



**INDIANA UNIVERSITY
KOKOMO**

SCHOOL OF NURSING

HANDBOOK FOR NURSING STUDENTS

Revised and Approved: July 2007

PURPOSE OF HANDBOOK FOR NURSING STUDENTS

The purpose of this handbook is to assist nursing students in fully understanding the policies and procedures of the nursing program. This handbook and the materials in it are used throughout the entire nursing program. However, this handbook is not all-inclusive and does not replace the Indiana University Kokomo Bulletin, Indiana University's Code of Student Rights, Responsibilities, and Conduct or Indiana University Kokomo's New Student Orientation Handbook. Most Indiana University academic & student policies can be found online at www.iuk.edu. In addition, the material in this guide is subject to change. Students will be given any addendum to this Handbook as necessary.

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**INDIANA UNIVERSITY KOKOMO
SCHOOL OF NURSING
PHILOSOPHY**

STATEMENT OF GENERAL BELIEFS

The philosophy of the Indiana University Kokomo School of Nursing is consistent with the mission and purposes of Indiana University, the Indiana University School of Nursing, and Indiana University Kokomo. The faculty of the Indiana University Kokomo School of Nursing believe that the education of our students is our primary mission. In accordance with Indiana University Kokomo, the School of Nursing faculty support a strong commitment to excellence in instruction, scholarship through research or creativity, educational outreach and service, and activities that enhance the quality of life in the region and the state. Faculty and students share accountability for creating an educational system that reflects respect, collaboration, intellectual inquiry, and creativity through the framework of the nursing metaparadigm.

CLIENT SYSTEMS

Client systems may refer to either individuals or groups of individuals. No assumption is made regarding the configuration of a client system. Faculty believe that a client system is:

- Unique and wholistic;
- worthy of respect and dignity;
- In a continuous process of growth and development;
- In a dynamic process of striving to maintain well being;
- Capable of exercising choice regarding health needs

HEALTH

Faculty believe that health is:

- A dynamic biopsychosocial state;
- Defined by the client system;
- Subjectively and objectively manifested by client systems;
- Dependent on the interrelated functioning within and responses to the internal and external environments;
- Benefited by nursing's facilitation through the use of the nursing process (assessment, analysis, planning, intervention, evaluation)

NURSING

The faculty believe nursing is the:

- Facilitation of health with client systems in varied environments;
- Promotion of effective responses of client systems to actual or potential health problems in a wholistic, caring manner

Nurses:

- Use the nursing process to guide the delivery of nursing care within the healthcare system;
- Assist client systems in accomplishing goals in relation to health promotion, health maintenance, health restoration, and health rehabilitation;
- Interact with client systems based on differentiated levels of practice;
- Develop in a collaborative manner nursing care which is:
 - Safe and effective;
 - Culturally sensitive;
 - Legal and ethical;

- Developmentally appropriate; and
- Cost effective
- Demonstrate competencies of:
 - Cognitive, psychomotor, and affective skills;
 - Client system advocate;
 - Negotiating;
 - Teaching;
 - Communicating; and
 - Critical thinking
- Function as:
 - Care providers;
 - Care coordinators; and
 - Members of a profession

ENVIRONMENT

The environment includes internal components, which occur within the client system and external components, which occur outside the client system. The faculty believe that environment is:

- Dynamic and multi-dimensional;
- Open and interactive

EDUCATIONAL SYSTEMS

Faculty believe that the educational system is:

- Designated to facilitate learning through the curricula, teaching methodologies, learning theories, and assessment and evaluation processes;
- Dynamic and responsive to changing needs of society;
- Structured to demonstrate accountability to legitimate stakeholders (learners, faculty, client systems, the professions of nursing and higher education and governing agencies);
- Comprised of resources which influence the teaching/learning processes;
- Composed of teaching and learning

Teaching:

Faculty believe that teaching is a multi-dimensional process which includes:

- Creation of a learning environment through the creative use of self;
- Utilization of theoretical frameworks and research;
- Dissemination of knowledge and skills;
- Facilitation of discovery and creativity;
- Integration of student experiences and cultural relevancy;
- Application of problem-solving, critical thinking and ethical decision making processes

Learning:

Learning is an ongoing, multi-dimensional process and develops best in an educational system that promotes intellectual curiosity and diverse interactions. The student demonstrates achievement of program outcomes using cognitive, psychomotor, and affective domains.

MISSION

The mission of the School of Nursing at Indiana University Kokomo is to provide educational opportunities, which prepare entry-level nurses at the associate and baccalaureate degree level, capable of practicing in a variety of health care settings. The focus of the faculty is to assist in the professional development of nurses in north central Indiana.

ACCREDITATION

Accreditation is the process by which a School of Nursing evaluates its program against standards set by nationally recognized nursing organizations. When a program is awarded accreditation it is validation that the school has met strict standards of quality. As a graduate from an accredited program, the student will find their opportunities for further education are significantly enhanced. Further you can be assured that the faculty and curriculum have met the highest standards of academic excellence. Both the Associate of Science in Nursing and the Bachelors of Science in Nursing are fully accredited.

The Associate of Science in Nursing Degree Program is accredited by the: National League for Nursing Accrediting Commission
61 Broadway Street
New York, New York 10006
800/669-1656 or 212/363-5555
<http://www.nln.org>

The Baccalaureate of Science in Nursing degree program is accredited by the:
Commission on Collegiate Nursing Education a division of the American Association of Colleges of Nursing
One DuPont Circle N.W.
Suite 530
Washington, DC 20036-1120
www.AACN.org

CODE OF STUDENT CONDUCT

Students are subject to the standards of conduct as defined in the Indiana University's Code of Student Rights, Responsibilities, and Conduct. Stated due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. Students receive Code of Student Rights, Responsibilities, and Conduct with their original IU Kokomo Orientation packet. If a student does not have a copy, one may be obtained online. This is the student's responsibility. Following is the web address in order to access the Code of Student Rights, Responsibilities, and Conduct online: <http://www.dsa.indiana.edu/code/>

