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Sophomore Commitment Ceremony

NURSING PROGRAM

Senior Pinning Ceremony
Subject: **School of Nursing Philosophy**

As a School of Nursing rooted in Catholic Franciscan values, we believe that:

**Persons** are biological, intrapersonal, interpersonal, and spiritual beings who develop and interact within families, communities and their environment. Persons have the inherent dignity and worth and the right to autonomy and self-determination in their life choices.

**Health** is a dynamic state of balance between the biological, intrapersonal, interpersonal, and spiritual components of persons, families, and communities. Wellness and illness are the personal lived experiences of health.

**Environment** consists of internal and external factors that influence the health and wellness of persons, families, and communities.

**Nursing** is a healing art and science that assists persons, families, and communities in achieving optimal health and wellness throughout life.

**Professional nursing practice** is built on the foundation of a baccalaureate education, which integrates the liberal arts and sciences with professional knowledge, skills and values. Professional nursing practice in a dynamic health care environment is independent and collaborative.

**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 and expertise.

**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** incorporate active learning strategies, promote critical thinking and clinical judgment, and provide opportunities to develop professional values. Effective teaching and learning take place in an encouraging, challenging, and respectful environment.

Subject: **School of Nursing Mission Statement**

The School of Nursing prepares nursing and dietetics students for faithful service and ethical leadership as professionals who will advance high standards of practice.

(03/2010)

Subject: **BSN Program Mission Statement**

The Bachelor of Science in Nursing (BSN) program prepares students for professional holistic nursing practice. Faculty create an educational experience that embraces the pursuit of wisdom and the values of caring, integrity, collegiality, and commitment as preparation for faithful service and ethical leadership in a dynamic health care environment. (3/2010)
Subject: **School of Nursing Goal Statements**

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 offer specialization, expansion, and/or advancement in nursing practice for graduate and professional learners.
2. implement a professional curriculum in nutrition and dietetics to prepare graduates to provide comprehensive nutrition care in community and medical settings.
3. provide an educational experience that emphasizes active learning in a values based context;
4. create a collegial environment that facilitates the professional development of students and faculty;
5. prepare graduates for professional roles in a dynamic health care environment.

(2009)

Subject: **Undergraduate 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.

(rev.2014)
Subject: Undergraduate Program Outcomes

Outcomes of the Curriculum

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. Incorporate effective interpersonal and inter-professional communication and collaboration skills.
2. Articulate the direct and indirect relationship of healthcare policy, finance, and regulations.
3. Assimilate professional values of altruism, autonomy, human dignity, integrity, and social justice.
4. Integrate health promotion, disease prevention, and safety principles for individuals and populations.
5. Incorporate an evidence based practice approach to clinical decision making.
6. Integrate critical thinking processes in an increasingly complex healthcare environment.

The core curriculum consists of courses from the humanities, fine arts, natural, and social sciences. As the name implies, the humanities study the human experience as an individual and as part of a family and community. The human community is examined through its communication patterns with courses in literature or composition. A study of history provides an opportunity to explore the forces that over time have formed our civilization and culture. Looking at past experiences to better understand the present and plan for the future is important to understanding the human condition. Philosophy, another of the humanities, leads to an examination of values and to a better understanding of the meaning of person and life. Philosophy and religion together, guide in a process of clarifying values and exploring the spiritual dimensions of one's culture and individual life. It can be said then, that in studying the humanities, individuals are studying themselves in order to better understand others.

In addition to the study of humanities, fine arts courses are used to broaden the understanding of individuals and society through an appreciation of the underlying beauty and aesthetic nature of persons and the environment. The fine arts awaken creative awareness as individuals express themselves. Additionally, the fine arts allow an individual to experience the world through a new vantage point, which provides a window into the culture and history of the world.

The window opened with a study of the fine arts has a goal of appreciation of the beauty in persons and the environment, while a window opened by a study of the natural sciences leads to an understanding of the physical attributes that are a part of those persons and the environment. In a world filled with technology and change, individuals need to have a grasp of this information to live in harmony with the environment. The human body is a complex integration of chemical, biological and physical components that need to be understood and supported.

