Baccalaureate Student Handbook

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North Park University
School of Nursing

2013 - 2014

NORTH PARK UNIVERSITY
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DEAN
SCHOOL OF NURSING
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Rev. Aug 2013.KDP

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 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 four-year program was accredited by the North Central Association in 1961.

The nursing major was accepted by the university faculty in 1965. In June 1968 nine students were the first to graduate with a nursing major. The nursing program was accredited by the National League for Nursing in 1970, and accreditation has been maintained since. The most recent re-accreditation was in the fall of 2009 by the American Association of Colleges of Nursing. The nursing program at North Park University is approved by the Department of Professional Regulation of the State of Illinois and Illinois Board of Higher Education.

In the fall of 1979, North Park University began offering an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing. General education courses, prerequisites for the Nursing Major, and nursing courses are offered in the evening to facilitate those RNs who work during the day or night.

In 1993 the School of Nursing began offering graduate programs in nursing. Currently the school offers a Master of Science program, an Adult Nurse Practitioner program, a Family Nurse Practitioner Program, a Leadership & Management Program, as well as various other certificate programs. See the Graduate Student Handbook for more information about these programs.

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. Indentifies 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.
2. A cumulative GPA of 2.75/4 or higher, on a 4 point scale.
3. Passage of the Assessment Technologies Incorporated (ATI) Test of Essential Academic Skills (TEAS) exam with a score of 75% or higher.
4. A student may repeat a total of two prerequisites courses, only one of which may be a science course.
5. Submits a personal reference, which directly speaks to the suitability to the profession.
6. Completes the formal application to the major.
7. Completes an interview with the pre-nursing advisor.

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 program objectives.

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:

NPD 1000 North Park Dialogue I & II **OR** English Composition	PSYC 1000 Introduction to Psychology PSYC 2700 Human Lifespan Development
BIOL 1250 Introduction to Human Anatomy	CHEM 1021 Survey of Organic Chemistry CHEM 1031 Survey of Biochemistry
BIOL 1260 Introduction to Cell Biology	BIOL 2930 Advanced Human Physiology
SOC 1910 Introduction to Sociology **OR** A course in Cultural Anthropology	NURS 2540 Nutrition **OR** BIOL 1140 General Nutrition
BIOL 2910 Microbiology	STAT 1490 Statistics in Practice **OR** MATH 1030 **OR** equivalent

- In addition, to graduate the student must fulfill the university General Education requirements of North Park Dialogue, Biblical Studies, Foreign Language, Fine Arts and Personal Health as specified in the NPU Catalog found online. Students starting at NPU during the 2013-2014 academic year must fulfill the 2013-2014 Core Curriculum requirements detailed in the 2013-2014 academic catalog.

Typical Schedule: Students Admitted to the University prior to Fall 2013

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 major advisor.

YEAR	FALL	SPRING	SUMMER
20___ **First Year** 32 SH	BIOL 1250 Intro Human Anatomy 4*+ NPD 1000 North Park Dialogue I 4*+ PSYC 1000 Intro to Psychology 4*+ Foreign Language 1010 4+	BIOL 1260 Intro to Cell Biology 4*+ CHEM 1021 Survey Organic Chem 2* CHEM 1031 Survey Biochemistry 2* Foreign Language 1020 4+ Fine Arts 2	Summer may be used to take courses to make up credits or to lighten load during the regular school year.
20____ **Second Year** 30 SH	BIOL 2910 Microbiology 4* STAT 1490 **OR** MATH 1030 BTS 1850 Intro to the Bible 4+ SOC 1910 Intro to Soc 4*+ (or Anthro)	BIOL 2930 Adv Hum Physiology 4* NPD 2000 North Park Dialogue II 4* PSYC 2700 Human Life Span Dev 4* NURS 2540 Applied Nutrition 2* NURS 2100 Survey of Professional Nursing & Health Care 2	Could pick up any missing pre-requisites or needed GE's.
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	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 BTS Upper Level course+	Could pick up any needed GE's.
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	NURS 4500 Community Health Nurs 5 NURS 4520 Management/Synthesis 5 NURS 4550 Leadership & Mgmnt 2 NURS 4901 Nursing Comprehensive Exam P/F	**NOTE: Student must have accumulated 120 semester hours in order to graduate.**

+ General Education (GE) Requirement

* Prerequisite

Typical Schedule: Students Admitted to the University Fall 2013 and after

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 major advisor.

