



CROWN COLLEGE

**Crown College Nursing Department
Student Handbook
2018-2019**

Approved by the Nursing Department Chair

A handwritten signature in cursive script that reads "Teresa Newby".

Nursing Department Chair

August 2018
Date

Crown College Nursing Department
Student Handbook
2018- 2019

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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 prepare highly-qualified individuals for professional practice in a variety of healthcare settings. Building on a strong biblically-based education, the program seeks to develop committed nurses who will practice Christian compassion and caring to diverse communities locally and globally.

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.
- Demonstrate effective communication skills and the ability to work collaboratively with individuals, families, communities, populations and the interdisciplinary team across the health care continuum.
- Practice Christian compassion and caring in the provision of professional nursing care.
- Illustrate accountability for self and professional nursing practice to include continuous engagement in life-long learning.
- Display accountability for legal, moral and ethical considerations consistent with Biblical principles.
- Integrate current theory and evidenced-based knowledge to guide and teach individuals, families, communities, and populations of diverse cultures regarding health promotion and illness prevention.

End of Program Outcomes

- The program demonstrates evidence of students' achievement in end-of-program SLOs.

- Students will demonstrate an ability to provide safe, evidence-informed nursing care reflective of the nursing process.
 - 90% of cohort receives a “satisfactory” rating on all categories of the Clinical Outcomes Tool in NUR 430 Medical-Surgical Nursing III.
 - 80% of cohort meets or exceeds benchmark set by Kaplan® for Medical-Surgical Comprehensive Integrated Test.
 - 80% of cohort will achieve a course grade of 80% or higher in NUR 442 Advanced Simulation.
- Students will implement intentional compassionate caring behaviors in the provision of nursing care.
 - 80% of cohort receives a score of 3 (proficient) on Clinical Worksheet #4 assigned in NUR 430 Medical-Surgical III.
- Students will illustrate a plan for life-long learning.
 - 80% of students will receive a score of 3 (proficient) on their Portfolio submitted in NUR 435 Nursing Leadership and Management.
- Students will develop critical thinking skills.
 - Cohort will score 50% or greater on the Diagnostic A/Clinical Concept/Critical Thinking assessment.
- The program demonstrates evidence of students’ achievement in completing the nursing program.
 - 70% of the students admitted will graduate in 100% (4 semesters) of the time of the stated program length beginning with NUR 301 Foundations of Nursing.
- The program demonstrates evidence of graduates’ achievement on the licensure examination.
 - The program’s most recent licensure examination pass rate will be at least 80% for all first-time test takers during the same 12-month period.
- The program demonstrates evidence of graduates’ achievement in job placement.
 - 90% of graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.
- The program demonstrates evidence of students’ satisfaction with the program.
 - 80% of graduates responding to the Alumni Survey, distributed one year after graduation, will indicate program satisfaction.
 - Student satisfaction as measured by a Weighted Average of (4) or higher on senior course evaluations.

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

Educating reflective nurse professionals requires a curriculum that is built on a liberal arts background and that incorporates personal and professional values, and the knowledge, skills, and attitudes required for professional practice. Significant impact on health promotion throughout the lifespan can be adequately assessed using theories within and outside of nursing. The nursing program at Crown College uses a variety of theories to guide practice, education, and research. Central to Crown's theoretical framework are the metaparadigm concepts of nursing, person, health, and environment. At the core of Crown's program is the belief that each individual person is created by God as a unique human being deserving care as Christ would care for them. A holistic assessment is believed to be vital in diagnosing, planning, implementing and evaluating care for individuals, families, and communities. Plans for nursing prevention at the primary, secondary, and tertiary levels can then be effectively implemented. Primary prevention utilizes health education and other actions to protect from illness and injury; secondary prevention is directed toward limiting an illness or condition; and tertiary prevention involves rehabilitation, restoration of health, or support for end-of-life care. Crown nursing students are prepared with evidence-based knowledge, safe skills, and ethically sound professionalism for practice with individuals, families and communities.

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.

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.

