



Prelicensure/RN-BSN Nursing Student Handbook, Policies, and Procedures

Alverno
COLLEGE

SCHOOL OF NURSING



Welcome!

Welcome to the Alverno College School of Nursing! This program began in 1932 and is fully accredited. Since we began, our focus has been on advancing the learner's nursing abilities in teaching and clinical practice. As a learner in this curriculum, you are at the heart of the Nursing program and your learning is central to all of our activities.

Faculty and students of the School of Nursing, and the Advising Department have developed this handbook over time to assist you in understanding your role as a nursing student in the School of Nursing of Alverno College. It includes academic information concerning the nursing courses, the organizational structure of the School, Nursing School-specific policies and procedures that complement the general college policies and other important information that you will need as you pursue your nursing education. This handbook is a resource that is to be used in conjunction with the *Alverno Student Handbook*.

At Alverno, you are expected to be a self-directed learner. In your study of professional nursing you will find the *Nursing Student Handbook* and the *Alverno Student Handbook* are valuable resources for essential information needed to progress through the program. **We ask that you use the information in this handbook until you graduate.** The most recent edition of the handbook is available online. Your advisor and instructors in the School of Nursing are additional resources to help you achieve your desired goal of graduation with a professional nursing degree.

As you develop in your role as a professional nurse in a challenging and rewarding career, you will become more aware of the symbols of the profession represented in your nursing pin. The Alverno nursing pin, which you will be eligible to receive upon graduation, was adopted in 1967. It is pictured at the top of this page. The interlocking rings represent the person to person relationship in nursing and the special relationship between you – the nurse – and the client – the recipient of your care and concern. The ability of all persons to love and care is reflected in the red flame. The gold flame represents the knowledge of the sciences and humanities characteristic of the baccalaureate prepared professional nurse. Finally, the mountain depicts Mount Alverno, a mountain to be found everywhere when one chooses to gain a perspective on one's life. Alverno is a special place for such a climb.

Welcome to learning about professional nursing and the Alverno College School of Nursing community!

For the faculty and students of the School of Nursing,

A handwritten signature in black ink that reads "Peg Rauschenberger". The signature is written in a cursive, flowing style.

Peg Rauschenberger
Undergraduate Nursing Program Director

A handwritten signature in black ink that reads "Judeen Schulte". The signature is written in a cursive, flowing style.

Judeen Schulte, PhD, RN
Professor and Dean, School of Nursing

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MISSION OF ALVERNO COLLEGE

Alverno College is an institution of higher education dedicated to the undergraduate education of women. The student – her learning and her personal and professional development – is the central focus of everyone associated with Alverno. Alverno extends its mission of service and strengthens its ties to the community by offering graduate programs to both women and men. Agreement regarding this mission is evident throughout the college in its publications and operating philosophy. It is the recurring theme in messages of the Board of Trustees and the President of the college, in catalogs and educational publications, and in the daily approach of faculty and staff to their work. The college's accomplishments are measured by how well we carry out this central mission.

MISSION OF THE SCHOOL OF NURSING

Through the undergraduate education of women, the mission of the School of Nursing at Alverno is to prepare professional practitioners who are committed to meeting the health needs of people of all ages and who are prepared for the pursuit of graduate education. The student's learning and personal and professional development are the central focus of the School's faculty and staff. **Through the graduate education of women and men in nursing**, the School of Nursing extends its mission of service, strengthens its ties to the community, and affects the education and well-being of diverse populations. The accomplishments of the School are measured by how well we carry out our central mission.

VISION OF THE NURSING SCHOOL

The Nursing School's faculty and staff hold as our vision that each learner will experience *visionary learning for a lifetime of influence*.

PURPOSES OF THE NURSING SCHOOL

The purposes of the School provide direction for the School of Nursing as well as a means of evaluating the level of attainment of its goals at any given time. The purposes are consistent with those of Alverno College, namely, creating a community of learning, creating a curriculum, creating ties to the community, and creating relationships with higher education.

PHILOSOPHY OF NURSING EDUCATION

We, the nursing faculty at Alverno College, believe the focus of our work is the student's development as a person and as a professional. We create guided experiences that specifically center the student on relating skills and abilities to personal goals. We prepare a professional who is ethical, proactive, competent; dedicated to lifelong learning principles, and able to meet ever-changing societal needs.

As a faculty, we believe that ability- and performance-based baccalaureate education is the ideal preparation for the professional nurse. Faculty members purposefully select and define eight abilities that reflect contemporary life requirements as the framework for the baccalaureate degree. Students are immersed in a liberal arts framework that merges concepts from the natural and behavioral sciences, arts and humanities, and nursing sciences. This integration provides the framework for client-centered nursing practice, the foundation for scientific inquiry and research, ethical decision making, leadership in the practice and the profession of nursing, and a commitment to lifelong learning. Alverno's abilities-based graduate nursing education extends these principles into advanced practice and education roles.

A basic Alverno principle is that education goes beyond knowing to being able to do what one knows. Therefore, nursing faculty members are committed to a process of outcome-oriented performance

PHILOSOPHY OF NURSING EDUCATION, continued

including public criteria, feedback, and self assessment, which over time results in professional competence. Because self-awareness of one's learning style and needs is a necessary characteristic of a competent professional, nursing faculty focus significantly on the process of self assessment. Through careful reflection on one's learning experiences, beliefs, and feelings about the practice of professional nursing and society's expectations of professional nursing, the student gains an appreciation of one's evolving professional self.

As accomplished learners, researchers, practitioners, and socialized professionals, Alverno faculty members serve as role models of lifelong learning. Our goal is to promote a process of teaching and learning that provides guidance to students in the development of their career goals and advanced nursing practice.

NURSING CURRICULUM OVERVIEW

Within the nursing courses, you develop skill or ability in social interaction, problem solving, and valuing in decision-making at the advanced levels of those abilities as well as the other Alverno abilities. Both clinical experiences and class content are designed to assist you, the learner, to apply abilities with individuals, families, and groups across the developmental span and in a variety of health care settings.

Clinical practice necessitates that you care for a variety of individuals in various settings. These practice experiences are designed so that you have diverse experiences in meeting the health care needs of individuals, families and groups in contemporary society. For WDC students, clinical nursing experiences occur in the School of Nursing Clinical Nursing Resource Corner (CNRC), acute care, extended care and community health settings beginning in the second year of the curriculum. For WEC students, clinical experiences occur in the CNRC and the community. You are expected to provide nursing care that reflects the principles outlined in the most current edition of the American Nurses Association's (ANA) *Standards of Clinical Practice*, ANA's *Code of Ethics for Nurses* and the American Association of the Colleges of Nursing's (AACN) *Essentials of College and University Education for Professional Nursing*.

Within the context of the Nursing School's mission, the faculty has developed outcomes for you to achieve in the baccalaureate program in nursing that are derived from Alverno's institutional outcomes. The ANA's *Standards of Clinical Nursing Practice*, ANA's *Code of Ethics for Nurses* and AACN's *Essentials of Baccalaureate Education for Professional Nursing Practice* form the basis for all nursing practice. Faculty members use these documents to underpin the development of the curriculum and to structure clinical practice experiences and judgments.

The outcomes of the curriculum are the ability to:

1. Communicate creatively and effectively;
2. Integrate analytic frameworks within the practice of professional nursing;
3. Apply problem-solving processes to promote wellness in multiple environments;
4. Use valuing frameworks and ethical codes to promote human dignity;
5. Interact effectively in interpersonal, therapeutic, and group contexts;
6. Advocate for and improve access to health care;
7. Fulfill the responsibilities of a professional practitioner in contemporary society; and
8. Appreciate the uniqueness of self and others to promote wellness.

Alverno's nursing curriculum is designed to meet healthcare's complex demands and is, therefore, rigorous. It requires your investment of time, energy, and commitment. While designed for full time study, we realize your many responsibilities may make part-time study more feasible. We urge you to consider your plan carefully and to choose the course of study that will lead to your greatest success. For many students, part-time study is the best strategy for optimal success as it allows for the in-depth study and integration of the theories and abilities you need to become the professional competent nurse you (and we) desire you to be. Please discuss your specific situation with your Advisor. Whichever plan you choose, your faculty and Alverno staff are here to support you.

ADVISING PROGRAM

A major goal of advising at Alverno College is to assist you to become a self-directed learner in your professional studies. You will be working with two individuals who will serve as advisors to you throughout your program of studies. They will provide academic information, assist with planning your program of studies and act as a counselor or referral agent for other concerns. It is important that you take advantage of this valuable resource that is available to you.

All students will initially be assigned to and work with a **professional advisor** who will discuss the academic program of nursing studies and assist you with planning for your first year. Along with the orientation program planned for new students, your advisor will help you become familiar with the Alverno Learning Process. WEC students will continue to work with the same advisor throughout their curriculum.

For WDC students, during your second year, you will be transferred to a **Nursing faculty advisor**. Faculty advisors have offices in the Nursing Education building. A schedule identifying weekly office hours is posted on the advisor's office door or can be obtained from the nursing office (Room 191). If you are not able to reach your advisor, a message can be left:

1. On the advisor's office door
2. With the nursing office secretary
3. In the mailboxes in the Nursing Education building or the Liberal Arts building
4. By phone or e-mail

In the message, please identify yourself and the nature of your inquiry. Indicate a phone number where you can be reached, or an e-mail address, and a schedule of times you are available. Your advisor will contact you.

It is recommended that you meet with your advisor during regularly scheduled periods of the semester. To efficiently complete these tasks, come to your appointment prepared with the required forms, your academic requirements and knowledge of information in your DDP. Advisors may request a meeting with you to discuss your progress in response to mid-semester progress reports or being placed on altered student status. Remember that your advisor's role is to guide you in your academic nursing program and serve as a mentor in your adjustment to the professional nursing role.

Required meetings with your Advisor

- When assigned to your Faculty advisor
- When you are returning from a Student-on-Leave
- When you have questions about your sequence of studies or special requests, e.g., prerequisite
- When you have a special academic status such as probation or probation-with-warning
- **If you have a #25 hold**, you must meet with your advisor prior to registering on line (IOL).

ASSESSMENT FOR PRIOR LEARNING

Awarding of prior learning credit for nursing courses is based on a person's gaining a theory base appropriate to professional nursing. Most likely, this will come from credit-bearing courses completed successfully in other academic institutions. Any student interested in transferring credits from other academic institutions should contact a member of the Admissions Department or the Advising Office who will submit your request to the Undergraduate Nursing Admission and Advancement Committee (UGN A & A). The UGN A & A Committee will determine your eligibility for transfer credit.

If you have taken an introductory nursing course or a nutrition course, your Advisor may recommend that you enroll in AC 250 as a prior learning assessment course for N 250 Health and Healthcare Systems or in AC 265 as a prior learning assessment for N 265 Nutrition and Wellness.

