DEMSN Program

Student Policy Handbook

2022/2023

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CLINICAL

HEALTH/SAFETY

SIGNATURE OF AGREEMENT

School of Nursing Philosophy

We believe nursing is a holistic, caring science. Our core values – caring, integrity, commitment, collegiality, and wisdom – together with our Catholic Franciscan traditions form the basis of a curriculum and learning environment designed to instill a sense of scholarly inquiry, a quest for excellence, and an aptitude for leadership and service in a dynamic healthcare environment. Faculty, staff, and students collaborate in forming an innovative, transformative learning experience while cultivating the importance of diversity, relationship-based care, and a holistic approach to persons.

We recognize the importance of reflection, engagement, and curiosity in developing ethical leaders who embrace sustainability and service. Through a commitment to quality, we strive to provide learning spaces and activities for our students that are grounded in multiple ways of knowing and an evidence informed base to build confidence and competence. We recognize the importance of developing resilience that accompanies participation in self-care practices.
As a School of Nursing rooted in Catholic Franciscan values, we believe that:

Metaparadigm Definitions

Persons
Persons are multidimensional beings who seek to find meaning and purpose in their lives. Persons have inherent dignity and worth, the capacity for self-healing, and the right to autonomy and self-determination in their life choices. There is unity and inter-connectedness within the individual and with families, communities, societies, and the global environment.

Health
Health is seen as the dynamic balance, integration, harmony, and sense of well-being between the mind, body and spirit. Wellness and illness are personal lived experiences and a natural part of life, learning, and movement towards change and development. Healing is multi-dimensional, creative, unfolding and unpredictable. Healing is a lifelong journey into wholeness in one's own life, family, community, and global relations.

Environment
Environment consists of internal and external factors that influence the health and wellness of persons, families, communities, and societies who impact, create and co-exist within their environment. The interconnectedness of the person and the environment cannot be separated. Environmental fields are infinite, innovative, unpredictable, and characterized by increasing diversity. Environmental and human fields are identified by wave patterns manifesting continuous mutual change. The nurse becomes the environment.

Nursing
Nursing is a discipline grounded in holistic, caring science which honors the inherent dignity and worth of persons and the environment. Nursing is relationship-centered, advocating for and promoting optimal health and wellness of persons, families, communities and systems. These relationships are transpersonal, forming connections using authentic presence and intentionality. The discipline of nursing provides the foundation for professional holistic nursing practice.

Key Definitions

Professional holistic nursing practice

Professional holistic nursing practice is built on the foundation of a baccalaureate education, which integrates the liberal arts and sciences with disciplinary knowledge, skills, and values. Professional nursing practice in a dynamic health care environment is independent, collaborative, evidence-informed, interdisciplinary, and interprofessional. Professional nurses are committed to self-care, reflective learning, contemplative practice, and scholarly inquiry.

Learning

Learning is a lifelong endeavor that is self-motivated, reflective, and active. The processes and outcomes of learning include critical analysis and synthesis of knowledge, personal experience, and disciplinary expertise.

Teaching

Teaching is a creative, reflective, and interactive process that facilitates learning. Teaching involves the sharing of knowledge and experience grounded in theory, research, and practice.

Teaching-learning practices

Teaching-learning practices encourage multiple ways of knowing, incorporate active learning strategies, promote critical thinking and clinical judgment, and provide opportunities to develop professional values. Effective teaching and learning is student-centered and takes place in an encouraging, challenging, and respectful environment.

Mission

The School of Nursing prepares nurse leaders for professional holistic nursing practice and advancement of nursing knowledge, through the pursuit of wisdom. Faculty create an educational experience that embraces diversity, equity and inclusion within the values of caring, wisdom, integrity, collegiality, and commitment for faithful service and ethical leadership in a global community.

Vision Statement

The School of Nursing will develop leaders whose competence, caring, and commitment to excellence will empower individuals and communities to achieve their highest level of health and well-being.

