Alvernia University

John and Karen Arnold

School of Nursing

Bachelor of Science in Nursing

STUDENT HANDBOOK

AY 2024 -2025

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December 2, 2024

(CCNE) conducted an on-site visit in November 2004. The generic BSN and the RN to BSN Programs were both given a 10-year approval status with no recommendations for improvement.

In September 2008, during its 50th Anniversary year, Alvernia College transitioned to Alvernia University. This transition led to an increased emphasis on graduate education across disciplines. For the Department of Nursing, this movement toward increased graduate offerings led to the development of a Master of Science in Nursing (MSN) Program. The decision to design and seek

ALVERNIA UNIVERSITY
JOHN & KAREN ARNOLD SCHOOL OF NURSING

MISSION STATEMENT

The Nursing programs are designed to function within the overall educational framework and in accordance with the Mission Statement of Alvernia University. The programs provide students with an education in the Catholic intellectual tradition, combining liberal arts, professional

ALVERNIA UNIVERSITY
JOHN & KAREN ARNOLD SCHOOL OF NURSING
NON-DISCRIMINATION POLICY

It is the policy of the John and Karen Arnold School of Nursing to follow through with the Alvernia University Non- discrimination Policy in the admission process, classroom, and clinical practice settings. Please refer to the Alvernia University Catalog.

We are committed to equality. All persons have equal opportunity to be enrolled and progress in the School of Nursing provided that they meet Core Performance Standards as outlined in this handbook; discriminatory and harassment practices are strictly prohibited.

Classroom and clinical placement opportunities are designed to be similar to meet the program objectives and profession standards. Students have equal opportunity to experience all planned clinical rotations.

Policies included in the Alvernia University Catalog, Alvernia University Student Handbook and the John and Karen Arnold School of Nursing Student Handbook are consistently followed for all students. Alvernia University Policies | Alvernia University

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING

CODE OF ETHICS: CODE OF ACADEMIC AND CLINICAL CONDUCT

- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that could impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

ALVERNIA NURSING FACULTY ADDENDUM

Honesty is a trait essential to the nursing profession. Nursing students are expected to be completely honest in all matters relative to their nursing education and transition to the professional role. There are many varied situations which require truthfulness from nursing students. Examples of such situations include but are not limited to:

- admitting mistakes in the clinical setting
- providing reasons for absences
- documenting in health agency records
- writing about clinical experiences in logs and journals
- applying for licensure
- preparing a personal resume
- corresponding with prospective employers.

Consequences for violations of any of the ethical standards of the Alvernia University School of Nursing will vary according to the severity of the infraction. Examples of consequences include reduction in course grades, loss of eligibility for awards or membership in the Honor Society, and letters of warning or reprimand placed in the student's file. All instances of cheating or plagiarism are required by the Provost to be reported to the Registrar's office as per the University policy found in the Student Handbook-

ALVERNIA UNIVERSITY
JOHN & KAREN ARNOLD SCHOOL OF NURSING
ALVERNIA STUDENT NURSES' ASSOCIATION BY-LAWS

ARTICLE I - NAME, PURPOSE, AND FUNCTION

SECTION 1. NAME

The name of this organization

SECTION 2. PRIVILEGES

The privileges of this membership shall be the same as any other club or organizations on the Alvernia University campus – regarding the use of the University facilities, scheduling activities on campus and in the community, and fundraising projects.

SECTION 3. RESPONSIBILITIES

The responsibilities of the membership shall be to attend meetings, to participate in planned activities, and to work in cooperation with the officers and faculty to ensure optimum effectiveness of the organization.

ARTICLE III - OFFICERS, ELIIIl

ARTICLE IV - VOTING

SECTION 1. VOTING

Only current nursing students at Alvernia University may be allowed to cast a vote for candidates running for executive office.

SECTION 2. VACANT POSITIONS

In case of a vacancy of the office of the President during the term, the Vice-President will fill the position. Members of ASNA will vote to fill the vacancy for the Vice-President, Treasurer, Secretary, and Class Representatives.

SECTION 3. IMPEACHMENT

Grounds for impeachment (at least one must apply):

- Failing to fulfill the purpose of ASNA
- Failing to fulfill duties of the office
- Misappropriation of funds

Impeachment procedure:

- Any ASNA member may initiate the impeachment process.
- The call for impeachment must be presented to an ASNA advisor in the form of a petition stating the reason(s) for impeachment.
- ASNA's Executive Committee and advisors will then vote on the impeachment petition. A two-third (2/3) vote is required for the petition to carry forward.
- The advisor(s) will present the petition to the entire membership for vote. A two-third (2/3) majority is required for the petition to carry forward.
- If the impeachment carries forward, the person will be removed from the office and the vacancy will be filled as specified in Article IV, Section 2.