DEGREE REQUIREMENTS:

Indiana University Kokomo offers the following degrees: Associate of Science (ASN) in Nursing (ending Spring 2008); Bachelors of Science (BSN) Degree in Nursing; and RN mobility program which leads to a Bachelors of Science in Nursing. Please refer to the current Indiana University Kokomo Bulletin and curricular plans for information relating to the following:

- Progression through the nursing major
- Interruption of progress toward the degree (out of sequence)
- Repeat nursing courses
- Academic probation
- Dismissal
- Reinstatement following dismissal
- Reentry after interruption in study
- Clinical absence policy
- Summer enrollment
- IUK policies

INDIANA UNIVERSITY KOKOMO HONORS PROGRAM:

The honors program, Indiana University Kokomo is only available for students enrolled in a program, which leads to a Bachelors Degree. BSN students may refer to [IUK Bulletin](#) or the Honors Program director for further information.

GUIDELINES FOR NURSING MAJOR

The information in this section pertains to all students enrolled in a nursing major.

NURSING CONTACT HOURS:

Theory or didactic course credits are arranged on a one-to-one basis. (For example, a 3-credit course meets three hours per week for 16 weeks). Discussion sections are scheduled in 2 to 1 ratios.

Clinical/Laboratory courses are scheduled in a 3 to 1 ratio (For example, a 2 credit course meets six hours per week for 16 weeks). Additionally, the School of Nursing abides by a 50-minute hour in clinical, laboratory, and theory courses.

PROFESSIONAL CONDUCT:

Nursing is a profession. Therefore, students are held to the high standards of a professional at all times, whether on campus or in the clinical setting. For example, this means that students are expected to actively engage in their learning, to treat each other and faculty with respect, to demonstrate an eagerness to learn, and to seek solutions to problems as they arise. The following information supports this belief:

- A. Refer to the IUK bulletin (section on Academic Regulations) for information and guidelines regarding class attendance. Students are expected to attend all scheduled classes. Further, students are expected to come to class prepared to engage in work to be completed within that class. Persistent absence from a class can lead to inability to meet course requirements.

If it is absolutely necessary to miss a classroom or clinical experience, it is the student's responsibility to:

1. Notify the instructor prior to the experience.
 2. To obtain information covered.
 3. Make arrangements for clinical/exam make up.
(Note: All makeups of exams, assignments, and clinical days are at the discretion of the faculty member responsible for the course).
- B. Students are expected to be on time for classroom and clinical experiences. Persistent tardiness is unprofessional and will affect your grade.
 - C. Confidentiality is extremely important in nursing and is required by law (HIPAA). A breach in confidentiality may result in failure of a course or dismissal from the nursing program.
 - D. During clinical experiences, students are responsible for their assigned patient(s) for the entire clinical time and must give a report on the patient's progress to an appropriate person before leaving the clinical area to assure continuity in client care.
 - E. Students will not leave the clinical setting during clinical hours without permission of the instructor.
 - F. Students who are not prepared for their clinical assignment will not be permitted to care for patients. The faculty member has discretion to send unprepared students home. This leads to an unsatisfactory grade for the day.

STUDENT FILE:

As a student progresses through the nursing program, the student's clinical evaluations and accomplishments will be collected in a student folder which is located in a locked file in the School of Nursing office. The student has a right to review these materials at any time.

GRADE DETERMINATION:

Multiple methods are used to evaluate whether the student has achieved the objectives of a course and to assign a grade. These methods may include such things as written papers, case studies, care plans, multiple choice examinations, and discussion. Each faculty member, responsible for a course, has the right to decide how to assess student learning. Refer to the syllabi for each course for additional information. The following are guidelines which apply to all nursing courses.

GRADING SCALE FOR NURSING MAJOR COURSES

99-100	A+	81-83	C+
96-98	A	79-80	C
93-95	A-	76-78	C-
90-92	B+	73-75	D+
87-89	B	70-72	D
84-86	B-	67-69	D-
		66-below	F

PROGRESSION:

In all nursing courses, the student must obtain a grade of "C" or higher to successfully progress to the next course. When feasible, the faculty member responsible for the course will provide written notice of potential non-academic success for a student whose mid-term course grade is less than a 79 % (C). However, at all times, it is the student's responsibility to have an understanding of their academic standing in a course.

EXAMINATIONS:

Faculty view examinations as tools by which both the student and faculty evaluate the student's academic performance. Content for examinations may include material from theory classes, required readings, and course handouts. The schedule of examinations will be announced at the beginning of the course. Types of questions will be at the discretion of the course faculty. Examination scores will be made available to the students at the earliest possible time after the exam date. Students have a right to review examinations. The course faculty will determine the method of exam review.

Absence during examination:

It is the responsibility of the student to arrange with faculty make-up of the examination. The student should anticipate taking an alternate examination, not the original one.

A student who is repeatedly absent during examinations will be referred to the Program Coordinator and the student's pattern of absence and academic progress will be reviewed.

Student lateness for an examination:

A student who is late for an examination will be required to complete the examination in the remaining examination period. The course instructor will determine exceptions.

Cheating/plagiarism:

The faculty at Indiana University Kokomo School of Nursing view cheating and plagiarism as serious offenses. Students caught either cheating or plagiarizing may receive a zero for the assignment and be subject to further disciplinary action by the University. For more information refer to the bulletin on the Code of Student Right, Responsibilities, and Conduct.

GUIDELINES FOR WRITTEN ASSIGNMENTS:

As a graduate of the IUK School of Nursing, it is expected that students will be able to interact using written and verbal communication skills with clients, families and peers. The dynamic environment in health care calls for nurses who can write clearly and concisely. Online APA information may be found on the IUKSON website: <http://www.iuk.edu/academics/nursing/apaguidelines.doc>. Criteria for the evaluation of all written assignments includes, but may not be limited to the following:

1. Correct use of spelling, punctuation, grammar, and syntax.
2. Correct use of format as well as adequate proof reading, legibility, and neatness.
3. Submission of papers at assigned time.
4. Use of the most recent edition of the Publication Manual of the American Psychological Association (APA).
5. Use of the computer/word processor for all papers except some clinical papers and medication cards as explained by the instructor.

