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DEPARTMENT OF NURSING

**RN to BS in Nursing Program**

**Student Handbook**

**2024 - 2025**

## Table of Contents

King’s College and the Department of Nursing: Mission & Vision	1
Department of Nursing Accreditation	1
Department of Nursing Goals and Student Learning Outcomes	2
American Nurses Association Code of Ethics for Nurses	2
Statement on Student Handbook Policies	3
Professional Policy	3
Academic Honesty Policy	4
Large Language Models Policy	4
Disciplinary Action Policy	5
Communication Policy	5
Student Employment Policy	6
Student Advisement Policy	6
Entrance and Program Progression Policy	6
Statewide Articulation Plan	6
Probation Policy and Procedures	7
Student Classroom Attendance and Participation Policy	7
Student Representative Policy	8
Written Assignment Submission Policy	8
TURNITIN® Policy	8
Nursing Course Withdrawal Policy	9
Student Expectations for Learning in Online Courses	9
Technology Requirements for Online Learners Policy	10
Technical Standards Essential to the Practice of Nursing	11
Grievance Policy	13
Clinical Attire Policy	13
Student Conduct Policy	14
Confidentiality Policy	14
Precaution Guidelines for Nursing Students Caring for Clients with Infectious Diseases	15
Potential Risks for the Expecting Student Policy	15
Criteria for Physically Challenged Students	16
Interprofessional Activities Policy	16
Clinical Information	16
Student Attendance at Clinical Policy	17
Student Transportation to Clinical Agency Policy	17
Absence Due to Inclement Weather Policy	17
Due Date for Health Screening and Clearance Requirements	17
Health Screening and Clearance Requirements for Clinical Experiences	18
Additional Clinical Requirements Policy	20
Impaired Cognitive Function Policy	20
Maintenance of Student Status	20
Sharps, Needle Sticks, and Blood and Body Fluid Exposure and Injuries Policy	21
Critical Incident Report Policy	21
Graduation and Pinning Ceremony	22
National Education Verification Policy	22

**Appendices**

Appendix A: Student Signature Page - Informed of Undergraduate Student Handbook	23
Appendix B: Student Signature Page – Informed of Social Media and Professional Boundaries	24
Appendix C: Assumption of Risk and Release Agreement	25
Appendix D: Student Change in Name, Address, and Phone Number	26
Appendix E: Student Sharps, Needle Stick, and Blood and Body Fluid Exposure and Injury Form	27
Appendix F: Critical Incident Report Form	28
Appendix G: Projected Student Expenses RN to BS in Nursing Program	29

## **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.ccnaccreditation.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 at King's College 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 Chair of Nursing. Students will receive one warning during the semester. With each subsequent violation of this policy, there will be a mandatory meeting with the Health Sciences Dean. This meeting may result in a 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 demanding 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

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 Inpatient 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**

Students enrolled in the RN to BS Nursing Program are encouraged to not exceed part-time employment as an RN during the 4<sup>th</sup> year of the program. King's College Department of Nursing supports students throughout the program in accomplishing programmatic objectives and building on previous learning experiences. Employment greater than part-time may result in a student's unsatisfactory academic performance during this final year.

### **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**

RN to BS in Nursing students must have a combined GPA of 2.0 or better for full admission into the program. Those who do not have a GPA of 2.0 or receive RN licensure may be provisionally admitted to the program to complete the first two nursing courses. To be fully admitted to the program, provisional students must achieve a grade of B or better in both NSG 300 and NSG 304 and obtain RN licensure. Students must thereafter maintain an overall GPA of 2.0 or higher.

### **Grade Point Average (GPA)**

Only King's College earned credits are used to calculate GPA for retention in the program. GPA will be calculated for the first time after 12 King's coursework credits. Subsequently, the GPA will be calculated in increments of 12 credits of coursework. Failure to obtain and maintain a GPA of 2.0 will result in probationary status on the first occasion or dismissal from the nursing program for probation on a subsequent occasion. Achievement of a grade of C or better is required in all nursing courses and cognates (MTH 126). Students may repeat only one Nursing Course or cognate when a C- or lower grade is achieved. The repeated course must be completed by the following academic year. If a grade of C or better is not achieved on a second occasion, the student will be dismissed from the program. Students can be placed on departmental probation only one time. Therefore, if a student is on probation for GPA and then receives a C- in a nursing course or cognate, the result is dismissal from the program.

### **Statewide Articulation Plan**

The Nursing Department supports the Pennsylvania Statewide Articulation Plan for RN to BS in Nursing students. Registered nursing students who meet program admission requirements are eligible for direct articulation. Since mobility is predicated on the assumption that there is no need for repetition of classroom or clinical content, registered nurse students who have met these requirements are eligible to receive advanced placement credits in nursing. Nursing credits (35 credits) are posted to the student's transcript upon registration for initial courses.

