University of San Diego®

HAHN SCHOOL OF NURSING AND HEALTH SCIENCE
Betty and Bob Beyster Institute for
Nursing Research, Advanced Practice, and Simulation

Executive Nurse Leader Program
Student Handbook

2015 - 2016

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INTRODUCTION

This handbook is intended to provide information for the MSN Executive Nurse Leader (ENL) program at the Hahn School of Nursing and Health Science (HSON) at the University of San Diego. Students are responsible for the information contained in this handbook, the *Archways Student Handbook* and the *University of San Diego Graduate Bulletin.* Refer to the *Graduate Bulletin* and this handbook to ascertain important dates and information, such as last day to add/drop courses each semester; graduation petition deadlines; BLS certification, TB skin tests, background checks, and annual certificate of good health (physical exam).

It is the individual responsibility of the student to keep abreast of any and all changes made in the aforementioned catalogs and handbooks. This includes any and all penalties that may be incurred due to failure to adhere to an established policy or procedure. (Additional information can be found on-line in the *Archways Student Handbook* under *Student Code of Rights and Responsibilities).* The hope is that the information provided in this handbook contributes to an enjoyable and successful personal and academic journey for you at USD.

HSON HANDBOOK REVIEW FORM

All students are required to read the Student Handbook, abide by the policies and procedures written in the Handbook, sign the Handbook Review Form in the back of the book, and return it to the Master's and International Nursing Office within one week of receipt of the book.

For additional questions or clarification regarding this policy, please contact the Master's and International Nursing Office at 619-260-7608. Failure to comply with the signing of this form may result in dismissal from the program if the situation warrants it.

PHILOSOPHY OF THE SCHOOL OF NURSING

The faculty of the HSON views individuals as unique holistic beings in dynamic interaction with an ever-changing environment. Each person has the potential for self-direction and self-actualization. The faculty believes clients have the right to engage actively in decisions relative to their health and health care. An individual's potential is achieved through interaction with larger systems such as the family, community, and society.

Health is a dynamic state of being which is self-perceived and delineated by certain empirical parameters. This state of being is positively or negatively influenced by interactions with the environment, including the health care system. The faculty believes the health needs of clients are best served by a delivery system that is innovative and responsive to the needs of all people.

Nursing is a scientific discipline, which engages in scholarly inquiry to expand its body of knowledge as a foundation for excellence in clinical practice. Nursing care is the translation of intellectual effort into humanistic interventions, which respect the dignity, and worth of each person throughout the life span. Implicit in nursing practice is accountability to individuals, families, and communities to promote, maintain, and restore health.

The faculty believes that learning is a continuing process that involves changes in knowledge, attitudes, and behaviors. Consistent with this belief, the faculty provides learning experiences that foster critical thinking and believe that students are accountable for their own learning. The faculty believes that they have a responsibility to assist students to advance in the community of nursing scholars.

The faculty of the HSON exemplifies, through teaching, research, and clinical practice, the personal and professional characteristics they seek to develop in their students. They serve as catalysts for students' learning, contributors to nursing's expanding body of knowledge, and role models in clinical practice.

MISSION STATEMENT

The mission of the Hahn School of Nursing and Health Science, in keeping with that of the university, is to prepare graduates committed to an ongoing search for truth in the context of intellectual openness. This commitment is fostered by teaching excellence and values-based curriculum, which emphasizes the dignity of the individual. The intent of all programs is to graduate individuals who exhibit excellence in clinical practice, a multicultural perspective, and appreciation of the needs of vulnerable populations. Students and faculty share responsibility for the development of collaborative partnerships with one another, the community, and society at large. It is also part of the mission of the school to provide a learning environment that addresses the needs of the whole student. This effort is supported by the facilities and services of the larger university as well as by interactions between students and faculty. Finally, it is the purpose of the school to support scholarly endeavors that contribute to social change in ways that foster health.

GOALS AND OBJECTIVES

The MSN: ENL program supports the University's mission and philosophy by preparing students to work with diverse groups through its emphasis on health care for vulnerable populations. Faculty is committed to teaching excellence and a values-based curriculum, continuing to emphasize the value and dignity of each individual. The intent of all programs is to graduate masters-prepared registered nurses who are individuals that display clinical practice excellence, a multicultural perspective, and appreciation of the needs of vulnerable populations. Students and faculty equally share

responsibility for the development of collaborative partnerships with one another, the community, and society at large. The HSON is prepared to provide a learning environment that addresses the needs of students. This effort is supported by the facilities and services of the larger university as well as by interactions between students and faculty. Finally, the HSON supports scholarly endeavors by graduates that will contribute to social change in ways that foster health.

Core Values of the HSON

- Cultural respect and sensitivity for self and others
- Ethical, moral, behaviors
- Commitment and loyalty
- Compassion, empathy, advocacy, support
- Honesty and integrity
- Flexibility and creativity
- Professionalism
- Leadership
- Excellence
- Self-directed learning
- Teaching/learning/praxis
- Critical thinking
- Scholarship

Program Outcomes for Students in the MSN: ENL Program

The MSN goals of the ENL program are consistent with the American Association of Colleges and Nursing (AACN) the *MSN Essentials* document:

1. Demonstrate advanced clinical expertise based on nursing and related disciplines.
2. Provide leadership in integrating research into practice.
3. Utilize research-based evidence as a foundation for practice.
4. Apply information technology to enhance nursing education, practice, and research.
5. Engage in multi-sectoral collaboration to improve health care delivery, assuming responsibility for the delegation and oversight of care delivery by other staff as deemed appropriate.
6. Provide leadership in formulating and implementing policy that contributes to ongoing improvement of health care delivery.

7. Practice from an ethical and legal perspective that acknowledges conflicting values and rights as they affect health care decisions.
8. Assume and develop advanced clinical roles to meet societal needs in a rapidly changing national and global health care arena.
9. Provide innovative care that promotes health and quality of life for culturally diverse individuals, families and populations.
10. Analyze emerging issues confronting nurses and society as a basis for enacting social change in ways that foster health.

SCOPE OF REGISTERED NURSING PRACTICE

The activities comprising the practice of nursing are outlined in the Nursing Practice Act, Business and Professions Code Section 2725. A broad, all inclusive definition states that the practice of nursing means those functions, including basic health care, which help people cope with difficulties in daily living which are associated with their actual or potential health or illness problems, or the treatment thereof, which require a substantial amount of scientific knowledge or technical skill.

In Section 2725(a), the Legislature expressly declared its intent to provide clear legal authority for functions and procedures which have common acceptance and usage. Registered nurses must recognize that the application of nursing process functions is common nursing practice which **does not** require a standardized procedure. Nursing practice is divided into three types of functions, which are described below.

A. Independent Functions

Subsection (b)(1) of Section 2725, authorizes direct and indirect patient care services that insure the safety, comfort, personal hygiene and protection of patients, and the performance of disease prevention and restorative measures. Indirect services include delegation and supervision of patient care activities performed by subordinates.

Subsection (b)(3) of Section 2725, specifies that the performance of skin tests, immunization techniques and withdrawal of human blood from veins and arteries is included in the practice of nursing.

Subsection (b)(4) of Section 2725, authorizes observation of signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition and determination of whether these exhibit abnormal characteristics; and based on this determination, the implementation of appropriate reporting or referral, or the initiation of emergency procedures. These independent nursing functions have long been an

important focus of nursing education, and an implied responsibility of the registered nurse.

B. Dependent Functions
Subsection (b)(2) of Section 2725, authorizes direct and indirect patient care services, including, but not limited to, the administration of medications and therapeutic agents necessary to implement a treatment, disease prevention, or rehabilitative regimen ordered by and within the scope of licensure of a physician, dentist, podiatrist or clinical psychologist.

C. Interdependent Functions
Subsection (b)(4) of Section 2725, authorizes the nurse to implement appropriate standardized procedures or changes in treatment regimen in accordance with standardized procedures after observing signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition, and determining that these exhibit abnormal characteristics. These activities overlap the practice of medicine and may require adherence to a standardized procedure when it is the nurse who determines that they are to be undertaken.

ACCREDITATION/APPROVAL
The HSON is accredited by the Western Association of Schools and Colleges (WASC) and the Commission on Collegiate Nursing Education (CCNE).

Master's Learning Outcomes: The goals of the MSN component of ENL are consistent with the *MSN Essentials* document:

1. Demonstrate advanced clinical expertise based on nursing and related disciplines.
2. Provide leadership in integrating research into practice.
3. Utilize research-based evidence as a foundation for practice.
4. Apply information technology to enhance nursing education, practice, and research.
5. Engage in multi-sectorial collaboration to improve health care delivery, assuming responsibility for the delegation and oversight of care delivery by other staff as deemed appropriate.
6. Provide leadership in formulating and implementing policy that contributes to ongoing improvement of health care delivery.
7. Practice from an ethical and legal perspective that acknowledges conflicting values and rights as they affect health care decisions.

8. Assume and develop advanced clinical roles to meet societal needs in a rapidly changing national and global health care arena.
9. Provide innovative care that promotes health and quality of life for culturally diverse individuals, families and populations.
10. Analyze emerging issues confronting nurses and society as a basis for enacting social change in ways that foster health.

ENL TRACK CURRICULUM

The ENL curriculum is based on the American Organization of Nurse Executives (AONE) nurse executive competencies. It integrates nursing, administration, and business knowledge and skills in preparing graduates for leadership and general management positions in client-care services administration within health care organizations. Dr. Linda Urden serves as advisor to all ENL students.

The ENL track consists of 33 units of academic study. Full-time and part-time study is available. Course prerequisites are in parentheses following the course titles. The required courses are as follows:

Nursing Core: MSNC 511 Evidence Based Practice: Role of Theory and Research
MSNC 512 Influencing the Health Care Environment: Policy and Systems

ENL Core: ENLC 500 Health Care Leadership, Values and Social Justice
ENLC 553 Financial Management in Health Systems
ENLC 555 Resource Management in Health Systems
ENLC 556 Mgmt. of Health Care System Quality Outcomes and Patient Safety
ENLC 557 Strategic Planning and Management of Health Systems
ENLC 591 Administrative Practicum in Health Care Systems
ENLC 598 Evidence-Based Practice Capstone
HCIN 540 Introduction to Health Care Information Management
MCNS 507 Statistics

Requirements Prior to Enrollment in ENLC 591 Administrative Practicum

The Administrative Management Practicum is to be taken at the end of your program, at which time most of the health care emphasis courses will have been completed. Students are required to meet with their advisor to discuss their personal learning objectives along with type of nursing leadership role and setting for their practicum. Preceptor selection is individualized based on experiential background, career goals, and learning needs/wants of the student. For many students, a preceptor in a nursing administrative position will be a good choice. However, for students with considerable experience as an operations manager/administrator, other preceptor options to consider

are health care executives, management specialists, or consultants. Your request and rationale for a particular preceptor or agency will be considered. The aim is to achieve a good match between what you want to learn and what the preceptor is willing and able to provide. Students are required to complete their practicum in a setting other than their own work setting.