Core Values

Caring
- We recognize and honor the dignity of students, faculty, and those we serve.
- We strive to create an inclusive environment which honors the diverse life experiences, perspectives, and backgrounds of all persons.
- We strive to interact with all persons in respectful and compassionate ways.

Integrity
- We accept personal accountability for all we say and do.

- We strive to base our actions on ethical principles and values that flow from the Franciscan tradition.*

Commitment
- We are committed to pursuing excellence in education and learning.
- We are committed to living by the principles of diversity, equity, and inclusion and ensure that all voices are heard.
- We are committed to advocate for the health of all persons and for advancing the profession of nursing.
- We are committed to professional development through scholarly activities.

Collegiality
- We recognize and celebrate diversity and contribute our individual talents to our common work as scholars and professionals.

Wisdom
- We recognize that reflection and discernment are integral to learning and professional growth and are vital for advancing nursing practice.

Ethical Principles include autonomy, beneficence, nonmaleficence, justice and veracity.
Values include contemplation, integrity, service, hospitality and stewardship.

Goals

The goals of the School of Nursing are to:
1. implement a professional nursing curriculum that builds on a strong liberal arts foundation for undergraduate learners and offers specialization, expansion, and/or advancement in nursing practice for graduate and professional learners;
2. provide an educational experience that emphasizes active learning in a values-based context;
3. create a collegial environment that facilitates the professional development of students and faculty;
4. prepare graduates for professional practice in a dynamic health care environment.

DEMSN Program Student Learning Outcomes

Viterbo University School of Nursing prepares graduates whose competence, caring, and commitment to excellence is demonstrated through professional holistic nursing practice. The graduate has the knowledge and skill to:
1. Provide holistic relationship-based care that is congruent with the principles of diversity, equity, and inclusion for all persons, families, communities, and society.
2. Partner effectively with clients, health team members, and community stakeholders to achieve health equity for all persons.
3. Synthesize knowledge from the liberal arts, the sciences, health information technologies, and the discipline of nursing to provide professional holistic nursing care.
4. Demonstrate safe, evidence-informed clinical reasoning in designing and providing professional holistic nursing care to achieve quality health outcomes for all persons.
5. Provide respectful and compassionate care through incorporating the values, standards, and ethical principles of the nursing discipline.
6. Construct a professional holistic nursing identity through reflective practice, self-care, and scholarly inquiry.

Curriculum Conceptualization

Nursing as a healing art and science is grounded in compassionate and faithful human service. For the faculty of the School of Nursing, the seal of Viterbo University depicts the significant themes which are infused throughout the curriculum.

The seal of Viterbo University has four symbols--the cross, a rose, three wavy lines and a torch. Each of these symbols has a meaning for the University. The cross symbolizes Christianity; the three wavy lines indicate the institution's geographic location where three rivers join; the torch of learning symbolizes the primary function of the University; the rose recalls the patroness of the University, St. Rose of Viterbo.

These four symbols, representing themes of spirituality, caring, wisdom and life-long learning, together with curricular emphasis on ethical leadership and faithful service combine to create a unique nurse who at graduation receives the nursing pin containing an imprint of the seal of Viterbo University. The nursing pin, and the symbols represented on it, will be an ever-present reminder of the qualities nurtured within the curriculum and learning environment of Viterbo University.

The first symbol is the cross. The interpretation for the curriculum is one of spirituality, a concept broader than Christianity. Spirituality is defined by the School of Nursing as the lived experience of one's belief, ensuing from a particular center of meaning, bringing a particular quality of energy and holistic awareness to self and others. Spirituality is intertwined and overlaps with caring, which is the second theme represented on the seal as the rose. Caring becomes an intentional action that encompasses the nurse's empathy for and connections with persons, families and communities as well as the ability to translate this intention into knowledgeable, compassionate, sensitive interactions.

The third symbol, the three wavy lines represents the current of learning that is enduring and continuous throughout a lifetime. The curriculum and learning environment seek to provide a taste of knowledge leading to a life-long quest for wisdom, depicted as the torch--the final symbol on the seal. Wisdom is being able to see things in their entirety. Contributing to this ability to envision wholeness is knowledge, an ability to discern inner qualities and relationships, and the capacity to make sound judgments. Wisdom is achieved through a gradual, maturing process nourished and shaped by experience.

