



MSN: Clinical Nurse Leader Student Handbook

2014-2015

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INTRODUCTION

This handbook is intended to provide information for the MSN: Clinical Nurse Leader (CNL) student 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; HSON health requirements, and the application process for Clinical Nurse Leader certification.

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*).

HSON HANDBOOK REVIEW FORM

All students are required to read the Handbook, abide by the policies and procedures written in the Handbook, sign the Handbook Review Form at the back of the book, and return it to the Master's and International Nursing Director 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 a values-based curriculum, which emphasizes the dignity of the individual. The intent of all the 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 will contribute to social change in ways that foster health.

MSN: CLINICAL NURSE LEADER (CNL) PROGRAM

The MSN in Clinical Nurse Leader is a 31-unit advanced generalist degree. The Curricular Guidelines for the Nursing Care of Older adults, the Master of Science (*MSN Essentials*, Quality & Safety Education for Nurses (QSEN), Knowledge, Skills, & Attitudes (KAS); and, the American Academy of Colleges of Nursing (AACN) requirements for the clinical nurse leader role frame the graduate/master's level component of the curriculum. The MSN: CNL prepares registered nurses to improve patient care and patient bedside health care delivery. Graduates of this track oversee the care coordination of a distinct group of patients and actively provide direct patient care. This clinician puts evidence-based practice into action to ensure that patients benefit from the latest innovations in care delivery. This clinician also collects and evaluates patient outcomes, assesses cohort risk, and has the decision-making authority to change care plans when necessary. This clinician often functions as the leader of an interdisciplinary team by communicating, planning, and implementing care directly with other health care professionals, including physicians, pharmacists, social workers, clinical nurse specialists and nurse practitioners across and within various settings. Graduates are eligible to serve in the role of clinical faculty for students at the university level; however, they must meet the criteria identified by the BRN for this role. They may sit for Clinical Nurse Leader certification upon completion of their degree. See Appendix VI for exam registration information.

The MSN 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 Program

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.

The Clinical Nurse Leader Role

The CNL is a leader in the health care delivery system, not just the acute care setting but in all settings in which health care is delivered. The implementation of the CNL role, however, will vary across settings. The CNL role is not one of administration or management. The CNL assumes accountability for client care outcomes through the assimilation and application of research-based information to design, implement, and evaluate client plans of care. The CNL is a provider and manager of care at the point of care to individuals and cohorts of clients within a unit or healthcare setting. The CNL designs, implements, and evaluates client care by coordinating, delegating and supervising the care provided by the health care team, including licensed nurses, technicians, and other health professionals.

Fundamental aspects of the CNL role include:

- Leadership in the care of the sick in and across all environments;
- Design and provision of health promotion and risk reduction services for diverse populations;
- Provision of evidence-based practice;
- Population-appropriate health care to individuals, clinical groups/units, and communities;
- Clinical decision-making;
- Design and implementation of plans of care;
- Risk anticipation;
- Participation in identification and collection of care outcomes;
- Accountability for evaluation and improvement of point-of-care outcomes;
- Mass customization of care;
- Client and community advocacy;
- Education and information management;
- Delegation and oversight of care delivery and outcomes;
- Team management and collaboration with other health professional team members;
- Development and leveraging of human, environmental and material resources;
- Management and use of client-care and information technology; and
- Lateral integration of care for a specified group of patients.

(Excerpt from the White Paper on the Role of the Clinical Nurse Leader

<http://www.aacn.nche.edu/publications/whitepapers/clinicalnurseleader.htm>, July 2007)

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).