ARTICLE V - DUTIES OF THE OFFICERS

SECTION 1. PRESIDENT OF ASNA

The President of ASNA shall:

- Attend and preside over all ASNA meetings.
- Keep informed on all matters affecting ASNA.
- Act as chief spokesperson for the nursing student body in dealing with the administration and faculty.
- Form ad hoc committees as circumstances deem necessary.

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SECTION 2. VICE-PRESIDENT(S) OF ASNA

The Vice-President(s) of ASNA shall: Attend all ASNA meetings. Assist the President in all matters concerning the

Curriculum

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
CAPSTONE PROJECT

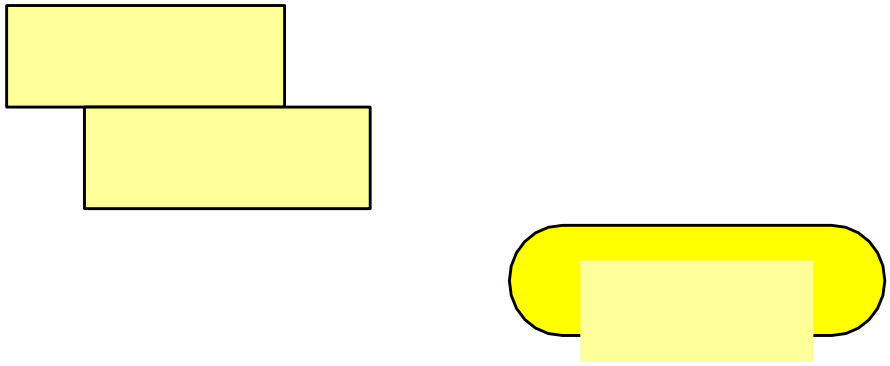
The purpose of the Capstone Project is to allow students to develop and demonstrate competency in a cluster of skills integral to the practice of professional nursing at the baccalaureate level.

These skills reflect the outcomes of the BSN Program and include:

- Reading and critiquing published research
- Critical thinking
- Collaboration and communication with peers and other professionals
- Time management
- Deliver professional presentations
- Ethical decision

agencies where students are assigned in their senior level clinical rotations. In collaboration with an assigned group, students gather, and critique research related to the chosen professional issue. The culmination of this project is a scholarly paper and formal presentation of the findings. Findings may also be disseminated to appropriate agency staff. Students complete a written reflection on their beliefs/goals about their future nursing practice, and how their professional decisions have been shaped

The diagram below illustrates Nursing Capstone Components for the Pre licensure BSN Program.



Guidelines and Policies

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
TECHNICAL STANDARDS FOR NURSING EDUCATION

The Alvernia University Bachelor of Science in Nursing Program has a responsibility to educate competent nurses to care for their clients (persons, families, and/or communities) with critical judgment, broadly based knowledge, and well-honed technical skills. The John and Karen Arnold School of Nursing has academic as well as technical standards that must be met by students to successfully progress in and graduate from the program.

Technical Standards

The Alvernia University School of Nursing provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required to complete the nursing education curriculum. These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing program and to deliver safe patient care. The standards are not requirements of admission into the School of Nursing and are not all-inclusive but are presented here to offer a better understanding of the skills, abilities, and behavioral characteristics required to successfully complete the BSN degree program. Key areas for technical standards in nursing include having abilities and skills in the areas of:

- acquiring fundamental knowledge.
- developing and using effective communication skills
- interpreting data
- integrating knowledge to essential clinical judgment.
- incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.
-

The John and Karen Arnold School of Nursing wishes to ensure that access to its facilities, programs, and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008), and all students can study and practice nursing with or without reasonable accommodation.

The John and Karen Arnold School of Nursing provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary to complete the BSN degree program requirements and to graduate from the nursing program.

To be eligible for accommodations, a student must have a documented disability. It is the responsibility of the student to contact the Disability Services Coordinator, preferably prior to the beginning of the semester, to initiate the accommodation process and to notify instructors as soon as possible so accommodations can be made early in the semester. Accommodations are

not retroactive or guaranteed. Course requirements will not be waived but, if possible, reasonable accommodations will be made to allow each student to meet course requirements. Students needing assistance should contact the Disability Services Office in BH 105, by phone 610.568.1499, fax 484.335.4486, or e-mail: disability.services@alvernia.edu.