When faculty-student agreement is reached about potential preceptors and sites, the course faculty will make the first contact with the potential preceptor to explore initial interest in being a student preceptor and ability to do so at the given time. If the preceptor agrees, you will be asked to schedule an appointment with the preceptor to discuss your learning needs and desires and get a sense of whether opportunities will be available to satisfy those needs and desires. When there appears to be a good match, from the perspectives of both you and the preceptor, the faculty will contact the clinical placement coordinator who will process the letter of agreement/contract between the school and the preceptor.

When the course begins, you will develop a learning contract in consultation with the course faculty member and practicum preceptor. In developing your learning objectives, consideration should be given to what you want to experience and learn in order to advance your career goals. Consideration should also be given to the practicum requirement of at least eight hours/week of field-related administrative activity throughout the semester. Seminars held at the University are also part of this course.

The written learning contract will address what you want to learn, how you are going to learn it, and how you are going to verify that you have indeed learned it. The signed contract (signatures of student, preceptor, & course faculty member) provides criteria that will be used to evaluate the extent to which you have met the course requirements. Also used in student evaluation is the comprehensive course portfolio of all course-related activities, analyses, and additional learning that occurred during the course of the practicum. In addition to fulfilling your learning contract, you are encouraged to seek opportunities, under the guidance of your preceptor, to observe various managerial skills and styles associated with the management process (e.g., decision-making about human resources management, fiscal management, supplies/materials management, strategic planning and management, marketing, and political strategizing).

Requirements Prior to Enrollment in ENLC 598 Evidence-based Capstone

The ENLC 598 evidence based project practicum is offered in the semester following the ENLC 591 practicum. This practicum involves identification of a practice problem and

design of an innovative approach to problem resolution through integration of related evidence and research. The project should focus on health system structure or process change or health system outcome measurement. The project will be mutually identified between the students and the preceptor and approved by the faculty. You will be working under the direction of your preceptor with agreed upon project deliverables. In developing the proposal, consideration should be given to a project that can realistically be accomplished in this eight hour per week semester-long practicum. On completion of the project, you should have a product to submit to your preceptor that details the project you have completed. Seminars held at the University are also part of this course.

COURSE DESCRIPTIONS FOR ENL PROGRAM

ENLC 500 Health Care Leadership, Values, and Social Justice (3)
Examines leadership theories, corporate ethics, values-focused strategies and principals of social and health care justice that can be actualized across the spectrum of health care settings. Synthesis of the literature is required to support development of clinical project relevant to a health care setting.

ENLC 553 Financial Management in Health Systems (3)
Provides a forum for the exploration and evaluation of the financial environment of the health care industry and how it specifically affects the role of the nurse manager and the nurse executive. The course will emphasize the development of practical financial analysis skills that will provide students with a foundation for immediate application within the health care delivery system.

ENLC 555 Resource Management in Health Systems (3)
Focuses on the management of human, financial, and material resources in health systems. Designed for health professionals seeking careers as operations managers in health care delivery systems. Emphasizes cost-effective use of resources to accomplish organizational objectives.

ENLC 556 Mgmt of Health Care System Quality Outcomes and Patient Safety (3)
Focuses on the evaluation of patient safety and quality of care outcomes from the systems perspective. Explores theoretical and methodological foundations for understanding and applying patient safety and quality of care outcomes within the current health care environment. Reviews safety application in other high-risk industries with application to nursing and the healthcare industry. Emphasizes identification, implementation, evaluation of quality indicators for patient safety and

other patient outcomes. Evaluates patient safety and quality indicators for their sensitivity and specificity to clinical care. Addresses the role of leadership in error prevention and maintenance of a culture of patient safety.

ENLC 557 Strategic Planning and Management of Health Systems (3)
Emphasizes strategic planning and management as requisite to growth and survival of health care systems. Acquaints students with the language, processes, tools, and techniques of strategic planning and marketing that will enable them to contribute effectively to strategic thinking and action in health care systems.

ENLC 591 Administrative Practicum in Health Care Systems (3)
Under the guidance of a healthcare manager, administrator, or executive preceptor in health system the student will have an opportunity to observe and participate in various situations associated with the healthcare system administrative process (e.g. human resource management, fiscal management, strategic planning, marketing, information management, and/or political activity. Seminars will provide a forum for discussion of operational and clinical observations as they relate to empirical and evidence-based literature as well as issues and trends in healthcare system administration.

ENLC 598 Evidence Based Practice Capstone (3)
Provides a self-directed and systematic opportunity to gain greater knowledge and expertise in an area of nursing practice. Involves development of direct or indirect nursing roles in a health care or community service agency. The practicum consists of completion of an evidence-based practice project to address a nursing practice problem; implementation of an innovative approach to a problem through integration of related theory and best evidence; evaluation of project outcomes; and dissemination of findings. Minimum grade of "B-" required. **Prerequisites: ENLC 591**

HCIN 540: Introduction to Health Care Information Management (3)
Provides students with necessary skills to understand the basis for health care informatics. Emphasizes basic understanding of computer hardware, network architecture, clinical application of electronic health records, and health care software applications. Includes relevant regulatory, patient privacy, security, and reimbursement issues. Examines current trends in meaningful use and electronic health record (EHR) certification as a foundation for understanding emerging issues in health care informatics.

MSNC 511: Evidence Based Practice: Role of Theory and Research (3)
Focuses on the critical links between nursing theory, research and evidence based practice. Examines the theoretical foundations of nursing science including how theory has influenced the history and current practice of nursing. Emphasizes the importance of research for building an evidence base for nursing practice. Reviews the components of evidence-based practice, with emphasis placed on knowledgeable appraisal of theory and research to evaluate the evidence base for clinical practice.

MSNC 512 Influencing the Health Care Environment: Policy and Systems (3)
Provides an understanding of nursing's leadership role in the analysis and evaluation of policy, organization, and financing of health care. Focusing on the organization of health care systems, the political and economic forces that influence health care delivery, and the formulation of policies affecting health care.

MSNC 507 Statistic (3)
Examines a variety of quantitative research designs and data collection and statistical analysis procedures appropriate to each. Students interpret statistical computer output.

ESSENTIAL ABILITIES AND PROFESSIONAL CONDUCT POLICY (EAPC)
The School of Nursing expects that all students will be able to meet the theory and clinical skill requirements essential for eligibility for licensing or certification as well as to meet the requirements for an MSN, DNP, or PhD. Demonstrating knowledge, critical thinking, and clinical specialty skill sets are Essential Abilities of a nursing student.

All students are expected to conduct themselves as responsible professionals, and in a manner that reflects favorably on them and on the University. This includes in the classroom setting, the clinical setting, or in any other setting or communications related to or during their enrollment in the School of Nursing. All students are expected to comply with the American Nursing Association (ANA) Code of Ethics and the Standards of Professional Practice. The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

ANA Code for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and other members, is responsible for articulating nursing values, maintaining the integrity of the profession, and shaping social policy.

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To learn more about the Code of Ethics, purchase a copy of your own, or view the nursing Code of Ethics online at http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf. The Standard for Professional Practice can be viewed and/or purchased at http://www.nursingworld.org/principles.

Demonstrating professional conduct is an Essential Ability of a nursing student. The minimum standards of professional Essential Abilities expected of all School of Nursing students include, but are not limited to, the following:

- **Demonstrate respectful conduct, professional attitudes and behaviors towards others in school and the clinical setting.** Students are expected to display respectful conduct towards classmates, faculty, staff, patients, and others; demonstrate honesty; use appropriate body language; assume accountability for personal behaviors; work collaboratively and as a team player with others; and

respect the property of the University, faculty, peers and others. This includes the following:

- o Demonstrate the ability to fully utilize one's intellectual capacity, exercise good judgment, promptly complete responsibilities in patient and family care.
- o Demonstrate mature, sensitive, and effective relationships with colleagues, patients, staff, faculty, and other professionals under all circumstances, including highly stressful situations.
- o Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- o Demonstrate empathy regarding the situations and circumstances of others and effectively communicate that empathy.
- o Demonstrate the ability to know one's own values, attitudes, beliefs, emotions, and experiences and how these affect one's perception and relationship with others.
- o Demonstrate the capacity to examine and change one's behavior when it interferes with productive individual or team relations.
- o Adapt to and function effectively and professionally in stressful situations in both the classroom and clinical settings, including emergency situations.
- o Possess skills and the experience necessary for effective and harmonious relationships in diverse academic and working environments.
- o Possess attributes that include compassion, altruism, integrity, honesty, responsibility, and tolerance.

- **Demonstrate appropriate classroom, clinical, and practicum conduct**. Students are expected to:
  - o Arrive on time.
  - o Address the instructor by his or her title.
  - o Notify the instructor in advance if the student will miss or be late to the class, clinic, or practicum.
  - o Send e-mails to instructors or fellow students that are respectful at all times when using the student sandiego.edu address.
  - o Refrain from speaking when others speak.
  - o Refrain from disruptive behavior; raise questions in a respectful manner.
  - o Listen to, follow directions provided by, and respond to instructors with respect and as authorities within their respective content areas.
  - o Refrain from using electronic devices without the instructor's consent.
  - o Refrain from engaging in intimidating, argumentative, offensive, or other inappropriate behavior.

- o   Be prepared as required by each course, clinic, or practicum.
- o   Adapt to and function effectively and professionally in stressful situations.
- o   Assume responsibility for personal learning and achievement.
- o   Strive to achieve personal best performance.
- o   Be willing to learn and abide by professional standards of practice; and comply with all applicable University policies.