MSN: CNL CURRICULUM PLAN (30 units)

- MSNC 511: Evidenced Based Practice: The Role of Theory and Research (3 units)
- MSNC 512: Influencing the Health Care Environment: Policy and Systems (3 units)
- MSNC 518: Physical Assessment and Diagnosis for RNs (4 units)
- MSNC 519: Pharmacology II: Application to Practice (3 units)
- MSNC 534: Clinical Nursing Leadership: Theory and Practice (6 units)
- APNC 520: Pathophysiology (3 units)
- HCIN 540: Introduction to Health Care Information Management (3 units)
- ENLC 556: Management of Health System Care Delivery and Outcomes (3 units)
- ENLC 598: Independent Practicum (3 units)

COURSE DESCRIPTIONS

- 1. 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.
- 2. MSNC 511: Evidence Based Practice: Role of Theory and Research (3)** Explores and critiques the theoretical foundations of nursing science as a basis for the development of research. Emphasis is placed on the relationship of theory and research to the knowledge base and practice of nursing.
- 3. 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. Focuses on the organization of health

care systems, the political and economic forces that influence health care delivery, and the formulation of policies affecting health and health care.

4. MSNC 518: Physical Assessment and Diagnosis for RNs (4)

Focuses on theoretical and clinical skill development in physical assessment and diagnosis, across the life span. Designed to prepare the advanced generalist registered nurses with the knowledge and skills to make appropriate focused assessments and draw accurate conclusions about physiological/psychosocial instability/complications/sequelae of disease processes and/or therapeutic interventions. Minimum of a "B-" is required to pass the course.

5. MSNC 519: Pharmacology II: Application to Practice (3)

Provides the knowledge needed to assess, manage, and recommend pharmacological treatment plans as an advanced generalist registered nurse. Minimum of a "B-" is required to pass the course.

6. MSNC 534: MSN Clinical Nursing Leadership: Theory & Practice (6)

Explores and integrates concepts of leadership that are central to the practice of the clinical nurse leader (CNL) including: horizontal leadership, effective use of self, reflective practice, advocacy, lateral integration of care, change theory, and role analysis and implementation. Oversees patient care provided by staff, in collaboration with RN preceptor or mentor, to improve patient outcomes. Serves as a role model for staff in anticipating risks and providing comprehensive care to individuals and clinical cohorts. Reviews and modifies, if necessary, standards of care for specific patient populations. Designs and proposes an implementation and evaluation plan for an evidence-based project designed to effect change in patient/staff outcomes. Completes 144 hours of preceptor and/or faculty guided clinical practice in a health care setting. Successful completion of **both** the theory and clinical components of the course with a letter grade of B- or higher is necessary to pass the course.

7. APNC 520: Advanced Pathophysiology (3)

Extends the student's knowledge in physiology, and guide the student in developing a deeper understanding of physical health and altered-health states. The goal is to guide the student in developing and applying a knowledge base which supports advanced clinical practice in identifying health problems, and planning, monitoring, and modifying health care regimens for clients/patients.

8. ENLC 556 : Management Of Health System Care Delivery And Outcomes (3)

Focuses on the process of health care delivery from a systems perspective and emphasizes continuous process improvement as crucial to achieving high quality outcomes. Addresses health system outcome measurement and evaluation and analysis of research on organizational effectiveness.

9. ENLC 598: Independent Practicum (3)

Identification of a nursing practice problem and design of an innovative approach through integration of related theory and research. Minimum grade of "B-" required. Requires submission of Intent to Register form and project approval.

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:
 - Demonstrate the ability to fully utilize one's intellectual capacity, exercise good judgment, promptly complete responsibilities in patient and family care.
 - Demonstrate mature, sensitive, and effective relationships with colleagues, patients, staff, faculty, and other professionals under all circumstances, including highly stressful situations.
 - 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.
 - Demonstrate empathy regarding the situations and circumstances of others and effectively communicate that empathy.
 - 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.
 - Demonstrate the capacity to examine and change one's behavior when it interferes with productive individual or team relations.
 - Adapt to and function effectively and professionally in stressful situations in both the classroom and clinical settings, including emergency situations.
 - Possess skills and the experience necessary for effective and harmonious relationships in diverse academic and working environments.

