Welcome to the BSN nursing program at Hiram College. Your selection of the nursing major means that you are about to enter a rigorous program of study that will prepare you for an exciting career in a wonderful and caring profession with excellent opportunities.

This handbook has been prepared to serve as an informative resource to assist you as you proceed through the nursing program at Hiram College. The Nursing Student Handbook serves as a supplement to the Hiram College Catalog and the Hiram College Student Handbook and will provide you with essential information specific to the nursing program. You are expected to be familiar with the policies and other content of each of these documents.

On behalf of the Department of Nursing’s faculty and staff, we wish you much success in your college career and in the practice of professional nursing.

Signature

Davina J. Gosnell, RN, PhD. FAAN
Professor and Nursing Program Director

12.16.09
9.28.10 revised
10.15.11 revised
# STUDENT HANDBOOK: 2010-11

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NURSING PROGRAM DESCRIPTION

Historical Background

Founded in 1850, Hiram College is a private, co-educational liberal arts and sciences college established by the Christian (Disciples of Christ) Church and is located in the village of Hiram, Ohio, thirty-five miles southeast of Cleveland in the Western Reserve region. As a church-related college, Hiram does not serve students; rather “it serves the world by educating students” (McAvoy). One of Hiram’s most famous students and leaders is James A Garfield, principal of Hiram College from 1857 –1860 and later the 20th President of the United States. Hiram College is one of the 200 oldest post-secondary, degree-granting institutions in the US and one of only 13% of colleges and universities with a chapter of Phi Beta Kappa, an academic honor society with missions to "celebrate and advocate excellence in the liberal arts and sciences."

Establishment of the Nursing Program at Hiram College followed extensive assessment and analysis by the Board of Trustees and college faculty as well as with the assistance of a nursing consultant, a feasibility study and market analysis. It was determined Hiram College was well positioned to establish a nursing program. In the Spring of 2006 both the Board of Trustees and faculty voted “to approve a Hiram College Bachelor of Science in Nursing Program.” In August the Founding Program Director was hired and program development was immediately undertaken. In March, 2007, the Ohio Board of Nursing (OBN) granted Conditional Program Approval and in the Summer of 2007 Program Approval was received from the Ohio Board of Regents. In June, 2009, request for applicant status for accreditation was made to the Commission on Collegiate Nursing Education, and a site visit occurred in March, 2010. Following the Commission on Collegiate Nursing Education Board meeting in October 2010, accreditation with no recommendations was granted to the Hiram College BSN Program, for a period of five years and to be effective as of March 2010. In the Fall of 2010, a visit was made by the OBN, and in May 2011, the OBN granted full approval with no recommendations for a period of five years. The first nursing major students were admitted in Fall, 2007, and they were graduated as the first Hiram College BSN students in May 2011.

Hiram College Mission

The mission of Hiram College is to foster intellectual excellence and social responsibility, enabling our students to thrive in their chosen careers, flourish in life, and face the urgent challenges of the times.

Hiram College Vision Statement

Hiram’s students will be among those called to address the urgent problems facing our era. Answering this call will require timeless intellectual capacities for critical thinking, imaginative problem-solving, and reflective decision-making. Cultivating these skills in the foundational knowledge of humanity, nature, and their relationships, has been the essential core of the liberal arts tradition since its beginning in antiquity.

Hiram College commits to continuing the rich legacy of liberal learning for students, developing the knowledge, skills, and habits of mind acknowledged for over two millennia as both valuable in their own right and conducive to success in any endeavor. Throughout its rigorous core curriculum and specialized academic programs, Hiram College will emphasize the ability to think critically and communicate effectively, to engage in disciplined inquiry and autonomous learning, and to recognize the essential connectedness of all knowledge.

Liberal education has been traditionally concerned not only with developing the intellect, but also with
educating the whole person. To this end, Hiram College attends to the emotional and ethical lives of our students throughout both the curricular and co-curricular life of the campus, promoting respect for diversity, understanding of cultural difference, ethical reflection, and the ideal of engaged citizenship.

We believe in addition that learning by doing and knowing through experience are critically important preparation for the complex challenges that our students will confront in their lives and careers. Hiram College therefore commits to providing students, not only with rigorous and relevant preparation in their chosen areas of major study, but also with opportunities to prepare themselves to meet the challenges of their future careers through experiential learning, application of their new skills and knowledge to real problems, and attentive mentoring during the transition into their careers by both faculty and staff.

Because success will require rigorous preparation and superior effort, Hiram College expects the same of itself. Because our world sorely needs tolerance, civility, understanding and respect for diversity, Hiram must insist upon the same. Because solutions to the problems of our times can only be achieved through innovation, creativity, and boldness of vision, the College will continue to encourage and practice these, as it has since its founding in 1850.

Hiram College Core Values
Core values are the essential enduring tenets which guide the Hiram College community. They set forth what we believe and define how we should conduct our affairs. At the heart of these values is the student.

Community

- We are a community that fosters mentoring relationships and shared responsibility for learning.
- We are committed to the well-being of each member of the community.
- We value the distinctive contributions of every person in the learning environment.

Learning

- We believe in the interrelationship of knowledge exemplified in the liberal arts.
- We demonstrate unwavering commitment to the pursuit of learning and quality scholarship.
- We value superior teaching and comprehensive mentoring.
- We are committed to supporting the continuous personal and professional growth of community members.
- We foster an environment that encourages open inquiry.

Responsibility

- We recognize that the well-being and governance of the community are a shared responsibility among community members.
- We believe that community members are accountable for their actions and should be held to high standards.
- We embrace our responsibility to the larger community beyond the boundaries of Hiram College and encourage learning through service.

Diversity

- We respect the dignity of each individual.
- We are an inclusive community that welcomes people of diverse backgrounds, beliefs, and points of view.
• We recognize the value of diversity in our educational program.
• We seek to foster a supportive environment in which community members will be challenged to explore knowledge, values, and ethics from varied perspectives.
• We celebrate freedom of thought and freedom of choice.

Innovation

• We honor our tradition in the liberal arts and its profound relevance to society.
• We are eager to explore new issues and practices and integrate them into our academic vision.
• We encourage individual initiative, creativity, and talent.

The philosophical foundation and conceptual framework of Hiram’s nursing program emanates from the mission, vision, and core values of Hiram College and the mission and vision of the Nursing Program. The Hiram College Nursing Program statements are as follows:

Nursing Program Purpose

The purpose of the Hiram College Nursing Program is to prepare students for entry into the health care profession, able to serve as clinically competent, ethically grounded, socially and culturally responsible professional nurses who set rigorous standards for practice, believe in the dignity of all humans, and use state of the art technologies in combination with therapeutic use of self to provide high quality nursing care, ready for entry as a generalist into professional nursing practice.

Nursing Program Mission

The mission of the Department of Nursing at Hiram College is to prepare clinically competent, ethically grounded, socially and culturally responsible professional nurses who are prepared to think critically and participate as leaders in the delivery of health and nursing care. The liberal arts tradition prepares students to think well and with discipline. This tradition, grounded in the understanding that knowledge is interrelated and interdisciplinary, prepares persons to be keen and critical observers of the world, identifying issues, determining alternatives, and participating in solutions. These skills, combined with knowledge and skills in the discipline of nursing are essential to the preparation of individuals ready to serve as professional nurses.

Nursing Program Vision Statement

Honoring the college’s historic tradition of preparing students to serve the world, the nursing program’s mission is guided by a vision of nursing preparation and clinical practice rooted in democratic values and ideals. Professional nurses must be agents of change who recognize the societal purpose of nursing and who act on the potential of the discipline of nursing to transform society. These professional nurses will value diversity, exhibit ethical behavior, promote social justice and recognize and act on the belief that all individuals deserve competent and compassionate nursing care.

Nursing Program Philosophy

We believe that nursing is a professional discipline which has a primary purpose response to the societal mandate of achieving maximum human health through the provision of nursing care and comfort. Professional nursing practice encompasses a distinct, theoretical body of knowledge drawn from the humanities, social and behavioral sciences, and natural and biological sciences. Nursing practice is both an art and a science, and clinical competence reflects a unique blending of the two. Intellectual skills of inquiry, critical thinking, and
problem solving are required as well as autonomy, accountability, professional development and leadership. The delivery of professional nursing practice is multi-faceted. It is accomplished within problem solving frameworks known as Nursing Process and Evidence-based Practice. Nursing Process involves assessment, diagnosis and planning, intervention and evaluation of individuals, families, groups and communities. Evidence-based Practice includes identification of patient population, intervention of interest, intervention of comparison, and expected outcomes. A goal of the nursing program is to prepare nurses with the ability to establish interpersonal relationships, use therapeutic communication and empower humans as individuals, families, groups, and communities to seek maximum health and quality of life. Professional nurses have the responsibility to advance the profession through embodiment of the profession’s Codes of Ethics and Standards of Practice, by contributing to the discipline’s body of knowledge, and by employing ethical values and behaviors to promote human dignity and social justice in a political, socio-cultural, economic, and global environment.

Organizational Charts

Organization of the Department of Nursing is consistent with other disciplines at Hiram College. The structure of organization at Hiram College is quite similar to other colleges of similar size and mission. Organizational charts for Central Administration, the Academic and Student Life Divisions and the Department of Nursing can be found in Appendix A.

Departmental Governance

Governance of the Department of Nursing operates in a manner consistent with that of other departments at Hiram College. Due to the small number of permanent faculty, work of the department is accomplished either by a committee of the whole or by delegation of tasks to individuals with presentation to the entire faculty for review and adoption. Curriculum, program evaluation and departmental policies matters are the responsibility of the committee of the whole. There will be regularly scheduled Departmental Meetings.

- Membership shall consist of all permanent faculty and staff as well as a student representative from each class. Adjunct faculty and guests are welcome to attend any regularly scheduled meeting. Voting privileges will be limited to all full-time permanent faculty and staff.
- Student representatives and alternates from each class are selected by nomination annually. Students will have voice but no vote.
- Regular monthly meetings are scheduled with agendas provided. Additional meetings as needed can be scheduled for special work such as accreditation preparation. There are to be minutes of all formal meetings.
- Personnel issues and other confidential matters will be handled in executive session with only permanent nursing faculty and staff members in attendance.
- Representatives will be introduced at the Fall Nursing Assembly, and recognized for service at the Spring Nursing Assembly.

Nursing Assembly

It is the practice of the Nursing Department to assemble all faculty, staff, and students once every semester for the purpose of providing information and building community. It is an expectation that everyone will attend.
NURSING CURRICULUM

The BSN nursing curriculum has been designed to be completed in four (4) academic years and uses the Hiram Plan (12 week/ 3 week semester model) for delivery of courses. Components of the curriculum incorporate, in addition to the nursing sequence of clinical and non-clinical courses, courses in the natural and social sciences, biomedical humanities, and liberal arts. Some courses fulfill more than one of the curricular requirements. The six (6)semesters/three (3) academic years of didactic, laboratory, and clinical nursing courses are designed to build on the liberal arts and science foundation solidly established in the 2 semesters of the first year of the curriculum. Additional non-nursing courses are spread throughout the remainder of the curriculum to help the student integrate and synthesize nursing with liberal arts and science content.

Nursing Program Goals, Standards and Expected Outcomes

The Nursing Department has delineated the following goals with subsequently related standards and expected outcomes that will guide our preparation of professional nurses. These goals, standards and expected outcomes are derived from the philosophy and conceptual framework, and have served to direct the development and implementation of the curriculum, and to identify the essential components and characteristics of professional nursing practice. They will also be used for evaluation of the curriculum.

