

Student Handbook

Undergraduate Nursing

2022-2023
Academic Year
Revised Fall 2022

Clarkson College Nursing Program Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care to individuals, families, communities, and populations.

Clarkson College Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Clarkson College Values

Learning, Caring, Commitment, Integrity, and Excellence.

Notice

The information in this handbook is intended to be informational and not contractual in nature. Clarkson College reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the Nursing program, Administration or Board of Directors deems is in the best interest of Clarkson College and its students.

Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights (OCR). The Human Resource Administrator serves as the Title IX Coordinator and is located on the sixth floor of the main Clarkson College building. The Title IX Coordinator can be contacted at 1.800.647.5500 or at titleixcoordinator@clarksoncollege.edu. The Office of Civil Rights can be contacted at the US Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington D.C., 20202-1100; the phone number is 1.800.421.3481, and the email address is OCR@ed.gov. Questions regarding other types of discrimination should be directed to the Vice President of Operations and Student Affairs, Jina Paul at pauljina@clarksoncollege.edu. Questions regarding accommodations for student disabilities should be directed to the Compliance and Administrative Support Office, at accommodations@clarksoncollege.edu.

Clarkson College
101 South 42 St. Omaha, NE 68131-2739 PH 402 552 3100 TF 800 647 5500 ClarksonCollege.edu

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Nursing Program Philosophy

We, the Nursing faculty of Clarkson College, believe we possess the knowledge, skill, and caring attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of knowledge. Consistent with the Clarkson College Values, the Nursing faculty value Learning, Caring, Commitment, Integrity, and Excellence in our professional relationships. We are dedicated to the dignity, health, and spiritual needs of people. We are committed professional nurse educators who foster the learning of nursing in a caring environment.

We believe the study of nursing is consistent with and fosters the Clarkson College Mission and Values. Our beliefs regarding human being, environment, health, education, nursing education and nursing are contained in the Nursing program's philosophy. A *human being* is an individual who consists of a mind, body, and soul, developed through interpersonal relationships, and influenced by environment, culture and health. *Environment* is a set of dynamic physical, cultural, political, and economic conditions that influences the lives of individuals, families, communities, and populations. The individual is in constant interaction with an ever-changing global environment. Nursing recognizes the impact a person's environment has upon health. *Health* is an individually perceived dynamic state of well-being. Nursing is a humanistic and scientific care discipline and profession.

We profess that *education* is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized learning experiences, and evaluating subsequent outcomes. We ground *nursing education* in the totality of the human experience through the study of the humanities, arts, and sciences within the scope of nursing practice. We believe students are partners in the educational process and encourage learning by discovery, curiosity, clinical decision-making, experience, reflection, modeling, collaboration, and interactive participation. We model service to the College and community and celebrate the diversity of human beings.

We believe there are various educational levels within nursing. The baccalaureate and graduate nursing programs at Clarkson College represent these levels. The baccalaureate in nursing is the entry-level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for articulation from one level of nursing education to the next.

We believe caring is the foundational core of the nursing profession and is the energy present in empowering relationships. Caring for clients includes the ability to teach, lead and inspire individuals/groups toward optimal health and wellness. We, the Nursing faculty of Clarkson College, believe that caring is the essence of nursing and the most central and unifying focus for nursing practice. Our students are educated in the concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism.

Organizing Framework & Curriculum Development Plan

The organizing framework provides a base for planning curriculum content, course sequencing, curriculum evaluation and flows from the simple to the complex. The organizing framework is derived from the philosophy and is composed of the major beliefs regarding human beings, environment, health, education, nursing education and nursing. The concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism are interrelated with the beliefs and identified within our philosophy. The Nursing program's mission is to prepare nurses to provide high quality, ethical and compassionate health care to individuals, families, communities, and populations. The College Values of Learning, Caring, Commitment, Integrity, and Excellence are reflected within the organizing framework that supports the mission of the Nursing programs and Clarkson College.

The Clarkson College Nursing program concepts are defined as follows:

Caring is the foundational core of the nursing profession and is the energy present in empowering relationships.

Client-centered care provides for a partnership between the nurse and the client (human being). Caring for clients includes a desire to understand their values, care preferences and expressed needs in all settings ranging from prevention to treatment. Open communication between the client and nurse fosters continuity and respect for cultural differences to promote healthy relationships.

Clients include individuals, families, communities, and populations.

Teamwork and collaboration include the processes of shared decision-making, mutual respect and open communication among the nursing professionals, interdisciplinary teams, and the client.

Informatics is the use of information and technology to identify, create, represent, and distribute knowledge to decrease error and support informed decision-making.

Professionalism is the process of actualizing the values of accountability, ethical and legal responsibility, altruism, autonomy, human dignity, integrity, and social justice. The nurse pursues professionalism through excellence in practice, knowledge through scientific discovery, application, scholarship, as well as professional advocacy in accordance with the American Nurses Association (ANA) Code of Ethics and Nursing's Social Policy Statement and Standards of Practice.

Safety involves minimizing the risk of harm to clients and providers through standardized practices and use of technologies that support safety and quality. Safety requires an understanding of the causes of error and allocation of responsibility and accountability.

Quality improvement is a process that uses data to monitor the outcomes of client-centered care, designs, and tests changes, and continuously improves the quality and safety of health care systems.

Evidence-based nursing practice applies the scientific method to the nursing process in conjunction with clinical decision-making. This practice integrates research, clinical expertise, client values and preferences for optimum care.