While the natural sciences may provide a study of the physical components of the human being, the social sciences expand the understanding of the whole person to include the intrapersonal aspects of the self, along with the social environment in which that person exists. Here the goal is not just to open the window of the mind, but to broaden the viewpoint seen through the window. A study of the social sciences challenges students to objectively view themselves and society from various perspectives. Through a study of social sciences, the individual gains insight into personal and social problems along with the complexity of solving these problems. The social sciences also
lead to a deeper understanding of oneself and the relationships formed with others (Viterbo University, 2012-2013).

Social sciences, natural sciences, fine arts and the humanities together provide the student with an opportunity to develop fully as individuals and as professional nurses. Throughout the courses in these disciplines and in the nursing courses, students are encouraged to develop insights into how the general education classes relate directly to the profession of nursing and form connections to the graduate outcomes. Viterbo University (2013-2014). Undergraduate catalog. La Crosse, WI: Author.

**Undergraduate Curriculum**

The university core courses and designated support courses provide a foundation for the discipline-specific courses of the curriculum. Nursing has its basis in theory, research, and practice. Similarly the curriculum was designed after review of education and nursing theories and current research, keeping in focus the student population and practice changes in the healthcare environment. This consideration is reflected in the goals of the School of Nursing, one of which is “to implement a professional curriculum that builds on a strong liberal arts foundation for undergraduate learners…” (Viterbo University BSN web page: http://www.viterbo.edu/bsn/).

**Subject: Nursing Curriculum**

The sequencing of courses is designed to provide the student with essential courses in the natural and social sciences as a foundation to build upon in later courses. The sophomore curriculum begins developing the cognitive, communication, and psychomotor skills unique to a professional nurse. Using the foundation of the sophomore year, the curriculum at the junior level shifts in intensity with the addition of theory/clinical courses incorporating not only a nursing focus on the person over the lifespan, but also the family. Senior level courses focus on complex health care in settings of critical care, mental health and public health with an increased emphasis on interdisciplinary collaboration, healthcare systems, and nursing leadership. Teaching and learning practices embody a variety of strategies to engage the student in active learning and develop a passion for life-long learning. The School of Nursing’s state of the art Simulation Center allows for students to be challenged in a safe learning environment that mimics real life nursing. Assessment of program outcomes is achieved through course-embedded assessment and other appropriate assessment strategies. (rev. 2012)

The curriculum leading to a degree of Bachelor of Science in Nursing typically consists of 8 academic semesters. Core curriculum courses, supporting courses, and nursing courses are taken concurrently during the four years.

A five-year option (10 semesters) is also available. This option allows the student to distribute the anatomy and physiology and chemistry requirements over four semesters. This option also reduces the number of credit hours taken each semester. Students who plan on working and/or believe they may have a weak science background frequently elect the five-year option. Students who do not meet the prerequisites for the science support courses or whose academic record indicates the need for remedial work may be required to follow a five year plan.

In order to meet the objectives of the program, practice in a variety of clinical areas is necessary. These areas include simulation, hospitals, nursing homes, community health agencies, the community and other health-related agencies in the area. (rev. 6/2012)
**VITERBO UNIVERSITY**
**Nursing Curriculum**
**Sophomores 2015-16**

### Freshman

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<td><em>ENG103 or ENG105 or ENG195</em></td>
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<tr>
<td><em>BIO 104 A&amp;P I</em></td>
<td>3</td>
</tr>
<tr>
<td><em>PSYC 171</em></td>
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<tr>
<td>VUSM 100</td>
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<tr>
<td>Fine Arts</td>
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<tr>
<td><em>BIO 114 A&amp;P II</em></td>
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</tr>
<tr>
<td><em>SOC 125 Intro.</em></td>
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<tr>
<td><em>CHEM 106</em></td>
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#### Prerequisite coursework for Professional Nursing Sequence Application
*Due by April 1st Application deadline – Nursing Math Test in Academic Resource Center*

