PRESENTATION COLLEGE
DEPARTMENT OF NURSING

NURSING STUDENT HANDBOOK
2017-2018

Approved by the South Dakota Board of Nursing
4305 South Louise Ave, Suite 201
Sioux Falls, SD 57106-3115
605-362-2760

Approved by the Minnesota Board of Nursing 2829
University Avenue S.E., #200
Minneapolis, MN 55414-3252
612-617-2270

THE NURSING STUDENT HANDBOOK IS PROVIDED ANNUALLY TO
EACH STUDENT ENROLLED IN A NURSING COURSE.

THIS HANDBOOK MAY BE DISTRIBUTED VIA ELECTRONIC OR PRINT FORMAT.
ANY DISCREPANCIES RELATED TO FORMATTING SHOULD BE VERIFIED WITH THE
DEPARTMENT OF NURSING’S FILE COPY.
INTRODUCTION

The Department of Nursing Student Handbook (“Handbook”) provides information and policies for all nursing students in the nursing programs at Presentation College. The material in the Handbook provides important information to help Presentation College nursing students understand the curriculum, understand their responsibilities as nursing students, and comply with the policies and procedures for the nursing programs.

The policies and procedures in the Nursing Student Handbook expand on policies appearing in the Presentation College Student Handbook and College Catalog. The Handbook provides general information about the nursing programs at Presentation College and will be referred to in your classes. Each student is responsible for knowing, understanding, and following the information in the Handbook. The Handbook is available online at www.presentation.edu/nursing under “program resources.”

This Handbook was developed by Presentation College nursing department and may be amended at any time at the discretion of Presentation College, with or without prior notice. Amendments will be effective immediately. It is the obligation of the student to study the handbook and any supplements or amendments. Students will be notified by email to students’ Presentation College email address of any changes in policies and practices made during the academic year.

Nothing contained herein shall be deemed a limitation upon the expressed or implied powers or duties of the Board of Directors, the administration, or faculty of Presentation College.

NOTICE OF NON DISCRIMINATION

Presentation College is committed to a policy of nondiscrimination on the basis of race, color, gender, age, national origin or disability, marital or veteran status, or religion, in admission, educational programs or activities, and employment, all as required by applicable laws and regulations.

Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, has been delegated to the Registrar 605-229-8424, and the Americans With Disabilities Act (ADA) to the Director of Career & Learning Center 605-229-8580, Presentation College, 1500 North Main Street, Aberdeen, SD 57401.

Presentation College is an Equal Opportunity and Affirmative Action Employer.

RETALIATION IS PROHIBITED. Presentation College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the College to investigate such reports. Presentation College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
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DEPARTMENT OF NURSING

The Presentation College Department of Nursing offers the Bachelor of Science in Nursing (BSN). This program provides the opportunity for the registered nurse with an Associate degree or diploma in nursing to earn a Bachelor of Science in Nursing degree. The BSN completion program for RNs began in 1990. The Licensed Practical Nurse (LPN to BSN) completion program began in 1994 and serves to provide opportunity for LPNs to earn a BSN. Graduates of the BSN program are eligible to take the NCLEX licensing examination for registered nurses.

The nursing program is accredited by:
- Commission on Collegiate Nursing Education (CCNE)
- Accreditation Commission for Nursing Education (ACNE)

The nursing program is approved by the Boards of Nursing in:
- South Dakota
- Minnesota
- Iowa
- North Dakota

BACHELOR OF SCIENCE IN NURSING PROGRAM

Baccalaureate nursing education has as its goal the education of professional nurses who have a broad knowledge of nursing, the physical and behavioral sciences, and the humanities. Graduates provide leadership in nursing, collaborate with other professionals in the health care system, assume responsibility for competent nursing practice and continued professional development, and demonstrate commitment to the profession. In order to prepare generalists in nursing for beginning-level professional practice, learning experiences are designed to foster the development of critical thinking, clinical reasoning, decision-making abilities, and competent nursing practice. Baccalaureate degree completion courses are available at various distance education sites.

Revised 2014

MISSION

Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

In keeping with the college mission statement, the nursing education offered at Presentation College is viewed as foundation for students pursuing self-actualization, professional excellence and lifelong learning.

Revised 2014

PHILOSOPHY

The philosophy of Presentation College is expressed in its core values:

CATHOLIC TRADITION
Drawing upon a 2,000 year old Catholic tradition, Presentation College has a rigorous commitment to the pursuit of truth in harmony with a deep appreciation for the spiritual life. The most basic tenet of the Catholic intellectual tradition, as it relates to higher education, is the manner in which faith, knowledge and reason complement each other. Presentation College offers an education of continuing scholarship, seeking the truth. That tradition permeates the curriculum, student life and core values of the College.
Inherent in both the tradition of the Church and in the mission of the Presentation Sisters is a sincere commitment to social justice which includes respect for the dignity of the individual. This commitment is expressed in service and is a special hallmark of a Presentation College education.

LEARNING COMMUNITY
The charism of the Presentation Sisters of the Blessed Virgin Mary extends itself through Presentation College. Inspired by the love and zeal of Nano Nagle, the College welcomes all people in the spirit of hospitality to include warmth, acceptance and gratitude.
Presentation College is committed to intentionally serving and learning with all who seek relationship within the context of the College.
Presentation College promotes acceptance, unity, dignity and appreciation for diversity.

WHOLE PERSON EDUCATION
Presentation College believes that an effective, comprehensive education will encompass the spiritual, intellectual, socio-cultural, emotional, environmental, physical and career dimensions of the whole person.
EDUCATION OF DISTINCTION
Presentation College is the only college, worldwide, which is sponsored by a congregation of Presentation Sisters of the Blessed Virgin Mary. A vital aspect of the legacy of the Presentation Sisters is excellence in teaching and healing. Honoring that legacy, as well as the sponsorship of the Presentation Sisters, is the basis for an education of distinction at Presentation College. Presentation Sisters value hospitality and practice social justice and those values are a distinctive part of the Presentation College learning community. As Presentation people, we joyfully teach, learn and serve.

RESOURCEFULNESS
Presentation College has been a leader in health care education, in establishing outreach campuses, in utilizing technology and in offering online education. Based on that history of innovation and of responding to needs, Presentation College continues to embrace creativity, originality, imagination and vision to promote resourcefulness.

DEPARTMENT OF NURSING PHILOSOPHY
The philosophy of the Department of Nursing reflects the core values of Presentation College and the Presentation Sisters. The nursing faculty endeavor to develop professional nurses who are contributing members of society and who demonstrate integrity and respect for humanity by promoting development of the students’ spiritual, intellectual, socio-cultural, emotional, environmental, physical, and career dimensions of life. In order to provide this type of learning environment, the faculty has developed a nursing program based on their beliefs about the metaparadigm of ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The nursing process is the framework by which these entities are explored and synthesized.

In keeping with the college mission statement, the nursing education is viewed as a foundation for students pursuing self-actualization, professional excellence, and lifelong learning. The nursing faculty believe that each student brings unique life experiences to the nursing program. These experiences are used as the base upon which further learning is generated, and upon which mutual enrichment is experienced. Teaching and learning principles are integrated in nursing education. The student and faculty work together to assist the student in self-reflection, fostering maturity, valuing integrity, seeking and validating evidence and achieving the course and program outcomes. It is expected that the student will be an active participant in the learning process. Ultimately, the student is responsible for their own learning.

The faculty believe that nursing education, strongly based on knowledge of the humanities and natural and behavioral sciences, will foster the development of safe practitioners who will be prepared to meet the health care needs of individuals, families, groups, communities, and populations across the life span. The nursing faculty support and promote the roles of practice and the competencies expected of a graduate of the baccalaureate degree program. The professional nurse functions as a provider of client care, coordinator of client care, member within the discipline of nursing, leader, coordinator, consultant, collaborator, consumer of research, and as an advocate and support agent. Undergraduate nursing education prepares the nurse to function as a generalist. The graduate is able to practice in both structured and unstructured settings while providing care to individuals, families, groups, communities, and/or populations. The graduate is expected to have acquired the knowledge, skills, and attitudes necessary to function as a generalist in the respective roles.

By assisting students in the understanding of the roles of professional nursing practice, graduates are prepared to practice within their professional parameters and continually strive for professional excellence. The programs of the Department of Nursing, presented in the Catholic tradition as part of a supportive, accepting, and caring community, provide: 1) the basis to become a contributing member of society, 2) an education for the baccalaureate prepared professional nurse, and 3) a foundation for graduate study in nursing.

METAPARADIGM AND CONCEPTUAL FRAMEWORK.

The conceptual framework of the nursing program emanates from the philosophy of the Department of Nursing which is congruent with the colleges’ core values. Therefore, an individual’s spiritual, physiological, socio-cultural, emotional, and environmental needs are incorporated in the nursing program. The metaparadigm identified as basic to the role and function of the professional nurse includes:

1. ENVIRONMENT
2. HUMANITY
3. HEALTH
4. NURSING

The concepts identified as essential to the role and function of the professional nurse include:

A. HEALTH CARE
B. SAFETY
C. QUALITY IMPROVEMENT
D. SOCIAL JUSTICE
E. DIVERSITY
F. CARING
G. NURSING PROCESS
H. ROLES
I. NURSING INFORMATICS
J. EVIDENCE BASED NURSING PRACTICE
The integration of the metaparadigm and conceptual framework progress from foundational principles of health to complex alterations in health as the student advances through each level in the educational experience. Concepts, principles, and theories from support courses provide the foundation for the respective nursing curricula and for nursing practice.

The nursing curricula are based upon numerous theories from a variety of disciplines. Concepts related to development, needs, change, stress, communication, ethics, health promotion, culture, caring, values, family systems theory, and roles are expanded throughout the curricula.

1. ENVIRONMENT

Environment is the composite of those changing external and internal biological, physical, social, political, and economic forces that surround and influence humanity at any given point in time. It is also all conditions, circumstances, and influences surrounding and affecting the development and behavior of individuals or groups. The individual and the environment are inseparable and coexist. A change in one is inseparable from simultaneous change in the other. Secondary themes of the environment include health care, culture, and rural geographic environment. Society has a variety of cultural groups with each culture sharing similar beliefs, attitudes, values, and practices. Cultural beliefs and rural settings have an impact on the consumer's health care and environment. Rural health care settings are often the first link to health care for many consumers in this environment.

A. HEALTH CARE: The application of individual, family, community, and population-level practices that promote, maintain, restore, and / or rehabilitate the well-being of the consumer as a holistic entity Health care: Practices that promote, maintain, restore, and /or rehabilitate the well-being of the consumer as a holistic entity by acknowledging both internal and external influences on health.

B. SAFETY: Safety is a core value in health care based on the commitment to uphold ethical principles to do no harm, always safeguard the patient, and act with ethical comportment (Egan, 2013). Safety is preventing errors and negative outcomes that happen unrelated to the patient condition being treated and involves constantly scanning the environment to prevent errors from occurring (Barnsteiner, 2012). The goal of safety is zero negative occurrences (Sherwood & Zomorodi, 2014).

C. QUALITY IMPROVEMENT: Quality is an inherent approach to doing good work (Sherwood & Zomorodi, 2014). Quality improvement is the correlation of improved health care system delivery and desired health outcomes of the population. Improvement of quality within an education or health care system is demonstrated by continuously measuring effect of the implemented changes within the organization.

Presentation College, Department of Nursing, strives to utilize program data by identifying and analyzing the strengths, weaknesses, and opportunities for implementing changes to ameliorate and enhance the degree of excellence of its educational program. The program continuously evaluates competency and effectiveness of its educational program by monitoring and examining the interventions for degree of success or improvement. The goal demonstrates the importance of measuring health-care outcomes in order to provide the highest level of care to all individuals within the community as the baccalaureate-prepared student transitions to professional nursing practice.

2. HUMANITY

Humanity is that part of the holistic creation of God which encompasses the totality of humankind. Human life individually and collectively is our greatest gift and full human development, our greatest pursuit. Individuals unfold in increasing complexity and diversity in an ongoing process of human becoming with search for truth, understanding, and meaning. This process of human becoming can only evolve from an interconnectedness and harmony with God, humanity and the environment. Our human interconnectedness is manifest in the form of relationships through brief encounters with other members of the global human family or ongoing interactions with specific individuals, families, groups and communities. Our interconnectedness transcends time and space so that all past and present interactions with God, humanity, and environment shape the current lived experience.

A. SOCIAL JUSTICE: Promoting a just society to include equitable treatment, supporting human rights, and not discriminating regardless of economic status, social class, disability, sexual orientation, ethnicity, or age (AACN, 2008).

B. DIVERSITY: Diversity in the profession of nursing helps to ensure quality, culturally competent client care is delivered to all (AACN, 2014). Presentation College prides itself in the recruitment and acceptance of students from various backgrounds and ethnicities. In addition to the student body, the nursing department works to provide diverse academic and clinical opportunities. These opportunities help to develop a culturally aware student that develops into a culturally competent nurse upon graduation.

3. HEALTH

Health is a dynamic state in which an individual adapts to internal and external environments so that there is a state of physical, emotional, intellectual, social, and spiritual well-being. Every person has an optimal level of functioning on the wellness/health continuum to achieve a good and satisfactory existence. The wellness/health continuum model organizes wellness within the ability of all people. Wellness begins
with the person and stimulates the demand for growth and change. Within this model the physical self is nurtured, emotions are expressed, creativity is fostered, and environment remains important, despite any physical incapacities. The wellness model has a neutral point or a point of no discernable disease. The steps above the neutral point are as follows: education, growth, self-actualization, and high-level wellness (well-being). The steps below the neutral point on the wellness/health continuum are: signs, symptoms, disability, and premature death. Within this model an individual moves in a positive direction, reaching a higher level of wellness, or regressing to a lower level because of illness. The illness can stimulate growth potential and assist the person to move along the wellness/health continuum (Craven, Hirnle, & Jensen, 2013). The nursing domains of health promotion, illness prevention, health maintenance, and health restoration/rehabilitation function within the wellness/health continuum.

4. NURSING

Nursing is the art and science of caring. Caring, the essential essence of nursing, involves the whole client – mind, body and spirit. The ability of the nurse to provide holistic care is derived from the concepts of social justice and the expectations that equality crosses all barriers. Secondary themes for nursing include caring, nursing process, nursing roles, and nursing informatics. The nursing faculty believe that health through holistic care is the goal of nursing and the nursing process serves as a unifying framework for nursing practice. The student must learn and be prepared to assume a variety of nursing roles within the environment. In order to accomplish these nursing roles, nursing integrates principles from the natural/behavioral sciences and humanities.

A. CARING: Caring is that essence of nursing that brings forth the connection between nurses and their clients. It is the interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides hope, support, and compassion to help achieve desired outcomes. Caring is the central and unifying domain for the body of knowledge and practices in nursing (Leininger, 1981). It is the result of role modeling and leads to the development of ethical treatment and compassion. Integrating caring and ethical practice guidelines within the curriculum supports human dignity, altruism, and integrity.

B. NURSING PROCESS: Nursing process is the client-centered, systematic, cyclic, organized problem-solving process used in promoting optimum wellness and resolving identified health problems. This process is complex and focuses on individualized interactions with clients as recipients of nursing care. Because of its generality, the nursing process, based on scientific reasoning, can be used to extract, deduce, or infer from data analysis those spheres of practice that apply to nursing (Kelly & Joel, 2011). Thus, some components of critical thinking are intertwined and imbedded in the nursing process. The steps of the nursing process are considered to be in collaboration with the client and include: Assessment, Diagnosis/Analysis, Planning, Implementation and Evaluation. Nursing process is a dynamic, cognitive and action-oriented process requiring modification as situations and client status change.

Assessment is the process of gathering information concerning the client.
Analysis/Diagnosis is the process of utilizing assessment data to identify the clients' active/potential strengths, concerns and problems.
Planning is establishing a goal and developing a course of action.
Implementation is acting to accomplish defined goals.
Evaluation is the appraisal of the client's response to the course of action and progress toward achieving goals.

C. ROLES: The nursing faculty support and promote the roles of practice and the competencies expected of a graduate of the baccalaureate degree program. Undergraduate nursing education prepares the nurse to function as a generalist. As a generalist, the graduate is able to practice in both structured and unstructured settings while providing care to individuals, families, groups, communities, and/or populations. The graduate is expected to have acquired the knowledge, skills, and attitudes necessary to function as a generalist in the respective roles.

The baccalaureate degree nurse functions in a variety of roles including:

Provider of Client Care - One who utilizes the nursing process in relation to an individual client by providing client-centered, safe, holistic nursing care in a variety of health care settings. This is characterized by critical thinking, clinical competence, utilization of teaching and learning, accountability, and a commitment to the value of caring.