- **Demonstrate appropriate clinical practice and practicum abilities**. Students in clinical and/or practicum programs are expected to:
  - o   Ensure patient safety.
  - o   Collaborate with staff at all levels in the clinical or practicum setting.
  - o   Adhere to the requirements and policies established by the clinical agency.
  - o   Practice within the scope of a nursing student including critical thinking, decision-making, initiating appropriate actions, performing clinical skills required to provide safe and effective care for patients.
  - o   Maintain confidentiality as required by law or policy.
  - o   Dress according to the dress code for clinical, practicum and lab as outlined in the dress code section of the Student Handbook.
  - o   Demonstrate essential motor skills to include the ability to execute movements required to provide general care and treatment to patients in all health care settings.
  - o   Demonstrate essential sensory and observation skills, including those necessary to: obtain, interpret and respond to the critical information presented by patients (e.g. observe a patient accurately, identify and interpret the verbal and non-verbal communication when performing assessments or interventions or administering medications, perceive the signs of physiological and/or psychosocial instability being manifested during the physical examination).
  - • Demonstrate essential cognitive abilities to measure, calculate, reason, analyze, integrate, and synthesize information; quickly read and comprehend large amounts of written materials; evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

- **Engage in appropriate communications**. When engaging in any form of communication with others (written, oral, electronic, or other), students are expected to be respectful, polite and civil at all times. Students should also use therapeutic communication with clients and professional communication with staff and other health professionals. Students are to abide by the university's and profession's academic integrity policies. This includes the following:

- Conduct effective communications (both verbal and non-verbal) to elicit information and to translate that information to others.
- Read, write, comprehend, and speak the English language to facilitate communication with patients, their family members, and other professionals in the health care setting.
- Maintain accurate patient information and records and to present information in a professional and logical manner.
- Have effective and sensitive interactions with students, faculty, staff, patients, family, and other professionals.
- Express ideas and feelings and demonstrate a willingness and ability to give and receive feedback.
- Convey and exchange information with others considering development, culture education, and experiential factors.
- Process and communicate information to members of the health team in a timely and professional manner.
- Make a correct judgment in seeking supervision and consultation in a timely and professional manner.
- Make professionally and culturally appropriate documentations in patient records
- Appropriately cite the works and ideas of others.

Procedures if Student Fails to Meet Expectations for any Essential Abilities and Professional Conduct Policy, revised 12/28/13

First Incident: If a **faculty member** determines that a student has failed to meet any of the Essential Abilities described above, the following will occur:

- The faculty member will notify the student (verbally and in writing) (Appendix IX) of the conduct giving rise to the student's failure to meet the essential abilities. The student will be informed that such behavior or inadequate skill needs to be corrected by the next time the faculty interacts with this student. The written matter will also be documented in the student's record. The Program Coordinator will be notified.
  - If the Essentials issue relates to lack of professionalism, disrespectful behavior, lack of professional conduct, or involves patient or student safety, the issue will be discussed between student and faculty.
  - If patient or student safety issue, a **Student Expectation Improvement Plan (SEIP)** (Appendix X) will be developed

- If the student does not correct the behavior or skills set previously identified with the faculty in the verbal or written warning; or such behavior and skill inability is noted by another faculty, then SEIP will be developed.
  - The plan will be prepared by the faculty member who witnessed the incident in conjunction with the program coordinator and be presented to the student within a university work week.
  - The plan will identify the problem, the expectations of the student to correct the problem, a remediation plan, and identify the time frame in which problem is to be corrected.
  - The plan will be signed by the faculty member, program coordinator, and the student. The Program Director (and/or the Dean) will be notified that the student has been placed on the SEIP.
- If the student has any questions regarding the plan, it is the student's responsibility to raise those questions with the faculty member, Program Coordinator or Director.
  - The student may request an appointment with the Student Affairs Committee to appeal this or any SEIP.
- The student's progress in achieving the expectations identified in the plan will be evaluated as necessary by the faculty member and the Program Coordinator, and Director.
  - Satisfactory completion of the SEIP will be recorded.
  - All SEIPs will remain in the student's file until graduation, after which the report will be removed, unless the student is dismissed from the school of nursing.
- If a student **fails to achieve the expectations** of any Improvement Plan, the student will be informed and further action will be taken as determined by the faculty member, Program Coordinator and Director.
  - The Program Coordinator and Director will make a determination regarding the student's progression and retention that may result in appropriate additional disciplinary action, up to and including dismissal from the School of Nursing.

Second Incident: If a student receives two SEIPs related to the need for clinical or behavioral remediation, anytime during his or her educational program in the School of Nursing, the student's record will be submitted to the Program Director and Dean
- The Program Coordinator, Director, and the Dean will make the determination regarding the student's progression and retention that may result in appropriate additional disciplinary action, up to and including dismissal from the School of Nursing.

Third Incident: Should any student receive three SEIPs, they will be evaluated by the Program Coordinator, Director and the Dean; and dismissal may occur from the School of Nursing regardless of academic achievement.

Student to Student Incident: If a student determines that another student fails to meet the Essential Abilities and Professional Conduct Policy (EAPC), he/she may use it as a guide for a one-on-one discussion with that student regarding the incident.
1. If the identified behavior does not stop, then the reporting student can bring the issue to the Program Coordinator or Director.
2. The Program Coordinator or Director may then speak with involved parties and, if necessary, create an SEIP.
3. Any further incidents would follow the procedures listed above.

SEIP Process and FERPA: All aspects of the SEIP process are covered by FERPA. No information about a particular student shall be communicated to faculty or students except those as allowed by FERPA. In particular, when a student is dismissed from the program, only those students who work in groups or teams with the discussed student and only those faculty in whose classes the dismissed student is enrolled shall be informed that the student is no longer in the program.

Appeals of Dismissals that occur through the SEIP Process: All students who are dismissed from the School of Nursing as the result of the SEIP process have the right to appeal. It is the responsibility of the Program Coordinator to inform the student of this right at the time the dismissal decision is communicated to the student.
- The student must submit an appeal in writing to the Dean's office by the end of business on the next workday following the day the student was dismissed. The Dean's office will arrange a hearing as soon as practicable. The Program Coordinator and/or the Program Director as well as the involved student shall give evidence at the hearing to the Dean, who will rule on the appeal.
  If the student has been dismissed for reasons of patient or student safety the student may not continue to attend any classes while the appeal is being heard. If the student was dismissed for any other reason than the student may continue to attend classes until the appeal has been decided.

STUDENT ADVISING AND REGISTRATION
The Director of Master's and International Nursing will serve as your advisor during your program. Formal and informal advising times will be available to students. The advisor will facilitate the student's program of study and help the student resolve issues

and problems she/he may be facing. The advisor may also assist the student in exploring future professional goals and educational options.

All incoming students will be registered by the Director of Student Services. Future registrations will be done on-line via MySanDiego by the student. Prior to registering each semester, students will need to confirm their academic plan with their faculty advisor.

MSN: ENL Nursing Program Administration

- **Linda Urden,** DNSc, RN, CNS, NE-BC, FAAN: Director of Master's and International Nursing
- **S. Le'Rae Owens-Gilliam,** BSBM, Executive Assistant to Master's and International Nursing
- **Cathleen Mumper,** MA: Director of Student Services

CERTIFICATION

Upon completion of the program, students are highly encouraged to obtain certification. Based on experience and other eligibility criteria, graduates may take the American Nurses Credentialing Center (ANCC) Nurse Executive exam or the Nurse Executive-Advanced exam. They may also seek certification through the American Organization of Nurse Executives (AONE) by taking the Executive Nurse Practice or Nurse Manager and Leader exams.

HEALTH REQUIREMENTS

Specific health and professional criteria must be met by all students before a student begins a clinical rotation. This policy assures clinical facilities that students meet all standards regarding health and immunizations. The Health Requirements list can be found in Appendix I. There are important documents and requirements that need to be completed prior to beginning the ENL program:

First, you **must register and pay the $65 fee** to complete the Criminal Background Check and Drug Screen. The receipt will be mailed to you and a copy will be sent to the Master's Programs office. Once the HSON office has been notified of your registration, the Master's Programs office will mail you a Drug testing form and a list of locations to have the test performed. Secondly, once you have received clearance on your background and drug screen, go to www.usdcompliance.com where you will log-in to upload the following documents:

- Proof of Immunizations (Appendix I)
- Certificate of Good Health (Appendix II)

- Release of Information (Appendix III)
  - print, sign, and upload to web site
  - Must be signed by medical professional
  - Annual physical exam is and TB test required
- Basic Life Support (BLS) card
  - Contact the American Heart Association for costs, dates, times, and location of classes at www.aha.org

It is the responsibility of the student, NOT the School of Nursing, to ensure that all health and all immunization requirements are met, are current, and that a copy is on file with the HSON. Failure to adhere to this policy may result in: 1) removal from a clinical rotation, 2) removal from class, 3) blocked registration, and/or 4) dismissal from the program if the situation warrants it. For additional questions or clarification regarding this policy, please contact the main office at 619-260-4548.

NOTE: Students who are on a work disability may NOT attend clinical unless a written "Return to Work" note is signed by the student's physician indicating the student is "fit for work".

Criminal History/Background Check

Students must have a clear criminal background check and drug screen to participate in placement in clinical facilities. Information and instructions for completing the background check process can be accessed at: www.sdnsebackground.com. Additional information can be found in Appendix IV.

INFORMATION TECHNOLOGY REQUIREMENTS

Computers are used in various ways in courses taught in the HSON to assist students in the learning process. The HSON has established basic computer literacy requirements for all students. Students are expected to meet these requirements prior to admission. The HSON will not test student skills; however, the absence of these skills will greatly hamper chances of success in the program.

For students using the HSON Computer Lab, basic word processing programs and use of the internet is available for checking email or performing literature searches. Students should assess current skills and compare them to the specific skills required by the policy that is listed in **Appendix VI**. Students may also enhance computer skills by engaging in self-study or by enrolling in an appropriate computer education course available through local community colleges or various local computer retail facilities. It

is **required** that all laptop computers used during exam have a privacy screen filter to protect privacy.

The MEPN program recommends all incoming students to own an, iPad, iPhone, or PC laptop for clinical rotations. You will be using this device to track your patient demographics and nursing interventions in the clinical setting and as a tool for accessing clinical reference information. Some hospitals and clinical sites do not allow the use of cell phones or cameras in the clinical setting. Students will follow the policy of the hospital where they are placed. Additionally, you will be required to sign a technology agreement (page 87) regarding the use of technology in the clinical setting.

Reference software

ExamSoft is a market-leading assessment-management solution that supports the entire testing process, including exam creation, administration, delivery, scoring, and analysis. The use of ExamSoft will help students familiarize themselves with electronic exam taking, a practice that is common for many certification exams. ExamSoft also has the capability to generate a variety of analytics to improve the educational experience.