Holistic Health

The American Holistic Health Association defines, “Holistic Health is actually an approach to life. Rather than focusing on illness or specific parts of the body, this ancient approach to health considers the whole person and how he or she interacts with his or her environment. It emphasizes the connection of mind, body, and spirit. The goal is to achieve maximum well-being, where everything is functioning the very best that is possible.” (Walter, 1999; <https://ahha.org/selfhelp-articles/holistic-health/>)

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

“Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations.” (ANA, 2017, <http://www.nursingworld.org/EspeciallyForYou/What-is-Nursing>)

Nursing Education

An organized interaction whereby learning about nursing occurs as the student practices critical thinking skills and attitudes.

Patient/Client

The patient, sometimes referred to as the client, can be an individual person, family, community, or group. Each patient 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 (Neuman, 1995).

Person

An individual created in the image and likeness of God with all the characteristics of a client or patient, each displaying a unique system of needs.

Prevention as Intervention

The term “prevention” is applied to nursing interventions as defined by B. Neuman in her Systems Theory (1995). Preventions are further defined as

“primary”, “secondary,” or “tertiary”, depending on specific client goals. (Neuman & Fawcett, 2002, p. 323

Social determinants of health

Social determinants of health address the environment that affects a person’s ability to access and maintain health. These include “neighborhood and built environment”, “economic stability”, “health and health care”, “education”, and “social and community context”. (Healthy People 2020, 2017, <https://www.healthypeople.gov/2020/topics-objectives/topic/social-determinants-of-health>)

Stressor

Any internal or external force that can affect the patient/client either positively or negatively.

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 336 Nursing of Childbearing and Childrearing Families **5cr**
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 **3cr**
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 376 Clinical Internship, Unpaid

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 309, NUR 312X, NUR 315, NUR 320, NUR 346, NUR 415 and NUR 440X.

NUR 382 Clinical Internship, Paid

2cr

This course will provide an opportunity for learning in a focused area of profession nursing practice. Students will provide care to clients using the nursing process and the Neuman Model to operating within the scope and standards of professional nursing practice. Faculty and preceptors will assist the student in developing an optimal learning experience. It is expected that the student in a paid internship will complete 24-30 hours per week on the assigned unit(s), or 240-300 hours. Prerequisite: Acceptance to the Nursing Department, NUR 309, NUR 312X, NUR 315, NUR 320, NUR 415 and NUR 440X.

**NUR 415 Community Health Nursing
Spring Junior**

4cr

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 421 Mental Health Nursing
Fall Senior**

3cr

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 336, NUR 415, NUR 421, 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 336, NUR 415, NUR 421.

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 16 credits

BIB 135X	Old Testament History	3
	• Meets History Elective	
ENG 131	English Composition	3
HIS 133	World Civilization to 1500	
	• Or HIS 134 in spring	3
SCI 245	General Chemistry I	4
PSY 130	General Psych	3
	Meets Social Science Elective	

Spring Freshman 16 credits

PSY 236	Developmental Psychology	3
	• Meets Social Science Elective	
ENG 132	Writing and Literature	3
BIB 136X	New Testament History	3
COM 133	Speech	3
SCI 244	General Biology II	4
	• Meets Lab Science Elective	

Fall Sophomore 16 credits

PSY 336	Abnormal Psychology	3
THE 231	Christian Doctrine	3
CHM 201/300	Spiritual & Leadership Development/ Spiritual and Personal Formation	3
MAT 226	Applied Statistics	3
	• Meets Math Elective	
SCI 261	Human Anatomy and Physiology I	4

Spring Sophomore 17 credits

SCI 260	Nutrition	3
SCI 359	Microbiology	4
SCI 262	Human Anatomy and Physiology II	4
NUR 312X	Pathophysiology	3
CHM 211/CHM 325	Missions/ Biblical Evangelism and Missions	3

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Fall Junior 15 credits

NUR 301	Foundations of Professional Nursing	5
NUR 309	Physical Assessment	4
NUR 315	Pharmacology	3
BIB/THE	Bible/Theology Elective	3