End of Program Student Learning Outcomes

Upon completion of the Bachelor of Science degree in Nursing, graduates will:

- Evaluate caring relationships and behaviors that contribute to positive outcomes for clients, families, communities, and populations, as well as health care providers and health care systems. (Communication, Diversity) **
- Analyze client-centered care with respect to health, environment and cultural preferences across the lifespan while respecting the client as the source of control. (Diversity, Critical Thinking) **
- Function effectively within nursing and interdisciplinary teams, fostering teamwork and collaboration with the client, family, community, and populations. (Communication)**
- Utilize best current evidence considering clinical expertise along with client and family preferences for the delivery of optimal health care. (Critical Thinking, Professionalism) **
- Participate in data evaluation to monitor client outcomes to continuously improve the quality of health care. (Technology)**
- Evaluate standardized practices and technologies to minimize the risk of harm to clients and health care providers through both system effectiveness and individual performance. (Critical Thinking) **
- Analyze information and technology resources to build knowledge, select the mode of communication, to decrease error and support decision making. (Technology)**
- Analyze behaviors consistent with the ANA Code of Ethics, Nursing's Social Policy Statement and Standards of Practice into the role of the professional nurse. (Professionalism)**

***Categories denoted in the parentheses represent relationship to Clarkson College's student success skills, which are our institutional student learning outcomes, and include Communication, Technology, Critical Thinking, Diversity, and Professionalism.*

Academic Progression

ACADEMIC PROGRESSION

Academic success is only one requirement for progression in the Nursing program. The student must also comply with the Professional Conduct Policy.

The curriculum is organized so that a student must satisfactorily complete the nursing courses in the proper sequence at each level before progressing to the next level.

Failed courses in the nursing major or the following support courses: CH 110 General Chemistry, BI 210 Microbiology, BI 211 Anatomy, BI 213 Physiology, HC 220 Gerontology and NS 227 Pathophysiology can be repeated to achieve a passing grade; however, a nursing major or support course may not be repeated more than one time. A student who fails a nursing major or support course more than once will be dismissed from the BSN program.

The final theory course grade consists of a letter grade. Students must complete course work with a grade of 77% or above in order to successfully complete theory course. An earned 77% test score average in addition to an overall earned course average of 77% is required of all students in order to pass a nursing theory class. Percentage grades will not be rounded (i.e., a 76.98% will not be rounded to an 77%). If a student does not pass on either the test average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar.

For clinical nursing courses, a final grade of Pass (P) or No Pass (NP) will be given to indicate clinical achievement.

A student is required to achieve a passing grade in the following support courses to be allowed to progress to the next level: CH 110 General Chemistry, BI 210 Microbiology, BI 211 Anatomy, BI 213 Physiology, HC 220 Gerontology and NS 227 Pathophysiology.

A student must earn a minimum grade of “C” in a theory course and a Satisfactory Progress (SP) in a clinical course in order to successfully complete a nursing course. Failure to achieve either of those grades will result in the student being required to repeat both theory and clinical courses.

Students must also meet the Comprehensive Student Assessment (CSA) policy in order to progress in the BSN program.

WITHDRAW FAIL

A student may Withdraw Fail (WF) once from any major or support course in the Baccalaureate Nursing program. After receiving a Withdraw Fail (WF) in a major or support course, the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two major or support courses during the student current program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Baccalaureate Nursing program.

COURSE FAILS

A student can receive a “D” or “F” in only one major or support course during the student current program of study. A “D” or “F” from a second major or support course will result in dismissal from the Baccalaureate Nursing program.

EDUCATIONAL CONTRACTS

A student that receives a failing grade (WF, D or F) in a course, may be required to complete an educational contract with either the director or assistant director to assist in their success in the program. The purpose of a learning contract is to outline goals and strategies for academic success. Completion of these goals will be taken into consideration for approval of any future petitions for reconsideration. Failure to meet these learning goals may hinder success and progression in the Undergraduate Nursing Program.

INCOMPLETE

If a student needs an extended time to meet clinical competencies due to an extenuating life event (i.e., pregnancy, death of a family member, etc.). The student has the following options:

- a. If there are available clinical hours remaining in the semester with the site, the student can complete the clinical hours during the scheduled semester as outlined by the clinical faculty.
- b. If there are no clinical hours remaining in the semester or clinical site options available, the student can take an incomplete in the clinical course, as long as the student is in good standing. The remaining clinical hours will need to be made up in the immediately following semester. The student would not be able to progress in their program, until the clinical course and any co-requisite coursework are successfully completed. Students would not be allowed to progress in their program during the semester that clinical make-up is being completed.

- c. The student may meet with the accommodations office for further needs, to assess for temporary accommodations.

Adding & Withdrawal from a Course

A course may be added through the first five days of instruction in a semester or prior to the second class meeting in a short term. This also applies to transferring from one section of a course to another section. After the designated time, the approvals of the instructor and the Program Director of the course are required. A course may be withdrawn (Policy AA-3) and a refund granted if it is accomplished according to the tuition refund schedule. It is the student's responsibility to initiate a Change of Registration form. Contact your advisor for changes to your schedule, and your advisor will submit the completed form to the Registrar's office for processing. Clarkson College will not be responsible for completed forms given to faculty or staff for submission.

NOTE: Only Student Financial Services may authorize reimbursement of fees or tuition. Directors, faculty, or staff are not authorized to approve reimbursement.