The Nursing Program Goals, Standards and Expected Outcomes are as follows, and are herein organized by the Essential of Baccalaureate Education that informed the development of each goal:
Consistency and Congruency of
AACN Essentials with Hiram College Nursing Program Goals, Standards, and Expected Outcomes

<table>
<thead>
<tr>
<th>The Essentials of Baccalaureate Education</th>
<th>Hiram Nursing Program Goal</th>
<th>Hiram Nursing Program Standard</th>
<th>Hiram Nursing Program Expected Outcome</th>
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| Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice | Goal I: The Professional Nurse is Educated in the Liberal Arts | Standard I: Demonstrates commitment to the goals of the Hiram College Core Curriculum | Expected Outcomes:  
- Understands ways of knowing including creative, interpretive, modeling, experimental, scientific, and social and cultural analysis methods  
- Understands ways of developing responsible citizenship through an understanding of both domestic and global diversity, and demonstrates the ability to formulate and evaluate claims about meaning and values |

Essential I informed the development of the program goal, standard, and expected outcome by requiring liberal arts through the Hiram College liberal arts core requirements and curriculum.

| Essential II: Basic Organization and Systems Leadership for Quality Care and Patient Safety | Goal II: The Professional Nurse is Clinically Competent | Standard 2: Demonstrates commitment to professional competence | Expected Outcomes:  
- Understands the major concepts, assumptions, debates, processes of inquiry and ways of knowing central to the discipline of nursing and evidences commitment to the ongoing pursuit of knowledge  
- Exhibits autonomy and decision–making ability and leadership management skills  
- Functions as a collaborative member of the interdisciplinary health care team |

Essential II informed the development of the goal, standard, and expected outcome by delineating the need for leadership, quality patient care and safety knowledge and skills. By expecting Hiram students to understand and assimilate the major concepts, assumptions, debates, processes of inquiry and ways of knowing, they will be able to demonstrate their competence through knowledge and skills of leadership and high quality safe care.
<table>
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<th>Essential III: Scholarship for Evidence Based Practice</th>
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<th>Standard 3: Demonstrates commitment to effective nursing practice</th>
<th>Expected Outcomes:</th>
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<td>• Professional nursing practice is grounded in the translation of current evidence into practice.</td>
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<td>• Applies theories to practice using the nursing process to create therapeutic nursing care beneficial to the promotion of the health of individuals, families, groups, and communities</td>
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<td>Standard 4: Demonstrates commitment to reflective nursing practice</td>
<td>• Understands ways of knowing including creative, interpretive, modeling, experimental, scientific, and social and cultural analysis methods</td>
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Essential III informed the development of the goal, standard, and expected outcomes by requiring students to not only translate current evidence, but also to draw on theoretical knowledge and multiple ways of knowing to implement nursing practice.

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<th>Standard 5: Demonstrates commitment to efficacious nursing practice</th>
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<td>• Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</td>
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<td>• Approaches the delivery of nursing care in innovative and creative ways</td>
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<td></td>
<td>• Exhibits autonomy and decision-making ability and leadership management skills</td>
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<td>• Functions as a collaborative member of the interdisciplinary health care team in helping all patients achieve health, comfort and well-being</td>
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Essential IV informed the development of the goal, standard and expected outcomes by fostering student exposure to and use of innovative and creative nursing technology to provide effective patient care. An important expected learning outcome is the application and analysis of the use of patient care technology in pursuit of current and future innovations and creations.
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<thead>
<tr>
<th>Essential V: Healthcare Policy, Finance, and Regulatory Environments</th>
<th>Goal IV: The Professional Nurse is Socially and Culturally Responsible</th>
<th>Standard 8: Demonstrates commitment to a vision of a just society based on democratic ideals</th>
<th>Expected Outcome: Understands the relationship of political, economic, social, cultural and ideological issues, health policy, and the power relationships that exist in health care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</td>
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</table>

Essential V informed the development of the goal, standard and expected outcome by having Hiram students understand the relationships of finance, healthcare policy and regulatory environments as well as the social, cultural, and ideological framework for those relationships. Hiram students are not only responsible for learning the basic environmental framework, they are also required to understand their dynamic interrelationship and impact.

<table>
<thead>
<tr>
<th>Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</th>
<th>Goal II: The Professional Nurse is Clinically Competent</th>
<th>Standard 5: Demonstrates commitment to efficacious nursing practice</th>
<th>Expected Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</td>
<td></td>
<td></td>
<td>- Develops therapeutic nursing-patient relationships which evidence honesty, sincerity, care and respect for human dignity and privacy</td>
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<tr>
<td></td>
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<td></td>
<td>- Exhibits autonomy and decision-making ability and leadership management skills</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Functions as a collaborative member of the interdisciplinary health care team in helping all patients achieve health, comfort and well-being</td>
</tr>
</tbody>
</table>

Essential VI informed the development of the goal, standard and expected outcomes by recognizing that a nurse has to be able to communicate effectively with many groups of people, including learning how to function as a productive member of the health care team. Classroom and clinical experiences provide opportunities for development of the needed communication skills.
<table>
<thead>
<tr>
<th>Essential VII: Clinical Prevention and Population Health</th>
<th>Goal IV: The Professional Nurse is Socially and Culturally Responsible</th>
<th>Standard 9: Demonstrates commitment to providing access and care to vulnerable individuals and populations.</th>
<th>Expected Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.</td>
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<tr>
<td>Essential VII informed the development of the goal, standard, and expected outcomes by recognizing that all persons are in need of health promotion and in particular, populations that do not receive clinical preventative services are at risk for health disparities and are therefore vulnerable. These populations exist locally, regionally, nationally and internationally.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential VIII: Professionalism and Professional Values</th>
<th>Goal III: The Professional Nurse is Ethically Grounded</th>
<th>Standard 6: Demonstrates commitment to ethical integrity</th>
<th>Expected Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to nursing.</td>
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<tr>
<td>Essential VIII informed the development of the goals, standards, and expected outcomes by recognizing that professionalism comes from a strong foundation in ethics, values, and professional standards which are evidenced by honesty, sincerity, care and respect for human dignity and privacy.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential VIII: Professionalism and Professional Values</th>
<th>Goal IV: The Professional Nurse is Socially and Culturally Responsible</th>
<th>Standard 7: Demonstrates commitment to moral values</th>
<th>Expected Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Essential VIII informed the development of the goals, standards, and expected outcomes by recognizing that professionalism comes from a strong foundation in ethics, values, and professional standards which are evidenced by honesty, sincerity, care and respect for human dignity and privacy.</td>
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</table>
Essential IX: Baccalaureate Generalist Nursing Practice

- The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and increased use of healthcare resources inherent in caring for patients.

Goal II: The Professional Nurse is Clinically Competent

Goal III: The Professional Nurse is Ethically Grounded

Goal IV: The Professional Nurse is Socially and Culturally Responsible

Standard 2: Demonstrates commitment to professional competence

Standard 3: Demonstrates commitment to effective nursing practice

Standard 4: Demonstrates commitment to reflective nursing practice

Standard 5: Demonstrates commitment to efficacious nursing practice

Standard 6: Demonstrates commitment to ethical integrity

Standard 7: Demonstrates commitment to moral values

Expected Outcomes:

- Understands ways of knowing including creative, interpretive, modeling, experiential, scientific, and social and cultural analysis methods
- Understands the major concepts, assumptions, debates, processes of inquiry and ways of knowing central to the discipline of nursing and evidences commitment to the ongoing pursuit of knowledge
- Applies theories to practice using the nursing process to create therapeutic nursing care beneficial to the promotion of health of individuals, families, groups, and communities
- Thinks systematically regarding their practice and learns from experiences
- Approaches the delivery of nursing care in innovative and creative ways
- Understands the relationship of political, economic, social, cultural and ideological issues, health policy, and the power relationships that exist in healthcare

Essential IX informed the development of the goals, standards and expected outcomes with an underlying assumption of nursing as being as opposed to nursing as doing. Understanding that nursing practice is complex requires that baccalaureate students be taught to think systematically regarding their practice giving them a breadth and depth of understanding which allows them to function as a nurse generalist in varied entry level settings.

6.3.10
Curricular Organizing Framework

Within the conceptual framework of the curriculum are five (5) major constructs that provide for the structure of content essential in the education and preparation of a professional nurse. These include Health, Human Being (person), Nursing, Education, and Environment and Society. In addition, there are six (6) significant concepts integrated through the curriculum that provide essential foundation and form for the content. These essential concepts include biomedical humanities, communication, critical thinking, evidence-based practice, nursing process, and role development. The five structural conceptual constructs are described as follows:

Structural Conceptual Constructs:

1) Health: Health is a dynamic state of being which involves both illness and wellness. Health components, including the biological, cultural, physical, psycho-social, and spiritual, are ever changing. Human health exists from conception to death.

2) Human Being (person): To be human is to be a dynamic, unique, and complex individual possessing biological, psychological, socio-cultural and spiritual entities. The entities have both independent and interdependent as well as internal and external functions. Humans share in common many attributes but concomitantly, every human being is uniquely individual.

3) Nursing: Nursing is a professional discipline with a societal obligation to provide compassionate, competent nursing care for the promotion of health, prevention of illness, restoration of health and alleviation of suffering. Nursing requires the use of intellectual knowledge and skills to empower individuals, families, groups, and communities to promote care of self and others in order to achieve optimal health. Nursing is practiced in any setting but is usually provided within an organized structure for health care delivery.

4) Education: Education is the organization and delivery of intellectual content including knowledge, skills, and behaviors for the purpose of dissemination between and among individuals, groups, and communities. Methods of education are many and varied and utilize all of the human senses. Persons vary in their educational capabilities and motivation. Education can occur both formally and informally. Formal education employs structured systems for identification and delivery of specific content for the purpose of systematic development of ways of thinking, acting, and behaving. Teaching and learning are two distinct aspects of the educational process and active engagement is required for effective learning outcomes. Professional nursing preparation requires formal education with the entry level being that of a generalist. Such education is acquired in an institution of higher education and both theoretical and applied content from the liberal arts and sciences and the discipline of nursing are required.

5) Environment and Society: Environment constitutes the space that is both internal and external to a human being. Both the internal and external environments are in constant inter-relational interaction and change. Components of environment include biological, cultural, physical, psycho-social, and spiritual dimensions. A society is composed of groups of interrelated and/or interdependent individuals who share common heritage, culture and customs, geographic area, language, governance, economic, occupational or other socially distinctive defining factors. Such commonly held factors serve to unite individuals into definable clusters for a specific
purpose. Society and environment have inter-relational effects upon human beings and human health.

**Essential Concepts:**

1) **Biomedical Humanities:** Biomedical humanities examine critical values and issues in healthcare through study of the humanities such as literature, philosophy, and the arts. Such study provides a strong foundation for the practice of professional nursing.

2) **Communication:** Communication entails the use of verbal and nonverbal symbols that humans use to create meanings. The practice of nursing relies on essential and effective skills in written, oral and electronic communication for therapeutic relationships.

3) **Critical Thinking:** Critical thinking is the intellectual process of actively conceptualizing, analyzing, synthesizing and/or evaluating information. It requires skills of logic and reasoning, clarity and precision, and requires sound and relevant content/data upon which to reflect. Critical thinking can result in new and different ways of knowing, doing, or behaving. The use of critical thinking skills is indispensable in the practice of nursing.

4) **Evidence-Based Practice:** Evidence-based practice consists of the skilled integration of individual patient data with clinical evidence derived from nursing research and/or other related research and inquiry. The process involves formulation of specific, patient-focused, answerable questions; systematic inquiry with appraisal of validity, relevance, and applicability of research evidence within a context of related patient factors such as resources and choices; implementation; and evaluation of results.

5) **Nursing Process:** Nursing process is a systematic, problem-based approach to the organization and delivery of nursing care. Components are assessment, diagnosis and planning, intervention, and evaluation. Assessment involves the systematic collection of clinical and related patient data; diagnosis and planning consists of data analysis, identification and naming of the nursing diagnosis/diagnoses, and development of a plan of care; intervention entails implementation of a therapeutic regime of nursing actions; and evaluation constitutes an evidence-based analysis of the results/outcomes of nursing interventions.

6) **Role Development:** In order to become a competent clinician, professional nursing requires that the nurse exhibit a series of behaviors including autonomy and responsibility, leadership, sound judgment and decision-making, professional behaviors and values, collaboration, and commitment to life-long learning. Such skills are developed throughout the educational program in both didactic and experiential ways.
Program Expectations

The curriculum is designed to achieve the Hiram College BSN Nursing Program purpose, which is to prepare students for entry into the health care profession, able to serve as clinically competent, ethically grounded, socially and culturally responsible professional nurses who set rigorous standards for practice, believe in the dignity of all humans, and use state of the art technologies in combination with therapeutic use of self to provide high quality nursing care, ready for entry as a generalist into professional nursing practice. Concomitantly, the purpose is to provide students with a broad liberal arts, science, and humanities foundation that prepares them to meet the needs of society as responsible, contributing members. In addition, the program proposes to provide the basis for continued learning through advanced and specialized graduate education. In order to achieve this purpose, the Essentials of Baccalaureate Nursing Education (AACN, 2009) serve as the benchmark for competency standards and expected outcomes. The Essentials of Baccalaureate Nursing Education (2009) can be found in Appendix C: Resources.