Spring Junior 17 credits

NUR 346	Transcultural Concepts and Practice	3
	• Meets Global Awareness Elective	
NUR 320	Med/Surg I	4
NUR 440X	Nursing Ethics	3
NUR 415	Community Health Nursing	4
BIB/THE	Bible/Theology Elective	3

Fall Senior 15 credits

NUR 325	Med/Surg II	4
NUR 336	Nursing of Childbearing & Childrearing Families	5
NUR 421	Mental Health Nursing	3
BIB 434	Romans	3

Spring Senior 15 credits

NUR 425	Nursing Research	3
NUR 430	Med/Surg III	4
NUR 435	Nursing Leadership & Management	4
NUR 442	Advanced Senior Simulations	3
NUR 450	NCLEX Preparation	1

Total Credits 127

BSN-Prelicensure Program Acceptance Policy

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 the beginning of November for students wishing to enroll in the junior class the following fall. The application can be found on the Crown College Nursing Department web site. Completed applications will be due by 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 next school day at 4:00 p.m. 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 Category 3 pool of applicants, below.

Applicants will be placed in the following categories for consideration, based on the number of credits successfully completed at Crown College and whether or not the application was received by the due date.

Category	Criteria
1	Students who completed 36 or more credits at Crown College and met the application due date.
2	Students who completed 12 to 35.5 credits at Crown College and met the application due date.
3	Students who completed fewer than 12 credits at Crown College and/or did not meet the application due date.

Students in Category 1 will be considered before students in Category 2, and students in Category 3 will be considered last. Regardless of student category, all Nursing Department acceptance criteria (per the most recent edition of the Nursing Student Handbook) must be met to be accepted into the nursing program.

Notification of Decision

The Crown College Nursing Department will send all notifications pertaining to nursing application and acceptance via official Crown College e-mail.

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April 30 – Students in Categories 1 and 2 will be notified of conditional acceptance with final acceptance pending completion of all remaining acceptance criteria. Students in Category 3 will be notified of their current standing. Students in Category 3 will not receive provisional acceptance notification.

June 1 – Students in all 3 Categories will be notified of either final acceptance, conditional acceptance, waiting list eligibility or final non-acceptance.

Waiting List Eligibility

The waiting list will be comprised of qualified applicants who were not accepted into the Nursing Department due to seat limitations. The rank on the waiting list will be based on the same categories listed above.

Non-Acceptance to the Crown College Nursing Department

Any student that is not accepted into the nursing program may reapply for acceptance in any future year. Reapplication or previous application is not considered in the acceptance process.

BSN-Prelicensure Program Acceptance Requirements

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 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. Complete all prerequisite courses with a grade of C+ or higher, pending spring grades, and **with no prerequisite course being taken more than twice.**
3. Complete standardized pre-admission testing (Kaplan Admission Test), administered through the Nursing Department, at or above the threshold determined by the Nursing Department.
4. Be recommended for acceptance to the Nursing Department by one person outside the Nursing Department.
5. Proof of current certification in Basic Life Support (BLS) for the Health Care Provider through *Red Cross* or *American Heart Association*.
6. Provide reasonable assurance that you will receive a clear background check prior to starting clinicals by submitting the Nursing Department's "Background Disclosure" form.
7. Demonstrate a level of personal health consistent with safe nursing practice as determined in a physical examination.
8. 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
 - QuantiFERON®–TB Gold In-Tube test (QFT-GIT) or T-SPOT®.TB test (T-Spot).
 - Clear chest x-ray within past 5 years for those who have had a positive reading.
9. Provide documentation 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).
10. 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	4 cr. Human Anatomy and Physiology I & II
4 cr. General Biology	3 cr. Pathophysiology
4 cr. General Chemistry I	3 cr. Applied Statistics
3 cr. Speech	3 cr. Developmental Psychology
4 cr. Microbiology	3 cr. Abnormal Psychology
3 cr. Nutrition	

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

Physical Examination

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.

TB Test

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. A negative annual QuantiFERON®–TB Gold In-Tube test (QFT-GIT) and the T-SPOT®.TB test (T-Spot) is required if you submitted one upon admission. 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 are 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.

Travel

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.