Manager of Client Care - One who provides and coordinates care for individuals and groups of clients who have health care needs characterized by collaboration, organization, delegation, accountability, advocacy, and respect for other health care workers.

Communicator – One who communicates. Communication is the process of exchanging information and generating and transmitting meanings between two or more individuals. Interpersonal communication is the most primary aspect of a nurse-client relationship. Nurses use communication to lay the foundation for therapeutic relationships and influence behavior leading to improved client outcomes (Stuart, 2009).

Leader - One who influences the activities of others toward goal-setting and goal-achievement (formal or informal); includes role modeling. A leader is one who is able to facilitate growth through acceptance of new ideas, concepts, and
beliefs and brings about change.

Coordinator - One who brings together or manages diverse approaches for the purpose of delivering quality healthcare.

Collaborator - One who functions interdependently with other health care professionals and the client in achieving healthcare goals.

Consumer of Research - Individual who reads, review, and critiques research findings and who works to use and apply these findings in his/her nursing practice.

By assisting students in the understanding of the roles of professional nursing practice, graduates are prepared to practice within their professional parameters and continually strive for professional excellence.

D. NURSING INFORMATICS: Nursing informatics utilizes technology as a tool to access and analyze data in order to provide evidence of the effects of nursing interventions by linking them with the outcomes of client care. Nursing informatics combines computer science, information science, and nursing science to assist in the management and processing of nursing data, information, and knowledge to support the practice of nursing (Swan, Lang, & McGinley, 2004).

E. EVIDENCE BASED PRACTICE: Integration of a problem-solving approach within the context of caring, considering best evidence from studies, patient care data, clinical experience and expertise, and patients, preferences and values (Melynk et al, 2009).

Presentation College Nursing Conceptual Model

Revised 2014
STUDENT LEARNING OUTCOMES

The Department of Nursing at Presentation College, presented in the Catholic tradition, is part of a supportive, accepting, and caring community. All graduates of the Department of Nursing will be provided a foundation for baccalaureate study of nursing, become a professional member of society, and be prepared as a licensed nurse. Graduates of Presentation College Department of Nursing baccalaureate program are expected to function as contributing members of society through acquisition of the skills and knowledge gained in general education and nursing courses.

The nursing student program outcomes are based on the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and the College core values.

The baccalaureate graduate is expected to:

1. Integrate knowledge from nursing and liberal education concepts as the basis for clinical reasoning, analytical skills of inquiry, social justice, spirituality, and advocacy.
2. Apply leadership concepts of quality improvement, patient safety, and caring to healthcare delivery.
3. Synthesize the impact of evidence based practice utilized theory and research.
4. Demonstrate best practice using patient care technologies, information systems and communication devices to collaborate with interdisciplinary team to delivery safe, quality care.
5. Analyze knowledge of healthcare policy, finance and regulatory environments that impact safe, quality care.
6. Apply concepts of interdisciplinary communication techniques to promote positive patient outcomes.
7. Collaborate with interdisciplinary professionals to implement effective clinical prevention strategies for the population health throughout the lifespan.
8. Articulate the value of pursing practice excellence, lifelong learning, and professional engagement to foster professionalism.
9. Implement holistic compassionate, patient centered, safe, and evidence based care that respects patients and family preferences.
10. Advocate for global care and social justice among all populations.
11. Employ lifelong learning for decision making to support excellence in nursing practice.
References


## REVISED PRESENTATION COLLEGE 4-YEAR BACCALAUREATE NURSING PROGRAM

**Minimum Hours Required 121**

### First Year

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* Indicates courses required by the nursing department that must earn a minimum of "C" (2.0). All other courses transferred from previous colleges with a "C-" or above will be considered general electives (exception: remedial courses)

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**Restricted electives** must be chosen outside the disciplines of nursing, natural sciences, and psychology

### Graduation Requirements:

- **Mathematics Competency** (MA153 or MA243)  
  - Met  
  - Not Met  

- **Service Learning Requirement**  
  - Met  
  - Not Met  

- **Assessment**  
  - Met  
  - Not Met  

- **Upper Level Requirement** (38 cr hrs required)  
  - Met  
  - Not Met
**REVISED PRESENTATION COLLEGE BSN COMPLETION PROGRAM FOR RNS (RN-BSN)**

Minimum hours required: 121 (includes 69 credits from AD/diploma)

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*Indicates courses required by nursing department that must earn a minimum of C (2.0)

All other courses transferred from previous colleges with a C- or above will be considered general electives (exception: remedial courses)

If RS123 and/or RS293 included in AD education, will need 3 or 6 additional general elective credits

Elective courses may be necessary in order to reach the minimum credits required of 121

Acceptance of Nursing courses will be finalized by the Nursing Department

**RN License _____**

General education requirements (may be met by transfer):

**Electives to meet 121 credits:**

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Graduation Requirements:

**Assessment**

Met Not Met

**Upper Level Requirement** (36 cr hrs required)

Met Not Met
### REVISED PRESENTATION COLLEGE BSN COMPLETION PROGRAM FOR AD-LPN

Minimum Hours Required 121

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Graduation Requirements:

- **Mathematics Competency** (MA153 or MA243)  
  
  Met  Not Met

- **Service Learning Requirement**  
  
  Met  Not Met

- **Assessment**  
  
  Met  Not Met

- **Upper Level Requirement** (38 cr hrs required)  
  
  Met  Not Met

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### First Year

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**Minimum Hours Required**: 12

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<td>*NB338 Maternal-Child Nursing (NLN)</td>
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*Indicates courses required by nursing department that must earn minimum of "C" (2.0).

All other courses transferred from previous colleges with a C- or above will be considered general electives (exception: remedial courses)

Acceptance of nursing courses will be finalized by the Nursing Department

**Restricted electives** must be chosen outside the disciplines of nursing, natural sciences, and psychology

**Graduation Requirements:**

- Mathematics Competency (MA153 or MA243) _____Met _____Not Met
- Service Learning Requirement _____Met _____Not Met
- Assessment _____Met _____Not Met
- Upper Level Requirement (38 cr hrs required) _____Met _____Not Met
COMMITTEES OF THE DEPARTMENT OF NURSING WITH STUDENT REPRESENTATION

Nursing students serve on faculty committees of the Department of Nursing. Students are elected to these committees on a yearly basis from each level within the program. Students are non-voting members. The standing committees that students may serve on are:

DEPARTMENT OF NURSING COMMITTEE

The Nursing Department Committee is a committee of the whole and meets monthly during the academic year. The students will represent their classmates and keep their classmates informed of committee actions. One student representative from each level of a program and campus shall serve a 1 year term.

LEARNING RESOURCE COMMITTEE

(meets once a semester)

The membership shall include at least one baccalaureate degree student from both Aberdeen and Fairmont campuses. The committee shall:

- review and update the holdings of the library, audio visuals, computer software, and other learning support materials related to nursing within the allocated budget.
- consider use of the lab and any proposed changes.
GENERAL INFORMATION FOR NURSING STUDENTS

Each student is responsible for managing his/her own learning. You are encouraged to take your studies seriously. You need all the courses to provide a solid base for your entry into society in the nursing profession. Plan your time carefully, including adequate study time. You should limit the amount of time you spend working during the week to around 10-15 hours if enrolled in greater than 12 semester credits. Any more than that can seriously affect your study time. Study time/preparation should average 3-4 hours per 1 hour of nursing class/week.

Food and Drink. Food and drink are NOT allowed in the nursing Fundamentals Lab or Simulation Center.

Faculty Addresses and Phone Numbers. Presentation College and the Department of Nursing have a policy against disclosure of faculty personal addresses or phone numbers. Your instructor may choose to give you their telephone number for your emergency use only, during reasonable hours of the day or evening. All faculty have campus telephones with voice mail capability. Every effort should be made to handle problems or concerns during normal working hours (8:00 AM to 5:00 PM).

Secretarial Services. Students do not have access to secretarial services through the Department of Nursing. This includes routine photocopying, typing, mailing, collating, and taking or giving telephone messages from students, family members, friends, or employers. Emergency messages will be delivered to the best of our ability. Students and faculty should not be interrupted during classes, clinical, or meetings except for bona fide emergencies.

College Student Services. Review the current college catalog for the many services, which are provided for you on campus in order to assist you in your college program. Do not hesitate to take advantage of them.

The Office of Student Affairs is available to provide support services and assistance to students experiencing personal difficulty. The college is also able to refer students to either on-campus or off-campus counseling services as needed. You may also see your academic advisor if you would like to discuss counseling. Refer to the Presentation College Student Handbook for more information.

Commencement. Attendance at commencement is expected of students graduating from nursing programs at Presentation College. Students in nursing graduate on the same day as other graduates of the college.

Professional Recognition and Pinning Ceremony. Faculty will seek students to assist in planning the annual Professional Recognition Ceremony for students graduating from the nursing program at Presentation College. This ceremony is a way to celebrate completion of the nursing program with family and friends.

Alumni. Once you complete graduation, you become an alumnus of Presentation College as well as the Department of Nursing. Graduates are urged to keep in contact and visit the campus and the Department of Nursing whenever possible. Please notify us of changes in address.

Student Advising. Each student is assigned an academic advisor from the Department of Nursing faculty. The roles of the advisor include:

1. Exploration of student goals.
2. Assisting students in planning courses for an academic year.
3. Assisting students progressing through the nursing program.
5. Guiding students to appropriate resources for assistance with course work, study skills, and personal concerns.

Students and advisors are to meet at regular intervals. Advisors have office hours posted on their office doors. Faculty also have voice mail and email. Please contact your advisor during these times or set up an appointment if more than a brief discussion is needed. Students are encouraged to see the assigned academic advisor at the following times during the school year:

1. Prior to registration for each semester.
2. At least once during each semester.
3. Upon receiving a “D” or less at midterm in a nursing course.
4. Any time you experience difficulty in your coursework.

If you have other concerns not related to a specific academic problem, refer to the appropriate section of the student handbook or seek guidance from your academic advisor.

Degree Completion. Ultimately, each student is responsible for the completion of degree requirements. The Registrar should be consulted on a regular basis to check on progression in the degree sequence. The student should also seek the advice or counsel of the assigned faculty advisor in the Department of Nursing.
Courses at other Colleges. The expectation is that nursing students will take all courses at Presentation College. Student wishing to take courses from other institutions should check with the Registrar in advance to determine if credits can be transferred to meet college requirements. If permission in advance is not obtained, courses taken at other institutions may not be transferrable. All requests for transfer of credit to Presentation College must be directed to the Registrar.

Keeping In Touch. Your current address and phone number is extremely important to have listed in appropriate places. Often it becomes necessary for us to contact you regarding activities in nursing. Please keep your address and phone number up-to-date in the Registrar's office. Students are able to use their presentation.edu email addresses for two years following graduation and should continue to check their Presentation College email address for communications from the school.

Tutoring. Nursing faculty provide many means to help students succeed in nursing classes. Faculty may offer review sessions, critical thinking workshops, and study sessions.

If the student desires assistance, the student may seek assistance through the Career Learning Center (605-229-8580). These services include study groups, guided study groups, paper proofing, and individual tutoring.

See the Presentation College Student Handbook for more information regarding these services.
DEPARTMENT OF NURSING STUDENT ORGANIZATIONS & AWARDS

PCNSA (PRESENTATION COLLEGE NURSING STUDENT ASSOCIATION)

The Presentation College Nursing Student Association (PCNSA) is a pre-professional organization for students in nursing programs at Presentation College.

PCNSA is designed to involve student nurses of all levels in activities of interest to professional nurses. Students are able to become involved with activities in the community and in the college. Guest speakers are invited to meetings throughout the year. Participation in PCNSA is required and nursing students are expected to participate in a minimum of five PCNSA meetings each year.

Membership in PCNSA allows students to meet other nursing students at NSASD programs and conventions. All junior nursing students, the senior officers from Aberdeen campus, and all senior nursing students from the Fairmont campus will attend the NSASD convention. The NSASD convention is held in the spring and involves business conducted by attending delegates and election of state officers. In addition, guest speakers and a large number of recruiters from various hospitals and health care agencies are present.

PCNSA is the local chapter of the Nursing Student Association of South Dakota (NSASD), Minnesota Student Nursing Association (MSNA), and the National Student Nurses’ Association (NSNA). Paying membership dues includes membership in NSASD/MSNA and NSNA. Fees for the NSNA provide the following benefits:

1. National NSNA publications
2. Discount registration for select seminars and conventions
3. Insurance programs
4. Discount registration for some NCLEX review courses.

Participating at the local level gives students an opportunity to be selected as a delegate to the NSNA Convention which is held in various parts of the U.S. each year. NSNA also has numerous nursing scholarships to which members can apply. Faculty advisors serve as resource professionals.

SIGMA THETA TAU INTERNATIONAL – RHO XI CHAPTER

This honor society promotes and recognizes academic excellence, leadership abilities and scholarliness in nursing. Membership is comprised of leaders in nursing education, practice and research, and upper level baccalaureate students who demonstrate academic excellence and leadership potential. Baccalaureate nursing students are required to have completed one-half of the nursing curriculum to be considered for membership. Students invited for membership shall have a minimum cumulative grade point average of 3.0 and rank within the upper 35 percent of third and fourth-level students. Eligible students are invited each year by the membership to join the society. An induction ceremony honoring new members is held each year. Members may participate in all local and regional society related activities.

OUTSTANDING NURSING STUDENT AWARDS

The department of nursing annually recognizes those students who consistently demonstrate excellence in the following areas: Community/Volunteer Work (within college, department, and external community); professional involvement (PCNSA, Sigma Theta Tau, etc.); professional growth; leadership experience; and academic achievement (GPA, awards, etc.). Awards for each program are announced at the final Presentation College Nursing Student Association meeting and/or the Professional Recognition and Pinning Ceremony.
DEPARTMENT OF NURSING POLICIES AND PROCEDURES

ADMISSION AND PROGRESSION

The Department of Nursing admission and progression policies are set forth in the Presentation College Catalog.

ACADEMIC INTEGRITY

The Presentation College nursing department shall adhere to the academic integrity policies and procedures found in the current Presentation College Catalog.

STUDENT APPEAL/GRIEVANCE PROCESS

Students who wish to appeal or grieve academic or non-academic actions/decisions are to follow the Student Appeal/Grievance Process as set forth in the current edition of the Presentation College Catalog.

PROFESSIONALISM

As students progress through the nursing curriculum, they are expected to demonstrate professionalism in both the classroom and clinical setting. Characteristics of professional behavior are adapted from work on professional comportment by Clickner and Shirey (2013) and the ANA Code for Nurses with Interpretive Statements (2001). Characteristics of professional behavior include but are not limited to:

- A personal philosophy of nursing based on own values and beliefs
- Integrity
- Accountability
- Critical thinking (reasoned judgment)
- Collaboration
- Positive communication
- Commitment to lifelong learning
- Effective relationships with patients and colleagues
- Self-regulation
- Commitment to the profession evidenced by activity in professional organization(s)
- Positive leadership and role modeling
- Time management
- Self-awareness and self-assessment
- Healthy coping behavior
- Professional attire
- Strictly adhering to patient confidentiality and privacy

Revised 2014

CHANNELS OF COMMUNICATION

All students are expected to follow appropriate channels of communication within the Department of Nursing. When a student has an issue or concern, the student must first address this with the individual faculty member involved. If the issue is not resolved with the individual faculty person, the student then goes to the program director. If the issue is not resolved with the program director, the student then goes to the Dean of Nursing. The student will follow these channels of communication in its entirety before considering the following grievance procedure. Please reference the College Catalog for further information regarding academic policies.

CONFIDENTIALITY

All the information concerning the clients, clinical staff, clinical agencies, and other learning experiences, and students is to be kept in confidence and is only to be discussed in the formal learning environment. Nursing students are required to sign a document annually acknowledging their responsibilities concerning confidentiality. ANY BREAKS IN CONFIDENTIALITY MAY BE CAUSE FOR DISMISSAL FROM THE PROGRAM.

SOCIAL MEDIA POLICY

Social media and other forms of electronic communication can benefit health care in a variety of ways. Some examples include fostering professional connections, promoting timely communication with patients and family members, and educating and informing consumers of health care and health care professionals (NCSBN, 2011).
Students in clinical are accountable to the policies governing employee use of such media in the workplace and held to the same standard as an employee of the organization. Students are also held to a standard of conduct when using social media outside the clinical agency. Any information concerning clients, clinical staff, clinical agencies, students, faculty, and other learning experiences is to be kept in strict confidence and not discussed or disclosed in any manner outside the formal learning environment. Inappropriate use of social media may constitute a breach in confidentiality and as with any breach of confidentiality, may be cause for dismissal from the program.