**Requirements due 1st week of Sophomore coursework**
- Certified as Nursing Assistant
- Cardiopulmonary Resuscitation
  (American Heart – CPR for Healthcare Provider or Red Cross – CPR for Professional Rescuer)
- Completed Physical exam

### Sophomore

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<tr>
<th>Subject</th>
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<tr>
<td>BIO 296 Micro</td>
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</tr>
<tr>
<td>NURS 230 Health Assess</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 342 Patho</td>
<td>3</td>
</tr>
<tr>
<td>NURS 290 Nsg. Concepts</td>
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<td>4</td>
</tr>
<tr>
<td>NURS 332 Child Health</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 220 Lifespn Dev.</td>
<td>3</td>
</tr>
<tr>
<td>(take with or prior to N332)</td>
<td></td>
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<tr>
<td>NUTR 280 Human Nutr.</td>
<td>3</td>
</tr>
<tr>
<td>RLST (TI)</td>
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<tr>
<td>NURS 432 Psyc/Mental Hlth</td>
<td>4</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>VUSM 400</td>
<td>3</td>
</tr>
<tr>
<td>NURS 465 Leadership in Prof Nurs Pract</td>
<td>2</td>
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<tr>
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**TOTAL = Minimum of 128 credits**
## VITERBO UNIVERSITY
### NURSING CURRICULUM – Pre-Nursing
#### 2015-16 Catalog

### YEAR ONE

#### Semester I
- *ENG 103 or ENG 105* 3/4
- *PSYC 171* 3
- MATH 091 (If needed) 3
- UNST 105 (Success Strat.) 2
- CHEM 101 (If needed) 4

#### Semester II
- ENG 104 Comp/Lit. II 3
- *SOC 125 Intro.* 3
- *CHEM 106 Chem for Health Sciences* 4
- VUSM 100 3

**15 / 16**

### YEAR TWO

#### Semester I
- *BIO 104* A&P I 4
- ENG (WC) 3
- RLST (TI) 3
- PSYC 220 Lifespan Development 3
- PHIL 3

#### Semester II
- *BIO 114* A&P II 4
- VUSM 200 3
- MATH 130 Statistics 3
- Fine Arts 3
- COMM 150 2

**16**

*Prerequisite coursework for Professional Nursing Sequence Application
Due by April 1st Application deadline – Nursing Math Test in Academic Resource Center

**13 / 14**

### YEAR THREE

#### Semester I
- BIO 296 Micro 4
- NURS 230 Health Assess. 3
- NURS 290 Nursing Concepts 3
- NURS 342 Pathophysiology 3

#### Semester II
- NURS 240 Prof. Comm. 3
- NURS 221 Gerontology 3
- NURS 349 Pharmacology 3
- VUSM 300 3

**13**

### YEAR FOUR

#### Semester I
- NURS 322 Maternal Newborn 4
- NURS 332 Child Health 4
- NUTR 280 Human Nutrition 3
- HIST 3

#### Semester II
- NURS 372 Adult Health 4
- NURS 382 Adult Health Clinical 4
- NURS 365 Quant/Qual Research 2
- RLST (IFP) 3

**13**

### YEAR FIVE

#### Semester I
- NURS 422 Adult Health 4
- NURS 432 Psyc/Mental Health 4
- NURS 465 Leadership in Prof Nrsng Pract 3
- VUSM 400 3

#### Semester II
- NURS 452 Public Health 4
- NURS 482 Clinical Synthesis 4
- Literature 3
- ELECTIVE 2 / 3

**13 / 14**

*Minimum of 128 credits required for graduation*
Subject: School of Nursing Policy and Guidelines Applying to 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 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. Though Viterbo University may modify certain course requirements to assist the handicapped* student to meet certain course objectives there are some essential skills for which there are no known substitutes. The applicant to the nursing program and the student throughout the program must be able to meet these requirements even with accommodations.

