KING'S COLLEGE

TRANSFORMATION. COMMUNITY. *HOLY CROSS.*

DEPARTMENT OF NURSING

Accelerated Bachelor of Science in Nursing - Hybrid Program

Student Handbook

2024 - 2025

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King's College and the Department of Nursing: Mission & Vision

King's College Mission:
King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

King's College Vision:
Since its founding in 1946, King's has been dedicated to the Holy Cross ideal of transforming minds and hearts with zeal in communities of hope. The College's commitment to students is expressed both in the curriculum and in co-curricular programs encouraging service, fostering reflection, and cultivating leadership skills. Inspired by the teaching and example of its namesake, Christ the King, who taught by example and ruled by love, King's forms graduates who will champion the inherent dignity of every person and will mobilize their talents and professional skills to serve the common good. In the words of its founding president, "King's teaches its students not only how to make a living, but how to live."

Department of Nursing Mission:
In preparing Baccalaureate educated nurses, the Nursing Department shares the mission and vision of King's College and embraces the values of academic excellence, creative pedagogy, engaged mentorship, co-curricular participation, and a collaborative spirit. The nursing program pursues the values and beliefs of nursing as a humanistic service, which continues to embody the role of the professional nurse as a future leader utilizing evidence-based decision-making while adapting to healthcare changes in a multicultural society.

Department of Nursing Accreditation

Regional Accreditation:

The Middle States Association of Colleges and Schools regionally accredited King's College and the Department of Nursing. The following link provides the accreditation status for King's College: https://www.msche.org/institution/0514/

Baccalaureate Program Accreditation:

The baccalaureate degree program in nursing at King's College is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Department of Nursing Goals and Student Learning Outcomes

Department of Nursing Goals:

1. Achieve an academic environment that promotes learning communities, which successfully engages students in Critical Thinking, Effective Oral Communication, Effective Written Communication, Information Literacy, Moral Reasoning, Quantitative Reasoning and Technological Competency within the context of nursing.
2. Ensure academic excellence by maintaining the college's commitment to liberal arts.
3. Foster a learning environment that teaches our students to become professionals as well as being prepared to live in a pluralistic society.
4. Integrate the Catholic tradition and professional values related to ethics, moral, and legal aspects of nursing into professional practice.

Nursing Student Learning Outcomes:

• Incorporate science and theoretical knowledge from the liberal arts and basic sciences to promote health, disease prevention, and illness/disease management for the welfare of others.
• Utilize an evidence-based approach in the delivery of health care and evaluation of healthcare policies to a diverse community within the global society.
• Use critical thinking skills, nursing process, and collaboration with other disciplines to design, provide, manage, and coordinate quality nursing care.
• Participate with patients and interdisciplinary team members to improve quality patient care and culturally competent healthcare across the lifespan.
• Incorporate knowledge of leadership/management principles in professional role development.
• Provide safe nursing care to patients in a variety of healthcare environments by demonstrating respect for patient rights, professionalism, and ethical decision-making.
• Demonstrate information literacy and utilization of healthcare technologies used to support the delivery of competent healthcare

American Nurses Association Code of Ethics for Nurses

The Code of Ethics for Nurses with Interpretive Statements (The Code) was developed by the American Nurses Association (ANA). The Nursing Code of Ethics guides "carrying out nursing responsibilities in a manner consistent with quality nursing care and the profession's ethical obligations."

Also, in recognition of the impact ethical practice has on patient safety and the quality of care, ANA has designated 2015 as the "Year of Ethics," highlighted by releasing a revised code of ethics to include nine provisions for the profession. These nine provisions assist nurses in ethical decision-making throughout their practice.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and acts consistent with the obligation to provide optimal patient care.

5. The nurse owes the same duties to themselves as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Statement on Student Handbook Policies

The faculty in the Department of Nursing reserves the right to revise or amend policies at any time. When faculty amend a policy, they will present students with an amendment and request that they sign an acknowledgment page.

Professional Policy

Considering the expectations of professional nursing practice, proper behavior and attitudes are expected for students enrolled in all nursing courses. Those who do not comply with this professional policy will be subject to disciplinary action at the discretion of the Director and Chair of Nursing. Students will receive one warning during the semester. With each subsequent violation of this policy, a 1.0-point deduction from a student's final course grade will occur, which may result in the student's inability to complete the course and progress in the program successfully.

Professionalism is demonstrated by a student who:

- Follows the American Nurses Association (ANA) Code for Ethics for Nurses
- Follows the National Council of State Boards of Nursing (NCSBN) A Nurse's Guide to the Use of Social Media and a Nurse's Guide to Professional Boundaries
- Uses appropriate verbal and non-verbal communication
- Is punctual for class and clinical practice
- Is reliable, dependable, and accountable for one's actions
- Produces quality work on time
- Accepts constructive criticism and modifies one's behavior as necessary
- Is cooperative (e.g., non-argumentative; willing, and helpful)
- Is non-judgmental (student demonstrates an attitude of open-mindedness towards others and situations; does not "stereotype" others or prejudge situations)

- Communicates assertively with honesty and integrity (actively and appropriately engages in dialogue or discussion)
- Is self-directed in undertaking tasks and is self-motivated
- Is respectful (demonstrates regard for self, patients, peers, faculty, staff, and college property)
- Is empathetic (demonstrates appreciation of others' positions; attempts to identify with others' perspectives; shows consideration towards others)
- Handles stress (remains calm, level-headed, and composed in critical, stressful, or difficult situations)
- Is an active learner (seeks knowledge; asks questions, searches for information; takes responsibility for own learning)
- Is confident (acts and communicates in a self-assured manner, yet with modesty and humility)
- Follow through with responsibilities (if assigned to a task requiring skills not possessed, the student must seek the instructor's assistance).
- Is diplomatic (is fair and discreet in all dealings with patients, peers, faculty, and staff)
- Demonstrates a desire to exceed expectations (goes above and beyond, attempts to exceed minimal standards and requirements for tasks, assignments, and responsibilities)
- Utilizes time efficiently (allocates and utilizes appropriate amounts of time to fulfill responsibilities; uses others' time wisely; awake and alert in class and clinical)

Academic Honesty Policy

At King's College, the faculty and community are deeply committed to academic honesty and integrity. **The following are considered to be severe violations and will not be tolerated.**

1. **Plagiarism:** Using another's ideas, programs, or words without acknowledgment.
2. **Collusion:** Improper collaboration when preparing assignments, computer programs, or taking quizzes and examinations.
3. **Cheating:** Giving improper aid to another or receiving such aid from another source.

Any student who violates this policy will be subject to sanctions following the King's College Policy.

Large Language Models Policy

Large language models (LLMs), such as Chat GPT, Bard, and Claude, are readily available, powerful tools with many uses. There are circumstances when you can benefit from using these tools, such as personalized learning/tutoring and brainstorming ideas. There are also circumstances when using LLMs will interfere with your learning ability, such as using an LLM to create coursework instead of creating it yourself.

You should be aware that **there are limitations to LLMs**:
- They rely on language patterns and statistics to predict what an answer to a prompt should look like. They aren't "thinking" about the right response in a way a student would. In fact, they aren't thinking at all.
- They are good at predictive text and pattern recognition but bad at accuracy. LLMs will make up ("hallucinate") things that sound convincing but aren't true. If you are looking for factual information, assume everything produced by the LLM includes everything made up.
- They have bias. They have been trained in datasets that contain specific worldviews and assumptions and will replicate those ways of thinking about the world. Critical thinking strategies are essential when engaging with LLM-generated text.
- They depersonalize your writing. Overreliance may lead to a lack of voice and a distinctive style, which is crucial for effective writing.