The following descriptors of policy adapted from the National Council of State Boards of Nursing (NCSBN) white paper: A Nurse’s Guide to the Use of Social Media (2011) are intended to minimize the risks of using social media. Students and faculty must:

1. Recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
2. Recognize that they are strictly prohibited from transmitting any patient related image, and additionally, information that may be reasonably anticipated to violate the patient’s rights to privacy and confidentiality.
3. Not share, post, or disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient centered need to disclose the information or legal obligation to do so.
4. Not post or publish information that may lead to identification of a patient. Limiting access to postings nor withholding patient name is sufficient to ensure privacy.
5. Promptly report any identified breach of confidentiality or privacy.

Reference


NETIQUETTE POLICY

"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, email, videoconferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas.

In order to keep your communication academically professional and appropriate you should avoid:

- Personal attacks. The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.
- USING ALL CAPITAL LETTERS IN A SENTENCE, which implies you are yelling at the reader.
- Using many exclamation points or question marks to end your sentence as this also implies you are yelling at, or are very upset with, the reader!!!!!!!!
- Writing offensive or sarcastic messages.
- Sending numerous emails with the same point in a short period of time. Faculty and staff shall have 48 business hours to return any messages or written correspondence.
- In order to keep your communication professional, remember the following principles:
- Always respect the opinions of others and keep your opinions positive. A robust discussion will have disagreements, even strong disagreements, but should not degenerate into personal attack.
- Always avoid offensive, rude, and sarcastic messages. If you receive a message of this nature, do not respond in the same tone. If this type of communication continues from someone, inform your faculty member.
- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Reference
Utica College in Utica, NY

Presentation College is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred as a violation to the Academic Integrity board.

PROFESSIONAL ETHICS
All nursing students at Presentation College are expected to adhere to the principles of the American Nurses Association Code with Interpretive Statements (the "Code"). The Code communicates a standard of professional behavior expected throughout the total program and in each individual nursing course. Students should familiarize themselves with the Code as it represents the commitment of the profession to the service of society. Violation of principles found in the Code are grounds for corrective action including dismissal.

**POLICY ON STUDENT DISMISSAL**

**College Policy**

Please refer to the current College Catalog.

**Departmental Policy**

In addition, the Department of Nursing reserves the right to dismiss students from any nursing program at Presentation College. Dismissal is reserved for the most serious acts of professional misconduct and violations of professional ethics including but not limited to stealing, violating confidentiality, causing intentional harm to another person, failure of a criminal background screening, and/or failure or refusal of drug/substance abuse testing.

**Procedure**

1. The faculty, student, or other reporting person will file a complaint of the alleged misconduct to the Dean of Nursing. The complaint should describe circumstances surrounding the incident and cite witnesses. The complaint should be submitted in writing and signed by the complainant.
2. Depending on circumstances and the nature of the allegation, the Dean of Nursing will exercise reasonable care to protect students and others from the possibility of harm or threat of harm.
3. The Dean of Nursing will conduct an investigation to substantiate the complaint, including a review of evidence and interviews with witnesses. The individual subject of the complaint may or may not be included in this process at the discretion of the Dean of Nursing.
4. The Dean of Nursing will impose possible actions, including but not limited to:
   a. dismissal of the student from the nursing program with no possibility for readmission,
   b. dismissal of the student from the nursing program with the potential for readmission,
   c. other intermediary corrective action, or
   d. dismissal of the case for lack of substantiation or other reasons.
5. Any student dismissed from the nursing program will be notified in writing with notification to the college Vice President of Academics and Associated Services and President.
6. Student appeals on dismissal must be filed in writing by the student to the Vice President of Academics and Associated Services within 15 business days of the dismissal.

**ATTENDANCE POLICY**

There is a "no cut system" within all nursing programs at Presentation College, meaning that students are to be present and punctual for all nursing classes, learning laboratory or simulation sessions, and clinical experiences. Students accumulating excessive absences or occurrences of tardiness will be considered individually by the nursing faculty, and may be subject to withdrawal from the course. Refer to individual course syllabi for attendance policy. A statement from the student's attending physician may be required for absence due to illness. Make-up for absence in the clinical area may be arranged at the discretion of the nursing faculty with make-up costs to be incurred by the student.

Prearranged absences for personal, college, or nursing department functions should be discussed with nursing faculty well in advance of the absence.

**CLASSROOM ATTENDANCE**

Classroom attendance is the expectation of Presentation College and the Department of Nursing. However, there are situations that arise that make it difficult for students to attend all scheduled classes. Students must be aware that Financial Aid requires faculty to record attendance, and a student’s Financial Aid could be at risk if he/she does not attend class (see attendance policy as set forth in the Student Financial Aid section of the Presentation College Catalog). Individual instructors of both online and traditional courses may develop their own attendance policies for their courses. These policies (and any points attached to attendance) are included in the course syllabi. Students are responsible for their learning when they do not attend class. Students accumulating excessive absences or occurrences of tardiness will be considered individually by the nursing faculty and may be subject to withdrawal from the course.
CLINICAL ATTENDANCE

Excused Absences

Students are expected to notify course faculty of both planned and unanticipated absences from clinical experiences in order for the absence to be excused.

Prearranged absences for personal, college, or nursing department functions (including student athletic events) should be discussed with nursing faculty well in advance of the absence. These students must meet with their clinical faculty prior to starting the semester in order to schedule the student’s clinical hours around these events whenever possible.

In the event of an unplanned absence from a clinical experience, the student is expected to call his/her clinical instructor (per the instructor’s directions) and speak directly with him/her. If the clinical instructor cannot be reached, the student should call the clinical agency and leave a message for his/her instructor about the absence and how the student can be reached. Leaving a voice message for a clinical absence does not constitute an excused absence. Faculty reserve the right to determine “excused” and “unexcused” absences.

Two or fewer absences. If the student misses one or two shifts of clinical, he/she will need to make up this clinical time. Clinical faculty will determine the most appropriate means for making up these missed clinical hours. The cost for clinical make-up will be incurred by the student.

More than two absences. If a student has more than two excused clinical absences, the clinical instructor will develop an individualized make-up plan for the student. The clinical instructor will consult with the course coordinator and Program Directors when formulating this make-up plan.

Failure to make up an excused absence will result in zeros on the clinical evaluation tool.

Unexcused Absences

- Unexcused absences will result in zeros on the clinical evaluation tool, but still must be made up. The cost for clinical make-up will be incurred by the student.
- Two or more unexcused absences will result in failure of the course.

Tardiness and Unpreparedness

Tardiness or unpreparedness for clinical will result in zeros on the clinical evaluation tool and possibly making up the entire clinical day at another time (subject to the discretion of the clinical instructor). Two or more incidents of tardiness/unpreparedness may result in failure of the clinical.

Patterns of Absence and/or Tardiness

Absenteeism and tardiness will be reviewed each semester by the nursing faculty.

LABORATORY ATTENDANCE

Orientation to Clinical and Skills Demonstrations

Clinical days that are spent in the Nursing Fundamental Lab or Simulation Center for orientation and skills demonstrations are subject to the above Clinical Attendance policy with the following additions:

- Students should be aware that an absence from orientation and/or skills demonstrations must be made up prior to beginning clinical work at a clinical agency.
- If the clinical instructor cannot arrange a make-up day for missed orientation and/or skills demonstrations before the student is scheduled to begin clinical work at a clinical agency, the student will not be allowed to proceed with the clinical. This will result in failure or withdrawal from the course.
- The cost for make-up orientation and skills demonstrations will be incurred by the student.

Laboratory Classes

Courses such as NL213, NL235, AND NL333 that have a laboratory (rather than clinical) component are subject to the above Clinical Attendance and grading policy with the following differences:

- Some courses are not conducive to scheduling make-up laboratory days. However, if student numbers allow, lab instructors can arrange for students to make up missed laboratory work during another lab group’s regularly scheduled time. Students will incur the cost of make-up laboratory hours.
- Students will not receive credit for any missed laboratory work.
- Lab instructors reserve the right to dismiss a student from lab due to tardiness and/or unpreparedness.
- Two or more unexcused absences or incidents of tardiness/unpreparedness may result in failure of the laboratory course.

**PROFESSIONAL DEVELOPMENT**

Students are encouraged and at times required to attend local, state, or national conventions, workshops, or other programs relevant to the outcomes of the nursing program. Students shall notify appropriate faculty prior to attendance to discuss impact on classroom or clinical attendance/work.

**EXAMINATION ABSENCES**

If a student must miss an examination on a scheduled date due to extenuating circumstances, the student must notify the faculty in advance. Failure to notify the faculty results in deduction of a minimum of 5 points from the grade. The student must make arrangements within 24 hours after returning to school to reschedule the exam. The student should expect an alternative exam if missing the original exam.
EXAM AND GRADING POLICIES

POLICY ON FINAL EXAM ALTERNATIVE TIMES

The schedule for final exams is established for all courses offered by Presentation College through the Office of the Registrar approximately mid-semester. It is the policy of the Department of Nursing that exams will be administered during the time specified for each course according to this schedule.

Students may request an alternative time to take a final exam under selected conditions or for extenuating circumstances, including but not limited to the following:

- three or more final exams scheduled within a 24-hour period;
- death of a close relative or immediate family member;
- health reasons, including severe illness, hospitalization, or surgery.

Employment and regularly scheduled work does not ordinarily satisfy these conditions or justify scheduling of an alternative exam time. All requests to schedule an alternative time for a final exam time must be made in writing to the faculty responsible for the course for approval by the Dean of Nursing with the concurrence of the respective course faculty.

Approved by Administrative Council 3/11/91.

POLICY ON EXAM REVIEWS

Exam reviews are considered a learning experience. Exam reviews are at the discretion of the faculty/instructor. Exams are available for review/discussion for one week after exam and/or test review and then will be destroyed. No copying of the tests is allowed.

REMEDICATION UNIT EXAM POLICY

In accordance with the Nursing Department policy, all exams with performance below 77% will require a remediation plan. Students will schedule an appointment for individual test review with the course instructor. A remediation plan will be implemented at that time. The remediation must be completed within specified course guidelines.

POLICY ON PAYMENT AND REFUNDS

Students will not be reimbursed for any services rendered during their assigned courses or clinical including but not limited to: deposits, tuition, fees, challenge exams in lieu of courses, transcription of credit, testing, proctoring, travel, or any other expense. Requests for refunds for withdrawal from courses will otherwise be given according to the standard college refund policy found in the college catalog.

ACHIEVEMENT EXAMS

During the program, nursing students regularly take standardized tests to determine their knowledge base in specific areas or topics in the discipline of nursing. Standardized tests assist in assessing student mastery of course content and/or level outcomes. Standardized tests will be used during the program to determine readiness for the NCLEX. To the extent possible, costs are included in specific course fees. Students have the opportunity for individual counseling and remediation regarding test results. Refer to individual nursing course syllabi for specific tests and competency requirements. (Rev. 5/03) Rev. 7/07 Rev. 7/09 Rev 7/15

Purpose: Standardized exams provide formative and summative evaluation to assist the student nurse in evaluating his/her proficiency in subject areas and in preparing for the NCLEX-RN. The exams will also aid in determining gaps in the curriculum, comparing student achievement with like populations, and achieving consistently high NCLEX-RN pass rates. All students are required to complete assignments as outlined in the policy described below. These scores will be evaluated following three years of implementation and compared to PC nursing student aggregate data.

Policy: Students will complete a 55-item HESI Specialty exam near the end of each nursing course. The 160-item E2 Exit exam will be administered during the final semester of the nursing program. Depending on placement in the program and course requirements, HESI exam(s) will be counted as 10-20% of the total course grade. In order to receive points all remediation and all testing must be completed (see course syllabi for description of exams given in each course).

- Students who do not achieve a benchmark score of 850 or greater on any HESI exam and E2 Exit exam, are required to complete a remediation plan and contract for approval by the theory course faculty within 24 hours of receiving the exam report from HESI. Remediation detailed in the contract will be completed within the time specified by the theory instructor, depending on the date of the second HESI proctored exam. The student will provide the completed contract indicating all remediation is completed for review to the faculty prior to the planned exam time, and with faculty approval,
be eligible to sit for a second, parallel version Specialty or Exit exam. This does not apply to Pathophysiology, Nutrition, or Community Health as only one exam will be given in those courses however remediation is still required per the test plan.

- Students must complete testing and remediation on their own; use of illegally obtained test content, sharing of information and working with other students is considered academic dishonesty and can lead to student dismissal from the BSN program. The PC Nursing program uses forensic data, and reserves the right to nullify scores and re-administer an exam based on the results of investigation.
- Failure to take ANY scheduled HESI exam(s) results in an “F” course grade. At the discretion of the faculty and the Dean of Nursing, an incomplete contract (I) is a conditional grade that may be granted only under special situations.
- Due process is the right of all students. The process ensures that any student who believes they have been unfairly treated or that policy has been applied differently in their case than in others may appeal decisions that affect them. Grievances should first be discussed with the course instructor. If satisfaction is not reached, the student may then follow the steps listed in the Presentation College Catalog Student Academic Grievance Policy.

HESI Specialty and Exit Exams Process

1. Student signs and submits Acknowledgement of Presentation College Testing and Remediation Policy (Appendix A) during orientation or first semester; the document is kept in the student’s permanent file.

2. The HESI Specialty exam is scheduled near the end of each nursing course, with the E2 Exit Exam scheduled at approximately the middle of the final semester.

2.1. The HESI score breakdown is listed below. If the student achieves the benchmark on the first attempt, the points listed are applied to the course grade (Figure 1). A student who meets the acceptable performance level are encouraged to remediate, but are not required to take the 2nd test; however, if the student choose to try to increase his/her score, the highest score will be taken for selected exams that have a version 2. Students who do not meet the acceptable performance are required to take the 2nd version after completing the remediation per the policy below. The following exams only have one version and therefore the student only has one attempt; Pathophysiology, Nutrition, and Community Health.

<table>
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<tr>
<th>HESI Scoring Interval</th>
<th>Performance Level</th>
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<tbody>
<tr>
<td>≥ 1001</td>
<td>Outstanding performance</td>
<td>105</td>
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<tr>
<td>1000-999</td>
<td>Recommended performance</td>
<td>100</td>
</tr>
<tr>
<td>900-949</td>
<td>Acceptable performance</td>
<td>85</td>
</tr>
<tr>
<td>875-899</td>
<td></td>
<td></td>
</tr>
<tr>
<td>850-874</td>
<td></td>
<td></td>
</tr>
<tr>
<td>800-849</td>
<td>Below acceptable performance: re-test</td>
<td>70</td>
</tr>
<tr>
<td>750-799</td>
<td></td>
<td></td>
</tr>
<tr>
<td>700-749</td>
<td>Needs further preparation: re-test</td>
<td>55</td>
</tr>
<tr>
<td>≤ 699</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 1. HESI first attempt scoring plan (grade of record)

2.2. A minimum score of 850 must be obtained (Figure 2).
2.3. The Presentation College Nursing program uses forensic data, and reserves the right to nullify scores and re-administer an exam, at student expense, based on the results of an investigation indicating that student(s) may have had prior knowledge of the exam/question content.

2.3.1. If the HESI first attempt score is less than 850, the student will remediate and retest on selected exams.

2.3.2. Remediation requirements are dependent on the student’s HESI score for each exam. Lower HESI scores require more intense remediation.

2.3.3. Students receive HESI Exam reports and correlating online remediation within 12-72 hours after exam is closed. The personal remediation plan and contract is developed based on the HESI Exam student report (Appendices B and C) and emailed to instructor for approval within 24 hours of receiving the exam.

2.3.4. Online remediation is required so that time can be tracked. Students will complete the online remediation within five days of receiving faculty approval of the plan.

2.3.5. Student submits completed remediation prior to taking the HESI retake exam.

3. HESI parallel re-take exam may be taken one time for selected exams.

3.1. Second attempt, score of less than 850 received. The student receives his/her HESI Exam report and correlating online remediation within 12-72 hours after the exam is closed. The personal remediation plan is developed based on the HESI Exam student report and must be completed within five days. The student is required to contact Nursing Admission and Progression committee for further direction to ensure success in the nursing program Nursing.Progression@presentation.edu

The highest grade of the two attempts will be recorded as the exam grade in Moodle for the exams that have a 2nd version. For the following exams, the first score applied to course grade: Nutrition, Pathophysiology, and Community health.

MEDICATION CALCULATION COMPETENCY TESTING POLICY

Medication calculation competency will be validated each semester in the Nursing program. The student must meet this course/clinical requirement at 100% accuracy.
a. The student must achieve 100% in order to satisfactorily complete the quiz.
b. Points for the FIRST ATTEMPT will be recorded for calculation into the final course grade.
c. After the 2nd and 3rd attempts to pass the quiz, students may have the opportunity for remediation work with the instructor; however, these assignments will not include any points.
d. If the student requires more than 3 attempts, the course grade will be reduced by 1% for each additional attempt beyond the first 3.
e. A 24-hour time period may be required between attempts.
f. All math quizzes must be satisfactorily completed at 100% by the deadline listed in course syllabi in order to pass the course.