Students are required to purchase a yearly license for ExamSoft. This license will span from 8/31/15 to 9/1/16 for the first year and will prompt you to renew for year two. The cost to the student will be $65.00 per year.

Once a student account has been created, they will receive an email with instructions for sign up that will include a password generated for them. The student will then:
1. Go to www.examsoft.com/sandiegonursing
2. Log in with their student ID and password as an exam taker
3. Download SofTest; students will be prompted to pay after installation

The cost of these software products are included in the anticipated costs sheet and are covered by financial aid.

Minimum Laptop Specifications for ExamSoft

The following is a guide for assessing if your laptop meets minimum operating requirements for use with ExamSoft.

<u>PC Users</u>
SofTest can be used on most modern Microsoft Windows based computers (purchased within the last 3-4 years). Please see specific system requirements as noted below. SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

PC Requirements:
- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, and Windows 8.
- Windows 10 is NOT supported
- Only genuine, U.S. English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported.
- ExamSoft does not support Tablet or Convertible devices other than Surface Pro 1, 2 & 3. See below for those Minimum System Requirements.
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space.
- Internet connection for SofTest Download, Registration, Exam Download and Upload.
- Screen Resolution must be 1024x768 or higher.
- Adobe Reader (Version 9 or 11) is required for exams containing PDF attachments.
- Administrator level account permissions

<u>Mac Users</u>

SofTest can be used on most modern Mac OS X based computers (purchased within the last 3-4 years). Please see specific system requirements as noted below.
SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Mac Requirements
- Operating System: OS X 10.6 (Snow Leopard), OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks), and 10.10 (Yosemite). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available space
- Server version of Mac OS X is not supported
- Internet connection for SofTest Download, Registration, Exam Download and Upload.
- Administrator level account permissions

ANA's Tips for Using Social Media

Social media and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people. Nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse, but also the nursing profession. To avoid problems, the ANA recommends:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

(Except from the White Paper on a Nurse's guide to Use of Social Media, American Nurses Association, (2011, September). Principals for social networking and the nurse; and National Council of State Boards of Nursing, (2011, August)

Therefore, use of Facebook, Twitter, or other social media tools during clinical and classroom time is prohibited.

Handheld Electronic Devices Policy

This policy applies to use of Personal Digital Assistant (PDA)/Smartphone/Handheld Computers/Tablets

I. Classroom Usage
   a. All handheld electronic devices are to be put on silent mode in the classroom.
   b. No handheld electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams, devices are to be left in purses/backpacks, no devices on any person.

II. Clinical Usage
   a. PDAs are to be used in the clinical areas, and for lab activities and classroom exercises as directed by faculty. Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and

federal regulations and laws. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their PDAs in the clinical or other settings.

b. Personal health identifiers (PHI) must be removed from any patient data students collect on their PDAs. Additionally, students will use a password to protect access to information on their PDAs. Infection control precautions must be maintained when using PDAs in patient care areas. Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.

c. PDA telephone and camera functions must be turned off during clinical and lab sessions by placing devices in "Airplane" mode [see below for instructions to place phones in "Airplane" mode]. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information. Picture taking is prohibited in all clinical sites.

d. With the exception of specified course required activities, sending or receiving text or other messages on the PDA during class, clinical or lab is not permitted.

e. Using the internet for personal, non-school related functions is strictly prohibited. Inappropriate PDA use or violation of HIPAA guidelines is cause for termination from the School of Nursing.

III. Using Airplane Mode – (iPhone/iTouch/iPad)
a. Go to "Settings"
b. Tap "Airplane" mode ON
c. Tap WiFi ON
d. You will not be able to receive phone calls/text messages online. You will be able to get online clinical applications.
e. If students need to give a number to family members for contact, give the facility number provided in the syllabus.

IV. Safeguarding of Data
a. The student will implement protective measures, such as encryption, for restricted data to safeguard the confidentiality or integrity of the data in the event of theft or loss. The student will ensure that the device will never be left unattended during use in the clinical setting. The student will use strong password protections and encryption

technology as commercially available. The student will ensure proper destruction of all PHI from the device immediately after its intended use. If the device is lost or stolen, it will be immediately reported to appropriate personnel and/or security.

V.   Handheld Device Hygiene
   a. Wash hands before using handheld device.
   b. Avoid using device with contaminated gloves, plan ahead for procedures.
   c. Wipe down handheld device using solutions ONLY recommended by manufacturer.
   d. Avoid areas that can possibly contaminate device, e.g., laying device on bedside tables or patient bed.
   e. Avoid, if possible, taking device into isolation rooms. Help minimize transmission of organisms by placing device in sealed ziplock lab specimen bag or leaving device with instructor outside of isolation rooms.
   f. Think before using in clinical setting. Remember handheld device will be brought home and used with family and friends.

Electronic Mail

All students must have a University (i.e., @sandiego.edu) email address. Students can obtain an email address through MySanDiego after they are given a student ID number.

Students should notify the HSON as soon as they receive their email address so the student's name can be placed on the HSON list serve. **Students will be expected to check their e-mail regularly for important notices.** This may be done in any computer lab on campus or from a home computer. There is no charge for either the e-mail address account or the mail service. For questions about this requirement, please contact the main office at 619-260-4548.

OTHER INFORMATION
Financial Assistance

The purpose of the financial aid program at the University is to provide assistance to students who, without such aid, would be unable to attend the University. Financial assistance consists of scholarships, grants, and loans. Scholarships and traineeships available through the School of Nursing are based on need and/or merit. Private loan funds provide additional assistance to USD nursing

degree students whose financial need cannot be met by funds available under existing federal, state, and institutional aid programs, either because of limitations or because of restrictions that govern those programs.

For Financial Aid consideration, applicants need to complete the Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA. The form can be filed electronically on the FAFSA website at http://www.FAFSA.edu.gov. Applicants need to designate the University of San Diego (code 010395) as a recipient of the processed form.

Application procedures, deadlines and other general information can be found in the *Graduate Bulletin* and on the Office of Financial Aid web site *www.sandiego.edu/financial_aid/*.

STUDENTS NEED TO MAKE FINANCIAL AID ARRANGEMENTS PRIOR TO ENTERING THE PROGRAM AND ARE RESPONSIBLE FOR THEIR OWN FINANCIAL ARRANGEMENTS.

Clinical Incident/Injury

Students incurring a physical injury or needle-stick injury within the context of a clinical learning activity are required to:

1. Report it to the clinical faculty
2. Complete the incident/accident report (For the form and the complete reporting procedure please see Appendix VII)

Student Health Insurance Plan

USD Insurance Requirement

All University of San Diego full time undergraduate, graduate, and law students are required to have health insurance. When students register for classes, their student account will be charged for the USD Student Health Insurance Plan. Students need decide to enroll in or waive the charge if they already have insurance by answering a few simple questions online. A new waiver needs to be submitted at the beginning of each academic year.

This requirement ensures that students in need of health and/or mental health care beyond the scope of services provided at USD by the on-campus Wellness Units, can access the appropriate care and resources in the community.

Student Health Insurance Plan Benefits and Features

Annual Coverage: $1973 (August 15, 2015 - August 14, 2016)

Spring & Summer Coverage: $1217 (January 1, 2016 - August 14, 2016)
Unlimited policy year maximum
- Low annual deductibles: In-Network $200 per policy year, Out-of Network $400 per policy year.
•Deductibles can be waived by seeking care from the Student Health Center and receiving a referral.
•Coverage at 80% In-network & 65% Out-of-network
•In-network Physician's Office visits covered at 80%
•Out-of-pocket maximum of $6,350 In-network and $12,700 Out-of-network
•In-Network Preventive care services with no deductibles, copays or coinsurance
•Students will be able to locate providers whether at home, school, or throughout the country through the Aetna Preferred Provider Network.
•Prescription drug coverage with low copays
•Worldwide Coverage including Medical Evacuation, Repatriation & Travel

Assistance Services
•Accidental Death & Dismemberment Coverage
•Wellness discounts including Vision and Dental
For a complete description of the benefits available, limitations and exclusions please visit www.gallagherstudent.com/usd

Obtaining a Referral
•Students enrolled in the USD Student Health Insurance Plan can reduce their out of pocket costs by seeking care at the USD Student Health Center, and obtaining a referral from the center before seeking care from a community provider. Students who do not seek care at the student health center or obtain a referral, will be responsible for an in-network $200 per policy year or out-of-network $400 per policy year deductible.
•All currently registered students who have paid the health fee are eligible for services at the USD Student Health Center.
•Most services are provided free of charge and modest fees to cover costs are required for medications, immunizations and certain physical exams and labs. Payment is due at the time of service at the Student Health Center. Patients may pay with check, CampusCash, or VISA/MasterCard only.

USD POLICIES AND PROCEDURES

Student Representation

Student representatives are elected by the Graduate Nursing Student Association (GNSA) to each of the standing committees of the HSON faculty organization except the Faculty Affairs Committee. Students have the opportunity for active participation in the Curriculum, Student Affairs, and Information Systems committees. In addition, GNSA sends representatives to meetings of the faculty organization.

Student input into decisions regarding program philosophy and objectives, clinical facilities, learning experiences, and curriculum, instruction, and evaluation of the program is provided through the Curriculum Committee. Students have input into admissions, retention, and other non-curricular policies through the Student Affairs Committee. Similarly, the Information Systems Committee addresses student issues and concerns regarding technological services within the HSON.

Student Organizations

Graduate Nursing Student Association (GNSA)

The purpose of this association is promote interaction among graduate nursing students (master's and doctoral), faculty members, alumni, and the nursing community. The GNSA sponsors activities to enhance professional growth, provide an atmosphere for the exchange of ideas, facilitate collegiality among members and faculty, and assist student members by being a source of information. These objectives are achieved through sponsorship of conferences, speakers, instructional material, local projects, and through officer and committee representation on the various committees within the School of Nursing and the University. All part-time and full-time students are eligible for the offices of co-chairs, secretary and treasurer. School of Nursing faculty, curriculum, student affairs committees, and relevant University committees have student representatives appointed.

Sigma Theta Tau Honor Society/Zeta Mu Chapter-At-Large

The purpose of the society is to recognize superior achievement and the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment to the ideals and purpose of the profession. A student is eligible for membership upon completion of half of their graduate program, providing the student's GPA is within the acceptable range for membership. Eligibility for graduate students is also dependent on professional involvement and scholarly activity.