Here are the **principles that are in place for this course**:

1. LLM usage with specific tasks that may help you learn is encouraged. This could include things like summarizing challenging passages of text, creating outlines of information, and creating quizzes.
2. **You cannot use LLMs to produce any part of any coursework (assignments, projects, assessments, etc.) without the nursing faculty's explicit permission.**
3. If you are allowed to use LLMs to produce coursework, and you use one or more LLMs, you must do ALL of the following:
   a. Specify that one or more LLMs were used.
   b. Specify which LLMs were used.
   c. Provide explicit descriptions of how the information was generated.
   d. Provide the prompts that were used.
   e. Explain how the output was used in your work.
      § You must edit and revise the LLM's output rather than cut and paste. You must still explain how the output was used in your work.
      § There may be situations where permission is given to cut and paste output. If so, you must identify all text generated by an LLM using quotation marks, highlighting, or some other obvious method to show this.
4. You are responsible for the possible adverse outcomes of using LLMs in submitting your work. These include but are not limited to:
   a. The accuracy of an LLM's output
   b. Usage that results in harm to the well-being of others (individually or collectively)
   c. Usage that violates the privacy or security of others
   d. Usage that undermines the academic integrity of coursework
   e. Any other usage that violates King's College policies

If you do not adhere to these principles, you will be subject to the Academic Integrity in the King's College Student Handbook.

As LLMs become increasingly embedded in existing technologies, we will enter gray areas that don't align with this policy. If you are unsure of whether and how much of a submission has been LLM-generated or whether you could violate this policy, you should ask the nursing faculty for guidance.

Disciplinary Action Policy

When a nursing student violates King's College and Department of Nursing policy, they will be referred to the Director and Chair of Nursing for disciplinary action. This may result in suspension or expulsion from King's College and the Department of Nursing.

Communication Policy

Electronic correspondence will be sent to the student King's College email account to maintain confidentiality and privacy. No other email account will be used. Students must obtain all electronic mail via their King's College account.

Cell phones and other communication devices must be silenced during class and clinical. Cell phones are not to be used during class, clinical, or in the Nursing Lab without permission from a designated faculty or staff member. Students will receive a warning the first time, then a 1.0-point deduction from the final course grade, with each subsequent disregard of this policy.

Student Employment Policy

According to the American Association of Colleges of Nursing (AACN) Fact Sheet: Accelerated Baccalaureate Degrees in Nursing, "Students enrolled in accelerated programs are encouraged NOT to work given the rigor associated with completing the degree." King's College Department of Nursing will support students in accomplishing programmatic objectives quickly by building on previous learning experiences. Instruction is intense, with full-time courses having little or no break time between terms. Students will receive the same clinical hours as their counterparts in traditional entry-level nursing programs. Therefore, at the start of the ABSN-H program, students will be asked to confirm in their interview with the Director of Nursing that they will not be employed more than one day or 10 hrs. a week during the program year. Students will sign a signature page at the program's start to acknowledge this policy.

Student Advisement Policy

Nursing students must inform their nursing advisor of any event that can alter their learning plan.

- Faculty are available during office hours and other times with an appointment.
- Students are responsible for making an appointment with their advisor.
- Messages may be left for the advisor by email or phone message.
- Advisement is to assist students in their education plan.
- It is the responsibility of the student to discuss an Early Alert(s) or unsuccessful midterm grade with their nursing advisor.
- Personal and emotional problems will be referred to a King's College counselor.
- It is the student's responsibility to ensure that all degree and major requirements have been met.

Entrance and Program Progression Policy

For students to be admitted to the Accelerated Bachelor of Science in Nursing – Hybrid (ABSN – H) Program, students must:

- 25 of the 46 prerequisite course credit hours completed (all 46 credit hours of prerequisite courses to be earned by the end of July).
- 2 of the 4 prerequisite science courses completed (8 credit hours)
- 3.0 earned grade in each science course (1 repeated science course allowed one time)
- 2.75 earned grade in non-science courses.
- Bachelor's degree (3.0 minimum GPA for science degrees; 3.2 minimum GPA for non-science degrees) *Applicants previously enrolled and unsuccessful in another Bachelor of Nursing program are not qualified to apply.
- Health & Immunization, Flu Vaccination, Annual Physical, Criminal Background Check, Fingerprinting, Child Abuse Clearance, Urine Drug Screen, and active CPR/BLS for Healthcare Professionals with the American Heart Association.
- The Director of Nursing, in the interview, will review transcripts and identify applicants' ability to flourish in an accelerated-paced program.

For students to progress in the Accelerated Bachelor of Science in Nursing Hybrid (ABSN – H) Program, students must:

- Earn a 2.5 or higher in all nursing courses.
- A nursing student who earns less than a 2.5 in a nursing course will be unsuccessful in that course.
- Students are permitted, when unsuccessful in a course, to repeat it once to progress in the program.
- Students are required to maintain a cumulative Grade Point Average (GPA) of 2.5 or higher.

- Students who do not achieve the minimum cumulative GPA of 2.5 or higher will be placed on academic probation for the next term to increase their GPA.
- Failure to achieve a cumulative GPA of 2.5 or higher after a probationary term will result in program dismissal.
- Students will be provided only one semester of probation throughout the nursing program.

Student Classroom Attendance and Participation Policy

Attendance is required for on-campus and virtual scheduled classes, including scheduled Professional Simulation and Interprofessional Education (IPE) events. Attendance will be taken at the beginning of each class. In the case of an unusual circumstance (e.g., major illness or death in the family), the student must contact the course instructor by email or phone no later than 30 minutes before the start of the class. A student will receive a warning on the first lateness or unexcused absence. After this, a 1.0-point deduction from the final course grade with each subsequent disregard of this policy. A written excuse from a healthcare provider may be requested by faculty.

Students are to not schedule travel or vacation at any time during the program when classes and clinicals are in session, as these absences will not be approved. Emergencies will be discussed with the Director and Chair of the Department of Nursing.

Students are also expected to participate in weekly virtual instructor/student meetings and face-to-face classes on campus from the first day of each course. **Student cameras must be on when participating in virtual meetings, and microphones must be unmuted.** Students should sit upright at a desk or other table, not in bed or lying down. Animals are permitted if they do not interfere with a student's image or sound. Students should plan for a private setting/room to join virtual meetings. Students should not eat a full meal or drink alcoholic beverages in virtual sessions. Each course assignment, including discussion forum posts, contributes towards meeting student learning and course outcomes. Per each course expectation, students who do not participate weekly are subject to an unsuccessful grade. A student unable to meet course requirements for a distance education or hybrid course is expected to notify the instructor as soon as the student is aware of the potential conflict. Faculty are not obligated to give credit or make concessions for students' missed time. Assignments/discussions turned in late without previous approval will receive a five-point (5) grade deduction for every day late. Students may be removed from the course and program for non-participation as per the terms of the system.

Student Representative Policy

One ABSN – H cohort representative will be identified based on student nominations and voting to represent their class. This representative will be invited to attend and participate in Nursing Department meetings in which topics related to their program are on the agenda.

Scholarly Written Assignment Submission Policy

Students are expected to maintain Academic Honesty and adhere to the Intellectual Responsibility and Plagiarism Policy as stated in the College Student Handbook and under Academic Honesty in this Nursing Student Handbook. The following submission and grading criteria shall apply to all students when submitting written assignments in nursing courses:

1. Completed assignments (papers, discussions, forum posts) are to be submitted via Dropbox or New Thread in Moodle in Microsoft Word format before its due date and time as directed by the course instructor.
2. The Turnitin originality check will be applied to all written nursing paper assignments

and discussion forum posts.

3. Five (5) points per day, including weekends, will be deducted from the final grade for late-submitted assignments.
4. Graded assignments will be returned to students no later than one week from the assignment due date.

TURNITIN® Policy

The Department of Nursing uses Turnitin® software as a formative process to help students develop and improve their scholarly writing skills while promoting academic honesty.

The Turnitin® service, which identifies matching text with online databases of written works, is set in most Moodle nursing courses in the learning management system (LMS) for written assignments and discussion forums. The software produces an Originality Report, which contains a similarity index. This guides instructors and students to identify matching text that could lead to a violation of academic honesty in the form of plagiarism. The software cannot identify or interpret plagiarized material – it can only report on the similarity of text matches. As noted in the similarity index, sources for matching in the Originality Report include the internet (current and archived web pages), publications (journals, chapters of books, and other specific reports), and student papers. Similarity reports are automatically produced for all submissions. The reports serve as formative feedback for students and are meant to aid in developing their scholarly writing skills.

Multiple submissions are permitted in the Assignment Dropbox and Discussion Forums, producing new Originality Reports for each assignment. No assignment can be submitted in parts. Instead, all assignments are to be submitted in their entirety. Students must anticipate the possible need for additional time for the report to process before the assignment and discussion forum due dates. Extensions and exclusions from the Academic Honesty policy will not be provided based on late submissions and Originality Reports not being reviewed by students.

