J. PARMER HALL



DOMINICAN UNIVERSITY

Elizabeth T. MacNeil School of Nursing

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<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, Telephone (202) 887-6791.

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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. Through discovery and 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 as a nurse generalist 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 generalist 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 human 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.

*The Staff and Faculty of the Elizabeth T. MacNeil School of Nursing
Dominican University Borra College of Health Sciences*



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.

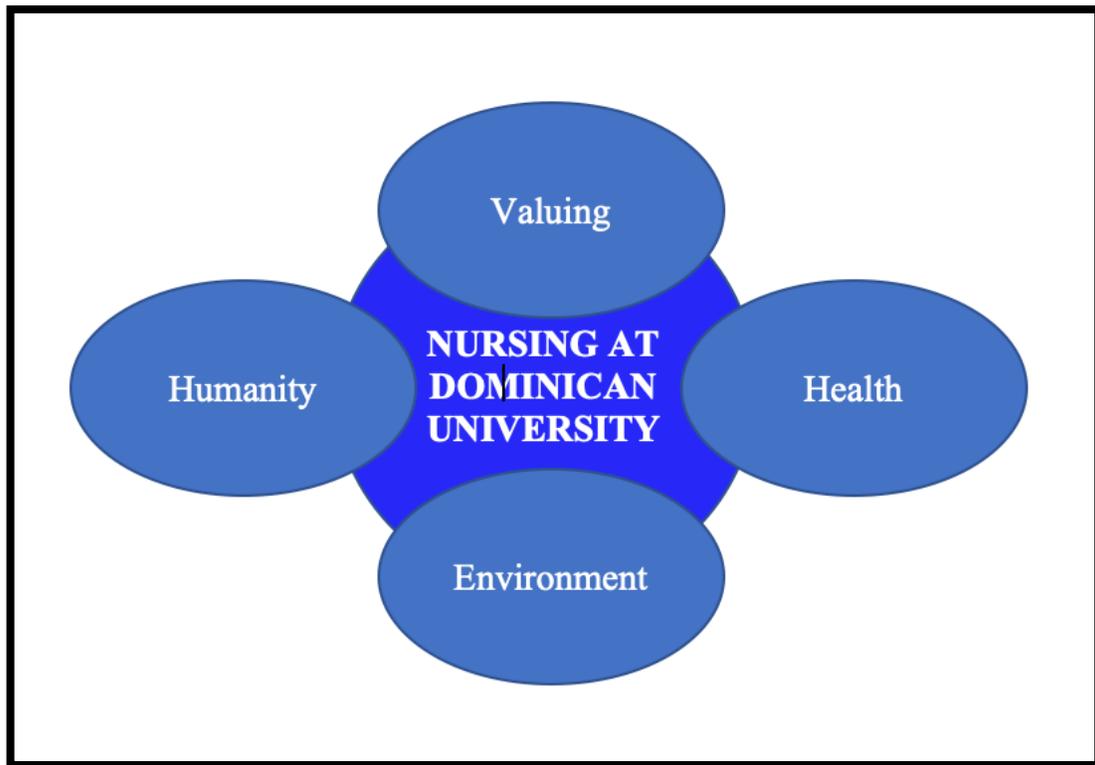
The purpose of the BSN program at ETMSON is to enable a liberally educated nurse graduate to use his or her talents to make a positive contribution to the world. The nursing graduate acquires the knowledge and skills for humanistic nursing practice in multiple settings. The humanistic nursing framework 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.

Program Learning Goals

At the conclusion of the BSN program, the student will be able to:

- Demonstrate professional practice that holds the inherent worth and dignity of individuals, families, and communities, sensitive to their diverse spiritual and cultural needs.
- Synthesize knowledge from the humanities, as well as the natural, social, and nursing sciences as the foundation for critical thinking and clinical decision making.

- Employ effective communication skills throughout the scope of professional practice.
- Utilize effective technology to promote quality patient outcomes.
- Uses the nursing process to provide consistent, safe, competent, patient-centered care.
- Consider the complex economic legal, political, and ethical issues affecting the delivery of care in the global and dynamic healthcare environment.
- Assumes responsibility and accountability for professional nursing practice.
- Demonstrate beginning leadership abilities as a member of an interdisciplinary health care team.
- Evaluate and integrate research that supports evidence-based nursing practice.
- Demonstrates intellectual inquiry and commitment to lifelong learning.

The “Essentials”

The American Association of Colleges of Nursing (AACN) endorses [*The Essentials of Baccalaureate Education for Professional Nursing Practice*](#) 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.

[*The Essentials of Baccalaureate Education for Professional Nursing Practice \(AACN, 2008\)*](#), commonly called “*The Essentials*” are nine curricular elements providing the framework for a baccalaureate nursing education. Each of these *Essentials* is operationalized throughout the curriculum and obtained through a variety of content approaches. *The Essentials* 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 AACN’s *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).

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 Elizabeth T. MacNeil School of Nursing

Purpose: to provide transparency on the processes used for admission into the Elizabeth T. MacNeil School of Nursing (ETMSON). The ETMSON admits students who have **first** been admitted to Dominican University.

Once admitted to Dominican University:

1. The *Nursing Admission and Progression Committee* reviews the entire candidate application.
2. Acceptance for admission for an open seat in the program is given to candidates with the strongest academic profile and ranks.
3. 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”.
4. If a student is wait-listed, he or she is responsible for contacting the nursing school Admissions Chair for any questions or concerns.