1. PHYSICAL REQUIREMENTS: The applicant/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 applicant/student must be able to perform and maintain certification in cardiopulmonary resuscitation.

2. COMMUNICATION: The applicant/student must be able to gather information relating to the client to observe and describe physical, psychological changes and recognize non-verbal communication. He/she must be able to communicate sensitively and efficiently with clients and their families, and relate intellectually and personably 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 applicant/student possess abilities in logical thinking, measurement, calculation, reasoning and analysis.

4. BEHAVIORAL AND SOCIAL ATTRIBUTES: The applicant/student must possess emotional health and maturity to participate in the nursing program. He/she must be able to exercise good judgment and to act responsibly and promptly in completing client-related activities. The applicant/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 applicant/student must be able to tolerate long hours and physically taxing workloads. The applicant/student must be able to demonstrate qualities of integrity, compassion, and skills in interpersonal relationships.

5. EVALUATION: The applicant/student may be required to take tests to evaluate abilities to perform required nursing skills.
Viterbo University School of Nursing recognizes its responsibility to prepare competent professional nurses and at the same time incorporate persons with disabilities into its program. With the exception of the abilities specified above, the school of Nursing will utilize technological advances and will be creative in introducing feasible alternative opportunities into the nursing program to follow applicants/students with some handicaps to complete the program.

* handicapped as defined by the federal government pursuant to ss 504, Rehabilitation Act of 1973. 29 USC secs. 706(8), 794; 34 C.F.R.$ 104.3

(rev. 2012)
PROGRESSION
AND
RETENTION
Subject: 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. (rev.2012) All students sign an honor code during the sophomore year which is displayed until graduation.

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

Caring
We recognize and honor the dignity of students and faculty.
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 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.

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

*Ethical Principles include autonomy, beneficence, nonmaleficence, justice and veracity.
*Values include reflection, service, hospitality and stewardship.
Subject: Progression Requirements for Nursing

Prior to starting the sequence of nursing courses, students must earn minimum grades of “C” in CHEM 106 and BIOL 104 and 114 and must have a minimum cumulative grade point average of 2.75. A minimum grade of “C” in BIOL 296 is also required in order to progress. Since BIOL 296 is taken at the sophomore year, a grade below a “C” in BIOL 296 would require the student to repeat the course before progressing in the nursing program. (rev.2012)

In a nursing course with limited enrollment or a waiting list, qualified students who have not taken the course previously will have enrollment priority to students repeating a course. (rev.2012)

Subject: Nursing Course Transfer Policy

The Viterbo University School of Nursing has carefully considered and planned a curriculum to meet the needs of a beginning nurse in the healthcare setting, while maintaining the mission of the school and university. The content for the curriculum was designed for the curricular outcomes unique to this program. In light of the connection of the curriculum to the desired outcomes and the quality of the graduate, once a student has started classes at Viterbo University, all classes with a nursing prefix must be taken at Viterbo. (rev.2012)

Subject: Admission of Transfer Students into the Viterbo Professional Nursing Sequence from Other Nursing Programs

Nursing students transferring into the Viterbo University Nursing Program must meet all prerequisites for each of the university courses. When considering the transfer credit of a nursing course, the registrar in collaboration with the School of Nursing Dean, shall evaluate the content. The student may be required to take an equivalency test, make up deficiencies in the particular course(s), or take the course in question. Depending on the number of nursing classes transferred in at the undergraduate level, students may be required to take additional courses to meet University general education requirements. (rev.2012)

Subject: 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%

Subject: Dropping Questions versus Curving on Exams

Basically, dropping questions and curving the exam are philosophically and operationally different. Questions are dropped when they are “bad” (i.e. they don’t measure what we intended to measure). Exams are curved when they are fair, but overall more difficult than anticipated. In the School of Nursing, we have a detailed process for making this determination.