For more information, or to arrange an appointment with an admissions counselor to further review your individual situation, call the Admissions Office at 414-382-6100, toll-free at 1-800-933-3401 or e-mail Admissions.

CERTIFIED NURSING ASSISTANT PROGRAM

The Wisconsin Department of Health Services will approve student nurses to sit for the Certified Nursing Assistant examination after it completes a review of the student's courses. The Alverno SON will assist students with the application process by completing Form F-62696 through the SON office. In order to have gained the knowledge and meet the requirements of the C.N.A. examination, students must have completed N 375 Nursing Practice with Acutely and Chronically Ill Populations successful.

CLINICAL NURSING RESOURCE CORNER (CNRC)

The Clinical Nursing Resource Corner (CNRC) is located on the second floor in Christopher Hall. The CNRC houses the equipment and resources needed to learn clinical nursing therapeutic interventions. Clinical sessions, simulated clinical assessments, psychomotor skill rehearsals, and physical assessment practice sessions for students are conducted in this area.

Equipment and supplies needed to learn and practice psychomotor skills, audiovisual, interactive and computer equipment for student and faculty use, along with instructional videos/filmstrips/software, and interactive video discs related to specific nursing skills, theory, and physical assessments are all located within the CNRC. There is also study space for small groups of students as well as several bedside units for practice and study of nursing skills.

The CNRC is generally open from 8:00 a.m. – 9:00 p.m., Monday through Thursday; 8:00 a.m.– 7:00 p.m. on Friday; 9:00 a.m. – 5:00 p.m. every Saturday; and from 12:00 noon – 5:00 p.m. on Sunday afternoons of Weekend College. The CNRC may close earlier than posted times if students have not indicated that they will be using it. You will be given information about this in your courses.

The CNRC is staffed with persons who supervise student activity in the CNRC during the times it is open. Baccalaureate-prepared Registered Nurse Monitors are available at selected times to oversee practice sessions, assess student validation sessions, and assist in student learning activities as identified.

Please see the information in Section II for the policies and procedures related to the Clinical Nursing Resource Corner.

COMMUNICATION AND PARTICIPATION

As you know, your personal and professional development is the central mission of everyone at Alverno. To assure this, the College has also identified purposes that include creating a community of learning and a curriculum. Your communication about your perspectives on your learning and your meaningful participation in activities that relate to the program's policies and governance are essential if Alverno is to achieve its purposes. To communicate and participate:

- Attend meetings
- Use the Online Suggestion Box provided through Educator
- Provide feedback to your course instructors and the program director
- Volunteer to represent your peers on committees
- Complete course, faculty, and program evaluations
- Make presentations about the curriculum
- Be a part of recruitment activities.

HONORS PROCESS AT ALVERNO COLLEGE

Every student has the potential to receive Honors at graduation because of the foundational belief of the faculty that "*Scholarship is not an end in itself, but is an integral part of the total life experience*" (Alverno College Honors Committee). Alverno does not have an Honors program as such. You may not fill out an application to apply for Honors nor may you take special courses or do additional projects, etc., other than what is required of everyone who is a student at this institution. What the faculty has put in place is a **process**

HONORS PROCESS AT ALVERNO COLLEGE, continued

of recognizing student performance that consistently exceeds criteria and reflects scholarly and service excellence as defined by the faculty.

The criteria for Honors are centered around two broad categories – scholarly work within the major and support areas of study, and application of that scholarship in the service of others. The excellence of scholarly work and the service application of that work are noted in the demonstration of several key characteristics. These include: independence, integration, mastery, habituality, resilience, commitment, creativity, enthusiasm, influence, and awareness.

Honors is not something that one can complete in the context of a single course, project or activity. Rather, it is a process that one engages in with each and every learning activity, with each and every opportunity to put that learning to work in service to self and others.

The process of selecting honors graduates begins early each semester when the Academic Affairs Office requests nominations of students from the academic departments. Both the Major area of study and the Support areas recommend students.

In the School of Nursing, Nursing students who have failed a course are not considered for Honors' nomination. However, the file of any Nursing student who has passed all courses successfully is reviewed for evidence of scholarly and service excellence that demonstrates the Honors characteristics. If there is sufficient evidence of academic excellence and service in the student's file, a statement of nomination, which cites specific evidence of how the student has met the criteria for graduation with Honors, is completed by faculty. It and a written statement prepared by the student's support area faculty are sent to the Honors Committee for review and decision. The Honors Committee notifies the Academic Dean that it recommends that the student's diploma be awarded with Honors.

"Scholarship is not an end in itself, but is an integral part of the total life experience" (Alverno College Honors Committee). If you believe in the truth of that statement (as your faculty does) then you will realize that in no small way, each and every diploma that is awarded to a woman graduating from this institution is indeed awarded with honor and recognition of a job well done.

If you have further questions about the Honors process, contact your Nursing Advisor.

LIBERAL ARTS AND SUPPORT AREA COURSES

Before graduation, all Alverno students complete the basic education requirements in the liberal arts and demonstrate competence in a support area or minor area of study integrated with Alverno abilities.

WDC students also make a selection of a support area integrates with your nursing studies and augments the breadth of your career direction. A choice may be made because of a special interest to you. Certain support choices may necessitate extending your program of studies. Consult with your advisor regarding course sequencing. The following areas are available on campus. You may wish to explore the following areas:

Adult Education	Elective Studies	Professional Communication
Art (Studio Art)	English	Psychology
Biology	Global Studies	Religious Studies
Business and Management	History	Social Science
Chemistry	Mathematics	Spanish Language and Cultures
Computer Studies	Music	Integrated Arts and Humanities*
Dance and Theatre	Philosophy	*Available in Weekend College timeframe.

REQUIREMENTS FOR WDC STUDENTS DECLARING NURSING MAJOR

1. Two semesters each of high school Algebra, Biology and Chemistry or one semester of college level coursework in those areas with grades of "C" or better.
2. If you have met the prerequisites, you are **immediately** accepted into the nursing program. You do not formally declare Nursing as your major until the semester you take your first nursing course, N 250 Health and Healthcare Systems. It is at this time that you also begin paying the Nursing tuition.

REQUIREMENTS FOR CURRENT WDC STUDENTS WHO WISH TO CHANGE THEIR MAJOR TO NURSING

Current students should request to be placed on the potential student list for Nursing. This list is housed in the Academic Advising Office (LA 221). The list is arranged in chronological order from the date a student requests to be placed on the list.

Students who are on this list will be eligible to change if space permits and the following conditions have been met:

1. Successful completion of Level One Communication.
2. Successful completion of SC 119 Foundations for Natural Science I, SC 120 Foundations for Natural Science II, and SC 120L Foundations for Natural Science II Laboratory on the first attempt.
3. All prerequisites met for N 250 Health and Healthcare Systems, the first Nursing course.
4. Currently in Good Academic Standing.
5. Have all official transcripts at Alverno.

Students who meet the following conditions will be permitted to change to Nursing, if space is available, and in the order that they are on the list. If you have any questions about this information please see an Academic Advisor in the Academic Advising Office.

STUDENT RESPONSIBILITIES

Your Alverno email is an official way the college uses to communicate with you. This includes all instructor communication. Any email sent to your Educator email address is automatically forwarded to your Alverno email address. You are expected to read your Alverno email regularly at <http://student.alverno.edu>.

You are expected to consistently demonstrate behavior reflective of professional nursing behaviors in all contexts, at the College and in public environments.

You will be responsible for arranging the necessary transportation for the clinical experiences in health care agencies and the community. Evening or weekend experiences may be required in some of the clinical rotations. To conserve energy, facilitate on-site parking, and perhaps develop lasting friendships, we encourage you to consider meeting and parking at Alverno and then carpooling to the assigned clinical. As you know, parking is free and accessible at Alverno.

You are responsible to know and follow the *Nursing Student Handbook, Policies and Procedures*. You will sign a form acknowledging your accountability.

It is important for you to continually monitor your progression through the nursing program of studies. All nursing courses have prerequisites and are organized in the developmental order in which they are to be taken. A course prerequisite checklist sequence of courses and degree summary sheet and a health requirement checklist are provided to help you evaluate your eligibility for progression through the nursing program. (See Appendices)

WRITING STYLE

APA format is the expected writing style for all nursing course written work. *The Publication Manual of the American Psychological Association* can be purchased in the Alverno Bookstore as a reference text.

II. POLICIES AND PROCEDURES

This section of the handbook outlines specific policies of the School of Nursing. The purpose of these policies is to establish professional standards that govern your progression in the nursing program. Therefore, academic policies and procedures of the Nursing School may differ from the general college policies. Requirements and responsibilities for clinical experiences and placements are also identified. Health care agencies used for clinical placement may have policies that differ from Alverno's. Nursing faculty will identify these differences at the time of orientation to the agency.

If you wish to have a nursing policy waived, you must submit a written petition to the Admission and Advancement Committee providing rationale for your request. Decisions of the committee are final. Assistance with the procedures is available from your nursing advisor, clinical instructor and members of the Admission and Advancement Committee (see General Information, section III).

Failure to comply with Alverno College policies and procedures may result in warning or dismissal.

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ABSENCES FROM COURSES

POLICY:

When you enroll in a course, you are accountable for all course requirements.

Attendance is required in all classes and clinicals. Faculty expect you to attend classes on time. Consistent lateness may be considered an absence. Active participation in discussion, laboratory work and clinical practice is also required. Missing class or clinical time may jeopardize your ability to meet course outcomes.

When circumstances involve a classroom or clinical absence, **you are responsible to communicate directly with the instructor prior to the scheduled beginning of the theory session or clinical practice. If your absence is related to a death, you may be required to provide a copy of the death notice.**

Faculty may advise you to drop a course, or may decide that you are ineligible to continue attending a course if attendance has not been regular, you have missed the first class meeting, and/or clinical orientation, or you have not met the expectations regarding communication.

If you choose to drop the course, it is your responsibility to 'officially drop' the course by contacting the Registrar's Office. You are always encouraged to communicate with your advisor if you are considering dropping a course.

You and clinical faculty have the professional responsibility to determine appropriate action when health problems are present which jeopardize the safety of the client or yourself. A statement of health status from your health care provider may be required to continue in the course.

PROCEDURE:

1. When circumstances involve a classroom or clinical absence, **you are responsible to notify the appropriate person prior to the scheduled beginning of the session.** Specific directions for notification are identified in the course syllabus; these are the requirements you must follow.
2. If you are absent for a period of time from any scheduled class or clinical experience, your faculty will review your progress in the course based on a demonstration of course outcomes. If your absence is jeopardizing your continuance in the course, you will be notified in writing. Your faculty is also responsible to notify you about whether you may continue to attend classroom sessions and whether there are requirements that you must meet to demonstrate the behaviors you were not able to meet because of your absence. Your faculty may send recommendations for progression to the Undergraduate Nursing Admission and Advancement Committee.
3. Any expenses incurred in fulfilling this policy are your responsibility.