Policy: in addition to meeting the admission requirements of Dominican University, students applying to the Elizabeth T. MacNeil School of Nursing must meet the following additional 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 better **AND** a cumulative GPA of 2.75 or higher on a 4-point scale.
2. 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 for 2022-2023 entering class.
3. Completion of a comprehensive background check with no major violation.
4. Completion of drug screen free of illegal substances.
5. Submit the required health physical exam and CPR documentation.

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

BIOL 152	Human Anatomy & Physiology I
BIOL 252	Human Anatomy & Physiology II
NUTR 250	Nutrition
MATH 211	Principles of Statistics
CHS 260	Introduction to Human Pathophysiology

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

Science Course Outdates:

1. Chemistry and Biology courses must be completed within five (5) years of the application deadline.
2. If course is outdated the course must be repeated unless a CLEP Exam is available.
3. If a CLEP Exam is available for the outdated course, the student must earn a numerical value equivalent to the required pre-requisite grade.
4. 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 account with ATI at <https://www.atitesting.com.Home.aspx>
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 can be repeated once, for a total of 2 times within one academic year;
5. The highest score of the ATI TEAS exam will be used for the application to the nursing program.
6. ATI TEAS must be within one (1) calendar year of the application date.
7. The TEAS score achieved by the applicant must meet or exceed the 68% overall score required for entry into the program.

Criminal Background Checks for Nursing Students:

1. All applicants **MUST** submit to a Finger Printing Background service through Accurate Biometrics **before** entering the nursing program.
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. The ETMSON has affiliate agreements with clinical agencies and other health care institutions to provide clinical experiences for nursing students as part of the nursing program curriculum.
6. 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.
7. Background checks must be renewed every 12 months at your expense while enrolled in ETMSON.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. The ETMSON does not provide copies of the background check to applicants and/or students.

Requirements Prior to Starting Nursing Classes

All students admitted to the ETMSON must also hold a valid, non-expired CPR/AED certification, first aid certification, a complete Criminal Background Check, and meet all health requirements and immunizations prior to beginning any nursing courses.

Drug Screening through *Viewpoint Screening*

1. Students accepted into the Elizabeth T. MacNeil School of Nursing must submit to a 10-panel drug screen after admission to the program and before the start of courses. The 10-panel drug screen must be completed again upon the students second year of the program. Students must register for an account with [Viewpoint Screening](#) and upload all health requirements.
2. A clinical site may request a random drug screen and/or repeat background check at any time during the student's plan of study. Students must comply with clinical site requests for continued eligibility to remain in the program.
3. Students with a positive drug screen will not be eligible for admission or continued enrollment in the Elizabeth T. Mac Neil School of Nursing.

Health and CPR Requirements

1. Students accepted for admission must submit a complete history and physical examination from a Primary Care Provider (PCP), including an up-to-date immunization record and a current valid CPR card (required annually while enrolled in the program).
2. Health and CPR requirements are coordinated with the Clinical Placement Coordinator. All health and CPR questions should be directed to the Clinical Placement Office.
3. Students enrolled in the Elizabeth T. MacNeil School of Nursing must have certain functional abilities and be able to perform essential skills.
4. Dominican University **requires** all students to have been vaccinated with an authorized/approved CDC primary vaccine or vaccine series – Pfizer-BioNTech, Moderna, Novavax, or Johnson & Johnson's Janssen (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#about-vaccines>). The University highly recommends a COVID-19 booster for eligible people in accordance with [CDC recommendations for COVID-19 vaccine boosters](#). *Please note that some clinical affiliates may have vaccine and booster requirements that are more than the University's requirements and recommendations. Students are required to comply with the requirements of our clinical partners.*

BSN Plan of Study

BSN Traditional Pre-licensure Suggested Four-year Plan of Study

All courses are three semester hours unless otherwise indicated

FALL SEMESTER	SPRING SEMESTER
Freshman LAS Freshman Seminar MATH 130 ENGLISH 102 HI/FA/PH/TH x1 PSYC 101 15 hours	Freshman LANG 102 (4) MATH 211* CIS 120 CHEM 120* (4) 14 hours
Sophomore LAS Sophomore Seminar PSYC 212* BIOL 160* (4) BIOL 152* (4) Multicultural and HI/LT/PH/TH x1 17 hours	Sophomore Multicultural and HI/LT/PH/TH x1 NURT 250* PHIL 242 or THEO 368 CHS 260* BIOL 252* (4) 16 hours
Junior LAS Junior Seminar NURS 313 – Health Assessment and Promotion (4) (class and lab) NURS 314 – Adult Nursing I: Fundamentals NURS 214 – Adult Nursing I Clinical NURS 322 – Pharmacology in Nursing Practice 135 clinical hours 16 hours	Junior NURS 323 – Evidenced-based Practice and Nursing Research NURS 324 – Adult Health Nursing II: Medical and Surgical NURS 224 – Adult Health Nursing II Clinical NURS 333 – Mental Health Nursing (2) NURS 233 – Mental Health Nursing Clinical (2) 16-week course HI/LT/FA/PH/TH x1 135 clinical hours (AH II)/45 clinical hours (MH) 16 hours
Senior NURS 299 – Community Based Learning (1) NURS 432 – Community (2) 8-week course NURS 232 – Community Clinical (2) 8-week course NURS 434 – Nursing of the Childbearing Family (2) NURS 234 – OB Clinical (2) 8-week course NURS 435 – Nursing Care of Children and Families (2) NURS 235 – Peds Clinical (2) 8-week course NURS 415 – Transcultural Nursing (3) (2 classes per 8 weeks) 45 clinical hours (COMM/OB/Peds) 16 hours	Senior LAS Senior Seminar (3) NURS 445 – Nursing Leadership Dimensions (4) NURS 245 – Capstone Clinical (4) 16-week course NURS 444 – Elective (3) (no clinical component) 180 clinical hours 14 hours

*Pre-requisite courses must earn a grade of B- or higher

For detailed current descriptions of courses in the BSN Plan of Study, please refer to:
<https://www.dom.edu/academics/majors-programs/bachelor-science-nursing/bsn-plan-study>

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 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 client. Students unclear of proper behavior or response to a client should consult the instructor for guidance.

