Crown College Nursing Department
Student Handbook
2015-2016

Approved by the Nursing Department Chair

[Signature]
Nursing Department Chair

August 1, 2015
Date
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The policies set forth in the Nursing Department Student Handbook do not
supersede the policies of the Crown College Student Handbook or the law.
Preface

Crown College has a strong tradition of serving the community and the world by training up leaders in the church and society. The Nursing Department is a logical extension of that tradition. The Nursing Department at Crown College is designed to develop the individual into a professional nurse that will impact society for Christ. Through a strong curriculum, trained faculty, and a love for the Master, the Nursing Department aims to be the leader in biblically-based nursing education.

Mission Statement, Program Goals and Curriculum

Mission Statement
The mission of the Crown College Nursing Department is to provide a strong biblically-based nursing education for the purpose of preparing Christian men and women for service to the community, health care system, the church-at-large, and to the world. Building upon the history of missionary nursing at Crown College and the Christian & Missionary Alliance, the program seeks to prepare competent nursing professionals who can practice Christian caring in a variety of cultures around the world.

Program Goals
Upon completion of the Crown College Nursing Program, students will be able to:

- Demonstrate knowledge, skills and attitudes characterized by a commitment to the profession of nursing and consistent with Christian compassion and caring.
- Demonstrate effective communication and collaboration with individuals, families, populations, communities, and the interdisciplinary team across the health care continuum.
- Integrate current theory and evidenced-based knowledge to guide and teach individuals, families, populations and communities regarding health promotion and illness prevention with the goal of decreasing healthcare disparities.
- Apply leadership concepts, principles of advocacy and decision making in the provision of quality patient care, healthcare team coordination and accountability for care delivery in a variety of settings.
- Display accountability for legal, moral and ethical considerations consistent with Biblical values.
- Illustrate accountability for self and professional nursing practice to include continuous engagement in life-long learning.
- Utilize a Christian worldview to influence the health care system through organizational, political, and regulatory processes.
Curriculum
The baccalaureate nursing curriculum includes a strong Christian Studies core as well as a background in science and the humanities. The first two years of the program focus upon providing the student with a strong foundation of bible-based courses and sciences before the student enters the Nursing Program in the fall of the junior year. Clinical nursing experiences are provided with the cooperation of a variety of hospitals and agencies throughout the area. In keeping with the emphasis on missionary nursing, students will be required to participate in a cross-cultural nursing experience.

Theoretical Base for the Nursing Curriculum
The Nursing Program is designed in such a way that the assumptions of the Neuman Systems Model are accepted and used as a guide for education and practice. Given that each individual person is created by God as a unique human being, a holistic assessment is vital in diagnosing, planning, implementing, and evaluating care for clients and client systems. Significant impact on client structure and variables can be adequately assessed through the Neuman Systems Model. Plans for prevention at the primary, secondary, and tertiary levels can then be effectively implemented. Since learners, educators, staff, and administrators in the Nursing Program are also composites of these structures and variables, these principles will guide the learning process as well.

Definitions Accepted by the Crown College Nursing Department

Biblically-based – The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice. The Old and New Testaments serve as a guide for conduct in all nursing interactions.

Christian worldview – demonstration of biblically-based judgment for the end of glorifying God in all situations.

Client – the client can be an individual person, family, community or group. Each client is comprised of a core, lines of resistance, flexible lines of defense, and normal lines of defense. There are five variables that determine a client’s response to stress: physiological, psychological, sociocultural, developmental, and spiritual.

Communication – the process whereby information is sent from one individual person, family, community or group to another.

Community – a group of individual persons and families with a common characteristic such as geographical location, ethnicity, ideology, or interest.

Environment – the cumulative stressors that affect a client.

Health – a dynamic continuum between wellness and illness that is affected by stressors and is defined through collaboration with the client or client system.
Learning – a process whereby the student creates new meaning and develops understanding and attitudes that lead to improved competence in the cognitive, affective, and psychomotor domains.


Nursing education – an organized interaction whereby learning about nursing occurs as the student practices critical thinking skills and attitudes.

Person – an individual created in the image and likeness of God with all the characteristics of a client.


Stressor – any internal or external force that can affect the client for good or bad.

Course Descriptions- Prelicensure

NUR 301 Foundations of Professional Nursing 5cr
Fall Junior
This course will focus on the nursing process and introductory concepts crucial to professional nursing care, including nursing processes, interviewing, wellness, health promotion and illness prevention. Emphasis will be placed upon the theoretical basis for the science of nursing with a focus on the Neuman Model. In the clinical laboratory, students will learn and apply nursing knowledge, skills, and abilities reflective of a minimum-competency for entry level nursing. Onsite clinical experiences will be included to strengthen student understanding of didactic content with an emphasis on patient safety. Kaplan Integrated Testing and lab fee applies. Prerequisite: Acceptance to the Nursing Department, NUR 312X

NUR 309 Physical Assessment 4cr
Fall Junior
This course will focus on the student’s knowledge, skills and abilities required to provide holistic care to a diverse patient population. History-taking and physical-examination techniques presented in the course will be practiced and tested for competency in the laboratory setting. Attainment of student knowledge, skills and abilities will provide a basis for minimum competency, entry-level nursing. Lab fee applies. Prerequisite: Acceptance to the Nursing Department, NUR 312X

NUR 312X Pathophysiology 3cr
Spring Sophomore
This course will introduce the altered health states and patterns of illness in the individual. Alterations in cell physiology, fluid and electrolyte imbalance, immune, cardiovascular, respiratory, neurological, renal, endocrine, and gastrointestinal systems will be presented and related to clinical models and principles of nursing
care. Course content builds upon previous knowledge of the natural sciences.
(Also SCI 312X) Prerequisite: SCI 245, SCI 261. May be taken concurrently with SCI 260, SCI 262 and SCI 359.

NUR 315 Pharmacology 3cr
Fall Junior
This course will focus upon the principles of pharmacology. Students will learn drug prototypes from major categories, their actions, therapeutic use, and adverse effects. Nursing implications will be integrated to reinforce the relationship between pharmacologic knowledge and nursing practice. Prerequisite: Acceptance to the Nursing Department or consent of the instructor, NUR 312X

NUR 320 Medical-Surgical Nursing I 4cr
Spring Junior
Through classroom and clinical experiences, the student is provided with a knowledge base of appropriate nursing interventions employed when providing care for adults exhibiting a human response to actual or potential health problems. Nursing care is delivered through the application of the nursing process. The roles of the professional nurse are emphasized throughout the course. Included are common diagnostic, therapeutic and nursing care measures relevant to these medical-surgical entities. Curriculum threads of critical thinking, pharmacology, communication, cultural awareness, and client teaching are woven throughout the course. Kaplan Integrated testing and Clinical fee applies. Prerequisite: Acceptance into the Nursing Department, NUR 301, NUR 309, NUR 312X, NUR 315.

NUR 325 Medical-Surgical Nursing II 4cr
Fall Senior
Through classroom and clinical experiences, the student is provided with a knowledge base of appropriate nursing interventions employed when providing care for adults exhibiting a human response to actual or potential health problems. Nursing care is delivered through the application of the nursing process. The roles of the professional nurse are emphasized throughout the course. Included are common diagnostic, therapeutic and nursing care measures relevant to these medical-surgical entities. Curriculum threads of critical thinking, pharmacology, communication, cultural awareness, and client teaching are woven throughout the course. Kaplan Integrated testing and Clinical fee applies. Prerequisite: Acceptance to the Nursing Department, NUR 301, NUR 309, NUR 312X, NUR 315, NUR 320.

NUR 335 Nursing of Childbearing and Childrearing Families 4cr
Fall Senior
This course will present the theoretical and clinical concepts of care for childbearing clients and children. The Neuman Model and nursing process will be used to develop culturally competent nursing actions to attain and maintain
health in women, children, and families. Clinical experiences will include pregnancy, labor and delivery, postpartum, and child and adolescent care. Clinical fee applies. Prerequisite: Acceptance to the Nursing Department, NUR 301, NUR 309, NUR 312X, NUR 315, NUR 320, and NUR 415.

**NUR 346 Transcultural Concepts and Practice**  
**Spring Junior**  
This course will focus on the analysis of theories, principles, and research related to transcultural health care. Students will develop an awareness of the biological, psychological, spiritual, and sociological aspects of clients from multiple cultural groups and identify their specific health care values and practices. An off-campus clinical experience will provide the student with an opportunity to participate in health care delivery and learning in a variety of cultures. Clinical fee applies. Prerequisite: Acceptance to the Nursing Department, NUR 301, NUR 309, NUR 312X, NUR 315

**NUR 375 Clinical Internship**  
1cr  
This course will provide an opportunity for learning in a focused area of professional nursing practice. Students will provide care to clients using the nursing process and the Neuman Model to operate within the scope and standards of professional nursing practice. Faculty and preceptors will assist the student in developing an optimal learning experience. Note: This course is optional. Prerequisite: Acceptance to the Nursing Department.

