



Bachelor of Science in Nursing
(BSN)
Student Handbook

2024-2025

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I. Mission, Philosophy and Organization

Goshen College Core Values



Christ-centered

We believe God is the foundation of all wisdom and knowledge. Through Christ we find merciful forgiveness and an invitation to a daily, personal walk empowered by the Holy Spirit. We are led by Christ in our search for truth.

I Corinthians 3:11: “For no one can lay any foundation other than the one that has been laid; that foundation is Jesus Christ.”

Passionate learners

We believe our faith is supported by knowledge. As a learning community, we foster a journey of lifelong learning, encouraging one another to seek truth with fervor. This spirit of academic excellence enriches our relationships, our world and our faith in Jesus Christ.

II Peter 1:5-8: “For this very reason, you must make every effort to support your faith with goodness, and goodness with knowledge, and knowledge with self-control, and self-control with endurance, and endurance with godliness, and godliness with mutual affection, and mutual affection with love. For if these things are yours and are increasing among you, they keep you from being ineffective and unfruitful in the knowledge of our Lord Jesus Christ.”

Servant leaders

We believe that servant leadership is reflected perfectly in the life and person of Jesus Christ. We humbly set aside self-interest for the interests of others, because love for others builds up God’s community. By following Christ’s example, we create a culture characterized by joyful service.

Matthew 20:26-28: “But whoever wishes to be great among you must be your servant, and whoever wishes to be first among you must be your slave; just as the Son of [God] came not to be served but to serve, and to give his life as a ransom for many.”

Compassionate peacemakers

As Christian peacemakers, we embrace “shalom” – the peace that God intends for humanity. We are committed to build the “peaceable kingdom” by practicing loving kindness, restoring justice, practicing anti-racism, loving our enemies and advocating for the dispossessed. We renounce the oppressive, violent destructive powers of this world – and are willing to live our lives as examples of God’s peace.

Matthew 5:9: “Blessed are the peacemakers, for they will be called children of God.”

Global citizens

As responsible global citizens, we see, encourage and celebrate the image of God in others. We welcome and include the ‘stranger’ in our midst – respecting differences in world views while seeking common ground. We wish to transcend barriers between people not only through academic teaching and learning, but also in meaningful cross-cultural exchanges. We go into the world offering our gifts and lives in service to others.

II Corinthians 5:18-20: “All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting the message of reconciliation to us. So we are ambassadors for Christ, since God is making his appeal through us; we entreat you on behalf of Christ, be reconciled to God.”

Goshen College Website, <http://www.goshen.edu/aboutgc/values/>

Vision

Goshen College will cultivate joy, growth and purpose, preparing students to thrive in life, leadership and service. Rooted in the way of Jesus, we will seek inclusive community and transformative justice in all that we do.

Mission

Goshen College transforms local and global communities through courageous, creative and compassionate leaders. Shaped by Anabaptist-Mennonite tradition, we integrate academic excellence and real-world experience with active love for God and neighbor.

Diversity, Equity and Inclusion

At Goshen College, our diversity is essential to our academic excellence and vibrant community. As we teach, learn and seek truth together, our diversity invites us to see in new ways, to recognize new problems, to imagine new solutions, to realize our strengths and to claim justice. Only in working together toward inclusion, connection and equity do we gain the knowledge and skills needed to succeed in life, leadership and service, and to create a more just, civil and joyful society.

Arising from Anabaptist-Mennonite tradition, we value and honor the inherent dignity of each person. Teaching and learning *about* diversity and *through* our diversity connects our academic excellence, real world experience, and active love for God and neighbor. This leads us to continually enrich and grow the diversity of our students, faculty and staff. (adopted by Goshen College in 2021)

Outcomes

At Goshen College we intend to create a community of faith and learning built on five core values: Christ-centeredness, passionate learning, servant leadership, compassionate peacemaking and global citizenship. In our academic program and campus life students will develop the knowledge, skills and values for:

A life that is CHRIST-CENTERED, with

- a reflective faith that nurtures spiritual growth in individual and corporate contexts
- an active faith that informs all life's choices

A life of PASSIONATE LEARNING, through

- the mastery of a major field of study as the basis for life-long learning, service, relationships, and work in a socially and culturally diverse context
- an extensive foundation of knowledge, skills, processes and methodologies derived from a liberal arts curriculum that are required for systematic study and problem solving

A life of SERVANT LEADERSHIP, based on

- a leadership ability that empowers self and others
- a healthy understanding of self and others that is reflected in relationships of interdependence and mutual accountability

A life of COMPASSIONATE PEACEMAKING with

- a personal integrity that fosters the ability to resolve conflict and to promote justice
- a commitment to diversity in all of its forms both conceptually and in practice

A life of GLOBAL CITIZENSHIP with

- an intercultural openness with the ability to function effectively with people of other world views
- a responsible understanding of stewardship for human systems and the environment in a multicultural world

Goshen College's academic program is integrated into all aspects of college life, curricular and co-curricular. We encourage students to learn and grow beyond the parameters of their discipline-based training, to recognize the powerful connection between the disciplines, and between the education of the mind, body and spirit.

Approved by the Goshen College Board of Directors --Jan. 31, 2004 DEI statement added upon adoption in 2021

Department of Nursing

Mission

Within the community of faith and learning at Goshen College, the nursing program nurtures students in the process of becoming informed, articulate, sensitive and responsible professional nurses. As a ministry of the Mennonite Church, we seek to prepare graduates to engage in life-long learning and to practice in an ever-changing health care environment.

Philosophy

The philosophy of the department of nursing is consistent with the mission of Goshen College to transform local and global communities through courageous, creative and compassionate leaders. The nursing faculty believes that each person, as created by God, is a whole being with inherent dignity and worth. Universal to all persons is the need for love and care which is consistent with the Goshen College diversity, equity and inclusion statement.

Health is a dynamic state influenced by multiple factors including heredity, individual lifestyle, and the environment. Cultural beliefs and practices influence how health is perceived and valued. Individual persons, their families, and communities have an inherent ideal of health toward which they strive.

The environment is comprised of internal and external factors that form an interdependent system. The environment encompasses all circumstances, influences and conditions that surround and affect everyone. Individuals, families and communities are continually influencing and influenced by the environment in ways that affect quality of life.

The goal of nursing is to promote human flourishing. The practice of nursing takes place in partnership with individuals, families and communities. The knowledge base of nursing is grounded in theory, research, and evidence-based practice. Nursing practice exercises critical thinking and perceptive decision making in the delivery of safe and effective care. The nurse is responsible to improve health through health promotion and restoration of health and wellbeing. Nurses are responsible to the profession and to improving healthcare through a commitment to social justice and equitable distribution of healthcare resources for all. Nurses hold the same duty to self and others to promote health, preserve wholeness of character and facilitate personal growth.

Nursing education is the process of creating inclusive learning spaces where students develop critical thinking, professional identity, collaborative practices and communication skills for the provision of safe, quality patient care in today's complex health environment. The nurse educator utilizes innovative pedagogies to create active learning experiences where students can become self-directed learners. This environment is flexible and creative, building on previous learning experiences while embracing diverse cultures and different learning styles. The nurse educator models and promotes lifelong learning, academic integrity, scholarly inquiry, and community service. Nursing education at Goshen College is committed to the advancement of the profession, social justice, and increasing health equity in our community.

Reviewed and revised 4/26/07, 5/15/19

Reviewed 5/3/11, 4/24/12, 4/27/15, 4/25/16/, 5/2/17, 4/11/18, 6/1/20, 3/31/21, 5/5/21, 5/11/22, 5/5/23, 5/15/24

Bachelor of Science in Nursing Student Learning Outcomes (Goals)

Upon graduation, the graduate will demonstrate:

A life that is CHRIST-CENTERED, which

- Demonstrates a faith that is active and reflective, and responsive to the spiritual needs of self and others (AACN 2021 Essential #10)

A life of PASSIONATE LEARNING, that

- Utilizes knowledge from the arts and humanities, theology, natural and social sciences, nursing theories and intercultural experiences in providing nursing care (AACN 2021 Essential #1).
- Utilizes the ability to think actively and strategically in applying selected research findings for evidence-based practice (AACN 2021 Essential #4).
- Provides patient centered care by employing critical thinking, decision-making, psychomotor and interpersonal skills (AACN 2021 Essential #2 and 6).
- Demonstrates skills in using patient care technology and information systems that support safe nursing practice (AACN 2021 Essential #8).