Commitments:

- Clinical courses may require evening and/or weekend time commitments.
- If you work, it may interfere with your academic success. It is recommended to commit to about ***3-4 hours of study time per week for every credit hour of a course outside the classroom.*** For example, if your plan of study is 12 credit hours of nursing courses, plan to spend at least 36 hours per week outside the classroom in order to be successful.
- 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. **Student athletes are required to disclose their student athlete status to faculty and have regular open dialogue with instructors; class or clinical may not be missed for practice or games.**

Nursing students will maintain professional boundaries in a professional nurse-client relationship:

- Students strive to inspire the confidence of clients. Students must remain professional with all clients/patients and family members, as well as all other healthcare providers.
- Clients can expect nursing students to act in the best interest of the client while respecting client's rights, autonomy, and dignity.
- The student will abstain from obtaining personal gain at the client's expense.

Nursing students and faculty will maintain a professional relationship:

- 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 and for class/clinical activities. **Absolutely no use of electronic devices or cell phones for personal use, this includes texting.**
- Cell phones and mobile devices are not allowed during class or clinical experiences.
- Students are not allowed to take photos in the clinical agency or lab environments *except* as needed for a course assignment and as instructed by the course instructor.
- Removal of all “smartwatches” or like devices is required prior to all testing situations.
- Professional boundaries include but are not limited to inappropriate involvement in the client’s personal relationships.
- Violations in maintaining professional boundaries can result when there is confusion between the needs of the student and those of the client. Such violations are characterized by excessive personal disclosure, secrecy, or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.
- For information on maintaining professional boundaries:
https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

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 PHI off the unit or in public areas.
- Students may not take any photographs 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: It is never appropriate to post photos or information about a client on a social networking site. Social network postings can be subject to disciplinary action up to and including dismissal from the nursing program.

For additional information on how to use social media appropriately visit https://www.ncsbn.org/NCSBN_SocialMedia.pdf

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 — are also prohibited at Dominican University.

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 our Title IX Coordinator. More information can be found at: <https://www.dom.edu/sites/default/files/pdfs/diversity/Title%20IX%20Brochure.pdf>

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 our school to report incidents of sexual misconduct and thus cannot guarantee confidentiality. We must provide our 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 by informing the Administrative Assistant of the school of nursing in writing that you would like to serve on the 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. The ETMSON *Attendance Policy* is followed within the school of nursing.

Attendance is **mandatory** for:

1. Clinical and Simulated Experiences
2. Clinical Skills and Critical Thinking Experiences

3. Exams
4. Quizzes

A student unable to attend any of the above learning activities must contact the instructor prior to the clinical, clinical skills and critical thinking experiences, exams, quizzes, and/or simulated experiences. Failure to do so will 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. ***A missed clinical will automatically place the student on probationary status.*** 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.***

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 exam 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 Written Work

All written work is to be submitted on the announced due date and time unless you have made previous arrangements with the faculty member. Penalties will apply to late submissions and be noted in each course syllabus and assignment rubric. ***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 AP Style see <http://www.apastyle.org/index.aspx>

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 critical thinking, nursing process, therapeutic communication, pharmacology, maternal-child, psychosocial, medical/surgical, leadership, and community health nursing. 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

Purpose: to outline the processes involved with the utilization of Assessment Technologies Institute (ATI) resources following the Dominican University Elizabeth T. MacNeil School of Nursing *ATI Curriculum Alignment*.

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.

You are responsible for self-learning of the navigation of the ATI student pages. 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 a proctored exam in the following courses:
 - a. Adult Nursing I: Fundamentals
 - b. Pharmacology in Nursing Practice
 - c. Mental Health Nursing
 - d. Adult Nursing II: Medical-Surgical
 - e. Nursing Care of Children and Families (Pediatrics)
 - f. Nursing of Child-Bearing Family (OB/Women's Health)
 - g. Community Health Nursing
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.

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 (2) attempts to earn the required 90% "Predictability" score for the CP. Based on the 2019 ATI exam guidelines, this equates to an "Individual" score of 71.3% or better on the CP.
3. The CP exam will count as 10% of the final course grade for NURS 445.
4. On the first attempt, a 90% or above predictability of passing NCLEX will result in a 10/10 grade.
5. If a 90% or above predictability is not achieved on the first attempt, you will retake the exam and the higher of the two grades will be used for their course grade.
6. If you retake the CP Assessment you will earn the predictability score for the final grade from the ATI equivalency table. For example, if your raw score is 72% it is equal to a

- 92% predictability. The final earned grade you will earn is 9.2/10 for the grade.
7. After taking the CP exam twice, if both predictability scores fall below 70%, you will receive a 7.0/10 as their course grade. The lowest grade awarded will be 7/10 regardless of the predictability score.
 8. **Students scoring less than 90% on the second 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 scoring less than 90% on the CP.