Curricular Plan

The curriculum for the BSN Nursing Program is designed in accordance with the overall curricular requirements of Hiram College (see College Catalog 2011-12) and the 12 week/3 week semester ‘Hiram Plan.’ Sample BSN curriculum plans can be found in Appendix B, both with and without the Biomedical Humanities minor.

Minor for BSN Students

BSN students may choose to also complete selected minors. A student must work closely with a faculty advisor in choosing a minor and its scheduling compatibility with the BSN curriculum. For any minor, a minor declaration form must be completed and submitted to the Office of the Registrar. In accordance with the Hiram College Undergraduate Catalog, a student must maintain a cumulative grade-point average of 2.0 within the minor (see Student Academic Responsibilities and Performance under Degree Requirements, College Catalog 2011-12). A minor that is strongly encouraged in the nursing program is Biomedical Humanities. A specific curriculum sheet has been established for those choosing to minor in Biomedical Humanities. For the BIMD minor, a Minor Review Sheet must also be completed, submitted to the Department of Biomedical Humanities, and updated each semester so the Department of Biomedical Humanities can track student progression.

ADMISSION, PROGRESSION AND GRADUATION POLICIES

Application Process and Recommended prerequisites

Hiram College operates using the rolling admission plan. This means that prospective students may continuously apply for admission and that Hiram College will admit qualified students on a space-available basis. This includes those students specifically interested in enrolling in Hiram College’s Nursing Program. All applications are reviewed on a need-blind basis, which means admission decisions are based solely on a student’s academic and extra-curricular merits, not on his or her family’s financial circumstances. Hiram College admits students without regard to age, sex, race, disability, national origin, religion, or political affiliation. To begin the admission process, students are required to submit an application to Hiram College, and on the
application, should list Nursing as their intended area of interest. There is no separate application for direct admission into the nursing program.

**First-Year Students**

First-Year Students may apply to Hiram using either the Hiram College Application or Common Application. Both are free. Required materials include a completed application, an essay, teacher recommendation, secondary school report completed by the guidance counselor, official high school transcript, and official results of the ACT or SAT Assessment. (The ACT is preferred for nursing majors.) A personal interview is highly recommended for all applicants. Applicants who have completed college coursework (Post-Secondary Education Opportunity) should also include these transcripts.

As with all of its programs of study, Hiram College reviews nursing program applicants in a holistic manner. A professional, and often a committee, reads each file individually, looking for a record demonstrating better than average to superior academic attainment in the college preparatory core curriculum. Prospective students should have standardized test scores that correlate to this level of achievement, as well as co-curricular involvement.

Hiram's academic coursework is engaging and challenging. To be adequately prepared to succeed at Hiram, the College recommends that all applicants complete the following courses while in secondary school: 4 years of English, 3 years of math, 3 years of science, 3 years of history and/or social science, 2 years of the same foreign language, and 2 years of electives from the above subjects. For nursing admission decisions, Hiram pays particular attention to academic achievement in life science, chemistry, and mathematics courses. In addition to the general Hiram College admission requirements, it is recommended that students interested in the nursing major have a minimum high school GPA of 2.75, an ACT composite score of 22 with a math and scientific reasoning sub-score of 22, and completion of biology, chemistry, and Algebra I and II with a grade of “B” or better in each.

As with all prospective Hiram students, nursing students are advised individually throughout their Hiram education. Students meeting Hiram general admission requirements, who do not entirely meet the additional recommended nursing requirements, will be offered individual academic advisement during the application review process, to increase success in the program.

**Transfer Students**

Hiram admits transfer students for fall (August) and spring (January) semesters, including those students interested in enrolling in the Nursing Program. Transfer applicants should submit an application no later than July 1 for fall semester and December 1 for spring semester. The Office of Admission accepts both the Hiram College Application (must submit all college transcripts, an essay, and a Transfer Status Waiver form to complete the application) and Common Application (must submit all college transcripts, an essay, and a College Official’s Report to complete the application). Both are free. Students who have less than one year of full-time college credit are required to submit a Secondary School Report form, high school transcript, and scores on the ACT or SAT I Assessment. The Nurse Recruiter and the Program Director will evaluate transfer applications individually and will admit students to the nursing program subject to space availability and the usual nursing criteria. A transfer student should have left any previous nursing program in good standing.

Courses Hiram generally accepts for credit are those in which students have earned a “C” or better and which are comparable to courses offered at Hiram. No limit is placed on the number of credits which may be transferred to Hiram; however, students must complete a minimum of 60 semester hours (two years of full-time work) at Hiram to receive a degree.
Credit evaluation

Transfer credit evaluations are first completed by the Registrar’s Office. Courses specific to those required in the nursing program curriculum often require additional evaluation by the Nursing Program Director and/or faculty associated with specific departments or courses of study. Students may be required to submit course descriptions and/or course syllabi for evaluation before previously earned credits are considered for transfer. Each student will be advised accordingly as to what materials are required for additional review, or if additional coursework completion is required prior to enrolling in the Hiram College Nursing Program. The Hiram College Department of Nursing has compiled a database containing transferrable courses pertinent to the nursing curriculum, which have already been subjected to review by the Nursing Program Director and/or department head or professor for specific courses of study. This database will undergo revision as needed to keep information accurate and current.

Enrollment Deposit

All offers of admission are conditional upon receipt of a final secondary school transcript and any other conditions specified at the time of admission. Students who have been admitted to the College are asked to make a $200 deposit (or $100 for commuter students). This deposit is due no later than May 1 and is non-refundable. Students applying for financial aid may defer paying the deposit until financial aid is determined.

Financial Obligations

In order for a student to be admitted into or progress in the nursing program, all fees, expenses, and refunds must be cleared with the Office of Student Accounts.

Nursing Major

Students admitted to Hiram College with an interest in nursing and meeting the additional nursing requirements can be admitted directly as a nursing major. This allows for assured space in required first year biological and social science courses as well as for early orientation and socialization to nursing. If all first year curriculum requirements are satisfactorily met, students are assured placement in the clinical nursing sequence in year two.

Nursing Sequence

The nursing clinical sequence begins in year 2 of the BSN Curriculum. Any enrolled student wishing to continue in or transfer to the nursing major must complete a Nursing Sequence declaration form (see Appendix E) and also complete the majors form in the Registrar's office. This must be completed during the spring semester prior to the year beginning the nursing clinical sequence. This will initiate the assignment of a nursing advisor and, pending satisfactory completion of all first year course requirements, admission to the nursing sequence.

Program Progression

All students must meet the following criteria to progress to each of the next nursing levels and to complete the nursing program:

- Maintain a 2.0 cumulative GPA or higher; A student must receive a grade of “C or higher” and a Satisfactory evaluation in the clinical portion of all clinical nursing courses to receive a passing grade in the course, students unsuccessful must repeat both sections;
• A letter grade of “C” or above is required as a passing grade for prerequisite, nursing support and all nursing courses; (“C minus” grade is not acceptable). Students who do not meet this requirement must repeat deficient coursework with a “C” or better before progressing in the program.
• An average of the grades from the two semesters of first year lab science courses (A+P I, II and Physiological Chemistry I,II) to equal a C or above, provided the first semester grade is at least a C-, will be accepted for progression.
• Readmission is on the basis of space availability, and faculty recommendation;
• An accumulation of two (2) failed attempts in any one nursing course results in dismissal from the program; an accumulation of (3) failed attempts of different nursing courses results in dismissal from the program. A withdrawal due to failing grade will constitute a failed attempt, while withdrawal due to illness, family emergency, or other personal reason may not constitute a failed attempt.
• Program Completion- A student must complete all courses in the BSN Curriculum Plan (C or above is required for all prerequisite, nursing support and all nursing courses) and maintain a GPA 2.0 to qualify for graduation.

Graduation Requirements

A student must meet the following requirements:

• Each of the senior nursing courses must be completed with a grade of C (2.0) or higher
• All College core and elective requirements must be completed with a minimum 2.0 GPA
• A minimum of 120 semester hours of coursework are required for Hiram College graduation
• All courses outlined in the nursing curriculum plan must be completed
• Nursing students are strongly encouraged to complete a minor in biomedical humanities; courses necessary for this minor have been starred in the BSN Curriculum Plan. While some of the required courses for the Biomedical Humanities minor are optional, some are required for the nursing major as well. Students who choose not to minor in Biomedical Humanities will be required to take one ethics course.

Success Plan for Nursing Program Progression

The purpose of this policy and procedure is to set up a structure to intervene with identified at risk students to increase their likelihood of success in the nursing program. We believe that formal intervention at this point is necessary to promote the subsequent success of the students.

A student who earns less than a C grade in any nursing course will be required to meet with his or her academic advisor to develop a plan for success. This written plan will address the specific issues that contributed to the failure, such as time management, reading comprehension, test-taking skills, imbalance of social and academic life or other contributing factors. This plan will then be presented to the Nursing Department Faculty. If the plan is approved, the student will be allowed to progress.

Competence in Clinical Courses Policy

Students demonstrate achievement of clinical course objectives through a variety of methods. Broadly, these are (1) written and oral communication, (2) exams and quizzes, and (3) clinical practice. In order to pass a clinical course, students must achieve at least passing skill in each of these areas. Each assignment is designated with one of these components. The collective grade for each component must be at least 72% to pass the course. To clarify, one poor test or paper will not necessarily result in failure, but the collective assignments in each area must be at
least passing. If a student does not pass one of these components but has an overall average of at least 72%, the grade for the course will be recorded as a C- and the student will be required to repeat the entire course. If the overall average is below 72%, the grade will be reported as calculated.

This policy may apply to select non-clinical courses as well, at the discretion of the instructor.

**Nursing Program Mathematics Requirement Policy**

All students who graduate from Hiram College’s BSN nursing program must be proficient in the mathematics necessary for nurses to calculate correct dosages and safely administer medications. For students who begin their nursing studies as first year students, MATH 110 Computations for Nurses, taken Spring semester of freshman year, addresses this requirement. All students must complete this requirement successfully with a grade of C or better before advancing to the sophomore sequence of courses.

For those students who transfer into the Hiram College Nursing Program, this requirement may be met in several ways. Any and all plans to fulfill this requirement must be approved by the director of the Nursing Program. One of the following options **must** be completed:

**(1)** Receive a grade of C or better in a comparable course from an accredited 4 year nursing program.

- The student should submit the syllabus for the proposed comparable course (with identified textbook, topical outline, assignments, and other pertinent information) to the nursing program director or her designee for consideration. The comparable course must appear on an official transcript submitted with the student’s transfer application to Hiram College.

  --OR--

**(2)** Enroll in and complete MATH 110 at a regularly scheduled time. Since the course is only offered in spring semester at the present time, this option is feasible mainly for nursing students who transfer to Hiram at the beginning of spring semester, with first year standing.

  --OR--

**(3)** Complete MATH 110 for credit on a tutorial* basis. This option is available for students who have no credit for a prior comparable course, and wish to earn credit for MATH 110 in order to progress.

- The textbook for the tutorial MATH 110 will be the same textbook required for the regularly scheduled MATH 110.
- The student must register for the *tutorial before credit will appear on the student transcript. This requires the approval of the Department of Nursing faculty member who will provide guidance and support to the student learning the material. The tutorial contract, signed by both student and faculty, will specify the assignments that must be completed, and the method(s) for evaluating the student’s mastery of the material (for Mathematics Transfer Tutorial Agreement, see Appendix E: Forms.)

* or in some special cases, an independent study

NOTE: All nursing students, transfer and traditional, must complete the mathematics requirement assignments successfully with a grade of C or better before beginning the junior clinical sequence courses.
Communication

Students are responsible for accessing information shared through the following venues: the nursing website, Sakai course sites, syllabi, Hiram email, as well as the Student Nurse’s Handbook. Students are required to monitor Sakai and Hiram email accounts daily for updated information and announcements. Students are also required to sign an acknowledgement of receipt of the Student Handbook and assume accountability for knowing the contents (for Student Handbook Acknowledgement of Receipt see Appendix E: Forms). The Student Information Form will completed in NURS 101 and updated annually (for form, see Appendix E).