Be aware: receiving a Turnitin Report can take as little as 15 minutes but up to 24 hours.

The Originality Report contains a similarity index, with submissions in the parameters graded as having no matching text or up to 100% matching text. Based on the assignment and review of the similarity report, the faculty may accept any score higher than 24%. Students are to refer to the Turnitin Algorithm to guide their revisions of discussion forums and written assignments.

Similarity Index:
No matching text (acceptable)
One word to 24% matching text (acceptable)
25-49% matching text (must be revised and resubmitted)
50-74% matching text (must be revised and resubmitted)
75-100% matching text (must be revised and resubmitted)

Students must carefully read and use the Originality Report to revise and lower their similarity percentage score before resubmitting assignments. Faculty will grade the student's last assignment submission.

Examination Policy

All students are expected to arrive on time for on-campus exams. In unusual or unexpected circumstances in which a student cannot take an exam on the scheduled day and time, the student must contact the

classroom instructor **no later than one hour before the start of the exam** for that day. A make-up exam will be administered within 48 hours after the scheduled date and time. Any suspected incident of student cheating will be handled following King's College and the Department of Nursing Student Handbook Policy.

During examinations, students are not to have access to or use any course materials, speak to other students when a student asks for clarification of words or statements on the exam to the proctor, be given extra time to complete an exam if they arrive late, be allowed to use a cell phone or handheld calculator during an exam or be permitted to leave the room without permission of a proctor.

When using Moodle to take an exam, the student must ensure that software updates are completed and updated and that laptops are fully charged before taking examinations. Students are not permitted to have any pages of other things open on their computer when testing besides the Moodle course site.

Each student will be provided with scrap paper. No personal items, calculators, or cell phones are permitted during an exam. Students will sign their name at the top of the scrap paper and return it to the proctor when the exam is completed.

If the proctor observes a student displaying academic dishonesty, the student will be instructed to exit the exam and be escorted out of the testing room. The student will receive a zero for the exam and will be reported to the Director and Chair of Nursing. Examples of academic dishonesty include using technology other than the Moodle site.

Students must finalize their exam before they leave the room and when they have completed it. If students are unsure if the exam is finalized, they can log into Moodle and check "Exam History" for confirmation.

A student who arrives 15 minutes or more late for an exam will not be permitted to take an exam. The student will complete the exam on a date and time determined by the course instructor.

The Student Handbook Examination Policy will be followed for a student who misses an exam. No student can take an exam early based on work or a vacation. Any student who does not complete a missed exam on the make-up exam day and time, as instructed by the course instructor, will receive a zero for the exam.

Students are responsible for notifying the course instructor if testing accommodations are needed. The student will be referred to the Academic Advisement Office for assistance if necessary.

Grades will be available for review in Moodle after the course instructor reviews the exam. Students will then review their grades. Under no circumstance can a student take a photo or reproduce any questions in any form.

Nursing Course Withdrawal Policy

Students will follow the course withdrawal policy of King's College Registrar's Office. Students can withdraw from no more than three courses and one term in the program. Students may re-enroll when the course is next offered, which will be in the next academic year.

Student Expectations for Learning in Online Courses

Distance education is designed as an interactive and collaborative learning environment that requires students to participate actively and effectively in class discussions with respect and understanding of various points of view. As an online learner, students are expected to:

Use the King's College email system (kings.edu) as the primary means of communication for College issues between students, faculty, staff, and the College. Students are expected to check their email inbox every 24-48 hours and respond to faculty emails within the same time frame. One email reminder will be sent to the students. If the student remains unresponsive, the Director and Chair of Nursing will be notified.

- Ensure the computer hardware is set up and the required software is installed.
- Complete the King's College orientation program for online students before the program starts.
- Notify their advisor and course instructor of any academic or physical disabilities or specialized learning or testing needs.
- Demonstrate self-motivation, learner independence, and be an engaged learner.
- Read all online course content, carry out associated activities, and engage in the discussion forum by reading all student responses each week.
- Meet course deadlines and place assignments in the assignment folder.
- Access the online syllabus and reference it throughout the course.
- Comply with the King's College Academic Integrity Policy at all times.
- Respect copyrighted course materials and use them within accepted guidelines.
- Practices Netiquette (http://www.albion.com/netiquette/corerules.html) throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with faculty. peers, and staff.
- Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, sexual orientation, religious, and political beliefs.
- Maintain confidentiality regarding information communicated to patients, employers, and students.
- Uphold high ethical standards in the preparation and submission of assignments.

Any action, verbal or written statement that threatens or violates the personal safety of any faculty, staff, or student or any conduct that interferes with the online educational process will be referred to the Director and Chair of the Department of Nursing.

Technology Requirements for Online Learners Policy

A laptop with wireless capability and a working camera is needed for online instructor and student meetings and exam-taking days, which are almost every other week in the program on campus. **Reliable internet access is a requirement for program success and completion.**

Accepted Browsers include Microsoft Edge, Mozilla Firefox, Google Chrome, and Apple Safari.

Students are required to own or have easy access to the following items:
· Printer (available on campus at various locations)
· Multi-Page Scanner (available in the Alley Health Sciences building, 2nd second floor, and the Library.

Laptop, Windows
· Dual-Core Processor (Intel Core i5 or AMD equivalent, 2.4 GHz or higher)
· Windows 11 (Windows 10 minimum)
· 16 GB RAM (8 GB minimum)
· 500 GB Hard Drive (256 GB minimum)
· Wireless Card
· External Ethernet adapter

Laptop, Macintosh
· Intel Core i5 or Apple M1 Processor (2.4 GHz or higher)
· Mac OS X latest version (11 minimum)
· 16 GB RAM (8 GB minimum)
· 500 GB Hard Drive (256 GB minimum)
· Wireless Card
· External Ethernet adapter

Desktop, Windows
· Dual-Core Processor (Intel Core i5 or AMD equivalent, 2.4 GHz or higher)
· Windows 11 (Windows 10 minimum)
· 16 GB RAM (8 GB minimum)
· 500 GB Hard Drive (256 GB minimum)
· Ethernet card

Desktop, Macintosh
· Intel Core i5 or Apple M1 Processor (2.4 GHz or higher)
· Mac OS X latest version (11 minimum)
· 16 GB RAM (8 GB minimum)
· 500 GB Hard Drive (256 GB minimum)
· Ethernet Card

All full-time students will receive 5 free licenses for Microsoft Office 365 when accepted to the program. Office 365 is a Microsoft Office Suite that includes Excel, Word, PowerPoint, Outlook, OneNote, and OneDrive. Students can install and license Office 365 on 5 different devices.

Full-time students have the opportunity to purchase a discounted laptop using the King's College Purchase Program at https://www.kings.edu/mykings/computer-purchase-program

Technical Standards Essential to the Practice of Nursing

The goal of King's College Department of Nursing is to prepare professional practitioners of nursing who have mastered the discipline's core concepts and principles and are prepared to meet the challenges of practice in an increasingly complex healthcare environment through evidenced-based training and healthcare policy development. The educational program is built on a foundation that fosters ethical practice, professionalism, and lifelong learning in a dynamic, multicultural society. Fundamental to the nursing program is the sequential building of nursing knowledge through cognitive, affective, and psychomotor domains that facilitate the delivery of safe, compassionate, and competent nursing care, necessitating specific functional abilities during clinical experiential activities that are not present for didactic classroom functional abilities. Nursing faculty define these functional abilities as technical standards essential to nursing.

Technical standards are required to provide safe, effective nursing care. Students unable to carry out activities related to technical measures may not be able to meet course objectives and progress in the nursing program. Students unable to complete activities related to technical standards may also pose a risk of harm to themselves and the client(s) for whom care is provided. Hence, students must be able to carry out activities related to technical standards for admission and progression in the nursing program.

A prospective student or enrolled student in the Department of Nursing with a documented disability, following King's College policy and as defined by section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1993, can request accommodations to meet the technical standards defined by the Department of Nursing. A student with a disability is encouraged to seek accommodation to meet the technical means by contacting the Academic Skills Office to discuss reasonable accommodation. The Department of Nursing will be responsible for providing reasonable accommodation for the student to meet the recommendations of this Office. A student with a disability who requests accommodation must submit this request in writing and offer pertinent supporting documentation to the Academic Skills Office following King's College policies.

