

Baccalaureate Student Handbook

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North Park University School of Nursing

2016 - 2017

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Welcome to the School of Nursing at North Park University!

We are glad you are here! The next two years will be both exciting and challenging as you begin your career in nursing. The faculty of the School of Nursing at North Park is committed to our mission of preparing professional nurses for lives of significance and service within the Christian tradition. We will seek to provide the learning environments that will allow you to grow and develop not only in your nursing career but as individuals. We look forward to walking along side of you in this educational adventure.

We do want to remind you that information within the Undergraduate Handbook will assist you in your educational time at North Park. Therefore students are responsible for knowing the contents of the Handbook. Also as students of North Park University', you are responsible for knowing the contents of the North Park University Student Handbook which is online.

Again welcome to the School of Nursing, I look forward to getting to know each one of you.

Best wishes,



Linda R. Duncan DNP, CCRN, RN

Gretchen Carlson Professor of Nursing and Dean

School of Nursing

North Park University

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Welcome to North Park University

School of Nursing

History

North Park University (NPU) was founded in 1891 and is owned and supported by the Evangelical Covenant Church of America. Formerly a junior college, North Park graduated its first baccalaureate class in 1960, and the North Central Post-Secondary Schools initially accredited the four-year program in 1961. The university is strategically located in the heart of the city of Chicago. This urban setting provides excellent educational opportunities for all university programs. Social and cultural health care resources are highly accessible for students within the city.

As a Christian liberal arts institution, North Park University plays a distinctive role in American higher education by integrating faith and learning in a spirit of inquiry. That role is to examine and relate liberal arts to the Christian faith in the conviction that human knowledge has its foundation in the triune God. The university offers baccalaureate and master's degree programs which seek to prepare students for lives of significance and service.

The nursing major was approved by the university faculty in 1965. In June 1968, the first class of nine students graduated with a nursing major. In the fall of 1979, an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began.

North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN). The nursing programs were accredited by the National League for Nursing in 1970 and have been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2015 for the master's program. The nursing programs at North Park are approved by Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

In 2014 the School of Nursing became the School of Nursing & Health Sciences, adding a division of Health Sciences. For AY 2016-2017, the division of Health Sciences includes Athletic Training, Health Sciences, Exercise Science and Physical Education.

Mission

The mission of the School of Nursing is to prepare professional nurses for lives of significance and service through baccalaureate and graduate education within the Christian tradition.

Vision

Our vision is the creation and maintenance of a culture of excellence in nursing grounded in the compassion of Christ.

Philosophy of the School of Nursing

The philosophy of the School of Nursing builds on the mission and vision statements of North Park University and the School of Nursing. Our beliefs about persons, health, environment, community and nursing are based on a Christian perspective that is rooted in a Trinitarian understanding of God.

Persons

We believe that all persons are of intrinsic worth because they are created in the image of God and valued equally by God. Their worth is confirmed in the love and redemptive work of Jesus Christ; the work of the Holy Spirit enables persons to come to the full realization of their created worth and restored humanity. Dignity is conferred on the human being by virtue of being created after the image and likeness of God and by virtue of being the only creature destined for fellowship and communion with God. We cannot add to this intrinsic dignity and value, but acts of caring can confirm that dignity and value. Acts perceived as uncaring can diminish one's self-perception of dignity and value.

We believe that each person is a unity of body-mind-soul-spirit. Each person is an individual and a relational being who achieves identity in communion and community with others. Our Christian perspective emphasizes the spirituality and uniqueness of each person.

Health

We believe that health is the lived experience of harmony among life's four basic relationships: self, community, environment and God. To be healthy is to be whole, to experience one's journey toward wholeness, and perceive oneself as whole physically, mentally, and spiritually. One may feel whole even while suffering.

Health is experienced by individuals, families, and communities. Health affects and is affected by changes in society, community, and the natural environment.

Environment

We believe that environment is multidimensional. It includes the natural environment, created by God, and humanly constructed local, national and global communities.

We believe that the natural environment is a dynamic order that God sees as good. Human beings have a responsibility to preserve and protect the natural environment to promote the health of all forms of life.

Community

We believe that persons, as relational beings, live in communion with others in the context of multiple communities. This includes faith communities, which have a unique role in promoting wholeness and health of persons, families and communities through congregational life and intentional ministries of health.

Communities provide a dynamic multidimensional context within which persons experience life and learn to understand and experience health and illness. This context provides the cultural framework and the resources with which persons: (1) develop and maintain values and belief systems, (2) mature physically, socially, emotionally and spiritually, and (3) relate to others both inside and outside their community.

Professional Nursing

We believe that professional nursing, as one of the health professions, serves a unique, specialized and essential function for society. The professional nurse participates in health promoting and health restoring activities, provides evidence-based care, and collaborates with other health professionals in evaluating nursing practice. Nursing leaders and researchers work with others for the advancement of the profession and of health care for all persons.

We believe that the essence of nursing is a caring relationship with others that requires professional competence, compassion, and a trusting relationship in which the dignity and worth of the other is confirmed. We believe the caring relationship is motivated and empowered by God's love for all persons. Its model is the love, compassion and lifework of Christ, and is a response to Christ's commandment to love one another as exemplified by the Good Samaritan. In this caring relationship the nurse is truly present with others in their experiences of health and illness, joy and suffering. This experience of caring communion leads to mutual confirmation of dignity and worth.

This philosophy serves as the foundation for nursing education at North Park University. It is operationalized in the fulfillment of the unique distinctives of the University: urban, international and Christian.

Approved 6/13/08

Baccalaureate Learning Outcomes

At the conclusion of this nursing program graduates are able to:

1. Provide professional nursing care to individuals, families and communities, based on integration of concepts, theory, and knowledge from nursing education and liberal education.
2. Demonstrate the ability to use oral, written, and information technology to guide the delivery of care.
3. Assume responsibility for lifelong learning and plan for professional career development.
4. Identify and implements safety principles and works within the interprofessional team to create safe environments.
5. Apply leadership concepts, skill and decision making in the provision of high quality nursing care, healthcare team coordination and the oversight and accountability for care delivery in a variety of settings.
6. Demonstrates understanding of how evidence is developed and utilizes the process of retrieval, appraisal, synthesis and evaluation of evidence to improve patient outcomes.
7. Demonstrate basic competence in use of information technologies and patient care technologies to deliver safe and effective care.
8. Demonstrate knowledge of healthcare policy, finance and regulatory environments, and its impact on health care delivery.
9. Participate in political and regulatory processes that shape the health care delivery system.
10. Demonstrate the ability to effectively communicate and collaborate with the patient and interprofessional team to deliver evidence-based, safe, patient-centered care to individual, families and communities.
11. Collaborates with other health care professionals to assess and promote conditions and healthy behaviors that improve population health.
12. Use knowledge of the Christian principles of the philosophy of the School of Nursing to develop caring relationships with patients that confirm their intrinsic worth, dignity and wholeness.
13. Integrate professional values, ethics and legal knowledge of the profession into nursing practice.
14. Conduct comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic, cultural, genetic and environmental assessment of health and illness across the lifespan among international populations in primarily urban settings.
15. Collaborate with other health care professionals and patients to provide spiritually and culturally appropriate healthcare to individuals, families, groups and communities among international populations in primarily urban settings.
16. Provide or manage and coordinate nursing care, including development of communication and psychomotor skills, allocation and management of physical, fiscal and human resources and delegation of patient care.