- Possess attributes that include compassion, altruism, integrity, honesty, responsibility, and tolerance.
- **Demonstrate appropriate classroom, clinical, and practicum conduct.** Students are expected to:
 - Arrive on time.
 - Address the instructor by his or her title.
 - Notify the instructor in advance if the student will miss or be late to the class, clinic, or practicum.
 - Send e-mails to instructors or fellow students that are respectful at all times when using the student sandiego.edu address.
 - Refrain from speaking when others speak.
 - Refrain from disruptive behavior; raise questions in a respectful manner.
 - Listen to, follow directions provided by, and respond to instructors with respect and as authorities within their respective content areas.
 - Refrain from using electronic devices without the instructor's consent.
 - Refrain from engaging in intimidating, argumentative, offensive, or other inappropriate behavior.
 - Be prepared as required by each course, clinic, or practicum.
 - Adapt to and function effectively and professionally in stressful situations.
 - Assume responsibility for personal learning and achievement.
 - Strive to achieve personal best performance.
 - 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:
 - Ensure patient safety.
 - Collaborate with staff at all levels in the clinical or practicum setting.
 - Adhere to the requirements and policies established by the clinical agency.
 - 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.
 - Maintain confidentiality as required by law or policy.
 - Dress according to the dress code for clinical, practicum and lab as outlined in the dress code section of the Student Handbook.
 - 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.
 - 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: Clinical Nurse Leader Program Administration

- **Linda Urden**, DNSc, RN, CNS, NE-BC, FAAN: Director of Master's and Int'l Nursing
- **Cathleen Mumper**, MA: Director of Student Services
- **Kathy Marsh**, PhD, MSN, RN: Clinical Placement Officer
- **S. Le'Rae Owens-Gilliam**, BSBM: Executive Assistant to Master's and International Nursing

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 II. There are important documents and requirements that need to be completed prior to beginning the CNL 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 MEPN office. Once the HSON office has been notified of your registration, the MEPN 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 & drug screen to participate in placement in clinical facilities. Information & instructions for completing the background check process can be accessed at: www.sdncbackground.com. Additional information can be found in Appendix IV.

UNIFORM REQUIREMENTS

Dress Code

Students MUST adhere to the dress code established by the San Diego Nursing Service and Education Consortium and the HSON when they are in a clinical setting. The guidelines below are minimum requirements expected of faculty and students for pre-clinical and clinical assignments. In addition, schools understand that facilities may require affiliating faculty and students to adhere to a facility-specific dress code.

Clinical: Check with your faculty and preceptor regarding the specific dress appropriate to your setting.

1. Picture identification badge with name that meets the guidelines of AB 1439, which amended Chapter 1 of Division 2 of the Business and Professional Code of the State of California. Some facilities require both student and facility badges, or may allow either student or facility.
2. Clean scrub set with USD School of Nursing logo (ceil blue). Scrubs are required in the lab.
3. A lab coat with the USD School of Nursing logo must be worn over scrubs when representing USD at health fairs, shot clinics and in the community setting.
4. Clean, low-heeled white, leather shoes, with closed toes and closed heels. Clogs must have a closed back. Athletic, all white, leather shoes may be worn. No sandals or flip-flops.
5. Jewelry: Only wedding or simple rings and limited to one per hand. No piercings or jewelry/hardware may be evident other than one small stud earring per ear. No bracelets.
6. Hair color must fall within natural occurring shades, be neat, and if long enough to rest on shoulders it must be secured back. Facial hair must be neatly trimmed.

7. Tattoos must be covered at all times in the clinical, lab & community setting.
8. Fingernails must be trimmed short. Light or clear polish without chips is acceptable. No artificial or acrylic nails or components thereof are permitted.
9. Make up is to be worn in moderation.
10. No perfumes or scented lotions.
11. No low necklines.
12. Undergarments cannot be visible through the uniform. A white tee shirt may be worn underneath the scrub top as long as length does not exceed the elbow.