A life of SERVANT LEADERSHIP, that

- Demonstrates professional values that foster the ability to resolve conflicts, examine ethical issues, promote accountability, and pursue practice excellence (AACN 2021 Essential #8).
- Demonstrates leadership for promoting quality care and patient safety (AACN 2021 Essential #5 and 10).

A life of COMPASSIONATE PEACEMAKING, that

- Communicates and collaborates with clients and the interdisciplinary team in providing comprehensive health services and the promotion of therapeutic nurse-patient relationships. (AACN 2021 Essential #2 and 6).
- Integrates healthcare policy for the promotion of quality and safety in practice environments (AACN 2021 Essential #5 and 7).

A life of GLOBAL CITIZENSHIP, which

- Demonstrates ability to provide culturally sensitive care. (AACN 2021 Essential #2 and 9).
- Practices health promotion and disease prevention to improve health for individuals, families, communities and populations (AACN 2021 Essential #3).

Revised in February, 2014; Reviewed 4/25/16, 5/2/17, 4/11/18; 5/15/19, 6/1/20, 3/31/21, 5/5/21, 5/11/22, 5/5/23, 5/15/24

Expected Program Outcomes

The faculty in the Department of Nursing has developed expected results, which are measurable indicators of the program and are reflected in the intended student outcomes and in the accomplishments of the faculty. Evidence of program effectiveness is shown in the evaluation of the expected results.

Aggregate BSN Student Outcomes

Program Completion Rates

- 70% or higher of students admitted to the nursing program will graduate in five years.

NCLEX Scores

- 80% or higher for first time NCLEX-RN pass rate in each calendar year

Employment Rates

- 80% or more of the graduates will be employed in nursing 12 months after graduation

Program Satisfaction

- 90% of the nursing graduates will evaluate the overall program as satisfactory.

Aggregate Graduate/ Alumni Outcomes

Service to the Profession

- 60% of the graduates will be involved in one or more professional nursing or health-related organizations.

Service to the Community, Church, and World

- 75% of the graduates will be engaged in service to the community, church, and world.

Professional Development

- 95% of the graduates will engage in at least one professional development activity per year.

Aggregate Nursing Faculty Outcomes

Professional Development and Scholarships

- 100% of the full-time faculty will engage in at least one professional development or scholarly activity per year.

Teaching

- 100% of full-time faculty will review and utilize feedback from IDEA course evaluations with program director on at least an annual basis.
- 40% or more of full-time faculty will have obtained or are pursuing the terminal degree.

Service to the community, church, and world

- 100% of the full-time faculty will be engaged in service to the community, church, and world. (The profession of nursing is innately giving service to others; therefore, all faculty meet this through their professional role as nursing educator.)

Revised 4/25/16, 5/2/17, 4/11/18. Reviewed 5/15/19, 6/1/20, 3/31/21, 5/5/21, 5/11/22, 5/5/23, 5/15/24

Community of Interest

Goshen College Department of Nursing serves a variety of individuals and groups in the community. The faculty in the Department of Nursing has identified the community of interest as follows:

External (individuals and groups that influence or participate in the nursing education program to ensure the achievement of the expected results of the program.)

- alumni
- employers
- Goshen College Nursing Advisory Council
- preceptors
- professional accrediting organizations
 - American Association of Colleges of Nursing (AACN)
 - Commission on Collegiate Nursing Education (CCNE)
 - Higher Learning Commission (HLC)
 - National League for Nursing (NLN)
 - Indiana State Board of Nursing (ISBN)
- local and regional health-care agencies
- associate degree programs
- benefactors and donors

Internal (institutionally based individuals and groups that include administration, faculty and students as well as the groups that govern the activities of faculty and students.)

- students
- faculty
- staff

External to the nursing program but internal to Goshen College

- college administration, President's Cabinet
- faculty from science, sociology and psychology
- academic affairs committee
- Office of Graduate and Continuing Studies
- School of Nursing and Science; School of Graduate Studies
- support services

Reviewed 4/24/12, 4/29/13, 7/3/14, 5/19/15, 5/5/16, 4/20/17, 3/22/18, 5/16/19, 3/17/20, 2/18/21, 5/11/22, 5/5/23, 5/15/24

Accreditation History

Goshen College graduated its first class of baccalaureate nursing students in 1953. The nursing program received temporary accreditation from the National League of Nursing Education (NLN) in 1952. Full accreditation by the NLN was obtained in 1962 and continued through 2003. The nursing program received preliminary approval from the Commission on Collegiate Nursing Education (CCNE) in 1998. The full nursing program received reaccreditation in 2022, good through 2032.

The nursing program has maintained approval by the Indiana State Board of Nursing since its inception.

Professional Nursing Standards and Guidelines

Professional nursing standards and guidelines are statements of expectations that provide a framework for professional nursing behavior and are developed by the professional nursing community. The Department of Nursing at Goshen College uses the following documents as a framework for professional nursing behavior.

Professional Nursing Standards and Guidelines

American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for professional nursing education*. Washington DC: AACN. Retrieved from: <https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>

American Nurses Association. (2021). *Nursing: Scope and standards of practice* (4th ed.). Washington, DC: ANA. Call number Ref RT85.5.A47 2010.

American Nurses Association. (2015a). *Code of ethics for nurses with interpretative statements* (2nd ed.). Silver Springs, MD: American Nurses Publishing.

American Nurses Association. (2015b). *Guide to Nursing's social policy statement*: Washington, DC: ANA.

Commission on Collegiate Nursing Education (CCNE) standards for accreditation 2018 (new ones in 2024 roll out in 2025.) Retrieved from: <https://www.aacnnursing.org/Portals/0/PDFs/CCNE/Standards-Final-2018.pdf>

Indiana nurse practice act (2019). Retrieve from: <https://iga.in.gov/laws/2019/ic/titles/25#25-23>

Indiana State Board of Nursing. (2011). *Nurse practice act: Licensure statutes and administrative rules*. Indianapolis, IN: Author. Retrieved from http://www.in.gov/pla/files/nursing_compilation.pdf

Indiana State Board of Nursing: Rules and Regulations (2024).
Retrieved from: http://iac.iga.in.gov/iac/iac_title?iact=848

Student clinical evaluation forms are organized around the ANA Scope & Standards of Practice.

Nursing Faculty Committees

The following are the standing committees for the Department of Nursing:

1. **Academic Advisory Committee** whose membership will include the director of the Basic BSN program, the director of the RN-to-BSN program, the director of the graduate programs in nursing, and three faculty members (representative of the basic BSN, RN-to-BSN and MSN education). The function of this committee shall be:
 - a. recommend, implement and evaluate policies for student progression and graduation.
 - b. review nursing student's academic and clinical performance at the end of each semester.
 - c. provide consultation to faculty regarding academic and/or clinical problems of students.
 - d. maintain and utilize statistical data for records, research and policy decisions.
2. **Admissions Committee** membership shall be the director of the Basic BSN program, the director of the RN-to-BSN program, the director of the graduate programs in nursing, and two nursing faculty members representative of the basic and MSN programs respectively.
The committee functions shall be:
 - a. review applicants and select qualified candidates for admission to the nursing major.
 - b. recommend, implement and evaluate policies for the admission of students.
 - c. maintain and utilize statistical data for records and research.

3. **Curriculum Committee** membership is composed of all nursing faculty. The committee functions shall be:
 - a. develop, coordinate and evaluate the curriculum.
 - b. maintain continuity, sequence and integration within the curriculum.
 - c. provide current research studies and literature for program improvement.

4. **MSN Subcommittee** membership is composed of nursing faculty teaching in the graduate program in nursing. The committee functions shall be:
 - a. develop, coordinate and evaluate the MSN curriculum.
 - b. maintain continuity, sequence and integration within the MSN curriculum.
 - c. provide current research studies and literature for MSN program improvement.
 - b. report to curriculum committee for formal action.

5. **Business & Outcomes Committee** membership is composed of the entire nursing faculty and program director. The committee functions shall be:
 - a. develop and implement the outcome evaluation plan for the department.
 - b. review the outcome data annually.
 - c. review the outcome evaluation plan every three years.
 - d. deal with the business aspects of running the department.

Student Feedback Mechanisms

Students have opportunities to have input into the curriculum through various mechanisms: end-of-course evaluations, exit interview, GCNSA, and student level representative(s).

