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WELCOME TO THE SCHOOL OF NURSING

Welcome to the School of Nursing. *Your future is here!* Many exciting learning experiences await you as you begin your journey toward becoming a registered nurse. You will have a vast array of opportunities as a nurse in the 21st century. The world is changing so quickly that we don’t know what nursing will look like during your entire career. The future of the nursing profession will unfold as you create it! We will give you the opportunity to prepare yourself to practice with great skill in the new world that is before you.

You’re fortunate to be a student at Graceland University. The nursing program is a critical part of Graceland University and has a long history in Independence. The faculty and students who came before you have created an outstanding reputation in the Kansas City metropolitan area as well as across the country. We will provide you with the guidance you need to carry on their legacy of honesty and integrity. As pre-professionals in the student nurse role, we expect you to demonstrate integrity in all academic and clinical settings. We want you to always remember that every time you wear your uniform and interact with others you are representing Graceland University.

Graceland is a community, and like any community there are policies and regulations to follow to keep you on track. This handbook includes policies that you need to know to stay on the most direct route to success. Stay focused on your goal to become a registered nurse and your probability to succeed will be high.

As you progress through the nursing program at Graceland, you will begin to feel the "Graceland experience." That experience results from your connections with your fellow classmates and from the caring concern of our faculty and staff for you, our students. We are here to facilitate your success. You are here to be successful. You will work hard, and we will coach and encourage you all the way!

Welcome to a new chapter in your life and thank you for choosing Graceland!

Elise Hector MSN, RN, CPN
BSN-RN Program Coordinator and Assistant Professor of Nursing
Important Phone Numbers

Fire & Police 911
Highway Patrol 816-622-0800
Poison Control Center 800-366-8888

GU General
Inclement Weather 816-423-4750

*Graceland Independence Campus Information/Delayed Starts only

*For cancellations or delayed starts: Watch for postings on local TV stations. For Clinical Information contact the course coordinator.

WellConnect- Student Assistance Program 913-982-8398
800-624-5544
www.ndbh.com

Independence Campus Phone: 816-833-0524
Fax: 816-833-2990

816-423-xxxx

Financial Advisor 1-800-833-0524 phone
816-833-8810 fax
myfinancials@graceland.edu

Campus Bookstore ext. 4714
independencebookstore@graceland.edu

Student Lounge: ext. 4429

Lamoni- Password resets ext. 5167

Transcripts ext. 5223

Registrar’s office
GU SON

Undergrad Admin Asst. ext. 4679

Theresa Trent Tat4@graceland.edu

Admission Counselor ext. 4675

Susan Freeze sfreeze1@graceland.edu

Skills Lab Coordinator ext. 4685

Elise Hector ecraig1@graceland.edu

Simulation Coordinator ext. 4690

Jeri Sindt jerjones@graceland.edu

SON Dean ext. 4671

Jolene Lynn Jlynn1@graceland.edu

BSN-RN Program Coordinator ext. 4684

Elise Hector ecraig1@graceland.edu

RN-BSN Program Coordinator ext. 4691

Shawnna Jackson sdjackso@graceland.edu

GU SON Faculty

Urmila Harold ext. 4689

haroldu1@graceland.edu

Jeri Sindt ext. 4690

jerjones@graceland.edu

John Wood ext. 4692

jwood1@graceland.edu

Barbara Voshall ext. 4696

vshall@graceland.edu

Samantha Byrnes ext. 4698

sbyrnes1@graceland.edu
Chanté Campbell-Nixon
chcampbe@graceland.edu
ext. 4683

Jane Garrow
garrow@graceland.edu
ext. 4680
ACCREDITATIONS & APPROVALS

The nursing programs have full approval status by:

Iowa Board of Nursing
River Point Business Park
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
515-281-3255

Missouri State Board of Nursing
P. O. Box 656
Jefferson City, MO 65102-0656
573-751-0681

The nursing degree programs are accredited by:

Graceland University is a member of the North Central Association and is accredited by the Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
800-621-7440

Commission on Collegiate Nursing Education (CCNE)
655 K Street, NW, Suite 750,
Washington D.C. 20001
(202) 887-6791

AACN Essentials of Baccalaureate Education for Professional Nursing Practice
(updated 2008)

The Essentials of Baccalaureate Education for Professional Nursing Practice provides an important framework for designing and assessing baccalaureate education programs for professional nursing practice. The AACN Essentials document describes the educational preparation for, and expectations of, initial practice as a baccalaureate-prepared nurse.

I. Liberal Education for Baccalaureate Generalist Nursing Practice
II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
III. Scholarship for Evidenced Based Practice
IV. Information Management and Application of patient Care Technology
V. Health Care Policy, Finance, and Regulatory Environments
VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
VII. Clinical Prevention and Population Health
VIII. Professionalism and Professional Values
IX. Baccalaureate Generalist Nursing Practice
# Academic Calendar

## Summer 2021

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin, 8 Week Summer Subsession B:</td>
<td>Monday, June 28, 2021</td>
</tr>
<tr>
<td>8-week Term A classes-</td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>Add, Change to Pass/Fail</strong> or back to <strong>Graded</strong>, and last day to <strong>Drop</strong></td>
<td>Tuesday, July 8</td>
</tr>
<tr>
<td>Classes End, 8 Week Summer Subsession B:</td>
<td>Saturday, August 21, 2021</td>
</tr>
<tr>
<td>Break- NO CLASSES</td>
<td>Saturday-Sunday, August 21-29</td>
</tr>
</tbody>
</table>

## Fall 2021

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin, 16 Week Fall Session:</td>
<td>Monday, August 30, 2021</td>
</tr>
<tr>
<td>Labor Day- NO CLASSES</td>
<td>Monday, September 6</td>
</tr>
<tr>
<td>16-week classes-</td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>Add, Change to Pass/Fail</strong> or back to <strong>Graded</strong>, and last day to <strong>Drop</strong></td>
<td>Monday, September 13</td>
</tr>
<tr>
<td>Homecoming Weekend:</td>
<td>Friday - Sunday, October 15 - 17</td>
</tr>
<tr>
<td>Fall Break- NO CLASSES</td>
<td>Thursday-Sunday, October 21-24</td>
</tr>
<tr>
<td>Thanksgiving Break- NO CLASSES</td>
<td>Wednesday-Sunday, November 24 - 28</td>
</tr>
<tr>
<td>Classes End, 16 Week Fall Session:</td>
<td>Saturday, December 18, 2021</td>
</tr>
<tr>
<td>Commencement - Independence, MO:</td>
<td>Saturday, December 18, 2021</td>
</tr>
</tbody>
</table>

## Spring 2022

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin, 16 Week Spring Session:</td>
<td>Monday, January 3, 2022</td>
</tr>
<tr>
<td>Classes Begin, 8 Week Spring Subsession A:</td>
<td></td>
</tr>
<tr>
<td>8-week Term A classes-</td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>Add, Change to Pass/Fail</strong> or back to <strong>Graded</strong>, and last day to <strong>Drop</strong></td>
<td>Monday, January 17</td>
</tr>
<tr>
<td>16-week classes-</td>
<td>Monday, January 17</td>
</tr>
<tr>
<td>Last day to <strong>Add, Change to Pass/Fail</strong> or back to <strong>Graded</strong>, and last day to <strong>Drop</strong></td>
<td>Monday, January 17, 2022</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day- NO CLASSES</td>
<td>Monday, January 17, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Date/Duration</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Classes End, 8 Week Spring Subsession A:</td>
<td>Saturday, February 26, 2022</td>
</tr>
<tr>
<td>Spring Break- NO CLASSES</td>
<td>Saturday-Sunday, February 26-March 6</td>
</tr>
<tr>
<td>Classes Begin, 8 Week Spring Subsession B:</td>
<td>Monday, February 28, 2022</td>
</tr>
<tr>
<td><strong>8-week Term A classes:</strong></td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>Add, Change</strong> to <strong>Pass/Fail</strong> or back to <strong>Graded,</strong> and last day to <strong>Drop</strong></td>
<td>Monday, March 7</td>
</tr>
<tr>
<td>Classes End, 8 Week Spring Subsession B:</td>
<td>Saturday, April 23, 2022</td>
</tr>
<tr>
<td>Classes End, 16 Week Spring Session:</td>
<td></td>
</tr>
<tr>
<td>Commencement - Lamoni, IA:</td>
<td>Sunday, May 1, 2022</td>
</tr>
<tr>
<td><strong>Summer 2022</strong></td>
<td></td>
</tr>
<tr>
<td>Classes Begin, 8 Week Summer Subsession B:</td>
<td>Monday, June 27, 2022</td>
</tr>
<tr>
<td><strong>4th of July- NO CLASSES</strong></td>
<td>Monday, July 4</td>
</tr>
<tr>
<td><strong>8-week Term A classes:</strong></td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>Add, Change</strong> to <strong>Pass/Fail</strong> or back to <strong>Graded,</strong> and last day to <strong>Drop</strong></td>
<td>Tuesday, July 5</td>
</tr>
<tr>
<td>Classes End, 8 Week Summer Subsession B:</td>
<td>Saturday, August 20, 2022</td>
</tr>
<tr>
<td><strong>Break- NO CLASSES</strong></td>
<td>Saturday-Sunday, August 20-28</td>
</tr>
</tbody>
</table>
### Graceland University Drop/Add Dates

#### Drop/Add Deadlines 2020 - 2021

<table>
<thead>
<tr>
<th>Session or Subsession</th>
<th>Summer B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to <strong>Add</strong>, and last day to <strong>Drop</strong></td>
<td>July 6</td>
</tr>
<tr>
<td>last day to <strong>Change</strong> to <strong>Pass/Fail</strong> or back to <strong>Graded</strong>*, and last day to <strong>Withdraw</strong> or put on <strong>Audit</strong></td>
<td>July 30</td>
</tr>
</tbody>
</table>

*Last day to **Change** to **Pass/Fail** or back to **Graded** extended due to COVID-19 pandemic.

#### Drop/Add Deadlines 2021 - 2022

<table>
<thead>
<tr>
<th>Session or Subsession:</th>
<th>Fall 16-week</th>
<th>Spring 16-week</th>
<th>Spring A</th>
<th>Spring B</th>
<th>Summer B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to <strong>Add</strong>, <strong>Change</strong> to <strong>Pass/Fail</strong> or back to <strong>Graded</strong>, and last day to <strong>Drop</strong></td>
<td>Sept. 13</td>
<td>Jan. 17</td>
<td>Jan. 10</td>
<td>Mar. 7</td>
<td>July 5</td>
</tr>
<tr>
<td>last day to <strong>Withdraw</strong> or put on <strong>Audit</strong></td>
<td>Nov. 4</td>
<td>Mar. 10</td>
<td>Feb. 4</td>
<td>Apr. 1</td>
<td>July 29</td>
</tr>
</tbody>
</table>

*Refund calculation dates used by Financial Aid and Student Accounts may vary from the dates above.*
### SCHOOL OF NURSING FACULTY LIST

#### Full Time Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Credentials</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jolene Lynn</td>
<td>PhD, RN</td>
<td>Dean SON</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associate Professor of Nursing</td>
</tr>
<tr>
<td>Elise Hector</td>
<td>MSN, RN, CPN</td>
<td>BSN-RN Program Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant Professor of Nursing</td>
</tr>
<tr>
<td>Shawnna Jackson</td>
<td>MSN, RN, PHNA-BC</td>
<td>Assistant Professor of Nursing</td>
</tr>
<tr>
<td>Samantha Byrnes</td>
<td>MSN, RN</td>
<td>Assistant Professor of Nursing</td>
</tr>
<tr>
<td>Urmila Harold</td>
<td>DNP, RN</td>
<td>Assistant Professor of Nursing</td>
</tr>
<tr>
<td>Jeri Sindt</td>
<td>PhD, RN</td>
<td>Professor of Nursing</td>
</tr>
<tr>
<td>Barbara Voshall</td>
<td>DNP, RN</td>
<td>Professor of Nursing</td>
</tr>
<tr>
<td>Sharon Little-Stoetzel</td>
<td>RN, PhD, CCRP</td>
<td>Professor of Nursing</td>
</tr>
<tr>
<td>John Wood</td>
<td>MSN, RN</td>
<td>Assistant Professor of Nursing</td>
</tr>
<tr>
<td>Chanté Campbell-Nixon</td>
<td>DNP, NP-C, RN</td>
<td>Assistant Professor of Nursing</td>
</tr>
<tr>
<td>Jane Garrow</td>
<td>MSN-Ed, RN</td>
<td>Assistant Professor of Nursing</td>
</tr>
</tbody>
</table>
About Graceland University

LAMONI CAMPUS

Graceland University is a co-educational liberal arts institution located in Lamoni, Iowa, a rural community of fewer than 1500 people 120 miles north of Independence, MO. The campus covers 177 acres of land with 34 buildings. It is a beautiful pastoral setting and is frequently referred to as our "Hilltop Home."

INDEPENDENCE CAMPUS

The Independence, Missouri location is home to the prestigious Graceland University School of Nursing. Programs include: a campus BSN-RN program and programs in undergraduate and graduate nursing. The faculty and staff for our distance education program reside within the Independence campus. Our other online programs offer undergraduate and graduate degree programs in a variety of fields. In addition, the campus is the home for the award-winning Dr. Charles F. Grabske, Sr. library, one of the best nursing resource libraries in the Midwest.

UNIVERSITY HISTORY & CHURCH AFFILIATION

Graceland was established as a direct result of legislative action taken by the delegates of the 1890 General Conference of the Reorganized Church of Jesus Christ of Latter Day Saints, now known as The Community of Christ. September 17, 1895, Graceland University (formerly College) admitted its first students in the four-year liberal arts curriculum in Lamoni, Iowa. The first graduating class was a class of one, F. M. Smith, one of the church’s prophets. The F.M. Smith Library was named after this graduate. The University was initially accredited by North Central Association in 1920, and accreditation has been continuous since. In 1969 the Division of Nursing became the sixth academic area of the University when the World Church and the University decided to move its educational base for the former diploma nursing program from the Independence Sanitarium and Hospital (most recently, Independence Regional Health) into its collegiate setting at Graceland. The Independence Campus (formerly Educational Center) became the home of the upper division BSN program of the nursing major in 1970. Margaret McKevit was the first Chairperson of the Division of Nursing, (now School of Nursing) and is credited, along with Professor Emerita Iola Tordoff, with establishing our tradition of excellence in nursing education.

Graceland is grateful to these nurse educators and to many others who have contributed to our rich heritage.
Graceland University
Vision, Mission and Values

**Vision Statement** Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

**Mission Statement** Graceland creates learning communities where students develop their potential for meaningful and productive lives.

**Statement of Values** Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

*Learning* We believe in the life long process of the open and free pursuit of truth.

*Wholeness* We believe that the development of the intellectual, physical, social, and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

*Community* We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

Graceland University
General Education Goals/Requirements

Your liberal arts education prepares you to think broadly and gives you transferable skills required in many work situations. Essential Education courses are required to provide you with these skills. Review the current Graceland University catalog carefully prior to completing your registration.

The university catalog may be accessed through this link:

[http://www.graceland.edu/catalog/index](http://www.graceland.edu/catalog/index)
School of Nursing Mission, Goals, Professional Standards, Philosophy, and Organizing Framework

Mission

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as baccalaureate generalist nurses, nurse practitioners, and nurse educators.

Goals

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students in professional nursing standards, including The Essentials of Baccalaureate and Master’s Nursing Education and Doctoral Nursing Education, and meets the needs of communities of interest.
3. Utilize teaching learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

Professional Standards

The School of Nursing adheres to Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing and other State Board of Nursing regulations as appropriate for our online nursing programs, and the professional standards outlined in the AACN BSN Essentials (2008), AACN MSN Essentials (2011), ANA Scope and Standards of Practice (2015), ANA Code of Ethics for Nurses (2015), Quality and Safety Education for Nurses Competencies (2018), and NONPF Domains and Core Competencies of Nurse Practitioner Practice (2012).
Philosophy Statement

Faculty members of the SON believe that:

The School of Nursing is an integral part of Graceland University and that its mission, goals, and philosophy are congruent with the vision, mission, and values of the parent institution.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and providing quality nursing care to individuals, families, communities, and societies within the global health community. As such, we enhance the achievement of University general education goals and educate students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

Professional nurses, as reflective practitioners, apply the nursing process in a holistic and caring manner to promote optimal health. The roles of the professional nurse include Learner, Clinician, Leader and Educator. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare. Educators integrate evidence into their teaching and student assessments.

Professional Nursing Standards, the AACN Essentials for all levels of Nursing Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to evidence-based practice. Effective learning is best facilitated by employment of active learning and self-reflective strategies.

The development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, advanced practice nurses, and nurse educators are central to the mission, goals, and curricular design of Graceland University’s School of Nursing programs. All graduates are expected to achieve student learning outcomes related to higher level thinking, communication, and nursing role performance.

Entry into professional nursing begins with education at the baccalaureate level. At all levels the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner.

Each student has the right and responsibility to develop his/her highest personal and professional potential. To this end, the faculty support learning communities for traditional as well as nontraditional students.
The Nursing Recognition Ceremony:
The Significance of the Nursing Cap and Pin

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony. The School of Nursing is located in Independence, Missouri, and the ceremony is usually held in Independence, Missouri in December.

Graduating students from each major nursing discipline are recognized during the ceremony for their achievements and properly “Pinned”. The undergraduate BSN-RN students wear the Graceland school uniform, and if they prefer the Graceland nursing “cap”.

The design for the cap and pin were chosen by a student committee made up of the first Division of Nursing graduating class in 1971 and Miss Iola Tordoff, advisor.

The CAP

The cap the students chose was similar to the one worn by graduates from the Independence Sanitarium and Hospital, whose program was the predecessor to the current School of Nursing at Graceland University. The all-white, stiffly starched cap is simple in design. The graduate band, which is placed length-wise across the folded front of the cap, is composed of a blue and gold velvet ribbon.

The PIN

The pin, unique to Graceland University, was chosen after a great deal of research and deliberation. The final design was created by Professor Iola Tordoff in consultation with the first Chairperson of the Division of Nursing, Miss Margaret McKevit.

The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honors.

The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold. Underneath the blue band is simply inscribed, Graceland University Nursing.
Graceland Traditions & Trivia

Colors: Old Gold and Navy Blue

Motto: Prudens futuri (Wisdom for the future)

Newspaper: The Tower

Athletic Team/Mascot: Yellow Jackets, Sting

Yearbook: Acacia

Nursing “House”: McKevit Manor (named for Margaret L. McKevit)

School Song:

Graceland Forever

Graceland Forever, dear Alma Mater
Long may she ever firm keep her stand.
Her sons and daughters carry to others
Her fame throughout the land, Rah, rah, rah.
Graceland College, we’re all for you,
Strong, united, loyal, and true.
We’ll carry on ‘til victory is won,
Oh, Graceland, we’re all for you!

Warren McElwain, 1925

Alma Mater Hymn

Come Graceland sons and daughters all,
And join our happy throng.
With loyal voices let us raise
Our Alma Mater song.
O hillcrest home of vision side,
Where bonds of love holds sway,
Where all may learn in life and lore
‘Tis thee we praise today.

Through memory a thread shall run
Of golden richness made.
Cementing there the treasure rare
In thy foundation laid.
O Alma Mater, guide us on,
Thy standard e’er unfold
And call us on with memories
Of days ‘neath the Blue and Gold.

Through years and decades long to come
Thy battlemented tower
Shall rise to call the youth of lands
   To answer to the hour.
And while thy work shall carry on,
   Our benisons are told
In lives of honor, truth and right,
   The seal of the Blue and Gold.

Roy A. Cheville 1942
**Graceland University**  
**School of Nursing**  
**Curriculum Plan 2021-2021**

## BSN-RN 18 Month Program Curriculum Plan

### 18-MONTH BSN – 1ST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Semester</strong></td>
<td>NURS2420</td>
<td>Introduction to Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS2460</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NURS2470</td>
<td>Informatics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td>NURS3440</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS3451</td>
<td>Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS3120</td>
<td>Fundamentals*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NURS3270</td>
<td>Psychosocial Aspects of Client Care*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>NURS3160</td>
<td>Evidence Based Practice</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NURS3250</td>
<td>Adult Health I (First ½ of semester)*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NURS3260</td>
<td>Adult Health II (Second ½ of semester)*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NURS3452</td>
<td>Pharmacology II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NURS4340</td>
<td>Community Health Care*</td>
<td>3.5</td>
</tr>
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### Summer A Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>International Experience (Optional)</td>
<td>3</td>
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## 18-MONTH BSN – 2ND YEAR

### Summer Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS4170</td>
<td>Manager of Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS4230</td>
<td>Care of the Mother and Child</td>
<td>4</td>
</tr>
<tr>
<td>NURS4480</td>
<td>Trends and Issues</td>
<td>2</td>
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<tr>
<td></td>
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</table>

### Fall Semester

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NURS4260</td>
<td>Critical Care Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>NURS4390</td>
<td>Capstone Practicum*</td>
<td>8</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*Denotes courses with a clinical component

## BSN-RN 24 Month Program Curriculum Plan
### 24-MONTH BSN – 1ST YEAR

#### Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS2420</td>
<td>Introduction to Nursing</td>
<td>3</td>
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<tr>
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</table>

### 24-MONTH BSN – 2ND YEAR

#### Summer Semester

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<td>Capstone Practicum*</td>
<td>8</td>
</tr>
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</table>

*Denotes courses with a clinical component
### BSN Program Student Learning Outcomes (SLO’s)

#### Nursing Role Performance

**Level 1 (BSN-RN)**

1. Applies the nursing process components to meet the priority health needs of clients.
2. Utilizes scientific theory and a holistic assessment model in planning, prioritizing, implementing, and evaluating nursing care of clients.
3. Promotes positive adaptation of clients on the wellness-illness continuum.