PROGRESSION AND RETENTION

Academic Honesty

Viterbo Nursing Students will be held responsible for abiding by the Viterbo University Academic Integrity Policy as outlined in the university student handbook. The student is expected to earn the course grade independently. Students who exhibit academic dishonesty may be given a failing grade for the course. All students will sign and date the honor code in NURS 501 – Ways of Knowing.

Viterbo University School of Nursing Honor Code

I am committed to academic honesty and the five core values of the School of Nursing at Viterbo University, even in the face of adversity.

Core Values

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*Values include contemplation, integrity, service, hospitality and stewardship.

To attain these ideals, I embrace this honor system as my way of life.

<div align="center">**Academic Planning**</div>

Students are required to meet with their assigned academic advisor prior to registering for courses in the second semester. After the second semester students will no longer be required to meet with their advisor; however, a meeting can be requested. It is the student's responsibility to request a meeting. Students are responsible for monitoring their Progress Report through Student Planning to be sure they have completed all of the requirements for graduation.

<div align="center">**Assessment Technologies Institute (ATI)**</div>

Description of ATI:

Assessment Technologies Institute (ATI) is a comprehensive online assessment and review program that is designed to provide nursing students with a variety of tools that will assist them throughout their nursing school program in a variety of ways. ATI has been shown to increase NCLEX pass rates and reduce student attrition in nursing programs when implemented consistently. Participation in the ATI program will allow the student to gain experience in taking computerized nursing exams similar to NCLEX, increase confidence in nursing knowledge base and comprehension, identify strengths and weaknesses, developing a plan for remediation and ultimately enhance success in the nursing program and the NCLEX upon graduation. Both students and faculty can find significant benefits through the use of ATI with consistent implementation, clear communication, appropriate valuation of assessments, and creation of a positive, mutually accountable environment.

Students are required to participate in the ATI program. The program will involve a proctored assessment of critical thinking at the beginning and end of the nursing program.

<div align="center">**Criteria for Progressing in the Nursing Program related to ATI**</div>

Benchmark

There are four levels in the ATI testing program. Level 3 is the highest and Below Level 1 is the lowest level of proficiency. Viterbo School of Nursing's benchmark is set at Level 2 for all ATI assessments. The Critical Thinking assessment does not have a benchmark.

During the course of the DEMSN program, certain courses will have Content Mastery Exams assigned to them. These courses will outline in their syllabus the process for completing the exam and remediation, as well as points awarded for completing the process.

RN Comprehensive Predictor

The benchmark for the RN Comprehensive Predictor will vary according to the most current ATI test plan. Viterbo sets a minimum of 91% probability of passing the NCLEX the first time. The score to reach this probability will be determined each semester according to the guidelines set by ATI. All students not achieving the targeted score for that semester will be required to complete focused review activities and develop a plan of study for success. Specific instructions will be sent to all students requiring remediation. All students, regardless of passing score, are strongly required to complete the focused review activities as well, as a way to prepare for the NCLEX.

All students will be required to take a second predictor assessment. Focused review must be done for the second predictor as well if the benchmark is not met.

Attendance

Regularity in attendance correlates positively with success. For online students this includes following the syllabus requirements by maintaining weekly coursework commitments.

Attendance is mandatory for:
1. clinical
2. nursing skills laboratories
3. simulated experiences

A student unable to attend any of the above must contact the instructor prior to the clinical experience, clinical orientation, nursing skills laboratory or clinical simulation. Failure to do so will result in a failure for that missed experience. Prior notification does not necessarily assure an excused absence.

A student who is absent from clinical two (2) days or more may be required to withdraw from the clinical and related theory courses.

Criminal History Search

Federal and state statutes require that criminal background checks be completed for all persons who provide nursing care for others or who have access to people who receive care.