Academic Advisement

You will be assigned a nursing faculty member as your advisor once admitted to the major. Frequent contact with your advisor is encouraged. Course planning for each semester is done with the advisor. Other matters you may wish to discuss with your advisor include:

- Curriculum outline and overall program plan
- Degree requirements
- Policies and procedures
- Academic progress, including Assessment Technologies Institute (ATI) test results
- Adjustment to the professional role
- Nursing success resources, [Dominican University resources](#) and community support services
- Individual interests and goals

Academic Alerts and Self Referrals:

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 to [ask for help](#), and a member of the SSE support team will reach out to you. Go to the Stars Assistance Link, and click ask for help:

https://dom.pharos360.com/apps/student_launchpad.php

Access and Accommodations

If you have a disability that qualifies you for [academic accommodations](#), please contact Disability Support Services to make your accommodations request. Once your eligibility has been determined, DSS will provide you with an Academic Accommodation Approval form for you to send to your professors indicating what accommodations have been approved.

The Disability Support Services Office can be visited in person or reached by email and phone: dss@dom.edu

If you are approved for accommodations, you should sign up with DSS for a testing session **at least one week** ahead of time to help ensure that space is available in the DSS. You must give the *Exam Accommodation* form to your professor **at the beginning of the semester**. The test should be taken during the normal class time. If the DSS office testing locations are full, then arrangements should be made with your professor's permission to take the exam during another time or at another location. The expectation is that you have appropriate documentation at the beginning of the semester to receive an accommodation and present it to the DSS Coordinator. If for some unexpected reason, you receive an accommodation for one course after the start of the semester, the proper documentation to receive the continued accommodations is due by the start of the next semester.

Proctor Guide for Accommodations

1. Only students scheduled to attend the proctored session are permitted to attend the session.
2. You must provide proper identification (school issued ID or Driver's License) to the Proctor before the exam.
3. All personal belongings must be stored out of reach. This included coats, jackets, hats, sunglasses, with discretionary allowances for religious apparel.
4. You are not allowed to bring any additional materials to the test location. **No electronics** of any kind are permitted including smart phones and smart watches.
5. If calculations are needed, a school issued calculator will be provided by the nursing department for use on the exam.
6. You are not allowed food and/or drinks during the exam.
7. You may have one writing instrument of their choice to use during the exam.
8. The Proctor will provide one blank piece of paper to you for use during the exam.
9. At the end of the exam, you will return the paper to the Proctor, with your name and class, and date of the exam written on top of the paper.

10. You should use the restroom prior to the start of the exam.
11. You cannot leave the testing room without proctor approval.
12. No communication is permitted among students during the assessment.
13. Students are expected to work independently at all times.
14. Proctors are not permitted to answer questions concerning the content of the assessment.
15. You may leave the room after they have completed their exam.

Testing Requirements

1. You must bring a fully charged laptop and power cord to the approved testing area (this may be in the nursing department).
2. Individual student testing accommodations will be provided for each student testing.
3. The proctor will provide the specific accommodations granted to you as outlined on your accommodation form.
4. Deviation from the listed accommodations is not permitted.
5. Continual, in-person monitoring and recording of you during the exam is required until the conclusion of the test.

Contact Office of DSS for more information or to request access or disability accommodations at dss@dom.edu

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 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. ***You are expected to make appointments with faculty by scheduling appropriately following the instructions in the course syllabi. You cannot expect a faculty member to be able to meet in person if you do not have an appointment.*** Some faculty and/or advisors may initiate meetings with students during office hours. However, you are encouraged 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 current *Dominican University Student-Athlete Handbook Excused Absence Policy* for details. However, there are some key points for student-athletes to keep in mind.

- It is the responsibility of each student-athlete to provide his or her instructor with a schedule of intercollegiate athletic games **at the beginning of the semester** that may necessitate an absence for class.
- In accordance with NCAA and DU Athletic Department regulations, **student-athletes are never to miss a class or clinical to attend practice or games.**
- Each student-athlete will personally notify his or her instructor no less than two weeks in advance of any new/additional athletics competition that is in conflict with a class or laboratory session. Students must request an excused absence and alternative arrangements for any missed work two weeks prior to the absence.
- If the faculty considers the request unfeasible for accommodation, he or she will communicate the inability to accommodate to the student-athlete.
- Faculty will work with the student-athlete in an effort to accommodate excused-absence requests, especially for intercollegiate athletic games, playoffs, finals, etc. Despite best efforts, some requests may not be able to be granted depending on outside clinical sites' scheduled sessions.

Communications

Faculty mailboxes and Dominican University email are used for communications. All nursing students are required to maintain an active Dominican University email address. You are required to check your Dominican University email, and course Canvas sites at least two times per week for information about registration, course requirements, meetings and items of general interest.

Cancellation of Classes

Classes may be cancelled due to faculty illness or inclement weather. If didactic class is cancelled, an official posting will be posted on the Canvas announcement. Faculty will inform you via email and/or a Canvas announcement for further instructions. 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, on campus classes and labs may be held via Zoom at instructor's discretion. Clinical will not be cancelled. If the clinical day already started when Dominican University cancels classes, you will be expected to attend clinical, complete necessary work already in progress and be dismissed from the clinical site by the clinical instructor as determined by the conditions and clinical judgement.

Dominican University Student Nurses Association

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.

- The purpose of DUSNA is to assume responsibility for contributing to nursing education to provide for the highest quality of health care.
- To provide programs representative of fundamental interests and concerns to nursing students.
- 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 Associations.