Alvernia University

Bachelor of Science in Nursing

Technical Standards for Nursing Education

Requirements	Standards	Examples
Acquiring fundamental knowledge	• Ability to learn in classroom and educational settings • Ability to find sources of knowledge and acquire the knowledge • Ability to be a life-long learner • Novel and adaptive thinking	• Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based • Identify cause and effect relationships
Developing communication skills	• Communication abilities for sensitive and effective interactions with patients (person, families and/or communities) • Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non- professional team members) • Sense-making of information gathered from communication • Social intelligence	• Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a patient or client's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the health care team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to sense and stimulate reactions and desired interactions • Negotiate interpersonal conflicts • Establish rapport with patients and co-workers • Ability to explain procedures and patient teaching • Ability to direct activities of others • Convey information through writing

Interpreting data	• Ability to observe patient conditions and responses to health and illness • Ability to assess and monitor health needs • Computational thinking • Cognitive load management	•

Alvernia University

Bachelor of Science in Nursing

Functional Abilities and Representative Activities/Attributes for Nursing Students

The School of Nursing strives to provide safe patient care and student safety in all learning environments. The list below is an example of functional abilities of nursing students to maintain client and student safety. National Council of State Boards of Nursing, Inc.

Functional Ability Category	Representative Activities

	x Use peripheral vision x Distinguish color (e.g., color codes on supplies, charts, bed) x Distinguish color intensity (e.g., flushed skin, skin paleness)
Tactile	x Feel vibrations (e.g., palpate pulses) x Detect temperature (e.g., skin, solutions) x Feel differences in surface characteristics (e.g., skin turgor, rashes) x Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks) x Detect environmental temperature (e.g., check for drafts)
Smell	x Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.) x Detect smoke x Detect gases or noxious smells

Students who are unable to meet any of the above essential functions may request reasonable accommodations by contacting the Disability Services Office in BH 105, by phone 610.568.1499, fax 484.335.4486, or e-mail: disability.services@alvernia.edu.

Alvernia University Policies | Alvernia University – Academic Affairs – Accommodations under the ADA

help with writing skills.

Alvernia University Policies | Alvernia University – Academic Affairs – Honor code Policy and Procedures

WRITING STANDARDS

Students enrolled in the course are expected to use literate and effective English in their speech and in their writing. All papers submitted must be well written; grades on written work (including examinations) will be based on expression as well as on content. All written material must be submitted neatly, on the required forms, using APA format. Any student who has difficulty with writing skills is requested to seek assistance through the Academic Success Center PRIOR to submitting papers to the instructor.

ACADEMIC WARNING

In collaboration with the Academic Success Center, mid-semester warning reports are prepared by faculty, sent to students through the University's database systems, and tracked on the student's electronic academic record. While faculty and advisors make reasonable efforts to connect with students who are not doing well, ultimately students are responsible for keeping themselves informed about their progress in courses. Keep in mind that nursing students are required to achieve satisfactory ratings in all clinical rotations, C+ grades in nursing courses, and a minimum of C grades in all science courses.

CLINICAL GUIDELINES

- The student must assume responsibility and accountability for all obligations regarding clinical practice, including transportation to/from the clinical site. Clinical assignments may require travel time of up to one hour from the Alvernia University campus in Reading.
- Attendance is mandatory on assigned clinical days and for campus clinical lab experiences and supervised practice.
- Clinical experience hours may vary. Consequently, working hours need to be manageable with the priority of attaining/maintaining course grades and clinical attendance.
- Make-up for missed clinical days is considered on an individual basis in conjunction with the course faculty. Additional supervised make-up time may be required and, depending on the circumstances, may require an additional charge to the student.
- The student must adhere to Health Insurance Portability and Accountab cme mye grali- and Aii2udent2.4 (

Any questionable situation that comes to the attention of the nursing faculty/staff will be reported to the Chief Nursing Officer and Dean of the College of Health Sciences. Students may be counseled about appropriate social media use and a written note placed in their academic file. Disciplinary action may be taken.

All students are expected to read and follow the guidelines outlined below in relation to appropriate use of social media.

- Student handbook- Student Handbook- Social Media Policy
- NCSBN's White Paper: A Nurse's Guide to Social Media https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-social-media les for Social Networking and the Nurse
- https://www.nursingworld.org/social/

UNSATISFACTORY CLINICAL PERFORMANCE

Clinical performance deemed "unsatisfactory" includes but is not limited to:

Placing clients at risk physically and/or emotionally.

- Inability to relate appropriately to others, including clients, peers, faculty, staff and members of the healthcare team.
- Inability to perform in a professional manner, and not accepting supervision/feedback.
- Inability to use professional judgment, including seeking help for personal problems which interfere with professional practice.
- Consistent inability to demonstrate knowledge, values, and previously learned skills necessary for generalist nursing practice.