**Level 2 (BSN-RN & RN-BSN)**

4. Utilizes multidimensional roles (e.g. advocate, educator, collaborator, etc.) of nursing in the provision of care to individuals, families, or communities.
5. Collaborates with others to provide quality healthcare to individuals, families, or communities.
6. Intervenes as an advocate in complex health situations for individuals, families, and communities.

**Graduate (Exit) Level (BSN-RN & RN-BSN)**

7. Plans, coordinates, implements, and evaluates holistic plans of care for clients with diverse health care needs that reflect application of the nursing process, promote client adaptation, and advocate for the health needs of individuals, families, and communities.

#### Higher Level Thinking

**Level 1 (BSN-RN)**

8. Demonstrates higher level thinking skills in applying research to the professional nursing role.
9. Critiques published research for relevance in nursing

**Level 2 (BSN-RN & RN-BSN)**

10. Utilizes higher level thinking skills in the performance of professional nursing activities.
11. Utilizes research (evidence-based practice) findings in the performance of professional nursing activities.

**Graduate (Exit) Level (BSN-RN & RN-BSN)**

12. Utilizes higher level thinking skills and research evidence in the planning and delivery of nursing care.

#### Communication

**Level 1 (BSN-RN)**

13. Demonstrates use of appropriate interpersonal skills to effectively collaborate with peer members of the health care team.
15. Documents accurate and clear representation of nursing care.

**Level 2 (BSN-RN & RN-BSN)**

16. Applies principles of scholarly writing, including effective organization of thought, grammar usage, and APA formatting.
17. Demonstrates use of safe, professional communication techniques in the clinical setting.

**Graduate (Exit) Level (BSN-RN & RN-BSN)**

18. Communicates effectively orally and in writing; collaborates effectively with health care team members; and employs communication skills in the establishment of therapeutic relationships with individuals, families, and groups.
# Program Student Learning Outcomes

Level 1 Summative Assessment (BSN-RN Program) to be placed in student file at graduation

Students must pass each SLO assignment with a minimum of 75%.

<table>
<thead>
<tr>
<th>Level 1 Student Learning Outcome</th>
<th>Course</th>
<th>Assignment to be Assessed for SLO Achievement</th>
<th>Rubric Form to be Completed &amp; Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Role Performance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applies the nursing process components to meet the priority health needs of clients.</td>
<td>NURS3260: Adult Health Care II</td>
<td>Nursing Care Plan &amp; Nursing Care Plan and Rubric</td>
<td></td>
</tr>
<tr>
<td>Utilizes scientific theory and a holistic assessment model in planning, prioritizing, implementing, and evaluating nursing care of clients.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes positive adaptation of clients on the wellness-illness continuum.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Higher Level Thinking</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates higher level thinking skills in applying research to the professional nursing role.</td>
<td>NURS3160: Evidence Based Practice</td>
<td>Research Article Critique</td>
<td>Research Article Critique &amp; Rubric</td>
</tr>
<tr>
<td>Critiques published research for relevance in nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates use of appropriate interpersonal skills to effectively collaborate with peer members of the health care team.</td>
<td>NURS3270: Psychosocial Aspects of Client Care</td>
<td>Mental Health Communication Video &amp; Process Recording</td>
<td>Mental Health Communication Video &amp; Process Recording &amp; Rubric</td>
</tr>
<tr>
<td>Demonstrates client focused communication in a therapeutic relationship.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documents accurate and clear representation of nursing care performed.</td>
<td>NURS3260: Adult Health Care II</td>
<td>Nursing Care Plan</td>
<td>Nursing Care Plan and Rubric</td>
</tr>
</tbody>
</table>
**Level 2 Summative Assessments (BSN-RN Program)**

<table>
<thead>
<tr>
<th>Level 2 Student Learning Outcome</th>
<th>Course</th>
<th>Assignment to Be Assessed for SLO Achievement</th>
<th>Rubric Form to be Completed &amp; Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Role Performance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilizes multidimensional roles (e.g. advocate, educator, collaborator, etc.) of nursing in the provision of care to individuals, families, or communities.</td>
<td>NURS4390: Capstone Practicum</td>
<td>Self-Evaluation of Student Objectives</td>
<td>Self-Evaluation of Student Objectives and Rubrics</td>
</tr>
<tr>
<td>Collaborates with others to provide quality healthcare to individuals, families, or communities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intervenes as an advocate in complex health situations for individuals, families and communities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Higher Level Thinking</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilizes higher level thinking skills in the performance of professional nursing activities.</td>
<td>NURS4170: Manager of Patient Care</td>
<td>Sentinel Event Analysis</td>
<td>Sentinel Event Analysis Paper and Rubric</td>
</tr>
<tr>
<td>Utilizes research (evidence-based practice) findings in the performance of professional nursing activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applies principles of scholarly writing, including effective organization of thought, grammar usage, and APA formatting.</td>
<td>NURS4170: Manager of Patient Care</td>
<td>Sentinel Event Analysis Paper</td>
<td>Sentinel Event Analysis Paper and Rubric</td>
</tr>
<tr>
<td>Demonstrates use safe, professional communication techniques in the clinical setting.</td>
<td>NURS4170: Manager of Patient Care</td>
<td>ISBARR Assignment</td>
<td>ISBARR Assignment and Rubrics</td>
</tr>
</tbody>
</table>
## Exit Level Summative Assessments (BSN-RN Program)

<table>
<thead>
<tr>
<th>Exit Level Student Learning Outcome</th>
<th>Course</th>
<th>Assignment to Be Assessed for SLO Achievement</th>
<th>Rubric Form to be Completed &amp; Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Role Performance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plans, coordinates, implements, and evaluates holistic plans of care for clients with diverse health care needs that reflect application of the nursing process, promote client adaptation, and advocate for the health needs of individuals, families, and communities.</td>
<td>NURS4390: SLO Capstone</td>
<td>Nursing Role Performance Narrative</td>
<td>SLO Narrative Rubric</td>
</tr>
<tr>
<td><strong>Higher Level Thinking</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilizes higher level thinking skills and research evidence in the planning and delivery of nursing care.</td>
<td>NURS4390: Capstone Practicum</td>
<td>Higher Level Thinking Narrative</td>
<td>SLO Narrative Rubric</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicates effectively orally and in writing; collaborates effectively with health care team members; and employs communication skills in the establishment of therapeutic relationships with individuals, families, and groups.</td>
<td>NURS4390: Capstone Practicum</td>
<td>Communication Narrative</td>
<td>SLO Narrative Rubric</td>
</tr>
</tbody>
</table>
Program Student Learning Outcomes Assessment of Achievement

Portfolio (class of 2021)

Evidence from Level I Coursework

- Nursing Care Plan (NURS3260: Adult Health II)
- Research Article Critique (NURS3160: Evidence Based Practice)
- Mental Health Process Recording (NURS3270: Psychosocial Aspects of Client Care)

Evidence from Level II Coursework

- Self-Evaluation of Student Objectives (NURS4390: Capstone Practicum)
- Sentinel Event Analysis (NURS4170: Manager of Patient Care)
- I-SBAR-R Communication Assignment (NURS4170: Manager of Patient Care)

Evidence from Exit Level Coursework

- Narrative reflections rich with examples of the student’s achievement of the graduate (exit) level Student Learning Outcomes: Nursing Role Performance, Higher Level Thinking, and Communication. (NURS 4390: Capstone Practicum)
Dear Student,

As a member of the Graceland community, you play an important role in shaping the living and learning environment of this campus. Whether you hope to receive a stimulating academic challenge, prepare for a career, meet new friends, or enjoy the campus atmosphere, it is important that you identify your goals and expectations in order to receive full benefit of your Graceland experience. Please contemplate the list below as you create your personal learning plan for success. It is your life and your challenge: do what it takes to succeed!

**In general, you will learn more when you . . .**

✓ Are actively engaged in your academic work
✓ Set and maintain high but realistic expectations and goals
✓ Provide, receive, and make use of regular, timely, specific feedback
✓ Become aware of your own ways of learning, so you can better monitor and direct energies and efforts
✓ Become explicitly aware of your values, beliefs, preconceptions, and prior learning – and be willing to expand and adjust when necessary
✓ Connect new information to prior knowledge
✓ Look for real-world applications
✓ Work regularly and productively with faculty
✓ Spend a minimum of 37.5 hours/semester/credit hour on course related activities
✓ Work regularly and productively with other students
✓ Read all assignments prior to class
✓ Invest as much time and high-quality effort as possible
✓ Avoid the use social media during class time

(modified) T.A. Angelo – AAHE Assessment Forum – 6/06
COMMUNICATION

Chat & Chew: Periodically during the year, the Program Coordinators will meet informally with groups of students. The purpose of these sessions is to increase communication between the Program Coordinator(s) and students. Check the student activities calendar for scheduled dates each semester.

Communication with students from faculty/university: Students are provided with a mailbox for non-confidential communication between classmates or faculty. Items too large for student mailboxes or confidential items are collected and distributed by the Undergraduate Program Administrative Assistant or other collection method identified by a faculty member. Students are expected to check their mailbox regularly. The House Council maintains the student communication bulletin board in the student lounge area.

Graceland University Electronic Mail: Is required to communicate with professors/instructors and the University. Professors/Instructors may be sending important information or instructions via Graceland e-mail. Please check it often enough to effectively communicate in a timely manner. The student may access it anytime, anywhere, with a device connected to the Internet and with mobile devices (see options in MS Office 365). Benefits include; Cloud storage capacity of 50 GB; ability to access student email even after graduation; free download of Microsoft Office 365; and ability to set reminders of important events. You may update your personal email address here: https://my.graceland.edu/ICS/User_Forms.jnz

To access the student email account, use this link https://my.graceland.edu/ then click the link to the cloud email and use the instructions provided.

Forgot username or password? Call Info Central on the Lamoni campus at extension 5167 using one of the campus phones OR call 641-784-5167 or Toll Free 1-866-786-2790.

Students are required to sign an agreement for acceptable use of Graceland E-mail. A copy of their signed form is kept in their Graceland student folder.

Student Address and Phone List: An address list with the name, address, and telephone number of each nursing student is compiled by the Undergraduate Program Administrative Assistant and is available to students upon request. This list is kept current and will allow for ease of communication throughout the year. It will also help with planning shared transportation, socializing, etc. For change of name, address, email personal email address or telephone number, please notify the Undergraduate Program Administrative Assistant immediately. The Undergraduate Program Administrative Assistant will provide updated information to faculty members. Students have the right to be omitted from the distribution list that is shared with fellow students, but the University must maintain up-to-date contact information.

Faculty availability: Faculty members are not required to respond to email or voice mail during the evenings, weekends, or official school breaks. Faculty may choose to do so in some situations. However, each professor/instructor will communicate how best to be reached and how quickly the student should expect a response. Faculty members want to be
in touch with students to facilitate learning, however work hours must be reasonable.  
**Please be respectful of everyone’s time. Students may only use the personal cell phone number of a faculty only with prior permission from the faculty member.**

**Visits with faculty:** Faculty members want to develop strong professional relationships with students and help them meet their academic goals. In the process, faculty members are required to maintain an environment of responsibility and accountability. Whenever the student has a private conversation with a faculty member it is assumed to be confidential. If the student is unsure if the information discussed is public or not, clarify it with the professor/instructor before telling others.

We need to support confidentiality as much as possible. In order to respect the privacy of other students, standing outside the office door is not permitted, consequently **students cannot walk into faculty offices unannounced.**

Students who have an appointment may report directly to the faculty office.

Students who **do not** have an appointment must 1st call faculty before going to the 3rd floor. Phone numbers are posted in this handbook and near campus phones. The faculty member may be able to answer question(s) over the phone or, if available, meet in person.

- a. If the student is “in line” for an appointment with a professor/instructor, please wait in the **Student lounge** until the scheduled time, unless instructed differently by the professor/instructor.
- b. Please refrain from entering the third-floor work area to put papers in faculty offices. Papers may be submitted to the metal designated mailbox in the student lounge. The Undergraduate Program Administrative Assistant empties the mailbox daily and delivers contents to faculty mailboxes.

**Individual issues with faculty** – To maintain professionalism and to decrease own anxiety, it is necessary to follow a chain of command by contacting the person involved directly as soon as an issue occurs. Please respect the chain of command.

1. First, discuss issues concerning a professor/instructor privately with that person.
2. If the issue is not resolved directly with the professor/instructor **ONLY then** it is appropriate to contact the Course Coordinator.
3. If the issue is not resolved directly with the Course Coordinator **ONLY then** it is appropriate to contact the Program Coordinator(s).
4. If the Program Coordinator(s) is unable to resolve the issue, the student will be referred to the Associate Dean of the School of Nursing.
5. If the Associate Dean is unable to resolve the issue, the student will be referred to the Dean of the School of Nursing.
ACADEMIC ADVISEMENT

Academic Advising is the KEY to student success at Graceland University. Academic advisors will be assigned during summer semester. Faculty advisors may not have set office hours during summer term; however they will be available via email. All advisors are full time faculty members who are interested in helping students succeed. Some of the ways student advisors can help include:

- Address academic concerns and suggest material/study aids
- Review graduation requirements
- Make referrals for counseling and community resources (EAP: Employee Assistance Program)

An advisor can only help if the student is willing to be responsible for his/her own learning. Advisee responsibilities include:

- Schedule appointments directly with assigned advisor
- Attend scheduled appointments, please be prompt
- To cancel or reschedule provide at least 24-hour notice
- Be prepared at each appointment with questions or concerns
- Complete all assignments and recommendations given by advisor
- ASK questions when unsure about university or school policies

STUDENT AWARDS - GRACELAND UNIVERSITY

SCHOOL OF NURSING

Most of the following awards are presented during the annual Nursing Recognition Ceremony. The award recipient is chosen from nominated eligible undergraduate senior nursing students who meet the following criteria:

Exemplary Peer Collaboration Award: Sponsored by North Kansas City Hospital

Graceland Nursing Professors choose a current senior nursing student from the top three seniors whom were nominated by their peers. The recipient of this award must meet the following criteria:

1. The student works and plays well with others, in groups, or with a team.
2. The student maintains a high level of standards recognized by their peers.
3. The student facilitates positive relationships.

Superior Clinical Performance Award: Sponsored by North Kansas City Hospital

The BSN Faculty will nominate and vote for the individual to receive the Superior Clinical Performance Award based on clinical evaluations. The recipient of this award must meet the following criteria:

1. The student demonstrates many characteristics of caring and compassion.
2. The student arrives to clinical prepared and on time.
3. The student demonstrates exceptional critical thinking and decision-making skills.
4. The student demonstrates superior organizational skills and is able to effectively prioritize.
Vida Butterworth Award (Scholarship): Sponsored by CenterPoint Medical Center

Vida Butterworth was one of the first nurses to earn a Master’s Degree in the state of Missouri. She was involved in nursing education for most of her life. She valued outstanding academic performance and was recognized as a scholar in the nursing profession. Eligibility: Highest cumulative GPA

Nelle Morgan Award (Leadership): Sponsored by CenterPoint Medical Center

Nelle Morgan was the Director of Nursing at the Independence Sanitarium and Hospital and the School of Nursing for many years. She exemplified the characteristics of leadership in nursing that continue to be valued in the nursing profession today.

Eligibility:
1. Current enrollment,
2. Official University status as a second semester senior
3. Minimal cumulative G.P.A of 2.75 Leadership Qualities:
1. Establishes and maintains appropriate relationships,
2. Works constructively with persons and groups to promote the welfare of others,
3. Assists others in making social adjustments,
4. Displays personal qualities of leadership such as dependability, responsibility and sensitivity.

Effie Case Carroll Award (Caring and Compassion): Sponsored by Graceland University

One of Graceland’s former faculty, Shirley Dauzvardis, established the Effie Case Carroll Award in memory of her grandmother who encouraged her to become a nurse. She epitomized, for Shirley, the kind of caring we as faculty hope to instill in our students at Graceland. The award is presented to a graduating senior who demonstrated outstanding caring and compassion in his/her personal and professional practice.

Eligibility:
2. Official University status as a graduating senior.
3. In good standing and showing academic progress.

Qualities: Student who best demonstrates caring and compassion by:
1. Respecting self and others as unique persons of fundamental worth and dignity.
2. Valuing caring as a moral ideal.
3. Recognizing caring as a healing modality.
4. Demonstrating caring and compassionate behavior with sincerity, tenderness, empathy and active listening.
5. Understanding the needs of others and providing comfort and assistance.
6. Advocating on behalf of patients/clients.
7. Being committed to the highest standards of holistic nursing care ministering to the physical, emotional, psychological, spiritual and intellectual needs of patients/clients.

Iola Tordoff Award for Excellence Sponsored by Graceland University

This award is presented in honor of Iola Tordoff, an exceptional nurse leader who in her 35 years of nursing was an educator and leader in nursing organizations. She was instrumental in establishing the Graceland nursing program by helping to develop the initial curriculum and obtaining accreditation in addition, she designed the Graceland nursing pin and cap. Although she retired in 1982, she continued to contribute to the university and to mentor nursing students until her passing in 2012. Her legacy at Graceland will live on forever. The recipient of this
award must have achieved the highest grade point average in the graduating class and demonstrated initiative, quality care to clients, and leadership ability. The recipient of this award must meet the following criteria:

1. Enrollment in the RN-BSN program at Graceland University
2. Highest cumulative GPA in the graduating class.
3. Have completed 75 graded hours recorded at Graceland University.
4. Demonstrated initiative, quality care to clients, and leadership ability.

Evelyn Berryman Barritt Creativity Award: Sponsored by Evelyn Berryman Barritt

The purpose of the award is to recognize nurses for their creative accomplishments in or outside of the nursing profession. The recipient of this award is chosen from among Graceland University Alumni, Students, or Faculty.

Examples of creative accomplishments may include but are not limited to the following:

1. Made a meaningful contribution to others/community
2. Revitalized an old theme in a creative manner
3. Achieved in the area of the arts such as literature, visual arts, music, and performing arts.
4. Achieved in creative entrepreneurial endeavors
5. Included an altruistic and/or aesthetic component in accomplishments

Special Recognition Award: Sponsored by Pi Eta Chapter of Sigma Theta Tau International Honors Society of Nursing

Chapter board members and faculty recognize a student who has made a special contribution to the School of Nursing and is a member of the Pi Eta Chapter.

Cathy B. Hall Award: Sponsored by Graceland University (Funded by Dr. Jeana Wilcox)

Dr. Jeana Wilcox established the Cathy B. Hall Award in memory of her aunt who encouraged her to become a nurse. Aunt Cathy epitomized, for her, the kind of persistence and diligence required to make one’s dreams a reality. As an amputee, she persevered to obtain a college degree and spend her time helping those often marginalized by society.

This award is presented to a graduating senior who has demonstrated outstanding care of self while remaining diligent and persistent in maintaining high quality patient care and academic standards; often in the face of personal adversity or challenge. A committee of BSN Faculty members will choose the individual who will receive this award. The following criteria will be used in considering a recipient:

Eligibility:
1. Current enrollment
2. Official University status as a graduating senior

Qualities: Student who best demonstrates diligence and persistence by:
1. Respecting self and others as unique persons of fundamental worth and dignity
2. Valuing excellence in patient and self-care
3. Exhibiting determination to excel as a professional nurse
STUDENT SERVICES

Undergraduate Program Administrative Assistant

The Undergraduate Program Administrative Assistant provides many services to students in the School of Nursing. Services include assisting students with:

- Clinical Student tracker portal
- House Council activities and reconciles activity fee budgets
- International Student Exchange Visitor Student paperwork
- Distribution and collection of CNE exam documentation and verifications
- Distribution of items students leave in 1st floor metal mailbox in student lounge for delivery to faculty members
- Assist in completion of state nursing license applications and scholarship application forms
- Verification letters for state/federal/government agencies, insurance companies, or employers

Other student services Graceland provides are as follows:

COUNSELING SERVICE

Graceland offers free short-term confidential counseling services for our students through New Directions Employee Assistance Program. Professional counselors offer confidential assistance with stress, drug/alcohol dependency, marriage/family discord, finances/legal problems, or other personal concerns. Information and phone numbers for this service are listed in the front of this handbook. We encourage all students to take advantage of this valuable resource if needed. 800-316-2796 OR www.mutualofomaha.com/eap

STUDENT DISABILITY SERVICES

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). Students requesting accommodations should complete an Accommodations Request and follow the documentation guidelines at https://my.graceland.edu/ICS/Resources/Student_Disability_Services/. After an accommodations request is completed, it is the student’s responsibility to submit documentation to the Student Disability Services office. Documentation can be submitted in person by visiting the SDS office, located in the Student Success Studio, Rm 12, lower level of the F.M. Smith Library in Lamoni, by emailing SDS-Info@graceland.edu, or faxing information to 641-784-5487. In order to provide appropriate academic accommodations in a timely manner, students are encouraged to complete the Accommodations Request form as early in the term as possible.

BOOKSTORE

Our Independence campus bookstore is on the second floor. Business hours are posted. Textbook and codes, the nursing pin and cap, a few school supplies, and Graceland items are available for sale.
Graduation Cap and Gown orders are made online. Students will be notified of the proper time and website address for ordering. Students will be notified of cap and gown order arrivals, which can be picked-up at the Independence Campus Bookstore.

THE WRITING CENTER

The Writing Center offers support to students in any academic program with any level of writing ability. Writing Center consultations can help students improve on a particular written assignment or improve on general writing skills. Please note that help can be provided both asynchronously (via Word comments) and synchronously (via Zoom) for Nursing students.

For help students may call (641-784-5077) or utilize services through this link: https://my.graceland.edu/ICS/Student/Writing_Center/

Students must be signed into my.graceland.edu to use the link

STUDENT LOUNGE

The student lounge is on the first floor behind the see-through fireplace. Refrigerator, Keurig coffee maker, microwaves, and vending machines are also available for student use. This is an area exclusively for student use and the cleanliness is greatly enhanced if students take an active role in keeping it clean. In the kitchen area, students are expected to clean-up their own spills. Please ensure whatever is brought to school, is also taken home. Personal items left in the refrigerator/freezer must be dated and labeled. Students are responsible for removing their personal spoiled or rotten food items weekly. Any non-labeled items left in cabinets or the refrigerator/freezer for extended periods will be discarded.