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords student certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. (It is important to note that all rights to access move to the student when that student is in a post-secondary education institution; parents, spouses, and significant others have no inherent right to access to student educational records.) http://www.hiram.edu/current/offices/registrar/ferpa.html

The following link contains additional information related to Directory Information, FERPA, and the Annual Notification of Student Rights under FERPA: https://my.hiram.edu/portal/page/portal/HiramHome/FERPA

When students or alumnae would like Hiram faculty or staff to release educational information to potential employers, a standard waiver form must be completed (for Student Authorization & Waiver for Release of Educational Records, see Appendix E: Forms). There is no “blanket” waiver, but instead the student must complete a form for each institution receiving information. A waiver for an institution covers information from all Hiram personnel. The waiver should be given to the Administrative Asst. in Nursing, who will forward the original waiver to the Registrar’s Office.

Instructors may on occasion retain samples of student work. Students are asked to complete a release giving the instructor permission to keep their work (see Release to keep Student Work in Appendix E: Forms).

Evaluation

**Grading scale:** Nursing departmental grade evaluations will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
</tr>
<tr>
<td>B</td>
<td>82-87</td>
</tr>
<tr>
<td>B-</td>
<td>80-81</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
</tr>
<tr>
<td>C</td>
<td>72-77</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
</tr>
<tr>
<td>D</td>
<td>62-67</td>
</tr>
<tr>
<td>D-</td>
<td>60-61</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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</tbody>
</table>

**Pass/No Credit:** Hiram College policy does not permit students to take courses in their declared major, minor, or core curriculum under the pass/no credit (P/NC) option. Courses taken to fulfill the requirements for graduation cannot be taken pass/no credit. (College catalog 2011-12) Study Abroad trips cannot be taken pass/no credit. Classes required for the Nursing Major will not be offered on a pass/fail basis.

**Academic Contracts:** Contracts may be initiated by faculty for performance concerns. The contract needs to delineate specific expectations/actions to be met and the timeline for attainment. These
contracts must be dated and signed by faculty and will be binding as written. Students will be asked to sign the contract; however, refusal to sign does not void the contract.

Incomplete Contracts: If an extension of time beyond the semester is deemed appropriate by the course faculty, contracts may be written for incomplete course work following Hiram College protocol. Any penalties incurred for late work are at the discretion of the faculty. Forms for this contract are available in the Registrar’s Office. They must be completed by student and faculty and submitted to the Office of the Registrar.

Drop/add: The nursing department will follow Hiram College policies for dropping and adding a class. Students are to discuss plans to drop or add a class with the faculty member and advisor in order to determine the action most appropriate for the student’s program requirements. “Students have the first two weeks of the 12 week session to add/drop a course and the first three days of the 3 week session to add/drop a course without receiving a grade of W (withdrawal) or paying an add/drop fee. Students must obtain the instructor’s signature of the course they wish to add during the first two weeks of the 12 week session for a 12 week course and during the first three days of the 3 week session for a 3 week course. Faculty are not expected to adjust course expectations for students who add a course after the beginning of a session nor, in all cases, admit them to the course.” (College catalog 2011-12)

Exam policy: The nursing department will directly follow the Hiram College Final Exam schedule, as well as these specific guidelines for all evaluative exercises:

1. All Hiram College policies regarding examinations will be in effect for nursing students.
2. Students will sit spaced apart as directed by the faculty member.
3. Personal belongings will remain off the desk in closed book bags on the floor, or outside of the room.
4. No eating or drinking will be permitted during exams.
5. During exams, students must remain in the room until they have completed the exam. Once a student has left the exam room, the exam will be considered completed and will be collected.
6. As with class time, there will be no cell phone use permitted during exams. In the rare emergency, the student may leave the room to answer the phone but at the faculty member’s discretion. This may be considered the completion of the exam (see #5).
7. All exams will be completed in the allotted time only, unless the student has been granted accommodations from the Director of Counseling and Disability Services.
8. No caps, hats, or headgear shielding the eyes may be worn during exams.
9. Calculator use will be at the discretion of the faculty member. If calculators are approved, they will be simple calculators, non-programmable and not part of a cell phone, iPod, etc. All calculators should be left on the desk for approval by the faculty member.
10. All answer sheets will be kept covered.
11. In order to better assure success on the N-CLEX exam, clinical courses will include test questions written in N-CLEX format.

External Testing (ATI): Periodic standardized testing will be used to provide students experience in taking standardized tests as well as for assessment purposes to evaluate areas of strength and areas for needed improvement. ATI (Assessment Technologies Institute) will be used as our external testing company. Assignments will be made for ATI testing in various courses throughout the three years of clinical nursing, and students are expected to complete all assignments as directed, including the expectation that students will achieve a 100% score on ATI practice tests in order to best be prepared for the N-CLEX exam. The department goal is a passage rate of Level II on the proctored exams. In order to receive Hiram College approval to sit for the N-CLEX exam, a student must achieve a Level II on the
selected N-CLEX predictor exam. The additional charge for this testing will be the responsibility of the student and will be invoiced on the Student Bill when a student registers for NURS 21000.

**Leave of absence**
Leaves of absence must be addressed individually with the Nursing Program Director and must be in accordance with the Hiram College policies. (See Withdrawal and Readmission, College Catalog 11-12) Students who need to take a leave and plan to return to Hiram College must complete a Leave of Absence form available in the Registrar’s Office.

**Withdrawal**
Any nursing student planning to withdraw from the program or the college is expected to meet with the Nursing Program Director and follow the Hiram College protocol. (See Withdrawal and Readmission, College Catalog 11-12)

**Readmission**
Readmission to Hiram College will be in accordance with the college policy. A student wishing to be considered for readmission must submit a Petition for Re-admittance (for Re-Enrollment Petition, see Appendix E: Forms). Readmission to the Nursing Program will be addressed by the Nursing Program Director and/or her designee. The student’s academic history, attendance, and reasons for the request will all be considered in the readmission determination, and will be on a space-available basis.

**Graduation**
In addition to curricular graduation requirements, the following will apply during senior year:

**NCLEX application / OBN licensure:** A student must complete all course requirements in order to graduate with a BSN including a C or better grade in all nursing courses, an overall 2.0 GPA and meet all Hiram College requirements for graduation. Graduates of the program are eligible to take the National Council Licensing Examination (N-CLEX) for licensure as a Registered Nurse administered by the Ohio Board of Nursing (OBN). Completion of the academic requirements for the BSN does not guarantee eligibility for Ohio Registered Nurse licensure. Students who have been convicted of a felony should contact the OBN for eligibility requirements [found at http://nursing.oh.gov/discipline.htm], or at the state Board of Nursing in any other state in which you intend to practice.

**Review Class:** It is strongly recommended that every student take a review course prior to taking the N-CLEX exam. Participating in a structured review course prepares the student for not only the content of the exam, but for the unique computer format of the testing. These courses also address the common problem of test anxiety that many students experience before their state boards, and teach specific techniques to improve a student’s probability of success. Review course participation is especially critical for students who are identified as high risk due to results of diagnostic testing, and/or consistent problems in course testing throughout the curriculum.

The Department of Nursing will provide all graduating students with information on national state board review courses that become available in our area. It is the responsibility of the individual student to register and pay for a review course of their choice. The Program Director will check the progress of the review course choice and registration. The review course must be one approved on an individual basis by the Program Director, and should be taken within the month after graduation.

**Senior Exit Interviews:** The Program Director or her designee will conduct individual interviews with each graduating senior. Information will be gathered at this time on plans for the review course and future plans.
**Senior pictures:** A senior picture is required for the Ohio Board of Nursing application; the Nursing Department will make arrangements for senior pictures to be taken at a nominal fee to be paid by the student. Students will be photographed in the Hiram nursing uniform, and must attend the photography session on campus. Students may purchase additional pictures. A composite of each class will be hung in the department and made available to the students.

**Pins:** The Hiram College BSN Program pin was developed by the department (see design on p. 1). The circular shape of the Hiram BSN pin signifies the global outlook of Hiram’s mission. The pins are cast in gold, a precious metal of enduring value that remains un tarnished through time, which suggests the enduring value of not only the education but also the qualities of being a Hiram nurse. The gold is augmented by Hiram’s red and blue. In the outer circle is a laurel leaf crown, a symbol of the bachelor’s degree, and of praise and scholarship. Centered on the pin is the Florence Nightingale lamp, a universal symbol of nursing, with the sun rays in the background representing the state of Ohio (as seen in the state seal). The three dots dividing the lettering symbolize three qualities of the Hiram nurse, who is clinically competent, ethically grounded and socially responsible.

Graduating seniors will be awarded the pin at the Senior Convocation on Commencement day. Purchase of the pin is optional, and the cost of the pin is the responsibility of the student.

**ACADEMICS**

**Advising**

All students must register for classes during the scheduled registration period each semester. Prior to this official registration, students must meet with their faculty advisors during the scheduled conference period for Advisor Conferences to plan their academic work for the succeeding term and receive an alternate personal identification number (alt. PIN) for registration. Students have the first two weeks of the 12 week session to add/drop a course and the first three days of the 3 week session to add/drop a course without receiving a grade of W (withdrawal) or paying an add/drop fee. A student must be registered for a course through the Registrar’s Office to earn academic credit. After registration, any changes in schedule must be made in accordance with the College’s add/drop policy. Nursing Faculty advisors will keep track of your progress through the nursing curriculum with the Advising Tracking Form (see Appendix E: Forms.)

First year students are initially advised by their Freshman Colloquium professors, while transfer students are advised by faculty members in their major. Nursing students need to declare the intent to follow the nursing sequence by spring semester of the year prior to beginning the nursing sequence. (see Nursing Major Sequence Declaration in Appendix E: Forms). A faculty member from the nursing department will be assigned as an advisor at that time. Students who wish to formally declare or change a major, minor or academic advisor must do so through the Registrar’s Office by completing a Declaration of/Change of Major Form. The student must seek written permission from his/her new advisor before that advisor can be officially assigned.

**Academic Integrity**

College Academic Honesty policies can be found in the College Catalog 2011-12 under Student Academic Responsibilities and Performance: “Hiram College believes that the development of intellectual honesty is at the heart of a college education. The process of education is severely compromised if we cannot depend on the academic integrity of each member of the community. Moreover, the principles of academic honesty are aligned closely with the principles of good scholarship and research, principles of critical thinking and reasoning, and the standards of professional ethics.” Academic integrity is an essential component required to attain the mission of the Hiram College Nursing Program. It is therefore required that every nursing student will abide by the Academic Policies of Hiram College including Academic Honesty (see Hiram College Catalog 11-12).
Plagiarism

The Department of Nursing has a zero tolerance for plagiarism in any form, intentional or unintentional. If one is unable to trust the integrity of the student in any setting, i.e.: classroom, lab, or clinical, then the essence of professional nursing practice is destroyed. Students must adhere to the Hiram College plagiarism policies in any nursing department assignment.

Nursing professionals are held to the highest of ethical standards in their professional life. It is expected that nursing students will become knowledgeable about the principles involved in maintaining these standards in all of their academic work. This includes becoming familiar with definitions of plagiarism as it applies to papers and presentations (whether written or oral).

Ethical content is presented in nursing courses and, in addition, nursing students are expected to make use of additional sources in order to understand the principles of ethical conduct when writing and presenting. Recommended informational resources include:

http://owl.english.purdue.edu/owl/resource/589/01/
http://www.wpacouncil.org
http://www.plagiarism.org

APA format

Students enrolled in any NURS course will be required to use the APA style manual (current edition) for all written work, including citation and bibliography format. Information on APA format is available in the APA Handbook as well as online at www.apastyle.org/

Grievance/Grade appeal

Nursing students will subscribe to process for Grade Appeal as set forth in the Hiram College Catalog (2011-12 section entitled “Student Academic Responsibilities and Performance” under Grade Appeal Process).

A student with any other grievance must start at the appropriate departmental level. Each department has its own internal process. The process for the Nursing Department is below.

1. The student is to meet with the instructor or staff person within 5 working days of the incident.
2. If the issue is not resolved at step 1, an appeal must be submitted in writing to the Nursing Program Director within 5 working days of the initial meeting.
3. The student will receive a written response from the Director or designee within 10 working days of submission of the written complaint.
4. A student may request in writing a hearing before the Nursing Department Faculty to appeal a negative decision made by the Nursing Department Director.
5. Further appeals will follow Hiram College procedures as found in the Student Handbook.