ACADEMIC MISCONDUCT: PLAGIARISM AND MISREPRESENTATION OF AUTHORSHIP

ALVERNO ALL COLLEGE POLICY

(Reprinted from *Building a community of learners: A community guide and student handbook.*)

POLICY:

Throughout your studies at Alverno College, you are exposed to a variety of learning styles. In some classes faculty require students to complete assignments in small group work sessions, while in other cases they may require you to complete work on an independent and individual basis. Both experiences can be stimulating and rewarding. However, when submitting work for your courses, you need to remember that you have a personal responsibility to complete work in accordance with the instruction of your teacher and sound academic principles. This means standing behind your work as a contributing member of a team when collaborative work is required. It also means standing behind your work as the individual who thought it through and carried it out when independent work is required.

When you are required to consult with professionals outside the College or undertake research in the library in order to gather information necessary for the completion of an assignment, you need to make reference to the resources used. Whenever you refer to secondary sources, whether for direct quotation or paraphrasing, you must supply clear documentation within generally accepted academic standards. In other words, when you use another's thoughts in the exact words or with some words changed around, the source must be indicated.

Work required to be completed independently does not meet the above requirements if it is more the work of someone else than that of the person who claims it. To claim work that is essentially someone else's constitutes misrepresentation. Failure to document sources of information constitutes plagiarism. When such cases come to the attention of faculty, a department or school, faculty committee will review the situation and make a recommendation to the department or school, regarding the necessity of disciplinary action. After the committee reviews the situation, they may recommend to the Committee on the Status of Students that the student receive an unsatisfactory in the course for which the work was required, an assignment of a new equivalent assessment, dismissal from the College, or other disciplinary action.

The following additional policies will be applicable to all nursing majors:

In your role as a professional nursing student, personal integrity and accountability are expected when caring for clients in clinical agencies and the community and when completing assignments and assessments for nursing courses. Failure to demonstrate personal integrity and accountability will be considered misrepresentation.

Reporting care/treatment of a client as given, when in fact it had not been given, or failure to report a known situation that could affect client outcomes will be constituted as a serious personal integrity issue. Similarly, reporting attendance at assigned course experiences, volunteer work, and/or community/agency observations, when in fact attendance did not occur, will also be constituted as a serious personal integrity issue. Immediate investigation will be initiated which could result in dismissal from the nursing program.

PROCEDURE:

1. The Undergraduate Admission and Advancement Committee will conduct a review process concerning issues involving compromised personal integrity. After an investigation of the situation and individual's behaviors, the Committee will make recommendations concerning disciplinary action to the Dean of the School.
2. The Dean will review the Committee's decisions and make a final determination. Decisions of the Dean are final.

CLINICAL NURSING RESOURCE CORNER (CNRC)

The CNRC is a resource for study, practice, and demonstration of professional behaviors as identified in course outcomes. Therefore, you are expected to demonstrate responsible behaviors especially when participating in performance demonstrations and psychomotor skill validations. You will be expected to be prompt when completing skill validation appointments and required demonstration and/or practice sessions. Further description of expectations, resources, and guidelines for behaviors are provided to you in selected courses.

POLICY:

Attendance at all practice or validation activities for which you have signed up is expected. If you are unable to attend the session, at least 24-hour notice is required. If you have a pattern of at least 1 “no show/no cancellation” or 2 times when less than 12-hours notification, you may be barred from use of the CNRC.

Non-professional behaviors will be reported to your course instructor via a Behavior Incident form. Course faculty will hold a meeting to discuss the incident and create a Contract for Future Behavior with the student. Failure to follow the terms of the contract or to demonstrate responsible professional behaviors may result in loss of access to the CNRC and jeopardize your success in the program. A copy of the Behavior Incident may be sent to the Dean of Students.

No food or beverages are allowed in the CNRC.

Children who are not part of a validation demonstration **ARE NOT** allowed in the CNRC at **any** time.

Videotapes and computer programs are only available for use in the CNRC and may not be checked out or removed from it unless the CNRC Manager has authorized it.

PROCEDURES:

1. **Signing In—Signing Out:** You are responsible to *sign in when you come into the area* in a book just inside the entryway. You will be asked to indicate your general activity while in the CNRC so that the Monitor will know how she might best help you and to have a way to contact you in case someone is trying to contact you. It also allows us to track the uses of the CNRC. Please *sign-out as you leave*.
2. **Sign Up for Activities and Cancellation:** You may sign up for practice or validation activities as times are available. You are expected to attend the sessions for which you sign up at the time you scheduled. If you are not able to attend the time you've scheduled, you are expected to contact the CNRC Monitors to cancel or, or you may cross your name off the sign up sheet, as soon as you know or within at least 24 hours. Reports of your “no show/no cancellation” or less than 12-hour notification of non-attendance will be reported to your faculty.

ALVERNO COLLEGE
School of Nursing – Clinical Nursing Resource Corner
Non-Attendance, Improper Cancellation Report Form

Student Name: _____ Date: _____

Course Student Enrolled In: _____ Instructor: _____

_____ No show / No cancellation

_____ Less than 12 hours notification of cancellation

 Signature and Role of Person Reporting Behaviors / Date

cc: Faculty, Student File

Sample

3. **Behavior Incident Form:** Reports of your unprofessional behavior will be reported to your faculty, the manager of the CNRC. A copy will be placed in your file.

ALVERNO COLLEGE
School of Nursing – Clinical Nursing Resource Corner
Student Behavior Incident Report Form

Student Name: _____ Date: _____

Course Student Enrolled In: _____

Description of Behaviors: _____

Those Involved: _____

Effect of Behaviors: _____

Actions Taken: _____

 Signature and Role of Person Reporting Behaviors / Date

cc: Faculty, CNRC Manager, Student File

Sample

4. **Food and beverages** are not permitted in the CNRC. You will be asked to take the food or beverage outside of the CNRC.
5. **Others in the CNRC:** The CNRC is available for Alverno College Nursing Student use **ONLY**. It is not available to other students or children. You will need to make child care arrangements when working and/or practicing in the complex.
6. **Use of equipment outside of the CNRC:** Several playback units and computers are available in the CNRC for your use to view videotapes and/or computer programs. Other supplies (such as public health bags) may be signed out of the complex **at the request of your clinical instructor**. All other equipment is to be used in the CNRC and only in the CNRC unless the CNRC Manager has given you specific permission to remove it. You will be asked to sign out the equipment if you have been given permission to remove it.

CONFIDENTIALITY

POLICY:

The 1996 Health Insurance Portability and Accountability Act (HIPAA) requires that patients have the right to control who will see their protected, identifiable health information. Only the patient and those individuals who the patient has authorized have access to their information. Penalties for violating HIPAA can include civil or criminal penalties, with fines up to \$250,000 and 10 years imprisonment. All students must comply with HIPAA requirements, whether in course-related or work-related/other settings.

PROCEDURE:

1. You will learn about these laws in course work.
2. As you are oriented to agencies, you will learn about the agency's enactment of HIPAA; you are expected to fulfill the requirements.

COURSE SEQUENCE ENROLLMENT - WDC

POLICY:

Selected courses not completed concurrently must be taken in a specific sequence and usually completed within one year of each other. **AC 301 or equivalent must be completed prior to participation in N 370 Nursing Theory of Acutely and Chronically Ill Populations or N 375 Nursing Practice with Acutely and Chronically Ill Populations.**

PROCEDURE:

1. If not taken concurrently, the following courses must be taken in this order:
 - a. N 360 Nursing Theory of Healthy Populations must be taken prior to N 365 Nursing Practice with Healthy Populations.
 - b. N 370 Nursing Theory of Acutely and Chronically Ill Populations must be taken prior to N 375 Nursing Practice with Acutely and Chronically Ill Populations.
 - c. N 450 Nursing Theory of Vulnerable Populations must be taken prior to N 455 Nursing Practice with Vulnerable Populations.
2. If not taken concurrently, each of the following courses must be completed within one year.
 - a. N 365 Nursing Practice with Healthy Populations must be taken within one year of completion of N 360 Nursing Theory of Healthy Populations.
 - b. N 375 Nursing Practice with Acutely and Chronically Ill Populations must be taken within one year of completion of N 370 Nursing Theory of Acutely and Chronically Ill Populations.
 - c. N 455 Nursing Practice with Vulnerable Populations must be taken within one year of completion of N 450 Nursing Theory of Vulnerable Populations.
3. If you have not completed AC 301 Mid-Program Portfolio Self Assessment, you will not be allowed to participate in N 370 Nursing Theory of Acutely and Chronically Ill Populations or N 375 Nursing Practice with Acutely and Chronically Ill Populations.
4. If you are repeating N 370 or N 375 and have completed BSC 256, you may take N 465 Nursing and Research concurrently with N 370 Nursing Theory of Acutely and Chronically Ill Populations or N 375 Nursing Practice with Acutely and Chronically Ill Populations.

CPR CERTIFICATION

POLICY:

Current **certification for CPR (cardiopulmonary resuscitation) for health care providers** is required for all students entering clinical nursing courses. Certification may only be obtained through the American Heart Association (Health Care Provider) or the American Red Cross (CPR/AED for the Professional Rescuer). CPR certification from other vendors or in other categories will not be accepted. On-line certifications or re-certifications are also not acceptable.

Certification must be current at the start of the semester and not expire at any point during the semester. Recertification through the American Heart Association is required biannually (every 2 years).

CPR CERTIFICATION POLICY, continued:

Recertification through the American Red Cross is due annually (every year). Failure to provide current CPR certification documentation to the Registrars' Office by the due date will result in a hold on your registration. Once documentation of current certification is obtained, the hold will be removed, and the student will be allowed to register for the courses.

PROCEDURE:

1. At the beginning of each semester, you will be expected to provide official documentation of current Health Care Provider CPR certification to your instructor. If you are unable to meet the CPR requirement due to physical disability, you are responsible for the theory that is measured by a written test and must submit a letter from your healthcare provider stating why you cannot meet the certification requirement.
2. If you are unable to meet the CPR renewal date, you must contact Marlene Neises in the Academic Services Department, explaining your plan to become certified.
3. Any expenses incurred in fulfilling this policy are your responsibility.
4. Contact the American Heart Association or the American Red Cross directly to determine dates, times and locations for CPR Certification Courses.
 - American Heart Association www.americanheart.org/cpr or phone 1-877-AHA-4CPR
 - American Red Cross www.redcrossinsewis.org or phone 1-414-342-8680.