Students can also take advantage of using the couches and lounge areas located outside the library.
GRACELAND UNIVERSITY LIBRARY SERVICES FOR NURSING STUDENTS

INDEPENDENCE CAMPUS

Dr. Charles F. Grabske, Sr.
Library
https://www.graceland.edu/grabske
(e) (816) 423-4705 or 4705

Karima Burns, Operations Support Specialist: kburns@graceland.edu x 4705

We welcome you to the Library. We look forward to serving you through our Library holdings and services. We offer:

➢ Nursing and Evidence Based Practice Resources.
➢ Online databases with searching capabilities and full-text articles.

LIBRARY HOURS

The library is open, and the library technician is available from 8:00am-12:00pm, 1:00-4:30 PM Monday – Friday

If the library does not own the articles you need, you can order them by using the article request form on the homepage.

We do our best to get books/articles for you at no charge from other libraries. If we cannot obtain the articles for free, we will notify you of the charges to see if you are still interested.
There are several databases available through the library. Use of these databases to locate nursing journal articles is a requirement of most nursing courses. Some of those databases include: UpToDate, CINAHL with full text, Pub Med, OVID Total Access, Google Scholar, and Science Direct.

**How to log on when prompted (at database sites):**

Username and password are the same as your online course and my.graceland log-in.

**If you can’t log on, call tech support at:**

**Student Help Desk**
Graceland University, 1 University Place, Lamoni, IA 50140
StudentHelpDesk@graceland.edu
(M-F 8am-5pm and Non-Holidays)
641-784-5167 www.graceland.edu

**Tech Support**
Graceland University, 1 University Place, Lamoni, IA 50140
TechSupport@graceland.edu
(M-F 8am-5pm and Non-Holidays)
641-784-5400 www.graceland.edu

**How to find a full-text article:**

- If the direct links don’t work, check out Full-Text finder from the library’s homepage by clicking on it and typing in the name of the journal. If it’s available online, follow the links provided to get to the full text.

**How to order articles:**

- We send all articles to students in a PDF format.
- VERY IMPORTANT: Try to submit article requests to the library 3-4 working days before you need them! Most medical libraries aren’t open on the weekends, so articles requested on Friday are usually not received until Mon. or Tues. of the following week.

For how-to videos on ordering articles in the various databases, please go to: http://www.graceland.edu/grabske/video-tutorials
MISCELLANEOUS

CONSUMING FOOD IN THE BUILDING

*Please help to maintain the cleanliness of our environment.* Please keep food/drinks in the non-carpeted student lounge/atrium area areas as much as possible.

Absolutely *no food or drink* is allowed in the *science and computer labs, the skills lab, simulation lab,* or *Library.*

Auditorium: Clear drinks, coffee and tea are allowed in *The Carmichael Auditorium,* as long as they are in a closed container with a lid.

**Classrooms:** Food and drink is allowed in classrooms only with the professor’s/instructor’s permission, but drinks *must* be in covered containers.

LOCKERS

Lockers, next to the vending machine area, are available for student use. Students must bring a pre-purchased keyed-lock to registration with a copy of the key for the Undergraduate Program Administrative Assistant. A list is posted in the locker area for keeping track of lockers used by students. If you change lockers, please remember to update the list by scratching out your name on the list next to the old locker and writing in your name next the locker number you are currently using. And please remember to empty out your locker prior to graduation. Any items remaining in lockers after graduation will be discarded.

SCHOLARSHIP AND JOB INFORMATION

The Undergraduate Program Administrative Assistant periodically receives new scholarship and job posting information (including internships) from area business, hospitals, and clinics. Job postings are placed on the bulletin board in the Atrium and new scholarship applications and information is sent to Sariah Martinko in the Finance office as well as kept in the office of the Administrative Assistant when they arrive. The Administrative Assistant periodically receives scholarship information via e-mail and forwards information to students.

PARKING

Parking for students is made available in the *lower tiers* of the parking lot (middle tier preferred). The west side (back) first level has 10 spots that are available on a first-come-first-served basis. The rest of the upper spaces facing toward and away from the building are to be used only for parking by employees of Graceland University. Annual registration is required to allow students to park in GU’s parking lot. Registration information helps to identify student vehicles for safety and emergency purposes. Please display your parking tag and please leave the visitors’ spots in the front of the building (Truman Road side) available for guests. Thank you for observing the parking rules.

SMOKING

Graceland University observes the Independence MO Clean Indoor Air Act. In addition, our entire campus and grounds is considered a smoke free environment. Any use of tobacco products or use of electronic cigarettes is NOT allowed on Graceland property. *The odor of smoke in the classroom or clinical setting is unprofessional and unacceptable.* Students may be asked to leave for smelling of smoke.
CLEAN AIR

Standards of the American Nurses Association have mandated that all nursing meetings/seminars/classes shall be fragrance free to support the respiratory health and safety of participants. Therefore, to promote the standards of the profession; cologne, perfume, scented lotions, or other fragrances will not be allowed in the classroom or clinical settings.
STUDENT ORGANIZATIONS

Missouri Nurses’ Student Association
(MONSA) www.missourinurses.org

National Student Nurses Association
(NSNA) www.nsna.org

MONSA is the Missouri (MO) Nurses Student Association. Membership is automatic when students join the NSNA. Annual dues are approximately $40.00. Membership in MONSA automatically makes the student a member of the National Student Nurses’ Association (NSNA). After becoming a member the student will receive official publications from those organizations. Many scholarships are offered on the basis of membership in these organizations. Membership gives Graceland representation at the State Convention, which makes suggestions to the American Nurses Association and influences nursing education at the state level. Graceland students have held almost every executive position at the state level at some time. Students may also attend state and national conventions. Visit their web site for further information.

Pi Eta Chapter - Sigma Theta Tau ΣΘΤ
International Honor Society of Nursing

The Pi Eta Chapter of STTI was chartered in March 2000. As of 2020, there are a total of 540 chapters in STTI and over 135,000 active, dues-paying members who live in more than 100 different countries. It is a prestigious organization and provides many exciting opportunities for nurses around the world. Students are invited into the honor society based on academic achievement and academic integrity. Explore http://www.nursingsociety.org for more information.

McKevit Manor

Part of Graceland's uniqueness is found in its social atmosphere. When admitted, all full-time students are assigned to a “House.” The House is the basic unit of student life for students at Graceland. Various houses for male and female students exist in the residence halls of the main campus, in Lamoni, Iowa. This "housing unit" in Independence for the upper division nursing major is called "McKevit Manor." The student government is organized around this “housing” structure.

McKevit Manor received its name from the first Chairperson of the Division of Nursing, Margaret McKevit. Leadership for the House is provided by the House Council Officers, who are selected by the students in an election during the fall semester. These officers serve through cooperative efforts. The House organizes its own social, religious, and intra-mural programs.
**Purpose of the McKevit Manor:**

1. To promote a professional unity among all students in the nursing major.
2. To aid nursing students in their preparation for professional responsibility.
3. To uphold the belief that a contribution to society is important for personal and professional growth.
4. To encourage free inquiry and discussion with persons in areas of their competence in order to enhance intellectual growth.
5. To create an environment in which each student can expand his own capacity and discover the depths of his own potential.
6. To promote mental and physical well-being through social and recreational interactions.

**OTHER STUDENT ACTIVITIES**

**NEW STUDENT ORIENTATION:** The McKevit Manor House Council participates in combination with the School of Nursing to assist new students to become acquainted with the Independence Campus and the community. To welcome new students and their families to Graceland, an open house is held during orientation week.

**MENTOR/MENTEE PROGRAM:** A formal program initiated by the McKevit Manor House Council provides a senior student mentor for new junior students. A get acquainted luncheon is provided by senior mentor leaders so new junior students become acquainted with their senior mentors.

**ADVISOR/ADVISEE LUNCHEON:** All nursing students are requested to attend this “get acquainted” luncheon to visit with their academic advisors, held twice per academic year. The spring event also includes recognition of student’s academic achievements, for students earning placement on the Dean’s, Honors’, or President’s lists.

**RELIGIOUS LIFE PROGRAM:** The McKevit Manor House Chaplain promotes and coordinates the spiritual aspect of the religious life program on the Independence campus. The Chaplain often conducts group student prayer sessions before and after exams, as well as before and after other major events. The Lamoni Campus Chaplains may serve as resources and mentors for the student chaplain. Traditionally there are two worship services per year, with one prior to the season of Easter and the other one prior to Thanksgiving.

**STUDENT REPRESENTATION:** Students have many opportunities to be involved on committees at the house council, School of Nursing and University levels. This is a great way to advocate a student voice and be part of decision making in an educational setting.

**MATRICULATION CEREMONY:** Matriculation Ceremony is a mandatory ceremony held at the beginning of the fall semester to congratulate the ‘sophomore’ students as they officially move to junior status in the nursing program. The administration, faculty, staff and senior nursing students proudly welcome in the new junior students wearing their nursing uniforms as they officially “matriculate.” Senior students also wear professional attire.
NURSING RECOGNITION AND COMMENCEMENT: The Nursing Recognition Ceremony and commencement ceremony is held each December in Independence, Missouri. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance.

OTHER WAYS TO GET INVOLVED:
- Be active in student organizations
- Attend campus events
- Finals week Activities

2020-2021 McKevit Manor
House Council Officers & Committee Representatives

President – Nathan Pietz
Vice President – Vacant position
Secretary – Bianca Ocampo
Treasurer – Samantha Brooks
Chaplain – Kaeli Helmich
Activities Coordinator – Rachel Wait
MONSA Rep – LeeAnn Reiff

Hospitality Group-Committees:
Mentor/Mentee – Nicole Kronick
Commencement/Nurses Recognition – Sarah Humphrey, Casey Kuenzli and Joy Merrill
Birthdays/Holidays – Lauren Desautels and Mikalah Zimmer

Committee Representatives: Committee Chair Contact:
Curriculum Committee – Bianca Ocampo Angela Martinez-Mills
Technology & Ed Resources Rep. – Ryan Wallace Kathleen Mammen
UAC Committee – Grace Wayman Elise Hector
Faculty Awards Rep – Aubrey Sesker Pam Worlund-
Evaluation Committee – Bailee Guerrero Allison Roberts
General Policy Amendment: Summer 2020

The SON has modified the administration structure as of January 2020. The SON no longer has an Associate Dean of Undergraduate Studies, but instead this role has been split into two Program Coordinators (RN-BSN and BSN-RN). All policies that speak to an Associate Dean should now be read as speaking to the appropriate Program Coordinator.
EMERGENCIES, SAFETY PRACTICES & KEEPING SAFE

Personal safety and caring for valuables:

Keep valuables on your person at all times. DO NOT leave wallets, purses, laptops, tablets, cell phones or other items of value unsecured/unattended in classrooms, other campus locations, or clinical agencies. Even though we have a secured entry system, many students and other persons can and do come through our campus, so leaving valuables unattended is not advised. Lockers are provided for students to keep personal items secured.

Please help protect vehicles in the parking lot and clinical agencies’ lots, by locking them at all times. Keep valuable items such as laptops, purses, tablets, cell phones and other valuables in the building. It is at the student’s own risk if he/she chooses to leave something of value in the vehicle. Graceland does not assume any risk or responsibility students’ vehicles or its contents while parked in the lots.

The items listed below were provided to help students protect themselves while on the Independence campus. These items have been extracted from the Graceland University Independence Campus Emergency Reference Guide. The list is not complete due to space limitations but contain safety information for everyday common concerns.

EMERGENCY CONTACTS

An emergency is any situation – actual or imminent – that endangers the safety and lives of Graceland employees/students, or the security of Graceland property. Students should become familiar with the emergency charts posted in hallways.

Independence Campus Emergency Contact list:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Paul Binnicker</td>
<td>816-423-4710</td>
</tr>
<tr>
<td>2. Jolene Lynn</td>
<td>816-423-4671</td>
</tr>
<tr>
<td>3. Elise Hector</td>
<td>816-423-4684</td>
</tr>
<tr>
<td>4. Shawnna Jackson</td>
<td>816-423-4691</td>
</tr>
</tbody>
</table>
**EMERGENCY ACTIONS**

In the event of an injury or other medical emergency: **Call 911 and get the AED** AED is located on the 1st floor near the elevator on the east end of the building.

Personnel at Independence Campus who are trained and certified to administer First aid:

<table>
<thead>
<tr>
<th>Name/Telephone</th>
<th>First Aid</th>
<th>CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Elise Hector – 4684</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Jolene Lynn 4671</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Theresa Trent – 4679</td>
<td>Can contact other nurses in the building</td>
<td></td>
</tr>
</tbody>
</table>

**GU ALERT**

GUAlert is an emergency notification system that will send a text message to a cell phone or an email to an email address when there is an emergency that needs to be quickly announced to a campus. Messages are sent only in the event of a crisis. Graceland encourages all employees, students and faculty to enter their cell phone number or email address to receive these notices.

To enter your cell phone number, correct it or see what is on file, please click on the link below:

https://my.graceland.edu/ICS/Resources/Emergency_Information/Resources.jnz?portlet=GU_Alert

**MENACING PERSON/WEAPONS THREAT**

**Emergency**

**Reactions** If there is a potentially dangerous person in your area:

- Remain calm, cooperate, and don’t make sudden movements.
- If safe to do so, quietly evacuate and leave the area.
- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- **Call 911** when it is safe to do so; **be prepared to give details and description of suspect**.
- If you are in a position to explain your situation, give as much information as possible. Give your location – **1401 West Truman Road**.
- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

For more information, see [https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

When emergencies take place, the media often gets involved. Please refer any media personnel seeking information to contact: Extension 4710 – Paul Binnicker, Independence Campus
FIRE

Know the location of the fire emergency resources in your area, including:

• Fire alarm pull stations
• Fire extinguishers
• Fire exits
• Evacuation route (posted by each classroom exit door)
• Assembly site

EMERGENCY ACTIONS - If a fire occurs or you detect smoke:

• Pull the closest fire alarm pull station.
• Evacuate the building.
• DO NOT use the elevators.
• Call 911 from a safe location and report:
  • The location of the fire 1401 West Truman Road
  • The suspected cause and current status of the fire
  • Your name and phone number
• Return to assembly site.
• Do not re-enter the building until all clear is given by the fire department or authorized personnel.

SEVERE WEATHER/TORNADO

When the siren sounds, immediately move to designated shelter area. The designated storm shelter area for this building is: First floor men’s and women’s restrooms and the West stairwell (Avoid standing in front of or under top stairwell windows)

• City tornado alert sirens will be sounded for a one-minute blast to inform students of the warning.
• If you are in the classroom your professor/instructor will direct, you Tornado Warning means a tornado has been sighted in the area. Immediately take cover in the first-floor restrooms or west stairwell.

During an actual tornado, students should take shelter immediately in the lowest level in the stairwell on the west side, if closest to that side of the building. For those students closest to the east side of the building, they should take cover in the restrooms on the lowest level. Please remember to stay clear of areas where flying debris might inflict injury.

These are areas containing glass, (classrooms, and the library) internal and external glass doors and windows, (the atrium) and rooms with other glass objects such as computer monitors (computer lab). To avoid possible injury in the event of water or natural gas pipes disruption, during a tornado, please stay away from the equipment/boiler room and the room where the main water connections reside. Remain in the shelter until an all clear is given. The all-clear is a twenty-second blast sounded on the city sirens. Alternatively, you may leave shelter if faculty or administrators alert you when the emergency is past and to make sure everyone is safe.
TITLE: Policy for Exposure Control and Post-Exposure Followup to Infectious Agents Including HIV, Hepatitis B and All Other Infectious Pathogens

Approved: SON Faculty  
Effective Date: 2/27/2006  
Amended: 8/8/2003; 2/15/21

I. Policy:  
Standard precautions will be used to prevent the transmission of infectious agents through contact with blood or body fluids. Body fluids include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and body fluid that is visibly contaminated with blood, urine, breast milk, tears, vomitus, stool, nasal secretions, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or any organ other than intact skin from a human (living or dead).

II. Procedure:  
A. Students and professors/instructors will comply with current CDC and OSHA guidelines for infectious diseases.  
B. CDC and OSHA guidelines protecting health care workers from exposure to BLOOD BORNE pathogens will be followed in all school lab settings and in all clinical areas.  
C. Current guidelines will be available to students and professors/instructors at all times in the School of Nursing.  
D. All students will receive instructions on standard precautions annually. All students must pass the Kansas City Nurse Educators Group standardized Clinical Facility Examination each year before entering any clinical setting.

III. Post-Exposure Management Policy  
A. Immediate Treatment (Local wound care must be carried out immediately following any exposure.)  
   1. Wound Care/First Aid  
      a. Thoroughly clean wound with soap and water.  
      b. Flush mucous membranes with copious amounts of water or saline.  
      c. Other wound care dictated by type and severity of injury.  
      d. The student is financially responsible for all costs incurred during treatment.
B. Notification of Appropriate Parties
1. The student is responsible for immediately reporting any exposure to his/her professor/instructor and/or preceptor. Reporting delay may jeopardize the accuracy of assessment of the exposure and could impair the ability to institute any available preventative measures.

2. If the exposure occurs in a clinical facility, the professor/instructor and/or preceptor will notify the appropriate supervisor/manager in the facility and have the student follow the facility's protocol.

3. If the exposure occurs in a school laboratory setting or in a facility that will not treat students, the professor/instructor should complete the following:
   b. An original copy of instructions regarding follow-up treatment and the student's responsibility will be given to the student with a copy placed in the student's permanent file. This will be signed and dated by both the professor/instructor and the student.

C. Documentation of Exposures
1. Documentation of exposure should include the following:
   a. Completions of the Student Incident Report Form A.
   b. Signed Post-Exposure Treatment Instruction Form B.

2. Student Responsibilities for Follow-up Treatment
   a. The student is responsible for completing all follow-up procedures.
   b. The student is financially responsible for all costs incurred during follow-up procedures.
TITLE: Safe Practice Policy

Approved: SON-FGA May 16, 2011
Effective Date: 6/27/2011
Reviewed: 4/23/18, 4/27/20,
4/27/21

I. Purpose:
To reasonably assure that no physical or emotional harm is inflicted upon self and others.

II. Policy and Procedure:
A. Safe practice is defined in this policy as behavior that demonstrates the knowledge, skill, judgment and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon self or others (clients, families, co-workers, peers, and faculty).
B. School of Nursing faculty members have the professional obligation to safeguard patient well-being and to protect student rights.

III. Procedure:
A. Faculty members are expected to:
   1. Specify expectations in measurable terms
   2. Assess significant behaviors
   3. Give frequent, constructive feedback
   4. Provide experiences appropriate to students’ level of experiences
   5. Document student evaluations
   6. Identify all areas in which expectations are not being met
B. Unsafe behavior:
   1. Any behavior that is deemed unsafe by the instructor will be sufficient reason for removal from the clinical setting until measures have been taken to insure safe practice.
   2. A student whose behavior indicates a pattern that is unsafe or is deemed likely to become unsafe will receive documentation on a Student Feedback Form. An improvement plan may be outlined by the instructor, which may include laboratory review, clinical practice, and counseling. Students have the right to have input into this plan.
   3. Copies of the Student Feedback Form will be given to the Undergraduate Affairs Committee (UAC) and the student’s academic advisor. Copies will be made available to the Dean of the School of Nursing if necessary.
   4. Unsafe clinical practices will be reviewed by the UAC. Faculty, staff, and student documentation will be considered in any review. The Committee will make recommendations for further action.
   5. Unsafe practices at any time may be grounds for failure of the clinical course. Failure in clinical will result in an “F” in both the clinical and theory portion of the course.
C. In order to ensure safe practices, students are expected to:
   1. Assume responsibility for their own actions
   2. Prepare in advance for clinical experience
   3. Report unsafe practices
   4. Apply safety measures to nursing interventions
   5. Function within the guidelines and policies of the institution where they are practicing and within the policies of the SON.
   6. Maintain personal, physical, and emotional stability
   7. Communicate appropriately, adequately, and truthfully, in both written and verbal communication
   8. Recognize their own limitations and the need for appropriate supervision
   9. Provide appropriate care for all individuals regardless of age, sex, race or diagnosis
   10. Judiciously protect information of a confidential matter
TITLE: Impaired Nursing Student Policy
Approved by FGA: 6-14-10
Effective Date: 6-15-10
Reviewed: 4/23/18
Amended: 2/15/21

I. Purpose:
To provide safe, effective patient care, nursing students must be free of impairment. This includes, but is not limited to, impairment resulting from:

a. Illicit drug use
b. Alcohol use
c. Prescribed medication use
d. Over-the-counter medication use
e. Psychological or physical illness
f. Stress
g. Lack of sleep

This applies to any academic setting including class, lab, clinical or a school sponsored event.

II. Policy:
The School of Nursing values the trust placed in the delivery of health care services, by students, to provide a safe environment for patients/clients receiving health care services. This policy applies to undergraduate students enrolled in or entering the pre-licensure undergraduate program at Graceland University School of Nursing. The School of Nursing (SON) expects students to make every effort to take appropriate action regarding patient care. Students are expected to be knowledgeable about interactions related to prescribed and over the counter (OTC) medications, alcohol and/or other substances.

III. Procedure:
A. Individuals conditionally accepted into School of Nursing pre-licensure undergraduate programs must satisfactorily submit and complete a drug screen prior to beginning the nursing program. Students who refuse to submit to the required drug screening will not continue with their plan of study and may be subject to dismissal from their academic program.

1. The drug screening test will be conducted through Clinical Student services. The resulting laboratory report will be provided directly to the MOKAN Coordinators and Track Coordinators/Associate Dean or his/her designee. Results from another laboratory other than the designated laboratory will not be accepted. Students are required to contact the designated laboratory and comply with all instructions in authorizing and obtaining the drug screen. The student must also complete all releases required for the School of Nursing to receive the laboratory report. Students are responsible for any fees charged by the designated laboratory to supply this service.