## **Probation Policy and Procedures**

**Probation:** A student will be placed on probation if any one of the following situations occur:

- The cumulative grade point average of 2.0 is not maintained.
- The student receives a grade of C- or less in any nursing course or MTH 126
- A recorded violation of the Nursing Student Code of Ethics or a serious breach of the Civility and Professional Behavior Policy takes place. (The nursing faculty will decide on the degree of seriousness of the infraction leading to probation and/or dismissal.)

**Removal from Probation:** The student will be removed from probation when:

- The required cumulative grade point average is achieved at the completion of the next twelve credits following the academic probation.
- When the nursing course or MTH 126 in which the grade of C- or less is retaken, the grade replacement meets the academic criteria specified in the Progression Policy.

**Dismissal:** The following conditions relative to probationary status will result in dismissal from the nursing major:

- Students can be placed on probation only once during the nursing program for any conditions specified above.
- The second time any of the conditions above occur (even within the same semester), the student will be dismissed from the nursing major without the option to reapply. This includes: (1) a second drop in the GPA below 2.0; or a second grade of C- or less in the same or any other nursing course or MTH 126; or a second serious infraction of the Nursing Code of Ethics or the Professional Nursing Civility and Professional Behavior Policy.
- If a student fails to meet any of the terms of probation as communicated to the student in the probationary letter, or if a student fails to meet the retention criteria after being placed on probation, the student will be automatically dismissed from nursing.
- The Nursing Department Faculty endorses the American Nurses Association Code for Nurses and uses this framework as a Student Code of Ethics.

Serious infractions of the Student Code of Ethics will result in immediate dismissal.

- The nursing faculty will decide the degree of seriousness of the infraction. Students dismissed for ethical violations cannot re-apply to the Nursing Program.
- If a student fails to meet the terms of probation or the retention criteria after being placed on departmental probation, the student will be automatically dismissed from nursing.

## **Student Classroom Attendance and Participation Policy**

Attendance is optional but encouraged for virtual scheduled meetings. Students should plan to attend any Professional Simulation and/or Interprofessional Education (IPE) events. The online student must be engaged in their self-directed learning.

Each course assignment, including discussion forum posts, contributes towards meeting student learning and course outcomes. Students who do not participate weekly are subject to an unsuccessful grade in a course. A student unable to meet course requirements for a face-to-face core course or distant nursing course is expected to notify the instructor as soon as they know of a 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 in a nursing course. Students may be removed from the course and program for non-participation as per the terms of the program.

### **Student Representative Policy**

A President, Vice President, Treasurer, and Secretary will be identified based on student nominations and voting to represent each academic year. These representatives will serve as student representatives and be invited to attend and participate in Nursing Department meetings, in which topics related to the program are on the agenda.

### **Written Assignments 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, discussion forums) are to be submitted via Dropbox in Microsoft Word format before the 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. Written, graded assignments will be returned to students no later than two weeks after the 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.

### **Nursing Course Withdrawal Policy**

Students will follow the course withdrawal policy of King's College Registrar's Office. Students should also meet with their nursing advisor to notify them of the reason(s) for requesting a withdrawal and to arrange for this. Students may re-enroll in a course when it is next offered.

### **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 in year 4, 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 Chair of Nursing will be notified.

- Ensure the computer hardware is set up and the required software is installed.
- Complete the King's College Moodle video lessons for students.
- 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 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, which are held as needed during the program.

#### **Reliable internet access is a requirement for program success and completion in year 4.**

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, 2<sup>nd</sup> 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

When accepted to the program, all full-time students will receive 5 free licenses for Microsoft Office 365. 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 latest 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 address and treat the emergent needs of clients promptly.

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.

**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 Student Grievance Policy (see King's College Student Handbook).

## **Clinical Attire Policy**

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 not to distract from nor compromise the professional integrity of the nursing profession. When enrolled in the NSG410 Community Clinical course, students will wear clean scrub pants, a top, and closed-back shoes or sneakers. Students should have with them their King's College Student ID, a stethoscope, a watch with a sweeping second hand, a black ink pen, a small writing pad, bandage scissors, and a penlight when in clinical practice.

### **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, including tongue, eyebrow, nose, and lip piercing, should be visible.



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 who do not follow 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 agency and referred to the Chair of the Department of Nursing.

### **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 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 clothing is anticipated to be contaminated with clients' blood or body fluids (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 as 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, agency policies will be followed, such as fit testing for an N95 respirator.

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.

### **Interprofessional Activities Policy**

Interprofessional activities are scheduled during the program. These activities are associated with student learning outcomes in nursing courses. Students are expected to participate in these activities on the scheduled days and times. Faculty in nursing and other health programs will arrange these activities in advance, and students will be notified.

### **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 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.

**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**

Students are responsible for satisfactorily meeting all community clinical course outcomes and hours in NSG410. Therefore, attendance at all clinical experiences is mandatory. If a student's circumstances demand special consideration, the student must notify the clinical course instructor at the time of pre-registration for the upcoming semester. However, this will not guarantee that the request can be honored based on availability.