Clinical agencies prohibit placement of students with criminal histories of specific crimes and offenses that have been identified as bars to employment or licensure (such as abuse, assault, or neglect). The School of Nursing requires that all students complete a background information disclosure statement and a criminal history search prior to acceptance into the DEMSN program. Students also are required to complete background information disclosure statements at the beginning of each year of the program to ensure that requirements continue to be met. In addition, clinical agencies may have other specific requirements that students must meet prior to placement. Individuals whose background check identifies bars to the provision of care in contracted agencies or places restrictions on client contact will not be allowed to progress in the program.

Dropping Questions Versus Curving on Exams

Basically, dropping questions and curving the exam are philosophically and operationally different. Questions are dropped when they do not measure what the faculty intended to measure. Exams are curved when they are fair, but overall more difficult than anticipated. In the School of Nursing, a detailed process is followed for making this determination. For each exam, performance statistics are obtained on every question. Faculty look at questions that a large number of students answered incorrectly. Faculty also look at the discrimination factor for each question, which is an indicator of how well each person answered a question in comparison to how well each person did on the whole exam. If a question is not measuring what it was designed to measure, it is dropped. Faculty realize that, at quick glance, this may seem unfair. Some students feel like they should get an extra point, if they managed to do well on a question that did

not measure up. However, if a question is not performing appropriately, it is not fair to use it. No student should gain from it and no student should be penalized by it. It must be removed from the test. After a question is dropped, the score distribution is reviewed and a decision is made on whether the exam also needs to be curved. If an exam is curved, points are given to everyone, regardless of performance. Everyone's score goes up. An exam may be curved if it had too many good questions that were too difficult resulting in a disproportionate number of low scores. Curving has to do with the balance of an exam, not with individual questions.

Used with permission: Pharmacy Learning Collaborative - University of Minnesota College of Pharmacy. (2015)

Formatting Requirements

The format to be used for written papers is that which is stated in the current edition of the Publication Manual of the American Psychological Association. Papers must be typed. Each grammatical, spelling, and APA error will be penalized, up to a maximum 10 percent of the paper.

Formal Complaint Process

Formal complaints should be written and follow prescribed steps, with the use of Viterbo Speaks Up. The specific student complaints procedure is outlined in the VU Student Handbook.

Class Concerns

1. First, the student must talk to the instructor about the concern and try to find a resolution.
2. If the situation is not resolved with the instructor, then contact the Department Chair. In communication with the Department Chair, outline the conversation with the instructor related to the concerns and the inability to find a resolution.
3. After the Department Chair is given an opportunity to respond to the concerns and discuss with the instructor, and you feel your concerns have not been adequately addressed, then outline your concerns and your responses from the instructor and the chair to Dean of the school in which the course is offered.
4. The last person in this chain is the Academic Vice President.

At the end of the course, if you are not satisfied with the outcome based on your concerns, you can appeal your grade. The details of this process are found online in the University Student Handbook, and Planner.

Licensing Restrictions

Persons who have felony convictions may be barred from taking the licensing examination for Registered Nurses. The individual with such a conviction is responsible for contacting the State Board of Nursing for individual counseling.

Methods of Evaluation

The students will be informed of the methods of evaluation at the beginning of each course. Students are responsible for completing assignments on or before the designated time. Five percent per day of the total points will be assessed against any assignment that is submitted and/or completed after the designated time and due date. A student may ask for an extension on an assignment prior to the due date if it is mutually agreeable. Exceptions to this policy may be noted in course syllabus.

Nursing Course Transfer Policy

The DEMSN program has been carefully planned and developed to meet the needs of the graduates. In view of the connection of the curriculum to the desired outcomes and the quality of the graduate, once a student has begun classes as a degree-seeking student in the Viterbo University DEMSN program, all classes must be taken at Viterbo University.

Nursing Student Success Plan

A Success Plan may be established for academic and non-academic reasons if a student is not performing at a satisfactory level at any time during a nursing course. The Success Plan will outline the expected performance to be achieved as set forth by the faculty and student. This success plan will be in effect until the completion of the nursing program. Students are expected to provide and discuss their success plan with each faculty of subsequent nursing courses.