If the above guidelines are not followed, the instructor may return the paper to the student for revision. The paper will then be considered late and graded accordingly. If faculty would like to retain a copy of a student's work for accreditation purposes, sharing with other faculty/students, or for other reasons, the faculty should obtain the student's permission by using the Student Consent for Retention and Use of a Course Related Work form.

When developing the content of a paper, the student should use the following as a guide:

1. Sense of Purpose	Raises significant questions. Refines generalization avoids over simplification. Sufficient scope to answer question under study. Able to apply nursing concepts and principles to topic of study.
2. Word Choice	Strives for accuracy and clarity of thought. Writing shows depth of thought.
3. Significance/Appropriate	Addresses issues important to discipline. Uses appropriate nursing resources.
4. Consistency	Internal congruence and flow of thought.
5. Grammar/Style	Grammatically correct; follows APA format; no errors in spelling, punctuation, word usage.
6. Accountability	Writing demonstrates original work; credit to appropriate sources; application of research to problem solution. Demonstrate application and synthesis when appropriate.

COURSE EVALUATION:

At the end of each course, students will be provided the opportunity to anonymously evaluate the course and the teaching methodology of the instructor. Faculty and the dean use these evaluations as an integral part of course and curricular assessment. Faculty and the dean receive the results of the course evaluations following the posting of student final grades for the course.

STUDENT ASSISTANCE:

The faculty members maintain regular office hours and are available to students for individual assistance. The student must take responsibility in initiating the request for assistance. It is suggested that scheduled appointments be made for student assistance. Students are encouraged to contact personally the course faculty, Director of ASN Program, Chair of the BSN Program, and/or the nursing staff.

If academic and/or personal problems jeopardize students' academic success, the faculty advises students to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, nursing process recordings, mastery skills, or personal concerns. It is the student's responsibility to seek assistance early and conscientiously.

Faculty also makes referrals to resources when they identify a student's need for assistance. It is the student's responsibility to seek this assistance.

Indiana University Kokomo's counseling center provides free personal counseling for currently enrolled students. Appointments may be made by calling 765/455-9214.

LETTERS OF REFERENCE:

To request a letter of recommendation from a faculty member for employment/award or scholarship application the student must complete the Authorization for Release of Information form and give the form to the faculty member at the time of the request.

WITHDRAWAL POLICY:

Failure to follow proper withdrawal procedures will result in a grade of "F" being recorded on the official transcript. Withdrawal from a required general education course in the semester indicated in the curriculum design requires withdrawal from all related nursing courses (ASN and BSN). Refer to the Coordinator of Nursing Student Services for clarification. Withdrawal from a nursing course requires withdrawal from its co-requisite nursing course

Sixteen Week Courses:

- If you withdrawal by the 8th week of class you will receive an automatic grade of "W"
- If you withdrawal between the 9th and 13th week of class your instructor may assign a grade of either "W" or "F" depending upon the level of work completed to date in the class.
- There will be no withdrawals during the last two weeks of class.

Eight Week Courses:

- If you withdrawal by the 4th week of class you will receive an automatic grade of "W".
- If you withdrawal between the 5th and 6th week of class your instructor may assign a grade of either "W" or "F" depending upon the level of work to date in the class.
- There will be no withdrawals after the 6th week of class.

HEALTH REQUIREMENTS

The International Council of Nurses (2006), "Code of Ethics" addresses the nurse's responsibility to maintain "a standard of personal health such that the ability to provide care is not compromised." The Indiana University Kokomo (IUK) School of Nursing requires that students meet certain health requirements upon admission to the nursing program. It is the student's responsibility to submit accurate and timely information. The identified health requirements do not require a physician's visit or signature; this is self-reported information.

It is common for student nurses, as part of their duties, to intermittently lift and carry up to 50 pounds and push/pull up to 200 pounds. Patient care duties may require walking from patient room to patient room, sitting or standing for long periods, squatting, bending, or stooping. Hearing and speaking must be adequate to assure effective communications and accurate patient assessment.

If any student is hospitalized during the semester or is otherwise under the continued care of a health care provider (nurse practitioner or physician) the student must provide a written health release form (available in this handbook) signed by that health care provider before participating in clinical activities.

All students are required to practice standard precautions to safeguard their patients and themselves.

Clinical Agency Health Requirements/Non-Health Related Requirements Form

It is the student's responsibility to provide information required by the healthcare agencies in which clinical coursework will be completed. All students are required to complete and submit the Clinical Agency Health Requirements/Non-Health Related Requirements Form prior to the beginning of the first semester they enter the program and as required thereafter. Failure to do so may result in dismissal from the program. Students will not be repeatedly asked for the information. Additionally, students are expected to update their TB and CPR record with the Recorder in the nursing office as needed.

A sample form is found on the following page. Students should receive the original form via U.S. mail with the acceptance packet. Return the **original completed form** to the Nursing Recorder in the Nursing Office (KE220). Should the original form be misplaced, a copy may be obtained by accessing the *Handbook for Nursing Students* via the nursing website. **Failure to complete and/or return the form will prevent you from entering the clinical courses**

INDIANA UNIVERSITY KOKOMO
SCHOOL OF NURSING

INSTRUCTIONS FOR COMPLETING THE
CLINICAL AGENCY HEALTH REQUIREMENTS FORM

In order to complete all required coursework for graduation from Indiana University Kokomo School of Nursing, all students must complete clinical (practicum) courses. While delivering patient care in a given clinical agency, students are required to comply with all policies and procedures of that agency. At present not all agencies have the same requirements. Due to variation in space availability for student placement and the rotational nature of clinical courses, students must meet requirements of all facilities.

It is your responsibility to submit accurate and timely information. The identified health requirements may require a physician's visit, depending on the dates of your most recent immunizations, however a physician's signature is not required—this is self-reported information.