**Student Transportation to Clinical Agency Policy**

Students are independently responsible for transportation to and from their assigned clinical agency when enrolled in NSG410.

**Absence Due to Inclement Weather Policy**

King's College Department of Nursing follows the college policy regarding classroom delays and closings due to inclement weather and lab activities in face-to-face courses. If the College closes, then classes and labs are canceled. If a compressed schedule is issued, students will follow this schedule. Students may be required to complete an assignment if a class or lab is canceled due to inclement weather.

**Due Date for Health Screening and Clearance Requirements**

Students are to obtain/complete and submit to named dropboxes in Moodle, in Academic Advising, all health screenings and other clearance requirements in order to attend NSG410 Community Clinical in the fall semester when this course rosters. The due date for all items is June 30th. 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 -related requirements by the due date. If a student does not upload/submit all items by the due date, they will be removed from NSG410 and its corequisite course, NSG400. Students who plan to reside out of state for year 4 are solely responsible for obtaining background checks in the state in which they reside and arranging for a community agency to complete the required community clinical hours. Students are advised to make paper copies of these items and bring them in a folder at each community clinical experience. The King's College Department of Nursing assumes no responsibility for an agency that refuses 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 and provide proof of insurance.

**Physical Health Examination**—Students must complete a physical examination form. (**Download form from Moodle 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 complete their PPDs before the community clinical starts. If positive for PPD or QuantiFERON Gold, submit a clear chest X-ray report.

**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 RN to BS in Nursing program and King's College. The 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 15<sup>th</sup>
- 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.

**Personal Professional Liability Insurance-** Professional liability insurance is required for admission to the nursing community clinical course.

### **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 be referred to the Chair of the Department of Nursing. The student will need to wait until the community 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 mentor/preceptor from providing patient care, undergo drug testing following instructions by the Clinical Coordinator, and undergo neurocognitive function testing as directed by the Nurse Assistance Program (NAP). Students must sign a consent allowing nursing faculty to review a student's NAP 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 Chair 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.

### **Maintenance of Student Status**

After students are accepted to the RN to BS in Nursing program, they must maintain matriculation on a continuing basis until they have completed all requirements of both degrees. A continuous full-time registration is expected to be maintained in most circumstances. Students who do not register as full-time must notify the Chair of Nursing regarding their intent to stay in the program or withdraw while at King's during the first year. Generally, students in good academic standing at the time of withdrawal are granted a period of up to one calendar year (One time) from the time of withdrawal to return to the institution. In extraordinary circumstances, students may request an extension of the time period by

petitioning the Chair of Nursing in writing. Every request will be evaluated on an individual basis. Students should contact the Department of Nursing to learn specific requirements for returning to the nursing program. This date will determine if a refund of tuition is warranted. The cancellation of charges will depend on the official date of withdrawal (See Refund Policy in the King's Catalog UG Student Handbook). Students who withdraw after the last day will receive an "F" grade.

### **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 instructor/mentor/preceptor with 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 community 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 mentor/preceptor and clinical course 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

### **Critical Incident Report Policy**

Nursing students involved in any incident in a community 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 mentor/preceptor. The report is to be co-signed by the student involved and the mentor/preceptor observing the preparation of the Incident Report. The Incident Report should be written, outlining facts, and not contain mentor/preceptor 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. student's nursing advisor will conduct a degree audit in the fall of the 4<sup>th</sup> year.

Nursing students will be invited to the King's College Department of Nursing Pinning Ceremony at the end of the program. The cost of the pin and program fee is included in the student fees for the spring of 4<sup>th</sup> year.

### **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. For 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 the latest 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: \_\_\_\_\_ 2024-2025 \_\_\_\_\_

## 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: \_\_\_\_\_ 2024-2025 \_\_\_\_\_

## 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 private 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 Change in Name, Address, and Phone Number Page**

Students are responsible for notifying the Department of Nursing and the Registrar's Office when their names, addresses, or phone numbers change.

**Previous:**\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Address)\_\_\_\_\_  
(Phone #)**New:**\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Address)\_\_\_\_\_  
(Phone #)

**Appendix E**  
**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:

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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 F****Critical Incident Report Form**

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

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Clinical Mentor/Preceptor Name: \_\_\_\_\_

Clinical Agency: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Report Situation:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor/Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix G**  
**Projected Approximate Student Expenses**  
**2024-2025 Academic Year**

<b>Nursing Item</b>	<b>Expense</b>
White nursing shoes/sneakers	\$50
Stethoscope	\$40
Blood Pressure Cuff	\$35
Bandage Scissors	\$10
Pen Light	\$10
Criminal Record Check	\$50
PA Child Abuse History Clearance	\$50
Physical Exam and Immunizations	\$100
Personal Professional Liability Insurance	\$75
Urine Drug Screen	\$50
Required paper textbooks and eBooks	\$300-600

A nursing fee for the nursing pin and ceremony fees will be applied in the final semester of the program.