Probationary Status in Nursing

Students must maintain a cumulative grade point average (GPA) of 2.75 or higher throughout the nursing program. A student who does not maintain a cumulative GPA of 2.75 will not be allowed to progress in the nursing designated courses until the GPA is re-established at 2.75.

Students are expected to earn grades of C or higher in all nursing courses. Students who earn a grade of CD or lower in a nursing course will be placed on probation and must complete a student success plan. Also, students must earn grades of C or better in all remaining nursing courses. Failure to do so may result in dismissal from the program.

Progression Requirements for Nursing

A student who earns a "D" or "F" in a nursing course is placed on probation and is *required to retake the course* the next time it is offered if space is available. If space is not available, students who need to be re-tracked must wait until space is available in the needed course(s).

When a course is repeated, both grades will still remain on the transcript however, the GPA will be adjusted to reflect the repeated course grade. Both grades will be counted as completed credits for the semester, but only the second will be counted in completed cumulative credits. When a course is repeated the probationary status from the first grade will remain on the record and the student must achieve a grade of "C" or better in ALL remaining required nursing courses. Failure

to do so may result in dismissal from the nursing program. This will lengthen the nursing program accordingly.

Students readmitted into the nursing program after being dismissed must retake the course(s) that resulted in dismissal from the nursing program. Students on probation are strongly advised to seek assistance from the Academic Resource Center.

Readmission to the School of Nursing

An individual previously dismissed from the School of Nursing seeking readmission shall be required to complete a readmission packet. The guidelines shall be obtained from the DEMSN Program Director. The completed readmission packet will be evaluated on an individual basis by a readmission board.

School of Nursing Grading Scale

A = 94-100%   AB = 92-93%
B = 87-91%   BC = 85-86%
C = 80-84%   CD = 78-79%
D = 74-77%   F = <73.5%

Transfer of Graduate Credits from Other Programs

Up to six credits may be transferred to the DEMSN program, if equivalent. In order to be considered for transfer, the grade earned must be at least a B. Transfer credits must be graduate credit taken from an accredited institution of higher education completed within the last five years and equivalent to the course it is replacing in the requirements at Viterbo. Courses older than five years may be given credit based on individual review. Students who wish to transfer credits must have an official transcript sent to the director of the DEMSN program. Courses will be evaluated for equivalency and written notification of acceptance of transcript credit will be provided to the student by the director.

Withdrawal from Nursing Course(s)

A student shall be permitted to withdraw from a given nursing course with a grade of W on the transcript one time and may repeat the course **the next time it is offered**. Please know this will affect a student's progression in the program. Also, know that this may affect financial aid status if dropping below 6 credits. A student who wishes to withdraw completely from Viterbo during a semester must contact their academic advisor to discuss the decision and complete the necessary paperwork. The Withdrawal form is on the Registrar's Forms web page.

Failing grades are recorded for students who do not officially withdraw from the university. Any applicable refunds for courses are prorated according to the deadline dates printed in the class schedules for the fall, spring, and summer terms. A student who wishes to reenter for any subsequent term must complete a reentry application form for re-acceptance. Failing grades are recorded for students who do not officially withdraw from the university.

CLINICAL

Clinical Evaluations

Viterbo University School of Nursing emphasizes the practice of professional nursing. The clinical performance tool has specific evaluation criteria that will be evaluated. These criteria are expected to be performed at a satisfactory level. Repeated ratings of Needs Improvement (NI) and/or Unsatisfactory (U) on these criteria may constitute failure of the course. A final evaluation of Satisfactory is required in order to pass the course. Clinical behaviors jeopardizing patient safety may result in immediate failure of the course at which point, course withdrawal is not permitted.

Clinical Organization Requirements

Prior to practicing in the clinical settings each student **must** complete organizational based requirements. Failure to complete these requirements will result in the student not being able to practice clinically.