Please follow the guidelines outlined below and complete the reverse side of this form. **The COMPLETED form must be returned to the Nursing Recorder located in the Nursing Office, East Building, Room 220 no later than July 1 for Fall admits or November 1 for Spring admits. Failure to complete and return the form will prevent you from entering the clinical courses.** Thank you.

1. Health Requirements Form—top portion of reverse side, which includes the following:
 - a. Five Panel Drug Screen Results—current
 - b. 2-Step TB Test or 2 tests within the year—if TB test results are positive, a chest x-ray may be requested. If you are unable to take a TB test, a chest x-ray report not more than 2 years old is required, and must be updated every 2 years.
 - c. Tetanus/DPT—must be dated within 10 years of entry semester
 - d. Polio—date of immunization or current titer*
 - e. Hepatitis B Vaccine—series of 3 injections is **required**. If you are unwilling or unable to receive the vaccine, you may attach a denial form which can be obtained in the Nursing Office.
 - f. Chicken Pox—date of immunization or current titer*
 - g. Mumps/Measles/Rubella **or** MMR—date of immunization or current titer*
2. Non-Health Related Requirements Form—bottom portion of reverse side, which includes the following:
3. Professional CPR—must include adult/child/infant and is **required**. Sessions are available by calling your American Red Cross, American Heart Association or a hospital in your area.
4. Limited Criminal Background Check+—current
5. OIG/GSA Check+—current

*A **titer** is a blood draw taken to evaluate if you have antibodies sufficient for immunity to a specific disease. Multiple titers can be run from the same blood draw to provide results for the required tests.

+Instructions for how to complete the required checks may be found on the Indiana University Kokomo School of Nursing website <http://www.iuk.edu/~konurse/>

DISCLAIMER: ALL DOCUMENTATION IDENTIFIED ABOVE IS NEEDED TO COMPLY WITH REQUIREMENTS OF HEALTHCARE AGENCIES IN WHICH CLINICAL COURSES ARE CONDUCTED, AND ARE NOT REQUIREMENTS OF INDIANA UNIVERSITY KOKOMO. REQUIREMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF HEALTHCARE AGENCIES. STUDENT INFORMATION WILL BE PROVIDED TO THE CLINICAL AGENCY UPON REQUEST. NOTIFICATION OF REQUIREMENT CHANGES WILL BE FORWARDED AS SOON AS THEY ARE COMMUNICATED TO THE SCHOOL.

Limited Criminal Background Check

Many of the clinical sites utilized by the Indiana University Kokomo School of Nursing for student hands-on clinical experience (e.g. hospitals, clinics, and other agencies) require verification of criminal history before students may be placed in their organization. Based on the requirements of these facilities, as well as state and federal regulations, all students applying for admission to undergraduate nursing programs (ASN and BSN) must provide the Indiana University Kokomo School of Nursing with evidence they have submitted to a limited criminal history check.

A student's past criminal history may impact his/her admission to undergraduate nursing programs, limit the number of suitable practice/clinical sites, and/or affect ability to obtain licensure as a registered nurse (RN) in the state of Indiana and other states.

Instructions for completing required Online Limited Criminal History Search--\$16.32 Fee, must be paid online

1. Go to www.in.gov
2. You will see **Online Services** on the right-hand side of the screen. Click on the 4th option "**Limited Criminal History Search**" and follow the directions.
3. Check #1 as the reason for the request. At the end you will be required to provide credit card information. The charge is \$16.32 for the report, which you should print on your printer. Have your printer ready and print 2 copies—keep one for your personal records and attach the second copy to the health/non-health related requirements form to be forwarded to the School of Nursing.

Instructions for completing required OIG/SGA Background Check—No Fee

1. Go to www.oig.hhs.gov
2. You will see a list on the right-hand side of the page. Click on 5th option "**Fraud Prevention and Detection**".
3. You will see a list—click on 6th option "**Exclusion Program**".
4. You will see a list—click on the option "**Online Searchable Database**".
5. Input your last name. In the first name field, enter your first name followed by your middle initial and click on **search**.
6. Have your printer ready and print 2 copies—keep one for your personal records and attach the second copy to the health/non-health related requirements form to be forwarded to the School of Nursing.

A COPY OF BOTH REPORTS IS REQUIRED FOR INCLUSION IN EACH ADMITTED NURSING STUDENT FILE. IF THE REPORTS ARE NOT PRESENT, THE STUDENT WILL BE PROHIBITED FROM PARTICIPATING IN THE CLINICAL COMPONENT, AND THUS BE UNABLE TO PROCEED WITH THE NURSING CURRICULUM.

/smm, 5/30/06, Approved by Curriculum Committee 11/7/05, Amended per website changes—7/07

INDIANA UNIVERSITY KOKOMO - SCHOOL OF NURSING

Health Release Form

(For student under the care of a health care provider)

_____ is a student at Indiana University Kokomo School of Nursing. This student must have a release from his/her physician/nurse practitioner prior to beginning/returning to clinical activities. Students may be in clinical settings for up to 12 hours a day.

In your opinion will involvement in clinical activities pose a risk to this student's health? _____ If yes, please describe limitations. *

In your opinion could this student's responsibility for patient care pose a risk to the patient's safety? _____ If yes, please describe limitations. *

Signature

Date

*For example: physical limitation, increased probability of infection transmission, medication use that may affect judgment, decreased ability to make decisions in stressful situations, possible lapse of consciousness due to seizures or low blood sugar, etc.

Thank you for your assistance in this very important matter!

STUDENTS WITH DISABILITIES:

The faculty in the School of Nursing recognize that some students may have disabilities that would influence their ability to be successful in meeting nursing program requirements at IUK. It is the student's responsibility to inform and provide documentation to the University Division Special Services and the Coordinator of Nursing Student Services on admission and anytime such a disability occurs or becomes an issue thereafter.