Attendance Policy

Consistent and regular attendance at all classes and clinical days is an essential requirement of the program for all students. **Students are expected** to schedule any personal or medical appointments (other than medical emergencies) on dates and times that do not conflict with class or clinical days.

Students must comply with the attendance policy as follows:

1. **If a student must miss a class or exam** for some unforeseen, unavoidable and serious reason (i.e. death in the family) An excused absence may be permitted with the approval of the faculty member :
   a. The student must notify the faculty member teaching the course, **prior** to the absence.
   b. The student is responsible to obtain class content that was missed.
   c. Alternative arrangements for any missed makeup work need to be made with the faculty member teaching the course.
   d. Appropriate documentation of the reason for the absence may be required.

2. **If a student must miss a clinical or lab day** for some unforeseen, unavoidable, and serious reason (i.e., death in the family) an excused absence may be permitted. Please notify your clinical /lab faculty, and ENL Program Coordinator, so arrangements can be made to develop a plan to complete the missed clinical day.
   a. In the event a clinical/lab day is missed for an illness **the student must provide a medical excuse** signed by a healthcare provider (MD, NP, DO, or PA) indicating either the student sought medical care on the date of the absence or that the student's illness prevented the student's attendance on the clinical day.
3. For questions or clarification regarding this policy, please contact the ENL Coordinator at 619-260- 7609.
4. Failure to comply with the attendance policy may result in appropriate corrective action, up to and including a failed exam, class, or clinical, or dismissal from the program.

Grading Policy

Since students enrolled in the program are admitted directly to a graduate degree program, policies and procedures applicable to them are the same as those for other graduate students in the university and the school. These general policies and procedures are provided below along with sources where students are acquainted with them. Exceptions to general policies and procedures specific to the program are noted herein. All candidates for the ENL degree must complete a minimum of 33 graduate credits. All courses taken must have the prior approval of the academic advisor to be accepted as meeting the degree requirements.

A minimum GPA of 3.0 must be maintained to remain in the ENL program. In the theory portion of all courses, students must have an average of 80% or greater on all quizzes and exams to pass the course. A minimum grade of B- is required of all students in the theory and clinical practicum courses and the student must **pass** the clinical component with no "unsatisfactory" areas on their final clinical evaluation. A student who does not pass the clinical component, despite multiple attempts to help the student remediate their weaknesses and despite their academic excellence, will be dismissed from the program.

HSON Grading Scale

```
93  -  100 %     =  A
90  -  92.99  %  =  A-
87  -  89.99  %  =  B+
83  -  86.99 %   =  B
80  -  82.99 %   =  B-*
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___
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77  - 79.99 %    =  C+
73  - 76.99 %    =  C
70  - 72.99 %    =  C-
67  -  69.99%    =  D+
63  -  66.99%    =  D
60  -  62.99%    =  D -
59.99% and below = F
```
*A minimum grade of B- is required for all courses in the HSON

Testing Policy

To ensure the integrity of the test material ENL students are required to take quizzes, mid-term, and final exams at the same start time.

Course Repetition Policy

All courses are sequential and therefore must be taken in order. A student who receives less than a B- course grade in 2 clinical courses OR 2 theory courses taken during the same semester will NOT have the opportunity to repeat the courses and will be dismissed from the program.

Clinical Performance Evaluation of Student

According to SECTION 1428(c) of the Board of Registered Nursing Business and Professions Code, "There shall be tools used to evaluate students' progress and performance and clinical learning experiences shall be stated in measurable terms directly related to course objectives." Performance expectations are delineated for each practicum course.

Student Evaluation of Course and Clinical

At the end of each course, each student is asked to complete a confidential evaluation of their course, faculty and clinical faculty. These evaluations are on-line and can be accessed through the MySanDiego portal. Evaluations are only open for a specific amount of time prior to the end of each semester.

USD POLICIES AND PROCEDURES

Academic Integrity

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic community, all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility toward other members of the community. Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning.

An act of academic dishonesty may be either a serious violation or an infraction. The instructor or supervisor of the academic exercise will have responsibility for determining that an act is an infraction or may be a serious violation.

Serious violations are the following acts:
(a) Examination Behavior. Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.

(b) Fabrication. Any intentional falsification or invention of data, citation, or other authority in an academic exercise shall be considered a serious violation; unless the fact of falsification or invention is disclosed at the time and place it is made.

(c) Unauthorized Collaboration. If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise and by the other if the other knows of the rule against collaboration.

(d) Plagiarism. Any intentional passing off of another's ideas, words, or work as one's own shall be considered a serious violation. Refer the APA writing manual regarding how to cite. All students will be required to submit their papers through a plagiarism checker such as Turn it In, or other means of checking for plagiarism.

(e) Misappropriation of Resource Materials. Any intentional and unauthorized taking or concealment of course or library materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.

(f) Unauthorized Access. Any unauthorized access of an instructor's files or computer account shall be considered a serious violation.

(g) Serious Violations Defined by Instructor. Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.

Infractions are the following acts:

(a) Any unintentional act is an infraction that, if it were intentional, would be a serious violation.

(b) Any violation of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an infraction in that course or exercise if such a violation would not constitute a serious violation.

Academic dishonesty, and allegations of academic dishonesty, are matters of university-wide concern in the same way that academic integrity is a matter of university-wide concern. Students bear the responsibility not only for their own academic integrity but also for bringing instances of suspected academic dishonesty to the attention of the proper authorities. Members of the faculty are obligated; not only to the University but also to the students they supervise, to deal fully and fairly with instances and allegations of academic dishonesty. The University administration bears the responsibility of dealing fairly and impartially with instances and allegations of academic dishonesty. For further information about this policy contact Associated Students at 619-260 4715 or http://www.sandiego.edu/associatedstudents/.

The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the university to maintain an educational and work environment free from all forms of unlawful discrimination and harassment. To that end, the university prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

Non-Discrimination

All members of the university community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the university. Unlawful discrimination may occur when an individual is treated less favorably with respect to the terms and conditions of employment or education, or with respect to the individual's receipt of employment or educational benefits, because of his or her membership in a protected class. Accordingly, all employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, will be made without regard to the employee's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information, or other characteristic protected by federal or state law. Similarly, all education-related programs and activities, including but not limited to admissions, financial aid, academic programs, research, housing, athletics, and other extracurricular activities, will be administered without regard to the student's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

The university does not by this non-discrimination statement disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

Harassment

Harassment includes verbal, physical or visual conduct when the conduct creates an intimidating, offensive or hostile working or educational environment, or unreasonably interferes with job or academic performance. Verbal harassment may

include but is not limited to epithets, derogatory comments or slurs based upon one of the individual's characteristics noted above. Physical harassment may include but is not limited to assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include but are not limited to derogatory posters, cartoons or drawings based on an individual's protected characteristic.

In addition, prohibited sex discrimination covers sexual harassment, including sexual violence. Sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment, continued employment, receipt of an employment benefit, admission to the university, participation in educational programs or activities, or evaluation of academic performance. Examples of conduct that could give rise to sexual harassment, include but are not limited to: sexual advances or suggestions; unwelcome sexually-oriented remarks; dirty jokes; the display or distribution of offensive photographs, e-mails, posters or cartoons; any unwelcome, intentional touching of the intimate areas of another person's body; or physical sexual acts perpetrated against a person's will or where a person is unable to give consent.

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial aid assistance. Sex harassment, including sexual violence, is a form of prohibited sex discrimination. The Violence Against Women Reauthorization Act of 2013, including the Campus Sexual Violence Elimination Act, requires colleges and universities to have procedures in place to respond to incidents of sexual assault, domestic violence, dating violence, and stalking.

The University of San Diego has a title IX office located in Maher Hall, room 101. You can refer the Title IX and Equal Employment Opportunity Programs website at : TitleIX@sandiego.edu

In order to address its responsibilities under these laws, the university has implemented standards, reporting procedures, and response protocols that apply to incidents of sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. For more information, please see the university's Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols.

Retention and Dismissal (Academic Probation and Disqualification)

To be in good academic standing and to be eligible to graduate, students must maintain in their program courses the minimum semester and Grade Point Average (GPA) that is required by their program. See "Grading Policy" regarding the minimum acceptable grade for courses and the minimum overall grade point average required in

the program. The minimum GPA requirement for the HSON is 3.0 calculated on a 4.0 scale. Any student who has completed at least 6 units of course work and whose cumulative USD GPA for graduate program courses falls below the minimum required of the program will be placed on academic probation. At the end of the term in which the probationary student has registered for his/her next 6 units, a review will be conducted. Students who have not raised the cumulative USD GPA for graduate program courses to the acceptable level at that time will be disqualified from the program.

Students may fail a clinical course because of significant clinical and/or professional deficits. A failed clinical results in a failure of the theory portion of the course, and conversely, if a student fails the theory portion of a course they fail the clinical component. A failed course usually results in dismissal from the program. In addition, to dismissal for academic reasons (see Retention/Academic Probation and Disqualification above), students can be dismissed from the University for violating any of the following university policies:

- Rules of Conduct
- Academic Integrity Policy
- Drug & Alcohol Policy

These policies and other Procedural Guidelines for the Disciplinary Process and Disciplinary Sanctions are outlined and available to students at http://www.sandiego.edu/conduct/resources/index.php. Dismissal from the program is the most extreme form of sanction for violation of these policies, but less extreme sanctions may be employed if warranted.

Students who wish to appeal their disqualification must do so in writing to the Dean of the School of Nursing within 10 calendar days of receiving such notice.

The HSON faculty realizes that students encounter life circumstances that may make it difficult to continue with educational pursuits. When such circumstances occur, every effort is made to retain students in their program of study. Retention rates for all HSON programs are above 90%. Similar efforts will be made to retain students in the ENL program. If, for some reason, students must interrupt their educational progress, they will be placed on a leave of absence according to university policies. Students who take a leave may petition for re-enrollment by submitting a request in writing to the Program Coordinator at least 8 weeks prior to the beginning of the semester they need to re-enter so remediation plans can be made.