ALVERVIA UNIVERSITY
JOHN AND KAREN ARNOLD SCHOOL OF NURSING
BACHELOR OF SCIENCE IN NURSING

AUDIO AND VIDEO RECORDING

As part of the education experience, student activities are recorded through Audio Video

The Nursing Program follows the “Rule of 5” when rounding any numbers, either for the calculation of grades or for determining the final correct answer on a medication calculation exam.

The “Rule of 5” dictates that when rounding, you examine the numeral to the right of the number that is to be last in your final answer. This numeral and any/all numerals to its right will be dropped once you have ‘rounded off’ your answer.

- If that numeral is less than 5, drop it and all the figures to the right of it.
- If that numeral is 5 or greater, increase by 1 the number to be rounded, that is, the preceding number or the number to its left.

Example #1
Suppose you wish to round 62.5347 to the hundredths (four significant figures in this example). Look at the fifth numeral. It is a 4, a number less than 5. Therefore, you will drop every figure after the fourth, and the original number rounds to 62.53.

Note: in this example, the “7” on the far right does not round up so that the “4” becomes a “5”. Instead, you only examine the numeral to the very right of the final place you want to round your answer to and use this to follow the “Rule of 5”.

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
ADMISSION POLICY

Admission to the John and Karen Arnold School of Nursing Bachelor of Science in Nursing at Alvernia University is determined holistically on an individual basis at each entry level. The total number of students admitted to the program is based upon available facilities and faculty. Students are admitted throughout the calendar year until all spaces in the class are filled.

Please review the Alvernia University College Catalogue for admission requirements to the School of Nursing.

Undergraduate Catalog Undergraduate Catalog-

Transfer Nursing Credits

Nursing credit may be given to those students transferring from a four-year baccalaureate accredited program, associate degree in nursing program, or hospital diploma program. Transfer courses will be judged in relation to Alvernia University curriculum for acceptability. Evaluation of transfer courses, based on official transcripts, is completed in the Registrar's Office in conjunction with the Chief Nursing Officer and will follow University policy.

Returning and Readmitted Students

Students who take a prolonged leave of absence should be aware that they may be required to repeat some nursing courses due to the rapid changes in content and practice in the nursing profession. Ordinarily, students who stop out or withdraw from the university or the nursing program must return within one year or may need to repeat nursing courses to ensure patient safety. Decisions about the need to repeat nursing courses will be made by the Chief Nursing Officer in consultation with faculty.

- x Successful completion of all science courses prior to registering for junior year Nursing courses.
- x Students must obtain a minimum grade of “C”, in BIO 410- Pathophysiology to progress in the Nursing Program.
- x Students must obtain a minimum grade of a “C” in MAT 208 for the course to be accepted into advanced degree programs.

Clinical/Lab Concerns

Many nursing courses include theory, lab and clinical to ensure application of knowledge and safe patient care. Students who are not successful in the clinical/lab portion are not successful in the course and may need to repeat the entire course, theory, clinical and lab.

The following are examples of student behaviors that are considered serious and may constitute criteria for dismissal from the clinical site and ultimately the nursing program: Examples include, yet are not limited to:

- Placing clients at risk physically and/or emotionally. This includes violation of patient safety protocols, inability to demonstrate caring behaviors to all clients, not following directions or completing skills without proper supervision.
- Inability to relate appropriately to others, including clients. Verbal abuse (profane language, threats, etc.) directed toward another student(s), University employee, clinical site staff, peers, or clients.
- Failure to perform in a professional manner, such as being unwilling to accept supervision and/or feedback.
- Failure to use professional judgment, including seeking help for personal problems which interfere with professional practice.
- Consistently unable to demonstrate knowledge, values, and skills necessary for generalist nursing practice.
- Inability to integrate previously learned content and skills when caring for and interacting with clients and members of the healthcare team.
- Failure to comply with HIPAA confidentiality.
- Consistent absences from clinical/lab learning activities. (See Attendance Policy)

- Failure to respect the rights of others as evidenced by verbal, physical or mental abuse or others, harassment of any kind, assault, or any action which endangers the rights of others.
- Failure to abide by federal, state, and local laws which prohibit the use, possession, and sale of illegal substances.
- The possession or use of illegally obtained drugs and/or alcohol while in a clinical and/or classroom setting.
- Willful destruction of property, this includes University and/or clinical site and community property.
- New criminal charges which prohibit the student from participating in clinical learning activities.
- Any acts of academic dishonesty, including but not limited to plagiarism, falsification of documents, or any form of cheating and any breach of honesty will result in immediate counseling by the Chief Nursing Officer, a written report in the student's file, and may result in dismissal from the nursing program.