For each exam, we obtain performance statistics on every question. We look at questions
that a large number of students answered incorrectly. We 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. Based on this information, we can identify bad questions.

If a question is bad (i.e. not measuring what it was designed to measure), we drop it. We 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 bad question. 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 bad questions are dropped, we review the score distribution and make a determination 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.

**Subject: Mathematics Competency for Nursing**

Freshman nursing students will take a standardized nursing math test to establish competency. In the event a student does not pass the test, remediation will be required prior to retaking this test. This will be available to the student in the Academic Resource Center. This test must be successfully completed prior to the professional sequence application deadline (April 1st). (rev. 2012)

**Subject: Attendance**

Attendance in lecture is expected.

Attendance is mandatory for:
A. clinical days (hospitals and agencies)
B. clinical orientations (hospitals and agencies)
C. nursing skills laboratories
D. exams

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

A student who is absent from clinical more than two (2) days may be required to withdraw from the clinical and related theory courses. (rev.2012)

**Subject: Paper Requirements**

**Papers must be typed/word processed.** Each grammatical, spelling, and APA error will be penalized, up to a maximum 10 percent of the paper. 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. 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 if it is mutually agreeable. (rev.2012)

Subject:  Criminal History Search

Federal and State statutes require that criminal background checks be completed for all persons who provide 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 by the state of Wisconsin as bars to employment or licensure (such as abuse, assault or neglect). Viterbo University School of Nursing requires that all students complete a disclosure statement and submit to a criminal history search (criminal background check) prior to beginning the first clinical course. Healthcare agencies may require additional criminal history searches prior to student placement in that agency. Students are required to comply and are responsible for the cost of the search.

The Dean of the School of Nursing will analyze reports on positive findings for a criminal record check on a case-by-case basis. Students will be informed of positive findings and will be consulted before a decision is made regarding eligibility to care for clients in contracted agency placements. 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.

A complete criminal background check is required every four years. The School of Nursing requires a disclosure statement every year the student is in the nursing program. In addition, students are required to disclose any arrest or conviction during their tenure in the program. All disclosures will remain confidential and will be analyzed on an individual basis to determine if such an arrest or conviction is “substantially related” to care of clients in clinical agencies. Falsification or omission of relevant information may constitute dismissal from the program. (rev.2012)

Subject:  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. (rev. 2012)

Subject:  Probationary Status in Nursing

A student who receives a grade of “CD” in a nursing course is placed on probation and may progress to the next nursing course. The student must earn grades of “C” or better in all remaining non-concurrent nursing courses. Failure to do so will result in dismissal from the nursing program.

A student who earns a “D” or “F” in a nursing course is placed on probation and may be given the opportunity to repeat the course the next time the course is offered, if there is room. The student will not be permitted to take another required nursing course until the repeated course is successfully completed. When a course is repeated the new grade will replace the previous grade, but 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 nursing courses. Failure to do so will result in dismissal from the nursing program.” This will lengthen the nursing program
accordingly.
Students on probation are highly advised to seek assistance from the Academic Resource Center. (rev.2012)

**Subject: Minimum Cumulative GPA**

A student who does not maintain a 2.5 cumulative GPA will not be allowed to progress in nursing designated courses until the GPA is re-established at 2.5. (rev. 2012)

**Subject: Withdrawal from Nursing Course(s)**

A student shall be permitted to withdraw from a given nursing course one time and may repeat the course the next time it is offered if there is room. (rev.2012)

**Subject: Readmission to School of Nursing Policy and Procedure**

A student interested in readmission to the School of Nursing is required to meet with the BSN Assistant Dean prior to submission of readmission folder contents.

A student may apply for readmission one time.