Grievance Policies

The university has policies regarding both grievances related to hate crimes and harassment and grievances regarding grades. These policies are available in the *Graduate Catalog*. In keeping with the university policies, hate crimes or harassment within the HSON are reported to the Dean. Grade grievances are first addressed with the faculty member involved. If not resolved at that level, they may be brought to the Dean. Failing resolution at that level, the student grievant may submit a written request for a grievance hearing by the Student Affairs Committee of the HSON. In the case of such a grievance, faculty and/or student representatives who could be in a conflict of interest position regarding the grievance will be asked to excuse themselves from the proceedings. Faculty content experts may be necessary to help review the grade grievance. If such members are not on the committee, all efforts will be made to invite an expert to serve on the grievance committee for that hearing. To obtain a copy of the Graduate Student Affairs Committee by-laws, go to http://www.sandiego.edu/nursing/students/organizations/gnsa/so-gnsa-ad-blfa.php .

Graduation/Completion of Degree Requirements

In order to be cleared for degree completion, students must file a Petition to Graduate by the deadlines outlined in the Academic Calendar on your mysandiego.edu home page. Graduation information and petition to graduate forms can also be found through mysandiego. The graduation date for the HSON is in the third week of May each year.

UNIVERSITY RESOURCES

The following resources are available to all University of San Diego students. Links for many of the resources below can be found on the "Student Life" tab on your **MySanDiego** account (my.sandiego.edu).

- **One Stop Student Center** – (UC 126) the One Stop welcomes all students who need assistance with their registration, student account, or financial aid. Their mission is to consolidate business transactions of the Financial Aid, Registrar, and Student Accounts offices into one location where students can receive outstanding customer service.

- **Center for Health & Wellness Promotion –** (Maher 140) The Center for Health and Wellness Promotion (CHWP) serves the USD student community through educational opportunities, prevention campaigns, campus-wide programs, research initiatives and individualized interventions. CHWP empowers students to make

healthy choices and create a university climate conducive to the overall success and well-being of the individual student and campus community.

- **Academic Technology Services –** supports general and instructional computing labs. Information on hours of operation, software, policies and equipment is available at http://www.sandiego.edu/its/labs/.

- **Torero Store –** offers new and used textbooks, computer hardware and software, fax support, mail orders, photo processing, school supplies, clothing, imprinted merchandise, graduation products, magazines, newspapers, greeting cards, and stationery. The newly built student store is located in the Hahn University Center or online at http://www.usdtorerostores.com.

- **University Ministry –** provides faith community and support programs on-campus. Activities include student retreats, outreach opportunities through ecumenical and inter-faith programs, and spiritual "connections" via USD's University Ministry (UM) Fellowship, the Romero Center, and the Students for Life program. University Ministry is located in the University Center, rm. 238.

- **Career Services –** serves as a centralized career resource for USD students, alumni, and employers. Career Services is located in Hughes Center, rm. 110.

- **Manchester Child Development Center –** provides childcare services (preschool) to faculty, staff, and/or students. Hours are 7:15 am to 5:45 pm, Monday through Friday. Monthly fees apply.

- **Copley Library** - The library houses extensive print resources as well as a wide variety of online materials, including subscription databases and e-books that can be accessible remotely. Nursing students have a dedicated librarian, Zoë Abrahams (zabrahams@sandiego.edu) to assist with locating information and materials. The library is open 7 days a week, including a 24/7 schedule prior to and during finals. EndNote bibliographic software is available on all library computers, including available circulating laptops. This software can be purchased at a reduced rate through the campus Information Technology Services department. Please visit sandiego.edu/library for more information about services and resources. Students also have access to San Diego Library circuit, which maintains a database linking university and libraries in the region.

- **Counseling Center -** offers a free-of-charge, confidential assessment session with a psychologist to discuss concerns. Walk-in services are also available for those students who need immediate assistance. Individual and/or group counseling is available as well as referral to professional services as needed. Located in Serra Hall, rm. 300.

- **Dining Services –** offers students three meals a day at the University Center from 7:00 a.m. to 8:00 p.m. daily. Other on-campus food services are available at various locations around the campus to students, faculty, administrators, and other employees. Refer to campus map for directions.

- **Financial Aid –** assists students with their financial requests. The University also has financial aid counselors to assist applicants with form completion.

- **Housing –** provides housing to students of all ages. Living options include the residence halls, the University Terrace apartments, the Presidio Terrace apartments and other apartments and homes in the immediate vicinity.

- **International Center** - includes support services for international students in the transition to a new culture and environment, assistance with immigration matters for international students, and study abroad information.

- **Legal Research Center –** has a collection of more than 525,000 volumes and volume equivalents. It is open to all USD students.

- Disability & Learning Difference Resource Center –
    refer to website: **http://www.sandiego.edu/disability/services/**
    USD is committed to ensuring equal access to university programs and activities for students with disabilities. Students with disabilities who believe they may need a reasonable accommodation(s) in a course are encouraged to contact the Disability Learning and Resource Center in Serra 300 (tel. 260-4655) as soon as possible to better ensure that approved accommodations are implemented in a timely fashion. Students are responsible for presenting approved paperwork from the DLRC to their faculty and to the MEPN Program Coordinator at the beginning of the academic term.

    All disability students are required to take mid-tem and final exams at the same start time as non-disability students to ensure the integrity of the test material. Professors will not allow students to take the examinations on dates other than scheduled dates.

- **Student Health Center –** (Maher 140) designed to provide limited outpatient care for registered students. A registered nurse in on-duty during operating hours. A physician, nurse practitioner and registered nurse are in the Health Center every day. An on-call service is available to students 24 hours per day. There is no fee for services. Students can call 619-260-4595 for additional information.

- **The Center for Inclusion and Diversity (CID)** - The Center for Inclusion and Diversity (CID) cultivates shared vision, coherence, and coordination of diversity

and inclusion efforts across campus. The University of San Diego holds deep commitment to developing and sustaining a diverse campus community in the broadest sense, including differences in gender, race, ethnicity, generational history, culture, socioeconomic class, religion, sexual orientation, national origin, citizenship status, political perspectives, geographic origin, and physical ability.

As a coordinating center, the CID advocates, facilitates, and assesses the work of established programs, departments, and offices to affirm that the campus lives out its commitment to diversity and inclusion. As a generative center, CID serves as a place where issues surrounding inclusion and diversity can be conceptualized, explored, nurtured, cultivated, shared, and promoted. Through collaborative relationships, the CID helps ensure that the university is a stimulating, welcoming, and engaging place for all faculty, staff, students, and visitors. The CID is located in Maher Hall 253 or by website at: http://www.sandiego.edu/inclusion/about.php

- **Writing Center –** offers students writing assistance from brainstorming an idea to reviewing a formal paper. The Writing Center is open Monday through Wednesday, from 9 am to 7 pm, Thursday 9 am to 12 pm and 2 pm to 7 pm, and Friday 9 am to 2 pm. The writing center is located in Founders Hall, rm. 174.

SCHOOL OF NURSING RESOURCES

- **Computer Lab/Learning Resource Center** - Computer Lab/Learning Resource Center & Desktop Support Technician provides an on-site computer and resource lab to nursing students with state-of-the-art equipment and technology in the HSON. Students can request assistance with various software programs (e.g. Word, Power Point, and ExamSoft). The computer lab is located in HSON rm. 103.

- **Healthcare Affiliations –** include a wide variety of clinical resources including UCSD Medical Center, Sharp Health Care (hospital and clinics), Scripps Health (hospitals and clinics), Children's Hospital and Health Center, Veterans Administration Hospital, and Balboa Naval Medical Center.

- **Clinical Site Coordination** – all clinical placements are coordinated by the Clinical Placement coordinator. Every effort is made to secure appropriate placements for each student. All arrangement for preceptors is made in conjunction with the hospitals and SON. Students are not permitted to contact any clinical site or preceptor directly to request placements

- **Director of Student Services -** The Director of Student Services serves prospective and current students across all programs. She manages the recruitment and admissions processes for all academic programs in the HSON.   She administers and

coordinates Open Houses, Employment Fairs and New Student Orientations. In addition, the Director of Student Services manages the HSON financial aid budget and administers the awards made in collaboration with the Dean and Program Directors. She also serves as the HSON liaison with the University Office of Financial Aid, Office of the Registrar and the Office of Student Accounts to resolve student issues and keep them informed of HSON programs and policies.

- **Development Officer** – the Development Officer works with the HSON to establish scholarships for students and to enhance the overall support including program resources.

- **Betty and Bob Beyster Institute for Nursing Research, Advanced Practice, and Simulation (BINR)** – The Institute is designed to simulate the clinical setting and provide students with the opportunity to develop and enhance clinical skills in a safe environment.

- **Stress-Free Zone!**
  Nursing students are at risk for high levels of stress related to heavy academic demands and the challenge of mastering complex knowledge, critical thinking, and psychomotor clinical skills. USD nursing faculty designed the *Stress-Free Zone: A Place for Compassionate Self Care* http://sites.sandiego.edu/stress-free/ to help you during your nursing program. Stress is frequently linked to mood disorders including anxiety and depression. Research suggests that elevated levels of stress and anxiety may lead to impaired learning and critical thinking.

  Students are often unaware that stress can impact their ability to learn, and may have limited strategies to reduce the stress they are experiencing. Therefore learning effective stress reduction skills is an essential component of the teaching-learning experience at USD. Developing effective stress management skills while in school may continue to fortify and protect you after you graduate, reducing professional burnout. We believe that stress management encompasses a whole range of compassionate self-care practices that reduce stress and promote wellness and healing. These practices are focused on calming and nurturing the mind, body and spirit for a sense of well-being.

  Since mindfulness-based interventions (MBI) are effective self-care strategies for reducing mental distress and improving psychological well-being, the *Stress-Free Zone* provides a whole array of MBI practices and resources, including brief meditations, wellness tips, readings, and other helpful web links designed to ease the tension and stress you might experience anytime, night or day.

Conferences and Conventions

Students are encouraged to join organizations while students, and renew just before graduating so that the student fee takes you thru the first year as graduates.