LENGTH OF COURSE

15-week course	On or before the 11th Friday of the course
12-week course	On or before the 10th Friday of the course
7.5-week course	On or before the 5th Friday of the course
6-week course	On or before the 4th Friday of the course

Courses may not be withdrawn during the final week of the semester period.

Comprehensive Student Assessment (CSA) Policy

ATI:

ATI exams are required of all Baccalaureate nursing students. Completion of the exam is identified in the respective course syllabi.

Students whose composite ATI score falls below the Proficiency Level 2, must complete the ATI Focused Review Process and retake that ATI test until the Proficiency Level 2 is achieved.

Failure to 1) take the ATI exam, 2) complete the Focused Review Process, and/or 3) retake the exam to achieve Proficiency Level 2 will result in an automatic course grade of incomplete for the course. The student must then complete the specific work to receive a grade for the course. This may impact the student's progression in the nursing program and/or completion of the student's program.

If an ATI exam is required during the semester, you will be notified by your instructor.

ATI PROGRESSION POLICY

The student must achieve the required passing score for the ATI exam before progressing to the next semester. The student needs to pass the ATI exam prior to 12 noon, the day final grades are due. The student will be allowed to register for the following semester courses. If the student does not pass the ATI exam prior to this deadline, the student will be required to withdraw from next semester's courses.

ATI REMEDIATION POLICY

The clinical instructor will review the focused review notes after first failure and may offer to meet with the student after second failure for remediation counseling to address areas of weakness. It is recommended the student wait 48 hours between each Proctored Assessment attempt. During the focused review process, consider using other sources to review topics such as your nutrition textbook, medical-surgical text, and ATI website. Under the section on ATI products is a “Learning tab” where additional resources for test taking are available, such as Nurse Logic and Achieve.

Course Instruction

Student Responsibilities for Learning

1. Students are responsible for their own learning.
 - a. Students should read the entire syllabus and be familiar with all course requirements.
 - b. Attend class on time and on schedule. Class roll calls are utilized to record student attendance and instructors are to be notified in advance if the student is unable to attend class.
 - c. Assigned material is to be read prior to class attendance.
 - d. This is a content rich course; therefore, good reading comprehension, listening, note taking, active and respectful participation by all members of the class are expected, whether the course is online or on campus. The ability to focus and manage time is imperative to be successful in this course.
 - e. Active involvement in activities, assignments, and discussions in the classroom or via the classroom online platform is expected.
 - f. Required theory and clinical assignments must be completed to the student’s best ability and turned in on time.
 - g. Students are expected to be aware of their own progress and ask for additional clarification or assistance in a timely manner, as needed.
 - h. It is the student’s responsibility to obtain returned paperwork/assignments by the end of the semester.
 - i. Students are expected to keep assignments and evaluations for their 4th year portfolio.
 - j. Student responsibility to maintain clinical skills checklist each semester.
2. Professionalism is expected at all times.
3. Students are responsible to be aware of the Academic Integrity policy and what constitute academic integrity misconduct.
 - a. Assignments should be completed independently unless designated as a group assignment.
 - b. All work turned in for credit in this current course must be personal, original, and expressly created for the course, during this course.
 - c. If a student is repeating this course, it is expected that all assignments will contain new information. No material that was submitted previously may be re-submitted.
 - d. If you have any questions or concerns about what constitutes plagiarism or any other academic integrity issue, please refer to the SW-25 policy and contact faculty for clarification.
4. Exams are to be taken as scheduled.
 - a. Students are encouraged to meet with faculty when test/course grade is less than 77%.
5. Students are encouraged to use College resources.
 - a. The Interprofessional Learning Center.
 - b. Academic and student support services.

- c. Informational Technology support.
 - d. Financial Aid counselor.
 - e. Academic advisor.
- 6. While the preferred method of communication between the student and instructor is via the Clarkson College email.
 - a. Each individual instructor will define their preference.
 - b. It is the student's responsibility to ask the faculty if there are any questions regarding communication in the course.
- 7. Students are expected to contact course faculty: notifying faculty of learning accommodations, ELL extended testing and/or if they experience difficulties with course content or accessing information.
- 8. Students are expected to follow all College and program-specific policies.
 - a. Use the add/drop courses procedure as outlined in the College catalog.
- 9. Clarkson College follows the Federal Regulation 34 CFR 600.2 definition of credit hour, §668.8: §668.9. Our academic programs follow a semester calendar and for the total number of hours, a minimum of two (2) hours per week/per credit of student study time is added to the theory contact hour. (See [Policy AA-55](#)).
 - a. For example, for every course credit hour, the student is expected to spend at least 2 hours per week on course-related work. This will include reading, preparing, and completing course assignments, organizing notes, and working with peers on group projects.
- 10. Undergraduate Nursing Program Clinical Courses: One credit hour equals 3 clinical hours per week (See [Policy AA-55](#)).
 - a. For every clinical credit hour, the student is expected to spend at least 2 hours per week on clinical-related work. This will include preparing/prelabbing, and completing clinical assignments, and working with peers on group projects.

NETIQUETTE GUIDELINES

To carry out its mission, the College expects students to use the internet, the learning management system (LMS), and email in a professional manner. Activities that may be acceptable on your private account at home may not be acceptable when using your Clarkson College-authorized services. It is our right to require your ethical use of these electronic tools, and your duty to follow both netiquette and the policies governing their use. The purpose of Netiquette guidelines is to help clarify standards and acceptable etiquette for all electronic communication between the faculty and the student and/or student to student throughout the duration of the course. Professionalism is expected. Be sure to be dressed appropriately and plan a quiet area with no distractions. You should consider this a classroom environment. Please review albion.com/netiquette/corerules.html ([link to an external site](#)) for Netiquette guidelines.