TESTS: Students will be tested with a 11 panel, plus alcohol test, checking for:

1. Amphetamines
2. Methamphetamines
3. Marijuana or THC
4. Cocaine
5. Opiates
6. Phencyclidine
7. Barbiturates
8. Benzodiazepines
9. Methadone
10. Propoxyphene
11. Methaqualone
12. Alcohol (screened for cause only)

1. Prospective and current students must disclose medications or treatments which could produce a positive drug screen at the time of screening.

2. REVIEW OF RESULTS:
   a. Positive Drug Screen: If a student has a positive drug screen, they will not be permitted to participate in any class, lab, practicum or patient care experience including observation. The student shall be referred to the Track Coordinator/Associate Dean or designee for review and appropriate dispensation under applicable policies and procedures including dismissal from the program. A student testing positive may be permitted to remain in didactic courses while their case is under investigation.
   i. If a student has a positive test for a substance which they have a valid and current prescription for (excluding marijuana), the test will be treated as negative.
   ii. If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a medicinal marijuana card. The student will not be eligible to attend clinical and will be dismissed from the program.
   iii. If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a valid and current prescription for marijuana or CBD oil substance. The results of the positive test will be provided to each clinical facility who will make their own determination as to student eligibility to attend clinical. If a clinical opportunity cannot be identified to provide the student with all clinical hours, the student cannot meet the objectives of the program. This would result in inability to complete the program and subsequent program dismissal.
   1. Alternatively:
      a. The student may choose to end the use of prescribed marijuana and provide additional drug screens to demonstrate a negative test. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student. The student is encouraged to speak with his/her healthcare provider before stopping any prescribed treatment.
b. The student may choose to provide additional drug screens to demonstrate a therapeutic level of THC (i.e., <15ng/L) consistent with the therapeutic level of the students’ valid and current prescription for marijuana or CBD oil substance. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student.
c. These alternative options do not guarantee that clinical facilities will allow the student to attend clinical. See item 4iii for more details.

**b. Drug Screen Result other than Positive or Negative:** If the student’s drug screen result is neither positive nor negative or inconclusive, the test must be repeated at the student’s expense. For example, a test result that is neither positive nor negative includes, but is not limited to, a Negative Dilute, Positive Dilute, Positive No Contact, or Cancelled.

B. CBD oil may produce positive drug screen that implies marijuana use. The National Council of State Boards of Nursing expressly does not allow for the use of CBD oil in practicing nurses. Additionally, CBD oil cannot be differentiated from marijuana during drug screening. Therefore, the use of CBD oil leading to a positive drug screen will be considered a drug screen positive for marijuana use.

C. If a student is taking prescription or OTC medication which may affect their behavior, it must be reported to the clinical faculty member.

D. At the discretion of faculty, any student showing signs and/or symptoms of impairment may be referred for alcohol and/or drug testing. Signs and symptoms of impairment may include, but are not limited to:
- Smell of alcohol and/or breath mints
- Mood swings
- Patterns of irresponsible behavior
- Unexplained absences from the nursing unit, from class, or other
- Frequent tardiness and/ or absenteeism
- Disheveled appearance or poor hygiene
- Blatant impairment of judgment
- Bizarre or unusual behavior
- Unsteady gait, slurred speech, pupillary changes, red eyes
- Frequent errors
- Excessive sleepiness
- Threatening to harm oneself or others

C. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member is to:
1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
2. Place the student in a secure, private area while arrangements for testing are being made.
3. Testing is to be done as soon as possible. The following guidelines apply to the testing procedure:
   a. The student assumes the cost of the testing. If results are negative the SON will assume the cost.
   b. Testing will include a fourteen-panel urine drug screen and a BAT (breath analyzer test).
   c. If the student does not cooperate with the required testing, the test results will be deemed positive, and the policy will be followed.
   d. If the student is in the academic setting during the hours of 0800 to 2100 Monday through Friday or 0900 to 1300 Saturday, the student is to be escorted to the testing center.
   e. If not in a local academic setting or if outside regular business hours, the testing facility used will be at the discretion of the School of Nursing.
D. Procedure related to results of screening:
   1. If the screening test results are negative, the student will resume school activities without penalty.
   2. If the screening test results, either drug or alcohol, are positive the student will be required to participate in an evaluation conducted by a licensed healthcare provider and complete an approved treatment program.
      a. The student’s continued participation in class, clinical and other School of Nursing activities is contingent on evidence that the student 1) completes a treatment program approved by the Dean of the SON and, 2) remains drug and alcohol free.
      b. If the student does not provide evidence of completion of an approved program, they will be dismissed from the School of Nursing.
      c. Evidence of participation in a treatment program will require the student’s signed release of records so that the treatment personnel may communicate with a School of Nursing official. The extent of the release may be limited to compliance with and satisfactory progress in the treatment program.
      d. The School of Nursing will make every reasonable effort to help the student make up any class or clinical experience missed due to absence because of action taken to enforce this policy. However, the regular course absence procedures are applicable.
      e. The School of Nursing will require random drug and alcohol testing for the remainder of the student’s enrollment in the School of Nursing after successful completion of an approved treatment program. Testing is at the expense of the student. A second occurrence of positive drug or alcohol testing will result in the student’s immediate dismissal from the School of Nursing.
      f. The student will complete an additional criminal background check at the request of the School of Nursing. The school will have the right to deny re-admission based on the results of the background check.
      g. An administrative officer of the School of Nursing appointed by the Associate Dean of the Undergraduate Program will monitor the student’s compliance with the rehabilitation program requirements.
      h. Student confidentiality of test results and participation in the treatment program will be maintained by the Dean or Associate Dean of the School of Nursing.
i. The cost of the treatment program is the responsibility of the student. Students must select an approved program, which meets the commonly accepted standards of the profession of alcohol and drug rehabilitation treatment. Students must submit their request to attend a particular treatment program to the Dean for approval.

j. The type and standards of drug and alcohol testing used by the School of Nursing are determined by the testing organization.

E. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of impairment, due to a condition other than alcohol and/or drug abuse, the faculty member is to adhere to the following guidelines:
   1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
   2. If the student is in the clinical setting, faculty will adhere to clinical agency policy when immediate referral and treatment are necessary.
   3. In the event the student is not in the clinical setting, depending on the student’s condition, the faculty may send the student home or may send the student to a healthcare facility for further evaluation.
   4. The student’s emergency contact will be notified of the situation and where the student is being sent.
   5. The student will be accompanied by a responsible adult. Further evaluation may include a physical and/or psychological examination and/or other evaluations as deemed appropriate by the student’s healthcare provider.
   6. Written documentation of the student’s behavior observed by the faculty must be provided to the Associate Dean of the School of Nursing or his/her designee.
      a. Review of the faculty documentation and assessment by the Dean or Associate Dean of the School of Nursing will determine whether further assessment, monitoring, and a treatment plan are necessary.
      b. Potential for dismissal of the student from the nursing program if repeated behaviors indicate continued impairment.
      c. Responsibility for all expenses incurred as a result of assessment, treatment and transportation will be assumed by the student.

Clinical Documentation Requirements:
**Be sure to locate all original immunization documents.** You may also be asked to provide a copy of certain immunization records to Clinical sites upon request. Under the rules formulated by the Collegiate Nurse Educator group, schools using clinical agencies for student nurse hands-on clinical experiences agree to maintain student documentation (based primarily on current CDC recommendations) including:

<table>
<thead>
<tr>
<th>Tuberculosis Screening</th>
<th>TB Screening Process</th>
<th>Unique Situations (Exceptions)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revisit 60-day rule for TB</td>
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</table>
At the start of the program (or upon hire for faculty), individuals must provide proof of the absence of active Tuberculosis (TB) disease.

An initial TB skin test (TST) or IGRA* (blood test for TB) will be required annually. If you have never been skin tested for TB, you will need to do a 2-step screening as follows:

1. If first TB Skin test (TST) is positive (+)—individual is considered infected (see guideline for + TST in next column).
2. If first TST is negative (-)—do the second TST 1-3 weeks later.
3. If second TST is positive (+)—individual is considered infected (see guideline for + TST in next column).
4. If second TST is negative (-)—considered a negative (-) baseline.

*If contraindication to TB skin testing (examples include History of (+) TST or History of BCG vaccination against TB), or if personal preference dictates, the individual will provide documentation of a negative (-) Interferon-Gamma-Release Assays (IGRA). If IGRA is negative (-), individual will provide documentation annually of a negative (-) IGRA.

NOTES:
1. Be aware if receiving a live virus immunization (such as varicella, MMR or Flu), you will need to have your TST

1. Newly discovered positives for latent TB must have a chest X-ray and signs/symptoms review to rule out active TB. The positive TB test must be reported to the health department in the county where they reside except for Kansas City, (Jackson County) Missouri, which is reported to the KCMO Health Department. They would provide documentation of the new positive TB test(s), chest X-ray report and signs/symptoms review. Treatment is determined between the person testing positive, the health department and the person’s personal physician. Treatment is not required unless mandated by the health department.

2. Repeated chest X-rays of persons with latent tuberculosis infection, as evidenced by a positive TST or positive IGRA, are not indicated unless symptoms are present, or the signs/symptoms questionnaire is positive.

2. If IGRA or TST is positive (+):
   a. Individual will provide documentation of a negative (-) chest X-ray (two views—PA and Lateral).
   b. Provide a TB signs/symptoms questionnaire (see Appendix E).
   c. Provide documentation from their health care provider that they are non-infectious for TB and safe to care for patients.
   
   b. Then annually, if IGRA is (+), the individual will do steps b
done either at the same time or wait 4 weeks. The TST must be done first, prior to receiving any other immunizations (live or inactivated).

1. **TB Screening compliance must remain current throughout the clinical rotation if facility dictates annual TB screening.**
2. **Chest X-ray is not permitted in lieu of TB Screening.**
3. **Annual TB screening may be required depending on the facility where clinical activities are taking place.** Check with your school administrator for requirements. An annual TBRisk Assessment Form will be required if not being screened. *(See Appendix E).*

<p>| Rubella, Rubeola (Measles), Mumps-MMR | Provide documentation of 2 (two) MMR vaccinations at least 28 days apart, <strong>OR</strong> serological proof of immunity (+) positive IgG titers for rubella, rubeola and mumps. <em>A post vaccination titer is not required, but if one is done which results in a non-immune status, it is recommended to check with your practitioner to determine next steps.</em> |
| Varicella (Chicken Pox) | Provide documentation of 2 (two) varicella (chicken pox vaccine) immunizations at least 28 days apart, <strong>OR</strong> serological proof of immunity (+) positive IgG for varicella. <em>A post vaccination titer is not required, but if one is done which results in a non-immune status, it is recommended to check with your practitioner to determine next steps.</em> |</p>
<table>
<thead>
<tr>
<th>Hepatitis B</th>
<th>Receive a series of three (3) vaccines over a six-month period followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given. If documentation of an initial Hepatitis B immunization series is not available, documentation of a (+) titer is sufficient evidence of immunity. Though not recommended, this vaccine can be waived (See Hepatitis B Fact Sheet &amp; Waiver Form—Appendix F).</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>If Hepatitis B titer is <strong>negative</strong> after initial series of three vaccines: 1. <strong>Receive one</strong> additional vaccine (First of a possible second series) 2. Do a surface antibody titer within 4-8 weeks. A. <strong>If titer is positive, no further action needed.</strong> B. <strong>If titer is still negative, receive the 2nd and 3rd vaccines in the second series and receive a Hepatitis B surface antigen test to determine if infection is present.</strong> 3. After 3rd dose of second series, retiter within 4-8 weeks, and if still negative, <strong>individual is considered a “non-responder.”</strong></td>
</tr>
</tbody>
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<tr>
<th>Tetanus-Diphtheria-Acellular Pertussis (Tdap)</th>
<th>Show evidence of one dose of Tdap. (usually given around age 11 – 12 years). A Td booster is required every 10 years or if wound injury occurs after 5 years since last dose.</th>
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</table>

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<tr>
<th>Influenza (Flu season October 1-March 31)</th>
<th>Show documentation of seasonal flu vaccine per annual CDC announced date (usually available sometime in September).</th>
</tr>
</thead>
</table>
| | 1. **In the rare occurrence a student has a medical contraindication or request for religious exemption, an appropriate accommodation form must be completed, approved by a designated hospital representative, and on file. [Clinical partners may not honor an accommodation— please allow 3-4 weeks for this process to take place.]**  
- Some clinical partners **will not accept** accommodation requests.  
- There is an alternative vaccine for those with egg allergies.  
2. **Wearing a mask at the clinical site may or may not be an option for non-immunized; check at specific facilities for policy on nonimmunized persons.** |
<table>
<thead>
<tr>
<th>Health Insurance</th>
<th>Must provide documentation of personal health insurance coverage. Though not recommended, some schools may allow a waiver to be signed.</th>
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<tbody>
<tr>
<td>CPR</td>
<td>Basic Life Support (BLS)—must be through American Heart Association and be BLS for Healthcare Professionals course. This must be updated every two years. Individuals must remain in compliance throughout the nursing program. Go to <a href="http://www.cpr.heart.org">www.cpr.heart.org</a>, and click on “find a course”. Then select “courses for healthcare professionals” and choose BLS. Courses for lay rescuers such as “heartsaver” are not acceptable. The course must include a physical hands-on validation of skills.</td>
</tr>
<tr>
<td>Color Blindness</td>
<td>Color blindness screen must be performed once at the beginning of the program and results documented. Screening must be done using a test which is approved by an ophthalmologist (i.e., Ishihara’s Test).</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>Students must complete a criminal background check per individual school policy. Schools must provide documentation of a criminal background check. For faculty: If teaching in the same facility where they are employed, this requirement is met. Otherwise, a criminal background check must be completed on faculty as well.</td>
</tr>
</tbody>
</table>
### Drug Screen

The student will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or result in compromised patient care. It is the responsibility of every student to strive to protect the public from an impaired colleague whose capability is impaired because of alcohol or drug use. If there is suspicion that a student is impaired, the facility will contact the Clinical faculty and Program Director, the student will be dismissed from the clinical site and may be required to submit a urine drug screen at the student’s expense. A positive drug screen without appropriate documentation could jeopardize the student’s ability to complete the clinical rotation. The school will determine the student’s ability to progress in the nursing program.

Refer to individual facilities used for requirements. The following list meets requirements at most facilities in the KC metropolitan area (as of March 2015). Some labs will refer to this as a 5 panel, a 9 panel or an 11 or 12 panel. Ensure with lab that these drugs are covered:

1. AMPHETAMINES
2. BARBITURATES
3. BENZODIAZEPINES
4. COCAINE METABOLITES
5. MARIJUANA METABOLITES
6. METHADONE
7. MDA (SASS)
8. MDMA (ECSTASY)
9. OPIATES
10. PHENCYCLIDINE
11. PROPOXYPHENE
12. METHAQUALONE
13. OXYCODONE
14. OXYMORPHONE

**NOTE: A dilute test result will require further testing. Check with individual education partners for policies regarding dilute specimens.**

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### Accident and Hospitalization Insurance

Graceland students are required to provide proof of hospitalization insurance. The plan may be one that is provided by parents, spouse, or self.

**Emergency Care – Procedure:**

A. Students are encouraged to use health promotion measures to maximize their own health.
B. In the event of illness or accident while in the clinical setting, students report first to their current clinical instructor.
C. Students are personally responsible for any financial charges incurred.
D. Students are financially responsible for all prescriptions, laboratory fees and Xray costs.
E. In case of an emergency, the student should arrange for immediate care and contact the instructor as soon as possible.
F. Costs incurred by visits to a hospital emergency room are the student’s responsibility.
UNIVERSITY EXPECTATIONS
and POLICIES
Technology Ethics and Use Policy (Acceptable Use Policy)

PURPOSE: To communicate expectations for the appropriate use of Graceland-owned technology.

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland.

Graceland reserves the right to routinely monitor technology resources. While the privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected to the extent possible and subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance, users of Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored on the computer hard drive or stored in or transmitted through Graceland’s system/servers.

Additionally, users of non-Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored in or transmitted through Graceland’s system/servers.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives.

Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.
Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g., Micro labs, classrooms, etc.) Inappropriate uses of technology include but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- Harassment - sending of harassing, threatening or obscene material to minors and/or nonconsenting adults or any attempts to confuse or frustrate another user in achieving their objectives.
• Random or unauthorized bulk sending or mailing of messages; inappropriate use of access, any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use.

• Failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.

• Disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource, including generating excessive network traffic and/or interfering with the normal functioning of the network.

• Cheating - use of technology resources to achieve academic credit by dishonest or deceitful means.

• Copyright infringement; forgery; malicious transmission of a computer virus.

• Malicious alteration of system files or configuration.

• Abuse of established storage space limitations.

• Use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by “peer-to-peer” (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA) and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

• Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.

• Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.

• The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

• And the policy for use of My.graceland.edu
  https://my.graceland.edu/ICS/User_Agreement.jnz

**CONSEQUENCES:** Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Technology Services Department. If violations are confirmed, a referral for
disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade. Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment. Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

**School of Nursing Addendum to the Technology Ethics and Use Policy**

Approved: SON-FGA May 16, 2011  
Effective date: June 27, 2011  
Amended: 5/7/2014

Students will be at various locations during their program and will have access to many different systems. The following guidelines must be followed:

- Students are not allowed to change any computer settings, including background or screen savers, at clinical sites or on Graceland computers in the lab, library or technology classroom.
- Students may not download or save any material on a computer at a clinical site.
- Students may not visit any unauthorized outside internet sites (i.e., social networking sites, eCollege, personal or Graceland email, etc.) on computers, iPads, cell phones, or smart watches while in the clinical setting.
- No unauthorized photographs may be taken (clinical/classroom/lab).
- No unauthorized use of social media during clinical/classroom/lab.
- No unauthorized printing or photocopying at the clinical site.
- No patient information may be taken from the clinical setting.
- No information related to the student nurse role (including but not limited to patient information, clinical site information, faculty/instructor information, exam content, etc.) may be shared on any social media site.

**Any violation of the above guidelines will result in initiation of the disciplinary process.**
Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage and commitment to a healthful lifestyle, Graceland values and promotes:

- an alcohol-free environment,
- a tobacco free environment,
- an e-cigarette free and vape free environment,
- an environment free of substance abuse,
- an environment free of harassment and exploitation in sexual relationships, and premarital abstinence.

Our Code of Conduct reflects these values. All members of the Graceland community are expected to abide by all federal, state, local laws as well as rules and regulations of the University. The Code of Conduct is administrated by the Vice President for Student Life/Dean of Students.

EXPECTATIONS AND VIOLATIONS

The following types of behavior have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

*(Sections of the policy relating to the Lamoni campus housing units have been omitted.) The entire policy may be reviewed in the online catalog.*

Class C Violations (Anywhere, Anytime)

1. Any disruptive and/or abusive behavior which disrupts a class, an official University function or the living/learning environment of the institution. Please note: Alcohol impairment may be deemed disruptive behavior.
2. Any form of theft or stealing.
3. Consumption/possession of alcoholic beverages or their containers on campus (excluding University housing) or at University sponsored activities. Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or University property.
5. Destroying, tampering with or altering fire alarms or other safety equipment.
6. Discrimination, including but not limited to, verbal abuse, racial slurs, sexual innuendos, or the threat of physical abuse, expressed verbally or in written or electronic communications.
7. Endangering the health or safety of self, another person or University faculty/staff or threats of endangerment.
8. Failure to comply with the directions of a University official or failure to identify self to, falsely identifying self to, providing false information to a University official.
10. Intentional misuse/abuse of the University computer system or repeated unintentional misuse/abuse. (See Computer Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Second offense and beyond of consumption/possession of alcoholic beverages or their containers in the residence halls.
13. Sexual behavior, which is offensive or fails to respect other’s rights.
14. Sexual contact or sexual touching of another person without consent.
15. Striking another person without consent.
16. Use or evidence of use of tobacco in any form on campus or at University sponsored activities.
17. Use, possession or distribution of any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Please note: Possession also means being in the presence of controlled substance.
18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law while on campus or in attendance at University sponsored activities. Please note: Possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of University policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.

Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval and may result in disciplinary action. We believe that violation of the Code of Conduct impinges directly on the rights of others. CLASS C cases will be referred to the Dean or the Program Coordinator(s) of Students or referred to the Council on Student Welfare.

PLEASE NOTE: The Vice President may opt to handle any alleged violation at any time. Local authorities may also be called to handle potentially dangerous situations. Actions taken by local authorities will be in addition to disciplinary action by the University.

DISCIPLINARY HEARINGS AND COUNCILS
The following disciplinary hearings and councils have been formed to hear cases based upon where the violation took place, the severity of the violation, and which council, in the opinion of the Dean of Students or designated Residential Life Professional is best equipped to handle the hearing of a particular violation.
Students who admit they are “in violation” may ask for an administrative hearing with the VP for Student Life/Program Coordinator(s) Students (Class C violations). The administrator has the right to not hear a case. If the case is not heard by the administrator, the case will be referred to the appropriate disciplinary council.
The Council on Student Welfare (CSW) is a council composed of three faculty members, one administrator and four students as outlined in the GSG Constitution. The Dean or Program Coordinator(s) of Students will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction.

SANCTIONS
The listed disciplinary actions are courses of action which may be taken when a student is found to have committed a violation as defined in the Code of Conduct. The sanction(s) taken depend(s) upon the severity of the violation, previous offenses, degree of involvement, and the individual circumstances as determined and is at the sole discretion of the administrator/Council hearing the case. These sanctions and their descriptions shall serve as guidelines for the University and may be modified and used in any combination to meet the needs of the University and the individual student involved.

A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student’s Office. Disciplinary actions are not recorded on a student’s permanent file unless a student is dismissed from the University.

AQUITTAL
Student is found not to be in violation of the charge against him/her and the matter is dismissed.

RESTITUTION
Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.