Nursing students will be subject to all College policies as found in the Hiram College Catalog and Student Handbook including the Judicial Policies (see Hiram College Catalog and 2011-12 Hiram College Judicial Policies and Code of Conduct.)
Course Accountability

Enrollment in the BSN program prepares students in two major ways: First, students are prepared with the necessary education, knowledge and skills to perform competent, high quality, and safe nursing care, and second, students are prepared with skills used during employment allowing them to function as successful individuals in any health care setting. Hiram nursing program demands high standards, which result in graduates who possess excellent nursing knowledge and skills always with high levels of ethical and professional behavior. In order to foster such preparation, the following policies apply to every student enrolled in the BSN program. In addition to policies of the Department of Nursing and Hiram College, nursing students at all times are expected to exhibit behaviors consistent with the Ohio Board of Nursing Student Conduct Policies and the American Nurses Association Code of Ethics and Standards of Practice.

Text Books
Students are expected to purchase all required texts for nursing courses in a timely manner for use in the course. If financial circumstances prohibit the purchase of the required texts, the department should be notified so as to assist in finding a reasonable solution. Students are responsible for reading the assigned course material.

Student Response Cards (Clickers)
All students in NURS 101 classes are required to purchase a computerized Student Response Card (clicker) to be used in nursing classes for all four years. These will be available in the Bookstore.

Resource Room
The small conference room in the nursing suite will have selected nursing literature available for student use, including journals, textbooks, and other nursing literature. Materials may be used in the nursing suite, or taken out on loan for a limited time.

Attendance
Classroom, lab and clinical activities and discussions are a vital component of the overall learning experience. Many times it is nearly impossible to make up the learning done in the classroom; therefore, students are strongly encouraged to attend every scheduled class on time. Laboratory and clinical learning sessions require mandatory attendance. Students must notify the faculty member in advance to receive the makeup assignment/schedule. In accord with Hiram College policies, class attendance policy is at the discretion of the individual instructor. Responsibility for class attendance rests with the student. If it is necessary to be absent from a class the student is to notify the faculty prior to class or as soon thereafter as possible. A student who is absent from class for any reason is responsible for arranging with the instructor to make up the work missed. When academic activities or class trips cause students to be absent from classes, the professor responsible for the activity will give the names of all students involved in the activity to the Office of the Dean of Students.

Classroom Behavior
Quality nursing care equates with demonstrated behaviors characterized by honesty, integrity, professionalism, and accountability. So that faculty can ensure that every nursing student has the requisite course content, knowledge, and skills to practice high quality nursing care, it is expected that all students will:

- Attend class, and all lab and clinical experiences
- Arrive prepared having completed the assigned reading and/or other assignments
- Actively participate in the classroom, lab and clinical settings
- Arrive promptly at the start of each session and remain until the end of the session
Demonstrate courtesy and respect for all persons by refraining from behavior that causes class disruption. This includes:

- Tardiness
- All cell phones will be shut off and stored away.
  - In the event of a true emergency, students are instructed to leave the nursing office phone number (330-569-6132) for their contacts, and any emergency message will be delivered to the classroom.
- Inappropriate use of other electronic devices such as PDA, laptop, MP3 players, etc
- Side conversations
- Inattention and/or engaging in activities unrelated to the class
- Complete all written assignments and psychomotor skills at the designated time and achievement level.
- Behave in a manner that contributes to a productive, caring, learning environment.

Personal Portfolio

Students should maintain a personal portfolio of their accomplishments and progression through the nursing program. This should include the checklist of requirements and their documentation. Faculty will, during the course of the student’s studies, recommend certain materials be kept in this portfolio via guidelines. Portfolios will be developed in the NURS 201 course, and be checked by advisors in the spring of Junior year, and the fall and spring of Senior year, for updates.

Respect for Property and Community Resources

Hiram College students are to use all facilities and resources wisely and with care. This includes being careful to not abuse classroom furnishings, all nursing equipment, or the building itself. Renewable resources such as water, electricity, and paper should not be wasted.

CODE OF CONDUCT

Maintaining an Effective Learning Environment

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability and also, inherent in accountability is responsibility for individual actions and behaviors, including civility.”(see Appendix C: Resources, AACN Baccalaureate Essentials 2008)

Healthcare organizations have codes of conduct that define acceptable, disruptive and inappropriate behaviors. Students are expected to adhere to these. (See Appendix C: Resources for ANA Code of Ethics for Nurses, ANA Standards of Practice, and OBN Student Conduct Policy.)

Incivility is defined as any intentional or unintentional acts of aggression, disrespect, or unprofessional behavior in all learning environments and relationships. Hiram College Nursing Program will not tolerate any incident of incivility. As stated in the ANA Code of Ethics, students are required to “in all professional relationships practiced with compassion and respect for the inherent dignity, worth, and uniqueness of every individual,” (p. 4). Likewise, “Nurse educators have a responsibility to . . . promote a commitment to professional practice prior to entry of an individual into practice,” (p. 13). Disciplinary action for behavioral infractions will be based on level and pattern of offense(s).
A pledge of commitment to ethical behavior will be signed by the student with each test or major assignment, as well as being signed at the beginning of each semester course. It is the instructor’s responsibility to build this pledge into assignments; the template may be found in Appendix E, as well as an example integrity statement that may be adapted by faculty in nursing courses.

**ANA Code of Ethics for Nurses**

The American Nurses’ Association adopted a Code of Ethics in 1950, and it was revised in 1968, 1976, and 2001. This code is designed to provide guidance for nurses by stating principles of ethical concern. The section in Appendix C presents the code and a commentary on each of its parts.

**ANA Standards of Practice + Professional Performance**

Hiram College nursing students are expected to adhere to the ANA Standards of Practice and the ANA Standards of Professional Performance, which can be found in Appendix C: Resources. For your convenience, you may also find the ANA Definition of Professional Nursing and the ANA Essential Features of Professional Nursing, as well as the WHO Definition of Health and Hiram College Department of Nursing Definitions in Appendix C: Resources.

**Ohio Board of Nursing (OBN) Student Conduct Policy**

Hiram College nursing students are expected to adhere to OBN policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723-5-12-B of the Ohio Administrative Code and the rules adopted under that chapter, which may be found in Appendix C: Resources.

**CLINICAL REQUIREMENTS**

**Dress code**

Students in the Hiram College BSN Program have the dual responsibility of representing both an esteemed profession and a reputable institution of higher education. Because the uniform is a symbol of the profession, it should be worn proudly with decorum and respect. To achieve this objective, the faculty has adopted and shall enforce the following regulations:

- The uniform must be neat, clean and well-fitted at all times. The blue Hiram name badge must be attached to the uniform shirt on the upper left pocket of the shirt. Students will wear the Hiram College uniform in the clinical setting and may wear the uniform in transit to and from the clinical area and at other designated times. Any student who wears or displays the Hiram College student nursing uniform in an unprofessional manner or in a non-appropriate place will be subject to disciplinary action which could include suspension or dismissal from the program.
- The white zip top is worn with the uniform blue pants; appropriately colored (skin colored) underclothes must be worn. The optional uniform jacket may be worn over the uniform top.
- No tattoos or piercings will be evident during clinicals. The exception is one small, unobtrusive stud earring that may be worn in the lobe of each ear.
- Makeup will be minimal and in good taste.
- Artificial nails are prohibited. Nails will be short and clean. Only clear polish is acceptable.
- Hair will be pulled back and must be of a naturally appearing color.
- No perfume or cologne is to be worn during clinical.
- Shoes will be flat, white, closed-toe and heel. Athletic footwear as well as “nurse shoes” are acceptable.
- Socks and/or hose must be white.
Cell phone policy

Students will not use cell phones or pagers in clinical setting and must follow agency cell phone policy.

Timeliness

In order to enter a clinical agency, validation must be submitted to the agency by the school verifying currency of CPR certification, liability insurance, background checks and immunizations. Therefore, students must submit current documentation in these areas.

Sophomores:
- FBI and BCI background check verification (due August 15th)
- Proof of CPR certification (a copy of your card—front and back)
- Liability Insurance (certification of insurance)
- Completed physical examination form (submitted to Health Center if not completed at the time of admission to the College)
- Immunization history (see policy below)

All documentation must be on file in the nursing office by December 1, except for the background checks, due on August 15th. **Students who have not submitted by this deadline will NOT be permitted to attend clinical that semester under any circumstances.**

It is the responsibility of the student to assure that all immunizations and CPR documentation remain current. **Students found not to have current documentation during the semester will not be eligible to attend clinical. Satisfactory completion of clinical is required to pass the course and progress in the program.**

Juniors:
- Proof of current CPR certification (a copy of your card—front and back). Students are responsible for checking the expiration date and obtaining updating.
- Liability insurance renewal (certificate of insurance).
- Updated immunizations (check all). TB test results are required for all students each year.
- A notarized statement must be submitted validating that there have been no misdemeanors or felonies accrued since submission of the sophomore year background checks (see Appendix for form). The statement must be submitted by August 15th.

It is the responsibility of the student to assure that all immunizations and CPR documentation remain current. **Students found not to have current documentation during the semester will not be eligible to attend clinical. Satisfactory completion of clinical is required to pass the course and progress in the program.**

Liability insurance renewal must be submitted by December 1. **Students who do not submit their renewed insurance by this deadline will NOT be permitted to attend clinical that semester under any circumstances.**

Seniors:
- Proof of current CPR certification (a copy of your card—front and back). Students are responsible for checking the expiration date and obtaining updating.
- Liability insurance renewal (certificate of insurance).
- Updated immunizations (check all). TB test results are required for all students each year.
- A notarized statement must be submitted validating that there have been no misdemeanors or felonies accrued since submission of the sophomore year background checks (see Appendix for form). The statement must be submitted by August 15th.
- Seniors will be required to obtain FBI/BCI checks during the Spring semester of their senior year to fulfill requirements for the Board of Nursing prior to application for licensure.
It is the responsibility of the student to assure that all immunizations and CPR documentation remain current. Students found not to have current documentation during the semester will not be eligible to attend clinical. Satisfactory completion of clinical is required to pass the course and progress in the program.

Liability insurance renewal must be submitted by December 1. Students who do not submit their renewed insurance by this deadline will NOT be permitted to attend clinical that semester under any circumstances.

Students are required to be on time for the clinical experience.

Agency policies

All policies of the affiliating agency must be adhered to by students during clinical rotations and /or whenever they are representing Hiram College and/or an agency.

Incident/injury report

An error, injury or other reportable incident that occurs during the clinical rotation must be reported to the clinical site as per that agency’s policy. In addition, the injury or incident must be reported to the faculty member, who will complete and keep on file a Hiram College incident report.

Direct Patient Care preparation

**HIPAA/ confidentiality**

Confidentiality is a critical element in allowing students access to client records. Students must respect the privacy of client and their medical records. Failure to maintain confidentiality will result in dismissal from the clinical experience and potential legal liability as established by HIPPA regulations. The student must safeguard the client’s right to privacy by judiciously protecting information of a confidential nature at all times.

Hiram College Nursing Department faculty and students are expected to be familiar with and follow the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information. Furthermore, the Nursing Department believes that professional registered nurses are held to the highest standard in protecting the dignity and rights of the clients they serve. Any breech in privacy/confidentiality or respect for the dignity and rights of a client is justification for clinical failure, at any point during the semester. All students are required to sign the Nursing Department’s Privacy and Confidentiality Policy (see Appendix E: Forms). The student will be required to follow appropriate confidentiality guidelines at all clinical agencies.

Because the process of clinical learning is dependent upon using patient information retrieved from the health care setting, it is imperative that all patient information be free of all identifying factors such as name, room number and identification number.

**Universal Safety Precautions**

Students are expected to be familiar with and adhere to universal safety precautions at all times while in the clinical setting. Because medical history and examination cannot reliably identify blood and body fluid-borne pathogens, Universal Precautions (blood and body fluids precautions) must be consistently used with all clients. Appropriate barrier precautions should be applied to prevent skin and mucous membrane exposure to blood, body fluids containing visible blood, semen and vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Methods for the prevention or
transmission of non blood-borne pathogens should also be applied.

The following are basic guidelines. Individual agencies may have additional requirements that clinical instructors will review during clinical orientation.