Video Conferencing Etiquette

Class will be held on campus, unless the college institutes remote learning due to community health concerns, such as the Coronavirus pandemic. Students are expected to use video conferencing etiquette when they are in video conferencing with faculty or staff.

The following list the expected behaviors:

1. Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are not speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.

2. Professionalism is expected. Be sure to be dressed appropriately (no pajamas) and plan a quiet area with no distractions. Cell phones should be silent. Sit upright (no laying down). You should consider this a classroom environment.
3. Eating is not permitted.
4. Close unneeded applications on your computer to keep the video optimally functioning.
5. You might want to use a headset with an external mic for best hearing and speaking capabilities.
6. When you are speaking, let others know that you are finished by saying one of these signoffs: "That's all," "I'm done," or "Thank you."
7. If you want to speak, use the "raise hand" feature that is available at the bottom center of your screen.
8. You can ask questions and make comments silently if desired using the "Chat" feature (also on the bottom and center of your screen).
9. Remember to sign out or "leave the meeting" when the session is finished.

Intellectual Property of Course Materials & Recording

Students must obtain advance permission from individual course faculty to capture or share electronic files pertaining to class or clinical (including but not limited to pictures, videos, or audio recordings). Approved electronic files can be used solely for the student's own private use. Materials in this course are not to be reposted in any other setting (e.g., social media/internet) without **written permission** from faculty. Distributing electronic files without permission is a violation of the course policy and may be considered a violation of educational privacy laws.

Students who would like to record classes must inform the instructor and seek instructor approval **prior** to recording.

Accommodations

Clarkson College is committed to equal access to educational opportunities to otherwise qualified students with disabilities (Policy SW-2). Eligibility must be established before services can be provided, and accommodations are not retroactive. Students are encouraged to register with the Accommodations office as early as possible. Students can obtain more information about disability services and requirements by referring to the [Accommodations webpage](#), by sending an inquiry accommodations@clarksoncollege.edu or by calling 402.552.2277 or 800.647.5500.

Testing

Using LockDown Browser and Webcam for Online Testing

This course requires the use of LockDown Browser and a webcam for online testing. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available. Next, download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=959950603>

Using LockDown Browser for Testing

This course requires the use of LockDown Browser for testing. Watch this [short video](#) to get a basic understanding of LockDown Browser. A student [Quick Start Guide](#) is also available. Next, download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=959950603>

ELL Extended Testing Time Resource

English language learner (ELL) students are a diverse group of students whose primary language is not English. As ELL students continue to learn the English language, we recognize that translation during testing can pose a barrier. Therefore, if you are an ELL student, Clarkson College offers extended time to take your quizzes and exams in several courses. ELL students who enroll in this resource will receive extra time for each quiz and examination; 1st year=2X, 2nd year=1.5X, 3rd year=1.25X, 4th year=0X. Enrolling in this resource will have no negative repercussions for any student. Please speak with the course instructor to enroll in this resource. The faculty will complete an ELL Testing Modifications Form on the Testing Center website. See ELL Testing Modifications Form | Clarkson College

If the extended testing time overlaps with scheduled in-class activities, it is the student's responsibility to arrange alternate testing times with their instructor.

GRADING SCALE

A+	100% – 97%	B+	91% – 88%	C+	82% – 80%	D	76% – 73%
A	96% – 92%	B	87% – 83%	C	79% – 77%	F	≤ 72%

The final theory course grade consists of a letter grade. Students must complete course work with a grade of 77% or above in order to successfully complete theory course. An earned 77% test score average in addition to an overall earned course average of 77% is required of all students in order to pass a theory nursing class. If a student does not pass on either the test average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar.

1. The final theory course grade consists of a letter grade. An earned 77% test score average in addition to an overall earned course average of 77% is required of all students in order to pass a nursing theory course. Percentage grades will not be rounded (i.e., a 76.98% will not be rounded to an 77%).
2. For the clinical nursing courses, a letter grade of Pass (P) or No Pass (NP) will be given to indicate clinical achievement.
3. The course competencies derived from the level outcomes of the curriculum for the nursing major are the criteria for evaluating student achievement in both the classroom and clinical practice.
4. At designated intervals, each student will have the benefit of an evaluation of her/his progress in both the classroom and clinical components of the course.
 - a. Designated intervals are defined in each course evaluation procedures.
 - b. The clinical instructor shall provide the opportunity for each student to make self-evaluations.
 - c. Each clinical instructor shall be responsible for documenting evaluations on each assigned student. Faculty will evaluate students on a timely basis.
 - d. If the student's progress is unsatisfactory, additional evidence of guidance conferences may be entered into the student's permanent file.
5. A student may request a conference to evaluate the student progress.
6. Upon completion of clinical courses, the student's evaluation form will be maintained on Learning

Management System in the clinical course shell.

Attendance

Students are responsible for attending all scheduled classes and clinical/practicum experiences. If a student misses a class or clinical/practicum experience, the student assumes responsibility for this action and will be subject to stipulations of policy.