COMMUNITY SERVICE
A community service sanction depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. The work, not less than five hours and not more than ten hours per violation, may be assigned. Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of his or her actions as a result of the service. It is also appropriate when the action which brought the student to disciplinary review involved a lack of concern for the community. Community service must be completed within 21 calendar days (three weeks) from the date the sanction is issued. If hours are not completed within this time frame, a fine (amount to be determined by the administrator/council) will be applied to the student’s account.

FINES
Fines will depend upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. Fines may be levied as a sanction according to the following guidelines:
- Class A violations: Fines may be assessed up to $50 per violation. (Lamoni)
- Class B violations: Fines may not exceed $100 per violation. (Lamoni)
- Class C violations and other cases heard: The fine will not exceed $250 per violation. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.
• The student may be ordered to make restitution to the University for vandalism or to another injured party, in addition to the any fine that may be given.

ALCOHOL EDUCATION
First time offenders of the alcohol policy will be required to complete the Alcohol Response-Ability Course. The cost for the Alcohol Response-Ability Course is $35. Students issued this sanction will be required to make an appointment with the counselor in the CAP center. The course must be completed within two weeks from the date a student is given instructions on starting the course. Failure to complete the course will result a $50 fine sent to the student’s account and the student’s parents will be notified.

DRUG RESPONSE PROGRAM - Class C Only
First time offenders will be required to notify their parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

The student will be required to undergo a substance abuse assessment. The student will be required to complete all recommendations made by the substance abuse counselor. The expense of the assessment and required sessions will be the responsibility of the student.

ANGER MANAGEMENT COUNSELING
A student issued this sanction will be required to meet with a counselor until released by the counselor. The first session must be scheduled by the student within one week from the date the sanction is issued.

COMPUTER USAGE RESTRICTIONS
A student may be restricted from certain privileges for a given time.

PARENTAL NOTIFICATION
A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident and for any drug-related violation. Students issued this sanction will be required to notify their parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

PROGRAM DIRECTOR NOTIFICATION
Program directors including coaches will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

CONDUCT PROBATION - Class C Only
This is a formal probationary status for a period of time determined by CSW or the Dean or Program Coordinator(s). Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.
STRICT CONDUCT PROBATION - Class C Only
This term describes a set of conditions making it possible for a student to remain a student in the University in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the University. This status is very near dismissal from the University and indicates the extreme seriousness of the probation. The student will have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the University.

- Student will be ineligible to graduate until the student is returned to good standing.
- Student will be restricted from representing the University in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- Student will be ineligible to receive scholarships and/or or grants from the University with the exception of need-based aid.
- Any further violation of University standards while on probationary status means that a student is subject to suspension from the University.

DISMISSAL FROM THE UNIVERSITY - Class C Only
A student may be dismissed immediately from the University for a period of time to be designated by the CSW or the Dean of Students.

APPEAL PROCEDURES
Any student found in violation of the Code of Conduct has the right to appeal his/her case. In cases heard by the Residence Life Council, the Hall Director or the Program Coordinator(s) appeals will be heard by the Dean of Students. In cases heard by the Council on Student Welfare or the Dean of Students, appeals will be heard by the Vice President Council. The Vice President Council is composed of the Vice President for Academic Affairs (chair) and one other Vice President (other than the VP for Student Life).

If a student wishes to appeal a decision, he/she must submit a written appeal within three days (72 hours) after the student has been notified of the decision. Appeals will be heard based on the following:

- Insufficient evidence
- Lack of due process
- Prejudice on part of person/council hearing the case
- Improper notification of the hearing
Photo and Videotape Policy***

Graceland University takes photographs and videotapes of students throughout the year. These images often include students in classrooms, residence halls, micro labs, athletic events and other university activities. Graceland University reserves the right to use these photographs and videotapes in the promotion of the university. Students who enroll at Graceland University do so with the understanding that photographs may be taken which would include them and these photos may be used in university publications, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

***School of Nursing Addendum to the Photo and Videotape Policy

Approved: SON-FGA November 13, 2012
Effective date: November 13, 2012
Reviewed: 4/23/18; 4/27/20;
4/27/21
Amended:

Students are prohibited from photographing or video recording faculty at any time. Students may only audio record faculty in the classroom during lecture. Students must request and receive permission in advance, via email, to audio record the faculty. Any audio recording of class lecture is for that student’s personal use only, and may not be copied, transmitted, posted, or shared in any format with any other person or entity.
SCHOOL OF NURSING EXPECTATIONS and POLICIES
STUDENT EDUCATIONAL RESPONSIBILITY

Academic and Behavioral Expectations:
Active participation, academic integrity, and professional behavior in all settings are expected. Along with learning theoretical concepts, development of professional behaviors is a key component of the nursing curriculum.

- Students will treat peers, colleagues, clinical agency staff, Graceland University staff and faculty with respect at all times.
- Upper division college level course work is challenging. Expect to spend a minimum of 37.5 hours of studying for every semester hour of credit. Nursing coursework is especially challenging, and study time may exceed the above stated minimum.
- Because the practice of professional nursing involves critical life and death decisions, it is the policy of the School of Nursing that students must achieve at the grade level of C (75%) or above in both theoretical and clinical components of each course.
- Learning activities are planned for each class period. To be successful, students’ attendance in class is essential. Students who read the assigned materials before class and actively participate in each learning opportunity (classroom and clinical), maximize their chances of successfully completing the program.
- Attend scheduled classes, be punctual, and complete all assignments even if class is missed. Students will inform the course instructor if they will be late or not attending class via Graceland University email.
- Keep side discussions to a minimum in class to avoid distracting others.
- Silence all cellular phones, tablets, or other electronic devices during class time, to avoid disrupting class. A computer may be used for taking notes, but please stay on task and avoid viewing emails, Facebook, etc. which distracts you and your peers from the lecture and classroom activity.

Incomplete Grades:
University policy requires that an incomplete grade be initiated by the student; by making an appointment with your instructor to complete an incomplete grade contract. An electronic "Incomplete Grade Contract" is required when an "I" is submitted as a course grade. The "Incomplete Grade Contract" will indicate the reason the incomplete is requested, the work that must be completed in the course to earn a final course grade, and the anticipated completion date.

Taking an incomplete may inhibit a student’s progression in the program. Please see the complete policy in the Undergraduate Catalogue for more information.

Withdrawal:
If the student chooses to withdraw from a course the student must first, consider the consequences. Call or see a financial aid representative to discuss financial concerns. Each course is a prerequisite for the next sequenced course. Usually, courses are not offered again until the next academic year. Do not run the risk of failure or being dismissed from the program. The
student should contact their faculty advisor to discuss all options before making a hasty decision. Withdrawing from a course or from the entire nursing program requires following the necessary steps. See the Undergraduate Program Administrative Assistant for further details about the procedure.

**Visitors in the Classroom:**
To maintain academic integrity and safety in the classroom, skills lab, and clinical agencies, children and other persons not enrolled at Graceland University are prohibited from those areas.

**Online Catalog & Academic Calendar:**
It is the student’s responsibility to know school policies (online catalog & student handbook) and be aware of pertinent information such as add/drop/withdraw dates. The Online Catalog and Academic Calendar are available at the Graceland University website My Graceland

**International Students:**
International students must comply with specific Federal regulations in order to maintain their required status. Changes must be documented and/or reported in a timely fashion in order to remain compliant. Situations requiring documentation include but are not limited to:
- Changes of address, major, finances, credit hours, suspension, withdrawal/termination, school transfer, completion of studies, and any type of employment.
- Questions or further information, call the Graceland International Programs Office on extension 5412 in Lamoni. On the Independence Campus, contact Undergraduate Program Administrative Assistant Theresa Trent extension 4679.

**Library Facilities:**
Students are reminded that they are guests in the library. Please no food or drink in the library! Students are expected to observe all rules and expectations, as well as rules of common sense and courtesy. Failure to comply with the rules may result in loss of library privileges. Students with library fines outstanding or overdue books may not be allowed to register for courses until deficiencies have been satisfied. Diplomas and transcripts may be withheld from graduating seniors for library or other financial obligations.

**Student cell phones are PROHIBITED in the clinical setting.** Please provide family and significant others with instructor’s contact information for emergencies. The nursing Undergraduate Program Administrative Assistant will also have access to clinical faculty in case of an emergency.

**Clinical/Lab/Simulation Absences and Attendance**
Clinical attendance is critical to the determination of a student’s satisfactory performance. Students must be prepared and present every clinical and lab day.
- Tardiness to the clinical area is unacceptable and will result in a Student Feedback Form (see Upper Division Progression, Retention, and Dismissal policy).
- Facility based clinical and Lab are both considered to be a clinical experience, and therefore the same clinical requirements apply.
- Students who are tardy for any clinical experience may not be able to complete the clinical day per the clinical faculty and/or facility discretion.
- Students must call their instructor if late or absent prior to the start of clinical.
• Absences due to illness or emergencies must be discussed with the course coordinator.
• Specific assignments for clinical makeup will be at the discretion of course coordinator.
• The UAC makes the final determination if the student will receive an Unsatisfactory Professional Conduct (UPC) related to the absence.

Excused Absences:
• An excused absence from clinical REQUIRES documentation of reason for absence (i.e., provider note, funeral handout, etc.)
• If the absence is due to illness, a provider release note clearing the student to return to clinical must be obtained.
• Documentation and release note must be submitted to the course coordinator within 48 hours of the clinical absence. Exceptions may be made on a case-by-case basis.
• A feedback form will be issued to track clinical absence throughout the program.

Unexcused Absences will result in a feedback form with the possibility of a UPC at the discretion of UAC. Additionally, students may not earn make up assignment points for unexcused absences.

Special Circumstances:
• Missing two clinical days in any clinical rotation will earn an automatic UPC. Each additional clinical absence in the same rotation will earn an additional automatic UPC.
• Absence from more than 30% of a clinical rotation (including clinical site days, lab, and simulation) will fail the clinical component of a course. This will result in a failure for the entire course (see Upper Division Progression, Retention, and Dismissal policy).

Personal Information:
Be aware that personal information such as name/address/phone number/social security number may be required by some of the clinical agencies used for clinical rotations. In addition, all agencies require the School of Nursing to have paperwork documentation for immunizations before the student will be allowed to attend clinical. Students must keep their own records of all clinically required documentation. The school will not provide copies of this information.

HIPAA Reminder
Compromising confidentiality is a serious issue. Each student is expected to sign a patient/agency confidentiality form and abide by its content. DO NOT remove documents or protected health information from any agency. If a student violates the Health Insurance Portability and Accountability Act (HIPAA), he/she will receive a Student Feedback Form and an automatic UPC. The student may be dismissed from the program. Any questions regarding HIPAA should be directed to the instructor and SON HIPAA Policy should be consulted.
Technology Requirements
Student learning is supported through online resources and activities in each nursing course. Technology requirements ensure that the student is able to access all content easily and to ensure testing software functions appropriately.

Laptop/Computer
Students are required to have a laptop or desktop computer. Computers will be used for online testing and class assignments. Some testing may be conducted in class, and some may be asynchronous outside of class. An internet accessible device must be brought to classes daily. Students may choose to bring a computer or the provided iPad mini. Please note that some online software/programs used in class or clinical may not be compatible with iPads. If you are concerned about bringing your computer to class (i.e. you choose to have a desktop rather than laptop), please reach out to Elise Hector (ecraig1@graceland.edu).

The mandatory requirements listed below ensure all students are able to utilize all assigned software.
- Browser
  - Mozilla Firefox (version 59 or later) **PREFERRED**
  - Chrome (version 66 or later)
  - Safari (version 8 or later)
- Device
  - PC (Windows 7, 9, 9.1, and 10)
  - Mac (Mac OS X 10.9 or later)
  - IPad 2 or later (iOS 9 or later)
  - Android (android 7.X or later)
- Additional
  - Minimum resolution 1024 x 600
  - JavaScript and cookies must both be enabled within the browser
  - Popup blockers must be disabled
  - Androids default browser is not supported (download Chrome)
  - Some browsers may require user to enable tapping
  - Chromebooks are unlikely to allow full utilization of the software (not recommended for purchase)
ANA Code for Nurses*

The Nonnegotiable Nature of the ANA Code for Nurses with Interpretive Statements.

Summary: The American Nurses Association (ANA) Code for Nurses with Interpretive Statements (Code for Nurses) explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the Code for Nurses is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics.

Background: Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession’s code of ethics. The Code for Nurses, published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession.

The Code for Nurses is not open to negotiation in employment settings, nor is it permissible for individuals, groups of nurses, or interested parties to adapt or change the language of this code. The Code for Nurses encompasses all nursing activities and may supersede specific policies of institutions, of employers, or of practices. Therefore, the content of the Code for Nurses with Interpretive Statements is nonnegotiable.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Code of Academic and Clinical Conduct

PREAMBLE
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001. (Unchanged 2021)*
IV. Policy:

Standard precautions will be used to prevent the transmission of infectious agents through contact with blood or body fluids. Body fluids include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and body fluid that is visibly contaminated with blood, urine, breast milk, tears, vomitus, stool, nasal secretions, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or any organ other than intact skin from a human (living or dead).

V. Procedure:

A. Students and professors/instructors will comply with current CDC and OSHA guidelines for infectious diseases.

B. CDC and OSHA guidelines protecting health care workers from exposure to BLOOD BORNE pathogens will be followed in all school lab settings and in all clinical areas.

C. Current guidelines will be available to students and professors/instructors at all times in the School of Nursing.

D. All students will receive instructions on standard precautions annually. All students must pass the Kansas City Nurse Educators Group standardized Clinical Facility Examination each year before entering any clinical setting.

VI. Post-Exposure Management Policy

A. Immediate Treatment (Local wound care must be carried out immediately following any exposure.)

1. Wound Care/First Aid
   a. Thoroughly clean wound with soap and water.
   b. Flush mucous membranes with copious amounts of water or saline.
   c. Other wound care dictated by type and severity of injury.
   d. The student is financially responsible for all costs incurred during treatment.
B. Notification of Appropriate Parties
   1. The student is responsible for immediately reporting any exposure to his/her professor/instructor and/or preceptor. Reporting delay may jeopardize the accuracy of assessment of the exposure and could impair the ability to institute any available preventative measures.

   2. If the exposure occurs in a clinical facility, the professor/instructor and/or preceptor will notify the appropriate supervisor/manager in the facility and have the student follow the facility's protocol.

   3. If the exposure occurs in a school laboratory setting or in a facility that will not treat students, the professor/instructor should complete the following:
      b. An original copy of instructions regarding follow-up treatment and the student's responsibility will be given to the student with a copy placed in the student's permanent file. This will be signed and dated by both the professor/instructor and the student.

C. Documentation of Exposures
   1. Documentation of exposure should include the following:
      a. Completions of the Student Incident Report Form A.
      b. Signed Post-Exposure Treatment Instruction Form B.

   2. Student Responsibilities for Follow-up Treatment
      a. The student is responsible for completing all follow-up procedures.
      b. The student is financially responsible for all costs incurred during follow-up procedures.
TITLE: Safe Practice Policy

Approved: SON-FGA May 16, 2011
Effective Date: 6/27/2011

IV. Purpose:
To reasonably assure that no physical or emotional harm is inflicted upon self and others.

V. Policy and Procedure:
A. Safe practice is defined in this policy as behavior that demonstrates the knowledge, skill, judgment and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon self or others (clients, families, co-workers, peers, and faculty).
B. School of Nursing faculty members have the professional obligation to safeguard patient well-being and to protect student rights.

VI. Procedure:
A. Faculty members are expected to:
   1. Specify expectations in measurable terms
   2. Assess significant behaviors
   3. Give frequent, constructive feedback
   4. Provide experiences appropriate to students’ level of experiences
   5. Document student evaluations
   6. Identify all areas in which expectations are not being met
B. Unsafe behavior:
   6. Any behavior that is deemed unsafe by the instructor will be sufficient reason for removal from the clinical setting until measures have been taken to insure safe practice.
   7. A student whose behavior indicates a pattern that is unsafe or is deemed likely to become unsafe will receive documentation on a Student Feedback Form. An improvement plan may be outlined by the instructor, which may include laboratory review, clinical practice, and counseling. Students have the right to have input into this plan.
   8. Copies of the Student Feedback Form will be given to the Undergraduate Affairs Committee (UAC) and the student’s academic advisor. Copies will be made available to the Dean of the School of Nursing if necessary.
   9. Unsafe clinical practices will be reviewed by the UAC. Faculty, staff, and student documentation will be considered in any review. The Committee will make recommendations for further action.
   10. Unsafe practices at any time may be grounds for failure of the clinical course. Failure in clinical will result in an “F” in both the clinical and theory portion of the course.
C. In order to ensure safe practices, students are expected to:

10. Assume responsibility for their own actions
11. Prepare in advance for clinical experience
12. Report unsafe practices
13. Apply safety measures to nursing interventions
14. Function within the guidelines and policies of the institution where they are practicing and within the policies of the SON.
15. Maintain personal, physical, and emotional stability
16. Communicate appropriately, adequately, and truthfully, in both written and verbal communication
17. Recognize their own limitations and the need for appropriate supervision
18. Provide appropriate care for all individuals regardless of age, sex, race or diagnosis

10. Judiciously protect information of a confidential matter
TITLE: Impaired Nursing Student Policy
Approved by FGA: 6-14-10
Effective Date: 6-15-10
Reviewed: 4/23/18
Amended: 2/15/21

I. Purpose:
To provide safe, effective patient care, nursing students must be free of impairment. This includes, but is not limited to, impairment resulting from:
   a. Illicit drug use
   b. Alcohol use
   c. Prescribed medication use
   d. Over-the-counter medication use
   e. Psychological or physical illness
   f. Stress
   g. Lack of sleep
   This applies to any academic setting including class, lab, clinical or a school sponsored event.

II. Policy:
The School of Nursing values the trust placed in the delivery of health care services, by students, to provide a safe environment for patients/clients receiving health care services. This policy applies to undergraduate students enrolled in or entering the pre-licensure undergraduate program at Graceland University School of Nursing. The School of Nursing (SON) expects students to make every effort to take appropriate action regarding patient care. Students are expected to be knowledgeable about interactions related to prescribed and over the counter (OTC) medications, alcohol and/or other substances.

III. Procedure:
A. Individuals conditionally accepted into School of Nursing pre-licensure undergraduate programs must satisfactorily submit and complete a drug screen prior to beginning the nursing program. Students who refuse to submit to the required drug screening will not continue with their plan of study and may be subject to dismissal from their academic program.
   1. The drug screening test will be conducted through Clinical Student services. The resulting laboratory report will be provided directly to the MOKAN Coordinators and Track Coordinators/Associate Dean or his/her designee. Results from another laboratory other than the designated laboratory will not be accepted. Students are required to contact the designated laboratory and comply with all instructions in authorizing and obtaining the drug screen. The student must also complete all releases required for the School of Nursing to receive the laboratory report. Students are responsible for any fees charged by the designated laboratory to supply this service.

TESTS: Students will be tested with a 11 panel, plus alcohol test, checking for:
   1. Amphetamines
   2. Methamphetamines
   3. Marijuana or THC
4. Cocaine
5. Opiates
6. Phencyclidine
7. Barbiturates
8. Benzodiazepines
9. Methadone
10. Propoxyphene
11. Methaqualone
12. Alcohol (screened for cause only)

3. Prospective and current students must disclose medications or treatments which could produce a positive drug screen at the time of screening.

4. REVIEW OF RESULTS:
   a. **Positive Drug Screen:** If a student has a positive drug screen, they will not be permitted to participate in any class, lab, practicum or patient care experience including observation. The student shall be referred to the Track Coordinator/Associate Dean or designee for review and appropriate dispensation under applicable policies and procedures including dismissal from the program. A student testing positive may be permitted to remain in didactic courses while their case is under investigation.
      i. If a student has a positive test for a substance which they have a valid and current prescription for (excluding marijuana), the test will be treated as negative.
      ii. If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a medicinal marijuana card. The student will not be eligible to attend clinical and will be dismissed from the program.
      iii. If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a valid and current prescription for marijuana or CBD oil substance. The results of the positive test will be provided to each clinical facility who will make their own determination as to student eligibility to attend clinical. If a clinical opportunity cannot be identified to provide the student with all clinical hours, the student cannot meet the objectives of the program. This would result in inability to complete the program and subsequent program dismissal.
   1. Alternatively:
      a. The student may choose to end the use of prescribed marijuana and provide additional drug screens to demonstrate a negative test. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student. The student is encouraged to speak with his/her healthcare provider before stopping any prescribed treatment.
b. The student may choose to provide additional drug screens to demonstrate a therapeutic level of THC (i.e., <15ng/L) consistent with the therapeutic level of the students’ valid and current prescription for marijuana or CBD oil substance. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student.

c. These alternative options do not guarantee that clinical facilities will allow the student to attend clinical. See item 4iii for more details.

**b. Drug Screen Result other than Positive or Negative:** If the student’s drug screen result is neither positive nor negative or inconclusive, the test must be repeated at the student’s expense. For example, a test result that is neither positive nor negative includes, but is not limited to, a Negative Dilute, Positive Dilute, Positive No Contact, or Cancelled.

B. CBD oil may produce positive drug screen that implies marijuana use. The National Council of State Boards of Nursing expressly does not allow for the use of CBD oil in practicing nurses. Additionally, CBD oil cannot be differentiated from marijuana during drug screening. Therefore, the use of CBD oil leading to a positive drug screen will be considered a drug screen positive for marijuana use.

C. If a student is taking prescription or OTC medication which may affect their behavior, it must be reported to the clinical faculty member.