The student will prepare a readmission folder and provide the Assistant Dean with 4 copies of the folder and its contents at least two weeks prior to the meeting with the review committee established at the initial meeting with the BSN Assistant Dean. If the folder is incomplete, the application for readmission may be rejected. The folder will include:

- A letter of application stating the circumstances of the dismissal from the nursing program and why the student should be considered for readmission.
- Three letters of support addressing student’s growth since dismissal and potential for academic success. These letters come from college faculty, employers, and other professionals.
- College transcripts (other schools attended, classes taken since dismissal)
- Organized and detailed plan for successful completion of the program including how the student sought to remedy the deficit/s resulting in dismissal
- Evidence of meeting current college catalogue and SON handbook admission requirements

In addition, the following shall be taken into consideration by the board:

- Viterbo academic record
- Evidence of growth, commitment, motivation to succeed
- Organized and detailed plan for successful completion of the program; including how the student has sought to remedy the deficit/s resulting in dismissal
- Letters of support
- Nursing faculty input

**Subject: Nursing Student Success Plan**

A Success Plan may be established 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 nursing course work is completed. (rev.2012)
Subject: Change in Sequence of Course Work

Any change in the sequence of general education and or nursing courses required for the BSN degree may result in difficulties scheduling course work and a delay in the date of graduation. Effort will be made to assist the student in completion of the degree requirements. Students who alter sequence of courses must complete a change of sequence form. (Obtain in Nursing Office) (rev. 2012)

Subject: Prerequisites/ Degree audit/Registration

It is the student’s responsibility to track the completion of all course prerequisites, e.g. must complete Math 130/230 (statistics) prior to taking NURS 365 (Nursing Research)

Students are responsible for monitoring their Degree Audits (found on VitNet) to be sure they have completed all of the requirements for graduation.

Students are required to meet with their academic advisor for semester registration during the time frames scheduled by the advisor. (rev.2012)

Subject: ATI- Testing Policy

*The ATI testing is not associated with the student’s class grade*

Assessment Technologies Inc. (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. 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.

All nursing students are required to participate in the ATI program. The program will involve assessment of critical thinking at the beginning and end of the nursing program, an assessment of knowledge from core nursing courses as well as nutrition, and a comprehensive diagnostic predictor examination prior to beginning the senior synthesis course. The testing will take place in the computer labs. Computer lab scheduling and some test proctoring will be facilitated by the ATI coordinator. Students will be involved in taking both proctored and non-proctored computer exams. Students will receive study materials for each of the exams. Individual analysis of results is provided with recommendations for remediation.

Schedule for exams:

a. Critical Thinking (NUR 290) Sophomore year, Fall Semester (baseline assessment)
b. Pharmacology (To be taken in NUR 372)
c. Fundamentals (NUR 382) Junior year
d. Nutrition (NUTR 340) Junior year
e. Maternal-Newborn (NUR 322) Junior year
f. Nursing care of Children (NUR 332) Junior year
g. Medical Surgical (NUR 422) Senior year
h. Community (NUR 452) Senior year
i. Leadership (NUR 465) Senior year
j. Mental Health (NUR 432) Senior year
k. Critical Thinking exit Senior year
l. RN Comprehensive Predictor (N461 will move to N482 when 460/461 combined)
   Senior year, Spring Semester-early

Criteria for Progression in the nursing program related to ATI

Benchmark
The benchmark is set at Level 2 for all ATI assessments at the Junior and Senior Level. There are three levels of Proficiency in the ATI testing program with level 3 being the highest. Level 1 is the minimal level of proficiency. Remediation in areas of weakness is recommended for all levels, but is required for students scoring below the benchmark of Level 2. There is no set benchmark for the sophomore Critical Thinking test.

Remediation

Sophomores: Students will be encouraged to utilize tools provided by the ATI program to improve their mastery of content learned.

Juniors and Seniors: Students not scoring at or above the benchmark will be required to meet with the ATI coordinator and develop a remediation plan. A copy of the plan will be sent to the student’s advisor. The plan will need to be completed prior to entering the next semester of the professional nursing sequence. Once a student has not met the benchmark the student’s progress with remediation will be followed by the ATI coordinator. This coordinator will be required to document completion of learning contract- including successful remediation and permission to progress to the next semester of the nursing program.