YEAR	FALL	SPRING	SUMMER
20___ **First Year** 32 SH	BIOL 1250 Intro Human Anatomy 4*+ NPS 1000 First Year Seminar 4*+ PSYC 1000 Intro to Psychology 4*+ Language 1010 4+	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+	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*+ **OR** MATH 1030*+ BTS 1850 Intro to the Bible 4+ SOC 1910 Intro to Soc 4*+	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	Could pick up any missing pre-requisites or needed 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	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+	Could pick up any needed 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	NURS 4500 Community Health Nurs 5 NURS 4520 Management/Synthesis 5 NURS 4550 Leadership & Mgmnt 2 NURS 4901 Nursing Comprehensive Exam 0, P/F	**NOTE: Student must have 120 semester hours in order to graduate.**

+ Core Curriculum Requirement

* Prerequisite

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 CertifiedBackground.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 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

Background Checks

All students will complete a background check through CertifiedBackground.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 CertifiedBackground.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

General Education Courses

In addition to the nursing courses, students are required to complete the University's General Education requirements for graduation as listed in the College Catalogue. They constitute 44 semester hours distributed under the following categories: The North Park Dialogue (12 SH), Personal Development (2 SH), Culture and Society (4 SH), Biblical Studies (8 SH), Mathematics (4 SH), Natural Science (4 SH), Foreign language (8 SH), and Fine Arts (2 SH). Many of the courses in these areas also count as prerequisites for the nursing major.

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 51 semester hours (55 with recommended nursing electives), the prerequisite courses comprise 48 semester hours, and the additional general education courses not covered by the prerequisite courses comprise 20 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 admissions requirements on page 2, 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 page 14 on progression and retention.

Eligibility for Licensure as a Registered Nurse

At completion of the baccalaureate program with a major 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. The NCLEX examination is designed to test knowledge, skills and abilities essential for safe and effective practice of nursing at an entry level. NCLEX 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 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 Complied 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 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.
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 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. 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.

Each student will be assessed a testing fee of $140.00 each semester. This fee will cover the costs of the computer tests, the scoring, the study modules and analysis of the data.

Content Mastery Exams

The BAPC (Baccalaureate Academic Program Committee) passed the following Motion on May 16th, 2012, regarding the passing of ATI Content Mastery Exams:

The following change in the use of ATI Content Mastery Exams is now in effect:

Students achieving a proficiency level 3 on their exam will be awarded 5% (5 or 50 points) and 1% extra credit.

Students achieving a proficiency level 2 on their exam will be awarded 5% (5 or 50 points).

Students achieving a proficiency level 1 on their exam will be awarded 1% (1 or 10 points)

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

Students who achieve a proficiency level of 1 or below will be allowed to remediate and earn an additional 1% (1 or 10 points). This will be completed by logging a focused review for the specific exam and completing an on line practice exam with a pass rate of 100%. Timeframe will be determined by the course coordinator.

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

Rationale: This policy is for the 2010 A and B content mastery exams. This allows students to take advantage of the focused review option. It allows student to achieve additional points. It is to encourage more active review by the students.

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 following motion, approved by the School of Nursing, is effective as of May 2009:

The ATI Comprehensive Exam 2010B 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 2010 Expectancy Table.

The ATI Comprehensive Exam 2007 A will serve as the repeat exam for students not successfully meeting the 94%-95% predictability on the ATI Comprehensive Exam 2007B.

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. Each repeat test starting with test three, **the student will be charged a $30.00 fee to cover ATI costs.**

In compliance with the North Park Catalog 2012-2013 Degree Posting Date Policy pg 33 the following time schedule for completing the comprehensive requirement will be followed:

Graduation Date	**Completion of comprehensive requirement**
May Graduation	Before June 15th
August Graduation	Before August 15st
December Graduation	Before March 15th

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).

Rationale: The changes in the test names and scoring reflect the changes in the ATI program. They do not represent either an increase or decrease of the current standard.