D. At the discretion of faculty, any student showing signs and/or symptoms of impairment may be referred for alcohol and/or drug testing. Signs and symptoms of impairment may include, but are not limited to:
   - Smell of alcohol and/or breath mints
   - Mood swings
   - Patterns of irresponsible behavior
   - Unexplained absences from the nursing unit, from class, or other
   - Frequent tardiness and/or absenteeism
   - Disheveled appearance or poor hygiene
   - Blatant impairment of judgment
   - Bizarre or unusual behavior
   - Unsteady gait, slurred speech, pupillary changes, red eyes
   - Frequent errors
   - Excessive sleepiness
   - Threatening to harm oneself or others

C. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member is to:
   1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
   2. Place the student in a secure, private area while arrangements for testing are being made.
3. Testing is to be done as soon as possible. The following guidelines apply to the testing procedure:
   a. The student assumes the cost of the testing. If results are negative the SON will assume the cost.
   b. Testing will include a fourteen-panel urine drug screen and a BAT (breath analyzer test).
   c. If the student does not cooperate with the required testing, the test results will be deemed positive, and the policy will be followed.
   d. If the student is in the academic setting during the hours of 0800 to 2100 Monday through Friday or 0900 to 1300 Saturday, the student is to be escorted to the testing center.
   e. If not in a local academic setting or if outside regular business hours, the testing facility used will be at the discretion of the School of Nursing.

D. Procedure related to results of screening:
   1. If the screening test results are negative, the student will resume school activities without penalty.
   2. If the screening test results, either drug or alcohol, are positive the student will be required to participate in an evaluation conducted by a licensed healthcare provider and complete an approved treatment program.
      a. The student’s continued participation in class, clinical and other School of Nursing activities is contingent on evidence that the student 1) completes a treatment program approved by the Dean of the SON and, 2) remains drug and alcohol free.
      b. If the student does not provide evidence of completion of an approved program, they will be dismissed from the School of Nursing.
      c. Evidence of participation in a treatment program will require the student’s signed release of records so that the treatment personnel may communicate with a School of Nursing official. The extent of the release may be limited to compliance with and satisfactory progress in the treatment program.
      d. The School of Nursing will make every reasonable effort to help the student make up any class or clinical experience missed due to absence because of action taken to enforce this policy. However, the regular course absence procedures are applicable.
      e. The School of Nursing will require random drug and alcohol testing for the remainder of the student’s enrollment in the School of Nursing after successful completion of an approved treatment program. Testing is at the expense of the student. A second occurrence of positive drug or alcohol testing will result in the student’s immediate dismissal from the School of Nursing.
      f. The student will complete an additional criminal background check at the request of the School of Nursing. The School will have the right to deny re-admission based on the results of the background check.
      g. An administrative officer of the School of Nursing appointed by the Associate Dean of the Undergraduate Program will monitor the student’s compliance with the rehabilitation program requirements.
      h. Student confidentiality of test results and participation in the treatment program will be maintained by the Dean or Associate Dean of the School of Nursing.
i. The cost of the treatment program is the responsibility of the student. Students must select an approved program, which meets the commonly accepted standards of the profession of alcohol and drug rehabilitation treatment. Students must submit their request to attend a particular treatment program to the Dean for approval.

j. The type and standards of drug and alcohol testing used by the School of Nursing are determined by the testing organization.

E. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of impairment, due to a condition other than alcohol and/or drug abuse, the faculty member is to adhere to the following guidelines:
1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
2. If the student is in the clinical setting, faculty will adhere to clinical agency policy when immediate referral and treatment are necessary.
3. In the event the student is not in the clinical setting, depending on the student’s condition, the faculty may send the student home or may send the student to a healthcare facility for further evaluation.
4. The student’s emergency contact will be notified of the situation and where the student is being sent.
5. The student will be accompanied by a responsible adult. Further evaluation may include a physical and/or psychological examination and/or other evaluations as deemed appropriate by the student’s healthcare provider.
6. Written documentation of the student’s behavior observed by the faculty must be provided to the Associate Dean of the School of Nursing or his/her designee.
   a. Review of the faculty documentation and assessment by the Dean or Associate Dean of the School of Nursing will determine whether further assessment, monitoring, and a treatment plan are necessary.
   b. Potential for dismissal of the student from the nursing program if repeated behaviors indicate continued impairment.
   c. Responsibility for all expenses incurred as a result of assessment, treatment and transportation will be assumed by the student.

Clinical Documentation Requirements:
Be sure to locate all original immunization documents. You may also be asked to provide a copy of certain immunization records to Clinical sites upon request. Under the rules formulated by the Collegiate Nurse Educator group, schools using clinical agencies for student nurse hands-on clinical experiences agree to maintain student documentation (based primarily on current CDC recommendations) including:

<table>
<thead>
<tr>
<th>Tuberculosis Screening</th>
<th>TB Screening Process</th>
<th>Revisit 60-day rule for TB</th>
<th>Unique Situations (Exceptions)</th>
</tr>
</thead>
</table>
At the start of the program (or upon hire for faculty), individuals must provide proof of the absence of active Tuberculosis (TB) disease.

An initial TB skin test (TST) or IGRA* (blood test for TB) will be required annually. If you have never been skin tested for TB, you will need to do a 2-step screening as follows:

1. If first TB Skin test (TST) is **positive** (+)—individual is considered infected (see guideline for + TST in next column).
2. If first TST is **negative** (-)—do the second TST 1-3 weeks later.
3. If second TST is **positive** (+)—individual is considered infected (see guideline for + TST in next column).
4. If second TST is **negative** (-)—considered a negative (-) baseline.

*If contraindication to TB skin testing* (examples include History of (+) TST or History of BCG vaccination against TB), or if personal preference dictates, the individual will provide documentation of a negative (-) **Interferon-Gamma-ReleaseAssays (IGRA)**. If IGRA is negative (-), individual will provide documentation **annually** of a negative (-) IGRA.

**NOTES:**
1. Be aware if receiving a live virus immunization (such as varicella, MMR or Flu), you will need to have your TST

3. Newly discovered positives for latent TB must have a chest X-ray and signs/symptoms review to rule out active TB. The positive TB test must be reported to the health department in the county where they reside except for Kansas City, (Jackson County) Missouri, which is reported to the KCMO Health Department. They would provide documentation of the new positive TB test(s), chest X-ray report and signs/symptoms review. Treatment is determined between the person testing positive, the health department and the person’s personal physician. Treatment is not required unless mandated by the health department.

2. **Repeated chest X-rays** of persons with latent tuberculosis infection, as evidenced by a positive TST or positive IGRA, **are not indicated** unless symptoms are present, or the signs/symptoms questionnaire is positive.

4. **If IGRA or TST is positive (+):**
   a. Individual will provide documentation of a negative () chest X-ray (two views—PA and Lateral).
   b. Provide a TB signs/symptoms questionnaire**2** (see Appendix E).
   c. Provide documentation from their health care provider that they are non-infectious for TB and safe to care for patients.
   d. Then annually, if IGRA is (+), the individual will do steps b
| **Rubella, Rubeola (Measles), Mumps-MMR** | Provide documentation of 2 (two) MMR vaccinations at least 28 days apart, **OR** serological proof of immunity (+) positive IgG titers for rubella, rubeola and mumps. **A post vaccination titer is not required, but if one is done which results in a non-immune status, it is recommended to check with your practitioner to determine next steps.** |
| **Varicella (Chicken Pox)** | Provide documentation of 2 (two) varicella (chicken pox vaccine) immunizations at least 28 days apart, **OR** serological proof of immunity (+) positive IgG for varicella. **A post vaccination titer is not required, but if one is done which results in a non-immune status, it is recommended to check with your practitioner to determine next steps.** |

-  **done either at the same time or wait 4 weeks.** The TST must be done first, prior to receiving any other immunizations (live or inactivated).

  4. **TB Screening compliance must remain current throughout the clinical rotation if facility dictates annual TB screening.**

  5. **Chest X-ray is not permitted in lieu of TB Screening.**

  6. **Annual TB screening may be required depending on the facility where clinical activities are taking place.** Check with your school administrator for requirements. An annual TB Risk Assessment Form will be required if not being screened. *(See Appendix E).*

  & c, but an annual X-ray is not indicated.
<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Requirement/Procedure</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>Receive a series of three (3) vaccines over a six-month period followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given. If documentation of an initial Hepatitis B immunization series is not available, documentation of a (+) titer is sufficient evidence of immunity. Though not recommended, this vaccine can be waived (See Hepatitis B Fact Sheet &amp; Waiver Form—Appendix F).</td>
<td>If Hepatitis B titer is <strong>negative</strong> after initial series of three vaccines: 1. Receive <strong>one</strong> additional vaccine (First of a possible second series) 2. Do a surface antibody titer within 4-8 weeks. A. If titer is positive, no further action needed. B. If titer is still negative, receive the 2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt;vaccines in the second series <strong>and</strong> receive a Hepatitis B surface antigen test to determine if infection is present. 3. After 3&lt;sup&gt;rd&lt;/sup&gt; dose of second series, retiter within 4-8 weeks, and if still negative, <strong>individual is considered a “non-responder.”</strong></td>
</tr>
<tr>
<td><strong>Tetanus-Diphtheria-Acellular Pertussis (Tdap)</strong></td>
<td>Show evidence of one dose of Tdap. (usually given around age 11 – 12 years). A Td booster is required every 10 years or if wound injury occurs after 5 years since last dose.</td>
<td></td>
</tr>
</tbody>
</table>
| **Influenza (Flu season October 1-March 31)** | Show documentation of seasonal flu vaccine per annual CDC announced date (usually available sometime in September). | 3. In the rare occurrence a student has a medical contraindication or request for religious exemption, an appropriate accommodation form must be completed, approved by a designated hospital representative, and on file. [Clinical partners may not honor an accommodation—please allow 3-4 weeks for this process to take place.]  
- Some clinical partners will not accept accommodation requests.  
- There is an alternative vaccine for those with egg allergies.  
4. Wearing a mask at the clinical site may or may not be an option for non-immunized; check at specific facilities for policy on nonimmunized persons. |
<table>
<thead>
<tr>
<th><strong>Health Insurance</strong></th>
<th>Must provide documentation of personal health insurance coverage. Though not recommended, some schools may allow a waiver to be signed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPR</strong></td>
<td>Basic Life Support (BLS)—must be through <em>American Heart Association</em> and be <em>BLS for Healthcare Professionals</em> course. This must be updated every two years. Individuals must remain in compliance throughout the nursing program. Go to <a href="http://www.cpr.heart.org">www.cpr.heart.org</a>, and click on “find a course”. Then select “courses for healthcare professionals” and choose BLS. Courses for lay rescuers such as “heartsaver” are not acceptable. The course must include a physical hands-on validation of skills.</td>
</tr>
<tr>
<td><strong>Color Blindness</strong></td>
<td>Color blindness screen must be performed once at the beginning of the program and results documented. <em>Screening must be done using a test which is approved by an ophthalmologist</em> (i.e., <em>Ishihara’s Test</em>).</td>
</tr>
</tbody>
</table>
| **Criminal Background Check** | *Students* must complete a criminal background check per individual school policy. Schools must provide documentation of a criminal background check.  
*For faculty*: If teaching in the same facility where they are employed, this requirement is met. Otherwise, a criminal background check must be completed on faculty as well. |
Drug Screen
The student will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every student to strive to protect the public from an impaired colleague whose capability is impaired because of alcohol or drug use. If there is suspicion that a student is impaired, the facility will contact the Clinical faculty and Program Director, the student will be dismissed from the clinical site and may be required to submit a urine drug screen at the student’s expense. A positive drug screen without appropriate documentation could jeopardize the student’s ability to complete the clinical rotation. The school will determine the student’s ability to progress in the nursing program.

Refer to individual facilities used for requirements. The following list meets requirements at most facilities in the KC metropolitan area (as of March 2015). Some labs will refer to this as a 5 panel, a 9 panel or an 11 or 12 panel. Ensure with lab that these drugs are covered:

15. AMPHETAMINES
16. BARBITURATES
17. BENZODIAZEPINES
18. COCAINE METABOLITES
19. MARIJUANA METABOLITES
20. METHADONE
21. MDA (SASS)
22. MDMA (ECSTASY)
23. OPIATES
24. PHENCYCLIDINE
25. PROPOXYPHENE
26. METHAQUALONE
27. OXYCODONE
28. OXYMORPHONE

**NOTE: A dilute test result will require further testing. Check with individual education partners for policies regarding dilute specimens.

Accident and Hospitalization Insurance: Graceland students are required to provide proof of hospitalization insurance. The plan may be one that is provided by parents, spouse, or self.

Emergency Care – Procedure:
A. Students are encouraged to use health promotion measures to maximize their own health.
B. In the event of illness or accident while in the clinical setting, students report first to their current clinical instructor.
C. Students are personally responsible for any financial charges incurred.
D. Students are financially responsible for all prescriptions, laboratory fees and Xray costs.
E. In case of an emergency, the student should arrange for immediate care and contact the instructor as soon as possible.
F. Costs incurred by visits to a hospital emergency room are the student’s responsibility.
Title: Statement of Ethical Practice

I. Purpose:
   To delineate ethical beliefs relevant as relative to educational practice.

II. Policy:
   Graceland University and the School of Nursing believe that each student is unique. Each person brings their own beliefs, goals, strengths, potentialities, motivations and life experiences to the university community. We believe that the university and the division programs promote the professional and personal actualization of each student toward greater expression of each one's unique creativity.

   A. The student has the right:
      1. and responsibility to develop to the highest potential, physically, emotionally, intellectually, and spiritually.
      2. to objective, clear, accurate, up to date information, verbal and written about the university and the nursing major. This includes information about the philosophy, goals, objectives, academic programs, cost, requirements and admission policies to the university and the major.
      3. to be notified as soon as possible about acceptance.
      4. to information regarding written policies for admission, progression in the major, graduation from the university, or dismissal from the major.
      5. to information regarding students’ own academic standing.
      6. to be notified of any changes before the changes occur.
Title: HIPAA Regulations Policy

Approved by: SON-FGA 4.19.10, 8/18/2008
Effective date: 8/18/2008
Reviewed: 4/23/18;
4/27/20Amended: 4/19/10;
4/27/21

I. Policy:
Graceland University School of Nursing faculty and students will comply with the
HIPAA Privacy and Security Regulations, the Health Information Technology for
Economic and Clinical Health Act (HITECH) and corresponding regulations in
clinical, research, and institutional areas by implementing, maintaining and using
appropriate administrative, technical and physical safeguards to prevent the
improper use or disclosure of all Protected Health Information (PHI), including Electronic Health
Information (EHI).

II. Procedure
A. Students and instructors will comply with current HIPAA and corresponding
HITECH Regulations to ensure the confidentiality of health or health-related
information.
B. HIPAA and corresponding HITECH regulations will be followed in all areas that
involve PHI and EPHI.
C. All students will be familiar with HIPAA Privacy Rule and Security Regulations,
and HITECH policies and procedures in each of their clinical settings.
D. Current guidelines will be available to students and instructors at all times in the
School of Nursing Student Handbook and course syllabi.

III. Reporting of Unauthorized Disclosures or Misuse of PHI
A. The student is responsible for immediately reporting to their preceptor, and instructor any violation of HIPAA and HITECH
regulations.
B. The instructor shall report to the Facility any use or disclosure of PHI or EPHI other
than what is provided for by the facility agreement on the first day or no later than three
business days. The School of Nursing will document such disclosures and will take
prompt action to correct any unauthorized disclosures as required by applicable federal
and state laws and regulations.

*See list of 18 protected health identifiers - Next page
HIPAA: 18 identifiers for Protected Health Information

1. Names (including initials)
2. All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes, except for the initial 3 digits of a ZIP Code if, according to the current publicly available data from the Bureau of the Census:
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
4. Telephone Number
5. Fax Number
6. E-mail Address
7. Social Security number
8. Medical Record number
9. Health Plan Beneficiary number
10. Account numbers
11. Certificate/License number
12. Vehicle Identifiers and Serial numbers (including license plates)
13. Device identifiers and Serial numbers
14. URL Address
15. IP Address
16. Biometric identifiers, like fingerprints and voiceprints
17. Full-face Photos and Any Comparable Images
18. Any other unique identifying number, characteristic (including tattoos) or code and name of employer.
Title: Course Examination Requirements Policy

Approved by: SON-FGA 05/23/07
Effective date: 8/18/2008
Reviewed: 4/23/18; 4/27/20;
4/27/21
Amended: 5/23/2007; 02/27/2006; 06/10/04; 08/08/2003

I. Policy:
   A. At the junior level, a minimum of seventy percent (70%) of the grade for specified courses will be derived from tests. At the senior level, a minimum of sixty percent (60%) of the grade for specified courses will be derived from tests.

Courses:
1. NURS 2460 - Health Assessment
2. NURS 3120 - Fundamentals of Health Care
3. NURS 3250 - Adult Health Care I
4. NURS 3260 - Adult Health Care II
5. NURS 3270 - Psychosocial Aspects of Client Care
6. NURS 3440 - Pathophysiology
7. NURS 3451 - Pharmacology I
8. NURS 3452 - Pharmacology II
9. NURS 4170 - Manager of Care
10. NURS 4230 – Care of the Mother and Child
11. NURS 4260 - Critical Care Nursing
12. NURS 4340 - Community Health Care

B. In addition to unit outcomes, test specification tables will reflect appropriate NCLEX content areas, and the nursing process.
Title: Graceland University ATI Testing and Remediation Policy
(Adapted with permission from ATI)

Approved by SON-FGA: 02/18/2019
Reviewed: 4/27/20
Amended: 4/27/21

The Graceland University ATI Testing and Remediation Policy explains the use of Assessment Technologies Inc. (ATI) Content Mastery and Predictor examinations during the face-to-face Bachelor of Science in Nursing program.

1. During program orientation, BSN-RN students will sign an acknowledgment of review of the Graceland University ATI Testing and Remediation policy (attached)

2. BSN-RN faculty teaching in designated theory courses will adhere to the Graceland University ATI Testing and Remediation Policy. The courses in which ATI Content Mastery examinations may be administered include:
   - NURS3270 Psychosocial Aspects of Client Care (Psychiatric Care Exam)
   - NURS3120 Fundamentals of Nursing (Foundations Exam)
   - NURS3260 Adult Health II (Medical Surgical Exam)
   - NURS 4260 Critical Care Nursing (Pharmacology Exam)
   - NURS4220 Maternal and Newborn Care (Pediatrics and/or Obstetrics Exam)

3. After the Medical Surgical Examination Retake, students testing below the 10th percentile will be placed on academic probation and be required to complete additional remediation activities at the discretion of UAC.

4. The ATI Predictor Examination will be administered in the BSN-RN NURS4390 Capstone course and will be subject to the same Graceland University ATI Testing and Remediation policy. Unlike the Content Exams, the Predictor exam achievement level is based on the percentage of probability that a student would pass the NCLEX-RN exam at that moment.
   - NURS4390 Capstone (Predictor Exam)

5. ATI Content Mastery and Predictor examinations will not count toward the exam average requirements.

6. ATI Content Mastery or Predictor examinations in any BSN-RN course will account for 3% of the total course grade. The 3% will consist of a combination of practice assessment completion, either the Content Mastery or Predictor exam, remediation, and exam retake (if applicable).
   - Students who do not complete any individual portion of the testing and remediation plan by assigned due dates as indicated in the course syllabus will receive a 0% for those items.
   - Practice assessment completion
     - Practice assessments will be 1% of the total grade.
   - Content Mastery Exam (or Predictor Exam) points are based on achievement level (or probability of passing the NCLEX-RN examination).
     - * See attached document for ATI Benchmark Level/Probability scores
Students who reach level 3 (or Predictor probability of > 95%) on the first attempt will earn 1.5% of the total course grade.

Students who reach a level 2 (or Predictor probability of 90%) on the first attempt will earn 1.25% of the total course grade.

Students who reach a level 1 (or Predictor probability of 85%) on the first attempt will earn 1% of the total course grade.

Students who reach < level 1 (or < 84% Predictor probability) on the first attempt will earn 0% of the total course grade.

• Remediation (Focused review)
  o Remediation points by focused review will be 0.5% of the total grade.
  • **Focused Review:
    • For each topic missed, students must complete an active learning template.
    • Students must submit a legible, handwritten active learning template for each subject missed to the course faculty by the due date indicated in the course.

• Retake points (if applicable)
  o Students who reach level 2 or above on the first attempt will not retake the Content exam.
  o If a student re-takes the Content Exam and meets the benchmark of level 2 or above, then the student can earn additional points.

• Content Exam Total Points
  o Total possible points for completing the practice assessment, achieving a level 3 benchmark on the first attempt and completion of the focused review will be 3% of the total grade.
  o Total possible points for completing the practice assessment, achieving the level 2 benchmark on the first attempt and completion of the focused review will be 2.75% of the total grade.
  o Total possible points for completing the practice assessment, achieving the level 1 benchmark on the first attempt, completing the focused review, and reaching a level 2 or higher benchmark on the second attempt will earn 2.75% of the total grade.
  o Total possible points for completing the practice assessment, achieving less than level 1 benchmark on the first attempt, completing the focused review, and reaching a level 2 or higher benchmark on the second attempt will earn 2.5% of the total grade.