GRADUATION PREPARATION - WDC

From the beginning of your program of studies you have been moving toward graduation and a challenging lifetime career. Preparing for graduation can be a very exciting and rewarding time.

POLICY:

To be eligible for graduation all required courses (or their equivalent) must be successfully completed.

Ability requirements for graduation include 40 ability level units:

- 32 units (levels 1-4 of all 8 abilities)
- 8 units at the advanced level.

PROCEDURE:

1. Prior to graduation you will submit an application to take the licensing examination for professional nurses (NCLEX-RN/CAT). All graduates of professional nursing schools must take the examination to become a registered nurse. The purpose of the exam is to safeguard the public and assure that each licensed nurse is minimally competent to practice nursing. Established fees are to be sent in with the applications for the examination. Application forms may be obtained from the nursing office (Room 191) or from the Board of Nursing in the state where you plan to take the exam. Nursing faculty will assist you in filling out the application. If you intend to work, you will also need to send in a fee for a temporary permit to practice as a graduate nurse (G.N.) prior to taking the examination. This fee may be sent at the same time as the examination application if you have had your employer sign the appropriate forms and submit them with the application.
2. The NCLEX-RN/CAT examination is given year-round at designated testing centers. Upon successful completion of the examination, you will be licensed to practice as a registered nurse (R.N.). This license will need to be renewed on a biennial basis.
3. Students graduating at the completion of the final nursing courses should plan for special expenses associated with graduation and preparation for licensure.

GRADUATION PREPARATION – WEC

From the beginning of your program of studies you have been moving toward graduation and a challenging lifetime career. Preparing for graduation can be a very exciting and rewarding time.

POLICY:

To be eligible for graduation all required courses (or their equivalent) must be successfully completed.

Ability requirements for graduation include 40 ability level units:

- 32 units (levels 1-4 of all 8 abilities)
- 8 units at the advanced level.

PROCEDURE:

Students graduating at the completion of the final nursing courses should plan for special expenses associated with graduation.

HEALTH REQUIREMENTS

The delivery of nursing care occurs in multiple environments that could have high health risks. Therefore, a health status that contributes to a safe environment for the client and students is the minimal expectation of the School of Nursing at Alverno College. The following health requirements were determined in collaboration with the clinical agencies with which the School of Nursing at Alverno College contracts for clinical practice.

The Nursing School strongly recommends that you carry health insurance to cover any unforeseen incidents. If you are not already covered, you may wish to explore coverage available at a reasonable cost through the College. Student Services has this information. Should you decide not to carry health insurance coverage, you will be required to sign a waiver.

See Appendix B for health record procedures and forms.

POLICY:

It is your responsibility to submit accurate and timely health information to the Registrar's office on entry into nursing courses beginning with N 250 / N256, AC 250, or the first course of entry into the Nursing curriculum.

Failure to comply with the student health policies will result in exclusion from clinical sites, being dropped from the course, or a hold on your registration for the next semester.

When health problems/behaviors are present that jeopardize the safety of client or yourself, you and/or instructor have the professional responsibility to determine appropriate actions. An updated statement of health status from your health care provider is required with any change in your health status including pregnancy.

Immunizations

Current immunizations are required according to the guidelines of the Center for Disease Control in Atlanta and the Wisconsin Division of Health and Social Services.

Submit valid documentation for the following to the Registrars' Office

1. **Health history and physical examination** that has been completed while you are enrolled at Alverno.
2. Positive **rubella (German Measles)** titer or proof of immunization after the age of 12 months
3. Immunity to **rubeola (Measles)** titer or proof of immunization
4. Immunity to **mumps** if you were born after 1957, titer or proof of immunization
5. Varicella (Chicken Pox) - titer or proof of immunization or having the disease (required as of 8/2000)
6. Tetanus toxoid within the past 10 years, proof of immunization
7. Diphtheria toxoid within the past 10 years, proof of immunization

HEALTH REQUIREMENTS POLICY, continued:

8. The **Hepatitis B** vaccine series must be started or completed in N 260. Proof of a completed series of Hepatitis B vaccine is required prior to admission to N 350 or any subsequent course.
9. Documentation of the results of the annual Tuberculin Skin testing or QuantiFERON TB Gold Test must be provided.

Students with an initial positive skin test must follow up as recommended by their healthcare provider. Documentation of treatment recommendations will be required.

Those students with a history of a positive TB test must annually complete the Questionnaire for Evaluation of Signs and Symptoms of TB in Nursing Students form. Individuals with symptoms of TB will be referred to their healthcare provider and documentation regarding recommended treatment will be required. **(SEE APPENDIX B)**

Failure to provide current documentation of TB Test results by the due date will result in a hold on your registration. Once the required documentation is obtained, the hold will be dropped, and the student will be allowed to register for courses.

Pregnancy

1. If you are pregnant, you must consult with your health care provider and obtain a written recommendation approving continuation in studies and clinical rotations. Your health care provider must update the written recommendation every semester of the pregnancy.
2. Immunizations can be deferred until the end of the pregnancy upon the recommendation of your health care provider.
3. If you deliver during the semester, you will need a written statement from your health care provider stating you are cleared to resume full clinical activities.

Additional health requirements including immunizations may be required for clinical practice in selected health care agencies.

PROCEDURES:

1. Your history and physical examination may be done by a physician, physician's assistant or registered nurse practitioner and must be completed while you are enrolled at Alverno. The health data, submitted to the School of Nursing, will be kept confidential and separate from your academic record. We recommend that you keep copies of the record you submit.
2. If you were born prior to 1957, you may present a positive titer or proof of one immunization for rubeola (Measles). If you were born after 1957, you may present:
 - a. a positive rubeola titer or
 - b. evidence of two doses of live measles vaccine, one of which must be dated after 1980.
3. If you have not received measles vaccine previously, you may obtain one dose of vaccine immediately and a second dose no sooner than 4 weeks later.
4. If you were born after 1957, **you may present any of the following as documentation related to mumps:**
 - a. positive mumps titer
 - b. evidence of physician diagnosed mumps, or
 - c. proof of immunization after the age of 1 year.
5. If you need recent documentation of rubella and rubeola immunity to meet health requirements, use of the combined measles, mumps, rubella (MMR) vaccine is recommended.
6. If you are pregnant and you live with or have frequent contact with someone who is immunocompromised, consult the patient's health care provider regarding the safety of certain immunizations, should you need them.
7. The protocol for the Hepatitis B vaccine series is 2 doses given intramuscularly 4 weeks apart and the third dose 5 months after the second dose.
8. Human Immunodeficiency Virus (HIV) – All students are expected to follow CDC's "Standard/Universal Precautions" in all client contacts. You are introduced to Universal Precautions during your first clinical nursing course and these concepts are reinforced in each subsequent clinical course.

HEALTH REQUIREMENTS PROCEDURES, **continued:**

9. If you are exposed to blood or body fluids from a HIV positive client, you must follow the agency's policy and procedures. In collaboration with your instructor, you will also complete an incident report to be filed at Alverno College.
10. If you are unable to comply with any of the stated health requirements, please contact the Admissions and Advancement Committee, in writing, to determine a course of action.

INCOMPLETE, WITHDRAWAL AND UNSUCCESSFUL PERFORMANCE

POLICY:

All prerequisites must be completed prior to entry into nursing courses. This policy differs from the Alverno College policy allowing incompletes to be removed by the third week of the following semester, because course orientation provides foundational knowledge essential to your effectiveness in the course. Incompletes in prerequisites to nursing courses **must** be removed prior to the designated date.

A pattern of dropping Nursing courses may affect your eligibility to progress in your program of studies. Instructors, advisors and the Undergraduate Admission and Advancement Committee consider repeated withdrawal or dropping Nursing and other courses a serious matter. If you drop a Nursing course twice, you must write to the Undergraduate Admission and Advancement Committee to obtain permission to enroll in the same course for the third time. You are encouraged to meet with the course faculty and or advisor prior to dropping a course to discuss the implications. Preference will be given to students registering for the first time.

Because the natural sciences are an essential foundation for the practice of Nursing, if you are an Undeclared pre-nursing students (UNP) you must demonstrate success in "Foundations for Natural Science I and II, Survey of Chemistry/ Biochemistry on the first attempt to and meet all other admission criteria to be eligible to declare Nursing as a major on a space available status.

You will be dismissed from the Nursing major if:

- **you have been unsuccessful twice in the same 200-Level or Higher Natural Science or Nursing course**
- **you are unsuccessful in a *combination of three (3) 200-Level or Higher Natural Science and/or Nursing courses***

Theory and Concurrent Clinicals

- If you drop N 360 Nursing Theory of Healthy Populations and are concurrently registered in N 365 Nursing Practice with Healthy Populations, you must drop N 365.
- If you drop N 370 Nursing Theory of Acutely and Chronically Ill Populations and are concurrently registered in N 375 Nursing Practice with Acutely and Chronically Ill Populations, you must drop N 375.
- If you drop N 450 Nursing Theory of Vulnerable Populations and are concurrently registered in N 455 Nursing Practice with Vulnerable Populations, you must drop N 455.

PROCEDURE:

1. To drop a course, negotiate individually with the instructor and your advisor. The academic calendar identifies the "last day to drop a course."
2. If you have been dismissed from the Nursing major, you may petition the Undergraduate Nursing Admissions and Advancement (UGAA) Committee for readmission to the nursing major. The Undergraduate Nursing Admission and Advancement Committee will review the petition and make a determination about whether the petition will be granted.
3. If you drop a course in a previous term, you will register last and be admitted to classes on a space available status. Preference for course enrollment will be given to students registering for a course for the first time.
4. If you desire to register for a Nursing course for a third time, you must write to the UGAA committee for their approval. Preference for course enrollment will be given to students registering for a course for the first time.
5. Costs incurred by fulfilling requirements are your responsibility.

INTERRUPTED PROGRAM OF STUDIES

POLICY:

If you return to a nursing course after a leave of absence of one semester or more from the nursing curriculum, you must submit a written letter of intent and request to re-enter nursing courses to the Undergraduate Nursing Admission and Advancement Committee. The Committee will review the request and determine whether you may re-enter the program and, if yes, based upon what conditions.

PROCEDURE:

1. Submit a written letter of intent and request to re-enter nursing to the Undergraduate Nursing Admission and Advancement Committee as soon as possible but no later than one month prior to the beginning of the semester you are re-entering.
2. The Undergraduate Nursing Admissions and Advancement Committee will review your petition and record to determine a response to your request, based upon a review of previous nursing course work.
3. If you are permitted to re-enter the Nursing curriculum, the Committee may require a demonstration of knowledge and abilities to show readiness to continue in the program.
4. All fees/tuition incurred by the learning prescription are your responsibility.