Documentation and Medical Records

Student nurses may review medical records for their assigned patients only. Students must have been involved with the patient's care. Students will follow agency policies concerning documentation. (Refer to specific agency policy and HIPAA policy section.)

When using written documentation, Viterbo University students identify themselves on the patient's chart by signing their name in full and following it with **VSN**.

Dress and Decorum Policy

Viterbo University School of Nursing values the professional image portrayed by our nursing students. Viterbo students realize that they themselves play a part in forming the image of nursing on a daily basis. This professional image is formally evaluated by faculty because of the school's belief that the appearance and attitude of all Viterbo nurses have a direct impact on the public's perception of our professionalism, competency and quality of care. These standards are developed to ensure that all Viterbo University students' attire and attitude match the professional image of nursing demonstrated by Viterbo nurses. If students do not adhere to the uniform policy it will result in an unsatisfactory for that clinical day and possible clinical dismissal.

The Viterbo Nursing Student Uniform consists of:
White scrub top with patch (2 required)
*Red scrub pants (2 required)
*Red scrub jacket with patch (1 required)
*Gray Polo Shirt with logo and navy/khaki dress pants (not cargos)
Solid white or nude undergarments

Solid White, Black or Navy-Blue shoes (NO open backs or Crocs)
Solid White, Black or Navy-Blue socks
Viterbo University Student Nurse Name badge and any site/facility required ID's

1. When the uniform is worn, it must be neat, clean and complete as described above. This includes clean shoes and shoelaces. The scrub jacket is to be worn instead of sweaters. If another layer of clothing is needed, a short or long-sleeved plain white t-shirt may be worn.
2. The Gray polo shirt, with navy/khaki dress pants (no leggings or scrub pants) is worn for selected clinical settings and on campus clinical labs.
3. The uniforms may only be worn to clinical environments.
4. The scrub jacket should be worn over professional attire (no blue jeans/shorts) for designated assignments in the clinical setting.
5. The Viterbo University Student Nurse name badge (and site/facility ID if required) are to be worn at all times in the clinical setting.
6. Whenever the uniform or scrub jacket is worn, hair is to be neat & drawn back from the face. Unnatural hair colors, styles are considered unprofessional and therefore not allowed in the clinical settings, unless meeting cultural standards. Headbands/ head coverings will be allowed in solid colors of black, navy blue, red or white. For male students, facial hair must be neatly trimmed (or must follow organizational policy).
7. The following standards are required when in clinical settings:
   • Only one small stud earring per earlobe may be worn.
   • Facial and tongue jewelry will not be allowed.
   • No visible body piercings, other than that of the ear as described above, or a single small stud in the nose, clear piercing (retainer/earring) are permitted.
   • All other body piercings must be removed.
   • Wristbands, hairbands (on the wrist) or bracelets are not allowed.
   • Necklaces are not allowed.
   • Every attempt should be made to cover tattoos in the clinical setting.
   • No perfume/body spray/cologne will be worn while providing patient care.
   • Fingernails should be trimmed and well-manicured. Nail polish (clear or color) and artificial/gel nails are not allowed.
   • Make-up should be conservative.
   • Rings, other than smooth wedding or commitment bands without gemstones, should not be worn.
8. Students shall adhere to additional dress code policies in the clinical setting. (rev.2020)

Health Insurance Portability and Accountability Act (HIPAA) Policy

Confidentiality and Privacy

Maintaining confidentiality is an essential part of ethical nursing practice. Information accessed by students for client care and for educational purposes is of a private nature and must be protected. Health information must be accessed and handled according to federal HIPAA standards and specific institutional policies. Special care must be taken to delete identifiers before using any private health information. During every clinical rotation all students must follow the institution/agency HIPAA policy as outlined in orientation at the respective institution/agency.

Breach of the HIPAA policy could result in federal mandated fines or civil penalties as well as dismissal from the Viterbo nursing program.