**NUR 415 Community Health Nursing**  
**Spring Junior**  
This course will focus on factors that affect the health and well-being of communities and populations. Theories and concepts of community health nursing related to health promotion and illness prevention of families and diverse populations will be presented. Using the Neuman Model (Public Health Nursing Intervention Wheel) and nursing process, students will assess, plan, implement and evaluate care of individuals, populations, and families in a variety of community-based settings. Clinical fee applies. Prerequisite: Acceptance to the Nursing Department, NUR 301, NUR 309, NUR 312X, NUR 315.

**NUR 420 Mental Health Nursing**  
**Fall Senior**  
This course will introduce students to the nursing care of individuals suffering from acute and chronic mental health disorders including the overview, risk factors, treatment options, and the impact on society. Diagnoses to be discussed range from depression, anxiety, mania, psychosis, schizophrenia, dementia, and disorders of behavior, personality, mood, cognition and development, to issues related to addictions, eating disorders, gender identity, suicide and substance abuse. Spiritual concerns in mental health will also be addressed. Clinical experiences will emphasize the use of therapeutic communication, mental health assessment, and interpersonal relationship skills including pharmaceutical
interventions in a variety of mental health settings. Clinical fee applies.
Prerequisite: Acceptance to the Nursing Department, NUR 301, NUR 312X, NUR 315, NUR 320, NUR 415, NUR 440X.

**NUR 425 Nursing Research**

*3cr*

*Spring Senior*

This course will introduce students to scientific inquiry in the discipline of nursing. Students will be provided with a basic foundation of the research process including an overview of nursing research, steps in the research process, research designs, research methodology, data collection and analysis, ethical issues related to human research, and utilization of research in nursing practice. Emphasis will be placed on developing students as effective consumers of research. Prerequisite: NUR 301, NUR 309, NUR 315, NUR 320, NUR 325, NUR 335, NUR 415, NUR 420, NUR 440X.

**NUR 430 Medical-Surgical Nursing III**

*4cr*

*Spring Senior*

Through classroom and clinical experiences, the student is provided with a knowledge base of appropriate nursing interventions employed when providing care for adults exhibiting a human response to actual or potential health problems. Nursing care is delivered through the application of the nursing process. The roles of the professional nurse are emphasized throughout the course. Includes are common diagnostic, therapeutic and nursing care measures relevant to these medical-surgical entities. Curriculum threads of critical thinking, pharmacology, communication, cultural awareness, and client teaching are woven throughout the course. Kaplan Integrated testing and Clinical fee applies. Prerequisite: NUR 301, NUR 309, NUR 312X, NUR 315, NUR 320, NUR 325, NUR 335, NUR 415, NUR 420.

**NUR 435 Nursing Leadership & Management**

*4cr*

*Spring Senior*

This course will explore theories of leadership and management, and the role of the nurse manager/leader in the health care system. Concepts related to change; communication, conflict, organizational effectiveness, and professional nursing practice are presented. Special emphasis will be given to the biblical view of successful leadership/management. Clinical experiences will provide students the opportunity to assume professional nursing roles (leader and peer educator) under the supervision of faculty, RN preceptors, clinical specialists and/or various levels of nurse managers in their clinical area of choice. Clinical fee applies. Prerequisite: Senior standing and successful completion of all previous courses (may take concurrently with NUR 425, NUR 430 and NUR 442).

**NUR 440X Nursing Ethics**

*3cr*

*Spring Junior*

Critical issues and ethical decisions facing nurses will be explored from the
perspective of a Christian Worldview. Beginning with an overview of ethics philosophy and theory, biblical principles are applied to bio-ethical issues and dilemmas, using a process of ethical decision-making. Ethical principles will be incorporated to emphasize respect for human dignity in health care, including social justice. In addition, case studies and simulation involving patient issues, personal and professional integrity and accountability will be explored based on the Code of Ethics for Nurses and other professional standards of nursing practice. Prerequisite: NUR 301, NUR 309, NUR 312X, and NUR 315

**NUR 442 Advanced Senior Simulations**  3cr  
*Spring Senior*
This course is designed to prepare students to assume the role of graduate professional nurse. Through simulation, the student will utilize knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety in the healthcare setting. Each class day will focus on the six IOM/QSEN competencies of: Evidenced-Based Practice (EBP), Patient-Centered Care, Safety, Teamwork and Collaboration, Quality Improvement, and Nursing Informatics. Prerequisites: NUR 320, NUR 325. Must be taken concurrently with NUR 430 in the spring semester of the senior year.

**NUR 450 NCLEX Preparation**  1cr  
*Spring Senior*
This course is meant to prepare students to take the NCLEX-RN examination after successfully completing all required courses for graduation with a Bachelor of Science in Nursing degree (BSN) from Crown College. Focus will be placed on further development of critical thinking and clinical judgement skills reflective of minimum-competency, entry-level nursing. Test-taking strategies will be discussed and practiced to prepare students for CAT (Computer Adaptive Test). Attendance is required for an on-site NCLEX-RN review course. Satisfactory/Unsatisfactory grading.
# Four-Year Plan of Study (BSN Prelicensure Only)

## Fall Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIB 135X</td>
<td>Old Testament History</td>
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<tr>
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</tr>
<tr>
<td>ENG 131</td>
<td>English Composition</td>
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</tr>
<tr>
<td>HIS 133</td>
<td>World Civilization to 1500</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Or HIS 134 in spring</td>
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</tr>
<tr>
<td>SCI 245</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 130</td>
<td>General Psych</td>
<td>3</td>
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<td>• Meets Social Science Elective</td>
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## Spring Freshman

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<tr>
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<tbody>
<tr>
<td>PSY 236</td>
<td>Developmental Psychology</td>
<td>3</td>
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<tr>
<td>ENG 132</td>
<td>Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>BIB 136X</td>
<td>New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>COM 133</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>SCI 244</td>
<td>General Biology II</td>
<td>4</td>
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<td>• Meets Lab Science Elective</td>
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## Fall Sophomore

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<tbody>
<tr>
<td>PSY 336</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
<td>3</td>
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<tr>
<td>SOC 230</td>
<td>Sociology</td>
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<tr>
<td>MAT 225</td>
<td>Statistics</td>
<td>4</td>
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<td>• Meets Math Elective</td>
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<tr>
<td>SCI 261</td>
<td>Human Anatomy and Physiology I</td>
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## Spring Sophomore

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<th>Course</th>
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<tbody>
<tr>
<td>SCI 260</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SCI 359</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>SCI 262</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 312X</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>CHM 210/CHM 325</td>
<td>Missions/</td>
<td></td>
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<tr>
<td></td>
<td>Biblical Evangelism and Missions</td>
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Fall Junior  

15 credits

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<tr>
<td>NUR 301</td>
<td>Foundations of Professional Nursing</td>
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<tr>
<td>NUR 309</td>
<td>Physical Assessment</td>
<td>4</td>
</tr>
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<td>NUR 315</td>
<td>Pharmacology</td>
<td>3</td>
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<tr>
<td>BIB/THE</td>
<td>Bible/Theology Elective</td>
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Spring Junior  

17 credits

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<tr>
<td>NUR 346</td>
<td>Transcultural Concepts and Practice</td>
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<tr>
<td></td>
<td>• Meets Global Awareness Elective</td>
<td></td>
</tr>
<tr>
<td>NUR 320</td>
<td>Med/Surg I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 440X</td>
<td>Nursing Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 415</td>
<td>Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>CHM 201/300</td>
<td>Spiritual &amp; Leadership Development/</td>
<td>3</td>
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<tr>
<td></td>
<td>Spiritual and Personal Formation</td>
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Fall Senior  

15 credits

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR 325</td>
<td>Med/Surg II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 335</td>
<td>Nursing of Childbearing and Childrearing Families</td>
<td>4</td>
</tr>
<tr>
<td>NUR 420</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>BIB 434</td>
<td>Romans</td>
<td>3</td>
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Spring Senior  

18 credits

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<th>Course</th>
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<tr>
<td>NUR 425</td>
<td>Nursing Research</td>
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<tr>
<td>NUR 430</td>
<td>Med/Surg III</td>
<td>4</td>
</tr>
<tr>
<td>NUR 435</td>
<td>Nursing Leadership &amp; Management</td>
<td>4</td>
</tr>
<tr>
<td>BIB/THE</td>
<td>Bible Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• 300-400 level</td>
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<tr>
<td>NUR 442</td>
<td>Advanced Senior Simulations</td>
<td>3</td>
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<tr>
<td>NUR 450</td>
<td>NCLEX Preparation</td>
<td>1</td>
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Total Credits 132
Departmental Acceptance Policy-Prelicensure

This policy will guide the Crown College Nursing Department in selecting students from a pool of applicants for the BSN-Prelicensure program. The purpose of this policy is to select students who will most likely succeed in meeting the mission and goals of Crown College and the Nursing Department.