**Barrier Precautions**
1. Wash hands before and after patient contact and immediately upon contact with human tissue, blood, and body fluids.
2. Wear gloves when touching human tissue, blood and body fluids.
3. Wear gloves when handling items that have been soiled with blood or body fluids.
4. Wear gloves and protective eyewear when performing venipuncture or other vascular access procedures.
5. Wear masks, protective eyewear and waterproof gowns during procedures likely to generate droplets/splashes of blood or body fluids.
6. While wearing gloves, avoid handling items with contaminated gloves.
7. Remove gloves and other barriers without touching exposed surfaces.
8. Wash hands immediately after gloves are removed.
9. Mouth-to-mouth resuscitation masks designed with a barrier system should be used to provide emergency treatment

**Protocol for Needle-stick/Blunt Injury/Mucous Membrane Splash**
1. All exposures to blood or body fluids with visible blood are to be reported immediately to the clinical instructor. If the injury occurs at a clinical facility, the clinical instructor notifies the infection control coordinator and follows the clinical facility policy.
2. Immediately cleanse the needle-stick or cut with soap and water. If mouth, nose or eyes are involved, rinse with saline or sterile irrigant.
3. Complete incident reports as required. (facility and College)
4. If the source client/person has AIDS, is positive for HIV antibody or HbsAg, or refuses testing the student should consult a private physician or campus health service as soon as possible after exposure.
5. Medical management of exposure as recommended by CDC and the U.S. Public Health Service: For further information, contact the Center for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov).
6. The student is responsible for reporting the incident, seeking medical care and all financial obligations incurred due to the incident.
7. Neither the clinical facility nor Hiram College is responsible for follow-up care.

**Background Checks**

Ohio hospitals require both a national background (FBI) check and an Ohio BCI & I check with fingerprints. The first set of checks will be done prior to beginning clinical for the first time. Both the Ohio BCI&I and the Federal background check may be done at a county sheriff’s office, some Ohio BMV offices, and other agencies, with payment due at the time of the fingerprinting appointment. **The cost of these tests is the responsibility of the student.** Results are to be sent directly from the State of Ohio to the Department of Nursing Administrative Assistant, Second Floor Teachout-Price Hall, Hiram College, P.O. Box 67 Hiram, Ohio 44234. The requirements for international students will be the same as that for any other student. For deadlines, see Timeliness above.

**Senior students will be required to obtain and send additional electronic BCI/FBI fingerprints to the Board of Nursing as part of the application process for licensure. Information will be provided during the senior year of the program.**

Other hospitals may have additional background requirements that will be addressed as needed.
**Student Background Check Continuing Result**

Hiram College Nursing Program policy requires the following:

- That all nursing students obtain BCI/FBI background checks prior to beginning the first sophomore nursing lab course and that results be submitted to the Director of the Department/designee.
- Nursing Program policy also requires that all nursing students provide to the Director of the Department/designee of ongoing verification prior to each Fall Semester in the Junior and Senior year, that there have been no incidences resulting in a change to the background checks. Verification is to be provided by submission of a notarized ‘Continuing Result Affirmation’ statement that there have been no subsequent arrests or charges.
- In addition, Ohio Board of Nursing Policy requires that graduating Senior nursing students submit BCI/FBI checks directly to the Ohio Board of Nursing within six months prior to taking the NCLEX-CAT for licensure.
- That all students are compliant with health care agency policy for clinical placement. Clinical agencies require Hiram College provide validation that background check results of nursing students are negative for gaining clinical experience and having access to patients in the agency.

If an arrest or charge is incurred by the student at any time in the Program after the initial check, the student will obtain an updated BCI/FBI background check and submit results to the Nursing Director/designee of the Hiram Nursing Program. If the initial or any subsequent background check results in a student being denied admission to the Nursing Program’s sophomore level courses at the start of the sophomore lab course or to a clinical agency at any time during the remainder of the Nursing Program; and, if a comparable assignment cannot be made for meeting course objectives, and the academic requirements cannot be met, the student will be denied progression in the Nursing Program. Immediate dismissal from Hiram College’s Nursing Program will result.

If a break in enrollment in the Nursing Program of one or more calendar year(s) occurs subsequent to the initial background check or the most recent signed affirmation form, a new complete BCI/FBI check will be required prior to the resuming of coursework.

Please note that clinical agency policy supersedes this policy. That is, some agencies may require an annual BCI and/or FBI background check rather than a Continuing Result Affirmation statement. Should the student be placed in a clinical agency where this is the case, the student will need to secure a BCI and/or FBI check and submit it to the Hiram College Nursing Program Director/designee prior to the start of the semester. Students will be notified if clinical agency policy precludes the acceptance of the Continuing Result Affirmation statement.

All information obtained relating to background checks and Continuing Result Affirmation statements will be kept confidential and maintained in a secure file by Hiram College in its Nursing Program offices. The form to be notarized, the Student Background Check Continuing Result Affirmation, can be found in Appendix E: Forms.

**Liability Insurance**

Students are required to purchase and maintain professional student nurse liability insurance that covers them during their student clinical activities. The policy must provide a minimum coverage of $1,000,000 per incident and $6,000,000 aggregate. Information will be provided to students on a suggested insurance provider. Students must purchase and maintain current liability insurance throughout all clinical sessions and must provide evidence of coverage to the Department of Nursing Administrative Assistant.
CPR Certification

Students are required to complete the American Heart Association CPR Basic Life Support Course for Health Care Providers (BLS-C) before beginning the first clinical course. Before expiration, a recertification course must be completed. Proof of certification must be shown to the Department of Nursing Administrative Assistant prior to entry to a clinical course. **The cost of this certification is the responsibility of the student.**

**ATTENTION: American Red Cross CPR classes are not accepted for this requirement.**

Clinical Equipment

In preparation for clinical, each student must purchase the following equipment:

- **NURS 210**
  - Stethoscope
  - Penlight
  - Blood pressure cuff
  - Bandage scissors
  - Watch with second hand
- **NURS 220**
  - PDA or iTouch
  - Uniform
    - Information about measurement and cost will be provided during NURS 210
  - Name Badge
    - Ordered through the Department of Nursing
  - White shoes

Transportation/Parking

Nursing students are responsible for their own transportation and parking fees for all clinical sessions.

Attendance

Clinical attendance is mandatory. Students who are febrile (temperature > 100° F, vomiting, or diarrhea) must notify the clinical faculty member. Students should be symptom free without medication for 24 hours before attending clinical. Make-up will be required for all missed clinical experiences.

Weather cancellation

In the chance of severe weather, clinical cancellations may occur in one of two ways. If Hiram College cancels class, clinical will be cancelled. With approval of the Nursing Program Director, clinical faculty may cancel clinical due to severe weather even if Hiram College is open. This will be accomplished through a phone tree established in your clinical rotation, by the faculty member. Make-up will be required for all missed clinical experiences.

Phone Tree

Each clinical faculty will establish a phone tree with a return call to the faculty. Copies of this phone tree are to be distributed to each member of the clinical group at the beginning of the clinical rotation.
Sexual Harassment in the Clinical Setting

Any student who experiences sexual harassment or harassment of any form while in the clinical area should notify the clinical faculty member immediately. The College will assist the student in dealing with harassment in the clinical setting. The College also has its own internal sexual harassment policy if students feel they are being subjected to sexual harassment by another student or College employee (see 2011-12 Hiram College Judicial Policies and Code of Conduct.)

Student Health

Health Policy Guidelines
For the protection of both the nursing student and patients assigned for care in the process of clinical learning, the following health policies are in place. These policies are consistent with the student health policies of Hiram College and comply with affiliating agency requirements. Students are required to maintain copies of their immunizations and submit a copy of their immunization records to the Hiram College Nursing Department. A contract will be signed each clinical year by each student, attesting to his/her continued good health; these forms will be reviewed by the Program Director for recommendation for clinical attendance. (see Good Health Contract in Appendix E: Forms)

Physical Examination
A recent physical examination obtained within the past year of admission must be on file in the health center. The student must provide a copy of the exam report to the Nursing Dept. office upon beginning the nursing major. Additional physician evaluation may be required prior to entry into or return to the clinical setting if recent illness, injury or other change in health status has occurred. (for Physical Form, see Appendix E: Forms). Students will sign a waiver allowing the Nursing Dept. to obtain physical records from the college health center (see Medical Release Form in Appendix E: Forms.)

Immunization
The following immunizations are required:
Diphtheria : An adult diphtheria tetanus within the past 10 years.or tetanus/diphtheria/pertussis (TdaP); any new immunizations given should be the TdaP. (Note: a TdaP may not be given less than two years following a tetanus booster, and may only be given one time as an adult.)

Measles, Mumps, Rubella [MMR] Two doses after age 12 months if born after 1957
Varicella : Immunization, titer, or documented history of disease

Tuberculin Skin Test (TB) is to be done yearly. Initially, proof of a two-step Mantoux tuberculin skin test is required in the six months before beginning clinical. Once the two-step Mantoux is documented, all subsequent yearly testing need by only a single step Mantoux unless one of the following exceptions apply:

a. A student who has a positive Mantoux needs to provide results of a chest X-ray before beginning clinical, and an annual screening for symptoms and risk of exposure will be required. An additional chest x-ray may be necessary, as indicated.
b. A student who has had the BCG vaccine must have an initial chest x-ray before beginning clinical, and an annual screening for symptoms and risk of exposure will be required. An additional chest x-ray may be necessary, as indicated. (see Appendix E: Forms for the TB Screening Questionnaire and TB Risk Assessment)
Pregnancy is not an exception; the Mantoux test has been determined to not adversely affect the mother or child during pregnancy.

The following immunizations are highly recommended:

- **Hepatitis B**: The Hepatitis B vaccine is strongly urged. Dates of the 3 injections &/or a titer indicating immunity should be provided.
- **Meningococcal vaccine**: required of all Hiram College resident students
- **Flu Vaccine**
- **Other immunizations as indicated** (example H1N1)

If a student chooses not to receive these vaccines, he or she will be asked to sign a waiver form and may be precluded from a clinical placement. (see Immunization Waiver, general and Hep B in Appendix E: Forms.)

**Physical requirements/disability**

The Hiram College policies regarding disabilities will apply to nursing students; students must apply for disability status in accordance with those policies. Prior to the beginning of the clinical rotation, the nursing student will sign a contract stating that they are in good health standing, and are able to physically participate in the clinical rotation. Any nursing student with a physical disability must provide written clearance to participate in clinicals from their health care provider prior to clinical placement. Any change in the health status of a student, including illness, injury, temporary disabilities, or pregnancy, will also require clearance from the health care provider. The Nursing Program Director, upon recommendation from the faculty, reserves the right to remove a student from the clinical rotation because of a change in physical or mental status, until the student produces evidence of health-care provider clearance.

**Pregnancy**

If a student is pregnant, it is expected that she will inform the faculty member. For the safety of student and patients, medical documentation may be required to engage in a clinical experience. A pregnant student must still fulfill the annual TB testing requirement, as it has been determined to be safe, but other immunizations may be waived. Uniform for clinical days must be discussed with the instructor.

**Substance use**

The use, sale, transfer or possession of illicit substances or alcohol by students while on clinical assignment creates the potential for harm to others and will not be tolerated. Random drug/alcohol screening may be required of students by clinical faculty, the clinical agency, and/or the director upon request. Faculty may dismiss a student from clinical on a given day for behavior deemed inappropriate. The Director will be notified within 24 hours. The use of any tobacco product is not tolerated in most clinical setting institutions. Hiram College nursing students must follow the tobacco policies of these individual institutions regarding smoking. The Hiram College Health Center provides information and assistance in smoking cessation.

**Counseling services**

Counseling services are available to all Hiram College students at the Health Center by appointment, as per Hiram College policy.

**Other health issues**

Any health issues that impact the student, classmates, or patients must be discussed with the faculty member prior to continuation in clinicals. Medical documentation for participation in clinicals may be required.
Records

The Nursing Department will maintain a student file for evidence of fulfilled requirements for Clinical placement. The Checklist of Nursing Requirements can be found in Appendix E: Forms.

Evaluation

Evaluation is an important and essential component of the learning process and students are expected to learn the purpose, skill, and potentially beneficial outcomes of the evaluative process. Students have opportunity to participate in various forms of evaluation at the course, program, and College levels including the following:

Student Evaluation

Class Evaluation: In accordance with Hiram College Policy, a Progress Rating at Week 3 and Mid Term Grade at Week 6 will be issued to help students determine their course performance at various stages of the course.

Clinical Evaluation: Students will receive a mid-term and final clinical evaluation. At any time during the experience a performance contract may be created to address an unsatisfactory daily performance. An overall clinical evaluation of unsatisfactory will result in a failing class grade regardless of the grade achieved in the classroom.

Clinical facilities

Evaluation of the clinical rotation sites will be completed by students at the end of each clinical rotation.

Faculty

Evaluation of the nursing program classes will be done according to Hiram College guidelines. There will be opportunity for evaluation of the clinical instructor(s) by students at the end of each clinical rotation.

Program

In addition to course evaluations, students will have various opportunities to evaluate the program such as periodic satisfaction surveys and questionnaires, and a suggestion box.