Pregnancy

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.

Health Insurance

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.

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.

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.

Liability Insurance

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

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.**

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.

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.

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.

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

Clinical

Policy Adherence

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.

Professional Behavior

Holding Yourself to the Highest Standards

Desire to be the best nurse you can be! Be the nurse who you would want, if you were completely dependent and needed to be cared for. Be clinically curious...desire to know the WHY? Of everything that is done if not known or understood.

Embracing the Responsibility

You are holding the life of another in your hand. Never take this lightly. Take initiative, ownership, and responsibility for the care of your patients, but do not hesitate to ask for help or collaborate prn!

Caring

Be truly engaged and empathetic towards those you care for, demonstrating intentional caring in all patient interactions.

NO Incivility/Disrespectful Behavior towards Patients, Faculty, Staff or Students

If witnessed or documented will result in loss of all professional points and remediation plan implemented. If incivility continues in any form this may result in course failure.

Prepared

Come to clinical with proper uniform (see “uniform/appearance”), watch with second hand, stethoscope and name badge.

Embrace Your Role as a Patient Educator

Use the nursing process to:

- **Assess** what are the priority needs and what the desired outcome will be.
- **Assess** what the patient/family knows and determine what must be reinforced and added.
- **Assess** and identify primary learning style.
- **Assess** any barriers to learning (language, level of education, HOH, motivation).
- **Assess** for the presence of risk factors that are present that could be managed to promote health and disease progression.
- **Implement** by considering and minimizing distractions and teach at appropriate times.
- **Implement** by using pictures and illustrations to promote comprehension & retention.
- **Implement** by keeping it simple! If you do not understand your topic to bring it down to this level, you are not ready to teach it!
- **Evaluate** by summarizing main points and then have the patient/family repeat these main points at the end of your discussion.

Reflective Practice

Reflect on what went well/poorly and make needed adjustments to prevent problems next time. Receive constructive feedback and grow as a result.

Promptness

On time for clinical. Being late will result in loss of professional points.

Privacy/Confidentiality

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.

Preceptor Communication

Prelicensure students need to be aware that only under specific circumstances may a student contact a preceptor, and that is to report an absence or if directed to do so by the clinical coordinator. All communication regarding a preceptor clinical experience should be directed jointly to the course instructor and clinical coordinator. **This includes any changes in scheduled days.**

Personal Safety

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.

Injuries

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 will be required to complete Appendix E (Incident Report).

Sleep Deprivation

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.

Substance Abuse

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.

Compensation

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.

Capstone Experience

Students are provided a capstone experience through clinical experiences during the senior spring semester through Medical-Surgical III, Nursing Leadership & Management, and Advanced Senior Simulation. Nursing care is delivered through the application of the nursing process. The roles of the professional nurse are emphasized throughout clinical.

Simulation Standards

Simulations are teaching tools used in the nursing department to help students progress their knowledge, skills, and attitude (KSA) along the continuum of proficiency from novice to expert. A simulation-based learning experience is an activity that models a real or potential scenario from nursing education or practice. Since these experiences are a representation of a real clinical setting, students are to meet the same clinical standards as outlined in the student handbook. The purpose of a simulated learning experience is to provide students the opportunity of growth by responding to a realistic situation while keeping real patients from risk or harm. In order to maintain a safe learning environment that fosters the development of KSA's from novice toward expert, students, faculty, and staff must adhere to the simulation standards outlined below.

Confidentiality

Simulation-based learning experiences use a simulated (manikin) or standardized (actor) patient, which represent an actual or potential patient from the clinical setting. Therefore, the privacy of a simulated or standardized patient is to be treated in the same manner as an actual patient from clinical. Any discussion of the patient, clinical scenario, or actions of the caregivers outside of the simulation experience or debriefing session is a violation of confidentiality and will be treated as such.

Professionalism

Simulated experiences represent a real situation, and nurses are to respond to a simulated experience the same way they would in the real clinical setting. The American Nurses Association Code of Ethics for Nurses (2015) states, “A nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” Furthermore, students, faculty, and staff at Crown College are committed to the principles of the Crown College Community Covenant and character qualities of a believer which include but are not limited to those of love, kindness, compassion, humility, forgiveness, self-control, and integrity. All participants of simulated learning experiences will be treated with mutual respect. Any failure to meet this standard may result in ejection from the simulation.