Application Deadlines - Applications for acceptance to the Crown College Nursing Department will be available November 1 for students wishing to enroll in the junior class the following fall. The application can be found at the Crown College Nursing Department web site. Completed applications will be due the first Friday of February each year at 4:00 pm CST. In the event of inclement weather (campus is closed per school policy), the deadline will be extended to the following Monday at 4:00 pm CST. The application, in its entirety, must be in the Nursing Department Office. Crown College is not responsible for lost/stolen mail or packages (whether or not Crown College campus mail is involved). Late applications will automatically be moved to the waiting list. Depending on the number of qualified applicants, meeting the minimum criteria for acceptance may not be sufficient to be accepted into the professional nursing sequence.

Notification of Decision - The following pertains to starting junior level nursing coursework in the fall semester. The Crown College Nursing Department will notify all applicants (who met the initial deadline) of their standing on April 1. Students will receive a conditional acceptance, waiting list eligibility, or final non-acceptance notification via official Crown College email. Once spring grades and acceptance requirements are reviewed; final acceptance, waiting list rank, or final non-acceptance notification will be made on June 1.

Selection criteria will include the following:
Credits received at Crown College – There will be three categories of applicants based on the number of credits they have successfully completed (grade of D or better) at Crown College prior to February 1 of the year of application. Category 1 will include students who have successfully completed 36 credits (or more) at Crown College. Category 2 will include students who have completed 12-35.5 credits at Crown College and Category 3 will include students who have completed less than 12 credits at Crown College.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits Completed at Crown College</th>
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<tbody>
<tr>
<td>1</td>
<td>36 or More Credits</td>
</tr>
<tr>
<td>2</td>
<td>12 to 35.5 Credits</td>
</tr>
<tr>
<td>3</td>
<td>Less than 12 Credits</td>
</tr>
</tbody>
</table>

The students in Category 1 will be chosen before students in Category 2, and students in Category 3 will be selected last. Regardless of student category, unmet Nursing Department acceptance criteria (per the most recent edition of the Nursing Student Handbook) will result in not being accepted to the nursing
program. Regardless of category, late nursing department application material will automatically move the applicant to the waiting list.

Priority Criteria – Once applicants are placed in their respective category the following criteria will be used to prioritize each student. Scores will be calculated in each category.

A. Cumulative College Grade Point Average – GPA will be calculated based on all current/previous college-level coursework. Scoring will be the GPA on a 4.0 scale with 4.0 being the best possible average multiplied by 1.5. Quarter credits will be converted to semester credits per Crown College policy. (Maximum score of 6)

B. Number of Science Credits Completed – This will be the number of semester credits completed prior to the time of application, at a GPA of 2.75 or better divided by 4. For instance, if the student completed 4 credits of Chemistry and 4 credits of Anatomy/Physiology, they would receive a score of 2. (8 total science credits divided by 4 = a score of 2). Any science course that is a repeat due to a withdrawal, incomplete, grade of D or F may not be used to calculate this score. Credits that are in process cannot be used for this calculation. (Maximum score of 4)

C. Christian Service Credits Obtained – This number will be obtained from the Crown Center for Christian Formation (CCF). The score will be the number of credits that are complete and on file in the CCF office at the time of application. (Maximum score of 4)

D. Letter of Recommendation. Awarded 1 point for positive letter of recommendation. Letter should be from a professional acquaintance such as a pastor, co-worker, or supervisor. Awarded 1 point for positive interview with Nursing Department staff or faculty member. (Maximum Score of 2).

E. Essay – maximum of 2 points may be awarded for spelling and grammar for 500 word essay regarding the role and responsibility of the professional nurse. Applicants should reference one article from a professional nursing journal. (Maximum score of 2)

F. Pre-admission testing – Complete standardized pre-admission testing administered through the Nursing Department.
   a. 1 point for score of 67% or higher (Kaplan Admission test)

G. Foreign Language – The student may demonstrate an acceptable level of proficiency in a foreign language or have taken course work in a single foreign language. The course work must have been either 2 years of high school or 2 semesters of college level foreign language. All work must have been in the same foreign language and the grade must be at a C or better. A score of 2 will be awarded if any of the above is obtained/verified. (Maximum score of 2)

H. Underserved/Underprivileged Background – The student demonstrates, through a 500 word essay, how they were/are from an underserved population or underprivileged background. They should discuss briefly how they will help others through overcoming these adverse conditions
and becoming a professional nurse. The essay will receive scores by two blind reviews from Crown College staff or faculty. Each reviewer will give a score of 0-3, (0 = not from an underserved/underprivileged background or unlikely to use the adverse conditions as an impetus for good, 1 point = background was minimally severe or somewhat likely to use adverse conditions for future good, 2-3 points = background was extreme and quite likely to be used as an impetus for future good). An average of the two scores will be used to give a score for this category. (Maximum score of 3)

Waiting List for the Crown College Nursing Department - The waiting list will be comprised of those who are not accepted into the Nursing Department in the first round and those who have turned in late applications. The rank on the waiting list will be based on the same categories and criteria as listed above. The waiting list applications will be due the first Friday of May each year at 4:00 pm (CDT). In the event of inclement weather (campus is closed per school policy), the deadline will be extended to the following Monday at 4:00 pm (CDT). The application, in its entirety, must be in the Nursing Department Office. Crown College is not responsible for lost/stolen mail or packages (whether or not Crown College campus mail is involved). Any applications received after this secondary due date will be placed at the end of the waiting list in the order in which they were received. Regardless of student category, unmet acceptance criteria (per the most recent edition of the Nursing Department Student Handbook) will result in not being accepted to the nursing program or being placed on the waiting list.

Non-Acceptance to the Crown College Nursing Department - Any student that is not accepted to the nursing program should reapply the following year to be considered for acceptance. Reapplication or previous application to the Nursing Department is not considered in the acceptance process. Being on the waiting list is not considered for acceptance in future acceptance decisions.
Departmental Acceptance Requirements - Prelicensure

The following are minimum threshold requirements to be considered for acceptance into the Crown College Nursing Department. Space may be limited; however, and not all qualified applicants are guaranteed departmental acceptance.

1. Achieve a cumulative GPA of at least 2.75, pending spring grades. GPA will be calculated based on all current/previous college-level coursework.
2. Achieve a grade of C+ or higher in all prerequisite science and non-science courses pending spring grades.
3. Complete standardized pre-admission testing with a cumulative minimum score of 67% (Kaplan Admission test), administered through the Nursing Department.
4. Explain, through a 500 word essay, what you believe to be the role and responsibility of the professional nurse. Please reference one article from a professional nursing journal that supports your ideas.
5. Demonstrate competency in oral and written communication through successful completion of a three credit communication course (pending spring grades).
6. Be recommended for acceptance to the Nursing Department by one person outside the Nursing Department.
7. Complete the prerequisite courses and Crown requirements for departmental acceptance pending spring grades.
8. Proof of current certification in Basic Life Support (BLS) for the Health Care Provider through Red Cross or American Heart Association.
9. Provide satisfactory annual background check to be completed by Nursing Department. This data is shared with clinical agencies prior to the student beginning each clinical event.
10. Demonstrate a level of personal health consistent with safe nursing practice as determined in a physical examination.
11. Must provide one of the following negative TB test results within past 12 months:
   * Two-step Mantoux if no prior Mantoux within past 12 months
   * Single-step Mantoux along with proof of prior Mantoux within past 12 months
   * Clear chest x-ray within past 5 years for those who have had a positive reading.
12. Must provide documentation of annual influenza immunization.
13. Documentation is needed for rubella, rubeola, Hepatitis B series, mumps, varicella, Tetanus and Pertussis (10 year intervals). May opt to provide proof of immunity via titer (blood draw).
14. Comply with all policies and procedures of the most current Nursing Department Student Handbook and the most recent edition of the Crown College Catalog (including Christian Service).
Application materials and procedures are available from the Nursing Department for students interested in the traditional baccalaureate nursing program during the fall semester of the sophomore year. Applications are due during the spring semester of the sophomore year. Contact the Nursing Department for exact dates and times.

Courses in the nursing program require students to spend substantial time in off-campus clinical settings, such as hospitals, clinics, and public health agencies. Students must furnish their own transportation to and from these clinical sites.