RN Comprehensive Predictor
The Benchmark for the RN comprehensive predictor is set at the $72^{th}$ percentile (this represents a pass rate probability of 91% on the NCLEX). All students are strongly encouraged to remediate in areas of weakness prior to taking the predictor. Any student who does not meet the benchmark on the first predictor will be required to follow these steps:

- Create a specific plan of study for success on the second predictor.
- Take a second predictor within a 3 week time frame.
- If the student does not meet the benchmark on the second predictor, weekly meetings with a designated faculty member will be required to assure prep is on track.

Revised March 2014
CLINICAL
Subject: **Pre-clinical requirements**

All of the following must be completed prior to the 1st week of Fall semester sophomore course work:

**School and Agency Requirements**

Each student is required to have Health Care professional (two person adult, infant, child) CPR course which involves hands-on skills verification. The requirement may be completed by taking the course on campus or by attending classes provided by area health agencies. Evidence of current CPR and TB testing must be submitted annually to the School of Nursing office. In addition to CPR, TB and immunizations, all agency requirements must be completed prior to the first day of clinical. Students are responsible for maintaining current status of all requirements. Failure to meet these requirements prior to the start of each clinical rotation will result in the faculty dismissing the student from clinical with an unsatisfactory performance for the day. If the requirements are not met by the next clinical day the student will receive a second unsatisfactory performance and will receive a failing grade for the course. (rev. 2012)

**CNA Certification**

Each student must show evidence of attaining certification as a Nursing Assistant prior to beginning sophomore level course work. (rev.2012)

**Health History/Immunizations**

Each student must return a form to the University Health Services indicating the current immunizations for tetanus, diphtheria, poliomyelitis, varicella and rubella (or evidence of an appropriate rubella titer), mumps and rubella. The complete series of Hepatitis B vaccine is required. Influenza vaccine is recommended and offered at the University Health Service Office. 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. (See University Catalog for other recommended immunizations) (rev. 2012)

Subject: **Auditing a Clinical Course**

Students are not allowed to audit clinical nursing courses due to limited clinical areas and nursing faculty. (rev. 2012)

Subject: **Nursing Student Uniforms**

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. This includes the ability to establish therapeutic relationships with clients of all ages. These standards are developed to ensure that all Viterbo University students’ attire and attitude match the professional image of nursing demonstrated by Viterbo nurses. Uniforms will be purchased Fall of the Sophomore year.
The Viterbo Nursing Student Uniform consists of:
- White scrub top with patch (2 required)
- Burgundy scrub pants (2 required)
- School cover-up with patch (Burgundy)
- Solid White shoes (NO open backs or Crocs)
- Solid white socks
- Name pin
- Burgundy Polo Shirt with logo and khaki dress pants (not cargos)

1. When the uniform is worn, it must be neat, clean and complete as described above. This includes clean shoes and shoelaces. The cover-up 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 Burgundy polo shirt, with Khaki dress pants (not cargos), and name pins are worn for selected clinical settings.

3. The uniforms are required for all clinical experiences and all clinical labs. It may be worn to classes only if time does not permit changing.

4. The cover-up over appropriate attire (no blue jeans/shorts) is worn in the clinical area for certain designated assignments.

5. The Viterbo University name pin is to be worn at all times in the clinical setting.

6. Whenever the uniform or cover-up is worn, hair is to be neat & drawn back from the face. Unusual hair colors, styles and accessories are considered unprofessional and therefore are not allowed in the clinical settings. For male students, facial hair must be neatly trimmed.

7. The following standards are followed by all Viterbo University nursing students when on clinical sites:
   - Only one small stud earring per earlobe may be worn.
   - Facial and tongue jewelry will not be allowed.
   - Wristbands or bracelets are not allowed.
   - All other body piercings must be removed
   - Every attempt should be made to cover tattoos in the clinical setting. Personal adornments that are visible such as tattoos which might be considered offensive to the public are discouraged and will be addressed on an individual basis by the faculty member. Each individual agency policy will be taken into consideration. (Rev. 1/2014)
   - No perfume/body spray will be worn while providing patient care.
   - Fingernails should be trimmed and well-manicured. Nail polish and artificial nails are not allowed.
   - Make-up should be conservative.