For additional questions or clarification please contact the Master's and International Nursing Office at 619-260-7608. Failure to comply with this policy may result in: 1) removal from a clinical rotation (i.e., the student will be sent home and this will be considered an unexcused absence), 2) removal from a class where clinical attire is to be worn, 3) and/or dismissal from the program if the situation warrants it.

Identification on Clinical Sites

All students and faculty **MUST** wear a USD photo identification badge clearly indicating their name and status. Prior to the start of each semester, the Director of Student Services will provide a listing of students and faculty to Notary on Wheels and a photo will be taken on orientation day. Students or faculty members who miss this opportunity for a photo ID will need to make separate arrangements by calling 619-280-2965.

For additional questions or clarification regarding this policy, please contact the Graduate Nursing Programs Office at 619-260-7608. Failure to comply with this policy may result in: 1) removal from a clinical rotation (i.e., the student will be sent home and this will be considered an unexcused absence), 2) removal from a class where student ID is to be worn, 3) and/or dismissal from the program if the situation warrants it.

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. Students will follow the policy of the hospital where they are placed.

Additionally, you will be required to sign a confidentiality agreement regarding the use of technology in the clinical setting.

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 Hahn School of Nursing and Health Science 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 information about these programs please contact the School of Nursing Office at 619-260-4548.

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 *Undergraduate or 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. STUDENTS 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 IX)

Student Health Insurance Plan

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 II. There are important documents and requirements that need to be completed prior to beginning the CNL program:

First, you **must register with American DataBank and pay the 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 MSN office. 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 II)
- Certificate of Good Health (Appendix III)
- Release of Information (Appendix IV)
 - Print, sign, and upload to web site
 - Must be signed by medical professional
 - **Annual background and drug screen, physical exam and Flu shot 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, and are current. 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 Pat Moulton at 619-260-8710.

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". Students may not attend clinical with splints, braces, or casts in place.

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.

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 also 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 available within the HSON.

Student Evaluation of Course and Clinical

At the end of each course, each student is asked to complete a confidential evaluation of their course and faculty. These evaluations are on-line and can be accessed through the MySanDiego portal. Additionally, for MSNC 534, students are asked to complete an evaluation of their preceptor.

Attendance Policy

Students must comply with the attendance policy outlined in each course/clinical syllabus.

If a student must miss a class for some unforeseen reason, alternative arrangements for makeup work need to be made by the faculty member teaching the respective course. In the event that a clinical day is missed for an unavoidable and serious reason (e.g., surgery, death in the family) an excused absence will be permitted. The faculty member and the Director should be advised of this situation immediately so that arrangements can be made to develop a plan with the student to complete the course of study.

For questions or clarification regarding this policy, please contact the Director at 619-260-7608. Students who fail to comply with the attendance policy can be dismissed from the program at any time.

Grading Policy

All candidates for the MSN degree must complete the required number of units specific to their degree. All courses taken must have the prior approval of the academic advisor to be accepted as meeting the degree requirements. A grade of B- is required of all students in their courses and the student must **pass** the clinical component with no “unsatisfactory” areas on their final clinical evaluation. In the event that the student is unable to meet the GPA requirement, the student will be placed on academic probation.

HSON Grading Scale

93 - 100 %	= A
90 - 92.99 %	= A-
87 - 89.99 %	= B+
83 - 86.99 %	= B
80 - 82.99 %	= B-*
<hr/>	
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 SON

USD POLICIES AND PROCEDURES

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.

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.
- (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/>.

Non-Discrimination

The University prohibits discrimination against current and prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristics. The University does not by this non-discrimination statement disclaim any right it might otherwise have to maintain its commitment to its Catholic identity and the doctrines of the Catholic Church. (Archways Student Handbook) Please address all inquiries concerning the application of the University policies to USD's Provost.