Approved Fall.2008

Admission Requirements – Prelicensure Program

Admission to the School of Nursing:

The procedure for admission to the University is described in the North Park University Catalog. The School of Nursing reviews and admits only those students who have been admitted by the University. In addition to meeting all University requirements, students applying to the School of Nursing must meet the following additional requirements:

1. Completion of all prerequisite courses for the nursing major with a grade of C or better; a grade of C- is not acceptable.
2. A cumulative GPA of 2.75/4 or higher, on a 4 point scale.
3. Passage of the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) with an academic preparedness level of Proficient.
4. A student may repeat a total of two prerequisites courses, only one of which may be a science course.
5. Letter of Recommendation which directly speaks to the student's suitability to the profession.
6. Completes the formal application to the major.

Application decisions are made the semester prior to the student's intended start date of the program. Applicants are evaluated on the above criteria and selected for admission by the Selection and Progression Committee of the School of Nursing for potential to successfully complete learning outcomes. *All acceptances are considered pending while students complete any remaining prerequisite courses or any other requirements of the School of Nursing, such as the background check and drug test.*

Prerequisite Courses:

The following courses or their equivalents must be successfully completed with a grade of C or better prior to admission into the nursing major:

NPS 1000 Cornerstone Seminar
OR English Composition

BIOL 1250 Intro to Human Anatomy
BIOL 2930 Advanced Human Physiology

BIOL 1260 Introduction to Cell Biology
BIOL 2910 Microbiology

NURS 2100 Survey of Nursing
NURS 2540 Nutrition

PSYC 1000 Introduction to Psychology
PSYC 2700 Human Lifespan Development

CHEM 1021 Survey of Organic Chemistry
CHEM 1031 Survey of Biochemistry

SOC 1910 Introduction to Sociology
STAT 1490 Statistics in Practice

NURS 3240 Pathophysiology**
*(Starting Fall 2017 all students will complete
NURS 3240 prior to starting to the program)*

In addition, to graduate the student must fulfill the University Core Curriculum requirements of as specified in the NPU Catalog found online. Students who started at NPU before the 2013-2014 academic year must fulfill the General Education requirements as specified in the University Catalog from the year they were admitted to the University.

Typical 4 Year Schedule

The number to the right of each course name below is the number of semester hours earned through successful completion. This academic planning schedule is designed as a guide for students. Course selections should be made with the advice and consent of your School of Nursing academic advisor.

YEAR	FALL	SPRING	SUMMER
20____ First Year 32 SH	BIOL 1250 Intro Human Anatomy 4*+ CORE 1000 First Year Seminar 4*+ PSYC 1000 Intro to Psychology 4*+ Language 1010 4+ 16 credits	BIOL 1260 Intro to Cell Biology 4*+ CHEM 1021 Survey Organic Chem 2*+ CHEM 1031 Survey Biochemistry 2* Language 1020 4+ Art and Aesthetics 2+ Health & Well Being 2+ 16 credits	Summer may be used to take courses to make up credits or to lighten load during the regular school year.
20____ Second Year 32 SH	BIOL 2910 Microbiology 4* STAT 1490 Introductory Statistics 4*+ BTS 1850 Intro to the Bible 4+ SOC 1910 Intro to Soc 4*+ 16 credits	BIOL 2930 Adv Hum Physiology 4* Global Histories 4+ PSYC 2700 Human Life Span Dev 4* NURS 2540 Applied Nutrition 2* NURS 2100 Survey of Professional Nursing & Health Care* 2 16 credits	Could take any remaining Core Curriculum Courses.
20____ Third Year, First Year of Nursing Program 31 SH	NURS 3020 Intro Prof Nurs Practice 4 NURS 3030 Health Assessment 2 NURS 3201 Nursing of Adults I 4 NURS 3220 Pharmacology 2 NURS 3240 Pathophysiology 2** NURS 2150 Math for the Generalist Nurse 1 15 credits	NURS 3500 Nurs/Childbearing Family 4 NURS 3520 Nursing of Children 4 NURS 3540 Ethics in Health Care 2 NURS 4240 Research in Prof Nurs 2 Christian Life & Thought 4+ 16 credits	Could take any remaining Core Curriculum Courses.
20____ Fourth Year, Second Year of Nursing Program 25-27 SH	NURS 4201 Adult Health II 4 NURS 4202 Gerontological Concepts 2 NURS 4203 Internship in Gero Concepts 1 NURS 4200 Psych/Mental Hlth Nurs 4 NURS 4540 Health Policy and Politics. Nurs 2 Optional– NURS 4920 Cardiac Dys. 2 13 required credits	NURS 4500 Community Health Nurs 5 NURS 4520 Management/Synthesis 5 NURS 4550 Leadership & Mgmt 2 NURS 4901 Nursing Comprehensive Exam 0, P/F 12 credits	NOTE: Students must have 120 semester hours in order to graduate. Last 30 hours must be taken at NPU. Credit cannot be transferred after completion of 90 credits

+ Core Curriculum Requirement * Prerequisite

**Starting Fall 2017, all prenursing students will take Pathophysiology prior to starting the major.

The Core Curriculum requirements above do not apply to students who started at the University prior to the 2013-14 academic year. Students should refer to the University Catalog from the year they started to review general education requirements.

Health Screening Requirements

All undergraduate nursing students must fill out and turn in prior to orientation the health forms and immunization record to the School of Nursing office. These are to be submitted to the student's secure CastleBranch.com profile. In order to participate in Clinicals, students must have complete records on file; failure to follow requirements will make students ineligible for Clinicals.

The immunization record must include:

1. A negative PPD Tuberculin Skin Test, (TST), or Quantiferon Gold TB test, or Tspot blood test within the last year. If positive, student should follow up with their primary health care provider for appropriate treatment and submit a radiological report of a chest x-ray. The student must have a two-step TB test or documentation of two years of a negative PPD at the start of the program. **Once the student has started the program they are responsible for having a current Test (within the last year) on file in the nursing office throughout the student's duration in the nursing program.**
2. Immunity to Measles, Rubella and Mumps as evidenced by 2 MMR vaccines or immunity titers.
3. Varicella vaccine or a varicella titer
4. Hepatitis B vaccination or waiver
5. Influenza (flu) Vaccination – All students in the program must submit documentation of a flu vaccination each flu season. Flu vaccination documentation must include the lot number of the shot.

Background Checks

All students will complete a background check through CastleBranch.com prior to beginning the nursing major. Students will individually go to the company web site and purchase their own background check. The school package code is "ok09". The results will be posted to a secure, confidential web site that will be monitored by the Program Coordinator.

Drug Screening

All students are required to complete a Drug Screening test in addition to the certified background check prior to beginning the nursing major. Students will individually go to one of the CastleBranch.com designated sites to have their drug test, which is included in the cost of the background check. After creating their online account students will receive their drug test chain of custody form via email. The student will take this form to the drug testing site to give their sample. The results will be posted to a secure confidential web site that will be monitored by the Program Coordinator. Seniors going to specific clinical sites may be required to complete an additional drug test during their second year of the program.

CPR Certification

All undergraduate nursing students must have current **American Heart Association** CPR certification "for the professional rescuer" and are responsible for providing documentation to the School of Nursing. This must be valid from the first through the last day of the academic semester when the student is

enrolled. If CPR certification is scheduled to expire during the student's time in the nursing program, it is the student's responsibility to renew their certification before the date of expiration, and make sure a non-expired copy is on file with the School of Nursing.

Liability Insurance

Undergraduate students in the basic nursing program are covered by liability insurance provided by the University and the School of Nursing.