MEDICATION CALCULATION – WDC

Accurate calculation of medication dosages is critical to providing safe, therapeutic nursing care.

POLICY:

You are expected to correctly use mathematical skills as you work with course content and functions in your professional nursing student role. To determine your ability to accurately calculate medication dosages, you will take a written medication calculation assessment in N 355 Nursing Clinical Skills and Procedures, N 365 Nursing Practice with Healthy Populations, N 375 Nursing Practice with Acutely and Chronically Ill Populations, N 455 Nursing Practice with Vulnerable Populations, N 470 Professional Nursing Internship. The performance requirement is 100 % for all nursing students. You will not be allowed to participate in the clinical environment or pass medications until you have successfully completed the medication calculation assessment. A pattern of failure on the medication calculation assessment may place you at risk for not meeting course outcomes.

If you earn less than 100% on the second assessment, you will be referred by the instructor and must enroll in a course to help you gain math proficiency in terms of medication management.

PROCEDURE:

1. Course instructors will provide you with information about the requirements for the medication calculation assessment in the specified courses.
2. If you are not successful at 100% initially, you will have one opportunity to retake the assessment.
3. If you are unsuccessful on the second assessment, you will be required to complete additional learning experiences and may be required to enroll in and complete a 0-credit or 1-credit medication calculation course.
 - a. Students required to take the medication calculation course concurrently with N 355 will enroll in N 050 Using Math for Medication Calculations (0 credit).
 - b. Students required to take the medication calculation course concurrently with N 375 will enroll in N 150 Advanced Math Concepts for Medication I (1 credit).
 - c. Students required to take the medication calculation course concurrently with N 455 will enroll in N 151 Advanced Math Concepts for Medication II (1 credit).
 - d. Students required to take the medication calculation course concurrently with N 470 will enroll in N 152 Advanced Math Concepts for Medication III (1 credit).
4. Costs incurred by fulfilling these requirements are your responsibility.

NURSING STUDENT CAREGIVER BACKGROUND CHECKS

POLICY:

Congruent with current Wisconsin state law and statutes, the Alverno College School of Nursing requires that all students complete a disclosure statement and submit to a Caregiver Background check prior to admission in courses with clinical placements. Under law, clinical agencies must prohibit placement of a student in their clinical environment if the student's background check reveals criminal records cited as **restrictions or "bars"** to employment or educational experiences in health care environments. Clinical placements in the nursing curriculum begin in N 260. The existence of a criminal record does not automatically preclude admission to clinical placement environments. However, each criminal record will be reviewed as to its relationship to the listing of crimes that do constitute restrictions or bars. Criminal backgrounds may also be an issue for eventual licensure and/or employment as a nurse in health care settings.

CAREGIVER BACKGROUND PROCEDURE:

1. In AC 250, N 250 or N 256 or at your entry into the nursing curriculum, you will complete disclosure statements and submit the forms for the Wisconsin Caregiver Background check.
2. The fee for the check will be placed on the tuition bill. If you have lived in another state or have moved to Wisconsin in the past 3 years, a check of your background in the state(s) you live or have lived in will need to be done. Fees for these checks will be added to your tuition bill.
3. If you have a record of criminal charges, you will be asked to prepare a letter to accompany copies of the charges that the School of Nursing must send to requesting clinical agencies. The letter needs to explain the circumstances of the charges and whether there were/are extenuating conditions that would mediate our understanding of the situation and suggest that your history is no longer a liability. The letter is to be sent to the Dean of the School of Nursing within 2 weeks of receiving the request from the Dean.
4. All information regarding background checks will be kept strictly confidential and will be reviewed by the Chairperson of the School of Nursing. You will be contacted and informed of criminal records of concern and will be advised accordingly. Clinical sites may also request additional information.
5. On a yearly basis following the completion of an initial background check, you will be asked to sign a disclaimer that no new charges have been leveled against you in the past year. New background checks must be completed every 4 years.

OFF CAMPUS COURSES

POLICY:

Courses required in the Nursing sequence may be taken at another institution of higher learning **ONLY** if prior approval has been obtained. Courses that are approved to be taken off-campus must duplicate approximate credit hours and course content of an Alverno course and you must be able to earn necessary validations without affecting your anticipated graduation date. If a course is being offered at Alverno, the permit to take the course off-campus will not be approved.

PROCEDURE:

1. Consult with your advisor if you are considering requesting permission to take a course off-campus.
2. Before submitting a permit to request taking a course off-campus, explore how this request may affect your program of studies at Alverno. The following activities will help you in making your decision to request taking a course off campus.
 - a. Obtain a course description and syllabus from the institution offering the course to compare credit hours and course content.
 - b. Answer these questions:
 - i. Does the course offer the same credit hours as the Alverno course?
 - ii. Does the course teach the same content and offer the same laboratory experiences?
 - iii. What validations does the Alverno course include?
 - iv. Where can I earn these validations if I take the course at another institution?
 - v. Is the course being offered at Alverno for the semester of the request?
3. If you find that the credit hours and course content duplicate the Alverno course, you may earn necessary validations, and your anticipated graduation date will not be affected, complete the Permit to Take Courses Elsewhere Form with your advisor.

OFF CAMPUS COURSES PROCEDURE, continued

4. Submit the Permit to Take Courses Elsewhere Form and a copy of the course description including the name, number, and credit hours of the course you want to take. This form must be submitted to the Undergraduate Nursing Admission and Advancement Committee at least 1 month before the first day of the Alverno registration period.
5. You will be notified by e-mail from the Registrar's Office whether your request has been approved.

PROFESSIONAL BEHAVIOR

POLICY:

Professional behavior is required. Failure to demonstrate professional behavior may result in dismissal from the learning environment. Professional conduct includes:

1. Through your actions, demonstrating awareness that the classroom or clinical environment is a learning environment;
2. Taking actions that are consistent with *Nursing's Standards of Clinical Practice, Nursing's Code of Ethics*, and the Wisconsin State Statutes;
3. Exhibiting respect to peers, instructors, and others in the environment through your actions and language;
4. Attending **all** learning experiences regularly on time;
5. Coming to the learning environment prepared to participate in learning activities or to provide patient care;
6. Following the Absence from Courses policy and procedures included in this *Nursing Student Handbook, Policies, and Procedures*;
7. Maintaining professional appearance as described in the *Nursing Student Handbook, Policies, and Procedures*;
8. Abiding by HIPPA regulations; and
9. Initiating procedures only after receiving instructor approval in clinical environments.

PROCEDURE:

1. Faculty members describe specific course expectations in the syllabus, course materials, and course announcements that complement the foundational expectations described in the policy.
2. The clinical instructor determines the circumstances under which you are no longer eligible to attend a clinical site. The instructor will inform you of the decision and document the circumstances of the decision for placement in your file.

PROFESSIONAL LIABILITY INSURANCE

POLICY:

All persons are liable for their own negligence that results in injury to another person or property. As a practicing nursing student, you are in a position of being held liable for your actions and judgments when working with clients. Commissions and omissions in judgments and actions that are the expected duties and responsibilities of a practicing nursing student can result in litigation.

When you are enrolled in the nursing major, you are required to carry professional liability protection each semester you are enrolled. As a requirement of our clinical agencies, Alverno has procured a professional liability insurance policy. Each nursing student is part of this coverage. This coverage will protect you and Alverno any time you are involved with a client or group of clients within the defined role of a student nurse. This policy does not cover the individual outside of the nursing student role at Alverno College.

PROCEDURE:

1. The business office will add the insurance cost to the total tuition bill each semester of enrollment as is required by our policy.
2. It is strongly recommended that you purchase a professional liability insurance policy after graduation regardless of the setting in which you will be practicing.

**RESPONSIBILITY FOR CONTENTS OF
*Nursing Student Handbook, Policies, and Procedures***

POLICY:

Each Alverno Nursing student is responsible to secure and maintain current knowledge of the Alverno College *Nursing Student Handbook, Policies, and Procedures* at the time of entry into the nursing curriculum.

Information and policies are subject to change without prior notification.

PROCEDURE:

1. Each year the *Nursing Student Handbook, Policies, and Procedures* will be reviewed and revised if necessary and uploaded on the Alverno website, www.alverno.edu
2. Upon entry into the nursing curriculum, each student is accountable to read the *Handbook* and sign a form acknowledging responsibility for its contents.

ALVERNO COLLEGE School of Nursing	
<i>Nursing Student Handbook, Policies, and Procedures</i>	
Course Number and Name _____	
By signing this statement, I acknowledge that I have secured the <i>Nursing Student Handbook, Policies, and Procedures</i> and am responsible for its contents.	
_____	Sample
Printed Name	
_____	_____
Signature	Date

STUDENT CLINICAL UNIFORM AND EQUIPMENT – WDC

POLICY:

The official Alverno WDC nursing uniform of a navy top and pants with the Alverno patch, are required for clinical practice settings. An optional white scrub jacket and navy long or short sleeved shirt may also be purchased. If you choose to purchase other items than the approved designated uniform pieces, you may incur added expense, as they will not be allowed to be worn in the clinical setting. For your safety and the safety of others, your uniform, including shoes should be clean and in good repair.

All uniforms, scrub jackets, and shirts must be purchased at Badger Uniform.

An Alverno photo ID is to be worn with the uniform (see procedure for address).

You are expected to maintain a professional appearance that is respectful of clients and facilitates the safety of the client and yourself in all clinical settings. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. Pants should be hemmed so they do not touch the floor.
- All **white** or **navy** socks without colored decoration or **white, navy, or neutral hosiery** may be worn with the uniform.
- Shoes are to be all **white or navy blue leather** without decoration and used **EXCLUSIVELY** for clinical practice. “Croc type” (without holes) shoes may be worn. If the shoe requires shoelaces, they must match the shoes.

WDC STUDENT CLINICAL UNIFORM AND EQUIPMENT POLICY, continued

- Simple jewelry, including a maximum of one small post earring per ear, may be worn. No other facial or body jewelry is acceptable and may pose a danger in some environments.
- Light makeup.
- Hair of a naturally-occurring color and a hairstyle that is clean, neat and off the shoulders.
- Trimmed fingernails without nail polish, tips, acrylic nails, etc.
- Refrain from gum chewing during clinical practice and **smoking while going to clinical and during clinical practice.**

You may be dismissed from the clinical environment for violations of the uniform policy. Absence from the clinical environment may jeopardize your ability to be successful in the course.