• Content Exam Total Points
  o Students who reach Predictor probability of ≥ 95% on the first attempt will earn 3% of the total course grade.
  o Students who reach a Predictor probability of 90% on the first attempt will earn 2% of the total course grade.
  o Students who reach a Predictor probability of 85% on the first attempt will earn 1.5% of the total course grade.
  o Students who reach ≤ 84% Predictor probability on the first attempt will earn 1% of the total course grade.
**Example of ATI Content Exam Testing and Remediation Plan represented as points for a sample course. (Ex: 400-point course, 3% = 12 points total possible)**

<table>
<thead>
<tr>
<th>Practice Assessment Completed Points (%)</th>
<th>Achievement Level on practice assessment*</th>
<th>Points</th>
<th>Remediation Points</th>
<th>Focused Review **</th>
<th>Retake Points (%) for meeting benchmark of level 2 or above on retake</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 (1%)</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>Minimum m 1-hour</td>
<td>Not required</td>
<td>12 (3%)</td>
</tr>
<tr>
<td>4 (1%)</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>Minimum m 2-hour</td>
<td>Not required</td>
<td>11 (2.75%)</td>
</tr>
<tr>
<td>4 (1%)</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>Minimum m 3-hour</td>
<td>Required</td>
<td>11 (2.75%)</td>
</tr>
<tr>
<td>4 (1%)</td>
<td>≤ 1</td>
<td>0</td>
<td>2</td>
<td>Minimum m 4-hour</td>
<td>Required</td>
<td>10 (2.5%)</td>
</tr>
</tbody>
</table>

**Example Graceland University ATI Capstone Predictor Test Plan Policy (Ex: 850-point course, 3% = 20 points total possible)**

<table>
<thead>
<tr>
<th>Percentage predictability of passing NCLEX *</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥95%</td>
<td>20 (3%)</td>
</tr>
<tr>
<td>90% (90-94.9)</td>
<td>13 (2%)</td>
</tr>
<tr>
<td>85% (85-89.9)</td>
<td>10 (1.5%)</td>
</tr>
<tr>
<td>≤ 84.9%</td>
<td>7 (1%)</td>
</tr>
</tbody>
</table>
Title: Grading Policy

Approved by: SON-FGA 8/30/2010
Effective date: 2/27/06
Reviewed: 4/23/18, 02/2019, 4/27/20
Amended: 02/27/06; 08/08/03; 8/30/2010, 04/15/2019; 4/27/21

I. Policy:
   A. All courses required for the nursing major must be completed on a graded basis.

II. Procedure:
   A. Each faculty member will determine at what point a grade will be rounded and that criteria will be indicated in each course syllabus.

   B. Grading Scale

   1. The grading scale for undergraduate nursing courses is:

      91-100   A
      82-90    B
      75-81    C
      66-74    D
      Below 66 F

   2. The grading scale for graduate nursing courses is:

      90-100   A
      80-89    B
      70-79    C
      60-69    D
      Below 59 F
Title: Appeal Policy & Procedure

Approved by date: FGA 9/15/08
Effective date: January 1, 2009
Reviewed: 4/23/18
Amended: 5/18/2010

I. Policy

Graceland University School of Nursing (SON) has three codes of conduct: academic conduct, clinical conduct and professional conduct. A student may be disciplined or dismissed from the nursing program for misconduct in any of the three areas.

The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the SON. The standards of clinical and professional conduct relate to matters outside the context of academic courses.

Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. Honesty is defined as being truthful, free of deceit and having integrity (Webster, 1976). Integrity is defined as utter honesty and adherence to a code of values (Webster, 1976). Integrity also encompasses "being truthful, avoiding acts of cheating, fraud or outright lying, and refusing to engage in deception or false representation in practice" (Hoyer, Booth, Spelman & Richardson, 1991, p. 171). Clinical and Professional integrity in nursing is reflected in the American Nurses Association (ANA) Code of Ethics for Nurses (2001), National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct (2001), ANA Standards of Professional Nursing Practice and Performance (1991) and the Scope and Standards of Advanced Practice for Registered Nursing (1996). Nursing practice is further guided by state legislation and institutional standards. Nursing students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community to meet the School’s standards of conduct.

A. Sanctions imposed by faculty for academic misconduct include but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Assigning a zero (no points) for a test, assignment or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Recommending dismissal from the program.

B. Guidelines for Students

Students often become aware or suspicious of academic misconduct first. For the School to maintain an environment that is supportive of academic integrity, students are encouraged to maintain the standards for academic conduct. In situations where students are in doubt as to the integrity of one's own or one's peer's actions, it is advisable to consult one of the following: course faculty, course coordinator, specialty track/program coordinator, or faculty advisor. As noted in a previous section, students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community.

C. Suspension
A student may be suspended from any classroom, lab or clinical session for inappropriate or unsafe behavior or failure to adhere to any GU School of Nursing Academic or Ethics Policies. Suspension may last from several hours to one calendar year. Students are automatically placed on suspension during the appeal process pursuant to dismissal.

1. **Faculty imposed**: Faculty are solely responsible for making the immediate decision to suspend a student from classroom, clinical, or lab sessions in progress for inappropriate or unsafe behaviors. At the time of a suspension by the faculty, conditions for reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure.

2. **School imposed**: The Associate Dean is solely responsible for imposing suspension for failure to adhere to Graceland University School of Nursing Academic Progression Policy. At the time of a suspension by the Associate Dean, the conditions of reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure or dismissal from the nursing program. The student may not attend classroom, lab or clinical sessions during the suspension.

D. **Academic Appeal**

A student may appeal any of the following:

1. Failing final course grade (C or below for graduate; D or below for undergraduate).
2. Dismissal.

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the faculty’s evaluation of the student’s academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

E. **Conduct or Professionalism/Conduct Appeal**

A student only appeal program dismissal.

Students are responsible for meeting the standards of conduct, clinical and professional performance established for each course in which they are enrolled, the University and the School of Nursing. Students may appeal if they feel the dismissal was unwarranted, unjust or unethical.

II. **Procedure**
A. An appeal is initiated by submitting a typed statement to the Chair of the Undergraduate or Graduate Student Affairs Committee (UAC/GSAC), no later than seven (7) working days after documentation of the failing final course grade or recommendation for dismissal. The typed appeal statement submitted by the student must include the following:

1. A statement of the issue.
2. Specific steps that have already been taken to resolve the issue with the course faculty, course coordinator and/or Specialty Track/Program Coordinator.
3. Evidence supporting why the student believes the decision made was inconsistent with existing GU School of Nursing or course policy, was arbitrary, or lacked sufficient evidence.

B. In preparing the appeal, it is the student's responsibility and burden to prove:

i. In the case of academic appeal - that the action taken by the faculty was inconsistent with existing policy, arbitrary, or lacked sufficient evidence.

ii. In the case of conduct/professionalism appeal - that the dismissal was unwarranted, unjust or unethical.

The student may seek assistance from a GU School of Nursing faculty member as an adviser in preparing the statement for an appeal. The role of the adviser is to assist the student in understanding the policy and procedure. The adviser's role does not include gathering information or presenting evidence.

C. The student will submit the letter of appeal with supporting documents to the Chair of the appropriate (undergraduate or graduate) Student Affairs Committee (SAC).

D. The Chair will forward appeal documents to faculty involved in the subject matter of the appeal or its resolution.

E. Faculty will submit to the Chair of the SAC within ten (10) working days their response to the appeal document including their supporting documentation.

F. The Chair of the SAC will forward the faculty's response to the student.

G. The Chair of the SAC will appoint the appropriate/additional members to the SAC for the hearing.

H. The SAC will meet within ten (10) working days of receiving all the written appeal documents to hear the appeal. The student may request one continuance, not to exceed one week, for good cause.

I. The student and faculty will be notified 72 hours before the hearing of the time, date and location of the hearing. The initial appeal documents will be reviewed by members of the appropriate SON Undergraduate Affairs Committee. The involved student and/or faculty may be asked to participate in the hearing (in person or via teleconference) to answer questions or provide clarification of the written appeal documents.

1. The committee shall be charged to weigh evidence, deliberate, and find for or against the appeal.
2. The meeting is confidential and restricted to those persons listed. If an incident involves more than one student, each student will be heard individually.
3. An UAC member, who has been directly involved in the awarding of a failing course grade or recommending dismissal will not vote during the appeal process.
4. The UAC will make a decision within five (5) working days after the hearing.

J. In an appeal of a failing course grade, the UAC can either:

1. Uphold the assigned grade, or
2. Return the grade to the faculty for reconsideration.

K. In an appeal of a dismissal, the UAC can either:

1. Uphold the dismissal
2. Overturn the dismissal and return the case to the UAC for reconsideration.

L. If the faculty is asked to reconsider a grade by the UAC, the faculty may uphold the assigned grade or change the grade. The faculty member will notify the SAC of his/her decision within 72 hours. The UAC will notify the Associate Dean and the student of the outcome of the appeal. The student may receive and sign for the UAC’s written decision in person, receive email notification, and/or by certified mail.

M. If the student wishes to appeal the decision made by UAC during the appeal process, the student must send a typed statement and supporting documentation to the Dean of the School of Nursing, no later than seven (7) working days after notification of the UAC’s decision.

1. The Dean will forward appeal documents submitted by the student to faculty involved in the subject matter of the appeal or its resolution.
2. Faculty will submit to the Dean within ten (10) working days their response to the appeal document including their supporting documentation.
3. The Dean will forward the faculty's response to the student.
4. The Student will notify the Dean within seven (7) working days to formally appeal the UAC decision.
5. The Dean will initiate the Graceland University academic appeals procedure at the request of the student.

N. If the student wishes to appeal the decision made by the Dean during the appeal process, the student must send a typed statement and supporting documentation to the Vice President of Academic Affairs, no later than seven (7) working days after notification of the Dean’s decision. The appeal process and timeline are at the discretion of the Vice President of Academic Affairs.

O. If the student wishes to appeal the decision made by the Vice President of Academic Affairs during the appeal process, the student must send a typed statement and supporting documentation to the University President, no later than seven (7) working days after notification of the Dean’s decision. The appeal process and timeline are at the discretion of the University President.
Title: Upper Division Progression, Retention and Dismissal

Approved: FGA 5/16/2012
Effective date: 5/16/12
Reviewed: 4/23/18, 4/27/20, 4/27/20; 4.27.21
Amended (last five years): 10/21/15; 5/12/2011; 5/18/10, 5/20/2008

I. Policy: Students must fulfill the requirements for theoretical and clinical components of the major; demonstrate academic integrity and display professional behavior, which contributes to their meeting course objectives.

II. Exemplary Performance:
A. Students that demonstrate exemplary performance in the course, clinical setting or professional activity may receive an Exemplary Performance Form (see attachment) commending their achievement. A copy of the form will be placed in the student’s permanent file.

III. Student Feedback Form:
A. The Student Feedback Form (see attachment) is an official document used to communicate with students when there are issues with Academic, Clinical, or Professional behaviors, which affect progression in the program.
   1. Course or clinical instructors may initiate the form.
   2. A copy of the form is sent to the Undergraduate Affairs Committee (UAC) and the student's advisor.
   3. A copy of the form is placed in the student's permanent record.
   4. The student will have 48 hours to respond in writing to the contents of the Student Feedback Form.
   5. Students are required to sign and date the form with or without a written statement and return to the course instructor, advisor and the chair of the UAC
   6. The UAC will review behavior(s) outlined in the Student Feedback Form and determine if further action is required.

IV. Academic Progression:
A. Students may progress successfully by completing the courses in sequence with a minimum grade of C in all nursing and required support courses. When circumstances necessitate changes in the delivery of the School of Nursing curriculum, every effort will be made not to disadvantage students who started in the previous curriculum sequence.
B. Designated Course progression requirements
   1. Students must earn an average total exam score of 75% on objective examinations in the
designated courses listed below. The average total exam score will be based on raw test
scores. The total number of points earned on all exams will be divided by the total number
of points possible on all exams.
   2. Standardized exams may be administered during courses indicated with “*” and do not
count toward the exam average.
   3. If a students’ earned average total score on exams taken in the course is less than 75%,
(comma) the actual average grade earned on the exams (D or F) will be assigned as the
final course grade.
   (1) NURS 2460 - Health Assessment
   (2) NURS 3120 - Fundamentals of Health Care
   (3) NURS 3250 - Adult Health Care I *
   (4) NURS 3260 - Adult Health Care II *
   (5) NURS 3270 - Psychosocial Aspects of Client Care *
   (6) NURS 3440 - Pathophysiology
   (7) NURS 3451 - Pharmacology I
   (8) NURS 3452 - Pharmacology II *
   (9) NURS 4230 – Care of Mother and Child *
   (10) NURS 4260 - Critical Care Nursing
   (11) NURS 4340 - Community Health Care

C. Demonstration of competence in dosage calculation skills is required in the following clinical
courses:
   1. Pharmacology I (PO and Injectable medications only)
   2. Pharmacology II- prior to starting Adult Health II clinical (PO, injectable medications, and IV drips)
   3. Care of Mother and Child (all previously listed in specialty dosing)
   4. Critical Care Nursing (all previously listed for the critically ill client)

D. During NURS4390 – Capstone Practicum, the student will be required to meet the program
benchmark on a designated standardized comprehensive exam to qualify to test early for NCLEX.
If the student does not meet the program benchmark on the first attempt of the comprehensive
predictor exam, the student will:
   1. NOT be allowed to test early
   2. Meet with his/her academic advisor and develop a remediation plan in preparation for NCLEX.
   3. Retake the comprehensive predictor exam on a designated date.
4. If the student does not meet the program benchmark on the second attempt, it is recommended the student attend an additional NCLEX review course.

V. Academic Progression Procedure for Students at Risk
A. Students who fail to meet the program benchmark are at risk.
B. Students will receive a Student Feedback Form from the academic instructor for failing course exams, drug calculation exams, ATI exams under Level 1, or failing to submit assignments deemed critical to passing the course. The completed form with or without the student response will be sent to Undergraduate Affairs Committee (UAC) for review.
C. If, at any time, the UAC determines a student is at academic risk, the student may be:
   1. Placed on probation
   2. Required to engage in a remediation plan
   3. Required to create a student plan for success
   4. Required to meet with the course instructor and/or advisor on a regular basis
D. Any student whose cumulative grade point average is below 2.00 at the end of any semester will be placed on academic probation and subject to review by UAC. If the student is permitted to continue in the program, a grade point of at least 2.00 must be attained by the end of the following semester or the student will be dismissed for poor academic performance.

VI. Clinical Practice Progression Procedure:
A. Clinical Evaluation
   1. Clinical courses will utilize Clinical Evaluation Tools (Formative and Summative -see syllabi) that reflect the program curriculum objectives. Each tool will be identified according to the student’s program level (junior or senior).
   2. Students must achieve a passing score as indicated on the evaluation tool to pass the clinical portion of the course.
   3. The clinical instructor will complete the Formative Evaluation Form weekly, and a copy will be provided to the student.
      (1) If a pattern of unsatisfactory or unsafe behavior is revealed, the clinical instructor will notify and send the Formative Evaluation Form to the course coordinator.
      (2) The course coordinator or clinical instructor will complete a Student Feedback Form and send to the student to notify them of the issue(s).
      (3) The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
      (4) The USA-C will review the Student Feedback Form and determine if further action is required.
      (5) Students that score below the passing level on the Formative Evaluation Form at the midpoint throughout the rotation will meet with the course coordinator and the clinical instructor to sign a performance improvement plan.
      (6) Students unable to successfully meet the objectives of the contract by the end of clinical will fail the course.
4. A Summative Evaluation Form will be completed at the end of designated clinical rotations summarizing the student’s clinical performance. The student will be required to complete a self evaluation on the Summative Evaluation Form and submit it to their clinical instructor for their input.

VII. Clinical Behavior Violations:
A. Clinical behaviors violations are actions by the student that reflect poorly on professional conduct or endanger patients, the student, or others.
B. These behaviors include but are not limited to the following:
C. Absence from clinical without permission*
   1. Tardiness: greater than 15-minutes on the first incident and any amount of time thereafter*
   2. Breach of Confidentiality and/or HIPAA violations*
   3. Dress code violations
   4. Lack of preparation for clinical*
   5. Late or missing assignments
   6. Medication errors*
   7. Safety issues*
   8. Violation of facility policies*
D. Students will receive a Student Feedback Form for any of the above violations. Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*).
E. The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
F. The UAC will review the Student Feedback Form and determine if further action is required.

VIII. Professional Behavior Violations Procedure:
A. Students will receive a Student Feedback Form from an instructor for Behaviors Violation that include but are not limited to:
   1. Code of Conduct violation*
   2. Disrespect
   3. Dishonesty, Cheating, Plagiarism (i.e., integrity issues) *
   4. Impairment (see policy) *
   5. Inappropriate language
   6. Irresponsibility
   7. Poor attitude
   8. Misconduct
   9. Technology Ethics Violation*

NOTE: *Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*). The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the behaviors. The UAC will review the Student Feedback Form and determine if further action is required.
B. Unsatisfactory Professional Conduct (UPC)
   1. Unsatisfactory Professional Conduct (UPC) is a designation of a single incident or a pattern of unsafe or unprofessional behavior.
   2. The instructor will complete a Student Feedback Form and make a recommendation to UAC if the behavior is to be designated as an Unsatisfactory Professional Conduct (UPC).
   3. Upon receipt of the Student Feedback Form, the student will have an opportunity to respond to the Feedback Form in writing within 48 business hours. The form must be signed and dated by the student and returned to the instructor. The form with the student response will be sent to UAC for review.
   4. UAC will determine if the student behavior requires an Unsatisfactory Professional Conduct (UPC) designation. If the USAC determines the student is to receive a UPC, the student will be notified by letter from the committee and meet with either lead course instructor or the advisor to discuss a success plan if required by the UAC.
   5. A success plan for the student may include:
      (1) Required meeting(s) with course instructor
      (2) Required/recommended meeting(s) with advisor
      (3) Required completion of a remediation plan
      (4) Complete incident follow-up based on the UPC offenses.
      (5) Program Probation
   6. Documentation of five (5) cumulative “Unsatisfactory Professional Conduct” (UPC) may result in dismissal from the program.

IX. Program Probation Procedure
   A. The UAC will determine the dates of the probationary period. The student and the student’s advisor will be notified of the probationary status by a letter from the UAC.
   B. The purpose of the probationary status is to support the student’s progression through the nursing program and make arrangements for academic, clinical, and professionalism support to meet this end.
   C. The designated advisors will provide meeting notes to student academic folder concerning progress on the UAC stipulations.
   D. The UAC will notify the student and the specified advisor when the probationary status has been discontinued.

X. Dismissal Procedure
   A. Academic Dismissal from the program:
      1. After failing one nursing course, students who earn a D or F in a second nursing course will be dismissed from the program.
      2. After failing one nursing course, students who withdraw while failing (from the course being repeated or a different nursing course) will be dismissed from the program.
      3. The UAC will issue a letter of dismissal to the student. The student will be advised to have an exit meeting with the Associate Dean.
B. Nonacademic Dismissal:
   1. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student from the program whose personal, professional or clinical conduct/performance demonstrates an inability to continue preparation for a career in nursing. This may include violation of the academic integrity policy, breach of confidentiality, substance abuse/impairment or other infractions.

C. Clinical Practice Dismissal:
   1. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student who is unsafe in the clinical setting. Upon dismissal, the student will fail BOTH the theory and clinical portion of the clinical concepts course.
**GRACELAND UNIVERSITY STUDENT FEEDBACK FORM**

<table>
<thead>
<tr>
<th>Student:</th>
<th>Faculty:</th>
</tr>
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<tbody>
<tr>
<td>Date:</td>
<td>Course:</td>
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</table>

**CLINICAL BEHAVIOR VIOLATIONS:**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence/Tardy</td>
<td>greater than 15-minutes on the first incident and any amount of time thereafter.</td>
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<tr>
<td>Breach of Confidentiality/HIPAA</td>
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<tr>
<td>Dress Code Violation</td>
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<tr>
<td>Lack of preparation</td>
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<td>Late/missing assignment</td>
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<td>Medication Error</td>
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<td>Safety Issue</td>
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<td>Other:</td>
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**PROFESSIONAL BEHAVIOR VIOLATIONS:**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Code of conduct violation</td>
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<tr>
<td>Disrespect</td>
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<tr>
<td>Dishonesty/Cheating/Plagiarism</td>
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<td>Impaired Student</td>
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<td>Technological Ethics Violation</td>
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<td>Other:</td>
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**ACADEMIC PROGRESSION**

<table>
<thead>
<tr>
<th>Drug Calculation Scores</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
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<tr>
<th>Exam</th>
<th>Exam I</th>
<th>Exam II</th>
<th>Exam III</th>
<th>Final</th>
<th>Average</th>
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**Faculty Detailed Account of the Behavior/s:**

<table>
<thead>
<tr>
<th>Instructor recommends UPC?</th>
<th>Yes</th>
<th>No</th>
<th>Faculty Signature:</th>
</tr>
</thead>
</table>

**PLAN**

<table>
<thead>
<tr>
<th>Course Instructor meeting</th>
<th>Advisor meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remediation (ATI, etc.)</td>
<td>Student Plan forSuccess</td>
</tr>
<tr>
<td>Unsatisfactory Professional Conduct (UPC)</td>
<td>Program Probation</td>
</tr>
<tr>
<td><em>(S UPCs may result in program dismissal)</em></td>
<td>Academic Jeopardy</td>
</tr>
</tbody>
</table>

**Student Response:** *Return to UAC Co-Chair within 48 hours* ecrraig1@graceland.edu

Student Signature: __________________________ Date: __________________________

*UPCs*
GRACELAND UNIVERSITY

School of Nursing Exemplary Performance Form

Certificate of Recognition

This certifies that

Student Nurse

is recognized for

EXEMPLARY PERFORMANCE

On

THIS_____DAY OF ________________, _______

_________________________  ______________________
Faculty Signature           UAC Co-Chair
I. Purpose: To support academic integrity during examinations in the classroom.
   To prepare students for the strict requirements of the NCLEX testing procedure.

II. Policy and Procedure:
A. Students requiring testing accommodations will be evaluated according to the
   Graceland University American Disabilities Act (ADA) policy.
B. If students with testing accommodations choose to forfeit the
   accommodation, he/she MUST notify the course coordinator via email 48
   business hours PRIOR to the examination time.
C. The faculty will then notify the librarian via email 24 business hours PRIOR
   to the examination.
D. If the student fails to show up, the librarian will notify the Associate Dean
   and course coordinator via email.
E. Paper and Pencil Examinations
   1. Will include an attached cover sheet that students must sign prior to each
      exam.
   2. This sheet may also be utilized for scratch paper during the exam.
   3. Scratch paper cannot be copied or removed from the testing room.
F. Computerized Examinations
   1. An exam contract will be displayed in the Introductory Text. By entering
      the online exam, the student is agreeing to abide by the contract.
   2. Instructor may include a printed form that students must sign prior to each
      exam; this sheet may also be utilized for scratch paper during the exam.
   3. The instructor will provide scratch paper in which students must put their
      name on and turn in before leaving the exam room.
   4. Scratch paper cannot be copied or removed from the testing room.