Degree Requirements

Core Curriculum Courses

In addition to the nursing courses, students are required to complete the University's Core Curriculum requirements for graduation as listed in the University Catalog. Many nursing prerequisite courses also meet Core Curriculum requirements. The Core Curriculum is defined in 4 parts, Foundations Courses(26SH), Explorations Courses(16SH), Writing Curriculum Requirements(4SH) & Keystone Courses(4SH).

Foundations Courses: Cornerstone Seminar: A Life of Significance (4SH), Biblical Studies (4SH), Health and Well-Being (2SH) Analytical and Quantitative Reasoning (4SH), Global Histories (4SH) and Modern Languages (8SH) *2 courses in the same language to meet proficiency requirement.*

Explorations Courses: Art and Aesthetic Interpretation (2SH), Christian Life and Thought (4SH), Life Science (2SH), Physical Science (2SH), Culture and Society (4SH) Ethical Reasoning (may be a major-specific course) (2SH)

Writing Curriculum Requirements (8SH) & Keystone Courses (4SH) are fulfilled by courses within the Nursing Major.

Full program details can be found in the University Catalog. (www.northpark.edu/catalog)

Semester Hours Needed

A total of 120 semester hours are needed to graduate with a Bachelor of Science degree with a major in Nursing from North Park University. Of this total, the core nursing courses comprise 53 semester hours (55 with recommended nursing electives), the prerequisite courses comprise 43 semester hours, and the additional general education courses not covered by the prerequisite courses comprise 24 semester hours. Elective courses may be needed to complete the 120 semester hours. See the North Park University Student Catalog for further clarification. www.northpark.edu/catalog.

Grade Point Average

As stated in the [admissions requirements](#), a grade point average of 2.75 on a 4 point scale is needed for admission into the nursing major. The student must maintain a GPA of 2.0 in nursing courses and an overall 2.0 to progress through the program and to graduate. See section on [progression and retention](#) for further progression questions.

Eligibility for Licensure as a Registered Nurse

At completion of the baccalaureate program in nursing the student will be eligible for licensure as a registered nurse. To achieve licensure, the student will need to submit an application to the board of nursing of the state where the student wishes to be licensed and take a national exam called the NCLEX-RN. The NCLEX-RN exam measures the competencies needed to perform safely and effectively as a newly licensed, entry-level registered nurse. NCLEX-RN examination results are an important component used by the boards of nursing to make decision about licensure.

Registration Process Overview:

1. Submit an application for licensure to the board of nursing where you wish to be licensed.
2. Meet all the board of nursing's eligibility requirements to take the NCLEX-RN examination. Specific requirements for the states vary.
 - a. For example:
 - i. In Illinois all individuals applying for initial licensure as a registered nurse must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police or its designated agent.
 - ii. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5) the department shall deny applications for renewal or a new license to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission.
3. Register for the NCLEX-RN Examination with Pearson Vue.
4. Receive confirmation of registration from Pearson Vue.
5. The board of nursing makes the candidate eligible to take the NCLEX-RN.
6. Receive Authorization to Test (ATT) from Pearson Vue.

During your final semester your class will be directed and guided through the steps of this process. Student seeking licensure in Illinois will complete the ED NUR form required by the state and submit it to the School of Nursing office. The EDNUR form will be processed by the registrar's office and will be available for pickup from student services after their degree has been certified. Students seeking licensure in other states will need to bring in the specific documents they will need processed.

Assessment Technologies Institute Testing Program (ATI)

All students in the School of Nursing will participate in the ATI Testing Program.

The ATI testing program offers standardized computer testing at the end of each major clinical area of study. These **Content Mastery Exams** offered through ATI are standardized tests that assess a student's understanding of the material via NCLEX-RN style questions.

This provides feedback to students as they progress through the nursing program, assessing students' areas of strengths and areas needing more focused study. The ATI program helps prepare students for passing the NCLEX-RN exam upon graduation.

Fees:

At the start of the program, each student will be charged a skills module fee of \$105. This is a one-time fee. Each clinical course (once per quad) students will also be assessed a \$70 testing fee. This fee will cover the costs of the computer tests, the scoring, the study modules and analysis of the data. Students will receive an ATI testing book that corresponds to each major content area.

Content Mastery Proctored and Practice Assessments

The Baccalaureate Academic Program Committee (BAPC) approved the updated policy regarding the ATI Content Mastery Proctored & Practice Assessments motion on May 18th, 2016. The ATI policy, effective for the 2016-2017 academic year, requires each student to complete a focused review of their proctored exam if they fail to achieve a level 3 or level 2. Students will still be required to take a practice test and complete the focused review prior to taking the proctored exam for each course

Practice Assessments:

For each ATI course, students are required to take the ATI practice exam and complete a review of their results prior to taking the in class proctored exam. The practice exam should be taken during week 5.

For each section in the practice exam results, the student will **HANDWRITE THREE** bulleted points of the important information from that section. Students must turn in their notes and the printout of their practice exam results to their course coordinator at the designated time in order to take the proctored ATI exam for that course. **Students will not be able to take the ATI and receive a 0 on the ATI if they do not turn in the focused review of the practice test.**

ATI Proctored Assessments:

The ATI Proctored assessments will be scored as follows:

Proficiency Level	Points / Percentage	Remediation
3	50 or 5% (+1% extra credit)	
2	50 or 5%	
1	10 or 1%	+10 or 1% with remediation
Below 1	0 or 0%	+10 or 1% with remediation

Students achieving a proficiency level 3 on their exam will be awarded 5% and 1% extra credit.

Students achieving a proficiency level 2 on their exam will be awarded 5%.

Students achieving a proficiency level 1 on their exam will be awarded 1%.

Students who achieve a proficiency level below 1 will receive no points.

Students who achieve a proficiency level of 1 or below may earn 1% (1 or 10 points) by following the remediation policy.

Remediation & Focused Review: If a student achieves a proficiency level of “1” or “Below level 1” they will remediate the final proctored exam much in the same way that they completed the review of the practice exam. For each question/section missed, the student will **HANDWRITE THREE** bulleted points of the important information in that section and submit their notes and results print out to their course coordinator within 48 hours of taking the proctored ATI.

Comprehensive Exam

Before completion of the Nursing Program, students are required to pass the ATI Comprehensive Exam, offered during their last semester of the Nursing Program.

The ATI Comprehensive Predictor 2016 will serve as the comprehensive exam for the School of Nursing. To pass the exam the student must achieve a 94% -95% predicted probability of passing the NCLEX-RN, based on the RN Comprehensive Predictor 2016 Expectancy Table.

Students will be given two opportunities to take the comprehensive exam during their final semester of the program. A different form of the ATI Comprehensive Predictor 2016 will serve as the repeat exam for students not successfully meeting the 94%-95% predictability on the first opportunity.

Students unable to pass the second exam will be required to complete and document participating in an external review course. The student will be retested for a 3rd time or until the student achieves the 94-95% predictability. For each repeat test starting with test three, **the student will pay for the cost of the exam directly to ATI. For Academic Year 2016-2017, the comprehensive predictor exam fee from ATI is \$52.00.**

In compliance with the North Park Catalog Degree Posting Date Policy the following time schedule for completing the comprehensive requirement will be followed:

Graduation Date	Completion of comprehensive requirement
May Graduation	Before June 1 st
August Graduation	Before August 1 st
December Graduation	Before March 1 st

If a student is not able to meet these timelines, his/her graduation date will default to the next listed graduation. (Example: December graduation will change on the transcript to May graduation).

The time schedule for completion reflects consultation with the registrar's office and is consistent with University policy concerning graduation posting.