2015 California Nursing Students' Association (CNSA)
October 15-18, 2015 - CNSA Convention, Sheraton Fairplex Hotel and Convention Center. Pomona, California

National Student Nurses Association (NSNA)
November 5-8, 2015 - NSNA Mid-Year Conference, Hyatt Regency Atlanta, Atlanta, GA

Sigma Theta Tau International (STTI)
November 7-11, 2015 - Sigma Theta Tau Odyssey 2014 Conference, Aria Resort and Casino, Las Vegas, NV

American Assembly for Men in Nursing (AAMN)
 40th Annual Conference –September 24-26, 2015 Minneapolis, MN

Association of California Nurse Leaders
38th Annual Conference January 31-February 3, 2016
Westin Mission Hills Resort and Spa, Rancho Mirage, CA

National Black Nurses Association (NBNA)
July 29, August 2, 2015 – 43rd Annual Institute & Conference, Atlanta, GA

Filipino Nurses Association of America (PNAA)
July 22-27, 2015 – National Convention, HI

National Association of Hispanic Nurses (SDNAHN)
Jul7 7-10, 2015, 40th Annual Conference Hyatt Regency, Orange County, CA

American Organization of Nurse Executives (AONE)
March 30-April 2, 2016 – Annual Meeting and Exposition, Fort Worth, TX

American Nurses Association (ANA)
March 9-11, 2016 – ANA Quality Conference, Disney's Coronado Springs Resort, Lake Buena Vista, FL

Clinical Nurse Leader Association (CNLA)
February 25-27, 2016 - Master's Education Conference, Royal Sonesta Houston, Houston, TX

APPENDICES

APPENDIX I – Student Health Requirements

University of San Diego – Hahn School of Nursing & Health Science
Student Immunization Checklist

Attention:

Before you create your account with the Immunization Tracking System, please be aware your yearly subscription fee will be $25.00. You will need your Credit Card to pay for this subscription fee.

Please note, that all students must provide all necessary forms to American DataBank for processing. You can send these by fax to either 303-339-7521 or 877-619-4139, or you may scan and upload these documents directly into your ITS Profile.

Instructions for Creating your Immunization Tracking System (ITS) Account:
1. Go to your school's Tracking System website, which is located at: www.usdcompliance.com
2. Create your account by clicking the 'Online Registration' button and filling out all the necessary information.
3. Process your payment by submitting Credit Card Information.
4. Begin entering your immunization record information based on the checklist below, and your official documentation.
5. Once completed, be sure to submit copies of your documentation to American DataBank (by uploading them or via fax)

Instructions for Entering your Immunization Records:

1. ☐ **TB Skin Test – Annual**

   Pre-Licensure: Students must have a 2-Step TB Test, which is two tests from 1 week to 3 weeks apart from each other. After the initial 2-Step, Pre-Licensure students will get 1 PPD Annually.

   Post-Licensure: Students must have 1 PPD Annually for compliance.

   PPD Positive Students: Any students with a history of PPD positive must show proof of a Chest X-Ray (within the last 2 years). These students will not need to have any additional TB testing, but must have a Chest X-Ray every 2 years.

   Please submit official documentation for TB Tests, with dates and result showing. For PPD Positive Students, need the labwork printout of your most recent Chest X-Ray. Please submit these documents to American DataBank for processing.

2. ☐ **TDaP – After 2005**

   Need proof of a Tetanus Diphtheria and Acellular Pertussis (TDaP) vaccination from 2005 to the present. No other type of tetanus vaccination will be acceptable in lieu of the TDaP. Please send official documentation of the vaccination to American DataBank for processing.

3. ☐ **Influenza – Annual**

   Students must have a seasonal flu vaccination every year. Be sure to obtain a seasonal flu vaccination for the current flu season when available. Please send official documentation of the vaccination to American DataBank for processing.

4. ☐ **Varicella – One Time**

   Students must show proof of either 2 Varicella vaccinations from some point in the past or of an 'Immune' Antibody Titer for Varicella. Date of Chickenpox disease is not-acceptable in lieu of either proof of shots or titer. If the titer comes back 'Non-Immune', you must show proof of a booster for Varicella, then one month later either a 2nd booster or an 'Immune' Antibody Titer for Varicella. This must be completed prior to entering the clinical setting, or September 1st. Please submit official documentation of any shots, and labwork printouts for any titers received, to American DataBank for processing.

5. ☐ **MMR – One Time**

   Students must show proof of either 2 MMR vaccinations from childhood or of 'Immune' Antibody Titers for Measles, Mumps and Rubella.

   If Vaccinated Separately: Need proof of 2 Measles vaccinations, 1 Mumps vaccination and 1 Rubella vaccination.

   If Childhood Series Documentation is Unavailable: Get titers for the 3 diseases. If any titer is 'Non-Immune', you must get two MMR vaccinations now.

   Please submit official documentation of vaccinations, and labwork printouts for any completed titers, to American DataBank for processing.

Instructions: Continued

6. ☐ **Hepatitis A – One Time**

Students must show proof of either 2 doses of Hepatitis A vaccine or an 'Immune' Antibody Titer for Hepatitis A. The first vaccination must be completed upon entry to the program with the 2nd vaccination due 6 months thereafter. If the titer comes back 'Non-Immune', you must supply proof of two boosters after the non-immune titer. Please submit official documentation of any shots, and labwork printouts for any titers received, to American DataBank for processing.

Note: The **TwinRix** is a combination Hepatitis A and Hepatitis B vaccination, which can be given in lieu of separated Hep A and Hep B shots. This should be completed on the timeline: 1st Shot ►1 Month until ► 2nd Shot ► 5 Months until ► 3rd Shot. If given, these vaccinations will count towards both the Hepatitis A and Hep B requirements.

7. ☐ **Hepatitis B – One Time**

Students must show proof of either 3 doses of Hepatitis B/TwinRix vaccine or an 'Immune' Antibody Titer for Hepatitis B. If the titer comes back 'Non-Immune', the student must then restart a new 3-shot Hepatitis B vaccine series. The timeline for Hep B vaccinations is 1st Shot ►1 Month until ► 2nd Shot ► 5 Months until ► 3rd Shot. Please submit official documentation for any shots, and labwork printouts for any titers received, to American DataBank for processing.

8. ☐ **Certification of Good Health (Physical Examination) – Annual**

Students must have a physical examination every year, using the approved USD Hahn School of Nursing & Health Science Form. This can be found on the www.usdcompliance.com website. This form must be completed by a healthcare provider, please submit the completed form to American DataBank for processing.

9. ☐ **American Heart Association BLS for the Health Care Provider CPR Certification – Every Two Years/When Expired**

Students must have a current AHA BLS CPR card while enrolled at USD. You will want to enroll in the "BLS Healthcare Provider Course", information on times and locations can be found at http://www.heart.org, click the 'CPR&ECC' link at the top right, and see the link for 'Find a CPR Class' on the left. Please submit proof that you completed a course to American DataBank for processing. Proof can be a signed letter from the instructor, a certificate of completion, or a copy of the front (and back if available) of your CPR card.

10. ☐ **Release of Information Form – One Time**

Students must have a Release of Information Form on file; this can be found on the www.usdcompliance.com website. This form must be completed by the student and signed by a witness (any witness is acceptable), please submit the completed form to American DataBank for processing.

11. ☐ **HIPAA – One Time**

Students must complete HIPAA training through the USD Hahn School of Nursing & Health Science, go to website: http://www.health.ucsd.edu/compliance/hipaa.shtml. Submit the certificate of completion for this training to American DataBank for processing.

12. ☐ **Criminal Background Check – Annual**

Students must complete a criminal background check every year. Use the www.sdnsebackground.com website to complete this check.

13. ☐ **Drug Screen - Annual**

Students must complete a drug screen every year. Use the www.sdnsebackground.com website to complete the check.

14. ☐ **RN License (Post Licensure Only) – Renew When Expired**

Post-Licensure students must have a current RN License while at USD. Please submit a copy of your RN license to American DataBank for processing.

American DataBank LLC – www.usdcompliance.com   Toll Free: 800-200-0853 Revised: 05/10/2011

APPENDIX II – Certificate of Good Health

University of San Diego – Hahn School of Nursing & Health Science
Certification of Good Health

Certification of Good Health	8

Patient's Name | **Date of Exam**

Examiner's Name | **Examiner's Title (RN, MD, DO, etc.)**

Examiner's Address

( ) | ( )
Telephone | **Fax**

Email

The above named patient was examined on the date noted and found to be in good general health, free of known communicable diseases, and able to participate in school/work activities related to their status in the University of San Diego School of Nursing & Health Science.

Signature of Examiner | **Signed Date**

Examiner, please initial one of the options below for the above patient:

☐	**Negative PPD History.** If given on the date of physical exam, please indicate results:
	PPD Given Date: _____(M) _____(D) _____(Y) Given by:
	PPD Read Date: _____(M) _____(D) _____(Y) Read by: ☐ Negative or ☐ Positive, if Positive Please Check Below
☐	**Positive PPD History,** but patient is asymptomatic and has history/evidence of a Negative Chest X-Ray from within the last 2 Years.
☐	**Positive PPD History,** and patient is reporting signs and symptoms of TB, Re-X-Ray is required.

APPENDIX III – Release of Information

University of San Diego – Hahn School of Nursing & Health Science
Release of Information

Release of Information | 10

I hereby authorize the Hahn School of Nursing and Health Science to release my social security number, health status information (including physical examination findings, immunization status and results of screening examinations), and information regarding RN licensure, malpractice insurance coverage and BLS certification as requested by agencies in which I will be obtaining clinical experiences. I understand that it is my responsibility to assure that this information is accurate and is kept up to date. I further understand that failure to supply or maintain the currency of the information will result in exclusion from classes and/or clinical placements.

_____ | _____
Signature of Student | **Signed Date**

_____
Printed Name of Student

| | **Below to be completed by a Witness** |

_____ | _____
Signature of a Witness | **Signed Date**

_____
Printed Name of Witness

APPENDIX IV – Background Check/Drug Screen Procedure

Students must have a clear criminal background check and drug screen to participate in placement in clinical facilities. Please follow instructions below:

1. Go to the Customized Applicant Paying Website at www.sdnsebackground.com to enter personal information. **IMPORTANT: DO NOT make tying errors when entering personal information. All errors, no matter how innocent, may result in you having to re-pay and re-test with the corrected information.**
    Examples of errors that have caused problems:
    > Mixing up order of first, last and middle names
    > Typing error in SS#
    > Typing error in birth date

2. You MUST check "yes" in the box that asks if you want a copy of your report and give a valid email address. You are required to have a copy of your report to verify your results and act on any discrepancies.

3. Pay for your drug screen by selecting from two methods of payment (Money Order or Credit Card).

4. Once paid, a confirmation email will be sent to you and to the USD School of Nursing office.

5. The School of Nursing will mail you the Chain of Custody form and a list of Quest Diagnostics locations for the drug screen. Quest Diagnostics locations can also be found at www.questdiagnostics.com.