PROCEDURES FOR DISMISSAL FROM THE NURSING PROGRAM

If it is determined that a student has met criteria for dismissal from the School of Nursing, the following procedures will be followed:

- The student will be formally notified of their dismissal from the School of Nursing, including the reason(s) for dismissal, by the Chief Nursing Officer.
- The student will be referred to the Academic Success Center to discuss an alternate academic plan.

Any student who is dismissed from the Nursing Program will have their matriculation status updated to "undeclared" and will be assigned an interim advisor until a new major has been declared.

All students who are dismissed from the Nursing Program must contact Student financial services at sfs@alvernia.edu, and Lee Ann Bieber Title III Director to discuss other academic plans, Leeann.Bieber@alvernia.edu

Appealing an Assignment Grade -

Students who wish to appeal an assignment grade should follow the Chain of Command. 1st- Faculty Member, 2nd Chief Nursing Officer, 3rd Dean of Health Sciences. Students should make every attempt to resolve a grade issue at the instructor level.

Appealing a Course Grade

Students wishing to appeal a course grade must follow the appeal process outlined by the university, using the Academic Grade Appeal Policy and Procedure- Student Handbook

Appealing Dismissal from the Nursing Program

Students who have been dismissed from the School of Nursing and wish to petition for reinstatement to the School of Nursing at any future point in time should follow these procedures:

- A formal letter must be delivered to the Chief Nursing Officer outlining the rationale for the student's petition and offering evidence, including supporting documents if relevant, of any

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
PROFESSIONAL PROBATION STATUS-

A status of professional probation may be applied to students who have passed a nursing course, but have ongoing concerns associated with professional performance that faculty deem necessary to communicate with the faculty in sequential courses. This status is intended for students who are meeting course outcomes in general, but who have demonstrated behaviors or issues related to professional performance in educational settings that still require improvement at the end of the semester. Educational settings include classrooms, off-campus facilities, clinical simulation lab, independent clinical observational experiences, and on-campus clinical experiences.

- Students will be given an individualized Professional Development Plant developed by the course/clinical faculty in collaboration with the Program Level Coordinator and Chief Nursing Officer.
- The Professional Development Plan will be discussed with the student when the performance concern is identified.
- The Professional Development Plan will include feedback for student improvement.
- Students who do not improve or exhibit additional concerns of professional performance may fail the course.
- Faculty who teach the student in any educational experiences in the next semester, as well as the student's academic advisor, will be notified of the terms of the Contract and will support the student in the remediation of any knowledge/skills/attitudes which prevent the student from performing in accordance with standards of professional nursing.
- Student progress with the terms of the Contract will be discussed with the student on an interval basis identified by faculty, prior to mid-term in the semester following the initiation of the contract: The expectations are that any student issue or issues will be improving or resolved within the semester following the initiation of a Behavioral Contract.
- Documentation of student progress with the terms of the Behavior Contract will be kept in the student's academic file.
- Students will continue to be evaluated by course faculty in accordance with any evaluation tool used within that course.
-

ALVERNIA UNIVERSITY
JOHN & KAREN ARNOLD SCHOOL OF NURSING
MANDATORY DRUG TESTING

POLICY

It is the policy of the Alvernia University College of Health Sciences to require students to undergo a drug screening test for the presence of drugs or controlled substances immediately prior to all clinical rotations. The cost for this mandatory drug screening is covered by student fees. Additional drug screening may be required anytime during a student's enrollment. Indications may include but are not limited to observed impaired behavior, delay in obtaining drug screening past prescribed deadline, and/or frequent absences or tardiness. The cost for drug will be the student's responsibility. Students may also be required to participate in any random drug screening protocol implemented by clinical agencies.

Students who have a positive drug screen may not participate in clinical learning activities, which may affect course grade and ability to progress in the program.

Please see the College of Health Sciences Drug Use Policy- Student handbook

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
LEGAL LIMITATIONS FOR STATE LICENSURE

It is the policy of the BSN Program to inform each student of the Pennsylvania State Board of Nursing Professional Nurse Law in legal limitation for licensure.

The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country.

The term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant’s statement on the licensure application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction unless the Board has some evidence to the contrary. (6 amended Dec. 15, 1986, P.L. 1607, No. 179). This action by the Board may be recommended regardless of the student’s ability to complete the BSN Program’s educational requirements for graduation.

It is possible that the Board may deny licensure based on the applicant’s criminal or child abuse history. If the individual does become licensed, various laws may preclude the individual from employment in a wide variety of settings.