King's College nursing faculty have identified the following technical standards of functional abilities essential to the practice of nursing that an individual must meet to be admitted into and progress through the nursing program:

General: Students must possess functional sensory abilities to interpret data from the senses consistently and accurately. This includes using vision, touch, hearing, smell, and communication skills during client data collection and the ability to perceive pain, pressure, temperature, position, vibration, and movement.

Observational: Students must possess sufficient aptitude to accurately interpret and document visual observations within the context of patient care activities, which include, but are not limited to, the interpretation of laboratory studies, medication administration, and the interpretation and maintenance of accurate records.

Communication: Students must have adequate ability to communicate effectively, both verbally and nonverbally, to gather information and translate that information to others in a professional, logical, and accurate manner. Students must have sufficient command of the English language to read, write, interpret, comprehend, and legibly document the language in multiple formats. Students must be able to speak English to support communication with patients, their family members, and health care professionals. In addition, students must be able to recognize, interpret, and respond to nonverbal behavior in themselves and others. Students must also communicate proficiently with instructors and others in verbal and written formats.

Motor: Students must have sufficient strength, mobility, flexibility, coordination, and agility to perform patient care activities and emergency procedures. Students must also possess the gross and fine motor skills necessary to perform clinical psychomotor skills safely and effectively. These patient care activities, emergency procedures, and psychomotor skills require students to have sufficient levels of neuromuscular control and eye-to-hand coordination to complete (a) the techniques of examination, which include inspection, palpation, percussion, auscultation, and other diagnostic maneuvers; (b) the ability to develop the psychomotor skill necessary to (i) perform or assist with procedures, treatments, medication administration; (ii) manage and operate diagnostic and therapeutic sterile medical equipment, and (iii)

perform patient care maneuvers and activities which include but are not limited to lifting, transferring, and assisting with mobility.

Critical Thinking: intellectual, conceptual, and quantitative abilities: Students must possess the ability to develop skills necessary to manage situations inherent in the practice of nursing. This necessitates problem-solving skills, which require students to measure, evaluate, analyze, and synthesize objective and subjective data to make safe, immediate, well-reasoned, and sound judgments, often in unpredictable situations. Students must also be able to incorporate new information from peers, teachers, and nursing and medical literature when making clinical judgments during patient assessment, intervention, evaluation, teaching, and development of short- and long-term patient goals.

Professionalism: Essential behavioral and social attributes: Students enrolled in nursing programs must possess specific personal characteristics integral to the professional practice of nursing. The professionalism policy provides a complete listing of the essential behaviors and social attributes required for nursing.

Emotional, Psychological, and Mental Stability: the ability to manage stressful situations: Students enrolled in nursing programs must possess the ability to display effective and empathetic behaviors under stressful and rapidly changing conditions while interacting with diverse individuals and groups. Students must also have mental stability and the ability to readily respond to urgent, often unpredictable situations calmly without hindering other healthcare team members' ability to promptly address and treat the emergent needs of clients.

It is expected that all students will be able to meet these technical standards and meet program objectives.

Grievance Policy

Students must have appropriate recourse for action if they have a clear and justifiable grievance in an academic and clinical area.

Students are required to follow the established procedure of this policy. It is intended to guide appropriate and effective action within the Department of Nursing. An Academic Grievance is a complaint seeking action to address an issue that has or will materially affect a student's grade or standing in a course or program.

Procedure: A student having difficulty in an academic or clinical area is to:

• Meet with the course instructor and clinical instructor to resolve the problem.
• If the problem cannot be resolved through discussion with the course instructor and clinical instructor, the student will next meet with the Director of Nursing.
• If the problem cannot be resolved through discussions with the Director of Nursing, the student will meet with the Chair of Nursing.
• If the problem cannot be resolved through discussions with the Chair of Nursing, the student will meet with the Dean of Health Sciences.
• If the problem cannot be resolved, the student may appeal the decision following the King's College Academic Grievance Policy (see King's College Undergraduate Catalog, pp.26-28; https://www.kings.edu/pdf/college-catalog-2024-2025.pdf)

Clinical Attire Policy

As consistent with the expectations of the nursing practice environment, professional dress and attention to personal hygiene are mandatory in the clinical setting. Attire and personal grooming are expected to not distract from nor compromise the professional integrity of the Department of Nursing or the nursing profession. The program attire consists of the following:

Scrubs
Black scrub pants and top with King's College and Department of Nursing embroidered in white thread over the left upper side of the top. Students may also purchase an optional long-sleeved or short-sleeved black shirt from Med Plus to wear under their scrub top. White uniform shoes or white sneakers with no color markings are also required. Clogs with an open back or Croc shoes are not permitted. A King's College Student ID, stethoscope, watch with a sweeping second hand, black ink pen, small writing pad, bandage scissors, and penlight are also required equipment for clinical practice.

Note: Refer to the course instructor for other attire at an assigned agency. For example, psychiatric agencies ask students to wear business/professional clothing rather than scrubs. Students may be required to wear agency scrubs when in an operating room or when caring for newborns in obstetrics.

Hair and Nails
A student's hair should not interfere with the delivery of patient care. For safety, sanitary reasons, and appearance, all students with long hair must neatly secure it away from their faces and off their shoulders at a clinical agency and in the Nursing Lab. Close-trimmed beards, sideburns, and mustaches are acceptable. Artificial eyelashes or eyelash extensions are not permitted. Using hair dye in multiple colors is discouraged. Nails should be short, clean, and rounded. Only clear or light pink nail polish is permitted. The program restricts artificial nails, acrylics, tips, gel, dip polish, and nail overlays.

Makeup and Perfume/Cologne
Makeup can be used but in moderation. Patients may be allergic to fragrances; therefore, perfume, cologne, and scented lotions should not be applied on clinical days.

Jewelry and Tattoos
A wedding ring or small-sized non-ornate ring is permitted. No other visible jewelry is permitted. Larger-sized posts or dangling earrings are not allowed. If ears are pierced, one small post earring per ear is permitted. No hoop earrings, bars, or gauges can be worn. No other body piercing jewelry should not be visible, including tongue, eyebrow, nose, and lip piercing.

Tattoos inappropriate for professional practice need to be covered at a clinical agency. Examples would be words, symbols, and images deemed culturally insensitive, promoting violence, drugs and or drug paraphernalia, nudity, sexual interactions, alcohol or tobacco products, and profanity.

Students not following this policy will receive one written warning for the first offense. If they continue to violate this policy, they will be dismissed from the clinical and required to complete a clinical makeup day at the end of the term.

Student Conduct Policy

Students are preparing for initial licensure as registered nurses. They must act according to the National Council States Boards of Nursing (NCSBN) Code of Conduct outlined in the Nurse Practice Act.

A student will not be permitted to attend clinical nursing courses under the following circumstances:

1. **Evidence of a Felony Conviction**
2. **Positive Drug Test**: The student tests positive for drugs during the Urine Drug Screen Test required as a condition of participating in clinical courses (see below) or
3. **Criminal Record**: The student's most current FBI Criminal History Report includes any reference to a criminal conviction (including summary offense or charge not resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program).

*If resolved, the student must contact the agency to which they are assigned for the specific clinical course. The student must obtain a written statement indicating the designated, contracted clinical agency is aware of the resolved issue. It is granting permission for the student to complete the clinical requirements at the agency. The written statement must be submitted to the Clinical Coordinator as part of the healthcare clearance procedure a minimum of 30 days before the start of the semester. If they do not, they cannot attend clinical and be enrolled in a clinical course.

Students with criminal records or positive urine drug screen results cannot enroll in clinical nursing courses. They are responsible for notifying the Department of Nursing if an incident could impact their nursing student status and result in dismissal from the program.