Absences are considered either excused or unexcused. The student is responsible for notifying the theory and/or clinical faculty and the clinical agency when the student is unable to attend a scheduled class or clinical assignment. The only exception will be when no students attend due to weather or other emergency, or as directed by faculty.

THEORY ABSENCES:

EXCUSED ABSENCES

- Excused absences are those absences due to illness, personal crisis or College sponsored special events (i.e., NSSNA, workshops, college functions) where the student has contacted the course faculty prior to class start time.
- For an excused absence related to a College sponsored special event, the student must receive approval from the course faculty. If approved, arrangements will be made to make up missed course work.
- In the event of a crisis in which the student is unable to notify the course faculty in advance, the course coordinator or program director, as appropriate, will review the situation. An excused absence will be determined at that time and arrangements made for course work.
- A student who misses a theory course examination is responsible for notifying the course faculty prior to the scheduled exam time. Refer to individual course testing policy per syllabus.

UNEXCUSED ABSENCES

- An unexcused absence is any absence in which the student has not made contact, made prior arrangement, or has not been approved by the course faculty.
- If a student is absent from an examination or fails to turn in a graded assignment, make-up work may be offered at the discretion of the course faculty. At the course faculty's discretion, it may be possible for the student to take a missed examination at a date to be set by the course faculty.
- Unexcused absences from an examination or failure to turn in a graded assignment may result in a grade of zero. Refer to individual course testing policy per syllabus.

CLINICAL ABSENCES:

- Students who have missed any clinical or college laboratory experience may be brought to the attention of the course coordinator by the clinical faculty for review as necessary.
- Clinical experience is an essential component of nursing. A pattern of absences can result in failure to meet not only course competencies but achieve program progression. The student may be recommended to withdraw or be administratively withdrawn from the Nursing program.

EXCUSED ABSENCES

- Excused absences are those absences due to illness, personal crisis or College sponsored special events (i.e., NSSNA, workshops, college functions) where the student has contacted the clinical faculty prior to clinical start time.
- When an excused clinical absence is due to illness, the student will see a primary care health practitioner to obtain permission to return to clinical area. The clinical faculty may waive this requirement when reviewing the nature of the illness and length of absence. The permission to return to clinical is added to the student's file.
- For an excused absence related to a special event, the student must receive approval from the clinical faculty. If approved, arrangements will be made to make up missed course work.
- In the event of a crisis in which the student is unable to notify the clinical faculty in advance, faculty will review the situation and determine appropriate arrangements.

UNEXCUSED ABSENCES

- An unexcused absence is any absence in which the student has not made contact, made prior arrangement, is blocked due to health and safety noncompliance, or has not been approved by the clinical faculty.
- The student is still required to meet the course competencies, no clinical make-up will be offered, and a clinical contract will be established.

CLINICAL MAKEUP FOR EXCUSED ABSENCES

- Clinical make-up requirements vary between courses, to meet competencies.
- Availability of clinical make-up cannot be guaranteed. The clinical faculty, clinical course coordinator and/or Program Clinical Coordinator will determine availability and method.
- If 20% of total clinical hours are missed make-up will be required at either a clinical site, simulation, or in-depth virtual clinical experience to meet competencies is at the discretion of clinical faculty and course coordinator.

CLINICAL MAKEUP FOR EXCUSED ABSENCES: EXTENDED CRISIS/EMERGENCY (EXAMPLES: QUARANTINE, EXTENDED ILLNESSES, OR HOSPITALIZATIONS, ETC...)

- If 20% of total clinical hours are missed make-up will be required at either a clinical site, simulation, or in-depth virtual clinical experience to meet competencies is at the discretion of clinical faculty and course coordinator.
- An incomplete grade may be appropriate for extenuating circumstances.

Attendance & Non-Attendance

Students are expected to attend all classes in which they are enrolled and follow the attendance policies of individual programs as specified in the course syllabus. Faculty will report, within two business days of the last class missed, the names of students who have two or more consecutive unexcused, three or more excused absences or a combination of three or more excused and unexcused absences during the semester to the Registrar ([Policy AA-63](#)). The non-attendance form will also be filed with Financial Aid and the Program Director.

Clinical and Laboratory

HEALTH AND SAFETY POLICY AND REQUIREMENTS

Students entering nursing must submit evidence of good health. It is the responsibility of the student to maintain health and safety requirements. Students who are out of compliance with any health and safety

requirements will be blocked from online campus program-specific clinical courses and will not be allowed to attend clinical until the requirements are met. Students out of compliance with Health and Safety may also be in violation of the Clarkson College student [“Code of Conduct”](#) policy. Questions regarding health and safety may be directed to the Clinical Education Compliance office at 402.552.6206 or 402.552.6285.

Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

UNDERGRADUATE NURSING HEALTH & SAFETY PROCEDURE

“Blocking Process” for non-compliant students:

- Health and Safety Items are due by 12:00 p.m. the business day PRIOR to the appropriate College health and safety vendor’s stated due date.
- Rechecks of non-compliant students will **only** occur at 12:00 p.m. the next business day. Any students compliant will be unblocked and allowed to return to clinical at that time. **No** students will be unblocked before the 12:00 p.m. deadline.
- Students missing clinical due to noncompliance will result in an unexcused absence (please refer to the absence policy). No make-up assignments and/or clinical will be allowed.
- Student will meet with faculty to establish a clinical contract to outline expectations due to unexcused absence.