Community Hours

Given our desire to graduate students who value service to others, (for it is in giving that we receive- Prayer of Saint Francis) (all students need to complete 15 service hours). Students may begin logging hours when you begin 200 level nursing courses. will record community hours. Activities that are included in the total 15 hours are listed below. Students will record community hours. Students will receive a Community Service Record template on Google Docs. Students may ask their nursing faculty advisor if community hours count on the tracking form... as questions arise.

Community Service - Log in the activity and list the clock hours for the activity. (You cannot include hours that are required for your clinical experience)

- Health education fair
- Health education activity on campus
- Participation in flu shot clinic and COVID clinics
- Documentation of helping others in need
- Other

Professional Organization Participation - Log in the activity and list the clock hours for the activity.

- GCNSA board (10 hours per year)
- ISNA Board Member (5 hours per year)
- Attend state or national convention (5 hours)
- ISNA District Meeting (2 hours)
- Indiana State Board of Nursing meeting (10 hours)
- Other

Political Involvement Activity - (Hours determined by faculty member based on the level of the activity.)

- Letter to a senator or representative about a proposed bill on health care or nursing
- Meet and discuss a healthcare issue with a state representative
- Attend a legislative conference
- Attend a city council or county commissioners meeting in Goshen or Elkhart
- Participation in Goshen College Speech Oratorical Contest
- Other

National Student Nurses' Association, Inc.

The National Student Nurses' Association, Inc. (NSNA) is the national pre-professional organization for nursing students of the United States. Goshen College nursing students are strongly encouraged to join NSNA & GCNSA as part of their learning experience. Students are encouraged to participate at the state and national level of the student association by attending conventions and serving as officers on the state and/or national level. Members in NSNA receive the official magazine, Imprint. Career counseling and job search resources are available.

Membership also provides an opportunity to network with other nursing students about professional issues. Visit <http://www.nсна.org/> for more information. The membership fee is \$30 annually.

Goshen College Nursing Students' Association (GCNSA)

GCNSA, the Goshen College Nursing Students' Association, provides programs dealing with information regarding nursing roles, current developments in the field of nursing and issues and concerns impacting the nursing profession. GCNSA plans programs and social activities each semester to promote professional growth and to provide a network for nursing students at Goshen College. The GCNSA Officers are comprised of the following student-held positions: president, vice president, secretary, treasurer, fundraising chair, 200 level representative, 300 level representative, and 400 level representative. Two faculty members serve as club sponsors.

The GCNSA Officers also serve as a Student Affairs Committee. In addition to the work of the GCNSA, the elected class representatives function to: 1) Provide a channel for communication between administration, faculty, and students in the Department of Nursing. 2) Provide an opportunity for students to share concerns and ideas about their educational experience with administration and faculty. Students shall take their concerns and ideas to their class representatives for discussion and response by the nursing faculty. Students shall take their concerns and ideas to their class representatives for discussion and response by the Student Affairs Committee.

GCNSA Officers, 2024-2025

President: **Katie Bolander**

Vice President/Secretary: **Syanne Mohamed**

Treasurer: **Aaron Yeakey**

Fund Raising Chair: **TBD**

Senior Class Representative: **Carissa Fillingame**

II. Policies

The following policies have been developed by the faculty of the Department of Nursing at Goshen College and are effective during the academic 2024-2025 year.

A. General Policies:

Student Contact Information

In cases of emergency and when official documents are distributed, Goshen College uses the information on file that you gave at the beginning of the program. Whenever you have a change in your name, contact information, or change in emergency contact information, the following offices must be informed as soon as possible:

- Nursing Department
- Registrar's Office (registrar@goshen.edu)

Admission Criteria

Applicants must meet the admission requirements which include:

- Students who begin their course of study at Goshen College (exclusive of dual credit earned in high school) are required to have a minimum GPA of 2.7 based on all courses completed at Goshen College at the time of application to the nursing program.
- Students who transfer to Goshen College with one or more semesters of course work needed prior to the semester in which NURS 210 is taken, are required to have a minimum GPA of 2.7 based on all courses completed at Goshen College in the semester(s) prior to beginning NURS 210.

- Students who transfer to Goshen College and enroll in NURS 210 in their first semester at Goshen College, are required to have a minimum GPA of 2.7 based on supporting and nursing courses from the transferring institution. Supporting courses are defined according to the Goshen College Nursing Student Handbook.
- Students with a GPA of 2.5 or higher can be offered “on hold status” (a) which allows them to take NURS 210, without fully being admitted to the nursing program and gives the student the Fall semester to raise their GPA (b) an extension of “on hold status” through Spring semester of Sophomore year will be determined by the Nursing Academic Advisory Committee in order to continue in the program and matriculation to full-admission status.
- Students with a GPA of 2.7 or above with repeated courses or missing application materials may be granted “conditional admission” status.
- Students with a GPA of less than 2.5 will be denied admission.
- Note: The cumulative GPA requirement is based on a 4.0 scale.
- A grade of C or above in supporting and nursing courses.
- Math competency is required as outlined by the registrar’s office.
- Demonstrated ability to think critically, conceptualize, practice good judgment, use the senses to safely perform psychomotor skills, demonstrate adequate coping skills, and communicate effectively.

The application process also includes:

- An electronic application
- A written essay (part of the application)
- Official transcripts from high school and college
- Two letters of reference that attest to academic and personal abilities.

Students are admitted into the nursing program for fall. Application materials for current Goshen College students are due by the Monday following spring break. Application materials for transfer students are due April 30 for priority consideration. Applications received after April 30 will be considered based on availability of space in the program.

The program director reserves the right to ask for additional supporting materials. A background check will be required prior to going to clinical settings.

Transfer Credit Policy

Transcripts will be evaluated on an individual basis. Comparable coursework from an accredited college or university may be transferred with the consent of the registrar. Courses considered for transfer must have a grade of C or higher. Comparable is defined as courses that fulfill the requirements for the program to which the student will be enrolled. Students transferring from a nursing program in which they received a failing grade must provide the nursing department chair at Goshen College with permission to contact the director at the program from which the student is transferring.

Students’ Engagement in Outside Employment

For the full-time student, the amount of time spent in class plus the time spent in study outside of class is approximately equivalent to a full-time job. The student needs to give careful consideration to the number of hours of outside employment that is reasonable while engaged in full-time study. Please be in conversation with your advisor related to questions of balance between academics and employment. The department’s recommendation and observation of student’s success is no more than 20 hours of outside employment per week.

Disabilities Requiring Accommodations

Goshen College wants to help all students be as academically successful as possible. If you have a disability and require accommodations, please contact the Director of the Academic Success Center (ASC) in the first week of the semester so that your learning needs may be appropriately met. In order to receive accommodations, documentation concerning your disability must be on file with the ARWC, Good Library 113. Call: 574-535-7560, or email ASC@goshen.edu. All information will be held in the strictest confidence.

Dress Code

For safety reasons, footwear is required when students are on the second floor of Wyse Hall.

Professional and Community Standards

As outlined in the Goshen College Community Standards, “In order for a diverse community to thrive, we must recognize our differences and seek understanding and integrity in our relationships. Students and faculty at Goshen College are expected to support an environment of mutual respect and accountability, to care for the personal dignity of others and to have integrity in their conduct and communication.” The academic environment is a place for well formulated debate and discussion but that may never cross over into a disrespectful exchange or dialog. Incidences of incivility will be discussed in Academic Advisory Committee. Consequences may include dismissal from the nursing department.

It is our professional responsibility according to the American Nurses Association (ANA) (2015) scope and standards of practice; Standard 9: **Communication** “to demonstrate cultural empathy when communicating, use communication styles and methods that demonstrate caring, respect, deep listening, authenticity and trust, and demonstrate continuous improvement of communication skills” (p.71).

Course and Program Evaluations

It is the professional responsibility of a nurse to engage in the evaluation process. ANA (2015) Standard 15: **Professional Practice Evaluations** “provides peers and *others* with formal and informal constructive feedback regarding their practice or role performance” (p. 81). At Goshen College we strive to make education the best experience possible and value your feedback, as it is critical to helping us assess our academic practice, as educators.