Fidelity

The believability of a simulation-based learning experience is determined by how much the experience mirrors reality. The realism of a simulation can range from low to high based on a number of factors. Some factors like physical environment, tools, and equipment cannot be easily altered. However, factors including group attitude, instructor motivation, and participant belief, openness, and trust can be easily determined by a participant’s way of thinking. All simulation participants are asked to be self-aware of their manner of thinking before the simulations begins, and to choose to be open and engage in the believability of the simulation-based experience in order to enhance KSA growth. Any student behaving in a manner that takes away from the authenticity of the simulation may be excused.

Constructive Feedback

Debriefing is an essential piece of simulation-based learning experiences. The debriefing is a time that participants discuss the completed simulation and exchange constructive feedback in order to assimilate what has been learned to future practice. All participants of the simulation are expected to participate in the debriefing, communicating their reflection in a clear and concise way. During the debriefing process feedback is to be expressed honestly, in a respectful manner, and with love. Any failure to meet this standard may result in dismissal from the simulation and an unsafe practice remediation or dismissal from the course.

Administrative Policies

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.

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. The written Plan for Success will be introduced to the Nursing Department Chair. This plan is to include strategies that may help the student to improve academic performance or bad conduct. Consideration of each Plan of 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.

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.

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

Assignment Usage Disclaimer

All assignments and written work submitted by students are subject to being shared with others for the purpose of meeting accreditation and regulatory requirements. When student assignments are shared, the student's identity will be protected.

Attendance

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

- Staff may use assigned seating 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.
- Repeated tardiness or absences to class may result in a Plan for Success. Please e-mail the instructor with reason for absence or tardy preferably prior to start of class. Clinical absence 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.

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.

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

There are several avenues by which students may voice complaints/concerns, depending on the situation. Student representatives are the best avenue for feedback that is not personal and does not require an immediate response or resolution. Crown’s IDEA forms or Nursing Department course/clinical evaluation forms are the preferred avenues for feedback pertaining to instructor practices or class pedagogy. Advisors are appropriate avenues for personal concerns requiring a timely response. Class instructors are appropriate avenues for concerns about grades and assignments, as long as the student is respectful, non-confrontational and non-accusatory in their approach. **No complaint about another instructor should be brought before an instructor.**

If a student believes their concern has not been addressed through one of the aforementioned methods, the student may file a written formal complaint with the Nursing Department Chair. The complaint will be reviewed, and a written response provided to the student within five to seven days.

If a student does not believe their concern has been adequately addressed by the Nursing Department Chair, they may escalate it to Academic Affairs following their protocol and procedure.

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. The Nursing Department chair will formally respond to student concerns as needed throughout the academic year.

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 or around 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.

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.

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 $\geq 77\%$ in any nursing course. 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.

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79

C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	0-59

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:

- Grading Rubric for Prioritizing Patient Needs
- 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.

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 - Preceptor Agreement
- H - Team Compact and Evaluation

Appendix A – Academic Honesty Statement

Crown College Nursing Department

This page will be distributed to and collected back from students at the Nursing Orientation.

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, of any type, that I have or have not taken and whether or not the other person has taken the same exam.
- Print, copy or photograph any exam that I take in this course.
- Copy or photograph any exam relating to any course.
- Use any material presented in other courses without prior written approval of the instructor, former and current.

I will report any infractions of this agreement that I commit or someone else commits to an instructor immediately.

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 – Academic Improvement Plan

Crown College Nursing Department

Name: _____ Date: _____

Advisors and students should select from the options listed below to draft an Academic Improvement Plan. Add and delete items to create a personalized plan that will help you achieve your academic goals for the semester.