CRIMINAL BACKGROUND CHECKS

Criminal background checks may be completed on students as needed for clinical experiences and shared with clinical facilities as requested. Prior conviction of a felony or misdemeanor may make a student ineligible to participate in various clinical experiences and may make it impossible for a student to complete the scheduled program of study. Additionally, prior conviction of a felony or misdemeanor may make the student ineligible for professional licensure, professional certification, or professional registration, depending upon the specific regulations of individual health profession and the state of practice. If a student is convicted of a felony or misdemeanor during the program, it is the student’s responsibility to inform the Program Director immediately upon conviction.

DRUG TESTING

Students may be required to submit to drug testing, either scheduled or random, in conjunction with clinical nursing courses as required by the College or clinical facility. If a student tests positive for alcohol and/or illegal drug use, the student will not be allowed to continue in the clinical nursing course for that semester.

If a student tests positive for alcohol and/or illegal drug use more than one time during the student’s plan of study, the student will be administratively withdrawn from the Nursing program.

LIABILITY INSURANCE POLICY

Clarkson College students registered in clinical courses are covered by the blanket professional liability policy of the College, which is intended to cover the student when engaged in the prescribed curriculum and course work. This policy is limited to coverage of the student in the student role only; it does not cover the student as an employee. It is a blanket liability so there are no individual applications or individual policies. Clarkson College recommends that any student employed in the health care field or completing clinical course work, carry the student own professional liability insurance.

For a full list of requirements, refer to the [Health and Safety page](#) on the Clarkson College website

CLINICAL SITES

- Students will attend clinical in multiple sites during their program throughout the Omaha/Council Bluffs metropolitan area and other surrounding communities.
- Students may need to complete specific clinical onboarding requirements for clinical sites. Students will not be able to attend clinical at specific sites if onboarding is incomplete.
- Students will need to obtain own transportation to and from clinical sites.
- Students will need to keep assigned clinical days open for alternative clinical experiences and any make-up clinical.
- Student will also need to plan some flexibility in their schedules to allow for unforeseen changes in clinical schedules.

Clinical Evaluation

The student will be evaluated according to the level competencies that are derived from the conceptual framework and the philosophy of the Clarkson College Baccalaureate Nursing program. Learning experiences provided will give the student the opportunity to demonstrate satisfactory performance of the level competencies and professional behaviors. The student is encouraged to review the clinical evaluation form with the clinical instructor throughout the course.

FORMATIVE EVALUATION

Formative evaluation is an ongoing process that provides data that can be used to develop a more complete evaluation of the student's performance in the course. Formative evaluation (ongoing) is done at intervals specified by the instructor. Anecdotal notes will be utilized to supplement the evaluation form when necessary.

Students will sign signature in the comment box on the LMS, this will serve as student clinical evaluation acknowledgment, documenting they have read the evaluation and understand their present level of achievement.

Students will complete a self-evaluation at midterm and on completion of the course. This will include a rating of individual objectives and a narrative summary note.

Student will refer to individual clinical course evaluation tool for specific satisfactory, in progress and unsatisfactory performance.

SUMMATIVE EVALUATION

Summative evaluation (final) is the composite of the clinical behaviors for the course. Achievement of all of the level competencies is mandatory to successfully complete the course. This includes satisfactory completion of the critical clinical experiences and demonstration of professional behaviors. Summative evaluation is scheduled when the clinical experience is completed. Please see individual course syllabi and evaluation tools for detailed evaluation policy/procedures.

GUIDELINES FOR CLINICAL EVALUATION

The student will:

1. Attend conferences as determined by faculty.
2. Demonstrate evidence of following through with suggestions of faculty. A student encountering academic difficulties in a nursing course is expected to make use of all available college resources.
3. Discuss questions or concerns with instructor(s). The student will utilize appropriate communication channels when addressing concerns regarding each course grades/evaluations.
4. Completion of clinical skill check list each semester.
5. The student will sign and date the clinical evaluation tool. Student signature documents that they

have been notified of evaluation, not necessarily in agreement with the evaluation. The student may respond to the evaluation in writing.

6. Access midterm and final grades by utilizing the Clarkson College website.

The faculty will:

1. Orient students to evaluation policies and procedures at the beginning of each course.
2. Meet with the student for clinical evaluation conferences a minimum of twice per semester (at midterm and following completion of the clinical/practicum rotation).
3. Document clinical evaluation conferences on the student clinical/practicum evaluation form.
4. Submit the midterm and final grades to the course coordinator, BSN Program Director, and Registrar.

Personal Appearance

As a student you represent, not only Clarkson College, but also the professional image of nursing. The following are expectations of the personal appearance of a Clarkson College nursing student.