The School of Nursing will make reasonable accommodation to assist the student with disabilities to successfully complete all requirements of the nursing degree program. If there is a question about whether a student's disability will interfere with successful program completion, the Academic Affairs Committee will consider the case. The School of Nursing makes no guarantee to the student regarding accommodations that will be made for the student for NCLEX testing or in future professional employment.

/smm

/created by Academic Affairs Committee and approved by LCNF on 5/8/01.

Revised 3/10/03

Adopted by LCNF 3/10/03 for placement in Student Handbook and IUK Bulletin (Current edition 2006-08)

STUDENT PROFESSIONAL APPEARANCE

Purpose: The student will present an appearance that reflects the nursing profession.
*Note: Course syllabi have specific information.

Uniform Policy

Beginning Fall 2006, BSN students admitted to the nursing major are required to purchase the official crimson uniform bearing the Indiana University logo. If desired, cover jackets may be purchased from the same vendor and should also be crimson. In the Kokomo area, uniforms may be purchased at the Indiana University Kokomo Bookstore and The Uniform Shop at 1417 South Reed Road (US31 bypass). Uniforms may also be purchased online directly from the vendor at <http://gelscrubs.com/cl/indiana.html>.

Uniforms must be worn in the nursing lab beginning semester 1.

White lab coats with the IU logo will be required for any clinical work in the community when full scrubs are not required as directed by the faculty member.

Shoes must be all-white made from non-permeable material—no cloth/fabric or mesh. A color logo, e.g. Nike 'swoosh', is permissible. Shoes must have enclosed heels and toes.

For reason of religious belief, if skirts must be worn they must be made from fabric of the same color and character as the official IU uniform.

Approved IUK student identification must be worn each clinical day. Also required are a watch with second hand/LED second readout and a stethoscope.

The uniform/professional attire is to be clean and wrinkle-free each clinical day. Shoes are to be clean and polished. Any student who comes to the clinical experience inappropriately dressed will be sent home. The clinical day may be made up at the instructor's discretion.

Optional—An all-white $\frac{3}{4}$ length sleeve t-shirt may be worn under the scrub top.

Guidelines

The Faculty believes the following will serve to assist the student to present a professional appearance.

Tattoos—any tattoo must be fully covered in a manner that makes it not visible.

Hair—is to be clean and styled in such a way as not to interfere with patient care. Perfumes and colognes are not to be worn in the clinical area. Nail polish or artificial fingernails are not to be worn.

Jewelry—the following apply:

- A plain movable band may be worn on one finger.
- One small earring per ear may be worn.
- No necklaces/chains or other evident jewelry is to be worn. (Includes body-piercing items).

Gum—chewing of gum/tobacco/hard candies is not permitted during delivery of patient care.

Optional Supplies:

- Back safety belt
- Hemostats
- Scissors
- Eye goggles
- Penlight

MATH POLICIES

FOR ALL NURSING MAJORS--Because math for medications is so important, medication calculation questions may appear on any or all nursing core course exams, even if the subject of math was not directly taught in the course.

ASN MATH PROFICIENCY POLICY:

Math Proficiency is essential for the safe performance of nursing, for example, administration of medications. During A136/A137 the student must demonstrate proficiency in dosage calculation on a written examination. The first examination will be given during class time in lecture as scheduled on the calendar. If the exam is not passed at 90% at this time, the student will be required to attend remedial help session(s) which will be scheduled outside of class and laboratory hours. A second examination will be given as scheduled on the calendar. If the student does not pass at a 90% at this time, the student will be required to obtain a minimum of 2 hours of documented math tutoring. A third examination will be given the week prior to the beginning of spring semester. The student must pass at 90% or he/she will not be allowed to progress to the spring semester nursing courses. (See the IUK Bulletin for policies regarding progression). Enrollment in a remedial math course or a dosage calculation course is then required and must be approved by the nursing faculty. It will be necessary to retake and pass the math proficiency examination when it is offered during the next fall semester. This proficiency exam is not reflected in the A136/A137 grade, but passing the exam is necessary for progression to the spring semester classes.

LPN-ASN students will be required to pass one a dosage calculation proficiency exam. This will be given as a part of the LPN transition course. LPN transition students shall be offered three attempts to pass this exam, equivalent to the first year ASN students.

During the fall semester of the second year, a second year dosage calculation proficiency exam will be given that reflects both simple and advanced dosage calculation problems. This exam must be passed at 90%. Students not passing will be required to attend remedial help sessions, scheduled outside of class and clinical hours. Students not passing a second exam will be required to attend and document sessions of remedial assistance. The third exam will be given the week prior to the beginning of the spring semester. Students not passing the exam at this time will not progress to the spring semester courses, and must complete a remedial math or dosage calculation course prior to progression. The proficiency exam must be passed prior to progression.

In order to be eligible for graduation, all second year returning students must re-take and pass (at 90%) the proficiency exam, regardless of test success in previous years/attempts.

BSN MATH PROFICIENCY POLICY:

Math proficiency is an essential part of safe nursing practice. Therefore, nursing math concepts are introduced, taught, and tested in B233 Health and Wellness. Students must demonstrate knowledge and application of math skills by achieving a score of 90% on a math test. If the student is not successful on the first attempt, the student must arrange for remediation and re-testing with the course instructor. A limit of two (2) additional test attempts must be completed prior to the end of the semester. It should be noted that the first math test score is calculated into the final course grade for B233, but the student must successfully pass the math test before moving into the junior year.

Because math for medications is so important, medication calculation questions may appear on any or all nursing core course exams, even if the subject of math was not directly taught in the course.

/smm, 11/30/05, Revised and approved by Curriculum Committee, 11/7/05

PREPARING FOR GRADUATION

Planning your graduation and celebrating your successful completion of your nursing studies is an exciting time. The information in this section is designed to assist you as you plan for this event.

End of Program Student Evaluations

The purposes of these evaluations are to help the faculty evaluate the effectiveness of the curriculum in developing the student. Participation in the evaluations is required to graduate. During the last semester of a program, students must take designated end of program evaluation exams. There may be a fee associated with these exams.