Attendance/Tardiness

Students are expected to attend all scheduled class and clinical experience unless excused by the professor teaching the course. Each professor will describe in the course syllabus the consequences of classroom attendance. Classroom or clinical absences may result in a reduced/ failing grade and possible dismissal from the program. Consequences for more than one time of tardiness and/or absences may range from being placed on nursing alert to possible dismissal from the program. The program director is responsible for monitoring patterns of attendance across courses. Students need to plan ahead to have appropriate transportation and accommodations for class and clinical. If the student needs to be absent he/she is required to:

- notify the professor promptly when he/she is aware of the need for an absence.
- provide professor with rationale for why the absence is necessary – if medically related the department can ask for a provider’s note releasing you back to clinical
- notify the professor prior to the scheduled class or clinical time.
- be responsible to obtain the class materials and arrange clinical make-up if such is required (\$25.00 per hour make up fee).

Student Disclosure of Health-Related Issues

Students are strongly encouraged to disclose any health conditions and/or life circumstances that might impact your education both in the classroom, clinical, or during simulation.

Excellent communication between the student, academic advisor, program director, and professors is very important. When requested, medical clearance must be provided prior to participating in lab or clinicals. If clinical hours cannot be completed during an incomplete contract will be utilized for later completion of clinical hours.

Remote Learning

Goshen College values face to face learning. There may be times when short term remote learning is used to replace classroom time due to weather or as needed on occasion by the professor. Nursing education includes classroom, clinical experiences, simulation, and post-conference experiences. In general, remote learning cannot be accommodated.

Expectations for Computing Skills

Students in the program are expected to:

- Check email daily using GC email account.
- Use the GC course management software program (Moodle).
- Have Microsoft Office and Google Docs literacy.
- Have a working web camera. The web camera will be on during remote class sessions, except when instructed otherwise by the professor.
- Have a working microphone on computer or laptop.

Textbooks

Nursing students are expected to maintain access to a personal library of required textbooks used cumulatively throughout the program of study (supporting and nursing courses). Textbooks are used as reference for higher level courses and NCLEX-RN preparation. Rental of textbooks for nursing courses is discouraged.

Laptops and Electronic Device Usage

Laptops, cell phones, and electronic devices in the classroom are to be used for purposes directly related to class content. Electronic devices may be collected at the start of class depending on the nature of the class activity. Each faculty member will describe in the course syllabus the consequence for unapproved use of technology. Students must receive permission from the professor prior to recording (e.g. videotaping or sound recording) classroom activities. Any recordings are for the sole purpose of the student's learning and may not be distributed.

Children in the Classroom

From time to time, childcare becomes an issue. Whether it is the birth of a new child or a child that is unable to go to daycare or school, these situations can cause stress for parents who are trying to balance school, clinical, and caring for their children. The Department is sensitive to these realities.

We are also aware of the distraction that a child, no matter how quiet, may bring into the learning environment. It is for this reason that the following policy is in effect: No children will be allowed in the classroom.

The Department of Nursing values and supports the breast-feeding of infants. In the case of newborns, if the mother is breast-feeding the newborn and wishes to bring the infant to campus for the first weeks of life, a childcare provider should accompany mother and infant. During breaks, mother can breast feed the infant and then return to class. A room will be made available as needed for the infant and childcare provider to stay during class time.

The department has a room available for mothers who wish to have a place where they can go to pump their breast milk. Please check with the program director or the administrative assistant about accessing those accommodations.

Nursing Program Fee

A nursing program fee will be listed on your college bill annually before the fall semester. The fee is subject to change each year and is determined by projected costs. The nursing program fee can be covered by financial aid. This fee covers the cost of stethoscope, penlight, BP cuff, name badge, scissors, criminal background check, immunization tracking, drug screen, Assessment Technologies Institute (ATI) fees, and professional malpractice insurance. The fee does not cover the student uniform. The annual nursing fee will not be refunded. For example, if a student changes major mid-year, the annual fee will not be refunded. Or if a student transfers to Goshen College and already owns a stethoscope, that portion of the fee cannot be refunded. Students who stop out of nursing during or at the end of NURS 210 will not receive the stethoscope, BP cuff, scissors, or penlight.

Assessment Technologies Incorporated, LLC (ATI)

Preparation for the NCLEX-RN licensing exam begins when the student enters the nursing major. The GC Department of Nursing provides a multi-faceted approach to facilitating first time success on the NCLEX-RN exam. Students have access to products available through Assessment Technologies Incorporated (ATI) to facilitate preparation for the NCLEX-RN licensing exam. Various components of ATI products are incorporated throughout the nursing curriculum. The extensive learning products offered through ATI include, but are not limited to, 1) practice & proctored exams, 2), content review materials,3) videos and web-based study tools, and 4) remediation tools.

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ATI Testing and Remediation Guidelines

Five percent of your grade for this course has been allocated for testing and remediation via ATI. These assessments will help identify what you know as well as identify any weak areas you may have to help you prepare for future exams and the NCLEX.

Remediation is the most important part of the process. Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood. The individual assessment report will contain a listing of the Topics to Review. For each Topic that is missed, students will need to write out 3 critical points (or use the active learning template) and understand the why behind each point. It is highly recommended to use the Focused Review, which contains links to ATI eBooks, media clips, and active learning templates. All students are also encouraged to use Achieve, Nurse Logic and Learning System for more learning and NCLEX style questions.

All students should have a notebook folder to keep track of all ATI/Remediation Work. This will be used throughout the nursing program. (All remediation notes must be **submitted in Moodle** within **1 week** of taking practice or proctored exams.)

1st Med/Surg Course (N 306)

Practice Assessment - 10 points	
RN Adult Medical-Surgical Practice 2019 A - 4 points	
<ul style="list-style-type: none"> • <i>SCHEDULED IN CLASS WITH RATIONALES OFF</i> (wk 5 or wk 11) • Remediate Topics to Review from results page for at least 1 hr • Take Post Study Quiz (within 24-48 hours) • THEN complete Focused Review for each topic missed, this will include completing an active learning template and/or identify three critical points to remember. All must be handwritten. (6 points) 	<ul style="list-style-type: none"> • No proctored ATI assessment

2nd Med/Surg Course (N 307)

RN Adult Medical-Surgical Practice 2019 B - 4 points	
<ul style="list-style-type: none"> • <i>SCHEDULED IN CLASS WITH RATIONALES OFF</i> (wk 3/4 or wk 9) • Remediate Topics to Review from results page for at least 1 hr • Take Post Study Quiz (within 24-48 hours) • THEN complete Focused Review for each topic missed, this will include completing an active learning template and/or identify three critical points to remember. All must be handwritten. 	<ul style="list-style-type: none"> • Proctored assessment scheduled as stated below

All other Courses (excluding N410)

Total 10 points

Practice Assessments - up to 4 points	
Practice A - 3 points	Practice B – 1 points

<ul style="list-style-type: none"> • <i>SCHEDULED IN CLASS WITH RATIONALES OFF (wk 3/4 or wk 9)</i> • Remediate Topics to Review from results page for at least 1 hr • Take Post Study Quiz (within 24-48 hours) • THEN complete Focused Review for each topic missed, this will include completing an active learning template and/or identify three critical points to remember. All must be handwritten. 	<ul style="list-style-type: none"> • TAKE ON YOUR OWN (after completion of Practice A requirements) (<i>wk 4/5 or wk 11- instructors will pull report on Friday</i>) • RATIONALES WILL BE ON • You can take as many times as you want. • Remediate Topics to review and complete Focused Review according to your needs
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Proctored Assessment up to 6 points (<i>wk 6- during course time/ 13 wk</i>)			
Score of <u>Level 3</u> 4 points	Score of <u>Level 2</u> 3 points	Score of <u>Level 1</u> 1 point	Score of Below <u>Level 1</u> 0 points
Remediation - 2 points <ul style="list-style-type: none"> • Minimum one hour focused review • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation - 2 points <ul style="list-style-type: none"> • Minimum two hour focused review • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation = 2 points <ul style="list-style-type: none"> • Minimum three hour focused review • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation = 2 points <ul style="list-style-type: none"> • Minimum four hour focused review • For each topic missed, complete an active learning template and/or identify three critical points to remember
10/10 points - no retake required	9/10 points - No retake required	7/10 points - No retake required	6/10 points - <u>Retake Required</u>
			<i>Opportunity to retake will be 1 week later (wk 7/14 wk) 1 point can be earned back for achieving a higher level.</i>

Note that the more that you take ownership and improve through the process with practice A the better you will be prepared for the proctored exam.

Remaining at Level 1 or below Level 1 will require conversation with the Remediation Coach (Beth Miller) and development of a plan for success discussed.