DRESS CODE POLICY

1. **Hair:** Students must have natural colored hair. Extreme looks such as multiple colors; extremes in bleaching, dyeing, or tinting are not appropriate. Hair must be clean and pulled back from the face so as not to fall forward while giving patient care. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** If worn, is to be conservative and not detract from the attire, uniform or work environment and must reflect a professional image.
3. **Nails:** Need to be smooth, of a moderate length and clean. Artificial nails, nail polish/products are not to be worn by anyone with responsibility for hand-on patient care, as they are an infection control risk.
4. **Jewelry:** Decorative jewelry is to be conservative and not detract from the attire or work environment and must not pose a safety/infection risk. Jewelry should be minimal. Students are allowed:
 - No more than one ring per hand (unless otherwise stated by the clinical agency). Plain-type wedding bands are preferred.
 - No piercings on the body are permitted with the exception of two post/stud type earring on the ear. No bars, industrial piercings or other adornments are allowed.
 - A single small nose stud is permitted.
 - One gauge per ear is acceptable but may not exceed 10 mm or 00 gauge and a solid clear/skin toned plug or retainer must be worn at all times while at clinical experiences.
 - Body piercings (other than those allowed per policy) will be removed for all clinical experiences. Covering up non-allowed body piercings with Band-Aids or other types of concealing methods are not permitted.
 - Body dermals and all subdermals shall not be visible during clinical experiences.
 - One small necklace that fits snug to neck or is able to be tucked into a shirt is permitted. Dangling necklaces are a safety issue.
5. **Aftershave, cologne, and perfume:** Will be applied sparingly, as patient's sensitivity to scents/odors must be considered at all times.
6. **Tattoos:** Tattoos located on the face and neck are not allowed. Tattoos must not be offensive or cause distress to the patient or public and are not allowed. If tattoos are deemed inappropriate, vulgar or obscene, it must be covered at all times during the clinical experience. Examples of tattoos

which are not allowed include weapons, skulls, profanity, inappropriate language, nudity, or risqué drawings.

7. **Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component of each student's overall image. Students will maintain a high level of personal hygiene. Students' breath and clothing/lab coats must not smell of smoke.

NOTE: If a student chooses to wear piercings that are not visible (i.e., under the required clinical attire), Clarkson College will not be liable for injuries that may occur.

CLINICAL ATTIRE: (Uniform)

- Clarkson College white lab coat with current College emblem.
- Clarkson College ID badge and student nurse badge extender.

ACUTE CARE & PRE-LAB SETTING ATTIRE:

- Students wear a Clarkson College uniform scrub shirt and pants in pewter grey, brand approved through Clarkson College vendor with a current college emblem. Leggings and jogger pants are not allowed.
- Students wear clean all white, navy blue, grey, or all black, leather, leather like, or non-permeable, closed-toed shoes. No prints, swirls or designs in any color will be allowed on shoes aside from a small insignia.
- Any shirts under scrubs must be all white, black or grey.
- White lab coat is to be worn for pre-lab.

COURSES WITH COMMUNITY CLINICAL SETTING ATTIRE:

- Students wear khaki uniform pants and a navy-blue Clarkson College polo brand approved through Clarkson college vendor.
- Students wear clean all white, navy blue, grey, or all black, leather, leather like, or non-permeable, closed-toed shoes. No prints, swirls or designs in any color will be allowed on shoes aside from a small insignia.
- Any shirts under Clarkson College polo shirts must be all white, black or grey.
- Students may wear an optional jacket (black, pewter, or navy) which can be purchased through the Clarkson College vendor. Wearing a white lab coat may be necessary for some community clinical settings, but this is site specific.

ACCESSORIES

- Clarkson College ID badge and student nurse badge extender
- A conservative watch with second-hand function
- One working black pen
- Bandage scissors
- Stethoscope
- Penlight
- Protective Eyewear

Professional Conduct

Inherent in the profession of nursing are values that are demonstrated through professional conduct. Examples of professional values include demonstrating a commitment to nursing, demonstrating cooperation

and collaboration, placing the client's welfare first, exhibiting personal as well as intellectual responsibility, and adhering to the Nursing program and clinical facility policies. These are areas by which the student is evaluated in the area of professional conduct.

In keeping with the philosophy of Clarkson College, a student is expected to exhibit professional behavior when performing nursing activities or representing the Nursing program in any capacity. The student is expected to follow the "Code of Conduct" identified in the Clarkson College academic catalog.

PROFESSIONAL CONDUCT

COMMITMENT TO NURSING

When in the clinical area or any clinical experience, the student should be identified as a Clarkson College student by proper uniform, and/or identification as listed in the Dress Code Policy. The student is expected to exhibit a professional manner, which includes but is not limited to having a neat, clean appearance and utilizing appropriate language and behavior.

The student will be identified as a Clarkson College Nursing student when completing official agency records or forms (e.g., by writing J. Smith SN1 CC, SN2, SN3, SN4). Additional titles may not be used when in a student role unless a student is already an RN and currently enrolled in the RN to BSN program.

The student notifies the clinical faculty or preceptor appropriately when the student is unable to complete nursing responsibilities, will be absent from the clinical setting or must leave the clinical area prior to the end of clinical time.

CLIENT WELFARE

The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner that is sensitive to client diversity. When providing care, the student places the client's welfare first by: being accessible and prompt in answering the client's requests; establishing a priority of activities that reflect the client's needs; and being responsible and reliable when needs are identified by the client, staff, or clinical instructor. The student delivers care in a manner that preserves and protects client autonomy, dignity, rights and confidentiality.

COOPERATION & COLLABORATION

The student interacts professionally, both written and verbally, with faculty, staff, clients, and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the appropriate channels of communication and authority for clarification (instructor, course coordinator, BSN Program Assistant and/or Director, and Vice President). The student's written work/charting is accurate, has a professional appearance and is completed according to standards of the agency and Clarkson College. Cellular phones and pagers are to be used in emergencies and according to agency policies as well as at the discretion of the instructor.

The student is a cooperative team member who considers the needs of the entire group when working together, giving, and receiving assignments, and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive criticism.

The Assistant Program Director, in consultation with the course coordinator, reserves the right to adjust assignments as warranted by clinical objectives, clinical facility requests and faculty availability. Any changes, which substantially affect a student's schedule, will be communicated to the student by the course coordinator and/or Assistant Program Director.