The student will be notified at the beginning of each course of the exact testing dates and specific content/chapters from the medication text that will be covered on the test(s).

**GRADING POLICY**

The Department of Nursing has determined the grading policy for all courses taught within the department. A minimum of C (2.0) is required in all nursing and major requirement (pre-requisites) courses to progress in the nursing program. The grading scale for all nursing courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>85-90</td>
</tr>
<tr>
<td>B-</td>
<td>83-84</td>
</tr>
<tr>
<td>C+</td>
<td>81-82</td>
</tr>
<tr>
<td>C</td>
<td>77-80</td>
</tr>
<tr>
<td>C-</td>
<td>74-76</td>
</tr>
<tr>
<td>D+</td>
<td>72-73</td>
</tr>
<tr>
<td>D</td>
<td>70-71</td>
</tr>
<tr>
<td>D-</td>
<td>68-69</td>
</tr>
<tr>
<td>F</td>
<td>67 and below</td>
</tr>
</tbody>
</table>

Final course grade percentages are **not rounded up** to the next whole number.

Additionally, the student must maintain a cumulative GPA of 2.5 to progress through and graduate from the nursing program(s).

Refer to the Presentation College Student Handbook for policies regarding an incomplete as a semester grade.

Revised 5/03, Revised 8/08 Rev. 2010

**Course Grade:**

The course grade is a compilation of the theory and clinical grades as follows:

**Theory Grade:**

A cumulative theory grade of 77.00% is necessary in order to remain in good standing in all nursing programs.

**Clinical/Lab Grade:**

The clinical/lab is graded on a satisfactory/unsatisfactory basis on a point system. Student must demonstrate satisfactory clinical performance to pass the course. In the event a student fails the clinical component, the highest course grade the student may earn is "D". See individual nursing course syllabi for clinical evaluation and grading.

Credits for the course include credits for clinical. Semester grades are determined by the classroom portion of the course after the student has been successful in clinical.

Any action on the part of the student which puts a client at risk will result in review by the faculty, and may result in failure of the course. Any action on the part of the student in a clinical setting which demonstrates lack of professional behavior, including but not limited to: breach of confidentiality, unprofessional conduct or communication will be reviewed by the faculty and may result in failure of the course.

It is the responsibility of the students to review the clinical evaluation tool and make arrangements to discuss deficient areas with the faculty.
**FINAL GRADING:** The student must have satisfactory performance in both the clinical performance and the clinical paperwork in order to pass the course.

Faculty reserve the right to review clinical performance and paperwork and determine final grades. All evaluation tools, exams, quizzes, and the like are the property of the Department of Nursing.

Revised 2017

**LATE WORK**

Any required project, paper, exam, or the assigned work required in any theory or clinical course, which is not submitted/completed by the specified due date and time is considered late, and will be subject to a deduction of points, reduction of grade, refusal of acceptance, a grade of "0" by the instructor, or other similar actions of the instructor's choice. Failure to complete all course requirements in a timely manner may result in a grade of "F" for the course or a grade of incomplete at the discretion of the instructor.

An "incomplete" will be given in any nursing course only under extenuating circumstances. The student who is unable to complete course requirements must communicate directly with the responsible faculty or instructor in advance of the due date of assignments to discuss reasons for requesting an incomplete.

See individual syllabi for any specific additional information regarding late work.

**PROFESSIONAL WRITING STYLE**

The Department of Nursing requires all written work, unless otherwise instructed, to follow the format described in The Publication Manual of the American Psychological Association (APA) (6th edition). Failure to use APA format will result in deduction of points from the finished work. Please refer to the APA manual for specific information. An APA manual is on reserve in the library for your reference as well as a required textbook with every nursing course.

<table>
<thead>
<tr>
<th>Department of Nursing Writing Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
</tr>
<tr>
<td>Mechanics</td>
</tr>
<tr>
<td>APA Format</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
NURSING STUDENT REQUIREMENTS

LIABILITY INSURANCE

All nursing students enrolled in a nursing course are required to have professional malpractice and liability insurance. This is provided for nursing students by Presentation College.

CRIMINAL BACKGROUND SCREENING(s)

All nursing students seeking an educational experience at Presentation College must complete a required federal/national background screen prior to entering the first nursing course and annually thereafter. Students who live in the state of Minnesota or who enter any facility located in the state of Minnesota for any purpose associated with their coursework through Presentation College must also, pursuant to Minnesota statute, submit a Minnesota State Department of Human Services background screening including fingerprinting. The student is responsible for pre-payment of any background screen and any other fees associated with it. See Appendices D and E for instructions on completing the required criminal background screening(s).

Any felony conviction shall be considered grounds for dismissal from the nursing program. Misdemeanor charges may disqualify the student from participating in a clinical experience through Presentation College and are decisions will be made by the Dean of Nursing and Vice President of Academics on a case-by-case basis. Misdemeanor convictions that may result in dismissal from the nursing program include, but are not limited to, theft, federal or state health program violations, abuse, assault, battery, domestic violence, sexual offenses, drug/alcohol/substance abuse charges, disorderly conduct, and disrespect to an officer or other authority figure. In the event of a conviction entered against the student since the date of student’s most recent background check, student is required to report any such conviction the Dean of Nursing. Failure to report a conviction may result in dismissal from the program.

DRUG AND ALCOHOL TESTING

Screening for alcohol or drugs by urinalysis, mouth swab, or other physical means may be required. Nursing students may be chosen randomly for testing at any time. Refusal to participate in such testing or the failure/positive reading of such testing shall result in disciplinary action up to or including dismissal from the Nursing Program and Presentation College. In addition, individual clinical agencies may require additional drug testing. Nursing students at those facilities must consent to additional screenings and must meet the facility requirements.

POLICY ON STUDENT HEALTH, CERTIFICATION, AND DOCUMENTATION REQUIREMENTS

POLICY

Students admitted to the Nursing Program at Presentation College wishing to enroll in any nursing theory and/or clinical course(s) must comply with certain health, immunization, and certification, and background screening requirements before enrollment in the course is authorized. Each requirement must be valid concurrently with the entire academic semester, and mid-semester expiration or renewal is not permitted. The student should allow a period of no less than 10 business days after materials are submitted to Viewpoint Screening Documentation Tracking for the documentation to be reviewed and approved or denied. The student is responsible for checking back in to the Viewpoint Screening Documentation Tracking website to ensure all documentation is approved prior to each semester’s deadline as stated above. Assuring the submission of all required documentation and receipt by Viewpoint Screening Documentation Tracking prior to the deadline each semester is entirely the responsibility of the student. Documents must be submitted to Viewpoint Screening Document Manager and approved by their staff prior to the deadlines as follows. **The deadline for the Fall (August- May) semester is July 1st**, **the deadline for the Spring (January - May) semester is December 1st**, and the deadline for the Summer (May- August) sessions is April 1st. Viewpoint will send reminder emails to students within 30 days of impending expiration dates. Presentation College, the Department of Nursing, and Viewpoint Screening Documentation Tracking are not responsible for delayed, incomplete, lost or missing documents. Due to the complexity of orientation to the course the first week of the semester, late submission of documents and/or registration after a nursing class has begun is not permitted. Any non-compliant student will be dropped from their nursing theory courses and/or clinical on the previously stated deadlines without further warning which may cause loss of placement for the semester which may ultimately delay a student’s graduation. The Department of Nursing shall release evidence of all requirements as listed below, along with students’ personal information such as name, birthdate, address, and social security number to a clinical agency upon request.

REQUIREMENTS

1. One physical exam when entering the program which is valid for the duration of time the student is enrolled in the program. Exceptions include: 1) change in health status; and 2) stepping out or withdrawal from the program for greater than one semester. It is strongly recommended that a physical be performed annually. Any change in health status must be reported to the Program Director. Changes in health may include, but are not limited to: pregnancy (see pregnancy policy), treatment for misuse of alcohol or chemical substances, physical conditions, emotional or mental conditions, prolonged
illness, or any other change in health status affecting a student’s ability to perform in the classroom or clinical setting. Students shall accept the Program Director and Dean’s decision regarding continuation in the program.

2. Evidence of appropriate current immunization for tetanus. Each student must receive a TDAP immunization one time, and then a TD immunization every 10 years.

3. Evidence of appropriate Polio immunizations. Each student must receive 3 IPV immunizations, 4 OPV immunizations, a combination of 4 IPV and OPV immunizations, or supply an immune titer.

4. Evidence of appropriate Measles Mumps and Rubella immunizations. Each student must receive 2 MMR immunizations or supply an immune titer.

5. Evidence of appropriate Hepatitis B immunizations. Each student must receive 3 Hepatitis B immunizations or supply an immune titer.

6. Evidence of appropriate immunizations for Varicella. Each student must receive 2 Varicella immunizations, supply an immune titer, or supply a written and signed account from their medical provider documenting a verified case of chicken pox.

7. Evidence of annual Influenza immunization by October 31st of each academic year. If medically unable to receive this immunization, student must provide a medical waiver signed by their medical provider. We must disclose to our clinical agencies that you have not received the influenza immunization and they reserve the right to require you to wear a face mask for the entirety of your clinical experience.

8. Evidence of an initial 2-step mantoux skin test and an annual 1-step mantoux skin test each year thereafter within 12 months or prior to the academic semester in which it will expire, whichever comes first. A 2-step consists of an injection with a reading done 48- 72 hours after placement, and a second injection 1-3 weeks (7-21 days) after the first injection with a reading done 48-72 hours after placement. If more than 12 months elapse after the 2-step or previous annual 1-step, the 2-step must be repeated. Tuberculosis blood labs and/or chest X-rays will be accepted in place of the initial 2-step or in place of the annual 1-step. If there is history of a positive skin test, documentation of therapy and treatment for tuberculosis as well as a written clearance for the student to perform direct contact medical services from a healthcare provider must be provided. In addition, a negative blood test and/or chest X-ray must be provided.

9. Evidence of valid American Heart Association CPR certification for the Health Care Provider. Certification is valid for 24 months but must be valid concurrently with the entire academic semester, from the first to last day of class, and mid-semester renewal is not permitted.

10. Evidence of a current personal health insurance policy. This may also be requested from you directly by clinical agencies.

11. An annual Viewpoint National/Federal Background Screen is required for all nursing students. Background screen results are valid for 12 months only and must be valid concurrently with the entire academic semester, from the first to last day of class. Mid-semester renewal is not permitted. These costs are the student's responsibility.

12. A one-time Minnesota State Department of Human Services Background Screen is required of any student who attends class at the Fairmont, MN campus, lives in MN, or is assigned clinical in MN. These costs are the student's responsibility. This is NOT required for students who live in ND, SD, or IA unless they are assigned a clinical experience in MN.

13. LPNs and RNs must provide proof of their current licensure and provide a new copy of the online verification with expiration date each time they renew their license, before the expiration date listed by the State Board of Nursing.

14. The signed Agreement to Program Policies and Student Confidentiality Agreements (Appendices N and O) must be submitted annually by July 1st of each academic year.

Appendices D, E, G, and H will be helpful when completing these requirements.

The student is responsible for notifying faculty and clinical staff of any latex allergy. As many health care products are latex based, the student should be aware of agency policy and procedures.
UNIFORM POLICY

The uniform is an important part of the student's professional appearance and is expected to be neat and clean. The uniform identifies one as a Presentation College Nursing Student. Any uniform violation will result in dismissal from the clinical site. This is an unexcused absence and must be made up. The student is responsible to re-schedule and pay for makeup clinical time.

General Uniform Requirements for female and male nursing students in all programs:

- No tobacco use when in uniform or at the clinical setting.
- The uniform should ONLY be worn in the clinical setting.
- Chewing gum is not allowed in the clinical areas.
- Hair should be neat and clean. Only natural looking hair colors are acceptable. Hair of any length must be worn in such a way that it does not fall forward on the face or come in contact with clients. Facial hair shall be short and neatly trimmed.
- Uniforms should be clean and pressed.
- Shoes must be mostly white, mostly black, or mostly gray professional shoes with low heels in good repair, clean and polished. NO clogs, open toes, platform soles, boots, or canvas sneakers are allowed. Due to safety issues, open toe shoes and shoes without a secure back or strap are unacceptable in any clinical area. Shoes worn for clinical must not be used outside of clinical.
- Hosiery and/or socks are required and must be white, neutral, or match the uniform the uniform.
- Clean and proper hygiene is expected. Body and breath odors are offensive to clients and others and should be avoided. Perfume/cologne/scented lotions should not be worn in the clinical areas as they may cause physical reactions in others.
- Fingernails must be clean and trimmed evenly at fingertip length. Nail polish is prohibited. Due to health issues, acrylic nails are not allowed.
- Jewelry: Rings are limited to 1 band-type ring. For safety and infection control reasons, no rings are recommended. No more than 3 earrings per ear are acceptable. Due to safety issues, no hoop earrings of any size shall be worn. Other visible or audible body piercing jewelry is unacceptable.
- Visible tattoos are discouraged. If a visible tattoo is present, it must be discrete and respectful. Some tattoos may be required to be covered by clothing or a bandage.
- An approved Presentation College Nursing Clinical photo ID is to be worn at all times.
- If out of uniform when preparing for clinical assignments, conservative, professional clothes as described below with your clinical photo ID must be worn. NO jeans are allowed in the clinical area at any time. NO shorts are acceptable.
- Clinical instructors will inform students of any other requirements that are specific to a given clinical area.
- For maternity rotations, students must wear professional dress clothes as described below in this area.
- Only certain styles and lot numbers of the uniform are acceptable. Please see below for details and item numbers.
WHERE TO GET YOUR UNIFORMS:

Uniform tops must be purchased though the Presentation College Saint Shop on campus in Aberdeen, Fairmont, or online at http://saintstop.presentation.edu/.

SCRUBS:

Each student is expected to purchase two sets of 2 pocket v-neck scrub tops embroidered with the college logo from the Saint Shop.

Each student must also purchase two sets of Cherokee scrub pants in hunter green. Only the following item numbers are acceptable. These pants are also available through the Saint Stop.
Cherokee scrub pants: 2085, 4043, 4000, 24001
Cherokee tall pants options: 4100T, 4243T
Cherokee maternity pants: 4208

If you desire to wear an undershirt beneath your scrub top, it must be solid white, black, or gray only.

IDENTIFICATION:

A Presentation College Nursing Clinical photo ID is to be worn at all times. An order form is included in Appendix F.

POLO:

Each student is expected to purchase a polo shirt embroidered with the college logo from the Saint Shop. This will be worn for Community Health, conferences, and any other community events you participate in as a Presentation College Nursing student outside of the clinical setting.

PROFESSIONAL DRESS STANDARD FOR NON-CLINICAL COMMUNITY EVENTS

Presentation College takes great pride in our students and their professionalism. Presentation College Nursing Students are expected to wear professional dress when representing the college. Events such as Nurses Day at the Legislature, Nursing Convention, Research Days, Community Health Clinical and preclinical assignment collection are places professional dress is expected. Professional dress acceptable for these events include the Presentation College Nursing Department black polo, Presentation College Lab Coat (Aberdeen and Fairmont students only for clinical), a collared shirt and/or sweater, khaki or dress pants, and knee length or longer dress/skirt. Jewelry is acceptable for non-clinical related events. Acceptable jewelry includes up to three rings. Acceptable rings include wedding sets and band rings. Other acceptable jewelry includes stud earrings and necklaces. T-shirts, low cut blouses, yoga pants, flip-flops or open toed shoes and any offensive design or language on a shirt/sweater/jewelry is not acceptable. Students who arrive to Presentation College events in inappropriate attire will be sent home without credit for the event.
LAB AND CLINICAL AGENCY POLICIES AND PROCEDURES

Students assigned to a clinical agency are required to be familiar with and adhere to the policies and procedures of the respective agency. It is important to note that any violation of laws, rules or regulations, or policies and procedures of the clinical site, and/or willful misconduct or negligence by a student or faculty member, may result in termination of the affiliation contract with the agency. Further, an institution may remove from clinical any student or faculty member whose work, conduct, or health may have a detrimental effect on patients or the organization, and/or the agency may reserve the right to refuse acceptance of any student or faculty member who has previously been discharged by the agency. Nursing students are under the guidance of the Presentation nursing instructors. The instructors are responsible for their assignments and supervision of learning. They are to work cooperatively with personnel in the agencies. The Department of Nursing and/or the clinical agencies retain the right to require removal or deny access of any student to any facility in the event their professional or social conduct is disruptive, disreputable, destructive, or may damage Presentation College or the clinical agencies reputation or standing in the community.