You are required to furnish basic medical equipment necessary for client care that you purchase through local medical supply stores or the Alverno Bookstore. Mark your equipment with your name. Required equipment includes:

- blood pressure cuff (sphygmomanometer)
- bandage scissors
- Penlight
- stethoscope
- watch with second hand
- black pen

PROCEDURE:

1. Badger Uniform is located at 4854 S. 10th Street, Milwaukee, WI 53221. (W. Layton Avenue and 10th Street.) The phone is: 414-489-2600. The approximate cost of the uniform is \$60. No substitutions are permitted without permission from the Undergraduate Admission and Advancement Committee.
2. An optional **short white scrub jacket** with the Alverno patch may be worn with the uniform and during client care.
3. Students who are pregnant should consult with their clinical instructor regarding uniform.
4. The cost of the photo ID will be charged as a course fee.
5. **Sandals, and flip-flop are not acceptable in professional contexts.**
6. Plunging necklines; spaghetti strap tops; short skirts or dresses, and exposure of the breasts, abdomen, and buttocks are not acceptable in professional contexts.
7. Earrings may not be larger than a dime and no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable.
8. Tattoos must be covered.

STUDENT CLINICAL UNIFORM AND EQUIPMENT – WEC

POLICY:

The official Alverno WEC nursing uniform is a white lab coat with the Alverno insignia patch sewed to the left upper arm are required for clinical practice settings. An Alverno picture, name badge is also required. Clinical setting will dictate appropriate professional dress; however casual appearance (i.e. jeans, sweatshirts, tee-shirts, tennis shoes, etc.) is not acceptable. You are required to furnish basic medical equipment necessary for client care.

PROCEDURE:

1. The patch can be purchased at Badger Uniform, located at 4854 S. 10th Street, Milwaukee, WI 53221. (W. Layton Avenue and 10th Street.) The phone is: 414-489-2600. They can also sew it on if you request.
2. Students who are pregnant should consult with their clinical instructor regarding uniform.
3. The cost of the photo ID will be charged as a course fee.
4. **Sandals, and flip-flop are not acceptable in professional contexts.**
5. Plunging necklines; spaghetti strap tops; short skirts or dresses, and exposure of the breasts, abdomen, and buttocks are not acceptable in professional contexts.
6. Earrings may not be larger than a dime and no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable.
7. Tattoos must be covered.

STUDENT CONFLICT RESOLUTION

The School of Nursing student conflict resolution procedure is to assist nursing students in the resolution of academic and college related concerns. This procedure is congruent with the Conflict Resolution Policy of Alverno College.

The School of Nursing fully supports and upholds the statements in *Building a Community of Learners: A Community guide and Student Handbook* describing “Student Rights and Responsibilities, Complaint and Conflict Procedures and the Student Conduct Process” as approved by the Quality of Campus Life Committee. *The Complaint and Conflict Procedures* from this material follows.

Complaint and Conflict Procedures

All persons are expected to communicate in positive ways to resolve issues and conflicts. Communication and constructive controversy promote increased learning in a collaborative culture. They encourage better problem solving, creativity and involvement because they influence individuals to view problems and issues from different perspectives and to rethink their response. Constructive controversy is most productive in an atmosphere where individuals

- value controversy and different viewpoints
- focus the controversy on determining the best direction or decision
- are encouraged to challenge one another’s ideas
- make every attempt to first resolve conflicts with the person(s) involved
- are open to be influenced by new ideas and information
- reflect on one’s actions, thoughts and the reaction of others
- communicate information accurately and clarify miscommunication
- recognize and communicate feelings as they relate to the issues being discussed

Procedures for Dealing with Conflict Related to Course Work and Campus Life

The following procedures are designed to assist individuals who believe their rights have been violated. Generally, complaints are handled within each functional area. The student should ordinarily attempt to resolve the matter by making an informal complaint with the person involved and if dissatisfied with the outcome, appeal the issue through the department director.

1. If the student has a justifiable basis for not going directly to the person involved, a student may make a formal complaint without having made an informal complaint. For more information, contact the Dean of Students.
2. If unsure about how to deal with the situation or if assistance is needed in how to proceed, contact a member of the Student Service Staff to get assistance.

STUDENT CONFLICT RESOLUTION, continued

	RELATED TO COURSE WORK	RELATED TO CAMPUS LIFE
	STEP 1--IDENTIFY THE ISSUE OR CONCERN	
INFORMAL COMPLAINT	<p>When a complaint, disagreement or conflict happens with a student or faculty member within a course, organize your thoughts.</p> <ul style="list-style-type: none"> • Review the syllabi, assignments and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (Advisor, friend, staff member or mentor) to help clarify the issue. 	<p>When a complaint, disagreement or conflict happens with a student or staff member, organize your thoughts.</p> <ul style="list-style-type: none"> • Review the Student Handbook, and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (Advisor, friend, staff member or mentor) to help clarify the issue.

	STEP 2 -- TALK WITH THE PERSON INVOLVED	
	If the student has a justifiable basis for not going directly to the person involved, make a formal complaint.	
	<ul style="list-style-type: none"> • Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution. 	<ul style="list-style-type: none"> • Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution.

Formal Complaint and Conflict Resolution Process

Students, who believe that a member of the Alverno community has violated their rights, may make a formal complaint if a response from the person involved that is not satisfactory to the student or if the student has a justifiable basis for not going directly to the person involved.

A Formal Complaint needs to be completed within 4 weeks of the incident.

STUDENT CONFLICT RESOLUTION, *continued*

STEP 3 -- IF THE CONFLICT OR ISSUE IS NOT RESOLVED, TAKE THE FOLLOWING ACTION	
FORMAL COMPLAINT	<ul style="list-style-type: none"> • <i>If not resolved</i>, write a letter to the BSN Program Director. Describe the conflict/concern and include documentation. The BSN Program Director determines the next step/outcome and informs you. • <i>If not resolved</i>, write a letter to the School of Nursing Dean. Describe the conflict/concern and include documentation. The Dean determines the next step/outcome and informs you. • <i>If not resolved</i>, write a letter to the Senior VP for Academic Affairs. Describe the conflict/concern and include documentation. The decision of the Senior VP for Academic Affairs will be final.

- Complete the *Formal Complaint* form and return it to the Dean of Students.
- A copy of the *Formal Complaint* will be given to the individual charged, the immediate supervisor and the student making the complaint.
- The immediate supervisor will inquire into the facts of the complaint and discuss the matter individually with the student and the person involved in the complaint.
- If appropriate, this administrator may ask the student and the person involved in the complaint to meet together with the administrator in an effort to resolve the complaint.
- The Dean of Students will follow-up with the student and the administrator to see if the issue has been resolved.
- If appropriate, the Dean of Students may refer the issue to the College Community Relations Board.
- *If not resolved*, Dean of Students or the Senior VP for Academic Affairs will make a decision about the issue. Their decision is final.

Alverno expects that all members of our academic community act in ways that contribute to a supportive academic environment. You are expected to use your skills in communication, social interaction, and problem solving in positive ways to resolve conflicts with peers, with faculty, or with staff members. You are also accountable for your academic progress using feedback and assessments of your instructors and attempting to resolve conflicts with persons involved.

There may be times when you disagree with various policies or actions taken by a department, individual faculty, or staff member. There may also be times when you wish to share your opinion in a formal way with the School of Nursing, individual faculty, or staff member. The following procedures have been established to assist you in resolving problems or sharing viewpoints that may arise:

1. Clarify and describe what is actually your concern or viewpoint and consult any appropriate source materials, such as syllabi or handbooks, to ensure that the issue is clearly identified.
2. Approach the person (instructor, advisor, staff member, or peer) most directly involved with the concern and discuss your concern using any necessary documents (assignments, assessments, memos, handbook references, syllabi, etc.). If you cannot resolve the conflict **after talking to the person involved**, then pursue the following steps:

STUDENT CONFLICT RESOLUTION, continued

If the conflict is course related: Contact your nursing faculty advisor and make an appointment to discuss the concern with her. She will assist you in following division procedures for conflict resolution. Write a letter to the BSN Program Director. Carefully describe your conflict, being sure to support it with appropriate documentation. The Program Director will follow the division procedures related to the concern. These may include having you meet first with the Program Director and then with the Dean of the School if necessary. The Dean of the Nursing School will review the concern.

Procedures for Dealing with Conflict Related to Course Work and Campus Life

Decisions of the Dean are final in the School of Nursing. Students should consult the Alverno College Student Handbook for further college level processes for concerns that remain unresolved following the Dean's review and decision.

If the issue is one of academic policy scheduling or procedures: Contact your nursing faculty advisor and follow the procedure above.

If the issue is one of your academic progression: Contact your nursing faculty advisor. She will assist you in processing your concern through the Undergraduate Admission and Advancement Committee of the School of Nursing. She will also assist you in following the division procedures for conflict resolution cited above, if necessary.

If the issue is a viewpoint, opinion, or concern related to the School of Nursing: Clarify and describe your opinion, viewpoint, issue, concern and/or request by writing to the Nursing Council (through the Dean of the School of Nursing who chairs that Council). Provide supporting documentation, if appropriate. As with any conflict, the conflict resolution procedures cited above are also available to you.

If your conflict is related to a situation outside the classroom or school: Submit a written description of the circumstances to the Dean of the School of Nursing and to the Dean of Students in the college. After an interview with those involved, the Dean of Students may convene a committee to deal with the issue.

SUCCESSFUL PROGRESSION IN THE NURSING PROGRAM

POLICY:

Successful progression in the nursing program is based on meeting course outcomes as outlined in each nursing course syllabus and requires a pattern of effective demonstration of abilities in clinical practice, criterion-referenced projects, performance assessments, and objective assessment. If there is an identified pattern of difficulty in meeting these requirements, strategies to strengthen necessary abilities may be required before you are allowed to progress in the program, documented in an individualized Learning Contract. You are responsible to fulfill the requirements of the Learning Contract.

PROCEDURE:

1. All requirements for success in a course are outlined in each nursing course syllabi.
2. If you are experiencing difficulty meeting course outcomes, your instructor may file a Mid-Semester Progress Report. You will be asked self assess your learning practices in order to collaborate with your instructor to develop a Learning Contract that identifies how to improve your performance and the timeline for meeting expectations. You are responsible to fulfill the requirements of the learning contract.
3. WDC: Because you will be required to successfully complete the National Council Licensing Examination for Registered Nurses (NCLEX-RN) objective test to practice nursing, you will be provided with multiple learning and assessment experiences involving computerized multiple-choice objective testing. Because you are expected to demonstrate mastery of the major nursing concepts in courses, you will need to achieve a minimum average success rate of 80% on objective assessments.

TIMELY WORK COMPLETION

POLICY:

You are expected to submit assignments, **supporting documents, and your self assessment** according to the course due dates so that you may receive feedback identifying strengths and areas to continue to develop within a course. Non-submission of assignments according to course timelines may only occur if there has been prior negotiation for extension of the due date. Because we believe that the curriculum and each course is developmentally sequenced, assignments and assessments must be up-to-date at midsemester.