Minnesota state law requires that health care facilities complete background checks on all employees (and students). The Nursing Department will complete background checks on an annual basis to maintain compliance with our clinical agencies. If an employee (or student) has been convicted of certain crimes, he/she may not be allowed to work in such facilities. All prospective students need to be aware of this law because a student convicted of these crimes may be unable to complete the clinical requirements of the nursing program and, consequently, may not be able to graduate from the program. Any questions should be addressed to: Minnesota Department of Human Services, Division of Licensing, Background Study Unit, 444 Lafayette Road, St. Paul, MN 55155-3842.

Students are encouraged to maintain current health insurance. Information about health insurance is available through the Office of Human Resources.

**Prerequisite Courses:**

- 3 cr. English Composition Course
- 3 cr. Speech
- 4 cr. General Chemistry I
- 4 cr. General Biology
- 4 cr. Human Anatomy and Physiology I & II
- 4 cr. Microbiology
- 3 cr. Nutrition
- 3 cr. Pathophysiology
- 3 cr. Sociology
- 4 cr. Statistics
- 3 cr. Developmental Psychology
- 3 cr. Abnormal Psychology

**Reapplication Process to the Nursing Program**

Students who are officially removed from the nursing program may reapply to the program pending successful preadmission testing and the meeting of admission requirements. The Nursing Department may also require students to demonstrate their knowledge and competency through additional course requirements, which are in line with overall course requirements. Students are eligible to repeat unsuccessful nursing courses once. If a student does not meet the markers set for demonstrating competency or is unsuccessful in a nursing course, the student’s eligibility to continue in the program will be withdrawn.
Progression Policy (Prelicensure Program)

Nursing students must maintain a 2.75 (C+) overall GPA and attain a minimum score of 77% (C+) in all nursing courses. Any nursing course may be retaken once to attain a minimum score of 77%. The student may not retake more than 2 courses. Nursing students are not permitted to take more than 18 credits during semesters that contain clinical nursing courses. The student may not progress if:

- The student is unsuccessful in two nursing courses (a nursing course is any NUR designated course listed in the student’s respective plan of study) with a grade of < 77% (percentages will not be rounded up). Any withdrawal after the midpoint of the semester is considered an unsuccessful attempt and will be handled as if a grade of less than 77% was attained. Unsuccessful status of a course remains, regardless of whether or not the student withdraws or retakes the course successfully.
- GPA falls below 2.75 (C+), based on all coursework taken at Crown College.
- Student is unable to maintain acceptable license or background check status (as determined by the Nursing Department Chair).
- Student’s license, BLS, vaccinations or tuberculosis screening status lapses.
- Student is removed from a clinical setting related to a safety or criminal situation.
- The student has more than one remaining Christian studies course before taking NUR 430.
- Student does not meet all policies stated in the most recent editions of the Nursing Student Handbook and the Crown College Catalog.
- Completion of all nursing courses takes longer than 5 years (60 months). No nursing courses (transfer or Crown course) may be older than 5 years at the time of graduation.

Individual Requirements and Support Systems for Students

The professional nurse performs many tasks as part of their practice. Training for this type of work requires the student to perform these same tasks and demonstrate certain characteristics. The following is a list of possible tasks/characteristics that will need to be performed/demonstrated as part of the training to become a professional nurse. This is not an all-inclusive list; rather it is a collection of examples of what might be encountered.

Gross motor – walking, stooping, bending, pulling, pushing (significant strength, endurance, and balance are required for many of these tasks)
Fine motor – writing (English), pinching, injections, keyboarding
Sensory/perceptual – hot/cold, sight (acuity, color), smell, hearing (high/low pitch/volume)
Emotional – stable personality, sensitive, caring
Moral – reliable, honest
Health Requirements
Each student must demonstrate a level of personal health consistent with safe nursing practice as determined in a physical examination. Any change in health (to include pregnancy) while actively taking nursing courses must be immediately communicated to a nursing faculty member or advisor. The faculty member or advisor will then work with the Nursing Department to determine an appropriate course of action.

Students will provide proof of negative TB test result during the application process. Thereafter, an annual single-step Mantoux will be required. If a student fails to complete the single-step within 12 months of his or her prior test, a two-step Mantoux will be required. For students who submitted a chest x-ray due to positive reading prior to application, an annual symptomology form will be required. A new chest x-ray will be required should the one on file exceed 5 years old. Students may be required to provide proof of an annual influenza vaccine prior to entering into the clinical setting. Students must be up to date with their immunization status at all times. Please be aware that some clinical sites require additional immunizations and documentation in order to participate in the clinical experience. It is the student’s responsibility to provide all of this information to the Nursing Department Chair.

You will be asked to disclose any recent travel outside of the country, including places, dates and any illness or symptoms you may have had following that trip.

Nursing students who become pregnant should discuss this with a nursing faculty member or advisor. The student is responsible for understanding the risks and limitations related to pregnancy in each practice environment.

Students are required to maintain current health insurance as the student is responsible for any injuries they may incur while studying at Crown College or with a community agency. Information about health insurance is available through the Office of Human Resources. Crown College and clinical agencies are not responsible for injuries incurred as a part of any type of nursing-related learning experience. The student is responsible for meeting all of their health care needs related to any issues or health concerns that arise.

Professional Requirements
Agency Requirements – Clinicals are held in a variety of clinical and community settings. Students are always required to adhere to all agency policies and procedures. This includes preceptorships.

BLS (Basic Life Support) Certification – Students are responsible for maintaining current certification in Basic Life Support (BLS) for the Health Care Provider from Red Cross or American Heart Association. Proof of certification must be maintained with the Nursing Department Administrative Office.
Caregiver Law/Background Checks – Students’ background checks must be acceptable for placement in clinical agencies. The board of nursing in the state where the student seeks licensure after graduation may hold different standards than Crown College or the clinical agencies used for training. **Successful completion of the program is not a guarantee of licensure.**

Extracurricular and Athletic Activities – All nursing students in extracurricular or athletic activities endorsed and sponsored by Crown College will **be excused from classroom and lab time for these events.** In order to do this, they must meet with the instructor 2 weeks before the event and plan to complete all skills, exams, quizzes, activities, etc. before they leave for the event. If the instructor is not available to make these extra arrangements, the student may have to find an alternative proctor for the content that needs to be covered. Unfortunately, no exceptions can be made for rescheduled activities of any type unless approved by the Nursing Department Chair. This process is the student’s responsibility. Because of the sensitive and difficult nature of clinical, **students will not be excused from clinical for these events; this includes early departure from a clinical shift.**

Intercultural Experiences (ICE) Trips – Intercultural experiences are an important element of the Crown College community and the nursing program. ICE trips are recommended for nursing students during their freshmen, sophomore, or junior year. **If a senior nursing student wishes to participate in an ICE trip during the spring semester of their senior year, they should meet with the Chair of the nursing program prior to committing to the trip.**

Internships and Externships – In certain states (i.e. Minnesota) individuals performing as a student nurse must either be licensed or enrolled in a state approved registered nurse training program. It is each student’s responsibility to ensure that if they are taking part in client care as an intern/extern/etc. they are currently enrolled in a course at an approved nursing education program. If the student is not enrolled in a course, then they may only function as unlicensed assistive personnel (i.e. CNA). It is the student’s responsibility to ensure that they are working with the health care facility to meet these requirements.

Guided Study - Students will not be allowed to take a Guided Study to repeat any NUR course containing a clinical or lab component. Unsuccessful courses will be completed the next time the course is offered.

Liability Insurance – Student nurse liability insurance is provided by Crown College and only covers students practicing as a student nurse of Crown College.

Pinning Ceremony - Pinning is a sacred ceremony and a high honor indicating achievements and dedication demonstrated in the pursuit of Bachelor of Science in Nursing.
Providing Healthcare Services – It is unlawful for any person that is not a licensed health care professional (i.e. BSN-P students) to provide healthcare to others. Nursing students may not provide nursing care (i.e. what RNs usually provide) to any person unless that activity/task was appropriately delegated to them by a licensed healthcare professional (i.e. RN, MD, etc.). For example, nursing students may not practice nursing procedures on others unless directed to do so by an RN.

Substance Abuse and/or Impairment - Students may not participate in learning interactions (clinical, classroom, lab, etc.) while under the influence of any substance that may impair judgment or result in disruptive or disorderly behavior. Any student using substances (to include prescription medication) needs to communicate this to their clinical instructor and course faculty member. Discovery of a prior history of substance abuse and/or impairment requires that the student’s background and situation be reviewed by the Nursing Department Team prior to acceptance or progression in the Nursing Department.

Waiver to Release Information – Any student that requests information to be released by the Crown College Nursing Department must first complete a “Consent to Release Information” form. The student’s signature denotes their agreement not to hold Crown College, or individuals acting on behalf of Crown College, liable for the information that is released. A copy of the form will be placed in the student’s advising folder and an additional and to the faculty member of that course. The student’s completion of this waiver does not require the faculty member to provide the documentation that is being requested by the student. The faculty member’s decision to comply with the student’s request is voluntary and at the discretion of the faculty member.