IDENTIFICATION OF STUDENT DOCUMENTATION

The following format will be used by students to identify their documentation in clinical agency records:

<table>
<thead>
<tr>
<th>BSN Program</th>
<th>PCBNS2</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 level BSN</td>
<td>PCBNS2</td>
</tr>
<tr>
<td>300 level BSN</td>
<td>PCBNS3</td>
</tr>
<tr>
<td>400 level BSN</td>
<td>PCBNS4 (also for senior LPN-BSN)</td>
</tr>
<tr>
<td>RN-BSN</td>
<td>PCRN4</td>
</tr>
</tbody>
</table>

Faculty must co-sign per hospital policy and faculty preference for narcotic administration, admissions assessments, and discharge paperwork.

SAFETY

Nurses have the duty to provide care that is safe and to reduce risk and otherwise protect clients and others from potential injury and harm. The instructor has the right and the obligation to remove from clinical settings a student whose behavior is unsafe or presents a hazard to themselves or others. Examples include illness, uncontrolled emotionalism, intoxication, impaired judgment, or unpreparedness in the care of a client. Any action on the part of a student that puts a client’s safety at risk either physically or emotionally in a clinical experience will be reviewed by the faculty with a possible corrective action including a recommendation of failure in the clinical course.

CLINICAL INCIDENTS

Policy: Unusual incidents which occur in a lab or clinical setting will be appropriately reported in writing by the nursing student to the instructor/preceptor. Any accident/incident which may involve legal liability on the part of themselves or the instructor must be reported. Examples of such incidents include but are not limited to: injury to students, clients, or staff, errors in administration or omission of a medication, or incidents such as automobile accidents while driving to or from practicum.

Procedure:

1. Students will immediately report unusual incidents to the faculty member.
2. The faculty member will immediately notify appropriate agency personnel. Agency incident report guidelines will be followed including submission of written and verbal reports. Students involved in an incident will complete the proper reports under the direct supervision of the faculty member.
3. A copy of the agency incident report will be given to the clinical faculty.
4. The clinical faculty will notify the course coordinator who will in turn notify the department chair of the incident.
5. The student is financially responsible for any cost of their health care related to an incident.

END OF ROTATION EVALUATION

Each student is responsible for arranging a conference with the instructor at the end of each clinical rotation. This one-to-one conference provides a time for discussion of the student's overall performance during the rotation in preparation for moving into the next rotation. This requirement must be completed within two weeks of the end of the rotation or will result in a grade of “F” in this course or prohibition of the student from attending further clinical experiences until the conference is completed.
DETRIMENTAL CIRCUMSTANCES IN CLINICAL

1. A student may be identified at risk for participation in clinical by the clinical instructor. At the time the student is identified at risk, he/she will be removed from the clinical area. Classroom attendance may not be affected.
2. Documentation of behavior and subsequent action shall be filed with the Department Chair.
3. A referral may be made for assistance for student. The student shall remain out of the clinical setting until a fitness clearance has been obtained.
4. If the student refuses assessment by a counselor or treatment after assessment, the student will be dismissed from the program.
5. Students who have been identified by faculty to be at risk will follow these steps to progress in the program:
   a. Assessment by a certified counselor
   b. Attendance in a program of treatment
   c. Documentation from the counselor per student to the director regarding program compliance and plan of continued attendance
   d. Non-compliance with treatment plan will result in dismissal from the program
6. The Board of Nursing will be notified if the student continues in counseling at time of graduation.

POLICY ON IMPAIRMENT AMONG NURSING STUDENTS

Drug abuse by students in health care professions in general and nursing students in particular is a major concern and may lead to impaired ability to manage personal and professional life. Impairment is the abnormal physiological and psychological functioning of a person which may interfere with thinking and personal relationships.

Early intervention can stop what can become a life-long problem. Identifying risk factors associated with chemical use can facilitate development of healthy coping mechanisms.

Personality, behavioral, and physical characteristics of the impaired person may include:
   a. Frequent mood swings;
   b. Irritability or hostility;
   c. Isolation with a preference to work alone;
   d. Offering apologies beyond warranted circumstances;
   e. Elaborate excuses for behavior;
   f. Increased absenteeism and tardiness;
   g. Decreased productivity in classroom and clinical;
   h. Less attention to personal appearance;
   i. Difficulty in meeting deadlines and schedules;
   j. Withdrawal and pulling away socially and emotionally; and
   k. Smell of alcohol or use of breath mints (O'Quinn-Larson & Pickard, 1989)

A student whose practice is impaired may have all or only a few of these characteristics or may have additional characteristics not described.

Procedure:

1. A student believed to be impaired or under the influence of alcohol or drugs will be removed from clinical. Classroom attendance may not be affected.
2. A student believed to be impaired or under the influence of alcohol or drugs will be referred to a certified counselor for an assessment through the college student services.
3. The students will not be allowed to re-enter the clinical setting until an evaluation is completed and recommended action taken.
4. A student suspected by faculty to be impaired must agree to an assessment by a certified chemical dependency counselor in order to participate in clinical. A student refusing assessment or recommended treatment for impairment will be dismissed from the program. The student will receive a failing grade (F) for the clinical nursing course.


CLINICAL AGENCIES

Presentation College Department of Nursing faculty endeavor to provide students with broad opportunities for clinical experiences in different agencies reflecting the diversity in the contemporary health care setting. A variety of health care agencies are therefore used for student learning experiences. Faculty members select and guide all learning experiences. Health
care agencies cooperate with the Department of Nursing in providing facilities for education of students. Clinical hours may be scheduled during morning, afternoon, evening or weekend hours according to student, faculty, and clinical agency needs as well as the availability of meaningful learning experiences. A complete list of clinical agencies is on file in the nursing department main office. Course-specific clinical policies will be found in your course syllabi.

In the event a clinical agency’s policy is more restrictive than a Presentation College policy, the clinical agency’s policy shall supersede.

TRANSPORTATION TO CLINICAL AGENCIES

Students assigned to clinical experiences are responsible for providing their own transportation to and from the site. To provide a varied and worthwhile clinical experience, the student may be required to travel to distance sites from their residence. Students are responsible for transportation costs. Students may car pool and share the cost of transportation. In some courses students need individual transportation.

DRIVING POLICY

In the event that there would be severe weather, faculty and/or clinical instructors will refer to the weather driving policy in the faculty and staff handbook. Faculty and/or clinical instructors will then notify students through the clinical calling trees.

MEDICAL SUPPLIES AND EQUIPMENT

Students will be provided with disposable supply kits needed for each clinical or lab experience and the charges are included in the student fees. Replacement supplies will be at the expense of the student. Students are expected to purchase, at student’s expense, supplies required for use in clinical nursing courses including, but not limited to, a stethoscope, blood pressure cuff, dressing scissors, pen light, and other supplies as may be required for specific clinical courses.

AVERA SIMULATION CENTER

Please see the Simulation Center Coordinator for current policies.

NURSING FUNDAMENTALS LAB

At the Aberdeen campus the Fundamentals Lab is in the southeast building and is open every day Monday through Friday. At the Fairmont campus the lab is located on the second floor. The laboratory is provided for you to learn nursing knowledge and to practice nursing skills. Hours are variable each semester and schedules are posted in the learning laboratory.

Appointments are necessary to test or check off on your lab skills. Time slots are limited. Therefore, it is to your advantage to sign up as early as possible in order to choose a time that is most convenient for you. Should you not be able to keep the appointment, it is your responsibility to trade your time slot with another student. Any trades that are made need to be communicated in writing as early as possible to the course faculty. Your courtesy and cooperation in these scheduling guidelines will help to ensure that everyone's time is utilized effectively.

The Fundamentals Lab will be closed when used for specific class periods. Hours for the closures will be posted, and you are REQUIRED to respect the classes in session - NO ENTERING the Fundamentals Lab during closed times.

Students are responsible for completing the following before testing out on a particular skill:

1. Review required readings and/or media.
2. Attend planned discussions when required.
3. Clarify questions with the course faculty before testing.
4. Sign up for testing times as directed.

Students are required to demonstrate skills at a "satisfactory" level. An "unsatisfactory" performance will be based on, but not necessarily limited to, the following:

1. Inadequate demonstration.
2. Arriving late for demonstration.
3. Absence.
4. Failure to sign up for return before deadline.
5. Failure to contact Fundamentals Lab faculty within one class day of returning to school following an absence.
A student receiving an "unsatisfactory" will NOT be allowed to perform that skill in clinical until he/she has provided a satisfactory skill demonstration to faculty. The faculty reserve the right to prohibit students who have not satisfactorily demonstrated nursing skills from attending clinical experiences until the deficiency has been resolved; this may denote an "unsatisfactory" clinical day.

**Lab Prescriptions**

A Lab Prescription will be given by the clinical instructor to any student who needs additional practice in a nursing skill. The Lab Prescription form is to be given to the faculty immediately, and arrangements made by the student for return demonstration. Once the skill has been completed at a "satisfactory" level, the student must return the signed Lab Prescription to the clinical instructor. A student may be prohibited from attending further clinical experiences until the Lab Prescription has been satisfied. Under most circumstances, the Lab Prescription must be completed prior to the next clinical week.

**Fundamentals Lab Preparedness**

A student who comes unprepared or without their supply kit for a Fundamental Lab check-off must schedule an individual check-off session with the lab coordinator and will be charged for make-up clinical. The second time the student comes unprepared for any check-off (new or repeat) this student cannot go to clinical and will receive unsatisfactory for that week. A student who comes a third time unprepared for any check-off will receive a failing grade in the course.

**Skill Completion Record**

This record is kept by the student and must be brought to the Fundamentals Lab when testing out on each skill, as well as to each clinical day. This tool is used for verification of skill completion both in the Fundamentals Lab and clinical areas. If the student does not bring the skill completion record to the Fundamentals Lab and/or clinical site, it will be reflected in the clinical evaluation as the student being unprepared.

All required Fundamentals Lab check-offs and Lab Prescriptions must be completed by the last day of the semester or the student will receive an "unsatisfactory" for the clinical component of the course.

**Lab Supplies**

Students may check out certain supplies via the Fundamentals Lab coordinator. All supplies must be returned in working condition. Grades may be held until all supplies and/or videos are returned. Students may incur costs for any damage or loss of supplies checked out in their name.

**MISCELLANEOUS FEES AND CHARGES**

In addition to the regular college costs applicable to all college students, nursing students can anticipate extra costs for uniforms, equipment, laboratory fees, travel to clinical areas, and lodging. To the extent possible, these are included in specific course fees. Students will be issued electronic course syllabi and student handbook. All additional copying of publications, care plan forms, assessment guides, and weekly evaluation forms are the responsibility of the student. Master forms will be included in the course syllabi.

For online courses, online test proctoring is required and is at the expense of the student.

**POLICY ON ACKNOWLEDGMENT OF PROFESSIONAL DEVELOPMENT AND ALTERNATIVE LEARNING - BACCALAUREATE COMPLETION PROGRAM**

The Department of Nursing recognizes the important contributions and accomplishments of registered nurse students and values and supports recognition of professional development and alternative learning in the educational process. This policy is established as a means by which professional development and alternative learning may be recognized for individual students. In order to value and validate professional development and experiential learning, RN and LPN students may request a substitution of nursing experiences for nursing course/clinical requirements by following the established procedure.

**Procedure:**
1. Categories of professional development and alternative learning which may be considered for recognition include the following:
   A. Professional certification by a nationally recognized certification program:
   B. Professional certification or recognition used in organizing the education of others; and/or
   C. Other forms of professional education and development.

2. The forms of acknowledgment or recognition of professional development and alternative learning is generally limited to release time from clinical experiences in nursing coursework.

3. Recognition for professional development and alternative learning will be considered in relation to specific courses in the nursing curriculum. Requests must be consistent with the course outcomes for which a request is made. The student must submit a written proposal to the course instructor for consideration, including the nature of the request and supporting documentation.

4. Up to 25% of the total clinical hours may be validated by the student’s demonstration through writing in a portfolio/clinical journal of previous nursing experiences that are specifically and relevantly directed toward individual course/clinical outcomes. The portfolio or clinical journal documentation must follow the format for the course and be relevant to the course/clinical outcomes.

5. The course coordinator has the final authority to approve validation of prior experience, and may request additional information from the student. The burden of proof lies with the student to report experiences related to the outcomes, and to demonstrate analysis of that experience in relation to the outcome(s).

**DISTANCE LEARNING POLICY - PROCTORED EXAMS**

Students at distance education sites who are unable to take examinations under the supervision of the course professor must arrange to have examinations continually monitored by an approved proctor at their own expense. Acceptable proctors include the preferred at-home online proctoring service ProctorU or pre-approved testing centers only. The student must fill out and sign the Proctor Form (Appendix I) indicating whether they choose to use Proctor U or an approved testing center. A list of approved testing centers is available from the Nursing Department upon request. The terms of the proctoring arrangement may be limited to administration of a single examination or all exams for a specific course. The student (and proctor, if using a testing center) must sign and submit the Proctor Form at least 72 hours in advance of any exam. The student is responsible for notifying the course professor and the proctoring service if unable to take a scheduled exam. Testing center proctors are responsible for reporting violations of academic integrity to the course professor. Presentation College reserves the right to investigate any incidents that occur during proctored exams or suspected relationship between the student and proctor.

**INFECTIOUS DISEASE**

If a student has any potentially infectious or contagious disorder (including dermatological problems), he/she is required to see a primary health care provider prior to participating in clinical experiences. The student must bring a statement from the health care provider to the clinical faculty to verify the condition is not infectious or contagious and that the student may care for clients.

**PREGNANCY POLICY**

Students must have the approval of their primary health care provider to remain in clinical courses during pregnancy. A written statement to that effect must be submitted to the Department Chair of Nursing. Students are responsible for obtaining and delivering this statement. A copy of the statement must be provided to current faculty so that the student is not assigned to situations potentially hazardous to the pregnancy.

**CHILDREN IN THE CLASSROOM**

Please respect the learning environment of your peers by not bringing children to the classroom setting.
APPENDIX A

STUDENT ACKNOWLEDGEMENT OF PRESENTATION COLLEGE NURSING DEPARTMENT HESI TESTING AND REMEDIATION POLICY

☐ I acknowledge both receipt and understanding of the Presentation College HESI Testing and Remediation Policy.

☐ I understand that I will sit for HESI Specialty per theory course as applicable, as well as the HESI E² Exit exam scheduled at approximately the middle of the final semester.

☐ If I do not earn a score of 850 or higher by the first attempt of select HESI Specialty exams, I understand that I will be required to create and complete a remediation contract based on my HESI Exam student report. I must submit my completed remediation to be allowed to take the second HESI Specialty exam and HESI E² Exit exam when applicable. I am required to take the second HESI Specialty exam and HESI E² Exit exam if offered.

☐ If I do not earn a score of 850 or higher on the second attempt of select HESI Specialty exams and E² Exit Exam scheduled at approximately the middle of the final semester, I understand that I will be required to create and complete additional remediation based on my HESI Exam student report. I must submit my completed remediation and contract to Nursing Admission and Progression committee for further direction to ensure success in the nursing program.

I understand Failure to take ANY scheduled HESI exam(s) results in an “F” course grade. At the discretion of the faculty and the Dean of Nursing, an incomplete contract (I) is a conditional grade that may be granted only under special situations.