The School of Nursing will make every attempt to inform the student based on the information available. Students are encouraged to contact the State Board of Nursing for specific questions or concerns.

References: Legal Counsel to the Board of Nursing Correspondence Letter, 2/28/01 and PA Professional Nurse Law Section 6. Fees; Qualifications for Licensure, 9/99.

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
INITIAL AND ONGOING CLINICAL REQUIREMENTS

Subject to Change based on agency requirements.

Confirmed sophomore and transfer students are notified in writing of the mandatory items to be completed by the beginning of a clinical semester:

- CPR Certification through Alvernia University in RQI Program
- Act 34 – PA State Police Criminal Record Check Clearance (PATCH)- https://epatch.state.pa.us/Home.jsp (Must be for employment- Not volunteer)
- Act 114 – FBI Clearance – Fingerprinting Background Check- https://uenroll.identogo.com
    - Code- 1KG756, Employer "Alvernia University"
        - International Students- Use your Passport for ID. On the "Citizenship page", use F1 for Non-Immigrant VISA/Status
- Act 151 – PA Child Abuse History Clearance- compass.state.pa.us/cwis/public/home

- Assigned online Health & Safety Modules through "Educational Interface"
    - Fire Safety
    - Electrical Safety
    - Lifting to Prevent Injury
    - Infection Control/Standard Precautions
    - Blood Borne Infections
    - HIPAA Compliance
    - COVID19 Precautions
-

to their course faculty members/academic advisor as soon as they receive their orders. If the student is assessed as meeting the clinical course objectives, clinical make up time may not need to be rescheduled.

However, faculty reserve the option to reschedule make-up experiences for unsatisfactory clinical performance and/or if the student will miss a graded clinical experience due to the absence.

ALVERNIA UNIVERSITY
JOHN & KAREN ARNOLD SCHOOL OF NURSING
BACKGROUND CHECK POLICY – ACADEMIC PROGRAMS

PROCEDURES

Students are responsible for obtaining the following clearances. The fees for the clearances are the responsibility of the students. A copy of the clearances will be maintained in the student's file.

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997

Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301		

CC3924	Theft by Property Loss	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Drama or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors

ALVERNIA UNIVERSITY
NURSING PROGRAMS
COMPLAINT PROCEDURE

A formal complaint is defined as a written expression of serious dissatisfaction related to any aspect of Alvernia University nursing programs. A formal complaint is distinguished from a dispute about a grade in a course or other course evaluation matter, which is handled under the Alvernia academic grievance procedures and harassment complaints, which are handled in accordance with the Alvernia University Harassment policy. See student handbook

Alvernia University Policies | Alvernia University

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December 2, 2024

ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
ATTENDANCE POLICIES

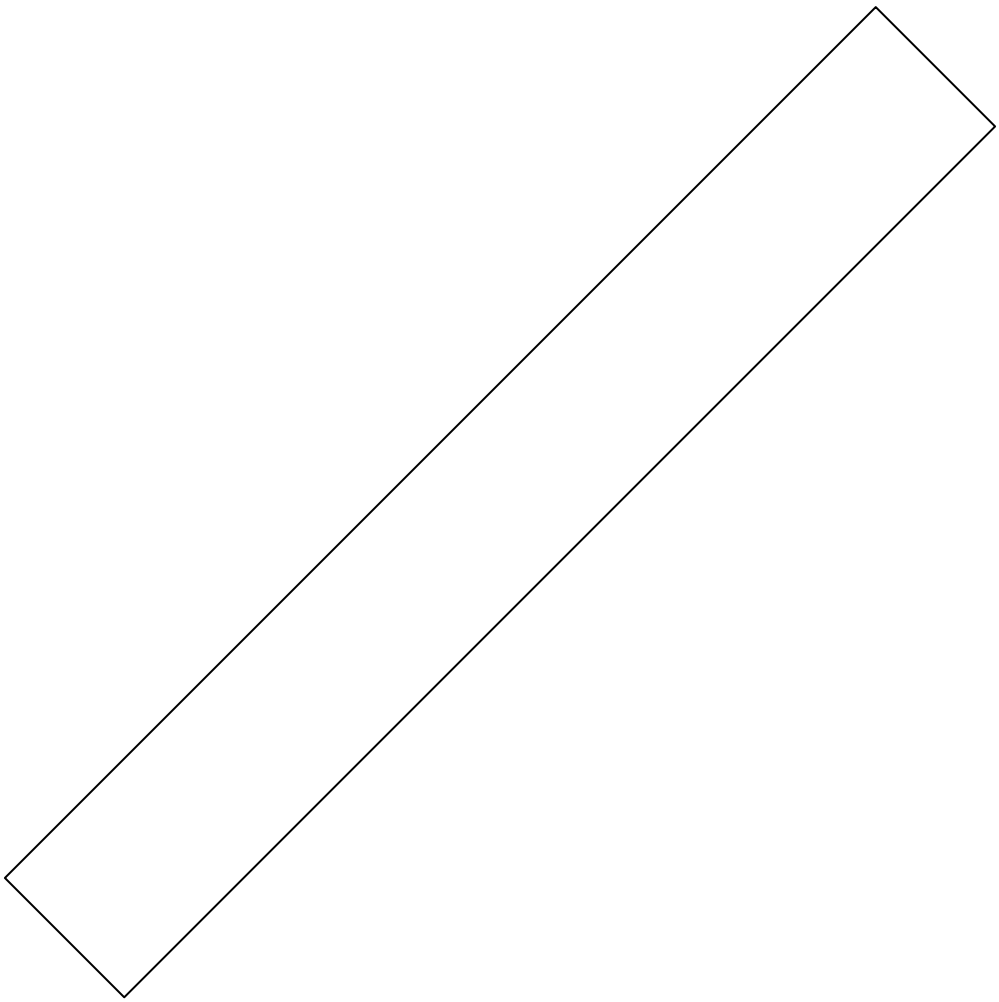
To facilitate student success and to meet State Board and Accrediting body requirements, students are expected to follow attendance policies to meet program outcomes.