Pictures

During their final year, students will need to have a picture taken for identification purposes and for admittance to take the NCLEX (state board exam). Students must purchase three pictures for entrance to the testing site. Specific information about the NCLEX pictures will be distributed in the fall semester prior to graduation.

Application for Graduation

The application for graduation will be completed at the beginning of the final semester of the program. All Removals of Grades and Deferred Grades, Changes of Grades, Independent Study (Correspondence) Grades must be received no later than three weeks prior to the end of your final semester. It takes time to process the application through the University system and to resolve any problems, which may occur. See the Coordinator of Nursing Student Services for exact date. May, June, and August graduates are eligible to participate in commencement. December graduates may participate in commencement the following May.

School Pins

The School of Nursing pins for the holders of the ASN and BSN degrees are similar, yet distinctive, for each program. An order blank for the pins will be distributed in the spring for each program.

Recognition Ceremony

The recognition ceremony is a professional event, held annually, in which graduates receive their school pins and celebrate their achievements as graduates preparing to enter the profession of nursing. This event is held in May. Guidelines for the ceremony are developed by the faculty with student input and are distributed to the students in the fall. May, June, August, and December undergraduates are eligible to participate in the May Recognition Ceremony.

NCLEX (STATE BOARD EXAM)

The licensing exam for Registered Nurses is a national exam, which is administered by the National Council of State Boards of Nursing. The testing is available year round via computerized adaptive testing (CAT). The test will take from two to five hours to complete. The graduate will pay the exam costs. The fee charged to become licensed varies from state to state.

Legal Limitations for Licensure

The following questions are asked on the application for the Indiana State Board of Nursing Licensure Exam. If you have difficulty with any of the answers to these questions, please contact the nursing office. You need to consider that an answer of "yes" may prevent you from being eligible for licensure as a nurse.

1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit you hold or have held in **any** state?
2. Have you ever been denied a license, certificate, registration, or permit to practice as a nurse or **any** regulated health occupation in **any** state or country?
3. Are there charges pending against you regarding a violation of any Federal, State or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
4. Have you ever been convicted of, pled guilty or nolo contendere to:
 - a. A violation of any Federal, State, or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
 - b. To any offense, misdemeanor or felony in any state? (Except for minor violations of traffic laws resulting in fines.)
5. Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or as another health care professional?
6. Have you ever had a malpractice judgment against you or settled any malpractice action?
7. Are you now being or have you ever been treated for a drug abuse or alcohol problem?

The IUK School of Nursing cannot be responsible for the Indiana State Board of Nursing's decision about your eligibility to sit for the NCLEX Exam.

APPEALS PROCESS

Academic Appeals

Problems related to a student's academic and professional status and program progression that emerge during enrollment in undergraduate nursing programs are handled through an appeal process. The process is described in Part II: Student Complaint Procedures in the Code of Student Rights, Responsibilities, and Conduct, found on the IUK School of Nursing Web page. During the appeals process in a nursing course, the student may not begin classes in a subsequent nursing course until the appeal is resolved. To appeal, the student must make an appointment with the following individuals in the order in which they appear on the list below. The student will have exhausted all informal means to resolve the issue prior to using the formal appeals process. Students need to remember there are fewer working days between fall and spring semesters, so time is an element in this process.

1. The first person to consult for an appeal is the faculty responsible for the course. If the appeal cannot be mediated to the satisfaction of both the instructor and the student, either may request that the appeal be referred to the next level of the appeals process. This should be done within 5 working days following the incident. A written summary of the incident, the action taken, and results of step one should be completed prior to step 2 of the appeals process.
2. If necessary, the second person to consult is the Director of the ASN Program or the Chair of the BSN and Higher Degree Programs. The Director / Chair will have 5 working days to resolve the situation. If the appeal cannot be mediated to the satisfaction of both the Director/Chair Program and the student, either may request that the appeal be referred to the next level of the appeals process. If the Director/Chair and the faculty responsible for the course is the same person, this step is eliminated from the process.
3. If necessary, the third person to consult is the Dean of Nursing. The Dean will have 10 working days to resolve the issue. If the appeal cannot be mediated to the satisfaction of both the Dean of Nursing and the student, either may request that the appeal be referred to the next level of the appeals process.
4. If necessary, the fourth person to consult is the Vice Chancellor for Academic Affairs. If the appeal cannot be mediated to the satisfaction of both the Vice Chancellors for Academic Affairs and the student, either may request that the appeal be referred to the next level of the appeals process. The Vice Chancellor will have 10 working days to resolve the issue.
5. If necessary, the fifth contact to consult concerning the appeal is the Campus Review Board. All decisions made by the Review Board will be final. Any board member hearing the appeal at a previous level is required to abstain from the voting on the appeal decision.

Appeals related to Admission, Progression, or Graduation:

Occasionally a student may find it necessary to appeal a policy related to admission, progression or graduation. These appeals are done, via letter, to the Chair of the Academic Affairs Committee. (See the following for sample format). This committee does not deal with academic appeals (those matters which relate to a grade assignment.) See the section Academic Appeals for information related to this.

INSTRUCTIONS FOR STUDENT LETTERS TO ACADEMIC AFFAIRS COMMITTEE

1. **FORMAT:** Use white 8 ½ by 11 paper; type or write legibly.
2. **CONTENT:** Include the following when appropriate:
 - a. Purpose of letter, i.e., withdrawal, request for readmission etc.
 - b. Reason for request.
 - c. If request for reinstatement or continuation, indicate semester and module desired.
 - d. Additional information which would be useful in decision making by the Academic Affairs Committee.

3. Address as follows:

Chairperson
Academic Affairs Committee
Indiana University School of Nursing
2300 S. Washington
P.O. Box 9003
Kokomo, IN 46904-9003

Please review criteria for reinstatement to the appropriate program as listed in the Indiana University Kokomo Bulletin.

4. Students who have interrupted their programs are required to submit written notification of their intent to reenter the program to the Coordinator of Nursing Student Services by March 15th for fall and October 15th for spring. All requests for reentry will be evaluated on the basis of the availability of clinic resources. Curriculum changes occurring during the period of interrupted progress toward the degree may result in review and revision of degree requirements.