Table 1: Nursing Courses with requirements from ATI

Nursing Course	Practice Exams Required	Proctored ATI
NURS 211 Concepts and Strategies	Fundamentals A/B	RN Fundamentals
NURS 305 Pharmacology in Nursing	Pharmacology A/B	RN Pharmacology
NURS 306 Nursing Care of Adult I	Adult Medical Surgical practice A	None
NURS 307 Nursing Care of Adult II	Adult Medical Surgical practice B	RN Adult Medical Surgical

NURS 311 Nursing Care of the Expanding Family	Maternal Newborn A/B	RN Maternal Newborn
NURS 312 Nursing Care of the Child	Nursing Care of Children A/B	RN Nursing Care of the Children
NURS 405 Psychiatric/Mental Health Nursing	RN Mental Health A/B	RN Mental Health
NURS 406 Acute Care Nursing	Adult Med/Surg A/B	RN Adult Medical Surgical (not needed if previously obtained level 2)
NURS 408 Community Health Nursing	Community Health A/B	RN Community Health
NURS 409 Leadership in Nursing	Leadership A/B	RN Leadership
NURS 410 Senior Seminar	ATI Capstone	ATI Comprehensive Predictor Test Score of 72 or higher is the benchmark for passing and scores are graded based on ATI predictor grading scale (certificate of completion may be held until student can achieve the benchmark)

Transportation

Nursing students are expected to provide their own transportation and assume costs for off campus activities. Each student must have access to a car in the junior and senior year for clinical experiences at the agencies. Car pools are encouraged to help cut costs and due to limited parking space at some agencies.

Waiver and Release of Liability Related to Travel in Non-Goshen College Vehicle

All sophomore, junior, and senior nursing students are required to sign this waiver. By signing this waiver the student acknowledges and agrees that when traveling to or from educational or extracurricular events (whether or not attendance at such events is required) Goshen College is not responsible for student drivers and does not provide insurance for incidents involving non-Goshen College vehicles. The terms of the agreement are described specifically on the waiver. A copy of the waiver will be kept on file in the Department of Nursing.

Chapel-Convocation Attendance

Upper level nursing students' chapel-convocation requirements are reduced by one half of those required for students at Goshen College because of clinical requirements off campus. Questions regarding chapel-convo attendance should be directed to the registrar's office.

Graduation Requirements

- Completion of 120 credit hours accepted by Goshen College.
- Successful completion of all nursing courses.
- Cumulative grade point average of 2.7 or higher.
- Full financial settlement
- Attendance at graduation practice the Saturday prior to graduation
- Purchase of regalia for graduation

Eligibility to Take the State Board of Nursing Licensure Examination

Eligibility to take the State Board of Nursing Licensing Examination to become a registered nurse following graduation may be denied by the State Board of Nursing at the Health Professions Bureau if a person has been convicted of a felony. All persons applying for licensure must disclose any kind of crime to which they have pled guilty with the exception of minor violations of traffic laws resulting in fines. Any questions regarding this information should be directed to the appropriate State Board of Nursing prior to beginning classes in the Goshen College Department of Nursing.

Nursing Graduation Ceremony

A committee is organized every spring, across the various nursing programs, to plan the nursing graduation ceremony at Goshen College. We celebrate the diversity of our student body, honor the family members who support the student's success and achievement and most importantly honor our Bachelors, Masters and Doctoral nursing student graduates. Nursing graduation pins will be provided by the Department of Nursing.

Counseling Services

The nursing faculty values and recognizes the importance of our student's mental health and wellbeing. As advisors and faculty members who care about the holistic well-being of our students, we will refer students to counseling services at Goshen College as appropriate. We encourage counseling as a form of healing and self-care and are committed to the work of destigmatizing mental health care. Please us # 988, as needed, for emergency care. Counseling services at Goshen College are directed towards meeting student needs for personal, social and spiritual growth.

Dismissal from the Nursing Program

The Department of Nursing reserves the right to dismiss a student whose grades or academic performance falls below our prescribed standard and those who display behaviors determined inappropriate to the practice of professional nursing. Behaviors for dismissal may include unsafe clinical practice, inability to meet academic criteria, conduct that poses a threat to the well-being of self, others, and/or property. The behaviors identified as inappropriate will be documented and discussed with the student. The faculty member will meet with the Academic Advisory Committee and the director of the undergraduate programs to review the behaviors of concern. If it is determined that the behaviors are inappropriate, the student will be dismissed by the director of the undergraduate nursing programs. The director will notify the student in writing of the effective date of the dismissal and provide the reason for dismissal.

Students who are dismissed from the nursing program are not eligible for readmission.

Academic Grievance Policy

The Department of Nursing uses the grievance policies of the institution. Please refer to the college catalog or the following website for details: <http://www.goshen.edu/academics/dean>.

Confidentiality

Students are expected to follow the ANA Code of ethics 3.1 which states that, "the nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient" (*ANA Guide to Code of Ethics for Nurses Privacy and Confidentiality 3.1 and 3.2, pp. 41 & 46, 2015*).

Confidentiality of all patient information must be maintained at all times. Access to patient information is available to students ONLY for preparation of patient assignments and provision of care. Students are expected to adhere to the following:

- Information accessed via the computer should be carefully protected at all times.
- Talking about patients is appropriate in the context of classroom/clinical setting **only**. It is a violation of confidentiality to discuss patient information in any other setting.
- Initials only are to be used on all paperwork related to patient assignments.
- No part of the patient's record may be reproduced. (ex. No copies containing patient information can be made.)
- Patient charts must remain on the unit at all times.
- Students may not use their access to electronic records to look up information regarding themselves or any patient other than their own assigned patient for that week.
- Students are expected to comply with confidentiality policies of clinical agencies.

Students will receive information regarding the Health Information Portability and Accountability Act (HIPAA) regulations and the confidentiality of protected patient health information prior to clinical experiences. Patient initials only should be used to identify patients in written assignments. No personal identifiers should be used to identify patients in written assignments. Personal identifiers specified by HIPAA include: address, account number, any vehicle or device serial number, certificate/license number, date of birth, e-mail address, fax number, finger or

voice prints, health plan, Internet Protocol address number, name, name of employers, name of relatives, photographic image, postal address social security number, telephone number, web universal locator (URL).

Each student will sign the Goshen College Department of Nursing *Statement of Confidentiality* form during the first nursing course and at the beginning of each academic year.

Hazardous Travel Due to Weather

When weather conditions are such that travel to clinical agencies is not safe, the following guidelines will be followed:

- The director of the undergraduate nursing programs in consultation with the State Police and/or Highway Department will decide when students and faculty should not travel to clinical agencies. Agencies will be notified by the professors teaching clinical courses.
- The professor of the clinical course will develop a system for notifying all students about the change in clinical due to weather.

If two or more days are missed in clinical due to weather, the time will need to be made up.

B. Academic Policies

Academic Integrity at Goshen College

Goshen College expects all students and faculty members to practice academic integrity. Honesty, trust, fairness, respect and responsibility are essential building blocks in creating a vital learning community. They are also the foundation for lifelong integrity.

Academic dishonesty at Goshen College is considered a serious breach of the “Goshen College Commitment to Community Standards.” Academic dishonesty is any act that misrepresents academic work or interferes with the academic work of others. It includes:

- plagiarism (giving the impression that another person’s work is your own) The submission of work that is not your own intellectual property, created by you (e.g. use of AI tools).
- professors may ask you to sign a form agreeing to not use AI in your nursing course work- care plans, reflections, etc.
- cheating on assignments or exams
- falsification of data
- submission of the same (or substantially the same) paper in more than one course without the prior consent of all instructors concerned
- depriving others of necessary academic resources
- sabotaging another student’s work
- any activity that compromises the integrity of an exam (e.g. taking photos of the exam)

Consequences of academic dishonesty are based upon the severity of the offense, course expectations and other variables. Consequences for individual offenses may range from re-doing the assignment to dismissal from the college. The Associate Dean administers academic integrity violation and grievance processes. See the course syllabus, Goshen College Catalog, or visit <https://www.goshen.edu/about/community/response-academic-dishonesty/> for a fuller explanation.

Students are required to be present for all scheduled quizzes and exams. Absence from a testing session requires a note from the health provider or permission from the professor. A record of absences from quizzes and exams will be monitored. A pattern of absences may result in reduced course grade, nursing alert, a zero for missed exams, or failure in a course.