8. Students shall adhere to specific dress policies in the respective agencies.
9. Sphygmomanometer, stethoscope, bandage scissors and a watch w/ second hand are required.

10. Rings, other than wedding and engagement rings should not be worn.  (Rev.2012)

**Subject: Charting**

Students shall follow agency policies concerning charting.  
See student handbook from agency.  
Viterbo University students identify themselves on the patient’s chart by signing their name in full and following it with VSN.  (rev. 2012)

**Subject: 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. (rev. 2012)

**Subject: Use of Medical Records**

Student nurses may review medical records for their assigned case studies only.  Students must have been involved with the patient’s care.  (See specifics in the student handbook from the agency.) (rev. 2012)

**Subject: Transportation**

Viterbo University School of Nursing utilizes a wide variety of community agencies to meet the nursing curriculum objectives. Each student is responsible for his/her own transportation to and from the assigned agencies. (rev. 2012)

**Subject: 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 evaluations of Needs Improvement and/or Unsatisfactory on these criteria may constitute failure of the course.  A final grade 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.  (rev. 2012)

**Subject: Use of personal electronic devices**

The use of personal electronic devides during scheduled clinical time, except during breaks out of 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. (6/2012)
Subject: 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 (ie. MySpace, 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 taken from Franciscan Skemp Health Care, Mayo Health Care System Policy) (rev. 2012)
HEALTH/SAFETY
Subject: **Health Services for Nursing Students**

Nursing students utilize the Health Services at Viterbo University. A Registered nurse is on campus to assist the students with any health problems. Before beginning the clinical course in the sophomore year, the nursing student is required to have a physical examination and submit the report to the student health nurse. The student is also required at this time to have either a chest x-ray or a mantoux test. A student who has reacted positively is required to have a chest x-ray. A student who has had a positive TB test and who has had medical treatment for such is required to have a chest x-ray prior to beginning clinical and every three years thereafter while in the nursing program. (rev. 2012)

Subject: **OSHA & Electronic Medical record (EMR) training**

Prior to practicing in the clinical settings each student **must** complete an annual hospital based OSHA educational program. This is in order to comply with OSHA standards. In addition, EMR training must be completed. Failure to complete these requirements may result in the student not being able to practice clinically (everyone must follow clinical institution guidelines). (rev. 2012)

Subject: **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. Verification of knowledge of these precautions will be required on an annual basis. Students will not be allowed on clinical if this requirement is not fulfilled.

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 pathogens 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 person responsible for the clinical experience in the agency and the instructor for initiation into the protocol. (rev. 2012)

Subject: **Student’s Health Insurance**

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

It is highly recommended that students carry their own health and accident insurance. (rev.2012)
Subject: Student Injuries

Injuries incurred by the nursing students during their laboratory/clinical experiences should be reported immediately to the Viterbo Nursing instructor. Agency policy will be followed in reporting incidents. All students are responsible for medical expenses to treat any injuries he/she incurs. In addition, the Viterbo accident/incident report form must be filled out and submitted to the School of Nursing Dean. (rev. 2013)

Subject: Student Pregnancy Policy

Students must inform nursing faculty of pregnancy status and sign a release form. (Obtain form in nursing office) (rev. 2012)

Subject: Children in Class Policy

The School of nursing abides by the Viterbo University policies regarding children on campus (See Viterbo University Student Handbook). Infants and small children are not allowed in nursing classes on a routine basis. (rev. 2012)

Subject: Skills Lab Invasive Procedure Policy

Students delivering or receiving injections (intramuscular, subcutaneous) and/or venipuncture for IV starts must sign a form releasing the academic instructor from any liability. (Form will be distributed in lab) (rev. 2012)
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