Baccalaureate Program Policies & Information

Progression and Retention

1. All undergraduate students entering the major must have a complete physical examination, current immunizations, and CPR (for health care professionals) certification on file prior to beginning NURS 3020. Following initial entrance into the nursing major, **TST, immunizations and CPR certification must be kept current or the student will not be allowed to attend clinical experiences**
2. A cumulative grade point average of at least 2.0 must be maintained
3. Continuation in the major requires a minimum grade of “C” (76%) in each nursing course and a PASS in clinical for courses having a clinical component. Students must obtain a total grade of 76% or better on exams and quizzes. Additional assignments will not be computed in the grade if 76% or better has not been obtained.
4. If a grade below 76% is achieved in the theory portion of a course, both theory and clinical must be repeated. If a student does not pass the clinical portion of a course both theory and clinical must be repeated. A grade of F will be given in a course in which a student fails clinical.
5. A student may repeat only one nursing course one time throughout the major. Dropping a course in which the student was not achieving a passing average shall be considered a “repeat”. This decision may be appealed to the undergraduate Selection and Progression Committee of the School of Nursing.
6. **Class attendance and punctuality is required in all nursing courses.** Absences are serious in that they may jeopardize one’s opportunities to participate in learning experiences and demonstrate required nursing competencies. Therefore, **absences and tardiness will impact grade as specified in each course syllabus.**
7. Attendance at all clinical/laboratory learning experiences is required. Students are required to notify the clinical faculty and/or the clinical agency if tardiness or absence must occur. Absences and tardiness will be addressed with the student on an individual basis, and with the course faculty and the Baccalaureate Program Director. Make-up time designated by the faculty will be the financial responsibility of the student.
8. Each student must be academically prepared for clinical practice. Clinical practice preparation is specifically determined by each clinical course.

9. Students who are out of the nursing program or interrupt the clinical sequence of courses for one quad or more will need to see the Baccalaureate Program Director and their advisor prior to resuming the nursing course sequence. Individual assessment of current knowledge and clinical skills will be made prior to placement of the student in the appropriate level with the nursing program.

10. Students who drop or withdraw from a nursing course are required to see the Baccalaureate Program Director the semester prior to repeating the course so that placement can be planned. Immediate placement in a specific clinical class is not guaranteed.

11. All graduating students take a standardized comprehensive exam in their final semester.

Successful passage of this exam is defined as achieving a predicted probability of passing the NCLEX-RN of 94-95%, as outlined in the [ATI testing policy](#). Successful completion of exam is required for graduation. The comprehensive exam results will be posted on the student transcript as a pass/fail under the course number NURS 4901.

12. In accordance with the nursing licensing regulations students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Selection and Progression Committee of the School of Nursing and may be suspended from the nursing program.

13. The grading scale employed in the School of Nursing is as follows:

All numbers shown are percents:

100-94	a	
93-91	a -	
90-88	b+	
87-84	b	
83-81	b -	
80-78	c+	
77-76	C	(Passing)
75-71	c -	
70-68	d+	
67-64	d	
63-61%	d -	
<61%	f	

Performance Improvement Plan (PIP) Policy

PURPOSE:

The purpose of this plan is to identify students with AT RISK behaviors who are in danger of failing a nursing course due to academic, clinical, or professional issues. The Performance Improvement Plan (PIP) will outline behaviors that the student must improve upon in the nursing program, clinical area, or in the classroom.

POLICY:

When a student is NOT meeting expectations, they are considered AT RISK, and a PIP may be initiated by any instructor within the School of Nursing. A PIP should clearly identify the problem area(s) and outline a remedial plan of action for the student to follow. Clinical instructors should collaborate with the course coordinator before initiating a PIP with a student.

PROCEDURE:

The instructor should complete the PIP form and should include the following:

- Objective(s) that have not been met.
- The circumstances and unsatisfactory behavior(s) that led to the PIP.
- Goals and/or expected outcomes of the PIP along with the due date.
- Strategies and/or interventions to achieve the goals.
- The consequences of meeting or not meeting the goals.
- The date that the student and faculty will meet to evaluate the effectiveness of the PIP.
- The date and signatures of the student and initiating faculty upon meeting.

The instructor initiating the PIP should meet with the student in person to initiate the PIP and on the evaluation date to determine the effectiveness of the PIP. A copy of the initial completed PIP form (and any additions to it) should be retained by the initiating faculty, and copies should be provided to:

- the student
- the student's file
- the course coordinator
- the student's advisor
- the Selection and Progression Committee Chairman.

If the PIP remains in effect for more than one week, the instructor should meet with the AT RISK student regularly for re-evaluation. Failure of the student to keep the evaluation appointment should be documented. Each meeting should be recorded on the PIP form to document whether goals have been met/not met, if the PIP will be continued as is, if there are any changes to the plan, or if the plan has been completed. These notes should be signed and dated by both the student and the instructor, and a copy provided to the student, course coordinator, student advisor, and Selection and Progression Committee Chairman.

The Selection and Progression Committee is responsible for tracking the student's PIP progress and notifying any of the student's other instructors of the PIP progress as necessary to provide a consistent approach in all courses. If the student remedies the unsatisfactory behavior and meets course objectives by the end of the course, the PIP may be removed from the student's file upon the student's graduation unless the Dean of the School of Nursing requires that the form be retained for other purposes related to student performance over the course of study in the School. Failure to meet course or SoN objectives or resolve unsatisfactory behavior(s) before the end of the course may mean failure of the course.

PERFORMANCE IMPROVEMENT PLAN (PIP) - Page 1

The purpose of this plan is to identify students with AT RISK behaviors who are in danger of failing. This PIP will outline behaviors to improve in a course or in the nursing program, whether in the clinical area or in the classroom. Clinical instructors should collaborate with the course coordinator before initiating a PIP with an AT RISK student.

Student Name: _____ Course: _____

Instructor Initiating PIP: _____ Date: _____

Initiation: Complete the following section upon initiation of the PIP.

Date of Initiation:	
Identify objectives not being met:	
Describe the unsatisfactory behavior and/or circumstances, and the date(s) of observance:	
Expected Outcome/ Goals (include due date):	
The plan: strategies/ interventions to meet the objectives (be specific): Note: Failure to meet the expected outcomes/goals may mean failure of the course.	
Date/time that student and instructor will meet next to evaluate improvement (evaluation to be documented on eval tool and attached to this form):	

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Course Coordinator Signature _____ Date _____

Copy sent to the student's Advisor on (Date) _____

Copy sent to Chairman of Selection and Progression Committee on (Date) _____

PERFORMANCE IMPROVEMENT PLAN (PIP) –Page 2

PIP Evaluation: Complete the following section at each meeting with the student. Attach to Page 1 of the PIP.

Student Name: _____ Course: _____

Instructor: _____ Date: _____

Evaluation – Not met and plan continues (explain):		
Evaluation – Continue with plan to demonstrate consistency (explain):		
Evaluation – Objective met (explain):		
Date / Time for next review:		
Instructor Signature:		Date:
Student Response and Signature:		Date:

PIP Resolved (Send copy to Chairman of Selection & Progression Committee):

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Regarding Students with Disabilities

With respect to students with disabilities, the Center for Student Engagement at North Park University holds the following mission: “to provide and coordinate support services and reasonable accommodations to aid students with disabilities in the transition to post-secondary education and the independent use of existing resources.” The ADA considers three categories of people with disabilities:

1. A person who has a physical or mental impairment that substantially limits one or more of the major life activities of that person;
2. A person who has a record of such an impairment; and
3. A person who, while not actually disabled, is regarded as having such an impairment.