No cell phones are allowed on the person in any testing environment. Cell phones may be given to the test proctor prior to the exam and collected after the exam. Alternately, cell phones may be kept in the students backpack away from access to the student. Cell phones may not be retrieved from backpacks until the student exits the testing area. Any cell phone with or on a student in the testing environment will result in a “0” on that exam.

Turn-it-in

Papers you submit in this program may be checked for plagiarized material copied from the web, other student papers, and selected on-line databases. Cases of plagiarism are reported to the Associate Dean. See above statement on Academic Integrity.

Grading Plan for Supporting Courses

All courses designated in the Goshen College Catalog as supporting courses must be taken for a letter grade. "Credit" at Goshen College signifies a grade of a C or above which is required in these supporting courses in order to be admitted to or continue in the Department of Nursing:

Quantitative Literacy must be achieved before entering NURS 305

Chemistry and Physics of Life	7 credits
Human Anatomy and Physiology	7 credits
Microbiology	3 credits
General Psychology	3 credits
Developmental Psych./Human Beh.	3 credits
Principles of Sociology	3 credits
Human Nutrition	3 credits
Human Pathophysiology	3 credits
English	3 credits
Statistics	3 credits

Grading Plan for Nursing Courses

All required courses are taken for letter grades. **Successful completion of a nursing course requires a grade of C or above.**

The following range for determining grades will be used

94-100 = A	78-79.99 = C
92-93.99 = A-	75-77.99 = C-
90-91.99 = B+	72-74.99 = D+
84-89.99 = B	67-71.99 = D
82-83.99 = B-	Below 66.99 = F
80-81.99 = C+	

Grading Policy for Specific Nursing Courses

Students in the following nursing courses must achieve an average unweighted, **unrounded score of at least 78% on course exams** in order to receive a passing grade for the course: NURS 211, NURS 212, NURS 306, NURS 307, NURS 308, NURS 311, NURS 312, NURS 405, and NURS 406.

- If a student does not achieve the average unweighted, unrounded score of 78% on course exams the score achieved will be used to determine the course grade. For example, if the student achieves a 71% unweighted exam score, the letter grade will be a D.
- **Students who receive below a 78% on the first exam in a clinical course are instructed to meet with the faculty member and seek assistance at the Academic Resource and Writing Center.**
- Students who are satisfactory in clinical but do not pass the theory will have to repeat only the theory components of the course by paying for an independent study if a professor is available to facilitate this instruction.
- Course exams will be recorded to two decimal places. The average unweighted test score will be recorded to two decimal places without rounding up. For example, an average unweighted score of 77.99% is a C-.

In each clinical course (except NURS 408 and 409), at minimum 60% of the course grade will be comprised of exam scores. Each clinical course will have at least three exams (except NURS 408 and 409).

Students in NURS 210 scoring an unweighted test average of 80% or less on tests at mid-term or final will be placed on nursing alert.

Clinical Evaluation

In courses with a clinical component, the clinical will be evaluated as Satisfactory (S) or Unsatisfactory (U).

- i.) Care plans will be graded out of 100 points.
- ii.) **78% cumulative on care plans is required to pass clinical** = earning (S) Satisfactory evaluation.
- iii.) Students may receive a (U) in clinical if gross safety concerns are noted. A (U) may be assigned at the discernment of the Nursing Academic Advisory Committee.

An evaluation of satisfactory must be achieved in both clinical and lab in order to receive a C or above for the course. An unsatisfactory evaluation in either clinical or lab will result in a grade of D or F for the course regardless of the achievement in the theory portion of the course. If a course is required to be repeated, the entire course is repeated, both theory and clinical.

1. If either the clinical or lab evaluation is unsatisfactory and theory component is 67 percent or above, a D grade will be given for the course.
2. If the clinical and/or lab evaluation is unsatisfactory and the theory component is below 67 percent, an F grade will be given for the course.

Late Assignments

Submission of late papers or other written work will impact your letter grade. Each syllabus will define the impact of late papers on the letter grade.

Incomplete Grades

A grade of I (incomplete) may be given for illness, accident, or other unusual hardship beyond the student's control. A contract available from the registrar's office is normally initiated by the student and includes rationale, completion plan, professor's and student's signatures of approval, letter grade to be given if the contract is not completed, and the signature of the academic dean. The completed contract must be submitted to the registrar's office by the last day of class in that term. Deadlines for incomplete work and reporting of the new grade are:

- For fall semester "I" grades – End of following spring semester
- For spring semester or May term "I" grades Beginning of following fall semester.

If a new grade is not submitted by these deadlines, the registrar's office will enter the letter grade on the contract.

Withdrawal from Nursing Courses

The Department of Nursing follows college wide policies for withdrawal dates. The last date to "withdraw" from a course is at such point that 60% or less of the course is complete. Some nursing courses are 14 weeks in duration and the "last day to withdraw" date is posted in the Goshen College Catalog. Some nursing courses are 7 weeks in length. The "last day to withdraw" for 7-week courses is prior to beginning the 5th week of class. **You must let your advisor know if you intend to withdrawal from a course within your plan of study.**

Academic Requirements for Continuation in the Program

The academic record will be reviewed at the end of each semester and summer term. The academic requirements for continuation in the program are applied during these time periods.

Students are expected to maintain a minimum cumulative GPA of 2.7 for continuation in the program. If the cumulative GPA is in the range of 2.45 – 2.69, the student is placed on academic probation. If the cumulative GPA is below 2.45, the student is dismissed. If a student is on academic probation he/she will be allowed 9 credit hours to regain a GPA of 2.7. Failure to regain the cumulative GPA of 2.7 within the probation period results in dismissal from the nursing program. Students are allowed only one period of academic probation once they are enrolled in the nursing program. Any subsequent cumulative GPA below 2.7 results in dismissal from the nursing program. (Students admitted conditionally into NURS 210 have one semester to achieve a 2.7 GPA or may face dismissal).

A grade of **C or above** in all supporting and nursing courses is required for continuation in the nursing major. A grade of C- or lower in a supporting and/or a nursing course interrupts the student's plan of study. The course must

be repeated **with a grade of C or higher prior to advancement to the next level. Nursing and supporting courses may be repeated only once. The number of repeated courses is limited to two supporting courses and one nursing course.**

Any person beginning the nursing course sequence, who does not take nursing courses for more than four semesters, will need to apply for readmission to the nursing program.

Independent Study in Special Circumstances

Students who receive a failing grade in one clinical course, but maintain eligibility to remain in the nursing program, may have the opportunity to re-take the failed course by way of independent study. Re-taking a course by independent study can prevent the student from the need to add an additional academic year to the plan of study. The independent study is granted by permission of the Director of the Basic BSN program and the Academic Advisory Committee. **Availability of the independent study option is not guaranteed and is dependent on availability of faculty and clinical facilities.** In the case that an independent study is an available option, the faculty member is responsible, in consultation with the Director of the BSN Program, to develop a reasonable facsimile of the original course. Students are charged the tuition rate for Independent study, per credit hour at the reading rate and should follow the procedure as outlined in the Goshen College Catalog. Payment must be made in full before the beginning of any independent study course may begin.

Math Proficiency Policy & Pharmacotherapeutics Review

For the purpose of achieving and maintaining proficiency in math calculations nursing students will be expected to demonstrate the following:

- NURS 305 - Pharmacology and Drug Administration all students must demonstrate math proficiency to pass the course. This requirement will be included in the course objectives and list the criterion for successful completion of NURS 305.
- Each clinical course at the 300 & 400 Level will include some math proficiency activities and math calculations on course exams.
- NURS 406 – Acute Care, & NURS 409 – Leadership in Nursing
 - a. Drug calculation practice work required as assigned
 - b. Drug calculation test taken in class
 - c. Remediation required for those scoring less than 100%
 - d. Retakes are required until 100% is achieved

Exams in each clinical course will include pharmacotherapeutic question(s) (with the exception of NURS 408).

Course syllabi will list the math proficiency requirements. Departmental calculators will be distributed during exams. Phones or other personal devices may not be used for math calculations.

Testing Standard

- The Department of Nursing uses a 2 min. per test question testing standard. Students with accommodations will be adjusted accordingly.
- Final cumulative exam of courses are not curved.

Communication Guidelines

Standards for Written Papers

The Department of Nursing has adopted APA as the standard for style. Use APA style for all term papers and other designated papers.