6. Take the Chain of Custody form to a Quest Diagnostics location and perform the drug screen.

    IMPORTANT: DO NOT drink more than 8 oz of fluid in the 2 hours prior to giving the urine sample. An abundance of fluid will result in a "dilute" reading which constitutes a "flagged" situation. It will keep you from attending clinicals and requires immediate re-payment and re-testing. At the facility, if you are not able produce a urine sample when requested, call ADB on how to proceed.

7. The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.
    When results are negative, a fax is sent from Quest to American DataBank to input the results.
    When results are dilute, you must contact **American DataBank (1-800-200-0853)** for further instructions. **When results are positive**, the results are forwarded to the Medical Review Officer. The Medical Review Officer will contact you for verification of any prescription drug you may be taking. After discussion, the Medical Review Office will send a fax to American DataBank to input the results and close the order. If the order is positive the Medical Review Office will list the drug that is positive.

8. In approximately 10 days you will receive an email from ADB with the results. It is your responsibility to check and resolve any "flagged" situations. If you are "flagged", call **American DataBank (1-800-200-0853)** for instructions on how to proceed. You are NOT required to disclose the reason for the flag. If a hospital will not allow you access because of a flag, it is your responsibility to handle the situation. If there is not a successful resolution, you may not be able to continue in the program.

APPENDIX V – Required Computer Skills

Over view
Entering ENL students require basic computer skills prior to enrollment. The following is a list of basic computer skills based upon the TIGER INIATIVE and the National League of Nursing (NLN recommendations):

Required training
Students will be required to attend a WebCT workshop (USD course management software) as part of Student Orientation.

Students who lack basic computer skills can seek remediation through the University of San Diego Information Services: http://www.sandiego.edu/its/idt/services/.

Students who feel they have deficiencies in any of the follow areas are expected to seek assistance.

Skills required prior to start of MSN program (Phase in 2009-2010 academic year)

Basic computer skills
- Ability to Turn computer on/off
- Format a disk
- Move between directories
- Rename files
- Scan for viruses
- E-mail
- Use network menus
- Change drives
- Display directory contents
- Copy files
- Delete files
- Move files
- Add a software program to a computer
- Utilize a basic word processing software package
- Ability to use common search engines such as Goggle, MSN search and Yahoo
- Ability to construct and send/receive an email with attachments.
- Ability to operate simple computer devices such as printer, modem, fax, and document scanner
- Ability to utilize common data base programs (such as Excel)
- Ability to utilize common word processing programs (such as Microsoft office) to include the following:
  - Start program
  - Type new document
  - Correct errors
  - Check spelling
  - Check grammar
  - Format document with line spacing, margins, tabs, centering, and page numbering
  - Print document
  - Alter appearance of text (bold, underlining, italics, font)
  - Move text by blocking, copying, and retrieving
  - Save or retrieve a file to hard drive
- Ability to utilize common presentations programs such as Power point or Keynote (Mac based program)

APPENDIX VI – Student Expectations and Improvement Plan

University of San Diego
Hahn School of Nursing and Health Science
Student Expectations and Improvement Plan

Student: _____

Faculty: _____   **SEIP**

1st	
2nd	
3rd	

Date: _____

Beginning Date of Plan: _____

Ending Date of Plan: _____

Nature of the problem:

_____ Removal from clinical area by Agency

_____ Disrespectful or unprofessional classroom or clinical behaviors as reflected in the *Essentials Abilities and Profession Conduct* section of the *Student Handbook*

_____ Deficiencies in *Essentials Abilities and Profession Conduct* as outlined in the *Student Handbook*.

_____ Unprepared for clinical (e.g., lack of preparation, dress code violations, etc.)

_____ Unsafe clinical practice (e.g., medication errors, inability to perform skills, practice outside scope as a nurse or a student, patient safety violations, etc)

_____ Inability to communicate effectively or appropriately with clients, families, or staff

_____ Repeated Absenteeism (Class/Clinical)

_____ Repeated Tardiness (Class/Clinical)

_____ Repeated deficiencies in written work (class/clinical)

_____ Did not follow up or complete remediation plan

_____ Other: please identify

Expanded description of the problem(s):

Requirements for overcoming the problems: what must student do (e.g., skills lab remediation, writing center, cease and desist tardiness/absenteeism/unprofessional/etc activities, etc.)

Students Comments:

Signatures: By signing below, you are stating that you understand the nature of the problem or behavior and agree with the remediation to correct this problem

Student_____   Date_____
Faculty_____   Date_____
Lead Faculty Coordinator_____   Date_____
Faculty notes on progress: When an Improvement Plan is instituted; the student and faculty should meet on a weekly basis to evaluate progress. Record faculty notes regarding meetings below:

Outcome of Improvement Plan: (e.g., satisfactory completion of Plan, continuation of Plan and why; initiation of new Plan and why; unsatisfactory completion of Plan and why, with referral to Student Affairs Committee)

Student Comments:

Signatures: Once Outcomes of the Improvement Plan has been completed, designated faculty and the student will sign below:

Student_____   Date_____
Faculty_____   Date_____
Lead Faculty Coordinator_____   Date_____
Program Coordinator/Director: _____ Date_____

APPENDIX VII – Incident Report

UNIVERSITY OF SAN DIEGO
Hahn School of Nursing and Health Science

Process for Accident/Incident Occurrences
While on Clinical Affiliation

This process applies to USD students and clinical supervisors.

A. If the injury requires immediate medical intervention:

1. Utilize the Emergency Room or Urgent Care services for immediate treatment at Facility/Agency where accident/incident occurs.

2. When completing the registration forms, indicate the injury will be classified as a Worker's Compensation claim that will be handled by USD. The USD contact persons are: Barbara Schatzer, Director, Risk Management, 619 260-7677, or Michelle Rohde, Admin. Assistant, 619 260-2983..

3. As soon as the injured party is capable of returning to campus, they must go to Public Safety Office and complete an Employee Injury/Illness report. The officer taking the report will give the person an "authorization for treatment "which is part of a map to the Sharp Rees-Stealy Occupational Health centers. The injured party can use any of the Sharp R-S centers.

4. All follow up care must be obtained through Sharp R-S. Take a copy of the emergency room/urgent care report to Sharp R-S for continuity of care.

B. If the injury requires urgent, but not emergent medical attention:

1. Go to the closest Sharp Rees-Stealy Occupational Health centers. Tell the registration clerk the injury will be classified as a Worker's Compensation claim for USD. Ask them to call Barbara Schatzer, 619 260-7677 or Michelle Rohde , 619 260-2983 for treatment authorization.

2. Follow instructions in "A.3" above, as soon as can return to campus.

C. If the injury does not require immediate medical attention:

1. As soon as capable of returning to campus, go to Public Safety Office and complete an Employee Injury/Illness report. The officer taking the report will give the person an "authorization for treatment "which is part of a map to the Sharp Rees-Stealy Occupational Health centers. The injured party can use any of the Sharp R-S centers.

2. Go to any of the Sharp Rees-Stealy locations for treatment and all follow up.

* If the site facility requires their incident/occurrence form to be completed, request a copy, and forward same to Barbara Schatzer, Risk Management, MH101. If the facility refuses to provide a copy of the report, please forward this information to Barbara with the name and contact information for the facility's Risk Management office.

** Clinical Supervisors: Once Public Safety completes their reports, they will send a "Supervisor's Report of Injury" to the School of Nursing. You must complete this form to the extent applicable and forward the report to the Risk Management office, MH101

Bas/3-11

FOR A WORK-RELATED INJURY OR ILLNESS

Send Employee to the Nearest
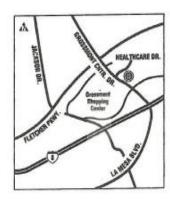## Sharp Rees-Stealy Occupational Health Services Facility

SHARP REES-STEALY CHULA VISTA
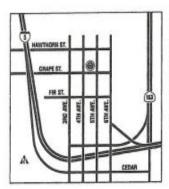525 Third Ave.
Chula Vista, CA 91910
(619) 585-4050
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Services
8 a.m. to 8 p.m., daily

SHARP REES-STEALY LA MESA
Grossmont Medical Plaza
5525 Grossmont Center Dr.,
Suite 601
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Services
8 a.m. to 8 p.m., daily

SHARP REES-STEALY DOWNTOWN
2001 Fourth Ave.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Services
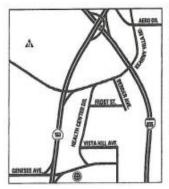8 a.m. to 10 p.m., daily

SHARP REES-STEALY MIRA MESA
8901 Activity Rd.
San Diego, CA 92126
(858) 653-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
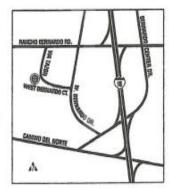**Urgent Care Services**
8 a.m. to 8 p.m., daily

SHARP REES-STEALY GENESEE
2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Services available
at Sharp Rees-Stealy Downtown
and Mira Mesa locations

SHARP REES-STEALY RANCHO BERNARDO
16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Services
8 a.m. to 8 p.m., daily

3

SHARP. Rees-Stealy
Medical Centers

See Reverse for Sharp Hospital Emergency Department Locations

AFTER-HOURS CARE
FOR A WORK-RELATED INJURY OR ILLNESS
Send Employee to the Nearest
Sharp Hospital Emergency Department

**SHARP CHULA VISTA
MEDICAL CENTER**
751 Medical Center Court
Chula Vista, CA 91911
(619) 502-5800

**SHARP GROSSMONT
HOSPITAL**
5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000

**SHARP CORONADO
HOSPITAL**
250 Prospect Place
Coronado, CA 92118
(619) 522-3600

**SHARP MEMORIAL
HOSPITAL**
7901 Frost St.
San Diego, CA 92123
(858) 939-3400

SHARP Rees-Stealy
Medical Centers

University of San Diego
HAHN SCHOOL OF NURSING AND HEALTH SCIENCE

Incident Report Form

Person Reporting Incident: _____ **Incident Date/Time:** _____
(Please Print)

Date of Report: _____

Circumstances surrounding incident:

Who: _____

What: _____

_____

_____

When: _____

_____

Where (site location): _____

_____

Action Plan: _____

_____

_____

_____

Was an incident report filled out at the location (hospital, community clinic, etc.)? ☐ yes   ☐ no

Signature of Person Completing Form: _____
_____Date:_____

APPENDIX VIII – Handbook Review Form

I have read the USD School of Nursing, MSN ENL Student Handbook and understand the provided information.

	Printed Name
	Signature
	Date