Major life activities may include: walking, speaking, seeing, hearing and working. Disabilities covered by legislation include, but are not limited to cancer, cerebral palsy, head injuries, hearing impairment, learning disabilities, psychiatric disorders, speech impairments and visual impairments. If you have questions about accommodations or accessibility to programs, services or activities offered on campus please contact the Center for Student Engagement at (773) 244-5737.

North Park University and the School of Nursing seek to provide an environment and community where each person may develop academically, socially and spiritually. North Park University is committed to full inclusion and participation of people with disabilities in all aspects of university life. As a result, the University is willing to relocate programs, services or activities to make the event accessible. Please allow at least 4 business days for accommodations. Depending on the nature of the program, service or activity, accommodations may take longer or be able to be coordinated in less time.

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Student Support Specialist by email stessler@northpark.edu, by phone at (773) 244-5737, or stop by the office located on the first floor of the Johnson Center in the Center for Student Engagement. Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. If needed, appointments can be relocated.

Additional information may be found at

<http://www.northpark.edu/Admissions/Undergraduate-Admissions/Admitted-Students/Disability-Services>

Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation

North Park's Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy applies equally to every member of the North Park community. A copy of the Policy can be found at <http://www.northpark.edu/About/Title-IX>.

North Park is committed to providing a safe community for students, faculty, and staff, and does not tolerate harassment, discrimination, sexual misconduct, relationship violence, or retaliation. Learn more about the resources on our campus to prevent and respond to situations that create an unsafe environment: <http://www.northpark.edu/Campus-Life-and-Services/Safe-Community>

FERPA/Directory

Annually, North Park University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Details to these rights can be found on the [FERPA](#) webpage. This policy applies to students only.

Social Media Policy

North Park University recognizes that social media is a relevant means of communication for students, faculty, staff, alumni and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development. While North Park encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional and individual reputations. For these reasons North Park has established a [Social Media Policy](#) for all members of the community

Photography Policy

North Park reserves the right to use photograph(s), videotape(s), and audio recording(s) taken of or obtained from people/students on campus and/or at University-sponsored events for the purpose of promoting, publicizing, recruiting, or public relations involving the University. A detailed description of the [Photography Policy](#) can be found online.

Grievance Procedure:

In the event of a disagreement between student and faculty or other University employee over an issue of accommodations, the student should first meet with the faculty member or other University employee to seek resolution. If unsuccessful, the student will make an appeal to the program director. If necessary, the appeal will be forwarded to the dean, who is the final arbiter of the grievance. In cases of appeal, the faculty member's divisional peers may be asked by the dean to decide as to the merit of the appeal. The student has the right to be represented by counsel. Additional information can be found in the student handbook (www.northpark.edu/studenthandbook)

Academic Integrity

Code of Conduct

Faculty work to create an atmosphere of value-based education. All students who enroll in these programs are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning environment. These expectations include, but are not limited to:

- Giving appropriate attention to college level work
- Employing civility in academic activities
- Exhibiting academic humility and receptivity to learning
- Attending classes, arriving on time and participating as a fully engaged member of the class
- Accepting personal responsibility and accountability for own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a North Park student

Academic Integrity

All students and faculty are expected to possess a high standard of conduct and personal integrity in academic work. Academic dishonesty is defined as any act of deception in an academic setting. Deception may take many forms including, but not limited to cheating, unauthorized use of any resources or materials in an academic exercise, inventing information, plagiarizing the work of another and representing them as one's own, and others (see the North Park University Student Handbook for the University policy regarding academic integrity). All work done for a course must be original for that course unless student has received prior permission from the instructor. Anytime a student uses work from a previous paper or

assignment, appropriate citation must be provided as for any outside source. Falsifying practicum hours is considered academic dishonesty and is subject to failure of the course and dismissal from the program. University policies related to academic dishonesty can be found in the NPU Student Handbook. www.northpark.edu/studenthandbook

Statement Concerning Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park University, and may result in dismissal from the University. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the Student and Faculty Handbooks

Categories and Definitions of Academic Dishonesty

Cheating on Quizzes, Tests, and Examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following:

- Looking at an examination paper or answer sheet of another student.
- Obtaining, prior to the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test prior to its administration, without the express permission of the instructor.
- Using any unauthorized materials or equipment during an examination.
- Cooperating or aiding in any of the above.

Plagiarism

Any attempt to represent the words or ideas of another (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to the following:

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Multiple submissions of one's own original work (self-plagiarism).

Alteration of Academic Records

Examples include, but are not limited to, the following:

- Changing documentation in the center for records and registration (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

Sabotage

Examples include, but are not limited to, the following:

- Stealing, destroying or altering another's academic work (such as an artwork, a computer program, a lab experiment or report, a paper).
- Hiding, miss-shelving, mutilating, or otherwise abusing library materials to keep others from using them.

Substitution

Using a proxy, or acting as a proxy in an academic exercise. Examples of substitution include, but are not limited to, the following:

- Taking an examination for another student.
- Doing homework assignments for another student.

Judicial Procedures for Cases of Academic Dishonesty in the School of Nursing

The instructor, on becoming aware of a possible instance of academic dishonesty, shall:

1. Notify the student of the charge against him or her.
2. Determine whether the student is guilty of the infraction; if so, report the findings and a proposed penalty to the Undergraduate Selection and Progression Committee or the Graduate Selection and Progression Committee chair.

A student who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate committee chair.

The committee chair will convene a meeting of the appropriate committee on receipt of the instructor's report.

The committee will:

1. Evaluate the instructor's report; upon finding concurrence, determine the appropriate penalty taking into considerations the instructor's recommendations.
2. Convene a meeting with the instructor, student, and program director at which time the student will be informed of the committee's decision and his or her right to appeal.
3. Inform in writing the Office of the Provost.
4. Keep appropriate records of each case to completion.

The student may:

1. Accept the decision and the penalty
2. Appeal the decision in writing to the Undergraduate Selection and Progression Committee or the Graduate Selection and Progression Committee (the appeal must come within two weeks of the decision.)

Following the second decision of the Selection and Progression Committee or the Graduate Committee, the student may:

1. Accept the decision and the penalty.
2. Appeal the decision in writing to the Office of the Dean of the School of Nursing. The appeal must come within two weeks of notice of the decision.

The Dean of the School of Nursing may:

- Reverse the decision and dismiss the case.

- Confirm the decision and the penalty imposed.
- Confirm the decision and alter the penalty.

The student may:

- Accept the decision of the Dean of the School of Nursing.
- Appeal to the Provost of the University in writing.

The decision of the Provost shall be final.

Repercussions

One or more of the following penalties may be imposed once academic dishonesty has been confirmed (previous infractions will be considered in the imposition of such penalties):

- A record of the infraction placed in the student's permanent record file.
- A failing grade on the examination, paper or project.
- A failing grade in the course.
- Suspension from the University for an appropriate period.
- Dismissal from the School of Nursing.
- Dismissal from the University.
- Exclusion from participation in the athletic, musical, and other extra-curricular programs of the University.