Graduation Requirements and NCLEX Eligibility

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

Upon request to sit for the NCLEX-RN exam, the Executive Director of the Elizabeth T. MacNeil School of Nursing will complete and provide the ED-NUR (Certificate of Education) form https://www.continentaltesting.net/downloads/ED_NUR.pdf (IL 486-1031) to the student. The completed ED-NUR form will be provided to the graduate student upon completion of the University and the Elizabeth T. MacNeil School of Nursing requirements and who are in good standing as the 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 repeaters must do VATI.***
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

The Illinois Department of Financial & Professional Regulation (IDFPR) requires that a student who is requesting accommodations submit the following:

1. A reasonable accommodation [*Reasonable Accommodation Request for Examinees with Disabilities*](#) form.
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 and how it was first identified, and accommodations being requested because of the disability.

Section IV:
Clinical Information

Requirements for Entry into Clinical Courses

Purpose: to outline the required elements needed for entry into clinical courses for students within the Elizabeth T. MacNeil School of Nursing.

Policy: 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 requirements are used as documentation for admittance for clinical experiences. The list of required documents is subject to change based upon the affiliated agency requirements. Students who are unable or unwilling to provide the required documentation will not be registered or permitted to continue in nursing courses.

All required documentation must be submitted to [Viewpoint Screening](#) by the stated deadline. Failure to comply within the defined deadline will result in prevention of enrollment or administrative withdrawal from clinical courses.

Health Requirements:

1. You are required to submit an up-to-date complete history and physical examination from a Primary Care Provider (PCP) annually.
2. Lab titers showing immunity for measles, mumps, rubella, varicella, and hepatitis B. If vaccination boosters are necessary, documentation must be included on the health record.
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 August 1st of each year).
6. COVID-19 vaccination

***Please note: Some clinical sites may require additional testing.**

If student's lab results indicate a "seroconversion" and documented immunity to any of the following: measles, mumps, rubella, varicella, and or Hepatitis B, the student is required to complete the healthcare immunization form. A copy will be placed in the students file.

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

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 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, vocabulary, and word usage.
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.

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 the Elizabeth T. MacNeil School of Nursing and annually while enrolled in the program. Students must follow the processes through [*Viewpoint Screening*](#).
3. A student with a positive drug screen result forfeits admission to or continued enrollment in the nursing program.
4. A clinical site and/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 for substance abuse. ****Please note: Medical and/or Recreational Marijuana is prohibited under Federal law in compliance with Federally Funded Hospitals & Health Clinics and is not allowed in nursing practice.**
5. Valid BLS/CPR Health care Provider Certification (America Heart Association).

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. Inappropriate and unacceptable behaviors may jeopardize your enrollment in the program and may adversely affect the availability of the clinical site for other students.

While at the clinical site, you are expected to:

- Follow the administrative policies, standards, and practices of the clinical site.
- Always display your Dominican University student ID (must be worn/displayed 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.
- Address clients, residents, families, and coworkers by title, “Mr.,” “Mrs.,” or “Ms.”.
- Maintain client’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/>
- Conduct patient/client reports and discussions only with other healthcare workers actually caring for the patient and only in appropriate designated areas
- Avoid the use, possession, and/or sale of alcoholic beverages; alcoholic beverages are strictly prohibited during class and clinical. A student violating this policy will be immediately dismissed from the nursing program.
- Avoid the use, possession, and/or sale of controlled substances; controlled substances are strictly prohibited during class and clinical. A student violating this policy will be immediately dismissed from the nursing program.
- Do not chew gum or smoke while on the clinical site.
- Maintain integrity in documentation; falsification of any patient or resident records is grounds for dismissal from the program.
- Remain at the clinical site as scheduled; students must not leave the clinical unit without the instructor’s approval. Leaving the unit without approval will result in dismissal from the program.
- Students are not permitted to leave the clinical campus during the breaks.
- In the clinical area, social conversations between students are to be avoided.
- Speak professionally in English at all times. Alternative languages should be avoided, except where necessary to render patient care.
- Communication with representatives of the clinical site should be professional (email or in person) at all times and with proper salutations to address the instructors and hospital personnel.

***Failure to follow these guidelines may result in immediate dismissal from the program.**

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/>

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 where they are assigned for clinical learning.

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.
- Denials, covers-up or not reporting one’s own errors in clinical practice.
- Ignoring and/or failing to report dishonest or unethical behavior in others.
- Practices invasive skills on any live subject (human or animal) in the lab setting such as blood draws, IV insertions, etc.
- 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.
- Interacts inappropriately with clinical site staff, peers, patients/clients, families,

- and/or faculty in person or via electronic communication.
- Violates principles of confidentiality (HIPAA).
 - Fails to respect client rights and dignity.
 - Misrepresents self, skills and or any documentation permitting the student to obtain access to the clinic unit such as insurance coverage, physical vaccination records, etc.
 - 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.

Clinical Orientation:

Prior to clinical practicums, an orientation is generally required onsite and/or via online to familiarize you to the clinical site and computer platforms (varies per clinical site). Attendance, or evidence of completion, is mandatory. If you miss a required clinical orientation session, or do not have proper online orientation requirements completed, you will not be allowed to attend clinical and jeopardize completing the required clinical hours and course requirements.

Clinical Injury and Insurance:

*All students are required to carry their own health insurance. A copy of the health insurance card must be submitted to the Viewpoint Screening site to be reviewed/verified prior to the first day of clinical. **Students who fail to provide necessary documentation will not be allowed to attend clinical.***

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

1. You must notify the instructor immediately of injury. If you are unable to notify faculty due to the nature of the injury, another student in the group must inform faculty.
2. The faculty member will take 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.