Confidentiality Policy

Following clinical agency regulations, students must adhere to affiliation agreements that protect the confidentiality of patient information and adhere to the following guidelines:

*   Pertinent patient identification, including name, social security number, or codes, will not be copied.
*   Patient charts will not be removed from the confines of the nursing unit.
*   Patient identification will not be discussed or mentioned in any public domain, such as an elevator, hallway, cafeteria, etc.
*   Patient initials will only be used on all teaching/learning assignments.
*   Assignments posted by faculty will contain room numbers, patient initials, and pertinent clinical data.
*   Students and faculty will follow all agency policies.
*   Students will log off electronic devices when they are finished using them at the assigned agency.

Precaution Guidelines for Nursing Students Caring for Clients with Infectious Diseases

A. Blood and Body Fluid Precautions:

1. Wear gowns if contamination of clothing with clients' blood or body fluids is anticipated (Standard Precautions).

2. Wear gloves when in contact with blood and body fluids.

3. Perform thorough hand washing before and after administering care or wearing gloves.

4. Wear masks when anticipating respiratory contact with droplet secretions, e.g., a coughing client who cannot cover his or her nose and mouth or when suctioning a client. (A student may be fit-tested for a mask.)

5. Wear protective eyewear (eyeglasses or goggles) when anticipating contact with blood, body fluids, or copious respiratory secretions.

6. Avoid accidental contact with sharp items contaminated with blood (needles, scalpels, razors). Do not recap needles. Disposable sharp objects should be discarded in puncture-resistant containers marked as biohazard.

7. Avoid direct contact with blood and body fluids if the nurse has open lesions.

8. Handle lab specimens with gloves and label them with a biohazard warning.

9. Bag and mark soiled linen is a biohazard for laundry handlers.

10. Clean spills of blood and body fluids with a 1:10 bleach solution.

B. Nursing Students:

1. It is recommended that students notify their instructor if they are/become pregnant and review the student pregnancy policy located in this handbook.

C. During Invasive Procedures:

1. Wear a gown, two pairs of gloves, masks, and eye coverings. In addition to the above guidelines, any agency policies, such as fit testing for an N95 respirator, will be followed.

The existing agency policy will supersede this policy. If there is no agency policy, the stated guidelines will be followed.

Potential Risks for the Expecting Student Policy

Students must notify their nursing advisor and course and clinical instructor if they are/become pregnant while in the nursing program. Students must be aware of potential risks associated with some learning experiences, such as, but not limited to, caring for clients with infectious diseases, strenuous activity, and toxic substances, including radiation and chemotherapy, and the potential for bodily harm.

The nursing student must consult with the course coordinator and clinical instructor before clinical experiences to identify clinical agency policies related to pregnant students and the impact of these policies on the student's ability to meet all clinical outcomes. It is also the responsibility of the nursing student to provide written documentation from a healthcare provider, allowing them to perform clinical assignment duties without any restrictions. Additionally, when a student returns during the semester after delivery, medical clearance from a healthcare provider, indicating that the student can resume clinical assignment duties without restrictions, is required. Neither King's College nor its affiliating clinical agencies assume responsibility for harm that might occur to a pregnant nursing student.

Criteria for Physically Challenged Students

Students who are physically challenged must meet the following criteria for admission and completion of the nursing program.

1.   All students must have a physical health examination.
2.   A student with a limitation and disability that may potentially interfere with the student's achievement of educational objectives may be required to submit to an evaluation by a healthcare provider designated by King's College.
3.   The Chair of Nursing will review the situation in consultation with that healthcare provider.
4.   The Chair of Nursing will review information from any pertinent source:
    • Student
    • Course Instructor, Clinical Instructor, Nursing Advisor, Healthcare Provider
    • Student's Parents (or another person/i.e., vocational counselor), with the student's request
    • Student Certified Profile and Medical Record
5.   The Chair of Nursing will make the final decision.

Completion of Required Clinical Simulation and Interprofessional Activities

All clinical nursing courses require simulation-based activities (SBA) to be integrated into the course. SBA is integral to the clinical experience and is associated with student learning outcomes for each clinical nursing course. Students must complete all SBA on the scheduled days and times. SBA will be arranged in advance, including practice, remediation, and retesting.

Students must follow the clinical dress code policy for SBA activities other than practice and remediation. Students are to wear scrubs and their student IDs and bring any applicable equipment upon arrival to the SBA. If an emergency prevents a student from making a scheduled appointment, the student must notify the course instructor and the clinical instructor before the scheduled activity. The course coordinator must deem excuses for missing SBA activities valid. The course instructor determines and schedules appropriate make-up activities for any missed SBA. SBA activities include, but are not limited to, skill demonstrations, formative and summative scenario-based simulations, and high-stakes simulations. Students must complete and bring all required prep work as communicated in advance.

Skill Demonstrations:
Clinical faculty and Nursing Lab professional staff evaluate students' technical skills using standardized checklists. Students who are unsuccessful on the first attempt at a skill demonstration must complete assigned remedial work and make an appointment for another try. Students cannot perform skills in the simulated environment until they can successfully perform them in the clinical setting. When a student cannot perform specific skills in the clinical setting, the clinical faculty will document this in the clinical evaluation. If the student cannot perform specific skills for two (2) weeks, the clinical instructor will place the student on a clinical contract. If students cannot perform specific skills by the end of the clinical semester, they will receive a clinical failure.

Formative Simulations
The nursing faculty will design and carry out formative SBA. Formative SBA assists students in learning beginning skills such as communication, clinical reasoning, clinical nursing judgment, and

interprofessional collaboration. Recommend remedial work may be assigned based on student achievement of student outcomes.

The Lasater Clinical Judgment Rubric (LCJR) assesses students' clinical nursing judgment development. An LCJR score of 11 indicates the student's clinical nursing judgment is beginning to develop. An LCJR score of 12-22 shows the student's clinical nursing judgment is developing. An LCJR score of 23-33 indicates an accomplished level of clinical nursing judgment. An LCJR score of 34-44 shows the student's clinical nursing judgment is exemplary.

Summative Simulations

Nursing faculty design and execute summative SBA. The Creighton Clinical Evaluation Instrument (C-CEI) determines clinical competence in a clinical scenario. It is defined as a C-CEI score of 18 or higher on a scale of 0-22. This is equivalent to a grade of 82%. Students achieve points on the C-CEI by demonstrating specific identified actions without prompting during the SBA's pre-briefing scenario debriefing component.

Students who do not achieve a C-CEI score of 18 or higher on the first attempt at a summative evaluation must complete assigned remedial work. The course instructor will give a timeframe for completing the remedial work and a second evaluation. A different nursing faculty will evaluate the student during the second attempt. If a student is required to complete a second evaluation, the recorded grade will be the minimum passing score of 18.

High-Stakes Simulations

Nursing faculty design and execute a high-stakes SBA for students before the commencement of their practice in the clinical environment. This occurs in NSG315. In high-stakes SBL activities, clinical faculty evaluate students' clinical competence using the Creighton Clinical Evaluation Instrument (C-CEI). Clinical competence is defined as a C- CEI score of 18 or higher on a scale of 0-22. In a high-stakes simulation, the C-CEI score indicates the student's ability to meet essential clinical competencies related to safety. Students achieve points on the C-CEI by demonstrating specific identified actions without prompting during the SBA activity's pre-briefing, scenario, and debriefing.

Students who do not achieve a C-CEI score of 18 or higher on the first attempt at a high-stakes evaluation must complete assigned remedial work, including but not limited to a structured, one-hour, one-on-one remediation session. The course instructor will give a timeframe for completing the remedial work and a second evaluation. Nursing faculty evaluate the student during the second attempt. As performance in the clinical environment is highly correlated with performance in the simulation environment, if students do not demonstrate clinical competency in a high-stakes simulation, they cannot progress into the clinical setting. They will be unable to achieve student outcomes for the course. The student will earn a 0.0 for the period (NSG315). The student cannot attend any further activities related to the associated course.

Skills Retesting for Returning Students Policy

Students with non-consecutive enrollment in the sequence of the nursing curriculum must successfully demonstrate competence in skills before beginning their next clinical nursing course. Specific skills for competency must be shown by the student and evaluated by the nursing lab staff using skills checklists.

Clinical Information

The student is responsible for being familiar with the agreement concerning clinical instruction. The clinical instructional program is an integral and essential part of the education program designed to prepare students for a career in nursing. As a student at King's College, compliance with the following Student Agreement Concerning Clinical Instruction is required:

It is expressly understood and agreed that the students participating in the nursing major are not employees of the Institution, nor are substitutes taking the place of regular employees of the Institution. Furthermore, students are not and shall not be entitled to be covered by the Workman's compensation rendered as part of the Clinical Education Program.