MISCELLANEOUS POLICIES:

Learning Laboratory Equipment Loan Policy

Purpose: To describe who may borrow equipment and videos from the Nursing Laboratory and the terms/conditions of borrowing the equipment or video.

Students may borrow equipment from the Learning Laboratory at the discretion of the Laboratory Coordinator. Videos may be viewed in the Nursing Laboratory or in the IUK Library, if they are course material. If a video is not considered course material, it may be checked out by nursing students. If equipment is to be taken off campus, a "Loan Agreement" must be completed in advance. All equipment is to be returned within two working days unless special arrangements have been made with the Laboratory Coordinator who will verify that the equipment is not scheduled for use by someone else. If there will be any delay in getting the equipment back to the Laboratory by the designated time, the responsible individual must notify the Laboratory Coordinator. The borrower assumes total liability for the repair or replacement of damaged or lost equipment. Deviation from this policy will be considered unprofessional behavior and may result in course failures or program dismissal.

Note: Dinah Downhour (ph: 765-455-9341; ddownhou@iuk.edu) is the Nursing Laboratory Coordinator. Materials must be checked out through her. The nursing office staff is not responsible for securing items from the learning laboratory. Please plan ahead for your Laboratory Equipment Loan needs.

The usual hours that the Nursing Laboratory is open include: Monday - Friday 7 - 3:30. These hours are subject to change; please check ahead if you are planning to check out material.

approved: 5/96
revised : 5/2002

Indiana University Kokomo School of Nursing
Bloodborne Pathogens Exposure Control Policy

Pertaining to STUDENTS in Learning Laboratory and Clinical Activities

NOTE: ALL APPENDICES REFERRED TO IN THIS POLICY ARE FOUND IN THE IUK EXPOSURE CONTROL PLAN LOCATED IN LABORATORY A OF THE NURSING LABORATORY ON THE COUNTER BEHIND THE NURSES' STATION.

Objective:

To reduce the possibility of exposure of students to the human immunodeficiency virus (HIV) and hepatitis B virus (HBV), and other infectious agents in the IUK nursing learning laboratory and in clinical settings.

Policy:

Students shall observe the Centers for Disease Control and Prevention (CDC) recommendations as directed by the Occupational Safety and Health Administration (OSHA) in accordance with the "Indiana University Kokomo Bloodborne Pathogens Exposure Control Plan" while practicing in the nursing laboratory and in clinical settings. Students will receive written and verbal instructions about standard precautions, including those to prevent transmission of infectious agents via blood and other bodily secretions, as recommended in the CDC guidelines, prior to participating in any activities in which they may risk exposure.

No needles may be removed from the learning laboratory or from the clinical setting. All students are required to carry active health insurance.

NURSING LABORATORY SETTING:

Students may pierce skin for the purpose of obtaining blood for diagnostic testing (glucose, cholesterol, etc.).

Students may practice drawing up saline/water into syringes. They may locate injection sites on themselves and others; however they may not pierce their own skin or that of any other person for purposes of injecting any material.

Needles and syringes shall be handled with extreme caution at all times. Needles may be recapped, after drawing up solution prior to injecting the manikin, only if using the one-hand technique. Self-sheathing needles should be used when available to avoid the need for recapping entirely. Needles may not be bent, sheared, replaced in the sheath or guard, or removed from the syringe after use. The used needle and syringe shall be promptly placed in a puncture-resistant container for proper disposal.

Should a needle stick injury or other exposure occur, the injured student should immediately notify the faculty member and follow the "Protocol for Needle or Other Contaminated Injuries" (found in the IUK Exposure Control Plan located in KE207 Nursing Laboratory [Laboratory A] on the counter behind the nurses' station). The student should then work with the faculty member to complete the "IUK Student Incident Report" form in the "IUK Nursing Student Handbook" and submit it to the IUK Dean of Nursing.

The injured student is strongly encouraged to notify her/his personal healthcare provider for appropriate follow-up. The injured student; however has a right to refuse to be seen by a health care provider and to be tested for HIV. All costs incurred will be the responsibility of the injured person.

Clinical Setting:

Students are expected to comply with the facility's policies/procedures regarding bloodborne pathogens, infection control and universal precautions, including the appropriate use of protective equipment.

If any type of injury occurs in the clinical area, the injured person must immediately notify the faculty member and follow that facility's policy/procedure for reporting the injury (which usually includes notifying the supervisor of the unit and filling out the appropriate incident report, etc.).

The incident will be reported by the student/faculty member to the IUK Dean of Nursing using the "IUK Student Incident Report" form in the "IUK Student Handbook."

The injured student is strongly encouraged to notify her/his personal healthcare provider for appropriate follow-up. The injured student; however has a right to refuse to be seen by a health care provider and to be tested for HIV. All costs incurred will be the responsibility of the injured student.

3/00

Reviewed and Revised by the IUK Division of Nursing Academic Affairs Committee

5/00 Approved LCNF

INDIANA UNIVERSITY KOKOMO
SCHOOL OF NURSING

Standard Precautions Procedures for the Learning Laboratory

The following guidelines are utilized by the School of Nursing for infection control Indiana University Kokomo.

1. Syringes and Needles
 - A. Hypodermic syringes, needles, and IV infusion sets will be disposed of in a rigid puncture resistant polypropylene container.
 - B. Immediately after use, the container will be sealed for disposable per lab protocol.

2. Urine Testing
 - A. Student urine testing collection cups will be confined to the Nursing Laboratory bathroom.
 - B. After testing, bio-hazardous plastic bags will be utilized to dispose of contaminated cups used by students.
 - C. Gloves will be used to do the test and students will follow medical aseptic technique of handwashing after procedure.