Full Policy can be found in the North Park Student Handbook (www.northpark.edu/studenthandbook)

Student Concerns & Appeals Process

The following are guidelines for addressing student concerns and/or appeals within the School of Nursing:

AREA OF CONCERN	PROCEDURE
<p>1. Concerns in a specific course, which may include the following:</p> <ul style="list-style-type: none"> A. Course expectations, requirements, content B. Teacher performance C. Student performance 	<p>The student may present an appeal/issue, in writing, in the following order:</p> <ul style="list-style-type: none"> A. Individual course instructor B. Course coordinator C. Director of Undergraduate Programs, School of Nursing D. Dean of the School of Nursing
<p>2. Grade appeal</p>	<p>The student may appeal a grade, in writing, in the following order:</p> <ul style="list-style-type: none"> A. Individual course instructor B. Course coordinator C. Director of Undergraduate Programs, School of Nursing D. Selection and Progression Committee for Undergraduate Programs E. Dean of the School of Nursing <p>If the student wishes to pursue the appeal further, the student may follow the University guidelines, (i.e., beginning with the Student Academic Standing Committee, then the Academic Dean.</p>
<p>3. Selection and progression issues/concerns</p>	<p>If a student does not meet all requirements for admission and progression within the nursing major, appeals may be made in writing to the Selection and Progression Committee for Undergraduate Programs.</p>
<p>4. General curricular concerns</p>	<p>Contact the appropriate student representative to the Baccalaureate Academic Programs Committee of the School of Nursing. Your representative will submit agenda items to the Chairperson of the committee.</p>
<p>5. <u>Non</u>-curricular concerns related to the nursing major</p>	<p>See your advisor.</p>
<p>6. General concerns about campus life</p>	<p>Contact the Dean of Students of North Park University.</p>

North Park University - Baccalaureate Nursing Program

Professional and Technical Standards

The School of Nursing at North Park University offers an academically rigorous bachelors of science degree in nursing. The purpose of the program is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (2009). Inherent in the standards and the professional and technical standards of the School of Nursing, is that students be held to high standards of competency in order to perform responsible, safe care. This requirement is clearly described in all course syllabi and clinical evaluation tools.

Nursing is a practice discipline and successful completion of the nursing program requires that students be able to demonstrate the ability to perform numerous essential skills. These skills require dexterity in a number of intellectual and functional domains. All students are assessed in practice lab and clinical practicums throughout the program to confirm adherence to the technical standards with or without accommodation.

Intellectual Requirements:

Critical thinking is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information. Students must demonstrate an ability to apply gathered information, their reasoning and analysis to find solutions to complex problems and situations in the classroom and clinical setting.

Gross and Fine Motor Requirements:

Nursing students must be able to provide general nursing care (including completing patient assessments, preparing medication and administering treatments). Students must be able to function in an emergency situation, e.g., by providing CPR, and have the ability within reasonable limits to assist a patient in moving, such as from a chair to the bed.

Observational Skills:

Nursing students must be able to observe patients accurately to assess their condition and perceive signs of disease and responses to treatments through physical examination, visual images, auditory information (patient voice, heart tones, bowel and lung sounds) and palpable changes in certain organs and tissues.

Communication Requirements:

Nursing students must be able to communicate effectively with patients, staff, physicians, and family members, orally and in writing. Students must be able to process and accurately convey information about patient status to faculty, staff, and other health care providers in a timely manner.

Social and Behavioral Requirements:

Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining a mature, sensitive and effective relationship with patients, family, and other professionals.

Professional Integrity and Ethical Standards:

The School of Nursing recognizes the link between honesty in the academic area and professional integrity. The student is referred to the student nurse handbook and the policy for Ethical and Safe Nursing Practice.

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies while providing nursing care as a student. Students must agree to maintain the highest standards of professional integrity with regard to this information and comply with all requirements regarding the privacy of patient records. This includes but is not limited to written, oral and electronic social-networking transmission of information. For more information students are referred to <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

After being admitted to the nursing major, the student is responsible for notifying his/her nursing instructor of conditions that impact the student's ability to meet the School of Nursing's Technical Standards. Any change which adversely affects the student would require the student to provide appropriate documentation (as determined by the School of Nursing) reflecting the student's continued ability to meet the Technical Standards.

If accommodation is necessary to participate in the nursing curriculum, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Office of Student Enrichment and Support Services and the School of Nursing on an individual basis using the above Technical Standards. The accommodation needs to be in place prior to the start of the program or may result in a delay in starting. North Park University provides reasonable accommodations to those students who qualify under the Americans with Disabilities Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's responsibility to contact the Office of Student Enrichment and Support Services and request accommodation in a timely manner.

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Ethical and Safe Nursing Practice

Quality nursing practice is essential for ethical and safe patient care. Violation of such practice is defined below, so that nursing students may be aware of the seriousness of his/her actions. Unethical and/or unsafe practice may result in a clinical failure and/or expulsion from the nursing program.

The following are examples of unethical and unsafe nursing practice. The list is not exhaustive;

1. Performing activities for which the student is not prepared or which are beyond the abilities of the student.
2. Performing activities that fall outside the legal realm of professional nursing practice.
3. Recording or reporting inaccurate patient data.
4. Failing to recognize and/or report and record own errors.
5. Having mental, physical or cognitive limitations which endanger the safety of a patient.
6. Violating HIPPA regulations.
7. Behaving in a disrespectful manner towards patients, families, faculty or other members of the health care team.
8. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medication which may impair performance. The clinical faculty member must be notified immediately of any prescriptions which may impair performance taken before or during clinical.

The following actions may be taken by the clinical faculty if a student demonstrates unsafe or unethical behavior:

1. Immediate dismissal from the clinical area.
2. Assignment of additional learning activities to assist the student to meet the clinical objectives.
3. Written contract with a student which specifies the criteria and/ or the activities the student must complete in order to change the unsafe behavior.
4. Suspension from the clinical area if the student repeats the unsafe or unethical nursing behavior. This will result in failure of the course.

All clinical suspensions will be reviewed by the appropriate Selection and Progression Committee in the School of Nursing.

Clinical Education

Nursing is a practice discipline; therefore the education of professional nurses is a combination of classroom experience and experiential opportunities. These experiential opportunities will include work in the nursing learning resource center (NLRC), the simulation center, and in health care agencies in the greater Chicago area. The credit for these laboratory experiences is 1:3, meaning for each semester of course credit the student will spend 3 hours in the clinical environment. For example a course which has clinical hours is NURS 3020, Introduction to Professional Nursing. The course is a 4sh class; two hours are theory and 2 hours are assigned clinical education. In this course the student will have 6 hours of clinical (2 x 3) weekly if the course were taught over a 15 week semester. The courses, which are taught in equal quads (seven weeks), are assigned are 12 hours a week (two six hour days).

Dress Code Policy

The purpose of these guidelines is to provide a uniform dress code, which applies to all students in the nursing major at North Park University and avoids any distracting apparel.

1. The student is to be well groomed at all times; presenting a professional appearance.
2. Nursing Uniform for Acute Care Facilities
 - The nursing uniform shirt is a blue, pocketed top with the North Park logo on it. It is worn with blue uniform trousers, white hose/socks and all white leather shoes that meet OSHA guidelines.
 - The lab coat is white, knee length with the North Park logo.
 - A blue warm-up jacket with the North Park logo may be used in the clinical setting. The student's nursing deposit includes two tops, one pair of pants, and one lab coat.
 - Uniforms are freshly laundered for each clinical experience. Uniforms are worn for clinical experience only. Uniforms and shoes worn to clinical should not be worn outside the clinical area.
 - **No long sleeve** tee shirts will be worn under the uniform shirt.
3. Nursing Uniform for Community Health Experiences and Geriatric Internships

Student dress will follow the specific agency policy
4. Students will wear name badges at all times in the clinical area.
5. The wearing of perfume, jewelry, head apparel (except where mandated by religion), sweat pants, clogs, sandals, sling backs, or high heels is not appropriate.
6. Personal Appearance

- a) Strict personal hygiene is required.
 - b) **Nails** are to be maintained at a shorter length (1/4 inch from fingertip), and are to be kept in clean and healthy condition. Artificial nails are prohibited for ALL. Clear nail polish may be worn as long as it is in good repair.
 - c) **Hair** is off the collar or controlled by a hair-restraining device (e.g., barrette).
 - d) **Jewelry** is limited to a watch with second hand and minute demarcation, wedding band, and post or single-button earrings. No visible body-piercing hardware is allowed.
7. Students must abide by any special requirements of the clinical facilities with regard to dress.
 8. Clinical faculty will maintain and enforce the dress code

Other Items Needed for Lab or Clinical Practice:

1. Stethoscope with bell and diaphragm
2. Nurse-Packs – purchased from the School of Nursing, included in deposit.
3. Watch with second hand and minute demarcations.