Be aware that the responsibilities of the Department of Nursing include:
- Supplying any information required by the Institution before the students' arrival, except as prohibited by the Family Education Rights and Privacy Act of 1974.
- Selecting and assigning students who will participate in the clinical experience.
- Ensuring that a faculty member of King's College is present and available at all times when student nurses are engaging in clinical practice.
- Assign only those students who have fulfilled all the health requirements to the institution.
- Arranging professional liability insurance for all students. Please note that this coverage is only for assignments during student clinical experiences. It does not cover any student employment.

Be aware that the responsibilities of the Institution shall include providing:
- For the care of all patients. The ultimate responsibility for patient care shall always be that of the Institution. Any patient may be withdrawn from student assignments for valid reasons.
- All necessary patient care supplies needed by clients.
- Opportunity for a jointly planned clinical experience program.

Be aware that the responsibilities of students shall include:
- Following all of the established policies for the Institution (including regulations concerning parking procedures).
- Wearing the appropriate uniform and approved ID when picking up assignments and giving patients care.
- Reporting to the clinical area promptly and preparing to give assigned care.
- Refraining from discussion or publication as per HIPAA and Department of Nursing social media Policy.
- Maintaining the clinical skills checklist each semester as per the written instructions.
- Completing the community service requirement.
- Submitting random drug screen testing through King's College Health Services when requested by the student's assigned clinical agency.
    - Any expense for random drug screen testing is the student's responsibility.
    - If selected for a random drug screen testing, the student must notify the Director of Nursing.
    - If the student has a positive urine drug screen result, the student will not be permitted to attend clinically and will be referred to their State's Nurse Assistance Program.

Be aware that the Department of Nursing reserves the right to dismiss a student deemed unsafe or demonstrated by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, or health team members in jeopardy.

Despite the earned grade of 2.5 or higher in the theory component of any clinical course, a clinical failure will result in a 0 as the final course grade.

Examples of unacceptable clinical behavior include but are not limited to:

- Inadequate preparation for the clinical experience.
- Attending clinical experiences under the influence of drugs and alcohol.
- Refusal to care for an assigned patient based on patient characteristics such as gender and gender identity, age, race, culture, religious beliefs, or diagnosis.
- Acts of omission or commission in the care of patients, such as physical abuse, placing the patient in a hazardous position, condition, or circumstance; mental/emotional abuse; and medication errors.
- Disruption of patient care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty.
- Any physical or mental behavior that affects one or more parameters of safe clinical practice and jeopardizes the well-being of patients, patient's families, health team members, peers, or faculty.
- Any behavior that violates professional qualities, such as violating patient confidentiality or soliciting patient services, leading to personal gain.

Student Attendance at Clinical Policy

It is the student's responsibility to satisfactorily meet all course outcomes. Therefore, attendance at all clinical experiences is mandatory. If a student's circumstances demand special consideration, the student must notify the clinical instructor at the time of pre-registration for the upcoming term. This will not guarantee that the request can be honored based on availability.

Students must attend all experiential learner competencies in the nursing lab and the clinical environment on campus. Students must make up all missed clinical assignments, following the direction of the course instructor. **If an absence is greater than 12 hours, a leave of absence is required.**

The following is required documentation of successful experiential learning and is to be completed and submitted on time:
- Formative (midterm) clinical evaluation
- Summative (end of term) clinical evaluation
- Clinical nursing skills checklist

Student Transportation to Clinical Agency Policy

Students are independently responsible for their transportation to and from all clinical agencies.

Absence Due to Inclement Weather Policy

King's College Department of Nursing follows the College policy regarding delays and closing for inclement weather for classroom and clinical activities in face-to-face courses. Regarding clinical attendance, if the College closes, then clinical is canceled. If a compressed schedule is issued, hospital-based clinicals that start at 7 a.m. will be canceled. If the College opens at 10 a.m., the students will be

scheduled for an activity in the Nursing Lab and report to campus at 10 a.m. All 7 a.m. clinicals will be canceled if the College opens at Noon. A scheduled evening clinical will be held on campus in the Nursing Lab. Students may be required to complete a virtual assignment instead of an in-person clinical if the clinical is canceled due to inclement weather.

Due Date for Health Screening and Clearance Requirements

All newly enrolled ABSN – H students must obtain/complete and later submit to a Moodle Dropbox all required health screenings and other clearance requirements to attend clinical practice that begins in October of the fall semester. The due date for all items to be submitted is July 31st. The influenza vaccine is the exception and is not due until October 15th. Students will upload a copy of their physical examination, Pennsylvania and FBI background checks and clearances, and other health and profession-related requirements by the due date. If a student in the ABSN – H program does not upload/submit all items by the due date, their enrollment in the program will not be guaranteed. Students are advised to make paper copies of these items and bring them in a folder at each clinical experience throughout the program. The King's College Department of Nursing assumes no responsibility for agencies that refuse the student admission to clinical based on incomplete health records, clearances, vaccinations, profiles, and other requirements, and students' refusals to obtain any additional condition(s) of the clinical agency.

Health Screening and Clearance Requirements for Clinical Experiences

Health Insurance - All students are required to have health insurance. Students need to provide proof of insurance. **This is an annual requirement.**

Physical Health Examination- Students must complete a yearly physical examination form. **This is an annual requirement (Download form from Moodle course site).**

TB Screening- All students must submit results for the 2-STEP PPD rather than a single-step yearly PPD or a yearly negative QuantiFERON Gold blood test after that. All students must have their PPDs completed before the start of the clinical. If positive for PPD or QuantiFERON Gold, submit a clear chest X-ray report and TB Questionnaire on the Castle Branch site. **This is an annual requirement.**

CPR Credentialing – All nursing students must provide proof of current CPR credentialing. **The acceptable CPR course is BLS for Healthcare Providers from the American Heart Association (2-year renewable).** The student must sign the card, or an e-card may be submitted.

Urine for Drug Screen –A urine test for drug screening must be submitted before starting clinical.
• Students must follow directions posted in Moodle when completing the Urine for Drug Screen.
•If the student has a positive urine drug screen result, the student will not be permitted to attend clinical and will be referred to the State Nurse Assistance Program.

• Medical marijuana is **not** an approved prescribed substance. As a King's College nursing student, it is an expectation to follow the professional standards of the profession and be responsible for keeping others in our care safe. Our legal affiliation agreements with clinical agencies require students to have clean substance screens. State laws that legalize both recreational and medical marijuana do not change our standards or our commitment to promoting and living a drug-free lifestyle, both during the school year and during breaks. The use of marijuana, even though legal in other states, will not be permitted in the nursing program and later in practice. Violations will result in disciplinary action,

including dismissal from the ABSN-H program and King's College. The Director and Chair of Nursing, with the Dean of Health Sciences, and in consultation with a legal expert, will decide on the penalty.

Measles and Mumps – one of the following is required:
- Documentation of two doses of live vaccine or
- Positive antibody titers for both components
- Provider's verification of disease with date
- Medically documented history of the disease (physician verification and date required)
- If the titer is negative or equivocal, your Health Care Providers plan must be submitted

Rubella- one of the following is required:
- Documentation of one dose of rubella vaccine on or after the first birthday or
- Positive antibody titer
- If the titer is negative or equivocal, your Health Care Provider's plan must be submitted

Varicella - one of the following is required:
- Documentation of 2 doses of the vaccine at least 28 days apart or
- Positive antibody titer
- Lab confirmation of diagnoses
- Healthcare provider verification of a history of disease for varicella or shingles, which includes the date of the disease
- If the titer is negative or equivocal, your Health Care Providers plan must be submitted

Hepatitis B – one of the following is required:
- Documentation of 3 vaccines or
- Positive antibody titer or
- Signed declination waiver

Influenza or Declination – one of the following is required:
- This is an annual requirement and is due by October 15th
- Documentation of a flu shot administered during the current flu season or Declination Waiver

COVID-19 - Students must submit a photocopy of the front and back of their vaccination card.

Tdap (Tetanus, Diphtheria, acellular Pertussis) – Proof of Tdap vaccination is required within the past ten years.