Student Name (Print): ___________________________________________________

Student Signature: ______________________________________________________

Student Advisor Name (print): ____________________________________________

Date: ________________________________________________________________
### APPENDIX B

**TEMPLATE FOR STUDENT REMEDIATION PLAN**

<table>
<thead>
<tr>
<th>HESI Score</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 or above</td>
<td>Review of remediation materials is encouraged to identify personal gaps, but is not required.</td>
</tr>
</tbody>
</table>

| HESI Score 850 or above (Remediation is optional, but recommended) | 1- Complete online remediation provided in HESI Student Access specific to the _____ exam.  
2- Develop two 25-question custom quizzes in Evolve Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80% score is achieved. *** |

| HESI Score 800 – 849 Required | 1- Complete online remediation provided in HESI Student Access specific to the _____ exam. A minimum of three hours of study is required.  
2- Develop three 25-question custom quizzes in Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80% score is achieved. ***  
3- Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score. |

| HESI Score 750-799 Required | 1- Complete online remediation provided in HESI Student Access specific to the _____ exam. A minimum of four hours is required.  
2- Develop four 25-question custom quizzes in Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80% score is achieved. ***  
3- Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score. |

| HESI Score 700-749 Required | 1- Complete online remediation provided in HESI Student Access specific to the _____ exam. A minimum of five hours is required.  
2- Develop five 25-question custom quizzes in Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80% score is achieved. ***  
3- Select two HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with 80% score. |

| HESI Score 699 or below Required | 1- Complete online remediation provided in HESI Student Access specific to the _____ exam. A minimum of six hours is required.  
2- Develop six 25-question custom quizzes in Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80% score is achieved. ***  
3- Select two HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with 80% score. |

*Student may develop other forms of remediation subject to faculty approval (describe in detail how remediation completion will be determined). **Student must remain logged into their HESI Student account, and work on the specific online remediation content for the number of hours specified. Don’t print information and then log out of HESI remediation to study. Time spent in remediation content is monitored. Required remediation hours can be divided into multiple sessions. ***When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams, not Mastery Exams. One content area should be selected for each area of weakness, rather than combining multiple topic areas into a quiz with more questions.*
APPENDIX C

REMEDICATION PLAN CONTRACT TEMPLATE

Student Name:  
Date:  
Date that remediation will be completed:  
☐ Exam Type (Specialty or Exit):  
  • HESI Score:  
  • Hours of HESI online post exam remediation to be completed:  
  • Adaptive Quizzing Topic/s (25 question custom quiz – must achieve 80%):  
  • Case Studies Topic/s (must achieve 80%):  
☐ Other (describe):  

Plan for remediation:  

Timeline:  

Plan approved by (name of faculty):  
Date:  

I ________________________ (name) verify that I have completed the above remediation plan by ___________ (date).  

Remediation completion and approval to retake HESI exam by (name of faculty):  
Date:  
(Student retains a copy of Remediation Plan and Contract; original goes in the student’s file)
BACKGROUND CHECK INSTRUCTIONS FOR
PRESENTATION COLLEGE - NURSING

About Viewpoint Screening

On Jan. 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations. Organizations, such as hospitals, home health agencies, clinics and other types of health agencies, must abide by these regulations in order to gain or maintain their accreditation.

One of the regulations requires these organizations to conduct a criminal background check on all employees, students and volunteers involved in patient care.

ViewpointScreening.com is a secure platform that allows you to order your background check, drug test & medical document tracker online. Information collected through ViewpointScreening.com is secure, tamper-proof and kept confidential. The background check, drug test and/or medical documents are based on guidelines provided by your school. Your results will be posted on the ViewpointScreening.com website where the student, as well as the school, will be able to view them.

Step 1 Place Your Order

Go to: www.viewpointscreening.com/presentation. Click on “Start Your Order”, “Nursing Program”, and choose the “Background Check & Medical Document Tracker” option for $63. This will purchase your National/Federal background screen, which you must purchase every year while in the Nursing program. It will also purchase an online medical tracker for you to upload your required documentation such as immunizations, certifications, paperwork, and more, which you also must purchase every year while in the Nursing program. There is also the option to renew one or the other instead of the packaged deal if you do not need both at this time.

Required Personal Information

In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.

Payment Information

At the end of the online order process, you will be prompted to enter your Visa, Mastercard, AmEx, or Discover information.

Step 2 View Your Results

BACKGROUND SCREEN: Once your federal background screen order is submitted, you will receive a confirmation email containing a password to log back into viewpointscreening.com. Results should be completed within 3-5 days. When your background check is completed, you can view or print a copy at viewpointscreening.com/viewresults by entering your email address and password. The background screen result will need to be uploaded into your Viewpoint document tracker.

DOCUMENT TRACKER: When logged in, you will have the capability to upload specific documents required by your school for immunization, medical, or certification records. The specific requirements will be listed in the document manager, along with the details and deadlines. Click on the “?” or “+” to the left of each requirement for access to forms and more information. When uploading documents, you must upload something to each folder*. If all of your immunizations are on one page, you may upload that one page to each category it applies to (MMR, HepB, etc.), otherwise each requirement must be separated. Once everything is uploaded, you need to log back in often to check to see if all of your uploads have been approved. If any of your items are not approved, there will be notes at the bottom of your document manager screen to tell you why. Your school does not accept mid-semester expirations or renewals, so everything expiring next semester must be renewed, uploaded, and approved prior to the deadlines: July 1st for the Fall semester, December 1st for Spring semester, and April 1st for summer semester. For more information, see your school’s policies and Q&A handouts.

*If you are an Aberdeen or Fairmont on-campus student and do not have a nursing license, you may leave this section blank.
*If you do not reside in Minnesota and do not plan to do any clinical experience there, you may leave the MN DHS Background Screen section blank.

If you have any additional questions, please contact Viewpoint Screening at studentsupport@viewpointscreening.com

APPENDIX D
You received this form because you applied for a position that requires a Minnesota Department of Human Services (DHS) background study. Follow the instructions below to submit your background study request to the provider. The provider will review and may submit your background study request to DHS. Provider means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C.

**Provider Name and License Number**

<table>
<thead>
<tr>
<th>Provider Name and License Number</th>
<th>Provider Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTATION COLLEGE FAIRMONT CAMPUS (900504) 900504</td>
<td>9TT58Q</td>
</tr>
</tbody>
</table>

**Instructions**

1. **Go to NETStudy 2.0 Applicant Portal**
   
   [https://netstudy2.dhs.state.mn.us/Applicant](https://netstudy2.dhs.state.mn.us/Applicant)

2. **Create an Account** If you have not created an account before:
   a. Click “Register as a new user.”
   b. Enter your account information. Click “Register.”
   c. Check your email for the temporary password.

3. **Login**
   
   Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.

4. **Enter Application Information**
   a. Click “Create Application” on the home screen
   b. Enter 9TT58Q in the provider number field. Click Search. If Presentation College is displayed (it may say Fairmont, that is OK as long as campus you are from) click “Continue Application”.
   c. Enter your demographic information. Click “Next” after you have completed the required fields on each screen. On the Payment Information screen click “Pay Now.” After clicking “Complete Payment” a new tab with the DHS Electronic Payment System will open. Click “Pay without Registering” and complete the payment process. After you have completed payment, return to NETStudy 2.0 and click “Continue.” After reviewing the registry screen, click “Finish.” Clicking “Finish” will submit your application to the provider.
   d. Be careful to enter the information correctly. You will not be able to change it.
   e. Email a picture/copy of your driver’s license to Susan.Barnes@presentation.edu. We will not be able to proceed and submit your application without this.

5. **Retrieve the Fingerprint and Photo Authorization Form**
   
   You are required to be fingerprinted and photographed. You cannot do so until the school submits your background study application to DHS. After you've completed steps 1-4, you will be notified by email once your school has done so. Once you receive this email, log back in to [https://netstudy2.dhs.state.mn.us/Applicant](https://netstudy2.dhs.state.mn.us/Applicant). You will only have 14 days from the date of this email to be fingerprinted. On the home screen, locate the Fingerprint and Photo Authorization Form.
   - You must print this form and bring it, along with your ID, to the fingerprinting site.
   - You may only be fingerprinted in approved locations. CLICK HERE for a list.

   **The cost for Fingerprinting and the photo is $9.10.**
   - You may pay in advance (debit/credit card only) by phone M-F from 8am-5pm CST by calling 1-844-332-7671, or
   - You may pay (check or money order only) at the fingerprinting location.

   **Frequently Asked Questions**

   **How much does the background study cost?**
   
   The background study fee is $20. The background study fee must be paid using the DHS Electronic Payment System. You can use a credit or debit card to make the payment. You may set up an account if you plan to use the DHS Electronic Payment System for other background studies, or you can bypass the account setup by clicking "Pay without Registering". The Fingerprinting/Photo fee must be paid separately and is $9.10.

   **What happens next?**
   
   The provider will review and verify your background study information. If the provider chooses to submit the background study request, you and the provider will receive a notice of your background study status. The notification will be mailed to you within three days of your fingerprints and photo being taken. The provider will receive the notice electronically.

   **Where do I find more information?**
   
   You can find information on the Background Study website at [www.DHS.state.mn.us](http://www.DHS.state.mn.us), select General Public; Office of Inspector General; Background Studies. If you have questions about your background study status call (651) 431-6620. If you have questions about this notice or technical issues registering an account call (651) 431-6625.
Because the Department of Human Services (DHS) is asking you to provide private information, you have privacy rights under the Minnesota Government Data Practices Act. This law protects your privacy, but also allows DHS to give information about you to others when the law requires it. This notice describes how your private information may be used and disclosed, and how you may access your information.

Why is DHS asking me for my private information?
A background study from the Department of Human Services (DHS) is required for your job or position. The private information is needed to conduct the background study.

How will I be notified that a background study was submitted on me?
DHS will mail you a notice within three working days after a request for a background study is submitted on you. The notice will contain the background study result or let you know that more time is needed to complete the background study. The notice will also identify the entity that submitted the background study request.

What information must I provide to complete the background study?
You are required to provide enough information to ensure an accurate and complete background study. This includes your:
- first, middle, and last name and all names you have ever been known by or used;
- current home address, city, zip code, and state of residence;
- previous home addresses, city, county, and states of residence for the last five years;
- sex and date of birth;
- driver’s license or other identification number, and;
- fingerprints and a photograph.

How will the information that I give be used?
The information will be used to perform a background study that will include a check to determine whether you have any criminal records and/or have been found responsible for substantiated maltreatment of a vulnerable adult or child. Background study data is classified as “private data” and cannot be shared without your consent except as explained in this notice.

What may happen if I provide the information?
You could be disqualified from positions that require a DHS background study if you are found to have committed certain crimes, been determined responsible for maltreatment of a vulnerable adult or child, or have other records that require a disqualification. If you do not have a disqualifying record, you will be cleared to work.

What if I refuse to provide the information?
You will be disqualified if you refuse to provide information to complete an accurate background study. You will not be able to work in a position that requires a DHS background study.

Who will DHS give my information to?
DHS will only share information about you as needed and as allowed or required by law. The identifying information you provide will be shared with the Minnesota Bureau of Criminal Apprehension and in some cases the Federal Bureau of Investigation (FBI). If there is reasonable cause to believe that other agencies may have information related to a disqualification, your identifying information may also be shared with:
- county attorneys, sheriffs, and agencies;
- courts and juvenile courts;
- local police;
- the Office of the Attorney General, and;
- agencies with criminal record information systems in other states.

What information will DHS share with the entity that requested my background study?
The entity that requested the background study will be notified of your background study determination.

If you are disqualified, the entity will not be told the reason unless you were disqualified for refusing to cooperate with the background study or for substantiated maltreatment of a minor or vulnerable adult.

What other entities might DHS share information with?
Information about your Background study may be shared with:
- the Minnesota Department of Health;
- the Minnesota Department of Corrections;
- the Office of the Attorney General, and;
- health-related licensing boards.
What if my disqualification is set aside?
If you request reconsideration of your disqualification and your
disqualification is set aside, the entity that requested the
background study will be informed of the reason(s) for your
disqualification unless the law states otherwise. DHS will
provide information about the decision to set aside your
disqualification if the entity requests it.

Unless prohibited by law, your name and the reason(s) for your
disqualification will become public data if your set aside is for:

- a child care center or a family child care provider
  licensed under chapter 245A, or;
- an offense identified in section 245C.15, subdivision 2.

For future background studies submitted by entities that provide
the same type of services as the services you were set aside for,
the set aside will apply unless:

- you were disqualified for an offense in section
  245C.15, subdivision 1 or 2, or;
- DHS receives additional information indicating that
  you pose a risk of harm, or;
- your set aside was limited to a specific person
  receiving services.

In addition, those entities will be informed of the reason(s) for
your disqualification unless prohibited by law.

Will my fingerprints be kept?
DHS and the Bureau of Criminal Apprehension will not keep
your fingerprints. However, if an FBI check is required for your
background study, the Federal Bureau of Investigation (FBI)
will keep your fingerprints and may use them for other
purposes.

What information can the fingerprint and photo
site view and keep?
The fingerprint and photo site can view identifying information
to verify your identity. The fingerprint and photo site will not
keep your fingerprints, photo, or most other information. The
fingerprint and photo site can keep your name and the date and
time your fingerprints were recorded and sent, for auditing and
billing purposes.

Who can see my photo?
Your photo will be kept by DHS. If you provide your social
security number to allow your background study to be
transferable to future entities, your photo will be available to
those entities to verify your identity.

What are my rights about the information you
have about me?
- You may ask if we have information about you and
  request in writing to get copies. You may have to pay
  for copies.
- You may give other people permission to see and have
  copies of private information about you.
- You may ask in writing a report that lists the entities
  that submitted a background study request on you.
- You may ask in writing that the information used to
  complete your background study be destroyed. The
  information will be destroyed if you have:
  (1) not been affiliated with any entity for the
      previous two years, and;
  (2) no current disqualifying characteristic(s).

Please send all written requests to:

**Minnesota Department of Human Services**
Background Studies Division
NETStudy 2.0 Coordinator
PO Box 64242
St. Paul, MN 55164-0242

How long will DHS keep my background
study information?
DHS will destroy:

- your photo when you have not been affiliated with an
  entity for two years.
- any background data collected on you after two
  years following your death or 90 years after your date
  of birth, except when readily available data indicates
  that you are still living.

What is the legal authority for DHS to
conduct background studies?
Background studies are completed by DHS according to the
requirements in Minnesota Statutes, chapter 245C.
Background studies are authorized under Minnesota Statutes,
sections 256B.0943, subdivision 5a; 256B.0659, subdivision
11(a)(3); 241.021, subdivision 6(a); 144.057, subdivision 1;
518.165, subdivision 4, and 524.5-118;

What if I think my privacy rights have been
violated?
You may report a complaint if you believe your privacy rights
have been violated. If you think that the Minnesota
Department of Human Services violated your privacy rights,
you may send a written complaint to the Minnesota
Department of Human Services, Privacy Official at:

**Minnesota Department of Human Services**
Privacy Official
PO Box 64998
St. Paul, MN 55164-0998

Updated: 02/12/2015
APPENDIX F

PRESENTATION COLLEGE
DEPARTMENT OF NURSING

2017-2018 CLINICAL NAME BADGE ID ORDER FORM

You must complete this form to receive your Nursing clinical photo ID.

Full Name______________________________________________________________

First name and first initial of last name________________________________________
(As you would like it to appear on clinical ID- example: John D.)

Telephone Number___________________________________

Date________________

Please choose a delivery option:

☐ Aberdeen Campus

☐ Fairmont Campus

OR

☐ Mail to home address

Address your badge should be mailed to:

Street:____________________________________________________________________

City, State and Zip:_________________________________________________________

If you had a change of address, you must also notify the Registrar's office.

Please allow up to two weeks for your ID to be mailed.

The charge for the clinical photo ID badge is included in your lab fees. If you are an on-campus student, your student ID picture will be taken on the day of final registration and will also be used for your nursing photo ID badge. If you are an online student or did not have a photo taken, please email a head shot photo to the Nursing Department (Sasha.Bunke@presentation.edu).

Replacement badges cost $10.00.

The charges will be added to your student ledger in your student portal.
Q: I am taking nursing courses next semester but they do not include clinical. Do these requirements still apply to me?
A: Yes. These requirements apply to all nursing students who will enroll for nursing classes (any class that begins with NU/NB/NL) next semester, whether or not they include clinical.

Q: I am not starting nursing courses and am still taking generals next semester (courses that do not begin with NU/NB/NL). Can I still sign up for this tracking system now and start getting my documents together?
A: Absolutely! It is not required yet, but it is always a great idea to be prepared early and be aware of any immunizations or certifications you will need before it gets down to the last minute. Even if you do not want to sign up for the document tracking system and pay the fee yet, you can start your own file to collect all documents you know you will need to upload at a later time.

Q: Does it really cost $63? Does the Minnesota State background screen cost extra?
A: The Viewpoint/Federal Background screen costs $43 and the Viewpoint Document Tracker costs $20 per year if you choose to purchase them separately. If you need both and purchase them together, the cost is $63 per year. The Minnesota State Department of Human Services background screen costs $20 online and then around $10 at the fingerprinting location.

Q: Does everyone need to do the Minnesota Department of Human Services background screen?
A: If you attend school at the Fairmont campus, are an online completion student who resides in Minnesota, or if you are assigned a clinical experience in Minnesota, this is required. If you do not reside in Minnesota and will not be doing clinical there, you may leave this section blank.

Q: I’m uploading my documents now for the January Spring semester, and my CPR / TB Test / Background Check expires in April. Do I need to renew and submit them early?
A: Yes. Any requirement which expires during the next semester is due by the pre-semester deadline, in this case December 1st. Mid-semester renewals are not permitted and documentation will be denied if it is not valid for the entirety of the next academic semester you wish to register for, in this case January 2017-May 2017. This means you may need to obtain and pay for a certification or immunization on your own before your workplace provides it to you.