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" (74%) in each nursing course and a PASS in clinical for courses having a clinical component. Students must obtain a total grade of 74% or better on exams and quizzes. Additional assignments will not be computed in the grade if 74% or better has not been obtained.

4. If a grade below 74% 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 <u>one</u> 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 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 School of Nursing Director of Undergraduate Programs. 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 previously in the ATI testing portion on page 13. 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+	
77-74	C	(Passing)
73-71	c -	
70-68	d+	
67-64	d	
63-61%	d -	
<61%	f	

Academic Integrity Policy

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.

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 Academic Dean and the Dean of Student Development.
4. Keep appropriate records of each case to completion.

The student may:

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

Upon timely appeal, the Academic Judicial Committee shall be convened at a time determined by the Academic Dean. The committee shall consist of three faculty members appointed by the Academic Dean. At least one of these faculty members shall be from among faculty not currently teaching the charged student. At least one of these faculty members shall be from the department or school offering the course. The committee shall also include three student members nominated (together with two alternates) by the president of the Student Association. A seventh member of the committee shall be the vice chair of the faculty, who shall preside and cast a vote in the event of a tie. The charged student has the right to challenge one student and one faculty member on the committee; this challenge must be exercised within 24 hours of the student's receipt of the list of the members on his/her committee. The student may have one advisor (student or faculty) of his/her choosing to sit with them throughout the hearing. Witnesses will not be present for the entire hearing. The hearing will not be public.

The Academic Judicial Committee may:

- Reverse the finding and dismiss the case.
- Confirm the finding and the penalty imposed.
- Confirm the finding and alter the penalty.

The student may:

- Accept the decision of the academic judiciary committee.
- Appeal to the Provost of the University.

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.

Revised June 2010

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 may be found at www.northpark.edu -> Current Students -> Disability Resources.

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).

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, room C55. 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.

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 white 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, and a lab coat. They purchase approved uniform pants and shoes from any retail uniform store.
   - 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 wear name badge 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.

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 approximately $140.00 each semester (4 semesters total).
4. Graduation fee (required of all North Park graduates) $125.00.

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/

Student Concerns & Appeals Process

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

AREA OF CONCERN	PROCEDURE
1. Concerns in a specific course, which may include the following: A. Course expectations, requirements, content B. Teacher performance C. Student performance	The student may present an appeal/issue, in writing, in the following order: A. Individual course instructor B. Course coordinator C. Director of Undergraduate Programs, School of Nursing D. Dean of the School of Nursing
2. Grade appeal	The student may appeal a grade, in writing, in the following order: 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 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.
3. Selection and progression issues/concerns	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.
4. General curricular concerns	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.
5. Non-curricular concerns related to the nursing major	See your advisor.
6. General concerns about campus life	Contact the Dean of Students of North Park University.

Regarding Students with Disabilities

With respect to students with disabilities, the center for academic services 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.

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.

If you have questions about accommodations or accessibility to programs, services or activities offered on campus please contact:

Academic Services Learning Specialist
North Park University
3225 W. Foster Ave.
Box 24
Chicago, IL 60625
773-244-8500
Advising@northpark.edu

You may also contact your program office:

Traditional undergraduate students: Center for Academic Services, 773-244-5737

Non-Traditional Students: BSN completion: 773-244-5766

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 with a major 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 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 Student Services Office and request accommodation in a timely manner.

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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, RN Completion 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 Kathy Palm if interested: kpalm@northpark.edu.

Representing the School of Nursing

Any use of "SNA", "School of Nursing" or "North Park University" in any combination needs to be cleared through 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 by the faculty and presented 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

Pinning Ceremony

The Pinning Ceremony is held on commencement weekend to honor nursing students in each 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 the senior year.

Useful North Park Numbers

School of Nursing Main Office
773.244.5736

Program Coordinator, Kathy Palm
773.244.4587

Student Administrative Services, Records
773.244.5560

Campus Writing Center
773.244.6261

Financial Aid
773.244.5520

Brandel Library
773.244.5580

Health Services
773.244.4897

Residence Life, Students Activities
773.244.5555

North Park Bookstore
773.244.4570

Information Technology
773.244.5540

Security
773.244.578