Writing style should be of collegiate quality. For assistance with grammar, refer to a writing handbook. Papers must use MS Word®, printed on 8 ½” x 11” paper, in clear, dark print, and double-spaced. See a writing handbook for a list of acceptable fonts used in APA. Include a title page unless instructed otherwise. Note that page numbering begins with the title page. Number all pages in the upper right-hand corner. Place a double-spaced, correctly formatted list of references, titled References on a separate page at the end of the paper. Avoid the serious consequences of plagiarism. Plagiarism is discussed in the Goshen College Catalog.

Criteria for Oral and Written Communication

The following criteria are utilized by the faculty in the Department of Nursing for evaluation of oral and written communication.

Oral Communication

Presentation

- Appears self-assured.
- Is enthusiastic.
- Has eye-contact with audience.
- Has clarity of delivery (avoid gum)
- Has appropriate body language/posture.
- Uses gestures effectively.
- Notes, if used, are unobtrusive.
- Stimulates interest.
- Incorporates humor appropriately.
- Uses proper grammar and vocabulary.
- Emphasizes main points.
- Uses appropriate volume.
- Audio-visuals, if used, are effective (appropriate use of computer if indicated).
- Course-specific requirements

Content

- Includes an introduction with clearly stated purpose.
- Is well-organized (introduction, body, summary).
- Is appropriate for audience.
- Ideas are clear and follow a logical sequence.
- Audio-visuals, if used, are neatly prepared and perceived easily.
- Incorporates creativity.
- Gives evidence of appropriate preparation.
- Other: Was effective overall.
Had good audience response.

Written Communication

Format

- Uses APA style.
- Acceptable fonts in APA 7th ed.
 - 12-point Times New Romans
 - 11-point Calibri
 - 11-point Arial
 - 10-point Lucida Sans Unicode
 - 11-point Georgia
- Double-spaced.
 - One-inch margins

Content

- Includes an introduction with clearly stated purpose.
- Is appropriate for designated readers.
- Ideas are clear and flow sequentially.
- Literature review is appropriate.
- Is summarized appropriately.
- Gives evidence of appropriate preparation.
- Course-specific requirements

All student policies were reviewed and revised on May 15, 2019, 6/1/20, 3/31/21, 5/5/21, 5/11/22, 5/5/23, 5/15/24

C. Clinical Policies

Injury

A student injured while enrolled in the nursing program at Goshen College is responsible for the costs of that injury. **Students must file claims with their personal insurance company to cover the costs of treatment.**

Malpractice Insurance

Goshen College carries liability insurance for nursing students while in the clinical setting. A copy of the certificate of insurance is kept on file in the nursing department.

Verified Credentials, Inc. (VCI)

The Department of Nursing has an agreement with Verified Credentials, Inc. to track items required by clinical sites and facilitate completion of background checks and drug screens. Students will be given information about setting up an account and how to upload the requisite information so that they may participate in clinical. **Students not in compliance with submission of required documents, completion of drug screens and background checks by the due dates will not be able to attend clinical and will need to arrange make-up time and payment of this time. Students who fail to complete VCI documentation by the posted deadline will be placed on NURSING ALERT and are prohibited from the clinical setting until issue is fully resourced.**

Clinical Prerequisites

In order to participate in all clinical experiences each nursing student must meet certain requirements. Among these are:

- **Statement of Confidentiality**
Signed patient confidentiality statement
- **Orientation to Clinical Agencies**
Orientation to the various agencies must be completed by each student before beginning clinical in that agency.
- **Cardiopulmonary Resuscitation (CPR)** Each student must have current CPR certification obtained by taking either the AHA CPR/BLS for the Healthcare Provider course or the Red Cross course CPR for the Professional Rescuer/Health Care Provider throughout the course of their clinical experience. **Failure to recertify may result in the student missing clinical and paying for make-up time.**
- **Health Insurance**
Students participating in clinical **will be required to possess health insurance (also, see above re: injury)** since it is required by some of the clinical sites. Students receive the Verification of Health Insurance form at the beginning of each nursing level of study. The student completes the form and uploads the document to VCI.
- **Drug Screen**
A drug screen is required for all nursing students before they begin clinical in the sophomore year. The cost of the drug screen is included in the nursing program fee. **A positive drug screen will result in review by the academic advisory committee regarding continuation in the program.** The drug screen will be completed through Verified Credentials. Students must follow VCI directives for obtaining the drug screen. If a student is out of the program for greater than 1 semester they are required to re-take a drug screening at their own expense, prior to re-admission to the program.
- **Background Check**
All students are required to have a background check done prior to their first clinical course. **Any issues that emerge from a background check will be evaluated and reviewed by the Admissions Committee of the Department of Nursing and may impact the student's continuation in the nursing program.** The background check will be completed by Verified Credentials, Inc.
- **Verification of Health**
Students receive the Verification of Health form following acceptance into the Department of Nursing. This form attests to the health of the student and is to be completed by a licensed healthcare provider **prior to beginning NURS 211.** When the form is completed, the student will upload this information onto their Verified Credentials account. Students are encouraged to secure routine physical exams, including dental and eye evaluations. Fitness programs are encouraged.

- **Immunizations**

See the following list for immunizations/tests that are required. Costs of immunizations and/or tests are the responsibility of the student. For additional information, please refer to the Center for Disease Control at www.CDC.gov.

Immunization/Test	Requirement
Tdap/Td	A single dose of Tdap is required for those who have not previously received Tdap as an adult. A Td booster is required every 10 years.
T.B. Skin Or Blood Test	<p>Prior to the first clinical course, nursing students are required to have tuberculosis (TB) screening, either the (interferon-gamma release assay [IGRA]) test or the tuberculin skin test [TST]. Following the initial screening, an annual Tb questionnaire is required.</p> <ul style="list-style-type: none"> ● Students who have a history of TB or a history of latent tuberculosis infection (LTBI) or a positive TB test will need to seek guidance from their health provider. The Department of Nursing requires clear documentation from the provider that the student is cleared for clinical practice, documentation of a negative chest radiograph and documentation of a negative symptom questionnaire. If a chest x-ray is required for verification of health, the chest x-ray must be less than 1 year old. If the initial chest x-ray is negative and the student is asymptomatic, no further chest x-rays need to be done during the student program at Goshen, provided the student has no evidence of exposure to TB disease. Students are required to complete an annual symptom questionnaire. ● Some foreign-born students may have received a bcg vaccine. Students who have a history of receiving a BCG vaccine should not obtain the TST, the IGRA test is preferred. ● Students are encouraged to receive their Tb monitoring through Goshen Family Physicians who contracts services with the college. Any follow-up for positive Tb test results can be managed through Goshen Family Physicians. Students may also receive Tb testing through their own provider. ● The handbook policy is intended to provide general guidelines and does not substitute for guidance provided by an established medical practice nor does it replace guidelines issued by the Centers for Disease Control.
MMR	Evidence of two vaccine(s) after age one, or serologic evidence of immunity to each disease (measles, mumps, and rubella).
Hepatitis B	Series of three injections, first injection prior to first clinical, or serologic evidence of immunity.
Varicella	Two doses 4-8 weeks apart for those who do not have a healthcare provider-documented history of varicella (chicken pox), serologic evidence of immunity, or provider documentation of shingles.
Influenza	Required yearly for all students. Limited exemptions are possible and must be requested <i>prior to the start of fall semester</i> .
COVID-19	Strongly encouraged yearly, as new boosters are developed, subject to change based on the requirement of our healthcare partner policies. Unimmunized students risk not being allowed into clinical setting. We defer to the policies of our clinical partners. Student's plan of study will not be altered to make clinical accommodations and students may end up taking a leave if they will not comply with an agency's standard of care.