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 <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/illinois.aspx>

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 be available to students in the nursing office.

Health and CPR Requirements

1. Students accepted for admission must submit a complete history and physical examination from a Primary Care Provider (PCP), including an up-to-date immunization record and a current valid CPR card (required annually while enrolled in the program).
2. Health and CPR requirements are coordinated with the Clinical Placement Coordinator. All health and CPR questions should be directed to the Clinical Placement Office.
3. Students enrolled in the Elizabeth T. MacNeil School of Nursing must have certain functional abilities and be able to perform essential skills.
4. Dominican University **requires** all students to have been vaccinated with an authorized/approved CDC primary vaccine or vaccine series – Pfizer-BioNTech, Moderna, Novavax, or Johnson & Johnson’s Janssen (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#about-vaccines>). The University highly recommends a COVID-19 booster for eligible people in accordance with [CDC recommendations for COVID-19 vaccine boosters](#). *Please note that some clinical affiliates may have vaccine and booster requirements that are more than the University’s requirements and recommendations. Students are required to comply with the requirements of our clinical partners.*

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>

Clinical Dress Code

Purpose: to assist nursing students to provide a professional image and facilitate identification of the professional student nurse. Professional dress and appearance standards promote safety for the student and the patient.

Policy: nursing students are expected to present a professional image to all clients, patients, visitors, and the public community. Acceptable dress and appearance include wearing of assigned uniform or business attire (where appropriate), proper hygiene, and grooming. Students are expected to comply with dress standards, including dress requirements of individual clinical sites. Faculty will dismiss student in violation of dress code.

General Standards

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

Uniforms

1. Official Dominican University Elizabeth T. MacNeil School of Nursing Uniform is to be purchased through ETMSON approved vendor only.
2. Uniforms are to be clean, and wrinkle-free.
3. Top is a navy scrub top, and the bottoms are navy blue scrub pants.
4. Dark socks and black close-toed leather shoes.
5. Dominican University student ID and if required clinical site ID clearly visible above the waist at all times.

Required Equipment:

1. Wristwatch with a second hand
2. Stethoscope
3. Penlight

Clinical Cancellation/School Closure

In the event that Dominican University cancels classes due to inclement weather, **Clinical will not be cancelled.** If the clinical day already started when Dominican University cancels classes, students will be expected to attend clinical, complete necessary work already in progress and be dismissed from the clinical site at the discretion of the clinical instructor. Clinical instructors may cancel clinical during inclement weather due to safety concerns. Any cancelled clinical will need to be rescheduled.

Attendance Policy: Clinical and Lab

Purpose: to outline the attendance schedule for clinical & lab participation within the Elizabeth T. MacNeil School of Nursing.

Policy: students are expected to attend all scheduled clinical/lab sessions. Absence or tardy from clinical experience must be reported to the clinical instructor. All clinical/lab rotation shifts enhance the educational preparation of the Elizabeth T. MacNeil School of Nursing student by ensuring the student nurse meets program and course outcomes.

Procedure:

1. If you will be absent from a scheduled clinical experience, you must notify the clinical instructor or clinical preceptor at least 90 minutes *prior* to the scheduled shift following the instructions provided in the course syllabi and/or instructor. **Both email and telephone notification should be completed in a timely manner (email both clinical and didactic instructor; call only clinical instructor/preceptor). You should make every effort to confirm receipt of the notification of your absence to assure proper communication to your clinical instructor/preceptor.**
2. You will be required to make up missed clinical hours in full.
3. The clinical instructor will:
 - a. Initiate a *Request for Date Change for Missed Requirement* form on the first business day after the missed clinical.
 - b. The instructor will discuss options and determine the final plan for the missed requirements.
 - c. Maintain the working *Request for Date Change for Missed Requirement* until the missed requirement is satisfied and documented on the form.
 - d. Provide the original copy in the student's academic file after completion.
 - e. The student will be provided the pink copy after the requirement is satisfied and acknowledged by the course instructor.
4. Absences due to illness may require a physician's note to return.
5. 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.
6. 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 satisfactorily.

Missed Requirement:

Purpose: to 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

Policy:

1. You have the responsibility to notify your instructor or designated clinical preceptor 24 hours before a class or clinical requirement is missed. Communication of the expected deficiency should be delivered by email and with a call to the faculty member or designated clinical preceptor's office/cell phone.
2. You have 24 hours after the missed requirement to plan with the course lead and designated clinical /lab instructor to make-up the missed requirement(s).
3. The arrangement for the missed requirement will be at the discretion of the course lead or designated clinical representative.
4. Failure to properly inform the faculty or designated clinical representative will result in a "0" or "F" (fail) grade for the requirement.
5. Only students with excused absences will be allowed to plan for the missed requirement.
6. Any absences due to illness require an excuse from a medical provider.

Procedure:

1. 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.
2. If you request to miss a designated requirement, you will be required to complete a *Request for Date Change Missed Requirement* form.
3. Completion of this form should be initiated within 24 business hours if possible.
4. Examples of 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 (recommend three (3) days advance notice to program).

Clinical 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. All users of the space must act in a professional manner that does not disturb the 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

Satisfactory Academic Progression

Purpose: to outline the unsatisfactory academic conditions that may jeopardize your scholastic standing at Dominican University within the ETMSON. Unsatisfactory academic performance may result in probation or dismissal from the Elizabeth T. MacNeil School of Nursing.