In carrying out my plan for improving my academic standing, I will:

- Repeat the following course:
Course ID/Name: _____ Term: _____
- Limit my employment and co-curricular commitments as follows:

- Meet with my instructors regularly to be sure I understand and am meeting their expectations in their courses.
- Complete and turn in all assignments on time for all courses
- Seek assistance from the following resources: (Check those to be used and the amount of hours per week you will attend)
 - Study with instructors _____ hours per week
 - Personal Counseling _____ hours per week
 - Career Counseling _____ hours per week
 - Other _____ hours per week
 - Meet with _____ (advisor) _____ times per _____ to review my academic progress.
 - Arrange to study in the library or _____ where I can give undistracted attention to my work.
 - Check my Crown Outlook email on a regular basis.
_____ (# of times per day or per week)
 - Other plans as agreed upon by student and advisor.

I hereby agree to abide by the terms of this improvement plan:

Student Signature: _____

Advisor Signature: _____

Appendix D – Acknowledgement of Receipt of Handbook
Crown College Nursing Department

I _____ acknowledge that I have received the
Please Print Clearly

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 – Preceptor Agreement, p. 1

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 knowledge, skills and attitudes required for professional practice.

Expectations for Preceptors

1. Collaborate with the student and faculty/clinical coordinator to formulate a clinical schedule/experience.
2. Discuss with the faculty/student arrangements for appropriate coverage for supervision of the student should the preceptor be absent.
3. Orient the student(s) to the clinical agency.
4. Review course objectives and expected student outcomes.
5. Serve as a resource person, role model, and consultant to the assigned student.
6. Recommend patient/client, family, and community assignments which will help the student integrate theory into practice.
7. Collaborate with the student/faculty to review progress of the student toward meeting clinical learning outcomes.
8. Supervise the student's performance of skills and other nursing activities to ensure safe practice.
9. Provide direct feedback to the student regarding clinical performance.
10. Contact the faculty if assistance is needed or if any problem with student performance occurs.
11. Notify the school and student, if possible, at least two weeks in advance if unable to complete this contract.
12. Notify the faculty, as well as participating agencies, of any patient/client-incident requiring a formal report.
13. Provide feedback to the nursing program regarding clinical experience for student and suggestions for program development.

Nursing Program/Faculty Responsibilities

1. Provide the preceptor an orientation to the course learning objectives. Discuss student expectations, skills performance, student guidelines for performance of procedures, and methods of evaluation
2. Inform the preceptor of the skill level of the student to guide the preceptor's expectations of the student.
3. Approve the scheduling arrangement for the student and preceptor to assure availability of the faculty member when needed during the precepting experience.
4. Assure student compliance with standards on immunization, screening, OSHA standards and current BLS certification.
5. Communicate regularly with the clinical preceptor and the student in order to monitor and evaluate the learning experience.

6. Receive feedback from the preceptor regarding student performance (Clinical Evaluation Tool (s)).
7. Provide feedback to the preceptor regarding performance and the clinical learning experience (Preceptor Evaluation Form).

Student Responsibilities:

1. Coordinate personal schedule with the preceptors' work schedule to avoid any conflicts.
2. Maintain open communications with the preceptor and faculty.
3. Maintain accountability for own learning needs.
4. Adequately prepare for each clinical experience. Be accountable for own nursing actions while in the clinical setting. Arrange for preceptor's supervision when performing procedures, as appropriate.
5. Be a resource to the preceptor regarding the content of the course. Answer any questions/concerns.
6. Communicate any concerns to the Faculty immediately.
7. 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.
8. Acquire all tools needed to complete the clinical experience (may work with preceptor on this).
9. Contact faculty if faculty assistance is needed.
10. Respect the confidential nature of all information obtained during the clinical experience.
11. Adhere to professional codes and standards in the performance of nursing care.
12. Provide care that reflects Christian compassion and caring.

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 G - Preceptor Agreement, p. 2

Crown College Nursing Department

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 H – 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

Member	e-mail	Phone(s)

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

Responsibilities:

Member	Responsibility	Due By/Date

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

1st time?

2nd 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 _____

Member Evaluated	Strengths and Weaknesses	A/B/C/D/F??
Yourself		

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.

Member Evaluated	Strategies to help that person?
Yourself	