Q: I see there is a place to upload a nursing license, but I am not an LPN or RN yet. I am an Aberdeen or Fairmont on-campus student. What do I do for this?
A: You may leave this section blank if you are not an LPN or RN in the completion program.

Q: What is the “Health Insurance” requirement?
A: As a nursing student, you are required to have personal health insurance. You should upload a copy of your insurance card here.

Q: What happens if I don’t upload or renew my documents by the deadlines of December 1st for the Spring semester, April 1st for the Summer semester, or July 1st for the Fall semester?
A: Your courses for next semester will be administratively withdrawn if you are already registered on December 1st, April 1st, and July 1st. A hold will be placed on your account which will prevent you from registering if you have not registered yet. This may result in losing your placement in the program for the courses you intended to take next semester and may delay your graduation date.

Q: What happens if I upload everything I have, but one of my documents is not accepted for any reason or expires during the next semester?
A: Our requirements are not negotiable. If your immunizations or documentation does not meet our requirements, it will be denied. This includes incorrect types of immunizations, non-immune titers, illegible documents, non-official documentation, documentation that does not clearly state the clinic and physician or nurse administering it along with your name and the date, requirements that are expired under our guidelines, or requirements that will expire during the next academic semester.

Q: Your requirements are much more strict than my work and you require more immunizations or titers more often. Do I still need to do all of this?
A: Yes. Our clinical agencies who welcome our students into their facilities are extremely strict about your immunizations and certifications. They will likely be stricter than your own workplace. Even if you work at the facility you will be attending as a nursing student, they often require MORE of students than they do of their own staff, even when you are both! Again, these requirements are not negotiable.

Q: I need to meet the July 1st deadline to enroll in Fall courses. I’ve uploaded everything besides the flu shot, but I can’t get my flu shot until October. Is that okay?
A: Yes. The flu shot is the only requirement which does not follow the deadlines because it is a seasonal vaccine offered from September until the spring of each year. According to our nursing student handbook, all influenza immunizations are due by October 31st of each academic year. If your work does not administer them before that date, you will need to receive one on your own to meet this deadline. Directly from the Nursing Student Handbook, it is a requirement of our program to turn in “evidence of annual Influenza immunization by October 31st of each academic year. If medically unable to receive this immunization, student must provide a medical waiver signed by their medical provider. We must disclose to our clinical agencies that you have not received the influenza immunization and they reserve the right to require you to wear a face mask for the entirety of your clinical experience”. This means if you have not received a flu shot in the fall and you are completing your health file to start nursing courses in the Spring session, you will need to get one now and it will be due with everything else by the December 1st deadline.

Q: I can’t find the forms I need or the instructions for the background screens. Where can I find them?
A: Any forms you may need are located in the Viewpoint document manager. Click the “+” or “?” to the left of each requirement to view forms or more information. All forms are also located in the LPN to BSN course room in Moodle.
Q: I uploaded my initial Mantoux/TB 2-step, and then I received a 1-step annual TB test less than 12 months later. I uploaded the 1-step and it was denied. Why?
A: Before you receive an annual 1-step, you should print out your initial 2-step paper from Viewpoint and have the clinic staff record your annual 1-step below it on the same page. This procedure should be repeated each year. Any item you upload into Viewpoint overwrites and deletes the previous upload. If you have TB tests on separate pages, you’ll need to create a multiple page document with your initial 2-step on the first page, the next year’s 1-step on the second page, and so on.

Q: Will this website remind me when I have something expiring soon?
A: Yes. When you sign up for an account, you provide them an email address with your information. They will email you reminders when your documents are nearing expiration or when the deadline is approaching for next semester.

Q: A clinical or preceptor site is requesting my health documents or background screens from me. Can they get them directly from my online health file with Viewpoint instead?
A: Yes. Please contact the nursing office so we can connect your clinical site with your online file through Viewpoint Screening.

Q: I gave the nursing office all of my documents and didn’t keep copies. Can I get them back in order to upload them in to this online tracking system?
A: Yes. Please contact Sasha.Bunke@presentation.edu to request scanned copies of your documents on file with the nursing office. Please allow 1 week turnaround time for these documents to be provided to you.

Q: I have questions about what I still have left to turn in, have questions about why one of my documents was not accepted, or cannot remember my username and password for the Viewpoint website. Who do I contact?
A: You should log in to your account at https://www.viewpointscreening.com/presentation and click on “Document Manager” on the left menu to view which items you are missing. You should also log in this way prior to each semester’s deadline to find out what may be expiring during the upcoming semester. If you cannot log in due to username and password issues, you can use the website to retrieve your username and password through the email you provided when you signed up for your account. If you still need help, you can contact Viewpoint Screening directly by email at studentsupport@viewpointscreening.com or by using their live chat option on the bottom right hand of their website.

If you still have questions which have not been addressed here, please contact Sasha.Bunke@presentation.edu.
The following form is to be completed and verified by a healthcare provider or public health official only. Any official documentation of immunizations will be accepted. This form is a guide as to which immunizations we require.

### Part I: Immunization Record

**MRR Requirements:**
- 2 MMR Doses **OR** Positive Titters showing immunity to measles, mumps, and rubella attached

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR #1</td>
<td></td>
</tr>
<tr>
<td>MMR #2</td>
<td></td>
</tr>
</tbody>
</table>

**Polio Requirements:**
- 4 OPV Doses **OR** 4 Combination OPV/IPV Doses **OR** 3 IPV Doses **OR** A positive polio titer showing immunity attached

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPV #1</td>
<td>IPV #1</td>
</tr>
<tr>
<td>OPV #2</td>
<td>IPV #2</td>
</tr>
<tr>
<td>OPV #3</td>
<td>IPV #3</td>
</tr>
<tr>
<td>OPV #4</td>
<td></td>
</tr>
</tbody>
</table>

**Tetanus Requirements:**
- TDAP is required: If the TDAP vaccine was received more than 10 years ago, a follow-up TD vaccine must also be received

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDAP</td>
<td></td>
</tr>
<tr>
<td>TD (if needed)</td>
<td></td>
</tr>
</tbody>
</table>

**Hepatitis B Requirements:**
- Series of 3 doses **OR** Positive hepatitis B surface antibody titer showing immunity attached

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEP B #1</td>
<td></td>
</tr>
<tr>
<td>HEP B #2</td>
<td></td>
</tr>
<tr>
<td>HEP B #3</td>
<td></td>
</tr>
</tbody>
</table>

**Varicella Requirements:**
- Series of 2 doses **OR** Positive varicella titer attached

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varicella #1</td>
<td></td>
</tr>
<tr>
<td>Varicella #2</td>
<td></td>
</tr>
<tr>
<td>Varicella #3</td>
<td></td>
</tr>
</tbody>
</table>

**Influenza Immunization:**
- Required annually by October 31st

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest influenza</td>
<td></td>
</tr>
</tbody>
</table>

**Tuberculosis/Mantoux Requirements:**
- Full policy and requirements can be found in Part III of this document. Please use Part III to document appropriate tuberculosis/mantoux screening

**Appendix H**

*Student must submit this form to: www.viewpointscreening.com/presentation*
### ARE THE FOLLOWING AREAS WITHIN NORMAL LIMITS? IF NOT, DESCRIBE:

<table>
<thead>
<tr>
<th>Area</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head, Ears, Nose, or Throat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiovascular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gastrointestinal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genitourinary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metabolic/Endocrine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neuropsychiatric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HEIGHT: ____________ WEIGHT: ____________ BMI: ____________

**IS THE PATIENT UNDER TREATMENT FOR ANY MEDICAL CONDITION? IF YES, LIST IN COMMENTS.**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IS THERE ANY BODY SYSTEM IMPAIRMENT NOT PREVIOUSLY NOTED? IF YES, LIST IN COMMENTS.**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BASED ON THIS EXAM, IS THE STUDENT PHYSICALLY ABLE TO ASSUME CLASSROOM AND/OR CLINICAL RESPONSIBILITIES? IF NO OR WITH RESTRICTIONS, LIST REASON IN COMMENTS.**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COMMENTS, SUMMARY ON OVERALL HEALTH STATUS, RESTRICTIONS, OR ANY OTHER RECOMMENDATIONS REGARDING THE CARE OF THIS STUDENT:

I, the healthcare provider or public health official, have reviewed and verified the information contained on this form and have found it to be true and correct to the best of my knowledge:

**PROVIDER SIGNATURE:**

**PROVIDER’S COMPANY/Organization:**

**PROVIDER NAME, PRINTED:**

**PROVIDER’S PHONE:**

**DATE:**

---

Student must submit this form to: www.viewpointscreening.com/presentation
The following form is to be completed and verified by a healthcare provider or public health official only.

### PART III: TUBERCULOSIS/MANTOUX SCREENING

**STUDENT NAME:**

**DATE OF BIRTH:**

**POLICY:** All Presentation College Nursing students must provide evidence of an initial 2-step mantoux skin test and an annual 1-step mantoux skin test each year thereafter within 12 months or prior to the academic semester in which it will expire, whichever comes first. A 2-step consists of an injection with a reading done 48-72 hours after placement, and a second injection 1-3 weeks (7-21 days) after the first injection with a reading done 48-72 hours after placement. If more than 12 months elapse after the 2-step or previous annual 1-step, the 2-step must be repeated. Tuberculosis blood labs and/or chest X-rays will be accepted in place of the initial 2-step or in place of the annual 1-step. If there is history of a positive skin test, documentation of therapy and treatment for tuberculosis as well as a written clearance for the student to perform direct contact medical services from a healthcare provider must be provided. In addition, a negative blood test and/or chest X-ray must be provided.

If additional annual TB tests are needed, please attach additional annual forms which can be found on www.viewpointscreening.com/presentation.

**Student must submit this form to:** www.viewpointscreening.com/presentation

<table>
<thead>
<tr>
<th>STEP 1 (MUST RECEIVE 2ND STEP 1-3 WEEKS LATER)</th>
<th>INITIAL 2-STEP</th>
<th>STEP 2 (MUST BE PLACED 1-3 WEEKS AFTER STEP 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ADMINISTERED:</td>
<td>DATE ADMINISTERED:</td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME OF PERSON ADMINISTERING INJECTION:</td>
<td>PRINTED NAME OF PERSON ADMINISTERING INJECTION:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE OF PERSON ADMINISTERING INJECTION:</td>
<td>SIGNATURE OF PERSON ADMINISTERING INJECTION:</td>
<td></td>
</tr>
<tr>
<td>HOSPITAL/CLINIC:</td>
<td>HOSPITAL/CLINIC:</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
<td></td>
</tr>
<tr>
<td>DATE READ:</td>
<td>DATE READ:</td>
<td></td>
</tr>
<tr>
<td>RESULTS (IN MM):</td>
<td>RESULTS (IN MM):</td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME OF PERSON READING:</td>
<td>PRINTED NAME OF PERSON READING:</td>
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<td>SIGNATURE OF PERSON READING:</td>
<td>SIGNATURE OF PERSON READING:</td>
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<td>HOSPITAL/CLINIC:</td>
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<tr>
<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
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</tr>
</tbody>
</table>

### ANNUAL TB TEST

<table>
<thead>
<tr>
<th>DATE ADMINISTERED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINTED NAME OF PERSON ADMINISTERING INJECTION:</td>
</tr>
<tr>
<td>SIGNATURE OF PERSON ADMINISTERING INJECTION:</td>
</tr>
<tr>
<td>HOSPITAL/CLINIC:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
</tr>
<tr>
<td>DATE READ:</td>
</tr>
<tr>
<td>RESULTS (IN MM):</td>
</tr>
<tr>
<td>PRINTED NAME OF PERSON READING:</td>
</tr>
<tr>
<td>SIGNATURE OF PERSON READING:</td>
</tr>
<tr>
<td>HOSPITAL/CLINIC:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
</tr>
</tbody>
</table>
PART III: TUBERCULOSIS/MANTOUX SCREENING (CONTINUED - USE ONLY IF MORE SPACE NEEDED)

<table>
<thead>
<tr>
<th>ANNUAL TB TEST</th>
<th>ANNUAL TB TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ADMINISTERED:</td>
<td>DATE ADMINISTERED:</td>
</tr>
<tr>
<td>PRINTED NAME OF PERSON ADMINISTERING INJECTION:</td>
<td>PRINTED NAME OF PERSON ADMINISTERING INJECTION:</td>
</tr>
<tr>
<td>SIGNATURE OF PERSON ADMINISTERING INJECTION:</td>
<td>SIGNATURE OF PERSON ADMINISTERING INJECTION:</td>
</tr>
<tr>
<td>HOSPITAL/CLINIC:</td>
<td>HOSPITAL/CLINIC:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
</tr>
<tr>
<td>DATE READ:</td>
<td>DATE READ:</td>
</tr>
<tr>
<td>RESULTS (IN MM):</td>
<td>RESULTS (IN MM):</td>
</tr>
<tr>
<td>PRINTED NAME OF PERSON READING:</td>
<td>PRINTED NAME OF PERSON READING:</td>
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<td>SIGNATURE OF PERSON READING:</td>
<td>SIGNATURE OF PERSON READING:</td>
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<tr>
<td>HOSPITAL/CLINIC:</td>
<td>HOSPITAL/CLINIC:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
</tr>
</tbody>
</table>

This sheet must be submitted with the first portion of the TUBERCULOSIS/MANTOUX SCREENING PART III containing the initial 2-step.

If additional annual TB tests are needed, attach additional copies of this sheet.

Student must submit this form to: www.viewpointscreening.com/presentation
APPENDIX I
2017-2018 PROCTORING AGREEMENT

Student’s Name: ________________________________

I will be using:

☐ ProctorU (may leave sections A and B blank)
☐ Testing center or proctoring location (sections A and B must be completed by the testing center staff)

SECTION A: Proctor’s Name: ____________________________ Proctor’s Address: ____________________________
Proctor’s Phone Number: ____________________________ Proctor’s Official Email: ____________________________
Proctor’s Occupation/Job Title: ____________________________ Proctor’s Employer: ____________________________

Employer’s City/State: ____________________________ Testing Location: ____________________________

Presentation College Live Proctor Requirements

A live proctor used to facilitate an examination taken by a Presentation College student:

- Must be an employee or staff member of a testing center or official proctoring location*;
- Must be able to continually monitor the student during the entire duration of the exam;
- Must be willing to comply with the instructions below;
- Must have an official business email address. Yahoo, Gmail, Hotmail or other similar free email addresses are not acceptable.
  * Can NOT be a relative, friend, roommate, employee, co-worker, neighbor, supervisor, or have any otherwise close relationship to student. Proctor’s employment will be verified by Presentation College. Presentation College reserves the right to investigate any suspected relationship between the student and proctor. Presentation College also reserves the right to deny or suspend use of a proctor who does not follow the guidelines contained in this agreement.

Instructions for Students and Proctors

Students and Proctors are responsible for making testing arrangements and ensuring the exam is administered during the pre-arranged time. Prior to testing, Students and Proctors must ensure that all necessary programs are downloaded and the computer being utilized for the exam has a web camera. If the exam requires a lockdown browser (such as Respondus) and the proctor site is unable to download it, the student is allowed to take the exam on their own computer. The proctor must confirm that the required lockdown browser is downloaded and the student’s computer has a working web camera with audio and video.*

Students and Proctors shall conduct the exam in accordance with the following:

- Exams monitored by live proctors must take place in an official setting and may not be administered in private homes or residential buildings. Only ProctorU may be used at home.
- The exam should be taken in a quiet, well-lit setting conducive to concentration.
- Students are required to show the testing room including the front of the computer screen prior to starting the exam. They need to show a 360 degree view and should then use a mirror to show the computer screen. The student’s face and upper body must be on camera at all times. Students must ensure there is video and audio on during all testing.*
- Students are not permitted to speak or read the questions out loud during the exam.
- The proctor will receive the password and instructions for the exam from a Presentation College faculty member or staff person and maintain such information in a confidential and secure environment. Under no circumstances should a password or testing information be shared with the student or another proctor.
- Proctor and Student will follow any instructions for the exam specified by the faculty member or staff person.
- Student must provide ID to the testing center official at every testing session.
- Proctor must verify the identity of the student who is taking the exam by requesting photo ID on camera and showing the ID to the camera*.
- Proctor must appear on camera, identify themselves by full name, and show their photo ID at the start of each testing session.*

PRESENTATION COLLEGE Department of Nursing
Please return this form via email to Sasha.Bunke@presentation.edu
• Proctor must remain in the same room with the student during the entire testing time.
• Proctor must appear on camera at the end of each testing session.*
• Proctor will report any problems with the student or test to the appropriate Presentation College faculty member or staff person in a timely manner.
• Proctor may not answer any questions regarding the content of the exam nor be a part of the grading process.
• Student is not allowed to use notes, or books, calculators, electronic devices, or other resources unless specifically allowed in writing by the Presentation College faculty member or staff person prior to the exam. If the instructions specifically state a calculator is allowed, only stand-alone calculators may be used that are not a part of another electronic device (i.e. no smart phones).
• Students and Proctors may not leave the testing room, have other responsibilities, or conduct any activity other than completion of the exam/Proctoring of the exam during the entire testing period.