Policy: 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 and Department of Nursing standards of scholarship and conduct for each semester. These 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. Available space is given priority to students who have maintained satisfactory academic progress without the need for an *Individualized Academic Remediation Plan (IARP)*.

Admission Progression Committee

The Admission Progression Committee reviews all students’ progress at the end of each term. The Admission Progression Committee will notify students who do not meet academic standards. Failure to meet academic standards may result in a student’s placement on probationary status or dismissal.

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

Purpose: to outline the summative evaluation of didactic instruction, laboratory skills, and clinical competencies.

Policy: 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. Summative grades are recorded as straightforward letter grades of A, B, C, D, F, or W. The Elizabeth T. MacNeil School of Nursing does not use (+) or (-) letter grades. The Elizabeth T. MacNeil School of Nursing grade scale is:

A	92% to 100%	4.0
B	84% to 91%	3.0
C	76% to 83%	2.0
D	69% to 75%	1.0
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 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 non-exam/test and quiz grades are applied to the final grade **after** the cumulative exam/test and quiz grade is 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. Nursing courses 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 better in order 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 less than 76% (C) is considered failure in the course

and will result in dismissal from the program in which a student may be eligible for reinstatement. 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 and advisor for guidance.
- If you are failing, you are responsible for initiating communication with your ETMSON assigned faculty advisor.

Medication Dosage and Calculation Requirement

1. Students enrolled in the Junior level courses are required to complete a Medication Dosage & Calculation proctored assessment examination.
2. This requirement must be successfully completed prior to administering medications in NURS 314 clinical.
3. Students may use calculators for the exam, provided to them by the Nursing department, however, no other resources (e.g. cell phones, textbooks, scientific calculators, etc.) may be used.
4. Passing is defined as a score of 90% or above; failure is defined as less than 90%.
5. Students that fail to achieve a passing grade (90%) on exam #1 must repeat the exam and achieve a 90%.
6. Failure to achieve a 90% on a second attempt will result in dismissal from the program.

Clinical Evaluation Grades

1. Clinical summative 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 the entire course (didactic and clinical).
4. The final clinical evaluation tools are kept in the course canvas page for 5 years after the completion of the program.

Probation/Probationary Status

A student is placed on probationary status any time a grade below a "C" is earned or when a student does not maintain satisfactory academic progress in the Elizabeth T. MacNeil School of Nursing.

If you are placed in probationary status, you will remain on probation until you retake and pass the failed course and have earned a cumulative GPA of 2.0 in undergraduate courses.

Students who are unsuccessful in a course after two attempts will be dismissed from the program. Students will also be dismissed if they are not meeting one or more satisfactory academic progression criteria after the probation period.

Reasons for Probationary status:

- Earning less than a 76% on the combination of tests and quizzes or earning a final grade below a “C” in a didactic class.
- Returning to the program after an unsuccessful attempt in a Nursing class
- Receiving an Academic Alert for test grades less than 80%

The Nursing program is a rigorous, high intensity program. The expectation for you is to have you build on information learned from your prerequisite classes while maintaining the newly acquired knowledge as the base for future nursing content.

Unsafe clinical practice, unprofessional behavior, or violation of the Student Code of Conduct and/or the ANA Code of Conduct may also 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. The student who engages in unsafe clinical practice or unprofessional behavior may also be prevented from repeating the course and/or be dismissed from the program.

Remediation Plan

Purpose: to outline the processes for remediation in cases of unsatisfactory performance (clinical, didactic, and lab), withdrawal from a course, and/or failing grades within the Elizabeth T. MacNeil School of Nursing.

Policy:

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 will need to complete a remediation plan before enrolling in the next courses to progress.

Procedure:

1. You will be informed by either your nursing advisor, a faculty member coordinating or leading the course.
2. If you withdraw or are earning a failing grade you are responsible for contacting your nursing advisor within 48 business hours of receiving an academic warning notice to arrange for an initial remediation advising meeting with the course instructor, clinical/lab instructor, and advisor.
3. At the initial remediation meeting with your instructor, you will:
 - a. Complete a self-evaluation of the reason(s) that resulted in a need for remediation.

- b. Determine a plan for success for the return to the nursing program.
 - c. Consult with the office of Student Success & Engagement (SSE) office for academic support.
 - d. Submit a written plan for remediation and success. Written success plans should be copied to the course lead, student's advisor, and the Executive Director of Nursing.
4. You will be required to complete assignments and referrals as agreed upon with the faculty, and/or Executive Director.
 5. The original plan will be maintained in your academic profile; and you will be given a copy for future reference.

Reinstatement to the Program

Purpose: to outline the processes for reinstatement to the Elizabeth T. MacNeil School of Nursing when a student withdraws from, or is dismissed from, for either academic or non-academic (conduct and/or extenuating) circumstances; to ensure that students' rights of due process and fair treatment are upheld and there has been no error of judgment as a result of arbitrary, capricious, or discriminatory conduct by university faculty or staff.

Policy: it is the policy of the Elizabeth T. MacNeil School of Nursing faculty and staff to uphold and protect 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 meet with the course lead and 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 or if you choose to withdraw from the Elizabeth T. MacNeil School of Nursing.

2. Upon receipt and review of the *Written Request for Reinstatement* the course lead will forward your *Written Request for Reinstatement* 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 and the course lead.
5. Upon reinstatement, the you are expected to maintain the academic requirements for progression to complete the program without further breaks.
6. **Students who have been dismissed from the program are ineligible to reapply for admission.**
7. 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 fail two different courses over the entirety of your admission in the nursing program.
8. Reinstatement is dependent on available space in didactic & clinical sessions for the appropriate level of return.