Procedure
5. More than one version of the exam may be administered.
6. Cell phones, tablets, computers, and other electronic devices will be turned
   off and placed with personal belongings in a designated area outside the
   testing area.
7. Food, hats and/or hoodie sweatshirts and book bags will be placed in the
   back of the room or where indicated by instructor. Beverages in a clear or
   see-through container with a lid may be allowed at the discretion of the
   instructor.
8. Electronic devices may NOT be kept with students during the exam
   (medical devices may be exempt).
9. Calculators will be provided when necessary.
10. Students will not be allowed to leave the room until they are finished with
    the exam.
11. Proctors will walk throughout the room to closely observe students during
    the examination.
12. As circumstances arise, the instructor will handle situations individually.
13. Only answers on the scan sheet will be accepted for grading, unless otherwise directed by the instructor.

G. Time Allocation
   1. **Junior** students will be allowed 1.5 minutes per question; **Senior** students are allowed 1.3 minutes per question.
   2. If the examination has dosage calculation questions, additional time will be allotted at instructor’s discretion.
TITLE: Upper Division Graduation Requirements and Licensure

Approved: SON-FGA 11/17/08
Effective date: 1/5/2009
Reviewed: 04/23/18, 4/27/20;
4/27/21

I. Policy: To delineate the requirement for graduation and the procedures for licensure application for the BSN-RN program.

A. Graduation Requirements
   1. Complete sufficient credit to total 120 semester hours.
   2. Successfully complete all upper division (junior and senior level) semester hours.
   3. Meet the University's general education requirements.
   4. Earn a cumulative GPA of at least 2.0 on all work and at least a 2.0 GPA in major.
   5. Fulfill all financial obligations to Graceland University.
   6. File an application for graduation with the office of the Registrar at least six months prior to anticipated graduation date.

B. Graduation Deficiencies
   1. Students failing to meet graduation requirements may petition the Associate Dean to participate in the Nursing Recognition Ceremony.
   2. Commencement Ceremony
      a. Students who have graduation deficiencies, but present documented evidence for a plan (including evidence that they have registered for all courses required for graduation) to complete those deficiencies by the end of the calendar year, have a 2.5 overall GPA, may participate in commencement exercises.
      b. Such students will be listed on the program as candidates for graduation and will be recognized as such in the commencement program.
      c. Those students who participate in Commencement will receive diplomas when all graduation requirements have been completed.

C. Procedure for Licensure Application in the semester before graduation:
   1. The designee of the School of Nursing will:
      a. Schedule an NCLEX informational meeting
      b. Distribute application for licensure
      c. Arrange for notary public to be present at meeting
      d. Review and sign application once completed by student
      e. Submit transcript request to registrar after all graduation requirements have been met
   2. The student will be responsible for:
      a. Submitting all fees and required documents to the appropriate state boards of nursing.
      b. Complete transcript request per instructions by the designee.
Attire for Students in the Clinical Setting

Approved by SON-FGA: 5/16/2014
Effective Date: 06/27/2011
Reviewed: 04/23/18, 4/27/20
Amended: 5/16/2014; 5/16/2011; 5/28/2010; 11/17/08; 05/23/07

I. Purpose
a. To promote safety, professionalism, and a sense of trust in the patients and others served.
b. To project a professional image for the Graceland nursing student and the university.
c. To instill in students an awareness of professional dress standard and agency policies
d. To facilitate infection control
e. To protect students and patients

II. Policy:
Students must respect the ethics that dictate professional standards and therefore, students will follow uniform guidelines of the Graceland University School of Nursing during clinical practice at the hospital, community, simulation, or lab competency. III. Procedure:

a. Uniforms are to be professional, clean, with a pressed appearance, and in good repair. Attire should cover cleavage, the midriff, and underwear during patient care activities.

i. Students will wear the designated navy scrubs purchased from the designated uniform vendor. Each student will receive 2 sets of scrubs (top and pants) during the first summer session of the junior year. Scrub pants should not drag on the ground.

ii. The scrub top will have the Graceland University logo embroidered on the left upper chest.

iii. Only black or white plain crew neck t-shirts (long sleeve or short sleeve) may be worn under the scrub top. Shirt sleeves may not cover any part of hands. Shirts must be tucked into scrub pants.

b. Shoes: Safety, comfort, appearance, and quietness are the main considerations for acceptable footwear. Therefore, non-permeable, soft-soled, low-heeled, close-toed, close heeled (e.g. no clogs, no sandals, and no flip-flops) shoes should be worn. Shoes are to be clean, polished and in good repair. Shoes should be predominately white, black or navy nurse or athletic shoes with laces that are the same color as the shoes. White, black or navy socks should be above the ankle. Please consider consulting the course coordinator before making any purchases.

c. Jewelry acceptable while in uniform in the clinical setting includes watch, wedding band and one set of simple post earrings. Flesh or clear spacers must be worn in other piercings or gauges. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of piercings may not exceed three.
d. **Watch:** Smart watches are not allowed in clinical. Watches must be waterproof (no leather, no fabric, and no embellishments), may be white, black, navy, silver metal, or gold metal. A continuous second timer display or sweeping second hand must be visible.

e. **Make-up:** Moderate and conservative. False eyelashes are not allowed.

f. **Fingernails** should be clean, well-groomed and no longer than ¼ inch from tip of finger to tip of nail. Artificial nails include bonding tips, wrappings, acrylic, and gel finishes and are not allowed. In other words, any fingernails you were not born with are considered artificial and may not be worn by health care personnel who provide direct patient care. Nail polish may not be worn.

g. **Hair:** Must be natural in color (brown, blonde, black, or reddish/auburn) and controlled (tied back, off the face, no loose hair falling in the face) so as not to interfere with nursing care or touching any nursing care equipment. Any hair accessory (i.e. headbands, hair ties, or clips) worn must be white, black, navy, or brown with no embellishments. Facial hair should be short, clean, well-groomed and must not interfere with the technical and professional requirements of a nursing student’s work assignment. Some settings, such as the operating room, may require covering over a beard.

h. Smells associated with perfumes, colognes, scented toiletries, body odor, and/or tobacco smoke MUST be avoided while attending clinical, lab, or simulation.

i. Students who have tattoos must follow clinical institutional policies. Offensive tattoos must be covered. The student should check with the course coordinator if uncertain.

j. The following guidelines for dress code apply when obtaining a clinical assignment, completing computer training or presence for any school associated reason, in a hospital or community setting.

k. For professional dress events, a photo identification badge must be worn with conservative, professional attire. Attire should cover cleavage, the midriff and underwear. Skirts, split skirts and dresses are to be no shorter fingertip length when arms are at the side of the body. Slacks shall be to the tops of shoes. Slits in skirts should be no higher than the knee. Shirts should have sleeves. No writing on shirts and no t-shirts. Shoes should be closed. Jeans are not acceptable.

l. **Failure to adhere to the dress code will result in being sent home from the clinical setting to change into approved clinical attire.** The student will receive a feedback form from faculty.

m. **If the student will miss more than 1 hour due to compliance failure, the student will not be allowed to return to clinical. Additionally, if the student misses nursing report then the student is not eligible to complete the clinical day.**
Title: Drug Calculation Proficiency Policy
Approved by/date: SON-FGA
4/15/2019 Effective date: 1/8/2009,
06/2019 Reviewed: 04/15/19,
4/27/20
Amended: 2/26/2013; 4/27/21

I. Purpose: To provide guidelines for testing and progressive competency in dosage calculation.

II. Policy Statements:
   A. Nursing students must demonstrate competence in dosage calculation skills for progression in the BSN-RN program. The following applies to all students in the BSN-RN program.
      1. Math proficiency is an essential part of safe nursing practice. Therefore, nursing math concepts will be introduced during the 1st semester. Student must demonstrate knowledge and application of math skills by completing the dosage calculation assignments as directed throughout the nursing program.
      2. Use of personal calculators is prohibited, therefore, calculators will be provided by the School of Nursing during exams.
      3. Students must take and pass a dosage calculation exam with a minimum score of 95% at the beginning of the following clinical courses to progress in the clinical rotations:
         • Pharmacology I (PO and Injectable medications only)
         • Pharmacology II- prior to starting Adult Health II clinical (PO, injectable medications, and IV drips)
         • Care of Mother and Child (all previously listed in specialty dosing)
         • Critical Care Nursing (all previously listed for the critically ill client)

III. Procedure:
   A. At the beginning of the select courses, faculty will administer the dosage calculation proficiency exam containing a minimum of 20 questions.
      i If a score of 95% or higher is not earned on the first attempt, the student will be required to complete remediation activities and retake a different exam. Students will not be allowed to administer medication to patients in the clinical setting until the dosage calculation exam has been passed.
      ii A schedule with remediation activities and exam retake dates will be provided to students the first week of classes. The course coordinator will schedule remediation after the first exam. Additional remediation activities will be scheduled on an individual basis as needed.
      iii Students who fail to complete remediation activities and/or pass the retake exam will be issued a UPC for each day in clinical the student is unable to administer medications to the patient.
      iv If student is not allowed to pass medications during clinical rotations for more than 50% of the time due to failures on the
exam, the student will earn a clinical failure and will fail the course.

One retake prior to each clinical week will be allowed. Students must complete remediation activities each week a dosage calculation exam failure occurs.
TITLE: Reactivation to the Nursing Major

Approved: SON-FGA 5/20/2008
Effective date: 5/20/2008
Reviewed: 04/23/18

I. Policy: Requirements for students who have withdrawn from the program and are applying for reactivation of status to the nursing major.

II. Procedure
A. Students who have withdrawn voluntarily or involuntarily from this program will only be considered once for reactivation.
B. Any student admitted to the nursing major who does not enroll for course work during any one semester will be considered withdrawn unless an individualized curriculum plan is on file with the student’s academic adviser.
C. Re-activation is based on current criteria used for admission to the program and space availability.

To be considered for reactivation, a student must comply with the following criteria:
1. Meet with the Track Coordinator and present the request for reactivation in writing.
2. Petition the Undergraduate Committee (UAC) in writing. The petition must contain:
   a. A description of why the student believes he/she will be successful if permitted reactivation.
   b. The reason(s) the student was unable to maintain a continuous progression during their previous enrollment in nursing and what will now be done to ensure successful completion.
   c. Other information the student would like the UAC to consider.
D. The UAC will review all students seeking reactivation. If space is available, reactivation approval will be based on the judgment of the UAC concerning the student’s likelihood of academic success and willingness and ability to meet reasonable conditions. Students may be required to:
   1. Audit or repeat course(s) to ensure theoretical/clinical competency;
   2. Demonstrate clinical competencies through written and performance check offs (failure to perform satisfactorily will be grounds to disqualify reactivation);
   3. Demonstrate theoretical competencies through performance exam (failure to perform satisfactorily will be grounds to disqualify reactivation);
   4. Successfully pass the drug dosage calculation exam appropriate to the level of re-entry;
   5. Submit a current CPR certification, drug screen, negative TB test, current immunization record, background check, and any other required clinical documentation. This must be on file with the School of Nursing 30 days prior to enrolling in the first clinical course as a reactivated student.
E. If accepted for reactivation, students enrolled in an 18-month plan of study at the time of course failure may reactivate into an 18-month plan of study or a
24-month plan of study. Students enrolled in a 24-month plan of study at the time of course failure may only reactivate into a 24 month plan of study.

F. Students approved for reactivation will be notified in writing by the UAC of the reactivation requirements and will return on probationary status for the first semester. Satisfactory performance will be evaluated by UAC at the end of the first returned semester.
TITLE: BSN Transfer Credit-Admissions

Approved: SON-FGA 4/15/19
Effective date: 6/1/19
Reviewed:
Amended: 08/20, 11/16/20

BSN Undergraduate Admission parameters

Pre-licensure BSN Program:
- Science courses within the last 10 years
- Humanities courses unlimited time frame
- All support courses must be completed prior to the start of the nursing program
- 24-Month Track minimum GPA- 2.5 cumulative or pre-requisite
- 18-Month Track minimum GPA- 2.75 cumulative or pre-requisite

RN- BSN Program:
- Science courses unlimited time frame
- Humanities courses unlimited time frame

BSN-RN Program Exceptions:
- The undergraduate BSN-RN program will allow further exceptions to the age of science requirements for practicing LPN's. Science courses older than 10 years will be reviewed on a case by case basis and will only be accepted if the LPN has appropriate work experience to support competence in related areas.
- The undergraduate BSN-RN program will allow further exceptions to the support course completion requirement for students applying to the 24 month track. Students with a 3.0 GPA (cumulative or pre-requisite) or higher who are applying to the 24 month program may defer completion of up to 6 hours of humanities until after the start of the nursing program. The Ethics/Philosophy requirement is not included in this exception and must be completed before starting the program. All graduation and school of nursing requirements must be met before graduation.
TITLE: Permission to sit for the NCLEX Prior to Graduation to Obtain Out-of-state Licensure

Approved: FGA 4/15/2019
Effective date: 7/1/2012
Reviewed: 04/23/18, 4/27/20, 4/27/21
Amended: 9/9/19

I. Policy:

   Students may test for the NCLEX prior to their official graduation date.

II. Procedure

   A. Students must be passing all senior level classes with a C or better and meet the test average requirements in all clinical courses at the time of the request to test early.

   B. Students must complete their capstone course predictor exam, with the minimum score designated to meet the benchmark of a 90% probability of passing NCLEX on the first attempt. This score must be achieved prior to receiving the necessary approval for early NCLEX testing.
Missouri Division of Professional Registration Missouri State Board of Nursing
P.O. Box 656 Jefferson City, MO 65102, (573) 751-0681

Nursing Practice Act


Iowa Board of Nursing
400 SW 8th Street, Suite B, Des Moines, IA 50309, 515.281.3255

Nursing Practice for Registered Nurses/Licensed Practical Nurses

Clinical Course Information
Clinical Course Tasks

What students can do in each of the clinical settings: **AT DISCRETION OF FACULTY**

Students **CAN NEVER** administer or verify or administer blood or blood products, or chemotherapeutic agents. Students may never verify, initiate, or manage PCA pumps. Students **CAN NEVER** co-sign for any medications or procedures.

Students **MUST** adhere to clinical facility policy regarding administration of all medication (i.e. narcotics) and specific patient care procedures (i.e. does facility allow student to insert Foley).

The first medication pass of each clinical rotation **MUST** be with the assigned Clinical Instructor (excluding Capstone)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CAN DO</th>
<th>CANNOT DO</th>
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<tbody>
<tr>
<td>Psychosocial</td>
<td><strong>Can do alone:</strong> Vital signs</td>
<td>Any form of medication pass</td>
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<tr>
<td></td>
<td></td>
<td>Any skills without a nurse/instructor in attendance</td>
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<tr>
<td>Fundamentals</td>
<td><strong>Can do alone:</strong></td>
<td>Any intravenous catheter insertion or manipulation</td>
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<tr>
<td></td>
<td>Ambulate patients (at instructor discretion)</td>
<td>Any form of medication pass</td>
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<td></td>
<td>Empty urinary retention catheters</td>
<td>Any skills without a nurse/instructor in attendance</td>
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<td></td>
<td>Empty drains</td>
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<td>Intake and output</td>
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<td>Head-to-toe assessment</td>
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<td></td>
<td>Assist with ADL’s</td>
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<td><strong>Can do with nurse/instructor present:</strong></td>
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<td>blood sugars</td>
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<td></td>
<td>discontinue urinary retention catheters (per facility policy)</td>
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<td></td>
<td>discontinue nasogastric (NG) tubes</td>
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<tr>
<td>Adult I</td>
<td><strong>SAME AS ABOVE, PLUS</strong></td>
<td>Intravenous Medications (IV piggyback, IV push, spike and hang IV bags)</td>
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<tr>
<td></td>
<td><strong>Can do with nurse/instructor present:</strong></td>
<td>Narcotic administration</td>
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<tr>
<td></td>
<td>Intravenous catheter insertion and manipulation</td>
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<tr>
<td>Adult II</td>
<td><strong>SAME AS ABOVE, PLUS</strong></td>
<td>Medications or skills <strong>without</strong> a nurse/instructor in attendance.</td>
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<td>insert or discontinue urinary retention catheters (per facility policy)</td>
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<tr>
<td></td>
<td>insert or discontinue nasogastric (NG) tubes</td>
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<tr>
<td>Section</td>
<td>Intravenous medications (IV push meds, IV piggyback meds, also spike, and hang IV bags)</td>
<td>Narcotic Administration</td>
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<tr>
<td>Invasive medications</td>
<td>Initiate, maintain and manipulate IV pumps</td>
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<tr>
<th>Section</th>
<th>Can do with nurse/instructor present:</th>
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<tbody>
<tr>
<td>Obstetrics</td>
<td>Skills with a nurse/instructor in attendance</td>
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<tr>
<td>Pediatrics</td>
<td>Same as Psychosocial-Adult Health II</td>
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<tr>
<td>Critical care</td>
<td>Medications or skills without a nurse/instructor in attendance.</td>
</tr>
<tr>
<td>Capstone</td>
<td>With your nursing preceptor:</td>
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<td>All skills, medications (including narcotics), and patient care (except those listed at top of page)</td>
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<tr>
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<td>Medications or skills without a nurse/instructor in attendance.</td>
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Simulation Center and Skills Lab
I. INTRODUCTION

Students at Graceland University are here to learn nursing practice in a safe, controlled environment.

The following policies and procedures are established to provide instructions in maintaining safety for students, staff and faculty while using the SLC at the Independence Campus. These policies and procedures shall be adhered to by all concerned.

The Lab Coordinator under the Associate Dean of the BSN program will be responsible to keep policies and procedures updated annually as needed. The coordinator will advise all students, staff, and faculty of any revisions.

II. GENERAL GUIDELINES

A. All faculty, staff, and students must know and practice the safety guidelines at all times while using the labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the lab. Students will be instructed to review the contents upon admission when utilizing the laboratory spaces.

B. The Lab Coordinator will provide an annual review for faculty, and students.

C. The SLC is locked unless occupied by faculty and/or students during class or supervised practice.

D. Students should at all times practice safe and appropriate techniques while learning and practicing in the lab.

E. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

F. Students should inform course coordinators of pregnancies, physical disabilities, recent injuries, illnesses, surgeries, or communicable disease to faculty as soon as possible so that necessary precautions may be taken in the lab setting. A medical clearance from a physician as well as permission of the Lab Coordinator and course instructor(s) may be needed before students with aforementioned concerns will be allowed to participate in lab.

III. LABORATORY SAFETY

A. Infection Control

1. Eating and drinking are not permitted in the laboratory area.

2. Gloves are to be worn by students and faculty during any lab to simulate a possibility of potential contact with blood and body fluids as if they were in the clinical setting.
3. The SLC is viewed as a clinical site and students are expected to dress accordingly.
4. All surfaces used by the students during lab/sim times should be cleaned with an appropriate disinfectant prior to leaving the area.

B. Physical Space
1. All cabinet doors will be closed when not in use.
2. The work spaces, floors, beds and desk areas will be kept clean.
2. Any misconduct occurring in the lab will be reported to the Lab Coordinator/Instructor.
3. Malfunctioning equipment will be reported to the Lab Coordinator.
4. Laboratory doorways will be accessible at all times.
5. The lab and supplies will not be used to provide medical treatment for students, staff, or faculty.
6. Unauthorized personnel are not allowed in the labs at any time.

C. Medications and Fluids
1. When breaking glass ampules for practice, students will use ampule breaker devices.
2. Placebos (candy pieces, commercially prepared PRACTI-med and water) will be used for simulation of oral/topical medications.
3. IV fluids with expired dates may be used for simulated practice and demonstration only.

D. Needle Safety
1. The Skills Lab Coordinator will annually review the needles and syringes we are using, why we chose these devices, and the safety features of the devices. The Skills Lab Coordinator will communicate with the SLC Lab Coordinator and Associate Dean as needed.
2. All needles will be locked at the end of a lab session and containers, bags or equipment with needles will also be secured.
3. Needles provided for practice of injection are used in the lab only when the teaching assistants or faculty are present for assistance. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
4. Needles will never be recapped after use. Used needles are to be disposed of the Sharps containers provided throughout the lab space.
5. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
6. Injection practice will only occur on the manikins or practice injection pads provided in the lab.
E. Electrical Safety
   1. Wet materials may not be used around electrical outlets or equipment.
   2. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
   3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

F. Ergonomics
   1. Students and faculty will be instructed in principles of body mechanics prior to practice.
   2. Students and faculty should use caution when lifting and should not lift equipment, manikins, or other students without assistance.
   3. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.
   4. The transport cart must be used to transport manikins from one bed to another bed.

V. INJURY
   A. Reporting of an injury in the lab:
      1. Any incident occurring in lab during school hours must be reported immediately to the faculty or lab coordinator.
      2. A faculty member will assess the student/staff and administer first aid as needed. In case of an emergency, dial 911 and get the AED.
      3. Students are expected to follow the “Safe Practice Policy” found in the student handbook (page 46, 2020-2021 handbook) to reasonably assure that no physical or emotional harm is inflicted upon self and others.

VI. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT
   A. It is the responsibility of all those who use the lab for keeping equipment and the physical space clean.
   B. Gloves are to be worn for personnel using harsh disinfectants to clean the lab.
   C. Equipment located in the SLC will be cleaned by the lab coordinator as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each academic year.
   D. The lab equipment will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the Lab Coordinator.
VII. SHARPS AND BIOHAZARD WASTE DISPOSAL

A. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.

B. Batteries used in lab equipment will be disposed of through the City of Independence Waste Program or at a battery disposable center like “Batteries Plus”.

C. Sharps disposal is handled by a professional disposal service. When Sharps containers are full a work order will be submitted for pickup of waste and delivery of an empty biohazard waste storage container.

D. The Skills lab coordinator will contact the current company (Special Waste Services in Lone Jack, Mo) to obtain empty sharps containers or order from a company