PROCEDURE:

1. **Courses within the curriculum are developmentally sequenced. Therefore, each nursing course syllabus will outline specific due dates for assignments and assessments that will facilitate development of course-related knowledge and abilities over time.**
2. If you have not completed all assignments and assessments required by mid-semester, your instructor will file a Mid-Semester Progress Report. If your submitted work does not meet course assignment requirements, you may be asked to withdraw from the course.
3. Costs incurred by fulfilling these requirements are your responsibility.

Nursing Tuition

A student is officially changed to a Nursing Major (N) when she first registers for N 250 Health and Health Care Systems (or any higher level “N” course, for transfer students). It at this point that she begins being charged the Nursing tuition rate rather than the general tuition rate. Tuition for students who are Nursing majors (N) is published each year and can be found on the Business Office webpage of www.alverno.edu. Nursing tuition is charged for any term (Summer/Fall/Spring) following a students’ official change to a Nursing major (N). If a student is a Nursing Major (N) and is not taking any Nursing (N) courses, she is still charged Nursing tuition.

III. GENERAL INFORMATION

This section of the handbook identifies the structure and functions of the School of Nursing as related to its responsibilities to you as a student in the nursing program. Committee functions, the advising program and student nursing organizations are highlighted with specific identification of associated faculty responsibilities.

ORGANIZATIONAL STRUCTURE OF THE SCHOOL OF NURSING

The organizational structure of the School of Nursing provides the framework for the work of the department in the accomplishment of the goals and objectives of the College and the School.

The Dean of the School of Nursing is responsible for the administration of the Division and reports directly to the Senior Vice President of Academic Affairs of the College. Faculty members assume multiple roles and responsibilities to support and assure the effectiveness of the School of Nursing.

STUDENT REPRESENTATION

INTRODUCTION:

The faculty of the School of Nursing are consistently concerned about your experiences, perceptions, ideas, and viewpoints as a student in this nursing curriculum. Therefore, we create mechanisms for students to provide input to the School of Nursing Dean, faculty, and/or committees. The purposes of the mechanisms are to provide for exchange of information and ideas related to the continuous evaluation of the Nursing curriculum.

POLICY:

The Alverno School of Nursing shall provide mechanisms for students to provide input and to receive feedback related to the input.

PROCEDURES:

1. Each semester, students will receive information about ways to provide input at the beginning of the semester. Mechanisms may include electronic communications, face-to-face meetings, committee participation, and/or written communications.
2. On a regular basis, students will be asked if the communication approaches are meeting their needs.

ALVERNO COLLEGE STUDENT NURSES' ASSOCIATION (ACSNA)

The Alverno College Student Nurses' Association is a constituent of the Wisconsin and the National Student Nurses' Association. At Alverno, this organization represents all students majoring in nursing. The organization has elected officers. A faculty member in the nursing division serves as advisor. ACSNA is an officially registered organization on the Alverno College campus.

The purposes of the ACSNA are to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality health care
2. Provide programs representative of fundamental and current professional interest and concerns
3. Aid in the development of the whole person and her professional role, and her responsibility for the health care of people in all walks of life
4. Encourage communication and promote unity among Alverno nursing students and other Wisconsin schools of nursing
5. Represent nursing students to the consumer, to the Alverno community and to other institutions and organizations
6. Keep members up-to-date on legislative issues and involve members in legislative reform

These goals are implemented through such activities as scheduled program meetings, special campus activities including community outreach, and maintenance of a communications bulletin board.

There is a membership fee that entitles the student to membership in the local organization (ACSNA). This fee entitles the student to voting rights within ACSNA and to the newsletter for ACSNA. There is an additional fee for membership to Wisconsin Student Nurses' Association and the National Student Nurses' Association have one fee to join both organizations. Benefits of joining the WSNA and NSNA include *Imprint*, the national magazine published by and for student nurses, and *Student STAT*, the official publication for WSNA, and there are many scholarship opportunities available to these students.

BLACK STUDENT NURSES OF ALVERNO INTEREST GROUP

The Black Student Nurses of Alverno is an interest group affiliated with Alverno's School of Nursing with affiliations to the Milwaukee Chapter of the National Black Nurse's Association and the Alverno College Student Nurse's Association. Membership is open to all nursing majors or those interested in a career in nursing. The membership is not limited by race, creed or national origin. A faculty member in the nursing division serves as an advisor. BSN-A is an officially registered organization on campus.

The purposes of the Black Student Nurses of Alverno are to:

1. Support each other, through networking and sharing of educational information to better prepare for the school's curriculum
2. Bridge the gap in health care education to promote quality health care practitioners
3. Increase the visibility and accessibility of professional black nurses to young black persons. Collaborate with other groups in order to develop and maintain historical records of achievements and activities of black nurses
4. Act as an agent to influence change in nursing legislation and health care policies

These goals are implemented through such activities as regular program meetings, special campus activities and mentorship programs with the local chapter of National Black Nurse's Association.

APPENDIX A

WDC COURSE PREREQUISITE CHECKLIST

PREREQUISITES FOR CREATING YOUR HEALTHY FUTURE (N 250)

- _____ CH 113 and CH 113L, SC 120 and SC 120L completed
- _____ Declared nursing major
- _____ For transfer students completion of or concurrent
- _____ Registration in Integrated Learning Approaches and Strategies (IN130)
- _____ Completion or concurrent registration in BI 231 / 231L; BSC 215, CM 212 and CM 156Q

PREREQUISITES FOR HEALTH ASSESSMENT: INDIVIDUALS, FAMILIES, AND COMMUNITIES (N 260)

- _____ Completion of N 250 or transfer course equivalent
- _____ Completion of BI 231/BI 231L, BSC 215, CM 156Q, CM 212, or transfer course equivalent
- _____ Completion or concurrent registration in SSC 101
- _____ Completion or concurrent registration in BI 251/BI 251L
- _____ Completion of IN 130 for transfer students
- _____ Concurrent registration in N 260D, N260S, and N399
- _____ Completion of appropriate health requirements

PREREQUISITES FOR NUTRITION FOR WELLNESS (N 265)

- _____ Concurrent registration or completion of N 260

PREREQUISITES FOR NURSING CLINICAL SKILLS AND PROCEDURES (N 355)

- _____ Completion of N 260
- _____ Completion of N 265 or transfer course equivalent
- _____ Completion of SSC 101 or transfer course equivalent
- _____ Completion of BI 231/BI 231L
- _____ Completion of BI 251/BI 251L
- _____ Completion or concurrent registration in BI 338 or transfer course equivalent
- _____ Concurrent registration for AC 301
- _____ Completion of appropriate health requirements

PREREQUISITES FOR NURSING THEORY OF HEALTHY POPULATIONS (N 360)

- _____ Completion or concurrent registration in BI 338 or its equivalent
- _____ Completion or concurrent registration in N 355 or its equivalent
- _____ All 100 & 200 level courses completed except BSC 256
- _____ Concurrent or completion of AC 301

PREREQUISITES FOR NURSING PRACTICE OF HEALTHY POPULATIONS (N 365)

- _____ Completion or concurrent registration in N 360 or its equivalent (or within one semester of its completion)
- _____ Completion or concurrent registration in N 355 or its equivalent
- _____ Completion or concurrent registration in N 350 or its equivalent
- _____ Concurrent or completion of AC 301
- _____ Completion of appropriate health requirements

PREREQUISITES FOR PHARMACOLOGY AND NURSING PRACTICE (N 350)

- _____ Completion or concurrent registration in BI 338 or its equivalent

PREREQUISITES FOR NURSING THEORY OF ACUTE AND CHRONICALLY ILL POPULATIONS (N 370)

- _____ Completion of BI 338 or its equivalent
- _____ Completion of AC 301
- _____ Completion of N 350, N 355, N 360 and N 365 or their equivalents
- _____ Completion of PSY 250

PREREQUISITES FOR NURSING PRACTICE OF ACUTE AND CHRONICALLY ILL POPULATIONS (N 375)

- _____ Completion or concurrent registration in N 370 (or within one semester of its completion)
- _____ Completion of N 350, N 355, N 360 and N 365 or their equivalents
- _____ Completion of appropriate health requirements

PREREQUISITES FOR NURSING ELECTIVE (N 300)

- _____ All fifth semester nursing courses completed, except for N 391, may take concurrently with fifth semester courses

PREREQUISITES FOR NURSING THEORY OF VULNERABLE POPULATIONS (N 450)

- _____ Completion of N 370 and N 375 or their equivalents

PREREQUISITES FOR NURSING PRACTICE OF VULNERABLE POPULATIONS (N 455)

- _____ Completion or concurrent registration in N 450
- _____ Completion of N 370 and N 375 or their equivalents
- _____ Completion of appropriate health requirements
- _____ Current CPR certification / TB

PREREQUISITES FOR LEADERSHIP FOR CHANGE IN HEALTHCARE (N 460)

- _____ All 200 and 300 nursing courses completed, except nursing elective.

PREREQUISITES FOR NURSING AND RESEARCH (N 465)

- _____ BSC 256 completed
- _____ Completion of N370 and N375 or their equivalents

PREREQUISITES FOR PROFESSIONAL NURSING INTERNSHIP (N 470)

- _____ All seventh semester nursing courses completed
- _____ Concurrent registration in INTERN 383 and N 475

PREREQUISITES FOR PROFESSIONAL NURSING PORTFOLIO (N 475)

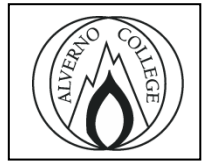
- _____ All seventh semester nursing courses completed.
- _____ Concurrent registration in N 470 and INTERN 383

PREREQUISITES FOR INTERNSHIP SEMINAR (INTERN 383)

- _____ Concurrent registration in N 470 and N 475

Updated
August
2009

ALVERNO COLLEGE: School of Nursing
WDC Course Sequence



The Course Sequence should be used for planning purposes only. All official graduation requirements are listed on the Academic Evaluation. Course sequence subject to change.