Note: Students who voluntarily or involuntarily withdraw from the nursing program for an academic year or greater will be required to submit to a series of competency exams prior to approval of reinstatement in the program.

Appeal of Dismissal

1. If you have been dismissed from the program, you should request a meeting with your course lead to discuss reason for dismissal.
2. If an appeal is desired, a typewritten letter of appeal is required within 14 days of written notification of dismissal from the Elizabeth T. MacNeil School of Nursing.
3. The letter of appeal should be addressed to the Course Lead, Executive Director of the Elizabeth T. MacNeil School of Nursing and the Dean of the Borra College of Health Sciences 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 course lead will submit your request and comments to the Executive Director of Nursing for review of appeal. The Executive Director will review all submissions and consider your request.

5. 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 would be finalized before the start of the next semester due to the University calendar and/or University closings.
6. If the you are granted reinstatement, you must meet with your academic advisor within 48 business hours 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.
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, 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 reinstatement 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 would 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

Dominican University Borra College of Health Sciences
Elizabeth T. MacNeil School of Nursing
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 2022-2023 *Online Undergraduate Bulletin*, which can be found at <http://bulletin.dom.edu/>.

In addition, nursing course syllabi contain 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 you 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 in 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.

My signature acknowledges, as a student in the Elizabeth T. MacNeil School of Nursing, I have received the Nursing Student Handbook and I understand that I am accountable for knowing the content and abiding by the policies and processes outlined in the handbook.

Student Name (printed)

Student Signature	Date
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ETMSON Representative Signature	Date
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Dominican University Borra College of Health Sciences
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.

I, _____ hereby authorize Dominican University College of Health Science Bachelor of Science Program to release my PHI as requested by the various clinical sites. I understand that it is my responsibility to obtain the required information at my own expense should a clinical site require any clarification of my PHI from my primary care provider (PCP). I understand that failure to comply in a timely manner may result in my dismissal from the program.

Student Name (printed)

Student Signature

Date

ETMSON Representative Signature

Date

Clinical Responsibilities Acknowledgement

Student Name (PRINT): _____

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 to 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.

I acknowledge that I have read the clinical expectations required of me during my clinical rotation. I understand the expectations and will adhere to these to the best of my abilities. I understand that failure to comply with the required expectations may result in receiving an incomplete final grade, failure of the course, or expulsion from the BSN program.

Student Name (printed)

Student Signature Date

ETMSON Representative Signature Date

Dominican University Borra College of Health Sciences
Elizabeth T. MacNeil School of Nursing
Student Code of Professional Conduct Agreement

I understand that my adherence to the Code of Professional Conduct is required and appropriate requisite for enrollment and participation in this nursing program. I accept responsibility and accountability for my professional behavior and conduct within all aspects of clinical and classroom instructional opportunities. I understand that if I witness unprofessional conduct or behavior that I am ethically and morally obligated to report this information to appropriate faculty. I understand that failure to comply with the Code of Professional Conduct as noted in the document may result in sanctions and possible expulsion from the School of Nursing.

Restitution: reimbursement for damage to or loss of property which occurred as a result of the misconduct

Suspension: exclusion from classes, enrollment, and other privileges in the EC ETMSON

Expulsion: permanent termination of admission and enrollment status in the EC ETMSON

Disciplinary action, to include expulsion and suspension, shall be included in the student's permanent academic record.

Procedure for Professional Disciplinary Action

An allegation of professional misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students. The allegation of misconduct should be submitted in written form to the faculty member in whose class or clinical setting the misconduct occurred and the ETMSON Executive Director. Information about the misconduct should include:

- Date, time, location, and description of the incident
- Names of all parties involved and witnesses
- Supporting facts and justification for the complaint
- Brief description of efforts to resolve the complaint
- Date and signature of the person(s) making the allegation of misconduct

I, _____ understand the Elizabeth T. MacNeil School of Nursing at Dominican University Code of Professional Conduct is consistent with the ethical obligations of nursing, and pledge to uphold the Code of Professional Conduct by abstaining from dishonesty, deceit, fraud, or other unprofessional behaviors as described in the Code.

Student Name (printed)

Student Signature Date

ETMSON Representative Signature Date

Dominican University Borra College of Health Sciences
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 he/she has completed the 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 for educational and instructional purposes only within the University.

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 Name (Printed)

Student Signature

Date

ETMSON BSN Program

Name of Program

Dominican University Borra College of Health Sciences
Student Verification for Audio-Visual Recordings

I, (print name) _____, 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 authorization and waiver/release with respect to every individual (student/volunteer) who appears or participates in any recording (audiovisual, audio, visual, photographs, etc.). I make for use in any Program at Dominican University College of Health Science. I understand and agree that all individuals who appear or participate in any recording must be at least 18 years old at the time of recording.

I, _____, also acknowledge my understanding that the authorization waiver/release form provided will allow the individuals appearing in my recording to choose to permit me to share those recordings with faculty, staff, and students within my Program. I acknowledge that I am solely responsible for submitting and using recordings consistent in the manner authorized by each individual appearing in my recordings in his/her 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 my Program. As such, I further agree that I will not use any of the forementioned recordings for any reason or in any manner, without limitation, other than as part of my coursework fulfillment within my program.

Student Name (Printed)

Student Signature

Date

ETMSON BSN Program

Name of Program

Welcome
to the
Elizabeth T. MacNeil School of Nursing



I attribute my success to this –

I never gave or took any excuse.

– Florence Nightingale –