Should a student recognize the need to change their clinical schedule they MUST

- Students who may miss more than two clinical days due to an injury involving

ALVERNIA UNIVERSITY
JOHN & KAREN ARNOLD SCHOOL OF NURSING
AUTHORIZATION TO RELEASE MEDICAL INFORMATION

All full-time Alvernia University students are required to submit a completed Medical History Form and Physical Exam to the Health and Wellness Center. Student Handbook



ALVERNIA UNIVERSITY
BACHELOR OF SCIENCE IN NURSING
PROFESSIONAL DRESS AND UNIFORM POLICY

Students are expected to always be well

("scrubs") may be worn if desired. No knit pants, leggings, or jeans-styles are acceptable. Pants must come to the waist or slightly-below the waist. Students may be sent home from the clinical site if attire is deemed unprofessional by the faculty.

- Practical flat heeled closed-toe shoes. White athletic shoes are acceptable only if they are used with your nursing uniform. No sandals, flip-flops, clogs, boots, platform shoes or high heeled shoes are permitted.
- Clinical Site Visit for Preparation or Research of Client Records Students are often required to go to clinical sites at times other than clinical to prepare for their next day's assignment or to review records. At such times, the student is not with an instructor or clinical group, thus professional appearance and clear identification as an Alvernia University nursing student is imperative.

Conferences

- Women are to wear business casual slacks or skirt (no shorter than 2 inches above the knee, blouse/knit top of modest appearance, or dress (no shorter than 2 inches above the knee). Appropriate undergarments and hosiery are required.
- Modest makeup, jewelry, and shoes.
- Men are to wear dress slacks and shirt with collar (button-down or polo style are acceptable). Ties are not necessary for most events.
- Jeans, short skirts, low-cut tops/blouses, tight-fitting clothes or other non-professional clothing are not permitted for professional events and whenever a student represents themself as an Alvernia nursing student.

Other Appearance Requirements:

- All students must keep hair neat and off the face and the collar when in uniform in any clinical setting. Only natural hair colors are acceptable, (this does not need to be the students' natural color, does need to be a natural color found in human hair).
- Men's facial hair should be short, neat, and well groomed. For health reasons,

BACHELOR OF SCIENCE IN NURSING
STUDENT EMPLOYMENT GUIDELINES

Many students engage in part-time employment during their educational program. To assist new students in planning a combined academic and part-time employment weekly schedule, the School of Nursing recommends the limits set below. This lists the academic credit loads consistent with various total hours of employment. It is based on the recommendation that the

Appendices

Appendix A

Faculty will complete this form, students are required to take this form to the lab for skill remediation.