FBI and Criminal Background Checks – Students in the Department of Nursing must obtain a PA-Fingerprint DHS Applicant Funded-Live Scan and FBI Criminal History Report. Each student is also obligated to obtain an updated FBI Criminal History Report at any time between their initial program background check if circumstances change that can potentially change a student's FBI Criminal History Report; failure to obtain such interim report under these circumstances shall be grounds for dismissal. Suppose any DHS or Dept of Aging FBI report includes evidence of a criminal conviction (including summary offense or charge resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program). The Chair and Dean of Health Sciences will read the student's report in that case. The student will be suspended immediately pending a review of their Criminal History Report, and its impact on their ability to complete clinical training and become licensed

may be in jeopardy. Suppose the FBI Criminal History Report reveals a felony conviction. In that case, the student will be immediately dismissed from the Department of Nursing. In the event the FBI Criminal History Report reveals a misdemeanor conviction, summary offense, or charge resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program, the student shall be permitted to continue with studies provided the criminal record does not prevent the student from obtaining suitable clinical placements as required by the Department of Nursing. For this purpose, the student will assume full responsibility for obtaining permission from the assigned, contracted clinical agency (and may be required by a clinical placement agency to release a copy of the Criminal History Report in connection with efforts to secure a clinical placement). The student will also be referred to the State Nurse Assistance Program.

Child Abuse History Clearance- All students are required to submit a Child Abuse History Clearance. This clearance must be completed before the start of clinical. As explained in Moodle, students must follow the State Child Abuse Clearance procedure for obtaining consent. Suppose the student has a positive Child Abuse History Clearance. In that case, the student will not be permitted to attend clinical and will be referred to the appropriate State Designated Program.

ELearning - Complete OSHA and HIPAA courses; the links are in Moodle.

Additional Clinical Requirements Policy

Suppose a student is assigned to an agency with additional requirements, including, but not limited to, other bloodwork, background checks, drug screenings, vaccinations, etc. In that case, the student will be responsible for abiding by the clinical agency's request. Every effort will be made to assist the student in satisfying the additional requirements. Any financial obligation related to this requirement will be the student's sole responsibility. The King's College Department of Nursing assumes no responsibility for agencies that refuse the student admission to clinical based on incomplete health records, clearances, profiles, and requirements, and students' refusals to obtain any additional condition (s) of the clinical agency. Students who refuse to meet the requirements or deadlines will forfeit their clinical seat and be referred to the Director and Chair of Nursing. The student may need to wait until the clinical course is offered again. They may also be dismissed from the nursing program depending on the infraction.

Impaired Cognitive Function Policy

Circumstances may occur when a student must take over-the-counter or prescribed medications or substances. The drugs or substances may impair cognition and the student's ability to function safely in the clinical environment, which may endanger patients or the student. Hence, the student is responsible for being aware of the effects of these medications/substances on their ability to function safely in the clinical setting.

Any nursing student who demonstrates signs and symptoms of impaired function, altered neurocognitive function, or who consumes substances that impair function, which affects the ability of the student to administer safe care in a clinical health setting will be immediately removed by the clinical instructor/preceptor from providing patient care, undergo drug testing following instructions by the Clinical Coordinator, and undergo neurocognitive function testing as directed by the Pennsylvania Health Monitoring Program (PHMP) under the Bureau of Occupational Affairs. Students must sign a consent allowing nursing faculty to review a student's PHMP report.

Failure to comply with the required testing and monitoring will automatically be considered a positive test and may impact academic progression.

• The student will be removed from clinical practice pending the final results. The student has met with the Director of Nursing to discuss the testing results or the denial of such tests and further progression in the program.
• Fees for any testing will be the responsibility of the student.
• Fees associated with a safe mode of transportation to testing will be the student's responsibility.

Sharps, Needle Sticks, and Blood and Body Fluid Exposure and Injuries Policy

Most sharp, needle stick, and blood and body fluid injuries occur when students are:

1.   Disposing of used sharps and needles.
2.   Administering parenteral injections or infusion therapy to uncooperative patients.
3.   Recapping needles after use.
4.   Handling linens or trash containing uncapped needles, blood, and body fluids.
5.   Cleaning up after patient care procedures in which needles are used.
6.   Emptying patient collection devices containing blood and body fluids.

In the event a student accidentally pricks themselves with a used needle or sharp instrument or comes in contact with the blood or body fluids of a patient in the health care agency or person in the nursing lab, the exposure incident must be reported immediately to their Clinical Instructor, Clinical Coordinator, Unit Nurse Manager, and Director of Nursing at King's College. The cut, puncture, nick, or scratch caused by the sharp or needle stick and skin exposed to blood or body fluids should be washed thoroughly with soap and water. Any open site should bleed freely for a few seconds before covering it with a clean and dry dressing. The student will be referred to their primary health care provider for post-exposure evaluation and follow-up following the OSHA standard.

The risk of needle-stick injuries can be reduced by discarding used needles in puncture-resistant disposal containers without first recapping, bending, or breaking them by hand. The risk of injury may also be reduced when students obtain assistance when administering injections or infusion therapy to uncooperative patients in the clinical setting and when using caution when cleaning up after procedures that include needles, blood, and bodily fluids. Additionally, needle-stick injuries may be reduced when students utilize the needle-disposal units at the nursing lab and throughout their assigned clinical agencies.

When a student is at an assigned clinical agency and is accidentally exposed to a sharp needle stick or blood and body fluid exposure, the student must report the incident to their clinical instructor. When an injury occurs, the student will be required to:

1. Follow the clinical agency's policy and procedure for injury/exposure incidents.
2. Complete Sharps, Needle Sticks, or Blood and Body Fluid Exposure Injuries Form.
3. Follow up with their healthcare provider

Nursing Lab Policy

The Nursing Lab provides activities and materials for achieving the course objectives through printed and

audio-visual materials and simulated experiences. Some of these activities are independent study, while others involve supervised learning. The faculty assigns experiences in the simulation center to assist the student in meeting the course's objectives. The faculty mandates a terminal date for required learning activities. Failure to meet these dates results in a lower course grade. Mastery of learning activities is evidenced on a satisfactory-unsatisfactory basis. The student may request an evaluation before the terminal date. The Nursing Lab will have open time for students to practice and test skills for 8 hours on two separate days each week. Professional Simulations and Interprofessional Simulations will also be part of these days, as scheduled in clinical-associated courses. Simulation Based Activities (SBA) and clinical skills demonstrations and testing come before the start of clinical practice.

Critical Incident Report Policy

Nursing students involved in any incident in a clinical agency concerning a patient or visitor are to fill out that agency's Incident Report and the King's College Department of Nursing form under the direct supervision of a faculty member. The report is to be co-signed by the student involved and the clinical instructor observing the preparation of the Incident Report. The Incident Report should be written, outlining facts, and not contain instructor or student opinions.

A copy of the Incident Report will be sent to the King's College Department of Nursing Chair and filed in the student's file.

Graduation and Pinning Ceremony

It is the student's responsibility to meet all requirements for program completion and graduation. The students' nursing advisor will conduct a degree audit at the start of the sixth term.

Nursing students will be invited to the King's College Department of Nursing Pinning Ceremony at the end of the program, often the same day as graduation. The cost of the pin is included in the student fees for the 6th term. Additional guests can attend this ceremony at a small price per person.

National Education Verification Policy

Students must successfully meet all course and program assignments for the release of the National Education Verification Form (NEV) to the State Board of Nursing. This form indicates that the student has met the minimum educational requirements to sit for the National Council of States Boards of Nursing NCLEX-RN License Examination.

Nursing preparation and readiness assessment assignments include:
• Participation in Elsevier Remote Review three-day course
• UWorld "On Target" Status, completing a minimum of 70% of total questions as calculated by UWorld.

Licensing Requirement

Candidates for a license to practice in healthcare must have "good moral character." The Boards of Nursing in the states by which students will be employed consider this when deciding on the applications for registration and license to practice under their jurisdiction. If a student has been convicted of any felony or misdemeanor, they will be referred to the regulations specified in the Professional Nurse Law.

Students must apply for the NCLEX-RN in Pearson VUE. The Chair of the Department of Nursing will explain the procedure if the student plans to take the Pennsylvania license examination.