Semester 1

IN 130	Transfer of Learning: Approaches & Strategies	6
	OR	
{ FA 110	Introduction to the Arts	4
{ CM 110	Integrated Communication Seminar 1	3
CM 156-Q	Mathematical Connections	2
PSY 101	General Psychology	4
SC 119	Foundations of Natural Science 1	4
		16 or 17 cr

Semester 2

HUM 150	Expressions & Interpretations of the Human Experience	4
CH 113	Chemistry Survey/Biochemistry	3
CH 113-L	Chemistry Survey/Biochemistry – Lab	1
CM 112	Integrated Communication Seminar 2	1
PSY 110	Life Span Development	4
SC 120	Foundations of Natural Science 2	3
SC 120-L + SC 120-D	Foundation of Natural Science 2 – Lab and Discussion	1
		17 cr

Semester 3 (2-3 credits in Nursing)

BI 231	Human Anatomy and Physiology	3
BI 231-L	Human Anatomy and Physiology – Lab	1
SSC 101	Introduction to Social Science	4
BSC 215	Small Group Behavior	2
CM 212	Integrated Communication Seminar 3	2
N 200	Terminology for Health Care Professionals	1*
N 250	Health and Healthcare Systems	2
HFA 210	Humanities and Fine Arts Elective	2
ADV 299	Intermediate Level Event	0
		16 or 17 cr

Semester 4 (7 credits in Nursing)

HFA 210	Humanities and Fine Arts Elective	2
PSY 250	Abnormal Psychology (or in semester 5)	4
BI 251	Microbiology	3
BI 251-L	Microbiology – Lab	1
N 399	Formal Introduction to Advanced Work	0
N 260+N260D+N260S	Health Assessment – Community, Family and Individual***	4
N 265	Nutrition for Wellness	3
		13 or 17 cr

Semester 5 (10 credits in Nursing)

N 350	Pharmacology and Nursing Practice	2
N 050	Using Math for Medical Calculations	0*
BI 338	Physiological Mechanisms of Disease	4
AC 301	Mid-Program Portfolio Self Assessment	0
N 355	Nursing Clinical Skills and Procedures	2
N 360	Nursing Theory of Healthy Populations	3
N 365	Nursing Practice with Healthy Populations	3
PSY 250	Abnormal Psychology (if not previously completed)	4
		14 or 18 cr

Semester 6 (9 or 10 credits in Nursing)

N 370	Nursing Theory of Acutely and Chronically III Populations	3
N 375	Nursing Practice with Acutely and Chronically III Populations	4
N 150	Advanced Math Concepts for Medical Administration	1*
N 300	Nursing Elective	2
BSC 257	Probability and Statistics for Nurses	4
Support		4
		17 or 18 cr

Semester 7 (12 or 13 credits in Nursing)

N 450	Nursing Theory of Vulnerable Populations	3
N 455	Nursing Practice with Vulnerable Populations	3
N 151	Advanced Math Concepts for Medical Administration 2	1*
N 460	Leadership for Change in Health Care	3
N 465	Nursing and Research	3
HFA 310	Humanities and Fine Arts Elective	2
Support		4
		18 or 19 cr**

Semester 8 (8 or 9 credits in Nursing)

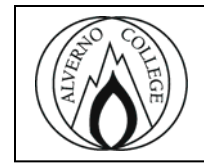
N 470	Professional Nursing Internship	6
N 152	Advanced Math Concepts for Medical Administration 3	1*
N 475	Professional Nursing Portfolio	1
AC 475	Nursing Assessment with N 475	0
Intern 383	Internship Seminar	1
HFA 310	Humanities and Fine Arts Elective	2
GEC 300	The Globally Effective Citizen	3
GEC 390	External Assessment for GEC 300	0
Support		4
		17 or 18 cr

**48-52 Nursing Credits
132-137 Total Credits**

*Instructor Recommendation/Requirement

** 19 credits requires prior approval, which may or may not be granted based on prior academic record, as well as additional tuition costs above 18 credits.

*** Nursing Health Requirements and CPR must be submitted to the Registrar's Office prior to registering for N260 (See the Nursing Handbook for more information).



WEC COURSE PREREQUISITE CHECKLIST

PREREQUISITES FOR PROFESSIONAL NURSING IN HEALTH CARE SYSTEMS (N 256)

- _____ Graduate from an accredited RN diploma or associate degree program
- _____ Licensure as a registered nurse
- _____ Concurrent registration or completion of IN 130
- _____ Concurrent or completion of CM 156 Q

PREREQUISITES FOR PRIOR LEARNING ASSESSMENT (N 276)

- _____ RN enrolled as a nursing major in the RN-BSN program

PREREQUISITES FOR NURSING PROCESS WITH INDIVIDUALS , FAMILIES, AND COMMUNITIES (N 366)

- _____ Completed N 256
- _____ Completed or concurrent registration in N 276
- _____ Health requirements / CPR / TB

PREREQUISITES FOR NURSING THEORY AND PRACTICE WITH VULNERABLE POPULATIONS (N 456)

- _____ Completed N 366
- _____ Health requirements / CPR / TB

PREREQUISITES FOR NURSING RESEARCH (N 465)

- _____ Completed BSC 256
- _____ Completed CM 156Q
- _____ Completed CM 114
- _____ Completed N 366

PREREQUISITES FOR PROFESSIONAL NURSING LEADERSHIP SEMINAR (N 476)

- _____ Completed N 366

ALVERNO COLLEGE
School of Nursing
WEC Course Fulltime Sequence

IN 130	Transfer of Learning: Approaches & Strategies	6
MGT / PCM 120	Interpersonal and Group Communications	3
N 276	Prior Learning Assessment	0
CM 111	Integrated Communication Seminar I	3
CM 156-Q	Mathematical Connections	2

14 cr

Semester II (FALL)

LA 282	Perceptions of Persons	6
N 256	Professional Nursing in Health Care Systems	2
BSC 256	Probability & Statistics	4
PCM 170	Visual Communications	3
PCM 130	Writing: The Editing Process	3

18 cr

Semester III (SPRING)

LA 283	Person in the Environment	6
PCM 200/230 & PCM 250/320		6
N 366	Nursing Process with Individuals, Families, & Communities	4
N 465	Nursing Research (or semester IV)	3

16 or 19cr

Semester IV (FALL)

LA 321	Bridging the Cultural Gap	6
N 456	Nursing Theory & Practice with Vulnerable Populations	4
N 465	Nursing Research (if not already taken)	3
N 476	Professional Nursing Leadership Seminar	2

13 or 15 cr

ALVERNO COLLEGE

**School of Nursing
Student Health Record**

APPENDIX B

HEALTH RECORD PROCEDURE

1. The health record form including immunization record is part of this student handbook.
2. You are to submit a completed health record form, including the immunization record with either proof of vaccine or a titer showing immunity and CPR certification, to the Registrar's office. Keep a copy of all records and the completed form for your personal health records.
3. Each semester, you will be responsible for providing current documentation relative to your tuberculin status and CPR certification. You will not be allowed in clinical practice without documentation of the health requirements.

ALVERNO COLLEGE

School of Nursing

Student Health Record

Name: Last First Middle Telephone No. Student ID Number

Home Address: Street City/State Zip Code

Birth Date

Family Physician Name/Address Date of Last Medical Visit

STUDENT REPORT OF PREVIOUS/CURRENT ILLNESS (Give Year)			
CONDITION	YEAR	CONDITION	YEAR
Allergies (list)		Hearing Deficiency	
Anemia		Heart Disease	
Arthritis		High Blood Pressure	
Asthma		Indigestion (frequent)	
Back Trouble		Jaundice	
Cancer		Kidney Disease	
Cold or sore throat (frequent)		Menstrual Problems	
Depression/Anxiety		Sinus Trouble	
Diabetes		Skin Disease	
Epilepsy		Tuberculosis	
Headache (frequent)		Varicose Veins	

ALVERNO COLLEGE
School of Nursing
Student Health Record

Student Name: _____ I.D. # _____

Other (include injuries and operations you have experienced): _____

List medications (prescribed and over the counter) you are currently taking regularly. Please state the reason you take this medication.

Have you ever had an adverse reaction to/or are you allergic to any drug? ___No ___Yes

Name of drug: _____

Is there any other personal or family history that you think the examiner should know?

Are you currently under medical care? If so, for what? Name of practitioner managing care.

Signature

Date

...TAKE THIS TO YOUR EXAMINER FOR REVIEW...

ALVERNO COLLEGE
School of Nursing
Student Health Record

Student Name: _____ I.D.# _____

REPORT OF PHYSICAL EXAMINATION	
Head/Neck:	
Chest/Cardiovascular:	
Respiratory:	
Abdomen:	
Genitourinary:	
Extremities:	
Spine/Neurologic/Reflexes:	
Blood Pressure:	Pulse:
Height:	Weight:

I have examined this applicant and I have found her a
 _____ suitable candidate for a nursing program on the basis of this exam.
 _____ not-suitable candidate for a nursing program on the basis of this exam.

Comments:

 Examiner's Signature

 Address

Date _____

Phone # _____

ALVERNO COLLEGE

School of Nursing

Student Health Record

Student Name: _____ I.D. # _____

IMMUNIZATION RECORD

Attach a copy of proof of vaccine or titer to this form	Immunization Date	OR	Titer Result Date
Mumps			
Rubella (German Measles)			
Rubeola (Measles)			
Diphtheria Toxoid (Within 10 Years)			
Tetanus Toxoid (Within 10 Years)			
Hepatitis B Vaccine	1. _____ 2. _____ Final _____		
Varicella (Chicken Pox)			

Tuberculin Skin Test (PPD): Result _____ Date _____
(Within 1 Year, attach documentation)

Chest X-ray if skin test result positive: Result _____ Date _____
(attach report findings)

I certify this information to be true:

Student Signature

Date

ALVERNO COLLEGE

School of Nursing

**Annual Questionnaire for the Evaluation of
Signs and Symptoms of TB in Nursing Students**

This form will be used for the following:

- 1) Those with a history of a positive TB test 2) Those with a history of Active TB Disease

Student Name _____

HISTORY

* Positive Mantoux Skin Test Yes No

* Positive QuantiFERON – TB Gold Test Yes No

* Chest X-ray after a positive TB test or active TB Yes No

Findings: Normal Yes No

Check if you have experienced any of the following in the past year:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Weight loss | <input type="checkbox"/> Coughing up sputum or blood |
| <input type="checkbox"/> Night Sweats | <input type="checkbox"/> Loss of Appetite |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Pain in the chest when breathing or coughing |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Fever |
| <input type="checkbox"/> Chills | |

Comments:

Date of last chest x-ray: _____

I have reviewed the above listed signs/symptoms of TB. I understand that I must immediately report any of these symptoms should they occur.

Student Signature _____

Date: _____

**ALVERNO COLLEGE
School of Nursing
Student Health Record**

STATEMENT OF HEALTH INSURANCE COVERAGE

I currently have the following health insurance coverage:

NAME OF COMPANY/PROGRAM: _____

Signed: _____

HEALTH INSURANCE WAIVER

I am currently NOT covered by a health insurance policy or program. I understand that it is strongly recommended that nursing students carry health insurance to cover any unforeseen incidents that might be experienced during clinical practicums. I further understand that coverage is available at a reasonable cost through the college. (Information regarding that coverage is available through the Student Services Department.)

I, hereby, understand that I will be financially responsible for any health care costs I might incur during clinical practicum experiences.

I request a waiver from the recommendation that I carry health insurance.

Signed: _____