Professional Appearance/Look of Assurance

All students must use the following guide when in a preclinical or clinical learning experience. As students you must maintain compliance with the facilities standard of professionalism at all times, error on the side of caution.:

- All students must wear their identification badges at all times while in the clinical setting
- Use a deodorant most effective for personal needs and use of cosmetics sparingly.
- Do not use perfumes or colognes.
- Keep hair clean and controlled.
- Beards and moustaches will be kept neatly trimmed and well-groomed.
- Keep fingernails short, well-manicured and without polish.
- **No artificial nails allowed.**
 1. Artificial fingernails: Any material applied to the nail for the purpose of strengthening or lengthening the nail including, but not limited to: (per Goshen Health policy “Fingernail, Jewelry and Lotion Guidelines for Colleagues”)
 - Wraps
 - Acrylics
 - Tips
 - Powder dips-appliques other than those made of nail polish
 - Tapes
 - Nail-piercing jewelry of any kind
 2. Natural fingernails: Natural nails without any artificial covering other than nail polish.
- No gum chewing while in clinical.
- Exhibit good health and personal hygiene.
- No skin from shirt/pants showing or exposure of cleavage.
- No dangling jewelry (including bracelets, earrings and necklaces). Non-traditional body and facial jewelry (e.g. tongue, eyebrow, lips and nose piercings, gauges, bars, ear-to-ear chains, etc.) may not be worn. and any resulting piercings should be covered by a flesh-colored plug, as applicable”. Tongue studs are not accepted.
- No rings other than a plain wedding band and engagement ring can be worn. (even rings must be removed for any procedure requiring a surgical scrub- per Goshen Health policy) Simple post earrings may be worn in earlobes. No other body jewelry may be worn.
- Tattoos: may be visible if the images or words do not convey violence, discrimination, profanity or sexually explicit content- or they must be covered. (The nursing department reserves the right to judge the appearance of visible tattoos for acceptability.)
- Wear a watch with second hand.
- Only natural hair tones.
- Hair longer than shoulder length must be put up in a secure style (per Goshen Health policy)
- Pants must not drag to the floor; must not be able to step on pants. Pants should be hemmed to the appropriate length without having to roll them up.
- No sleeveless shirts or tops

Student Uniforms:

Students are responsible for purchasing their own Goshen College approved uniform and instructions on ordering will be given to the students in NURS210 or the point of admission to the program.

Attire

- The uniform consists of gray pants and purple uniform scrub top. A specific style is designated by the nursing department. The uniform top may be worn with an underlying plain white long-sleeve shirt.
- No open-toe shoes are permitted.
- Socks must be worn with shoes and must be long enough to cover ankles. Footies are not acceptable. Color of socks matches shoe color. Shoes are to be clean. Athletic shoes are acceptable, but must be completely white or completely black
- Skirts worn to preclinical must be knee length or below.

- No Hoodies – they are not professional attire.

Check the course syllabus for requirements for clinical attire and identification. There may be dress code requirements particular to the specific clinical that are different than those specified above. Those requirements take precedence. Nursing scrubs to be worn for all nursing simulation experiences.

Assessment and Observation Activities

Professional attire and nursing student identification will be worn while in the hospital or agency setting. **Capri-type pants, blue jeans or denim trousers are never worn in the clinical setting while in the role of the nursing student. No sandals or open-toe shoes can be worn at the clinical site.**

Accessories

All students shall have available for use in the clinical setting the following: bandage scissors, watch with a second hand, penlight, stethoscope and sphygmomanometer. Each professor will determine what accessories are necessary for that course's clinical setting.

Student Identification

All students while in a clinical setting shall wear a Goshen College ID badge designed for this purpose. The badge will have your picture, first name, and nursing student designation. Cost of one badge is included in the nursing program fee. If the need for a replacement badge arises, the student is responsible for the cost. A retractable clip will be provided to each student prior to the beginning of clinical to facilitate wearing the badge. It shall be worn on the left side of the shirt/top or lab coat. Retractable clips will be returned to the department after the student's final clinical.

Behavior in the Professional Setting

Agency Policies

Nursing students will be using a variety of agencies for clinical experience. It is the responsibility of the student to learn what each agency's policies are and to follow those policies while in that agency for clinical.

Harassment in the Clinical Setting

Students may have negative experiences in the clinical setting, including poor treatment or harassment from patients, families, or staff. While this is not expected or tolerated, faculty wants to support you in these situations. If you have a concerning experience in the clinical setting, please reach out to your clinical instructor, course professor, advisor, or program director at any time for support.

Telephone Calls

Telephone calls while in the clinical setting will be used for business only. Students may answer the telephone when specifically instructed by the faculty and/or agency personnel. Students in the senior year leadership clinical may answer the phone on their respective units.

Cell phones and computers

Cell phones are not to be carried in the clinical setting while caring for patients unless specified by the professor. Computers that are utilized in the clinical setting for patient care are not for personal email or other personal uses. All patient information accessed via the computer, like any other patient information is to be treated confidentially. Electronic devices, including personal computers, cannot be used in the clinical setting unless specifically authorized by the professor. **Inability to abide by these policies may result in being placed on nursing alert.**

Clinical Make-up Arrangements

Students shall make up time in a clinical experience for the following reasons:

- inadequate preparation
- absence due to illness
- a prolonged illness or continued medical attention for an issue/ emergency situation work with your Director to formulate a reasonable plan
- absence due to death or serious illness of immediate family member
- additional time needed to meet clinical objectives

The faculty member determines if make-up time is needed. The student will pay for the clinical supervision. Students pay in advance of the time spent in supervision. Questions regarding payment should be directed to the Business Office. The fee for clinical make-up is \$25.00 per hour.

Faculty reserve the right to send a student home from clinical if the student is judge to be unsafe.

Procedure: Clinical Make-Up Arrangements

The student will:

1. Contact the faculty member to make arrangements for time schedule and a preparation plan.
2. Obtain a memo indicating the clinical course, number of hours and cost from the faculty member and take to the Associate Dean's Office in order to receive a special registration form.
3. Set up an appointment with the Associate Dean and obtain the Dean's signature and the faculty member's signature on the special registration form and take it to the Registrar.
4. Take the form given by the Registrar to the accounting office, pay the bill and return to the registrar with evidence of payment. Payment must be complete before a grade for the course will be issued.

The faculty member will:

1. Decide, in consultation with the director of the undergraduate nursing programs who shall supervise the student.
2. Make arrangements with the faculty substitute and the clinical agency.
3. Prepare a memo for the director of the undergraduate nursing programs stating clock hours, name of student, cost to the student, name and address of faculty substitute and amount to be paid to the faculty substitute. Return the original copy of the memo to the student to take to the Associate Dean's office to obtain a special registration form.
4. The faculty will receive a blue slip from the Registrar which he/she will return to the registrar when the work is completed.
5. Inform the student that total payment must be made before a grade for the course will be given.

Nursing Alert (student support process)

Good communication is paramount to student success and it is the role of the professor/clinical instructor to provide support to students who are not meeting the desired level of performance in either the classroom or clinical setting. Therefore, the Goshen College Department of Nursing has a support process, "nursing alert", to facilitate open and clear communication between student and faculty on a student's ongoing work toward the attainment of the desired performance standard. This process is not intended to be punitive and is intended to make students aware of any issues in the achievement of objectives as early as possible. This process remains in place for as long as the faculty member(s) deem it necessary for the student's growth and attainment of performance goals.

Nursing Alert Process:

1. A student may be placed on Nursing Alert at any time during a clinical or classroom course or at the end of the course (See also Attendance/Tardiness policy)
2. Identification of a pattern of "Needs Improvement" or "Unacceptable/Unsafe" performance in any behavior/objective warrants a written documentation of the behavior of concern.
 - The written documentation will identify areas of concerns and state recommendations for improvement. The documentation will include a time frame for meeting the objectives.
 - The faculty member will meet with the student to discuss specific behaviors that are of concern.
 - The document will be shared with the student in a view-only setting.
3. If the student is placed on nursing alert for a clinical performance reason, the student must meet with the faculty member on a weekly basis to discuss student progression toward the desired outcomes. **Weekly meetings are the responsibility of the student.** When placed on Nursing Alert, please create a plan to meet with the professor / clinical instructor each week. Failure to meet weekly will be reflected in the clinical evaluation and could impact successful completion of class / clinical.
4. The faculty member must notify the Academic Advisory Committee whenever a student is placed on Nursing Alert. The faculty may meet with the Academic Advisory Committee at any time for consultation

and guidance.

5. At the end of the established time frame the student and faculty member will meet to discuss if the expected outcomes have been met or not.
6. If the student has achieved the outcomes the student will be removed from Nursing Alert by the faculty member.
7. If the student has not achieved the expected outcomes in the established time period the faculty member will meet with the Academic Advisory Committee.
8. If the student behavior has not changed the Academic Advisory Committee may recommend continuing on Nursing Alert or dismissal of the student to the director of the undergraduate nursing programs.
9. The decision regarding dismissal will be made by the director of the undergraduate nursing programs in consultation with the faculty member and the Academic Advisory Committee. The director informs the student in writing of the dismissal.