For those students who plan to take the NCLEX-RN outside of Pennsylvania, the following applies:

- Apply to the appropriate State Board Office per each state's requirements. Each state has different procedures.
- Students should contact the State Board of Nursing where they plan to be licensed for complete information specific to that state's requirements. Each state has different application procedures to follow.

Appendix A

Student Responsibility for Being Informed
Student Handbook Signature Page

Students are responsible for being informed and acting following the policies, procedures, and information in the Department of Nursing Student Handbook, the King's College Student Handbook, and the King's College Bulletin. Students must also remain informed relative to new information communicated to all students during the academic year. Any additional or further information will be shared through a written handbook addendum form. Students will be asked to read, sign, and date this form. Signed signature and addendum forms are kept in student files.

Students are responsible for raising questions about any policy, procedure, or information in their educational program.

Your printed name and signature indicate that you have reviewed the Department of Nursing Student Handbook, the King's College Student Handbook, and the King's College Bulletin and agree to all policies, procedures, and information within them.

Student Printed Name: _____

Student Signature: _____

Date signed: _____

Handbook Year: _____

Appendix B

Social Media and Professional Boundaries Policy and Signature Page

Online social media allows King's College nursing students to converse professionally and personally. This policy aims to protect King's College Department of Nursing and its students.

According to guidelines recommended by the National Council of State Boards of Nursing (NCSBN), it is imperative to maintain the confidentiality of patient names and other identifiers that could identify them. Student nurses must be aware of the potential consequences of disclosing patient-related information via social media and mindful of agency policies, relevant state and federal laws, and professional patient privacy and confidentiality standards.

The use of electronic media must not violate patient privacy as protected under regulatory and federal guidelines, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The American Recovery and Reinvestment Act of 2009 (ARRA) contained the Health Information Technology for Economic and Clinical Health Act (HITECH), which extends these rules. If questionable material postings are made by a student(s), an investigation will follow to determine appropriate consequences. Examples of social media platforms include, but are not limited to, **Facebook, Twitter, Instagram, TikTok, Snapchat, YouTube, and LinkedIn.**

A student is responsible for reviewing *A Nurse's Guide to the Use of Social Media and A Nurse's Guide to Professional Boundaries* by the National Council of State Boards of Nursing (NCSBN).

A signature indicates that the student understands the material contained within them.

Student Printed Name: _____

Student Written Signature: _____

Date: _____

Student Handbook Year: _____

Appendix C

Assumption of Risk and Release Agreement
Student Professional Field Experience

Participation Acknowledgement. I am participating in a professional field experience as part of the academic program requirement(s) at King's College (the "Experience"). I assert that I am enrolled in one or more classes listed for this program, and I understand that this Agreement will cover experiences in those classes. I know that these experiences will be conducted at various off-campus locations (the "Location(s)"). I understand that these experiences may include but are not limited to the following: assessments, classroom observations, clinical work, internships, labs, modules, practicums, research, role transitions, and service learning.

The Location(s). I understand that unstable or unexpected conditions in the Location(s) may require changes in the planned Experience or cause inconvenience or harm to me. I further understand that King's College ("King's") does not own, operate, or control the Location(s). I recognize that certain aspects of the cultural climate of the Location(s) may be materially different from that of my own culture or that of the King's Community. I further recognize that any experiences or other activities in the Location(s) may differ significantly from what exists in the King's College Community.

Assumption of Risks. I realize there may be inherent risks to my health or well-being due to my participation in this Experience, which King's College cannot anticipate, change, or improve. Such hazards include but are not limited to any risk inherent in this type of Experience, inexperience or unfamiliarity with this type of Experience or its requirements, unfamiliarity with the Location(s), travel to, from, and around the Location(s), unfamiliarity with laws, culture or customs, unfamiliarity with work environment conditions or requirements, riot, violence, terrorism, exposure to sickness or disease, allergic reaction, contaminated food or water, unfamiliar climate, complications from weather conditions, inadequate or unavailable healthcare facilities or assistance, inadequate, faulty, inappropriate or lack of training or instruction, inadequate, inaccurate, inappropriate or lack of equipment, accident, or mistake. I recognize that these risks may result in inconvenience, loss, injury, or damage to me, including personal injury, up to and including my death, or harm or loss of my personal property.

Waiver of Liability. I understand and agree that King's does not assume responsibility or liability for and has not made, does not make, and cannot make any representations regarding my health and safety or that of my property while participating in this Experience. I release King's from all claims, including negligence that may arise from my participation in this Experience, whether foreseen or unforeseen, known or unknown, and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in this Experience, up to and including my death.

Acknowledgment. I hereby acknowledge that I have read and understand the terms of this agreement. I also understand that if I am not willing or able to complete the required Experience, completion of the Program may be delayed.

Student Name: _____ID #: _____

Student's Signature: _____Date: _____

Appendix D

Student Employment During the Program Signature Page

According to the American Association of Colleges of Nursing (AACN) Fact Sheet, Accelerated

Baccalaureate Degrees in Nursing, "Students enrolled in accelerated programs are encouraged NOT to

work given the rigor associated with completing the degree." Students should not work more than

one day or 10 hours each week during the program year. Students are permitted to work more during

program breaks.

A signature indicates understanding of the student employment policy.

Student Printed Name: _____

Student Written Signature: _____

Date: _____

Student Handbook Year: _____

Appendix E

Student Consent To Photography

I authorize King's College, Wilkes Barre, Pennsylvania, to photograph me in the context of activities associated with the ABSN-H program and allow for reproduction in Department of Nursing printed items and also posted on King's College and Department of Nursing social media sites without limitation.

I agree to waive any further review or approval of said material.

Student Name Printed:_____

Student Signature:_____

Date: _____

Appendix F

Student Change in Name, Address, and Phone Number Page

Students are responsible for notifying the Department of Nursing when a name, address, and phone number changes.

Previous: _____
(Name)

_____
(Address)

_____
(Phone #)

New: _____
(Name)

_____
(Address)

_____
(Phone #)

Appendix G

Department of Nursing Clinical Contract

Course:_____   Clinical Agency: _____

Clinical Instructor:_____ Student: _____

As part of the ongoing evaluation process, and after a review of anecdotal notes and course objectives, the following observations have been made:

_____
_____
_____
_____
_____
_____

Based on the above observations, the student must complete the following corrective actions to meet the clinical objectives:

If (student name) _____is unable to complete the

corrective actions outlined above and meet the clinical objectives by

(date)_____, it will result in clinical failure.

Clinical Instructor Printed Name: _____

Clinical Instructor Signature: _____Date: _____

Student Printed Name: _____

Student Signature: _____Date: _____

Appendix H

King's College Department of Nursing

**Student Sharps, Needle Stick, and Blood and Body Fluid
Exposure and Injury Form**

Describe the route of injury/exposure and the circumstances related to the incident:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

A staff member or nursing faculty instructed me to contact my primary healthcare
provider for post-exposure evaluation and follow-up care related to my accidental
injury/exposure.

Student Printed Name: _____

Student Signature: _____ Date:_____

Clinical Instructor Signature: _____ Date:_____

Healthcare Provider/Staff Member: _____Date:_____

Appendix I

Critical Incident Report Form

To report unusual behaviors, accidents, or incidents that involve a patient or visitor in a clinical agency.

Student Name: _____ Course: _____

Clinical Instructor Name: _____

Clinical Agency: _____ Date of Incident: _____

Report Situation:

Student Signature: _____Date:_____

Instructor Signature: _____Date:_____

Appendix J

Projected Approximate Student Expenses

2024-2025 Academic Year

Nursing Item	Expense
White nursing shoes/sneakers	$50
Stethoscope	$40
Blood Pressure Cuff	$35
Bandage Scissors	$10
Pen Light	$10
American Heart Association Basic Life Support with Automated External Defibrillator - Healthcare Provider Course	$60
Criminal Record Check	$50
PA Child Abuse History Clearance	$50
Physical Exam and Immunizations	$100
Urine Drug Screen	$50

The nursing student fees include all program eBooks and printed APA 7th Ed. Manual and NCLEX-RN Review Workbook, Sherpath and other Resources, Professional White Coat, Nursing Pin, Ceremony expenses, and nursing lab supplies.