Resource Requirements

Transportation – Some training (clinical, etc.) will happen off campus. All students are responsible for meeting their own transportation needs.

Lab/Book supplies – Students are responsible for acquiring their own textbooks and supplies. It should be assumed that all nursing textbooks will be needed through the entire nursing program. Therefore, selling back books at the end of the semester is not only discouraged but could cause the student to lose money as they will have to repurchase some textbooks. Older editions of required texts may not meet the requirements of a course. Student use such texts at their own risk.

Uniform/Appearance – The student must maintain a neat clean uniform in the style designated by the nursing program (all guidelines apply to preceptorships as well). When street clothes are allowed, the student must wear professional dress that is modest, neat and clean. The student is expected to purchase two
sets of Crown logo scrubs (from the approved vendor) and one white lab coat with the appropriate Crown logo or patch for clinical. The student is to ensure a professional appearance and presence at all times in the clinical agency and during scheduled simulation days. Any student in the clinical agency will have at least a lab coat or warm-up (preapproved by faculty) with the name badge and Crown logo or patch on the upper left side of the coat or left sleeve of the scrub top. During clinical practice and during scheduled simulation days the student will wear clean shoes/clogs with the approved top and bottom of Crown College Nursing Department. The instructor reserves the right to remove any student from clinical that they feel is not professional in appearance/presentation.

The following are prohibited:

- Tobacco odor
- Body odor
- Perfume
- Rings with stones that are not inlaid
- Earrings that are not a simple loop/post
- More than one pair of earrings
- Any visible body piercing other than one eyebrow and 2 ears (tongue piercings are not permitted at clinical)
- Open toe shoes
- Blue jeans
- Shorts
- Mini skirts
- Halter tops, tank tops, low cut blouses/shirts
- Abdomen exposed
- T-shirts with any writing (other than a Crown Logo)
- Dirty clothes
- Painted nails
- Nails longer than the tip of the finger/thumb
- Artificial nails of any kind
- Necklace that hangs down more than 6 inches from the neck when bent over
- Hair that falls more than 3 inches in front of the face when bent over
- Mustache that covers the upper lip
- Beard more than 2 inches long
- Anything indicated by the instructor or agency policy
- Visible tattoos

APA for Written Assignments – The most recent edition of the American Psychological Association Publication Manual will be used as the style guide for all written assignments in the Nursing Program.

Assignment Usage Disclaimer – All assignments and written work submitted by students are subject to being shared with others for the purpose of meeting
Nursing Department Student handbook 2015-2016

accreditation and regulatory requirements. When student assignments are shared, the student’s identity will be protected.

Attendance policies may vary between courses, clinical, and instructors. Some general guidelines are as follows:

- Staff may use assigned seating assigned seating may be used to help track attendance. Students may make requests to sit in the front.
- Graded knowledge checks may be given at the start of a class period. Tardy students will not be given the opportunity to make up a missed knowledge check.
- Tardiness to class, clinical or lab may result in a Plan for Success. Repeat tardiness may result in dismissal from the course.
- Two absences from class or lab periods (excused or unexcused) will result in a Plan for Success.
- Only one planned absence from clinical is allowed while the student is in the Crown College Nursing Department. The student must gain permission 15 days in advance from the instructor and the Nursing Department Chair. Make up work will be assigned at the discretion of the instructor and the Nursing Department Chair.
- More than one clinical absence (planned, unplanned, excused, unexcused) per semester (not just per class) requires meeting with the Nursing Department Chair prior to returning to clinical. The student’s progression in the nursing program will be decided at that time.
- Any clinical absences will require the time to be made-up.
- Missing an exam may result in a “0” or “F” for that exam.

Audio, Photos and Videos – Audio and images of clients may never be used.

Cellular/Mobile Communication Usage – All communication devices must be silenced or off during class, clinical or lab. Faculty may ask to collect cell phones during class or lab. Students should follow all clinical agency policies related to mobile communication device usage. At no time should a student take a call during any learning experience or activity. If an emergency arises, the student should leave the learning area to take the call. This includes text messaging, email, and instant messaging. **Cell phones are not to be used as a calculator if a calculator is permitted for a given learning situation.** Students may not use any portable electronic device in the presence of a client or a simulated mock client.

**Clinical Coursework**

When a client is receiving nursing-related care, they have a right to the same level of quality care regardless of student interaction (this includes any person that the student interacts with as a Crown College nursing student). Therefore the student has the full responsibility to be completely prepared for every clinical interaction (applies to preceptorships as well). The student also has the
Students need to be aware that no patient information should be shared in order to protect patient and nurse privacy and confidentiality in the workplace or in the community. This includes comments, pictures, or recordings that are intentionally or unintentionally shared in person, electronically or on social media. Privacy- It is the patient’s expectation and right to be treated with dignity and respect. The patient needs to be confident that his or her most personal information and basic dignity will be protected by the student nurse. Confidentiality- Any patient information learned by the student nurse during the course of treatment must be safeguarded by the student. Confidential information may only be disclosed to other member(s) of the health care team for health purposes or within the classroom/clinical setting for educational purposes.

A student that is determined to be unprepared for clinical or who fails to communicate pertinent information that places the client’s safety at risk will be designated as “unsatisfactory” for that clinical day. If the student receives feedback that results in two “unsatisfactory” days within a clinical experience, the student will be removed from clinical and will fail the clinical course.

Students are fully responsible for understanding and abiding by all clinical agency policies, all Crown College policies, and all course-related policies. Not "knowing" about a policy is never an acceptable reason for lack of compliance and will result in removal from clinical and failure of the clinical course.

Prelicensure students need to be aware that under no circumstances except for reporting an illness or an absence should a student contact a preceptor. All communication regarding a preceptor clinical experience should be directed to the course instructor. This includes any changes in scheduled days.

Because of the safety concern for clients, staff, faculty, and students, no student will be allowed to participate in lab or clinical while sleep deprived. It is at the instructor’s/preceptor’s discretion as to whether or not a student may participate in clinical or lab for any reason (including apparent sleep deprivation). In addition, no student may participate in clinical or lab after having worked a night shift (considered work between 10 pm and 8 am). Participating in lab or clinical after working a night shift without prior consent of the instructor or Nursing Department Chair (preceptors may not grant this permission) will be considered academic misconduct and a breach of safety.

All instructors, preceptors, and clinical agency staff have the right to remove any student from interactions with clients (i.e. clinical, lab, etc.) due to suspicion of the use of any substance (to include prescription medication) that may impair
judgment or result in disruptive or disorderly behavior. Any such situation will be referred to the Nursing Department Team for further review before the student may continue.

Students participating in clinical (including preceptorships) are encouraged to determine what steps are needed to ensure personal safety. This includes letting friends/faculty know when and where a clinical activity will be taking place. Students are encouraged to contact new clinical agencies well in advance to find approved parking. Students should never provide personal information to a client unless absolutely indicated by the clinical activities. It is the student’s responsibility to obey all agency policies regarding interactions with clients.

Students may not be compensated for any clinical time in which they are earning academic credit without prior consent of the Nursing Department Chair (one example may be internships). For instance, a student may not ‘punch in’ while acting as a student nurse.

Crown College and clinical agencies are not responsible for injuries incurred as a part of any type of nursing-related learning experience. Standard body movement safety and lifting guidelines should be followed at all times. The student is responsible for meeting all of their health care needs related to any issues or health concerns that arise. Should an injury or exposure to a potential pathogen occur the student is required to complete Appendix E (Incident Report).

**Simulation and Participation**

Students will be required to participate as simulated clients for peer learning activities (this includes clinical, lab, and classroom environments). If a student is uncomfortable with acting in the role of simulated client, they should discuss this in advance with the faculty in charge. If this happens more than once a semester, the student will need to arrange a time with the Nursing Department Chair to discuss the issue before the third incident is encountered.

All information that students provide in simulated interviews/interactions, while acting in the role of simulated client, will be considered fictitious. If the student wishes to divulge personal information for the purposes of seeking guidance and assistance, they should only do so in private with faculty at a time when all parties are in understanding of the nature of the interaction.

If a student is in need of medical or mental health services, the Crown College Health Services office will be contacted by the faculty or the student. Please note that all information provided by a student in a non-simulated situation is potentially reportable.

**No food or drink is allowed in the Simulation Control Center and the Critical Care Simulation room.**
**Administrative Policies**

**Governance**
Nursing students will select a representative to represent the Nursing Department Student Body at scheduled departmental meetings. One student will be selected by their peers from the junior class and one from the senior class for the Prelicensure program. Students may submit to their student representatives’ suggestions for program improvement related to, but not limited to, the plan of study, student handbook policies, and clinical scheduling. The students will also participate in departmental governance through feedback on evaluations and surveys.