STUDENT CLUBS AND ORGANIZATIONS

Hiram College offers more than 70 academic, social, political, special interest, and recreational sports clubs and service organizations. Through these clubs and organizations, as well as leadership workshops and programs, students have the opportunity to experience new activities, enhance their education, and develop their leadership skills. Nursing students are encouraged to participate in these clubs and organizations.

Hiram College Student Nurses’ Association

The Hiram Student Nurses’ Association (HSNA) was established as an Associated Student Organization (ASO) of Hiram College in April 2008, and follows the ASO guidelines. The founding members and officers were nursing students of the Inaugural Class of 2011.

Any and all Hiram College students with an interest in promoting the nursing profession are encouraged to become active members in the organization. Meetings are conducted for the entire membership on a bi-monthly basis. HSNA Officer meetings are conducted on a bi-monthly basis. HSNA will be provided space within the Department of Nursing to support its functions.
The Hiram Student Nurses’ Association is in the process of applying for membership on the state and national level through the Ohio Nursing Students’ Association (OSNA) and the National Student Nurses’ Association (NSNA). The objective is to abide by the rules and regulations representative of the state and national organizations. For the current constitution of the HSNA, please see Appendix D.

HONORS AND AWARDS

Nursing Student Awards

Clinical Nursing Convocation   The second year nursing students will participate in the *Clinical Nursing Convocation Ceremony* following completion of Fall Term classes. The Convocation Ceremony will celebrate the milestone of entry into the clinical practice phase of their nursing education.

Mein Kind Brunhilde   A scholarship will be awarded in the spring of the junior year for a deserving nursing student, and will be announced at the spring department dinner.

Sigma Theta Tau, Int’l   Delta Xi, the Kent State University chapter of Sigma Theta Tau International, has invited Hiram students to join their chapter. The minimum requirements for membership are Jr. or Sr. standing, a 3.0 GPA and placement in the top third of their class. Letters of eligibility will be sent to students who are eligible. A fee of $90 is required, and membership is renewable annually. Those students inducted will be honored at the Hiram College honors convocation, and will wear honor cords at commencement. The Program Director will determine eligibility, and faculty will recommend from among the candidates who seek nomination.

Graduating Senior Awards

Senior Dinner   A celebratory dinner will be held for nursing students in the spring 12-week each year.

Senior Convocation   In late spring semester of the senior year, graduating nursing students will participate in a *Graduation (Pinning) Convocation* at which time they will receive the Hiram College BSN Nursing Program pin.

Departmental Honors

Graduating seniors may receive Departmental Honors if they meet all of the following criteria:

- An overall grade-point average of at least 2.8
- A departmental grade-point average of at least 3.6
- A sum of grade-point average (1 and 2) which equals 6.8.
- No further requirements for nursing departmental honors such as papers, examinations, performances, or productions will be required.
- The student must be recommended by the department for these honors. (2011-12 College Catalog)
- Students will be selected by Nursing faculty; selected students will receive a certificate.

Davina J. Gosnell Award for Service & Leadership in Nursing   The recipient of this award will be chosen by Nursing faculty, and will receive a certificate, a medal, and their name on a departmental plaque.

Hiram College Award for Academic Excellence in Nursing   The recipient of this award will be determined by the Program Director after the spring 12-week grades are posted, and will be awarded to the student with the highest overall GPA. The student will receive a certificate, a medal, and their name on a departmental plaque.
The Summit/Portage District ONA Award for Leadership

The Summit Portage District of the Ohio Nurses Association bestows an award on a graduating senior for leadership and service. The recipient will be chosen by Hiram Nursing faculty. This student will be recognized at the Pinning Convocation and will receive a certificate, as well as being recognized at the SPDONA ceremony.

Departmental Award

The Michael A. Grajek Distinguished Service Award for Outstanding Contributions to Nursing Education

This award, established in 2011, will be awarded as deemed appropriate, not necessarily annually. The recipient, who will be selected by Nursing faculty, will receive a personal plaque and their name on a departmental plaque.

SCHOLARSHIPS AND FINANCIAL AID

Financial aid for all Hiram College students is administered through the Office of Financial Aid. A compiled list of outside scholarships, available to all interested and qualifying students, can be found at http://www.hiram.edu/finaid/financialaiddocuments/outsidescholarships.html. A file of scholarships specific to nursing is maintained in the office of the Department of Nursing.
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Appendix A  Organizational Charts for Hiram College

Board of Trustees

President

Executive Assistant to the President

Vice President Dean of the College
Vice President for Business and Finance
Vice President for Development and Alumni Relations
Vice President for Admission and Financial Aid
Vice President and Dean of Students
Chief Marketing Officer and Assistant to the President
Hiram College
Department of Nursing
Organizational Chart

Board of Trustees
Taskforce
Fall 2006-Summer 2009

Nursing Program Director

Nursing Advisory Council

Nurse Recruiter

Faculty

Clerical Staff

Students

Adopted Fall 2006
### Appendix B  BSN Curriculum Plans

#### Hiram College

**BSN Curriculum Plan**  
**With BioMed Minor**  
*Implemented AY 2011-12*

### FIRST YEAR

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Semester hours: 17

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<td>NURS 210 (3) Introduction to Nursing Practice</td>
<td>**NURS 220 (5) Professional Clinical Practice</td>
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Semester hours: 16

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Semester hours: 16

### Total Program Credits: 133

*Courses for the Biomedical Humanities Minor – a biomed minor is optional, but some of the courses are not*

**Courses with a clinical component  *Nursing Support Courses***

Hiram Core Requirements:

- CM- Creative Methods
- IM- Interpretive Methods
- MM- Modeling Methods
- EW- Experiencing the World
- UD- Understanding Diversity at Home
- ES- Meaning, Ethics and Social Responsibility:
- SM- Experimental Scientific Methods
- CA- Social and Cultural Analysis Methods
- MM- Modeling Methods
- 5.25.11
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**Semester hours:** 15/16

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**Semester hours:** 16

### Total Program Credits: 133

**Courses with a clinical component**

- CM: Creative Methods
- IM: Interpretive Methods
- MM: Modeling Methods
- SM: Experimental Scientific Methods

**Nursing Support Courses**

- EW: Experiencing the World
- UD: Understanding Diversity at Home
- ES: Meaning, Ethics and Social Responsibility
- CA: Social and Cultural Analysis Methods

**INTD-Interdisciplinary Course—need 2 of these**

Updated – 8/19/11
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<th>Spring 12 week (14 cr)</th>
<th>Spring 12 week (13 cr)</th>
<th>Spring 12 week (12cr)</th>
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<td>FSEM 1xx (4) Freshman Seminar</td>
<td>NURS 203 (3) Pharmacology for Nursing Practice</td>
<td>NURS 303 (2) Applied Nursing Research Practicum</td>
<td>NURS 401 (1) Professional Nursing IV</td>
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<tr>
<td>^CHEM 162 (4) Physiological Chemistry II</td>
<td><strong>NURS 220 (5) Professional Clinical Practice</strong></td>
<td><strong>NURS 410 (4) Community Health Nursing (UD core)</strong></td>
<td><strong>NURS 410 (4) Community Health Nursing (UD core)</strong></td>
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<tr>
<td>^BIOL 133 (4) Human A &amp; P II</td>
<td>^BIOL 265 (4) Human Genetics</td>
<td>NURS 440 (2) Principles of Leadership &amp; Management in Nursing</td>
<td>NURS 440 (2) Principles of Leadership &amp; Management in Nursing</td>
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<td><strong>BIMD 610 (1) Service Learning in Health Care</strong> -or-</td>
<td>^MATH 110 (2) Computations for Nursing</td>
<td><strong>BIMD 441 (1) Role Transition in Nursing</strong></td>
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<td>-or-</td>
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**Total Program Credits: 133**

*Courses for the Biomedical Humanities Minor – a biomedical minor is optional, but some of the courses are not

**Courses with a clinical component  ^Nursing Support Courses**

Hiram College Requirements:
- CM- Creative Methods
- IM- Interpretive Methods
- MM- Modeling Methods

**- EW- Experiencing the World
- UD- Understanding Diversity at Home
- ES- Meaning, Ethics and Social Responsibility

SM- Experimental Scientific Methods
CA- Social and Cultural Analysis Methods
5.25.11
Appendix C  Resources

Essentials of Baccalaureate Education (2009)

Executive Summary

The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)

This Essentials document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These Essentials address the key stakeholders’ recommendations and landmark documents such as the IOM’s recommendations for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient-centered care, inter-professional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever-changing and complex healthcare Environment.

Essentials I-IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I–VIII. The time needed to accomplish each Essential will vary, and each Essential does not require a separate course for achievement of the outcomes.

The nine Essentials are:

* Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
  o A solid base in liberal education provides the cornerstone for the practice and education of nurses.

* Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety
  o Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

* Essential III: Scholarship for Evidence Based Practice
  o Professional nursing practice is grounded in the translation of current evidence into one’s practice.

* Essential IV: Information Management and Application of Patient Care Technology
  o Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

* Essential V: Health Care Policy, Finance, and Regulatory Environments
  o Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

* Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
  o Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

* Essential VII: Clinical Prevention and Population Health
Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

*Essential VIII: Professionalism and Professional Values

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

*Essential IX: Baccalaureate Generalist Nursing Practice

The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.

The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients. Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate’s professional nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interprofessional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional nurse. A clinical immersion experience provides opportunities for building clinical reasoning, management, and evaluation skills.

World Health Organization Definition of Health

Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Preamble to the Constitution of the World Health Organization as adopted by the International Health Conference, New York, 19 June - 22 July 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of the World Health Organization, no. 2, p. 100) and entered into force on 7 April 1948. The definition has not been amended since 1948.
ANA Code of Ethics for Nurses

1. **Respect for Others** The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. **Commitment to the Patient** The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. **Advocacy for the Patient** The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. **Accountability and Responsibility for Practice** The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. **Duty to Self and Duty to Others** The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. **Contribution to Healthcare Environments** The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. **Advancement of the Nursing Profession** The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. **Promotion of Community and World Health** The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. **Promotion of the Nursing Profession** The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practices, and for shaping social policy.

ANA Standards of Practice

The Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process, a model of critical thinking that encompasses significant actions taken by all registered nurses and forms the foundation of their decision-making.

Standard 1. **Assessment**: The registered nurse collects comprehensive data pertinent to the patient’s health or the situation.

Standard 2. **Diagnosis**: The registered nurse analyzes the assessment data to determine the diagnoses or issues.

Standard 3. **Outcomes Identification**: The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation.

Standard 4. **Planning**: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. **Implementation**: The registered nurse implements the identified plan.
   - Standard 5A. **Coordination of Care**: The registered nurse coordinates care delivery.
   - Standard 5B. **Health Teaching and Health Promotion**: The registered nurse employs strategies to promote health and a safe environment.
   - Standard 5C. **Consultation**: The advanced practice registered nurse and the nursing role specialist provide consultation to influence the identified plan, enhance the abilities of others and effect change.
   - Standard 5D. **Prescriptive Authority and Treatment**: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.


ANA Standards of Professional Performance

The Standards of Professional Performance describe a competent level of behavior in the professional role by which all registered nurses are expected to engage in professional role activities appropriate to their education and position.

Standard 7. **Ethics**: The registered nurse practices ethically.

Standard 8. **Education**: The registered nurse attains knowledge and competence that reflects current nursing practice.

Standard 9. **Evidence-Based Practice and Research**: The registered nurse integrates evidence and research findings into practice.

Standard 10. **Quality of Practice**: The registered nurse contributes to quality nursing practice.

Standard 11. **Communication**: The registered nurse communicates effectively in all areas of practice.
Standard 12. **Leadership**: The registered nurse demonstrates leadership in the professional practice setting and the profession.
Standard 13. Collaboration: The registered nurse collaborates with the healthcare consumer, family, and others in the conduct of nursing practice.

Standard 14. Professional Practice Evaluation: The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 15. Resource Utilization: The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.


*ANA Scope and Standards of Practice* (Silver Spring, MD: ANA, 2010)

**(ANA) The Definition of Professional Nursing**

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.

**The Essential Features of Professional Nursing**

- Provision of a caring relationship that facilitates health and healing.
- Attention to the range of human experiences and responses to health and illness within the physical and social environments.
- Integration of assessment data with knowledge gained from an appreciation of the patient or the group.
- Application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking.
- Advancement of professional nursing knowledge through scholarly inquiry.
- Influence on social and public policy to promote social justice.
- Assurance of safe, quality, and evidence-based practice.