Transportation

The student must assume the cost of transportation to and from the clinical agencies. Transportation is the student's responsibility.

School of Nursing Simulation Center

The School of Nursing Simulation Center is located at 3313 W. Foster Avenue. Students will have scheduled simulation experiences in addition to their clinical courses to strengthen concepts learned in the classroom and build skills that they will use in the hospital.

Confidentiality Statement and Photography/Audio Recording Release forms for North Park University's Simulation Center are retained until the student graduates from the Undergraduate program. If the student starts in the undergraduate program, graduates, and then begins the graduate program, he/she will sign the confidentiality statement again.

Video recordings will be deleted two weeks after the semester ends unless otherwise indicated in writing by the course faculty.

Nursing Learning Resource Center (NLRC)

The nursing learning resource center (NLRC) on the University Campus is in Carlson Tower, rooms C53, C55 & C56. The center is open for student practice and independent study Monday through Friday (days and evenings) during specified hours. Assistance is available during the NLRC's open hours. A schedule for the NLRC is posted by the door of C55.

Please note that the schedule changes each semester.

Approximate Program Expenses for Prelicensure Students

Please note that the prices of items listed below are subject to change:

1. A laboratory fee of \$125.00 is charged for each clinical nursing course. This fee covers educational resources for the course as well as annual liability insurance.
2. A clinical fee of \$915 is charged for each major clinical course, approximately \$1830.00 per semester. This cost is due to the increased institutional costs associated with the delivery of these courses.
3. Payment for the ATI testing program is a total of \$705. This is made up of a one-time \$105 skills module fee and \$75 per quad fee. If the student has to repeat a clinical course, they will have to pay the additional ATI fee.
4. Graduation fee (required of all North Park graduates) \$150.00.
5. Agency specific fees: these fees are occasionally required by clinical agencies to facilitate on-boarding requirements.

For the most accurate list of fees, see our website: <http://www.northpark.edu/tuition>

Foreign Exchange Opportunities: Study in Sweden

North Park University has a strong commitment to study abroad programs.

The School of Nursing has a bilateral exchange program with the School of Health Sciences at Jönköping University in Jönköping, Sweden.

Nursing students may study abroad for a semester and take select nursing classes.

Please contact Dr. Linda Duncan for more information about the study abroad programs.

773.244.5697 or lduncan@northpark.edu

<http://www.northpark.edu/Centers/Center-for-Scandinavian-Studies/Exchange-Program>

<http://www.hj.se/eng/>

Organizations and Committees

All nursing students are encouraged to participate in campus activities including student government (Student Association). The student association and other student organizations and committees are described in the general student handbook of the University.

Representation on University Faculty Committees

Two students, appointed by the Student Senate, are representatives to the Board of Directors of North Park University. They may take part in discussions but do not have an official vote. Students are also appointed by the Senate to serve on all standing committees of the University and do have voting privileges.

Student Nurses' Association (SNA/SNAI/NSNA)

North Park nursing students are encouraged to become active members of the Student Nurses' Association (SNA). The SNA is a chapter of the NSNA (National Student Nurses' Association), and is affiliated with the ANA (American Nurses Association). At the state level the organization is called the SNAI (Student Nurses' Association of Illinois).

North Park SNA is eligible to be considered a chapter of the SNAI with a minimum of 10 members. State approved schools with a minimum of 15 members qualify for constituency status with the National Student Nurses' Association. These pre-professional organizations promote participation in professional organizations, community service, scholarships, legislative action, professional consultation, and increased opportunities for graduates' professional growth and development.

The School of Nursing Faculty Council will appoint a nursing faculty member to the SNA/SNAI/NSNA committee.

Sigma Theta Tau, Kappa Nu Chapter

Sigma Theta Tau is the International Honor Society of Nursing. The Kappa Nu Chapter of Sigma Theta Tau was chartered at North Park University in 1988. This society recognizes scholarship and leadership in nursing. Nursing research and publication are promoted through chapter activities.

Membership is open to all North Park Nursing students who have completed their first year of nursing, are in the upper third of their nursing class, and have a minimum GPA of 3.00. Meetings are held quarterly. Yearly, invitations to apply will be sent out to eligible students.

Members receive chapter newsletters, subscriptions to reflections, the international newsletter, and image, the journal of nursing scholarship, and access to scholarship and research funds.

Student Representation on the Baccalaureate Academic Programs Committee

Elected students serve, with responsibilities and voting privileges, on the Baccalaureate Academic Programs Committee (BAPC). Each class in the nursing major (i.e., junior and senior classes, the RN-BSN Completion Program is considered a separate class) elects one representative to the BAPC. The purpose, functions, and guidelines for the BAPC are available from the committee’s faculty chairperson. Please contact the Baccalaureate Program Director, Peggy Kotowski, if interested, mkotowski@northpark.edu.

Representing the School of Nursing

Any use of “SNA”, “School of Nursing” or “North Park University” in any combination needs to be approved by the School of Nursing. This can be done through the SNA or directly brought to the School of Nursing office for approval.

Senior Awards Designated by the School of Nursing

The following awards are selected each semester by the faculty and presented to graduating seniors during the pinning ceremony.

Dr. Ralph Erickson	Excellence in Academic or Clinical Performance Minimum GPA of 3.5 Faculty recommendation	Delores H. Johnson	Outstanding Academic & Clinical Excellence & Significant Contribution to Campus Life Minimum GPA of 3.5 Faculty recommendation
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Pinning Ceremony

The Pinning Ceremony is held on the Friday of commencement weekend to honor nursing students in the graduating class. Students who purchase the School of Nursing pin will receive it during this ceremony. Guidelines, prices, etc., for the School of Nursing pin will be reviewed with the students during their final semester of the program.

Useful North Park Numbers

School of Nursing Main Office	773.244.5736	Brandel Library	773.244.5580
Program Director, Peggy Kotowski	773.244.5703	Health Services	773.244.4897
Program Coordinator, Kathy Palm	773.244.4587	Residence Life, Students Activities	773.244.5555
Student Administrative Services, Records	773.244.5560	North Park Bookstore	773.244.4570
Campus Writing Center	773.244.6261	Information Technology	773.244.5540
Financial Aid	773.244.5520	Security	773.244.578

Appendix A: Incident Policy

**North Park University
School of Nursing and Health Sciences
Clinical Incident Policy**

Guidelines for Clinical Incident:

A clinical incident is any event, circumstance, injury, unprotected exposure to a pathogen, or accident which occurs during a clinical practicum/placement that caused or could have caused (Near Miss) unplanned harm, suffering, loss or damage. Promoting student and patient safety is the first priority in responding to a clinical incident. In addition to clinical incidents, Near Miss events will also be tracked.