Some simple guidelines to follow include:
1. Do not give patient/client information to anyone unless there is a "need to know".
2. When you need to discuss patient information, pay attention to who may overhear your conversation. Look for a private place to speak if others, especially members of the public, may hear you.
3. If you overhear others inappropriately discussing a patient/client, you may want to remind them that they have an obligation to maintain patient/client confidentiality.
4. Keep patient information out of public traffic areas. For example, do not leave paper containing patient information where others can see it.
5. Be responsible when disposing of patient/client information.
6. Follow all policies and procedures on protecting the confidentiality of patient/client information. Be sure to remove all identifiers from client information used in reporting cases in conferences or in writing papers for your courses.
7. If in doubt, talk to your clinical instructor or to a member of the nursing staff.
8. The Viterbo University policy on social networking will be adhered to as it relates to HIPAA and confidentiality.
9. Students may not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (e.g. Facebook, Twitter, cell phones).
10. Students may not leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive. Any infraction will result in immediate dismissal from the nursing program.

Source: (1-6 from Mayo Clinic Health System- Franciscan Healthcare of La Crosse Policy)

Non-Discrimination on the Basis of Disabilities

The Viterbo University School of Nursing supports the Viterbo University Policy and guidelines relating to the non-exclusion of qualified students from college programs solely by reason of diagnosed disability.

To meet the requirements of and to successfully participate in the nursing program at Viterbo University a student must be able to perform skills that are essential to nursing. Needs of students with a diagnosis are assessed and accommodated based on the diagnosis and medical documentation provided to the ADA Coordinator.* The student must be able to meet these requirements throughout the program even with accommodations.

1. **Physical Requirements:** The student must be capable of performing physical care of the client. This includes, but is not limited to, the ability to move and position patients, to perform visual inspection, to differentiate among a full spectrum of colors, to differentiate between various sound, to perform venipuncture, to administer medications, and to read a wide variety of gauges and monitors. The student must be able to perform and maintain certification in cardiopulmonary resuscitation.

2. **Communication:** The student must be able to gather information relating to the client to observe and describe physical, psychological changes and recognize non-verbal communication. They must be able to communicate sensitively and efficiently with clients and their families, and relate intellectually and personally with members of the health care team.

3. **Intellectual Abilities:** Critical thinking and problem solving are demanded of all professional nurses. This requires that the student possess abilities in logical thinking, measurement, calculation, reasoning and analysis.

4. **Behavioral and Social Attributes:** The student must possess emotional health and maturity to participate in the nursing program. They must be able to exercise good judgment and to act responsibly and promptly in completing client-related activities. The student must be able to function effectively under stress, to adapt to changing environments, to demonstrate flexibility, and to be able to function in uncertain circumstances while caring for clients. The student must be able to tolerate long hours and physically taxing workloads. The student must be able to demonstrate qualities of integrity, compassion, and skills in interpersonal relationships.

5. **Evaluation:** Viterbo University School of Nursing recognizes its responsibility to prepare competent professional nurses and also include qualified students with diagnosed disability(ies) into the program. The school of nursing will utilize technological advances and feasible alternative opportunities to encourage students with diagnoses the means to successfully complete the program. (rev. 2020)

* In accordance with Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973.

Pre-Clinical Requirements

All of the following must be completed prior to beginning the Clinical Graduate NURS Courses (which occurs the second semester of the program).
- Certified Nursing Assistant Certification (CNA) (WI highly recommended)
- Cardiopulmonary Resuscitation (CPR) for health professionals (must be American Heart Association). Students must remain current in CPR throughout the course of the program
- Caregiver Criminal Background Check
- Physical examination report
- Health insurance
- Record of up-to-date immunizations including:
    - Tetanus and Diphtheria within last 10 years
    - Measles, Mumps and Rubella- 2 vaccinations or positive titers
    - Varicella zoster or positive titer
    - Hepatitis B (complete series or blood tests to show immunity)
    - Influenza – annual requirement by October 31st
    - Two-step Tuberculosis/Tuberculin Skin Test (initial test)*
    - COVID-19

*Tuberculin Skin Test (TST): The student is required to have a TST. Another name for the TST is the PPD or Mantoux test. If this is the first TST or if it has been more than 12 months since the last negative TST, a two-step test is required. If the first test is negative, the second TST must be administered 1-3 weeks after the first test is read. Documentation is required of all test results. Also, the QuantiFERON-TB Gold (QFT) blood test an acceptable alternative to the TST, PPD or Mantoux.