ALVERNIA UNIVERSITY

CLINICAL REMEDIATION FORM NURSING SKILLS

Student Name_____

Nursing Course_____ Date of Referral_____

Signature_____

You are required to remediate the following skills within the time frame specified by your course/clinical faculty. P 0 SFk8 (h)1.[(e)3(k)-8(h)1.9(F)-1(.)]TJ 0.004 Tw 0.65 0 0 1 87.04 SFk8 (h)1.[(7)-3(2)-2(.)-5(6)-3(5)-3(6)-4(.)-5(6)-3(5)-3(6)]TJ 4.7504 Tw 0.2

‘ Attendance/ Punctuality
‘ Accountability
‘ Appropriate Professional Behavior
‘ Communications
‘ Flexibility
‘ Integrity
‘ Intellectual Curiosity/ Seeks help when needed
‘ Initiative
‘ Professional Appearance
‘ Preparedness
‘ Understanding Pathophysiology
‘ Synthesis of Theory and Practice
‘ Critical Thinking/Decision Making
‘ Use of Nursing Process
‘ Oral Communication
‘ Written Communication
‘ Completion of Assignments
‘ Technical Proficiency/Skills
‘ Organizational Skills/Time Management
‘ Leadership Potential
‘ Other: _____

Description of Incident/Situation

1. List of learning outcome (s) not met or behaviors needing remediation.
2. Detailed description of how the student’s performance is not meeting the learning outcomes.
3. Plan of action for remediation for improved performance and behavior.
4. Consequence if performance or behaviors are not improved.
5. Evaluation plan, including future meetings and consequences if behaviors and performance do not improve.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Resolution:

Resolution Completion Date: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix - C

Alvernia University
John and Karen Arnold School of Nursing
Scoring Rubric for Repeating Nursing Courses

The School of Nursing will make every attempt to accommodate students who need to repeat a nursing course. Due to enrollment and to ensure equal learning opportunities for all students, to

Objective	Score	Comments
3. Demonstrates safe skill acquisition in lab/clinical and/or simulation		
a. Requires little to no prompting when completing skills		
b. Attends practice sessions to improve skill acquisition		
4. Demonstrates the ability to follow directions consistently to meet learning outcomes.		
a. Consistently reads directions to understand assignments and other learning activities.		
b. Seeks help appropriately after reading directions and attempting to problem solve independently.		
5. Demonstrates the ability to take and utilize feedback for professional growth.		
a. Listens/reads feedback and makes appropriate revisions on assignment or skill completion.		
6. Demonstrates appropriate behavior in class/lab/clinical/simulation as demonstrated by -		
a. Professional attitude		
b. On time for learning activities		
c. Follow through on assignments		
d. Consistent attendance in class/lab/clinical		
7. Demonstrate success on at least 50% of course exams/assignments.		
Total Point Allocation		

Additional Comments-

Appendix - D

Alvernia University
John and Karen Arnold School of Nursing
Scoring Rubric for Readmission to Nursing

Students who are dismissed from The School of Nursing may petition for readmission to the program. A readmission committee will be formed and will meet to discuss the students- activity in the course, accountability for their own learning- meeting with faculty, attending Academic Success, utilization of electronic resources; ability to act professional, follow directions, and grades in foundational courses that contribute to success in Nursing.

Students who are petitioning for readmission will not be able to register for any NUR courses until the student is notified of the committee's decision for reinstatement.

Scoring Guidelines-

5 points- Consistently done in class, clinical, lab and/or simulation
3 points- done some of the time in class, clinical, lab and/or simulation
1 point- only done after realizing they would not be successful in the course
0 points- not done during class, clinical, lab and/or simulation.

Objective	Score	Comments
1. Demonstrate initiative for own learning as demonstrated by-		
a. Consistently seeks learning opportunities in class/lab and clinical		
b. Asks questions that indicate a baseline knowledge from review/reading of material		
c.		

Objective	Score	Comments
b. Seeks help appropriately after reading directions and attempting to problem solve independently.		
5. Demonstrates the ability to take and utilize feedback for professional growth.		
a. Listens/reads feedback and makes appropriate revisions on assignment or skill completion.		
6. Demonstrates appropriate behavior in class/lab/clinical/simulation as demonstrated by -		
a. Professional attitude		
b. On time for learning activities		
c. Follow through on assignments		
d. Consistent attendance in class/lab/clinical		
7. Demonstrate success on at least 50% of course exams/assignments.		
Total Point Allocation		

Additional Comments-

APPENDIX E

Alvernia University – John and Karen Arnold School of Nursing
Return to Clinical Form following Student Injury/Illness/Surgery

Student Name_____ Date_____

Date of Next Appointment (If needed)_____

To ensure safe patient care and student safety in all learning environments, the functional abilities listed below are required for safe patient care (National Council of State Boards of Nursing, Inc.)

Please identify if the student being evaluated can meet the abilities listed below

Students please send this form to the Clinical Coordinator and Assoc. Dean of Nursing

Functional Ability	Yes – student can achieve	No – student cannot achieve	Comments if appropriate
Gross Motor Skills Sit and stand maintaining balance for extended periods			
Reach above shoulders			
Reach below waist (ex plug			

Functional Ability	Yes- student can achieve	No- student cannot achieve