Harassment

The University is committed to and embraces the doctrine that all men and women are creatures of God. Each and all not only deserve but must be afforded the dignity that necessarily follows from acceptance of that doctrine. Anyone who chooses to become a member of or participate in any way in the University's community, whether as a student, faculty member, administrator, employee, or guest, is expected to accept this standard of conduct, both in theory and in practice. The University is committed not to tolerate harassment in any form by reason of the race, color, religion, national origin, disability, or sexual orientation, of any person. (Archways Student Handbook) Please address all inquiries concerning the application of the University policies to USD's Provost.

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 is a failure of the course. 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 a violation of any of the following university policies:

- Rules of Conduct
- Academic Integrity Policy
- Alcohol Policy

These policies are available to students in the *Archways Student Handbook*. Procedural Guidelines for the Disciplinary Process and Disciplinary Sanctions are also outlined in the *Archways Student Handbook*. 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 College or School in which their program resides within 10 calendar days of receiving such notice (*Archways Student Handbook*).

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%. 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 enroll in subsequent course work but must notify the Director so clinical placements 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 Bulletin*. 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.

Graduation/Completion of Degree Requirements

In order to be cleared for degree completion, students must file a Petition to Graduate in the Graduate Records Office by the deadlines outlined in the Academic Calendar in the front of the Graduate Bulletin. The graduation date for the HSON is in May of 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. <http://www.usdtorerostores.com>.

- **Campus 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.
- **Career Services** – serves as a centralized career resource for USD students, alumni, and employers.
- **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 ebooks 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.
- **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.
- **Financial Aid** – Assists students with their financial requests. The University also has financial aid counselors to assist applicants with form completion.
- **Health Care Informatics Digital Subscription** – In an effort to engage and educate a new generation of healthcare informatics experts, *Healthcare Informatics Magazine* offers a complimentary subscription of their digital magazine to students preparing for a career in this nascent field. Healthcare Informatics provides insightful coverage of the latest technological, managerial, and policy challenges facing healthcare IT leaders today. To subscribe, log on to <http://www.healthcare-informatics.com/content/digital-edition-request-form>; or to subscribe to their weekly E-newsletter log on to <http://healthcare-informatics.com/enews>

- **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.
- **Special Needs/Disability Services** – offers individuals with special needs and disabilities certain protections and rights for equal access to programs and services.
- **Student Health Center** – designed to provide limited outpatient care for registered students. A registered nurse is 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.
- **Healthcare Affiliations** – include a wide variety of clinical resources including UCSD Medical Center, Sharp Health Care (hospital and clinics), Scripps Health (hospitals and clinics), Rady Children’s Hospital, Veterans Administration Hospital, Tri-City Medical Center, and Balboa Naval Medical Center. Because of the focus on health promotion, a large number of community agencies are utilized including schools, home health agencies, the San Diego County Department of Health Services, health maintenance organizations, and local community clinics.
- **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 Fridays 9 am to 2 pm.

HSON 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 and Alcala West labs. Students can request assistance with various software programs (e.g. Word, Power Point, and Interactive CD-Rom).
- **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.
- **Simulation and Standardized Patient Nursing Laboratory (S&SPNL)** – The S&SPNL is designed to simulate the clinical setting and provide students with the opportunity to develop and enhance clinical skills in a safe environment

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.sdensebackground.com website to complete this check.

13. Drug Screen - Annual

Students must complete a drug screen every year. Use the www.sdensebackground.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.

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:

<input type="checkbox"/>	<u>Negative PPD History.</u> 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:
	<input type="checkbox"/> Negative or <input type="checkbox"/> Positive, if Positive Please Check Below	
<input type="checkbox"/>	<u>Positive PPD History,</u> but patient is asymptomatic and has history/evidence of a Negative Chest X-Ray from within the last 2 Years.	
<input type="checkbox"/>	<u>Positive PPD History,</u> 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 typing 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 CNL students require basic computer skills prior to enrollment in the first course sequence. 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 dept.