All nursing students are required to have a repeated test for tuberculosis every 12 months.

A student who has reacted positively to the TST is required to have an initial chest x-ray, and a copy of the results must be provided to the Director of Health Services at Viterbo University. A student who has had a previous positive tuberculin test and has had medical treatment will be required to have a chest x-ray prior to participating in clinical in the sophomore year. Each year these students will complete a health questionnaire rather than the TB test. Repeated chest x-rays are not required unless symptoms develop that could be attributed to TB.

Titers: A titer test is a measure of antibodies in the blood, providing a check of disease immunity. Titers are also required if there are no records of required immunizations. Titers are required to show immunity to MMR and Varicella; however, the immunization series is acceptable. Titers also are acceptable for Hepatitis B; however, the immunization series is preferred. Results of these blood tests must be uploaded into the Student Passport System, which provides more information related to titer and repeat vaccine requirements.

A student who does not submit the physical examination report and/or who is not immunized/tested according to policy will not be allowed in the clinical areas. If a student is unable to obtain a complete vaccination history, titers must be drawn showing immunity or new vaccinations must be completed.

Professional Liability Insurance Policy

Students will be required to purchase their own liability insurance for any clinical experiences occurring outside of the university semester dates.

Transportation

Viterbo University School of Nursing utilizes a wide variety of community agencies to assist students in meeting the nursing curriculum objectives. Each student is responsible for his/her own transportation to and from these clinical agencies.

Use of Electronic Devices

The use of personal electronic devices (e.g. cell phones, smart watches) for clinical purposes are only permitted in areas away from patient care areas.. The personal use of electronic devices during scheduled clinical time, except during time away from the patient care area, is prohibited. Anyone found using them will receive an unsatisfactory evaluation for that day and be asked to leave the clinical setting.

Use of Medical Records

Student nurses may review medical records for their assigned patients only. Students must have been involved with the patient's care. Refer to specific agency policy and HIPAA policy. (rev. 2016)

Use of Students' Cars to Transport Patients

Because of the risk of liability, students will not under any circumstances provide automobile transportation for a patient.

HEALTH/SAFETY

Exposure to Body Fluids

The procedure known as Standard Precautions (related to the handling of body fluids) will be discussed and demonstrated to students before they begin clinical experiences. Subsequently, the student is responsible for protecting herself/himself and all patients by rigorously applying these precautions in all laboratory and clinical settings.

Students exposed to body fluids in the clinical setting will follow the protocol for that agency regarding evaluation and prophylaxis following significant exposure and will be responsible for any expense incurred. If the agency protocol does not cover students, the student will report to the hospital of choice for evaluation and prophylaxis. Students are accountable to report exposure to the agency staff and the clinical instructor for initiation of the protocol.

Students' Health Insurance

Students are not provided health insurance by Viterbo University or by the hospital or health care agency in which clinical experiences are being conducted.

Certain health care organizations require students to carry health insurance before participating in clinical experiences. Therefore, all students will be required to show proof of their own health insurance coverage.

Student Injuries

Injuries incurred by the nursing students during their laboratory/clinical experiences should be reported immediately to the agency staff and Viterbo Nursing clinical instructor. Agency policy will be followed in reporting incidents. All students are responsible for medical expenses to treat any injuries they incur. In addition, the Viterbo accident/incident report form must be filled out and submitted to the Dean.

Signature of Agreement – DEMSN Handbook

I have read and understand the policies and procedures required of me as a DEMSN student at Viterbo University and by signing or typing (then, downloading to a nursing course Moodle site) my signature signifies my understanding.

Date: _____

Signature: _____

Printed Name:_____
(if signing by hand for submission)