* These items do not apply for NLN or ATI testing.

Presentation College Policy on Academic Integrity

Inherent in the mission of Presentation College is the strong belief in the principle of academic integrity. Students’ actions reflect their moral character and, by extension, the College’s reputation. It is a major responsibility of students and faculty to promote academic integrity. The College will not tolerate violations by cheating, plagiarism, fabrication and other academic misconduct. Students who cheat are claiming credit for work that is not of their own creation and for knowledge that they do not possess. Students are violating their own integrity as well as the integrity of the College. Examples of cheating include, but are not limited to:

• copying answers from another student (or permitting someone else to copy student’s answers);
• collaborating with or seeking aid from another person during the test without prior permission;
• inappropriate use of text messaging or other forms of electronic communication;
• possessing or accessing materials such as lessons, books, or notes which are not authorized by the professor;
• using information and aids for test questions that have been prohibited;
• substituting to take the test for another person (or permitting another person to substitute for one’s self);
• failure to adhere to the instructions on this agreement.

Because breaches of academic integrity vary in degree and seriousness, actions taken against violators will be left to the discretion and judgment of the individual faculty member. All proctoring sessions will be viewed by the staff and/or faculty. This includes ProctorU sessions. Students not adhering to the rules as stated on this agreement will be reported to nursing administration to determine action that may be taken. Any other anomalies in testing will also be reported to nursing administration for action. The action may include failure of the test, failure of the course, and/or reporting to the academic integrity committee.

IN THE EVENT PROCTOR HAS QUESTIONS OR DEEPS THE SECURITY OF THE EXAM TO HAVE BEEN COMPROMISED, OR IF THE STUDENT IS NOT FOLLOWING ANY GUIDELINE AS SET FORTH IN THIS AGREEMENT, PROCTOR WILL IMMEDIATELY CONTACT THE PRESENTATION COLLEGE OFFICE:
If exam is given during normal business hours: Angela Hermansen (605) 229-8495 or toll-free 800-437-6060 ext. 8495, or Sasha Bunke (605) 229-8474 or toll-free 800-437-6060 ext. 8474. If exam is given after normal business hours: Deb Davies (605) 380-9060.

SECTION B: By signing below, Proctor acknowledges that he/she has read and understands the above and agrees to perform his or her duties as proctor as set forth hereinaabove.

Proctor’s Signature: ___________________________ Date: ______________

By signing below, the Student acknowledges that he/she has read and understands the above and agrees to take proctored exams in accordance with the requirements as set forth hereinaabove.

Student’s Signature: ___________________________ Date: ______________
CONSENT FOR NLN TESTING AND FEES (2017-2018)
(BSN COMPLETION FOR ONE YEAR LPN CERTIFICATE CREDIT BY EXAM)

Prior to taking any nursing courses at Presentation College a student applying for the LPN to BSN Nursing Completion program must complete selected computer-based NLN exams in accordance with the following guidelines:

1. Student must contact his/her advisor to determine which NLN exams are needed.
2. Student must have an approved and signed “2017-2018 Proctor Agreement” form on file in the Nursing Department 72 business hours prior to testing.
3. Student must contact Angela Hermansen, online adviser, in writing via email 72 business hours in advance to schedule each NLN exam at Angela.Hermansen@presentation.edu. Further instructions will be provided by Ms. Hermansen.
   - If using a testing center, NLN testing is only offered Monday - Thursday with start times between 8:30am - 11:30am and 1:30pm - 3:30pm to ensure Nursing Completion office staff will be available to allow access into the testing program and in the event student should encounter any issues during testing. ProctorU may offer extended hours.
   - If the student has not logged into their exam within 15 minutes of the scheduled start time, the exam will be cancelled and student is responsible to reschedule the exam.

COSTS ASSOCIATED WITH NLN CHALLENGE EXAMS

The Business Office will bill the student’s tuition/fee account for each exam taken regardless of the outcome. In the event student does not pass the NLN exam on the first attempt, the student will be allowed to retake the NLN exam one time. Student will be charged the NLN exam fee for each attempt of the exam. NLN TESTING FEES ARE NON-REFUNDABLE.

**NLN NACE I FOUNDATIONS OF NURSING:**
- This exam is optional (student may elect to take the courses and clinical instead).
- Cost to student for exam is $82.
- A passing score of 77% or better is required.
- If passed, student will earn:
  - Five (5) credits for NB235 Fundamentals of Nursing, and
  - Three (3) credits for PS153 Developmental Psychology.
- Credits for NB235 and PS153 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
- **Total cost to student for one exam and transcription of credits earned is $522.**
- **If this exam is not passed on the second try, students will need to take additional courses which may not be offered online every semester.**

**NLN BASIC NURSING CARE II:**
- This exam is optional (student may elect to take the courses and clinical instead).
- Cost to student for exam is $35.
- A passing score of 77% or better is required.
- If passed, student will earn:
  - Three (3) credits for NB338 Maternal-Child Health, and
  - Three (3) credits for NB368 Adult Health I.
- Credits for NB368 and NB338 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
- **Total cost to student for one exam and transcription of credits earned is $365.**
- **If this exam is not passed on the second try, students will need to take additional courses which may not be offered online every semester.**

**NLN ANATOMY AND PHYSIOLOGY:**
- This exam is optional (student may elect to take the course and lab instead).
- Costs to student for this exam is $82.
- A passing score of 70% or better is required.
- If passed, student will earn:
  - Four (4) credits for BI293/BL291 Anatomy and Physiology and Lab.
• Credits for BI293 and BL291 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
• Total cost to student for one exam and transcription of credits earned is $302.

**NLN MICROBIOLOGY:**
• This exam is optional (student may elect to take the course and lab instead).
• Costs to student for this exam is $82.
• A passing score of 70% or better is required.
• If passed, student will earn:
  Four (4) credits for BI263/BL261 Introduction to Medical Microbiology
• Credits for BI263 and BI261 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
• Total cost to student for one exam and transcription of credits earned is $302.

**GENERAL INFORMATION**

✓ NLN Challenge exams may be taken in any order.
✓ Students will not be billed for credits they have already transferred in.
✓ For study purposes, students are strongly advised to complete only one NLN exam per day.
✓ In the event student does not pass the NLN exam on the first attempt, the student will be allowed to retake the NLN exam one time. The student should study to master the content and must wait at least one week (7 business days) to re-take the exam.
✓ If the NLN exam is not passed on student’s second attempt, the student will be required to take the appropriate course(s) and clinical which may not be offered online every semester.

Please see the NLN Student Study Guide for additional information and study areas for all NLN exams.

The undersigned hereby acknowledges and agrees that he/she has read and understands the information contained in this Consent for NLN Testing & Fees and that he/she will be charged for NLN testing and transcription of earned credits in accordance with the information contained herein.

__________________________________

Student Signature

__________________________________

Date

__________________________________

Student Name (Please Print)
Prior to taking any nursing courses at Presentation College a student applying for the LPN to BSN Nursing Completion program must complete selected computer-based NLN exams in accordance with the following guidelines:

1. Student must contact his/her advisor to determine which NLN exams are needed.
2. Student must have an approved and signed “2017-2018 Proctoring Agreement” form on file in the Nursing Department 72 business hours prior to testing.
3. Student must contact Angela Hermansen, online adviser, in writing via email 72 business hours in advance to schedule each NLN exam at Angela.Hermansen@presentation.edu. Further instructions will be provided by Ms. Hermansen.
   - If using a testing center, NLN testing is only offered Monday-Thursday with start times between 8:30AM-11:30AM and 1:30PM-3:30PM to ensure Nursing Completion office staff will be available to allow access into the testing program and in the event student should encounter any issues during testing. ProctorU may offer extended hours.
   - If the student has not logged into their exam within 15 minutes of the scheduled start time, the exam will be cancelled and student is responsible to reschedule the exam.

**COSTS ASSOCIATED WITH NLN CHALLENGE EXAMS**

The Business Office will bill the student’s tuition/fee account for each exam taken regardless of the outcome. In the event student does not pass the NLN exam on the first attempt, the student will be allowed to retake the NLN exam one time except the Health Assessment exam which may only be attempted one time. Student will be charged the NLN exam fee for each attempt of the exam. NLN TESTING FEES ARE NON-REFUNDABLE.

- **NLN NACE II: NURSING CARE OF THE CLIENT WITH MENTAL DISORDER (Mental Health):**
  - This exam is optional (student may elect to take the courses and clinical instead).
  - Cost to student for exam is $82.
  - Exam contains 100 questions and takes approximately 2 hours to finish.
  - A passing score is a score of 70% or better.
  - If passed, student will earn:
    - Four (4) credits for NB344 Mental Health Nursing, and
    - Three (3) credits for PS133 General Psychology.
  - Credits for NB344 and PS133 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
  - **Total cost to student for one exam and transcription of credits earned is $467.**

- **NLN NACE II: NURSING CARE OF CHILDBEARING FAMILY AND NURSING CARE OF CHILD (Obstetrics & Pediatrics):**
  - This exam is optional (student may elect to take the courses and clinical instead).
  - Cost to student for exam is $82.
  - Exam is administered in two sections which each have 100 questions and take approximately 2 hours each (4 hours total) to finish.
  - A passing score is a score of 70% or better on each section. **Both sections must be passed to receive credit.**
  - If passed, student will earn:
    - Eight (8) credits for NB338 Maternal-Child Health, and
    - Three (3) credits for PS153 Developmental Psychology.
  - Credits for NB338 and PS153 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
  - **Total cost to student one exam and transcription of credits earned is $687.**

- **NLN NACE II: NURSING CARE OF THE ADULT CLIENT (Medical-Surgical):**
  - This exam is optional (student may elect to take the courses and clinical instead).
  - Costs to student for this exam is $82.
  - Exam contains 200 questions and takes approximately 4 hours to finish.
  - A passing score is a score of 74% or better.
  - If passed, student will earn:
    - Eight (8) credits for NB368 Adult Health I,
Two (2) credits for NB235 Fundamentals of Nursing
Four (4) credits for B1293/BL291 Anatomy and Physiology and Lab, and
Four (4) credits for B1263/BL261 Introduction to Medical Microbiology.

- Credits for NB368, BN235, B1293/BL291 and B1263/BL261 will be added to student’s transcript and student will be billed at the rate of $35 per credit hour.
- **Total cost to student for one exam and transcription of credits earned is $1,072.**
- **If this exam is not passed on the second try, students will need to take additional NLNs and/or courses which may not be offered online every semester.**

**HEALTH ASSESSMENT CHALLENGE:**

- This exam is optional (student may elect to take the courses and clinical instead).
- Exam does not require a proctor but may only be attempted one time.
- Exam is given in two steps:
     - Student can purchase or rent the book at PC bookstore or any store of student’s choice. Purchase price for the book at the PC bookstore is approximately $90.
     - Exam must be completed within thirty (30) days of receiving the exam.
     - A passing score of 90% or better is required to pass the open-book portion of this exam.
     - Cost to student for the open-book portion of the exam is $50.
  2. **Upon passing the open-book exam, student will submit a video recording with student completing a head-to-toe health assessment evaluation of an adult client.**
     - Video must be submitted within thirty (30) days of student’s receipt of notification of a passing score on the written exam.
     - A passing score of 90% or better is required to pass the video portion of this exam.
     - Cost to student for the video portion of the exam is $125.

- If both portions of this exam are passed, student will earn Three (3) credits for NU333 Health Assessment.
- If either portion of this exam is not passed, student will be required to take the NU333 Health Assessment class.
- Credits for NU333 will be added to student’s transcript and student will be billed at the rate of $55 per credit hour.
- **Total cost to student for cost of both portions of the exam and transcription of credits earned is $340 plus student’s cost to rent or purchase the required book.**

**GENERAL INFORMATION**

- NLN Challenge exams may be taken in any order.
- Students will not be billed for credits they have already transferred in.
- For study purposes, students are strongly advised to complete only one NLN exam per day.
- In the event student does not pass the NLN exam on the first attempt, the student will be allowed to retake the NLN exam one time. The student should study to master the content and must wait at least one week (7 business days) to re-take the NLN exam.
- If the NLN exam is not passed on student’s second attempt, the student will be required to take the appropriate course(s) and clinical which may not be offered on-line every semester.

Please see the NLN Student Study Guide for additional information and study areas for all NLN exams.

The undersigned hereby acknowledges and agrees that he/she has read and understands the information contained in this Consent for NLN Testing & Fees and that he/she will be charged for NLN testing and transcription of earned credits in accordance with the information contained herein.

__________________________________________  ______________________________________
Student Signature                                Date

__________________________________________
Student Name (Please Print)

PRESENTATION COLLEGE  Consent for NLN Testing & Fees (2017-2018), Page 2
Department of Nursing
APPENDIX L

PRESENTATION COLLEGE
DEPARTMENT OF NURSING
RELEASE FORM

This release will permit the faculty to share my attached student work. The student work from the following course will be maintained in the nursing office:

NU465 Leadership Roles in Managing Client Care

I understand that the Department of Nursing will use my work as an example of the type and quality of work done in the BSN Program

This release form refers to the all assignments and papers completed:

Students Signature: ______________________________

Date: ___________________
APPENDIX M

PRESENTATION COLLEGE DEPARTMENT OF NURSING
STUDENT ISSUE, CONCERN, PROBLEM RESOLUTION (ICPR) FORM

Submitted by: (name optional) _____________________________ Level/Program _____________________________

Issues will be addressed monthly at Nursing Department meeting. Forms may be turned in to your class representative or directly to the Nursing Department Office. Responses will be directed to the individual class representative unless otherwise requested on the form. Forms must be filled out completely.

Please identify the issue, problem or concern you would like to have addressed.

Discuss the possible solutions you have identified.

What are your expectations concerning this issue, concern or problem?

Form directed to: (Who do you believe should address this?)

Tracking
Reviewed and discussed by:

- Nursing Department
- Admissions and Progressions Comm.
- Nursing Learning Resource Comm.
- Nursing Department Chair

Date

********************************************************************************************************
***************************** Discussion:

Signature____________________

********************************************************************************************************
**************************** Conclusion/Resolution:

Signature____________________

********************************************************************************************************
**************************** Action:

Signature____________________

********************************************************************************************************
***************************** Further Referral: Signature ____________________

2017-2018 Presentation College Nursing Student Handbook 44
I understand confidential care and treatment is the right of all patients in all clinical agencies used for my clinical experiences as a nursing student at Presentation College. The diagnosis, treatment and all other information concerning patients is confidential and may not be released to anyone, including their family members, without the consent of the patient. I understand even the presence of a patient in an institution or their ability to pay their bill is considered to be confidential information.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand confidential information includes information concerning: 1) a patient; 2) a patient's family or significant others; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) the sensitive business plans or finances of the college or clinical agencies; 7) my or anyone else's computer password; 8) other students and instructors; or 9) any other persons who make use of clinical facilities and services.

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential patient information or any part of my experience which is of a confidential nature to anyone who does not need the information to perform their duties. I also agree not to seek or obtain information regarding confidential matters which is not necessary to fulfill my responsibilities as a student.

I recognize my disclosure of confidential information may cause irreparable injury to an individual, the college, and/or the clinical agencies, and may result in a civil lawsuit. I understand my violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Nursing Program and/or Presentation College. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructors or appropriate supervising personnel.

I, the undersigned student, hereby acknowledges I have read and understand the 2017-2018 Student Confidentiality Agreement above and agree to abide by the policies and procedures contained therein.

_________________________                      ____________________________
Student Signature                                  Date

_________________________
Printed Name

_________________________                      ____________________________
Witness                                           Date

_________________________
Witness Printed Name
Appendix O

PRESENTATION COLLEGE DEPARTMENT OF NURSING
2017-2018 AGREEMENT TO PROGRAM POLICIES

I, the undersigned student, hereby acknowledges I have read and understand the information contained within the 2017-2018 Presentation College Nursing Student Handbook and agree to abide by the policies and procedures contained therein. I recognize the Nursing Department has the right to notify me in writing via my Presentation College email address of any changes in the policy or procedures contained within this handbook at any time. I understand that any deviation from these policies will result in disciplinary action up to or including dismissal from my nursing courses, the nursing program, and/or Presentation College.

__________________________________________  _______________________
Student Signature                              Date

__________________________________________
Student Printed Name

__________________________________________  _______________________
Witness Signature                              Date

__________________________________________
Witness Printed Name