<http://www.sandiego.edu/its/idt/services/>

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

Required skills prior to start of MSN program:

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 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)
 - Ability to utilize common data base programs (such as Excel)

APPENDIX VI – Clinical Nurse Leader Certification Examination

The CNL Certification is a credential for graduates of master's and post-master's CNL programs. Eligible candidates must follow the instructions outlined in the CNL Certification Examination Handbook, which is available on the American Association of Colleges of Nursing website at: <http://www.aacn.nche.edu/CNC/pdf/ExamHndbk.pdf>.

The AACN CNL Certification is designed to promote quality patient care by formally recognizing those who meet the requirements of the Certification Program and pass the exam. The Certification provides a standard for assessment of a CNL and encourages continued personal and professional growth. Although certification is not required, it is highly recommended. For further information, please refer to the CNL Certification Examination Handbook.

APPENDIX VII – Student Evaluation of Clinical Site/Preceptor

Course: _____ Clinical Preceptor: _____
Semester: _____ Clinical Agency/Unit or Dept.: _____

Below are representative statements students have used to evaluate their preceptors. Please check all you have personally found to describe your clinical preceptor and the clinical site. Since no evaluation form can list all the important characteristics, please add any others you consider important about this preceptor on the reverse side of page. Turn in completed form to the Director.

Rating Scale

1=excellent; one of the best I've ever had

3=average; met overall expectations

5=poor; learning experience definitely

2=very good; surpassed expectations in some respects

4=fair; did not meet some expectations

Preceptor Evaluation

Learning Climate:

- Provides additional or special learning opportunities that enrich my experience
- Provides an atmosphere in which I can ask questions or try out ideas.
- Stimulates my efforts in thinking through clinical problems.
- Gives support without making me feel dependent.
- Treats me in such a way I feel threatened or inhibited in learning.
- Gives so much information I feel little need to think for myself.
- Pushes me to try many things for which I am not ready.

Example or comments about learning climate:

Guidance:

- Facilitates my meeting my learning objectives.
- Assists me in integrating class with clinical experience.
- Serves as a good role model and as a resource with new procedures or tasks.
- Can seldom be found when I really need help in clinical setting.
- Keeps clinical experience entirely separate from theoretical content.
- Takes over doing procedures instead of allowing me to complete patient visit.

Example or comments about supervision:

Feedback:

- Provides constructive criticism throughout clinical experience.
- Bases evaluation on my pattern of performances, rather than on one day.
- Gives helpful feedback on practice and recording.
- Leaves me without any feedback about my progress.
- Gives no practical suggestions to help me improve

Example or comments about feedback:

Overall rating of Preceptor:

Clinical Site

- Patient population was accessible so that I could meet my learning objectives.
- Facility space was adequate for student placement.
- Nursing personnel were helpful in learning environment.
- Unit nurses and other staff were welcoming and supportive of students.
- Nurses are professional in attire, behavior and communication.
- Culture of the facility respect diverse populations.
- Example or comments about site:

Overall rating of Site:

APPENDIX VIII – Student Expectations and Improvement Plan

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

Student: _____

Faculty: _____

SEIP

Date: _____

1 st	
2 nd	
3 rd	

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 IX – 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



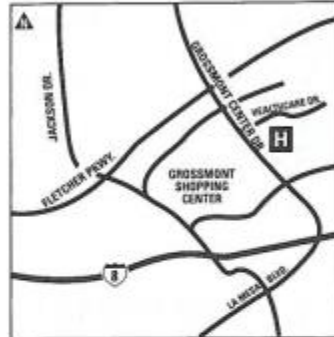
See Reverse for Sharp Hospital Emergency Department Locations

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





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: _____

Submit to MSN office.

APPENDIX X – Handbook Review Form

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

Printed Name

Signature

Date