**Communication**
Communication will happen via official Crown College email. When the student is enrolled in a class, they must check their Crown College email every 24 hours (more if specified by the instructor). This rule also applies one month before classes begin and one month after classes are done (based on the regular semester or when the student is taking classes). Advising, progression, and grade issues may be communicated via official Crown College email. It is considered secure and all usernames/passwords related to official Crown College email should not be shared with anyone.

Effective communication is an important component of your overall professionalism. For communication to be effective, students must follow the appropriate channels. In clinical situations, you should contact your clinical instructor first. If you do not receive an acceptable response within 48 hours, you may contact the course professor. Nonclinical courses would require you to initially contact the course professor.

With regard to discussions and conversations with peers or faculty, all participants must use professional communication. The importance of communication is such that disrespect will not be tolerated. Every effort should be made to offer and receive constructive information and feedback that will facilitate the learning and growth of all involved. The Crown Nursing Department appreciates diverse voices (opinions and experiences), whether on-line or face-to-face. In addition, all conversations must be kept within the confines of the office, classroom or on-line discussion area, and may not be discussed with anyone who is not a member of the class or faculty. These communications are subject to confidentiality within the purposes of the learning environment. Any breaches of this trust should be reported to the course professor or department chair.

With regard to “Netiquette”, all participants in an online community need to be cognizant of the perceptions of others. Whether the communication is in the form of an e-mail or discussion post, it is imperative that sensitivity is used in all situations. Here are some tips that can help improve online communication:

- Do not USE ALL CAPS. This is considered shouting.
• Emoticons can be used, :-(( BUT be careful as some may not understand them.
• Avoid slang and jargon. There are many terms in this category that can either be offensive to others or not make sense.
• Instead of saying “You are wrong,” or “That’s not true,” ask for clarification; “I don’t understand the connection between this and that,” or “Could you please help me understand this…?”
• Never put anybody down, demean, or use any type of derogatory term.

For more information on Netiquette visit: http://www.albion.com/netiquette/Corerules.html

With regard to the use of social media (blogs, social networking sites, video sites, and online chat rooms/forums), students often use electronic media for personal communication. Instances of inappropriate use of electronic media (sharing confidential client information) have been reported to the Nursing Department. To protect the confidentiality and privacy in the health care context, any client information obtained for clinical purposes must be safeguarded. Students should carefully consider the nature and tone of postings in social media forums. There are proper mechanisms for feedback to professors and the Nursing Department.

Complaints / Concerns
Students should not be using student representatives to discuss class pedagogy, or instructor practices This type of concern should be brought to the faculty member initially for discussion. If a student believes their concern has not been addressed, the student may then file a written formal complaint with the Nursing Department Chair. The complaint will be review, and a written response provided to the student(s) within 30 days.

Appeals
An appeal may be submitted to the Nursing Department if a student believes an action, policy, or grade has the potential of having an adverse effect on their progress in the program. Appendix B must be completed and submitted to the Nursing Department. All appeals that may affect future progression or graduation must be submitted at least 21 days prior to continuation in the program (i.e. 21 days prior to the beginning of the next semester/course). Once paperwork is received, the appeal will be considered by the Nursing Department Team. Decision on appeals will be made at least one week prior to the academic session and communicated to the student. All appeals are subject to review by the Vice-President of Academic Affairs.

All appeals should initially be brought to the attention of the Chair of the Nursing Department before being brought to the attention of the Vice-President of Academic Affairs
Academic Probation
A student may be placed on academic probation to redeem failing grades or unacceptable conduct. The student will be responsible to develop a Plan for Success after evaluation of the circumstances that lead to the academic difficulty or low performance. A written Plan for Success will be introduced to the Nursing Department Chair. This written plan is to include strategies that may help the student to improve academic performance or bad conduct. Consideration of each Plan or Success will be based on the merits of the individual case, and will take into account whether the student is or is not prepared to do an improved quality of work.

The student is encouraged to take advantage of all the resources that exist for them at Crown College. Failure to meet the standards identified in the Plan for Success may delay progression in the nursing program or result in dismissal from the Nursing Department. Academic probation status is not a part of the student’s permanent academic record.

Handbook/Policy Revision
The nursing faculty will review the most current edition of the nursing student handbook each spring. Students are encouraged to provide feedback to the Nursing Department Chair regarding the Nursing Department Student Handbook. On August 1st of each year, the most recent and up-to-date version of the handbook will be placed on the Nursing Department web site. All students are bound to the most current edition of the handbook.

Academic Integrity
Each student is responsible for his or her own work, and is expected to remain honest in all academic activity. Scholastic dishonesty is a serious violation of both academic standards and biblical teaching. Academic dishonesty includes:

- Cheating on assignments and tests.
- Plagiarism. The student is responsible for knowing the legitimate use of source material in written papers.
- Submitting a paper or project in which someone else did a part or the entirety (excluding group assignments in which the student is a participant).
- Self-plagiarism. Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructors.
- Any act which violates the rights of other students from completing their academic assignments (e.g. deliberate withholding of necessary academic material, and/or willful harm to another student’s work).

Students found involved in academic dishonesty will be penalized. The penalty may include: failure of the assignment on the first offense; failure of the course on a second offense (whether the first offense was in the same course or a prior course); dismissal from the school/program on the third offense.

An appeal of any penalty should be submitted first to the Nursing Department for consideration. The student has the option of appealing to the Academic Affairs
Committee if the Department would deny their appeal. The committee’s decision will be final.

**Plagiarism**
Plagiarism is the use of another person’s ideas, words, creation, images, etc. without giving them credit. Even if they said ‘yes it is ok for you to use my idea,’ you still MUST give them credit. This includes your discussion area posts and comments.

**Cheating**
Cheating of any type in any form is grounds for immediate dismissal per Crown College policy. When a nurse enters into a therapeutic relationship with a client there must be total trust that the care being provided is absolutely ethical and effectual. Any type of cheating will be interpreted as an individual’s inability to meet this professional expectation. **Please sign and return the Academic Honesty Agreement by the end of the first week of class (see Appendix A).** Students found involved in academic dishonesty will be penalized. The penalty may include: failure of the assignment on the first offense; failure of the course on a second offense (whether the first offense was in the same course or a prior course); dismissal from the school/program on the third offense. An appeal of any penalty may be submitted to the Academic Affairs Committee. The committee’s decision will be final.

**Professional Literature**
Journal Articles – when a student is to provide professional nursing references, the following criteria must be met:

1. The journal cannot be bought at a grocery store (no *Time, Newsweek, People, and Health*).
2. The journal is not a newspaper (*New York Times, The Post*).
3. The article is not an editorial or advertisement.
4. The article is at least 3 pages in length.
5. The citation is no more than 5 years old.
6. The journal will be peer reviewed (see librarian for more direction in this area).
7. If any of the above are not met, prior approval of the instructor is required before the article can be used.
8. All references must be cited in-text and referenced per APA guidelines.

Web Sites – once the requirements have been met for the minimum number of Professional Nursing Journal Articles, the student may use web sites that are approved as references and that meet the following criteria:

1. The link is found at the Crown College Library Website >Nursing Resources > Nursing Websites or Medical and Consumer Health Websites.
2. The link has a “last revised” date.
3. The link is not for an advertisement or editorial.
4. The link is not a Wikipedia or Discussion board.

**Grading Policy**

All grade point averages are managed by the registrar's office. They are not rounded and are calculated to the third digit (i.e. 2.895). The actual GPA from the registrar is used in guiding acceptance/progression decisions in the Nursing Department.

The Crown College Nursing Department uses the following grading grid. All grading will be based on a percentage of the total points possible (points earned by the students, divided by total points possible). Percentages will not be rounded up. **The student is required to attain ≥ 77% in any nursing course to progress in the program. If a grade of 77% or higher is not attained in a course, the student must retake that course.** Courses may only be repeated at Crown College. The student will only be allowed to be unsuccessful two times. Any withdrawal after the midpoint of the semester is considered an unsuccessful attempt and will be handled as if a grade of < 77% was attained.

If a student needs to repeat a clinical course and the Nursing Department Team has given approval, the student must wait until a clinical vacancy is available. When a student repeats a clinical course, for any reason, they will be assessed an additional fee for that course. Consult the billing office to clarify that additional fee.

Note: For NUR courses, students are required to earn a minimum grade of 77%. Percentages will not be rounded up and no bonus points will be given.