INTELLECTUAL & PERSONAL RESPONSIBILITY

The student exhibits intellectual and personal responsibility by readily acknowledging mistakes and/or oversights and takes action to correct the situation. The student is honest and truthful when interacting with clients, peers, faculty, and staff, and in completing written work such as charting, care plans, assessment guides, etc. The student completes her/his own work, not representing anyone else's work as being their own. The student identifies group collaboration on projects when indicated and appropriate. Refer to Policy on Academic Honesty in the College academic catalog, which will extend to the class and clinical experience.

CODE OF CONDUCT

Members of the Clarkson College community include administration, faculty, staff, and students. Clarkson College students are not only members of the College community, but they are also citizens of the larger society. As citizens, they retain those rights, protections and guarantees of fair treatment that are held by all citizens. In addition, Clarkson College students are subject to the reasonable and basic standards of the College regarding discipline and maintenance of an educational environment. The purpose of the Clarkson College Student Code of Conduct is to foster a sense of accountability, trust, responsibility and professionalism among students, faculty, and administration. The Code of Conduct is designed to assist in the personal and intellectual development of students as they work toward becoming health care professionals, as well as behavior expectations, which are outlined in departmental handbooks.

The College goals for its disciplinary policy, as set forth in the Student Code of Conduct, are:

- to promote ethical behavior
- to ensure the integrity of the academic enterprise
- to develop a sense of responsibility to maintain the honor of the health care profession
- to provide an atmosphere of safety and well-being

It is important to note that one's behavior as a student may have a long-term effect on one's career in addition to having Code of Conduct consequences at Clarkson College. A violation of certain laws may jeopardize a student's ability to obtain professional licensure. Therefore, students should consider their career goals as well as the Clarkson College Code of Conduct before making behavioral choices

Students are required to engage in responsible social conduct and to model good citizenship as members of the community. Clarkson College expects the following of students:

- demonstrate honorable and responsible behaviors
- demonstrate a keen sense of ethical conduct
- behave respectfully
- be considerate of other people and property
- be trustworthy
- demonstrate honest character upon which others may rely with confidence
- communicate professionally (both verbally and in written form)

Code of Conduct Policy

ACADEMIC INTEGRITY POLICY AND PROCEDURES

FUNDAMENTAL VALUES OF ACADEMIC INTEGRITY

WHAT IS ACADEMIC MISCONDUCT

STUDENT RESPONSIBILITIES

VIOLATION PROCEDURES

SANCTIONS/DUE PROCESS

In acknowledgement of the code of conduct and academic integrity policy, all BSN students are required to sign the Baccalaureate Nursing Program Honor Pledge found at the end of this handbook.

Social Media

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences.

Applications that allow you to interact with others online (e.g., Facebook, LinkedIn, Twitter or Snapchat) require you to carefully consider the implications of friending, linking, following, or accepting such a request. There are potential with social media to share protected information. Relationships such as faculty-student, and staff-student merit close consideration of the implications and the nature of the social interaction.

GUIDELINES FOR POSTING

- Do no harm
- Does it pass the publicity test
- Be aware of liability
- Maintain transparency
- Be a valued member
- Think before you post
- Take the high ground
- Respect your audience
- Correct mistakes
- Protect your identity
- Do not use pseudonyms
- Use a disclaimer
- Do not use the Clarkson College logo or make endorsements
- Do not post any information regarding clients or clinical site

[Clarkson College Social Media Guidelines](#)

Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Values

Learning

The lifelong process of education through both structured and unstructured experiences.

Caring

An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact, serve and lead.

Commitment

Dedication and accountability to the shared mission of Clarkson College.

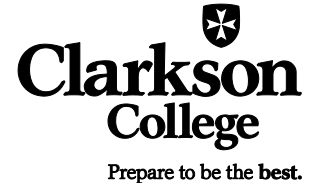
Integrity

Adherence to moral and ethical standards in personal, professional and organizational actions.

Excellence

A level of performance in which all individuals strive for extraordinary quality.

Baccalaureate Nursing Program
Code of Conduct and Academic Integrity



I, _____, as a member of the student body of the Clarkson College Baccalaureate Nursing program, hereby pledge upon my honor to abide by all of the regulations governing the school. I will conduct myself academically with integrity, refraining from any action which would discredit me, the members of the student body or the nursing profession.

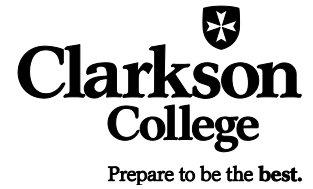
I hereby pledge that I understand and will uphold the Code of Conduct and Academic Integrity Policies. I am aware that a breach of these policies will result in disciplinary action by the faculty, Assistant Directors, and/or the Director of the Baccalaureate Nursing program. This signed pledge applies to all work completed while enrolled in the Clarkson College Baccalaureate Nursing program.

STUDENT SIGNATURE

DATE

STUDENT PRINTED NAME

Baccalaureate Nursing Program
Student Handbook Receipt
Acknowledgement



By signing this receipt, I acknowledge that I have received my copy of the Clarkson College Baccalaureate Nursing Student Handbook. It is my responsibility to read and understand the matters set forth in this Handbook. The Handbook is a guide that must be followed by each student enrolled in the Baccalaureate Nursing program.

STUDENT SIGNATURE

DATE

STUDENT PRINTED NAME