According to the Intensive Care Society (2006), Clinical Incidents are usually categorized as:

- Clinical incident / near miss
 - An event or omission has arisen during clinical care and has caused physical or psychological injury to a patient
 - Potential physical or psychological injury to a patient could have been caused by an event or omission
 - Matters of communication or consent to treatment which give cause for concern
 - Drug errors (failure of proper identification, inaccurate dosage etc.) which cause actual or potential harm to the patient
 - Failures or weaknesses in clinical procedures and/or guidelines
 - Slips, trips or falls
- Medication error / near miss
- Patient accident / incident / near miss
- Staff accident / incident / near miss
- Staff work related ill health
- Staff violence / abuse / harassment
- Security incident
- Other near miss

For any event that requires an incident report at the hospital or health care agency, the clinical faculty, if they are able, should get a copy of any agency documentation and submit it to the course coordinator who will keep it on file in the SON/HS Office. Follow the hospital guidelines regarding follow-up of the incident.

If a student is working one on one with a nurse preceptor all incident reports involving the student or student's patients need to be signed by the preceptor, and supervising faculty must be notified immediately. All incidents must be reported to the course coordinator.

Along with any agency documentation, clinical faculty should write a short summary of the occurrence on the Clinical Incident Form (this form is available on the Nursing Clinical Faculty Office 365 OneDrive available through the North Park University email system). If the clinical faculty is unable to receive a copy of the agency documentation due to it being a part of the EMR system or other HIPAA reasons, please provide a detailed description of the incident to the clinical coordinator. PLEASE return this form to the course coordinator as soon as possible.

Clinical Incident Procedures:

- Any injury requiring **immediate**, emergency care should be treated at the nearest emergency facility. Please notify the course coordinator as soon as possible. The course coordinator will notify the SON/HS as soon as possible to report the incident and to ask for help, if needed, for the student.
- When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator (*not sure if we need to include this person- just thinking about who we should involve*), agency employee health, and the SON/HS are to be notified immediately. If an employee health department is available, follow hospital/agency guidelines for **immediate** treatment. If an employee health department is not available, contact the nearest emergency department for **immediate** treatment guidelines. Students are responsible for treatment costs incurred.
- Institute any necessary treatments that should be carried out on site.
- Students are required to have their own health insurance and should be referred to their own health care provider for recommendations for follow-up treatment.

References

Intensive Care Society. (2006). Standards for Clinical Incident Reporting in Clinical Care. Retrieved from http://icmwk.com/wpcontent/uploads/2014/02/critical_incident_reporting_2006.pdf

**North Park University
School of Nursing and Health Management
Clinical Incident Form**

Student:
Hospital/Unit:
Date/Time:

Clinical Faculty/ Course Coordinator:

Course:

Was an incident report (risk management documentation) completed for this event at this hospital/agency? Yes _____ No _____

Was the unit Nurse Manager Notified? Yes _____ No _____

Nurse Manager name/phone: _____

Describe the incident (include the individuals present during the incident):

Describe immediate actions taken related to patient, student, or staff involved:

Document any follow-up action indicated at this time:

Notify STAT and send copies of this completed form to the Clinical Course Coordinator

Clinical Course Coordinator _____ notified (date/time) _____

Clinical Instructor Signature:

Appendix B: Nursing Student FAQ

Where can I find the student handbook that was distributed at orientation?

The current handbook is always available online under “student resources” at www.northpark.edu/nursing or specifically, <http://www.northpark.edu/Academics/School-of-Nursing/~media/Files/PDF/Academics/School%20of%20Nursing/Prelicensure%20Student%20Handbook.pdf>

When do I have class?

The Academic Calendar has the official dates that school is in session and can always be found online at: <http://www.northpark.edu/Academics/Academic-Calendar>

Health issue?

If a student has an extended health circumstance/major change since their initial physical on file, they need to submit a doctor’s note that they are able to participate in clinical. The note should be turned into the Baccalaureate Program Coordinator and will remain on file with the School, instructors also need to be notified.

Are clinical days ever cancelled?

- If the university closes because of a snow day, clinical will be canceled. Snow day closures are posted on the main university website. Students and clinical faculty will be notified by the course coordinator via email.
- Clinical is in session unless notified specifically by your clinical faculty or course coordinator.
- If you are already at the clinical site when severe inclement weather is impending, your clinical faculty will make the decision to dismiss early.

I have been called to Jury Duty, what should I do?

You may be excused if jury duty will cause you undue hardship or extreme inconvenience. You should submit a schedule of your classes and an expected date of graduation from your advisor. The court will consider each request on a case-by-case basis.

According to - <http://www.ilsd.uscourts.gov/JuryFAQ.aspx#student>
Jury Duty will not be considered an excused absence from clinical.

When do I stay home from clinical if I am sick?

You need to use your best judgment and common sense to determine if you are too ill to attend clinical experiences. Remember, patients in the hospital often have weakened immune systems and your first responsibility is patient safety. The following guidelines will help you with this decision making process.

- You should notify your clinical instructor **and** leave a message with the unit where you are scheduled as soon as you make the determination that you are too ill to attend clinical.
- Make sure the first day of clinical that you have contact information for your clinical instructor and the unit at the hospital or agency you are assigned to.
- It will help if you have a thermometer on hand to check your temperature if you are feeling ill.

Students may need help determining if they are “sick enough” to stay home from clinical.

Students should not attend clinical if they:

- Have a fever (temperature above 100 F or 38 C)
- Students should be free of fever for a full 24 hours--without medications that lower temperature like acetaminophen (Tylenol) or ibuprofen (Advil) --before returning to clinical
- Have an open wound
- Students in OB cannot attend clinical if they have any cold sores or other herpes infections that are exposed
- Have vomiting &/or diarrhea
- Have an undiagnosed rash on exposed skin
- Are on medications that cause significant drowsiness or make them unsafe to drive
- Have been on antibiotics for less than 24 hours for a communicable bacterial infection

How do I know if I have the flu?

Students who suspect they have the flu should not attend clinical. If they have the flu (see below) they need to stay home from clinical and class for at least five days after the symptoms start or after the symptoms have subsided and they have no fever for at least 24 hours.

From CDC website: <http://www.cdc.gov/flu/professionals/acip/clinical.htm#signs>

The typical incubation period for influenza is 1-4 days (average: 2 days). Adults shed influenza virus from the day before symptoms begin through 5-10 days after illness onset. However, the amount of virus shed, and presumably infectivity, decreases rapidly by 3-5 days after onset. .

Uncomplicated influenza illness is characterized by the abrupt onset of constitutional and respiratory signs and symptoms

- fever,
- myalgia
- headache
- malaise
- nonproductive cough
- sore throat
- rhinitis
- Among children, otitis media, nausea, and vomiting also are commonly reported with influenza illness.

Uncomplicated influenza illness typically resolves after 3-7 days for the majority of persons, although cough and malaise can persist for >2 weeks. However, influenza virus infections can cause primary influenza viral pneumonia; exacerbate underlying medical conditions (e.g., pulmonary or cardiac disease); lead to secondary bacterial pneumonia, sinusitis, or otitis media; or contribute to co-infections with other viral or bacterial pathogens.

Do I need a note from a health care provider if I miss clinical?

In addition to notifying your clinical faculty, students should communicate with the course coordinator about any missed clinical time.

- One six hour, or one 12 hour clinical day missed due to illness will not require a note.
- More than one clinical week (comprised of two clinical days) missed due to illness will require a note.

For major health issues:

- An update is needed for health issues that develop after enrollment in the nursing program i.e. illness, injury, surgery, prior to, or during the clinical experience
- Submit written medical approval from a health care provider to the course coordinator and clinical faculty to return to clinical practice.
- The note must document student's ability to function as a student nurse, at full capacity, in the acute care or community health setting.
- For injury sustained after medical form done need medical clearance