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
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<td>A-</td>
<td>90-93</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<td>B</td>
<td>84-86</td>
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<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

**Exams**

If the student feels that an exam question is inappropriate, the student is allowed to request a meeting with the faculty member to discuss the matter. The student must come prepared with appropriate documentation and/or research to support their case. The student is required to be professional in their communication with the faculty member at all times and open to the rationales presented by the faculty member. If the faculty member does not agree with the documentation provided by the student, the student may appeal their grade to the Nursing Department.
If the student prefers to withdraw from a course in which they are potentially unsuccessful, the student must consult with the registrar to identify the ramifications and policies associated with his/her decision. Regardless, the unsuccessful will still count towards the max of two unsuccessful courses if the student withdraws after the midpoint of the semester. With the second unsuccessful course, the student is dismissed from the Nursing Department.

**Clinical Evaluations**
In any course with a clinical, the student will be evaluated on a pass/fail basis. The clinical instructor will evaluate the student’s performance based on the following:

- Clinical worksheet
- Applicable Clinical Outcomes Tool (Appendix G)
- Feedback from facility staff
- Observation in the clinical setting

The clinical instructor has the right to allow the student to remediate an assignment at the clinical instructor’s discretion. If the student does not demonstrate progress in the clinical experience, the clinical instructor can fail the student. The clinical instructor also has the right to remove a student from clinical at any time per instructor/faculty discretion. If this should occur, the student would automatically fail the clinical portion of the course and would receive a max grade of < 77% or the calculated grade, whichever is lowest for their clinical grade. The student will also receive a max grade of < 77% or the calculated grade for the course grade, whichever is lowest, should the student not pass the clinical portion of the course.

**Knowledge Checks**
Knowledge checks may be administered at the start of the class period to address student readiness to learn and monitor attendance. Students not present at the beginning of the class period will not be allowed to make up the knowledge check or the missed points for that class period.

**Math Quiz**
Students are required to score 100% on all math quizzes given within a course with a clinical component. The student will have two attempts to achieve the 100% benchmark. If a student does not achieve 100% after two attempts, they are required to withdraw from the course.

**Standardized Exams**
Standardized assessment exams will be administered in some courses to compare the student’s understanding of content with national samples. These assessment exams will be part of the overall course grade. The percentage of the course grade and the point distribution for each assessment may vary between courses.
**Student Portfolio**

**Prelicensure Program**
Summary Assessment of the Prelicensure Student Portfolio will be in the final course of the program (NUR435 Nursing Leadership & Management). Grading of the portfolio will happen via the grading grid provided in that course. The completed portfolio will contain the following Additional Artifacts (no references, unless quotations are used, or title page required for the following; must double space and use Microsoft Word for all additional artifacts):

- Personal Philosophy of Nursing
- Current Resume/Vita (as of the final course in the program)
- Two Letters of Reference
- Growth Summary and Plan Statement (Reflecting back on this program, how have you grown? Looking to the future, how will you continue to grow as a biblically-based professional nurse? How has the biblical basis of the program affected your growth and plans for the future?)

These items will all be collected and stored electronically. Students are also encouraged to keep paper copies of artifacts in a binder that may be taken to prospective employers.

**Graduation**

Completion of the Nursing Program requires the student to meet and maintain all departmental acceptance and progression requirements. Upon successful completion of all course work and requirements set forth by the Crown College Nursing Department Student Handbook and the most recent Crown College Program Catalog, the nursing student will be recommended for the appropriate degree.
Appendix

A - Academic Honesty Statement
B - Appeals Form
C - Plan for Success
D - Acknowledgment of Receipt of Handbook
E - Incident Report
F - Consent to Release Information
G - Adult Acute Care Clinical Outcomes Tool
H - Preceptor Evaluation Tool
I - Preceptor Agreement
J - Team Compact and Evaluation
Appendix A – Academic Honesty Statement
Crown College Nursing Department

Please print this page complete it and turn it in to the instructor by the end of the first week of class. If this is an online course, the student may wish to mail it or fax it to the instructor.

I ________________________________, agree that I will not:

(Print Name Here)

- Use any person’s writing, words, images without proper APA citation and reference even if they give me permission.
- Talk to anybody about any exam that I have or have not taken of any type in this course or any other course, whether or not the other person has taken the same exam.
- Print any exam that I take in this course.
- Copy or photograph any exam in this course in any form.
- Use any material presented in other courses without prior written approval of the former and current instructor.

I will report any of the aforementioned to an instructor immediately if I or anyone else has committed any of these acts.

Sincerely,

Sign_______________________________Date________________
Appendix B – Appeals Form
Crown College Nursing Department

Note: Appeals must first be submitted to the Nursing Department prior to submission to the Dean of Academic Affairs.

Student: _______________________________ Date: __________________

Phone (H): __________________ (W): __________________

Mailing Address: __________________________________________________

City: __________________ State: ______________ Zip: _______________

Prior Appeals:
______________________________________________________________

Reason for Current Appeal (i.e. what course not successful? – Or I disagree with this policy. Etc.):
______________________________________________________________

______________________________________________________________

Extenuating Circumstances:
______________________________________________________________

______________________________________________________________

Plan for Success: ______________________________________________

______________________________________________________________

Student Signature: _______________________________ Date: _____________

Signature of Faculty Involved: ______________________________________
Appendix C – Plan for Success
Crown College Nursing Department

Student: ____________________________________________ Date: __________
Phone (H): ________________________ (W): ____________________________
Mailing Address: _________________________________________________
City: __________________________ State: __________ Zip: ________________

Description of Need: ______________________________________________
___________________________________________________________________
___________________________________________________________________

Unsuccessful Strategies to Date: ______________________________________
___________________________________________________________________
___________________________________________________________________

Plan for Success: __________________________________________________
___________________________________________________________________
___________________________________________________________________

If Unsuccessful: ____________________________________________________
___________________________________________________________________
___________________________________________________________________

Student Signature: _________________________________________________ Date: __________
Signature of Faculty Involved: _________________________________________
Appendix D – Acknowledgement of Receipt of Handbook
Crown College Nursing Department

I _______________________________ acknowledge that I have received the

Crown College Nursing Department Student Handbook. By signing below, I am stating that I agree
to abide by all standards, rules, and regulations in the Nursing Department. I understand that these
standards, rules, and regulations are subject to change and I will be bound to said changes.

Student Signature: _________________________________

Date: ________________________________
Appendix E – Incident Report
Crown College Nursing Department

Name of Student (print)  Date of Incident/Time

Nature of Incident and Location Where Incident Occurred:

Describe Incident in Own Words: (Including task being performed, circumstances surrounding the injury/exposure, protective equipment, and mechanical devices in use)

Describe Action Taken Regarding Incident: (Including first aid and reporting the incident)

Describe Any Injury Resulting: (Including the body part injured/exposed, the severity of the injury/exposure, the amount and type of fluid exposed to, and known blood borne pathogens if applicable)

Describe Any Corrective Action Taken to Prevent Reoccurrence:

Signature of Student Preparing Report  Name of Witness to Incident (if any)

Signature of Instructor/Date  Signature of Nursing Department Chair/Date

Original in Student(s’) file  Copy in Nursing Department Incident File
Appendix F - Consent to Release Information
Crown College Nursing Department

Date _____________________     Course _____________________________

My signature below signifies my permission for Crown College to release information that pertains to my personal character, course work, and clinical practice at Crown College. My signature also verifies that I will not hold Crown College, or individuals acting on behalf of Crown College, liable for information that is released.

I also understand that my request does not compel the faculty member to provide the documentation that is being requested. The faculty member’s decision to comply with my request is voluntary and at the discretion of the faculty member.

This information is to be released to:

Name of school, individual or organization
Address
City, State, Zip Code

Information to be released – please place your INITIALS by the appropriate area:

_____ I waive my right to review the information that is being requested.

_____ I do not waive my right to review the information that is being requested.

Student’s Signature
Address
City, State, Zip Code

_____ Advising Folder     _____ Faculty Member
Appendix G – Adult Acute Care Clinical Evaluation Tool

Crown College Nursing Department

Student Name__________________________ Course__________________________ Semester__________________________

Site__________________________ Location__________________________ Clinical Instructor__________________________

**CLINICAL OUTCOMES TOOL**

This student evaluation tool is based on criteria as designated by the CLINICAL OUTCOMES TOOL GUIDE. Please refer to the guide when using and interpreting the tool. Additional comments should be written on the page two.