3. Potential contact with any bodily secretion mandates the use of gloves. Students are taught standard precautions/infection control for the following procedures:
 - A. IV therapy
 - B. Injection therapy
 - C. Endotracheal/pharyngeal suctioning
 - D. Catheterization
 - E. Urinary, bladder and vaginal irrigation, enema
 - F. Physical assessment
 - G. Isolation procedures
 - H. Hygienic care, perineal care
 - I. Dressing changes
 - J. Tracheotomy care

Reviewed 5/02

FORMS

**INDIANA UNIVERSITY SCHOOL OF NURSING
STUDENT INCIDENT REPORT**

Date and Time of the Incident: _____ Student Name _____

Location (IUK Nursing Laboratory/Specific Hospital Unit/Area of Unit, etc.) of the Incident:

On back of this form please provide a brief description of the incident and action taken after the incident to minimize risk of further injury (who, what, how?)

Was the IUK/Facility's Universal Precautions/Infection Control Policy Followed (protective equipment used, etc.)?

Initials of Instructor signify that this has been done:

_____ The appropriate incident reports were filed at the facility.

_____ The injured student was encouraged to be seen in the facility's emergency department &/or by personal health care provider &/or to be tested for exposure/infection.

_____ The injured student was notified that any costs incurred would be her/his own responsibility.

Initials of the injured student indicate which of these statements is (are) correct:

_____ I plan to/have been seen in the facility's emergency department &/or personal health care provider.

_____ I choose not to be seen in the emergency department &/or by my personal health care provider related to this situation.

_____ I realize that I am responsible for any health care expenses related to this situation.

_____ I realized that I have a right to refuse to be tested for exposure/infection.

Instructor's Signature

Injured Student's Signature

cc: IUK Dean of Nursing
Program Director or Chair
Student File

**INDIANA UNIVERSITY KOKOMO
SCHOOL OF NURSING**

Authorization for Release of Information

To be signed each time release of information is requested

When a student requests a faculty member write a letter of recommendation for employment, scholarship, award, or other reasons,

The student will:

- A. Sign a copy of this form and give it to the faculty person who is being asked to write the recommendation.
- B. Contact the IUK Placement Office when applying for employment and follow their procedures.
- C. Recognize the fact that a faculty person has the right to refuse to write a letter of recommendation.
- D. Not request recommendations over the telephone.

The faculty member will:

- A. Place a copy of the signed release form and of the letter of recommendation in the student's permanent record file.
- B. Refuse to give recommendations over the telephone.

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize Indiana University Kokomo to furnish records or transcripts of my grades, honors, or achievements they may have concerning me. I also release any individual, school, or institution, its officers, agents, and employees from any liability for any damage whatsoever for issuing such information.

I hereby give my permission for _____
(write in name of individual requested to give recommendation) to provide written information regarding my achievements while attending Indiana University Kokomo.

Name _____

Date _____

Approved 5/96

**INDIANA UNIVERSITY KOKOMO
SCHOOL OF NURSING**

STUDENT CONSENT FOR RETENTION AND USE OF A COURSE RELATED WORK

Retention and use of a student's work requires the student's written consent. The reason a faculty member is requesting student work must be indicated (see consent form). The permission form requires the signature of the student and faculty member. The consent form is retained with the student's work. Students need to be informed that consent is voluntary and their refusal will not affect their grade(s).

This is a copy of the form faculty will use when requesting retention of student work.

STUDENT CONSENT FOR RETENTION AND USE OF A COURSE RELATED WORK

Title of Work: _____

Name of Student: _____

Course Number/Title: _____

_____ Paper _____ Audiovisual Product _____ Other

I give permission for Indiana University Kokomo School of Nursing and/or
_____ to retain the above named work.

(Name of Faculty Member)

I understand that this work will be used only for the following purposes:

1. Documentation of Student work for review by accrediting agencies;
2. Sharing with other faculty/students interested in the topic or course;
3. Other (Please identify): _____

I understand that full credit will be given to me if the paper is read, quoted, or used in any way.

(Signature of Student)

(Date)

(Faculty of Student)

(Date)

Original Copy: Attached to work
Copy: Student

Reviewed 05/2002

**INDIANA UNIVERSITY KOKOMO
SCHOOL OF NURSING**

Receipt of Handbook Form

All students enrolled in the IUK School of Nursing, upon acceptance to Clinical practice courses, are required to sign this form and have it placed on file in the School of Nursing Office. This form acknowledges the student's receipt of the Indiana University Kokomo School of Nursing Handbook for Nursing Students. The student is to adhere to the provisions delineated in the Handbook and is responsible for reading and seeking any needed clarification of said provisions.

Progression and attendance within the clinical/practicum area is not allowed until this form is on file.

My signature as a student indicates that I have received and read a copy of the Indiana University Kokomo School of Nursing Handbook for Nursing Students.

UPDATES TO THIS HANDBOOK WILL BE POSTED ON THE SCHOOL OF NURSING WEBSITE AT <http://www.iuk.edu/~konurse/studentervices.shtml>. IT IS MY RESPONSIBILITY TO CHECK THE WEBSITE FREQUENTLY IN ORDER TO KEEP ABREAST OF ANY UPDATES/CHANGES TO THE HANDBOOK.

Student
Signature _____ Date _____

All students enrolled in the IUK School of Nursing are required to adhere to the Code of Student Rights, Responsibilities, and Conduct published by Indiana University. Each student is given a copy of the booklet when he/she enrolls in the University.

I understand that I am responsible to adhere to the provisions delineated in this code, and am responsible to seek any needed clarification of these provisions.

My signature as a student indicates that I have received and read a copy of the Code of Student Rights, Responsibilities, and Conduct.

UPDATES TO THIS HANDBOOK WILL BE POSTED ON THE SCHOOL OF NURSING WEBSITE AT <http://www.iuk.edu/~konurse/studentervices.shtml>. IT IS MY RESPONSIBILITY TO CHECK THE WEBSITE FREQUENTLY IN ORDER TO KEEP ABREAST OF ANY UPDATES/CHANGES TO THE HANDBOOK.

Student
Signature: _____ Date _____

This completed form is filed in the School of Nursing office.