5 = Student demonstrates advanced skill/thinking
4 = Meets all basic expectations
3 = Developing
2 = Novice
1 = Unsatisfactory/Unsafe – Contract required

<table>
<thead>
<tr>
<th>ASSESSMENT / FOCUSED OBSERVATION</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collects comprehensive data in a systematic and ongoing process while focusing on the uniqueness of the person.</td>
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<tr>
<td>2. Prioritizes data collection based on the healthcare consumer’s immediate condition, or the anticipated needs of the healthcare consumer or situation.</td>
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<tr>
<td>3. Uses appropriate evidenced-based assessment techniques and instruments in collecting pertinent data.</td>
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<td>4. Accurately documents data according to unit policy</td>
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</table>

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<thead>
<tr>
<th>DIAGNOSIS / RECOGNIZING STRESSORS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tr>
<td>5. Analyzes assessment data to identify priority nursing diagnoses.</td>
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</table>

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<thead>
<tr>
<th>OUTCOMES IDENTIFICATION</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tbody>
<tr>
<td>6. Defines expected outcomes in terms of the healthcare consumer, healthcare consumer cultural, values, and ethical considerations</td>
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<tr>
<td>7. Includes a time estimate for the attainment of expected outcomes.</td>
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<tr>
<td>8. Modifies expected outcomes according to changes in the status of the healthcare consumer or evaluation of the situation.</td>
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</table>

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<thead>
<tr>
<th>PLANNING NURSING CARE</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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</thead>
<tbody>
<tr>
<td>9. Develops an individualized plan that prescribes strategies and alternatives to attain expected outcomes.</td>
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<tr>
<td>10. Integrates current scientific evidence, trends and research.</td>
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<tr>
<td>11. Modifies the plan according to the ongoing assessment of the healthcare consumer’s response and other outcome indicators.</td>
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</table>

<table>
<thead>
<tr>
<th>IMPLEMENTATION</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Partners with the person, family, significant others, and caregivers as appropriate to implement the plan in a safe, realistic, and timely manner.</td>
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<td>13. Demonstrates caring and compassionate behaviors toward healthcare consumer</td>
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<td>14. Provides age-appropriate care in a culturally and ethnically sensitive manner.</td>
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<tr>
<td>15. Advocates for the healthcare consumer.</td>
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</table>

<table>
<thead>
<tr>
<th>EVALUATION TOWARD ATTAINMENT OF OUTCOMES</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Evaluates the effectiveness of the plan strategies in relation to healthcare consumer</td>
<td></td>
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</tbody>
</table>
17. Uses ongoing assessment data to revise the diagnoses and problems, outcomes, and interventions, as needed.  
18. Documents the results of the evaluation according to unit policy.

<table>
<thead>
<tr>
<th>PROFESSIONAL PERFORMANCE / SELF ANALYSIS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Follows health and safety precautions to prevent risk of injury to patients or self.</td>
<td></td>
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<tr>
<td>20. Reports to orientation and clinical on time.</td>
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</tr>
<tr>
<td>21. Maintains appropriate appearance and attire per school/facility policy.</td>
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<tr>
<td>22. Is flexible, accepting change with grace and a positive attitude?</td>
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<tr>
<td>23. Recognizes his / her strengths and weaknesses and seeks assistance when necessary, accepting personal responsibility for actions.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>24. Communicates clearly and respectfully with peers, instructors, and facility staff.</td>
<td></td>
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<tr>
<td>25. Maintains client privacy and confidentiality regarding client information.</td>
<td></td>
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</tbody>
</table>

Instructor Comments:

Instructor Signature_________________________________________ Date__________________

Student Comments:

Student Signature_________________________________________ Date__________________
# Appendix H – Preceptor Evaluation

Crown College Nursing Department

## Student Evaluation of Preceptor

(Completed by Student for each preceptor; due with the clinical PA)

<table>
<thead>
<tr>
<th>Preceptor Name: ______________________________</th>
<th>Date(s): __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Organization/Site: ___________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

Please complete this form and return to your instructor. This must be completed and turned in before a grade can be submitted for the course. Identify your agreement with the following by darkening the circle that represents your agreement.

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Crown faculty/staff prepared me to participate in the preceptorship (classroom, lab, prep day)</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>2. The unit/facility made me feel welcome.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>3. My preceptor matched learning opportunities to my level of knowledge and experience.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>4. My preceptor demonstrated effective collaboration/communication with others when needed.</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<td>○</td>
</tr>
<tr>
<td>5. My preceptor facilitated appropriate documentation.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>7. My preceptor led me to critically think through decision-making processes.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>8. The preceptor involved me in client care (directly/indirectly)</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>9. My preceptor encouraged me to assume increasing responsibility during my rotation.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>10. My preceptor was available when needed.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>11. This preceptorship helped me grow as a leader.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>12. Student evaluations are objective and shared with students in a positive, confidential manner.</td>
<td>○</td>
<td>○</td>
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</table>

Please offer any explanation or suggestions: _______________________________________________________

_________________________________________________________
Appendix I – Preceptor Agreement
Crown College Nursing Department

Course __________________________ Clinical Focus __________________________
Student _________________________ ND Instructor __________________________

Thank you for considering this very important role in the student's professional development. Your willingness to perform in this capacity is important to the student and Crown College. The purpose of this agreement is to ensure that the student is able to demonstrate to the preceptor an understanding of effective leadership in a healthcare environment.

Crown Faculty Responsibilities:
- Assess student write-up and preceptor comments to determine final grade and completion status for the course.
- Be a resource to the student and the preceptor. Answer any questions/concerns.

Student Responsibilities:
- Be a resource to the preceptor regarding the content of the course. Answer any questions/concerns.
- Communicate any concerns to the Faculty immediately.
- Provide the Preceptor with the Preceptee Evaluation (following), either in electronic form or with an envelope (for the preceptor to securely deliver the evaluation to the instructor), and course syllabus.
- Acquire all tools needed to complete the clinical experience (may work with preceptor on this).

Preceptor Responsibilities:
- Review the Course Objectives and goals of the student.
- Communicate any concerns to the Faculty (see phone above).
- Communicate critique/feedback to the student.
- Provide honest feedback to the Crown instructor about the student’s performance.
- Protect the student’s confidentiality and right to privacy.

Practice Scope of the Student: The students are provided liability insurance through Crown College when they function in the role of an RN student. The student may perform any activity that is appropriately delegated to them by the preceptor. The student may not be paid for the time logged for clinical.
Appendix J - Crown College Nursing Department Preceptor Agreement

Signatures required for student recruited preceptors

NOTE: The student may not begin clinical until all 3 signatures are on this form and the Faculty has acknowledged receipt. By signing you agree to the responsibilities listed on the previous page.

Course ______________________________ Clinical Focus ______________________________

Crown Faculty: _______________ Phone: _______________ FAX: 952-446-4489

Student Name: _______________________________ Phone: _____________________

Student Signature: _______________________________ Date: _____________________

Preceptor Name: _______________________________ Phone: _____________________

Preceptor Degrees: _________________________________________________________

Current Employer: _______________________________ Years Here: ______

Current Practice Setting/Specialty: __________________________________________

By signing below, I _____________________________ (Preceptor Name) agree to meet all of my responsibilities listed above. I agree that I will contact the faculty with any concerns or questions that I may have. I agree that I will not release any information about this student to anyone other than the faculty or as directed by HIPAA and agency policy.

Preceptor Signature: _______________________________ Date: _____________________

You will be notified if we are unable to utilize your services. Thank you again for your time in considering this.

To be completed by the faculty. Initial Box: _______Approved _______Not Approved

Crown Faculty Signature: _______________________________ Date: _____________________

Preceptor Notified Date/Time/Initials ___________/___________/___________

Copy of this completed agreement Delivered to:

_____Faculty _____Preceptor _____Student
Appendix K – Team Compact and Evaluation
Crown College Nursing Department

**Team Compact:** Use for any graded project to be completed by 2 or more students

Copy the following compact into a single Word® document. Complete the form and submit to the instructor electronically; **ONE agreement per team.**

Course ________________________________ Semester ___________ Year __________

Date Completed ________________________ Instructor ____________________________

___ Place an X here to indicate that all were involved in completing this compact.

**Team Member Information**

<table>
<thead>
<tr>
<th>Member</th>
<th>e-mail</th>
<th>Phone(s)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Team Objectives/Purpose:**
What is the purpose of this team?

**Responsibilities:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Responsibility</th>
<th>Due By/Date</th>
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</thead>
<tbody>
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</table>

**Team Management:**
What will be the process if someone does not meet their responsibilities on-time?

1\(^{st}\) time?

2\(^{nd}\) time?
**Team Evaluation:** Use for any graded project to be completed by 2 or more students

Copy the following evaluation into a single Word® document. Complete the form and submit to the instructor as directed. **Each team member must submit electronically or by hand.**

YOUR Name ___________________________ Date Completed __________________

Course ______________________________ Semester __________ Year __________

<table>
<thead>
<tr>
<th>Member Evaluated</th>
<th>Strengths and Weaknesses</th>
<th>A/B/C/D/F??</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yourself</td>
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</tbody>
</table>

Comments:

For anyone with a “C” or less list at least two strategies that you used to help that person become an “A” team player.

<table>
<thead>
<tr>
<th>Member Evaluated</th>
<th>Strategies to help that person??</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yourself</td>
<td></td>
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