*Nursing’s Social Policy Statement: The Essence of the Profession* (Silver Spring MD: ANA, 2010)
Ohio Board of Nursing (OBN) Student Conduct Policy (OAC 4723-5-12)

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each client.

(5) A student shall delineate, establish, and maintain professional boundaries with each client.

(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code.

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
   (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a client’s property or:
    (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
    (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
    (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships;
    or
    (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
    (a) Engage in sexual conduct with a client;
    (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
    (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Ohio Revised Code;
   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

Effective: 02/01/2008
Hiram College Department of Nursing Definitions

**Health:** Health is a dynamic state of being which involves both illness and wellness. Health components, including the biological, cultural, physical, psycho-social, and spiritual, are ever changing. Human health exists from conception to death.

**Human Being** (person): To be human is to be a dynamic, unique, and complex individual possessing biological, psychological, socio-cultural and spiritual entities. The entities have both independent and interdependent as well as internal and external functions. Humans share in common many attributes but concomitantly, every human being is uniquely individual.

**Nursing:** Nursing is a professional discipline with a societal obligation to provide compassionate, competent nursing care for the promotion of health, prevention of illness, restoration of health and alleviation of suffering. Nursing requires the use of intellectual knowledge and skills to empower individuals, families, groups, and communities to promote care of self and others in order to achieve optimal health. Nursing is practiced in any setting but is usually provided within an organized structure for health care delivery.

**Education:** Education is the organization and delivery of intellectual content including knowledge, skills, and behaviors for the purpose of dissemination between and among individuals, groups, and communities. Methods of education are many and varied and utilize all of the human senses. Persons vary in their educational capabilities and motivation. Education can occur both formally and informally. Formal education employs structured systems for identification and delivery of specific content for the purpose of systematic development of ways of thinking, acting, and behaving. Teaching and learning are two distinct aspects of the educational process and active engagement is required for effective learning outcomes. Professional nursing preparation requires formal education with the entry level being that of a generalist. Such education is acquired in an institution of higher education and both theoretical and applied content from the liberal arts and sciences and the discipline of nursing are required.

**Environment and Society:** Environment constitutes the space that is both internal and external to a human being. Both the internal and external environments are in constant inter-relational interaction and change. Components of environment include biological, cultural, physical, psycho-social, and spiritual dimensions. A society is composed of groups of interrelated and/or interdependent individuals who share common heritage, culture and customs, geographic area, language, governance, economic, occupational or other socially distinctive defining factors. Such commonly held factors serve to unite individuals into definable clusters for a specific purpose. Society and environment have inter-relational effects upon human beings and human health.

**Biomedical Humanities:** Biomedical humanities examine critical values and issues in healthcare through study of the humanities such as literature, philosophy, and the arts. Such study provides a strong foundation for the practice of professional nursing.

**Communication:** Communication entails the use of verbal and nonverbal symbols that humans use to create meanings. The practice of nursing relies on essential and effective skills in written, oral and electronic communication for therapeutic relationships.

**Critical Thinking:** Critical thinking is the intellectual process of actively conceptualizing, analyzing, synthesizing and/or evaluating information. It requires skills of logic and reasoning, clarity and precision, and requires sound
and relevant content/data upon which to reflect. Critical thinking can result in new and different ways of knowing, doing, or behaving. The use of critical thinking skills is indispensable in the practice of nursing.

**Evidence-Based Practice:** Evidence-based practice consists of the skilled integration of individual patient data with clinical evidence derived from nursing research and/or other related research and inquiry. The process involves formulation of specific, patient-focused, answerable questions; systematic inquiry with appraisal of validity, relevance, and applicability of research evidence within a context of related patient factors such as resources and choices; implementation; and evaluation of results.

**Nursing Process:** Nursing process is a systematic, problem-based approach to the organization and delivery of nursing care. Components are assessment, diagnosis and planning, intervention, and evaluation. Assessment involves the systematic collection of clinical and related patient data; diagnosis and planning consists of data analysis, identification and naming of the nursing diagnosis/diagnoses, and development of a plan of care; intervention entails implementation of a therapeutic regime of nursing actions; and evaluation constitutes an evidence-based analysis of the results/outcomes of nursing interventions.

**Role Development:** In order to become a competent clinician, professional nursing requires that the nurse exhibit a series of behaviors including autonomy and responsibility, leadership, sound judgment and decision-making, professional behaviors and values, collaboration, and commitment to life-long learning. Such skills are developed throughout the educational program in both didactic and experiential ways.
Appendix D: The Constitution of the Hiram Student Nurses’ Association
Established April, 2008

ARTICLE I. NAME

This organization shall be known as the Hiram Student Nurses’ Association (HSNA)

ARTICLE II. PURPOSE

The purpose of this organization shall be to promote the support and collaboration of the student nurses of Hiram College.

ARTICLE III. MEMBERSHIP

Membership shall consist of any Hiram College student who is interested in nursing as a profession.

ARTICLE IV. ADVISOR

The advisor of this organization is to be appointed by the elected officers.

ARTICLE V. COMPOSITION OF CLUB

This organization is composed of the officers of President, Vice President, Secretary, Treasurer, and Executive Assistant.

A member is eligible for a leadership position if he/she will be senior during their term and has been a member of the club for at least one year.

Each leader’s duties are as follows:

- The President’s duties are to call meetings, and to meet regularly with the advisor of the organization.
- The Vice President’s duties are to fulfill the roles of the President at the President’s request, and become the President if the President can no longer fill the position.
- The Secretary’s duties are to keep accurate minutes of meetings, keep an accurate list of all members of the organization, and notify all members about meetings.
- The Treasurer’s duties are to keep up with the finances and records of accounts and receipts, complete check requests, and pay bills in a timely manner.
- The Executive Assistant’s duties are to organize all community service projects, and have responsibility for the publicity of the organization and the events put on by the club.

Each leader is elected by the members of the organization in the eleventh week of the fall semester; the individual must then shadow the current officer in the spring semester.

If an officer must resign, another officer in a lower position may move up into that position; afterwards a reelection will take place.
ARTICLE VI. MEETINGS

Meetings will be called by the president and held every other week.

ARTICLE VII. AMENDMENTS TO CONSTITUTION

Amendments to this constitution may be made at any meeting with \( \frac{3}{4} \) majority vote.

Note: A constitution revision is currently in process (October 2011).
Appendix E: Forms  
BSN CURRICULUM—ADVISING TRACKING FORM

Student Name________________________________________ Entered BSN Program _________________

**1st YEAR**

<table>
<thead>
<tr>
<th>Dept</th>
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<th>Hrs</th>
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<td>Global Health and Nursing Issues</td>
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<tr>
<td>NURS</td>
<td>401</td>
<td>Professional Nursing IV</td>
<td>2</td>
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<td>NURS</td>
<td>410</td>
<td>Community Health Nursing</td>
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<td>UD</td>
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<td>420</td>
<td>Mental Health Nursing</td>
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<td></td>
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<td>430</td>
<td>Critical Care Nursing</td>
<td>4</td>
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<tr>
<td>NURS</td>
<td>440</td>
<td>Principles of Leadership/Mgmt in Nursing</td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>NURS</td>
<td>441</td>
<td>Role Transition in Nursing (Capstone)</td>
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### Core + College Requirements

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs</th>
<th>Transfer?</th>
<th>Semester</th>
<th>Grade</th>
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<tr>
<td>*</td>
<td>ES</td>
<td></td>
<td>3-4</td>
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<td>CM</td>
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<td>3-4</td>
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<td>3-4</td>
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<tr>
<td>*</td>
<td>team taught INTD</td>
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<td>3-4</td>
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<td></td>
<td>2nd BIMD or INTD</td>
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<td>3-4</td>
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### Other

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<th>Hrs</th>
<th>Semester</th>
<th>Grade</th>
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</thead>
</table>

9.6.11
HIRAM COLLEGE NURSING DEPARTMENT
CHECKLIST OF NURSING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date needed</th>
<th>Date done</th>
<th>Date needed</th>
<th>Date done</th>
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<td></td>
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<tr>
<td><strong>Physical:</strong></td>
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<tr>
<td>Date:</td>
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<tr>
<td><strong>Good Health Contract:</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Annually for clinicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Immunizations:</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TdaP: once as an adult</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tetanus: within the last 10 years—unless you had TdaP</td>
<td></td>
<td></td>
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<tr>
<td>MMR: 2 doses after 12 mos. If born after 1957</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Varicella: immuniz, titer or history of disease</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>TB: 2 part Mantoux 2\textsuperscript{nd} year, 1 part annually after</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Flu: annually recommended not required</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Meningococcal vaccine: highly rec, need waiver</td>
<td></td>
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<tr>
<td>HepB: highly rec, need waiver</td>
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<tr>
<td>Other</td>
<td></td>
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<tr>
<td>BCI: w/ electronic fingerprint</td>
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<td>FBI: w/ electronic fingerprint</td>
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<tr>
<td>Liability Insurance</td>
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<tr>
<td>BLS certification:</td>
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<tr>
<td>Student Handbook received + read</td>
<td></td>
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<tr>
<td>Nursing Sequence Declaration Form</td>
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<td></td>
</tr>
<tr>
<td>Release to keep Student Work</td>
<td></td>
<td></td>
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<tr>
<td>Privacy + Confidentiality Statement</td>
<td></td>
<td></td>
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<tr>
<td>Student Information Form</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Clinical Uniform fitting</td>
<td></td>
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</tr>
</tbody>
</table>

Class of __________ Entry _________
HIRAM COLLEGE DEPARTMENT OF NURSING
GOOD HEALTH CONTRACT

I have now or have had the following conditions:

- [ ] asthma
- [ ] allergies (___ latex)
- [ ] vision problems
- [ ] breathing problems
- [ ] anxiety/depression
- [ ] hearing loss
- [ ] broken bones
- [ ] torn ligaments
- [ ] chemical dependency
- [ ] cardiac disorder
- [ ] neurological disorder
- [ ] pregnancy
- [ ] lifting restrictions

List any major illnesses, surgeries or hospitalizations with month/year. ________________________________

____________________________________________________________________________________

Date of last physical exam ______________________________________________________________

--PLEASE PRINT NAME IN ONE PLACE OR THE OTHER, AND SIGN AT BOTTOM--

I, ____________________________, certify that I am in good health and have no physical or mental conditions that would affect my performance in Clinical facilities.

I, ____________________________, certify that I have the following physical or mental condition that may affect my performance in Clinical facilities.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student signature_______________________________________ Date ______________

Dept Review:
- [ ] clear for clinical
- [ ] requires follow up 10.17.11
Name______________________________________________    Dept.______________  
(please print)

Social Security #____________________________ DOB_________________  

Mark One:  
O      I understand that due to my occupational exposure to potentially infectious materials I may be at risk for acquiring ________________________ infection. I have been given the opportunity to be immunized with ______________________________ immunization at this time and I decline the immunization. I understand that by declining this immunization, I continue to be at risk of acquiring said infection. If in the future I continue to have occupational exposure to potentially infectious materials and I want to be immunized, I can receive the immunization at the Hiram College Health Center by appointment.  

O      I have received the immunization in the past.  

O      I have a history of a previous ___________________ infection, documented by either lab test or physician diagnosis.  

O      Other  
___________________________________________________________________________________________  
___________________________________________________________________________________________  

__________________________________________  
SIGNATURE________________________________________________________  

Date ____________________________  

WITNESS __________________________________________________________  

Date___________________________  

11/09
Name______________________________________________    Dept.______________
(please print)
Social Security #____________________________ DOB____________

Mark One:
O I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk for acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccination at this time and I decline the vaccination. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at the Hiram College Health Center by appointment (about $55 per shot x 3).

O I have completed the hepatitis B vaccine series in the past.

O I have received ________ injection(s) of the hepatitis B vaccine series in the past.

O I have a history of a previous hepatitis B infection, documented by either lab test or physician diagnosis.

O Other
__________________________________________________________________________

__________________________________________________________________________

SIGNATURE________________________________________________________

Date ____________________________

WITNESS ____________________________

Date ____________________________

11/09
INTEGRITY STATEMENT SAMPLE

For BSN courses

COURSE ###  Course Title

The integrity statement supports behaviors that reflect our professional values, trust, responsibility and standards characteristic of the professional nurse. It supports the Department of Nursing statement on cheating and plagiarism and the values inherent in the College’s responsibilities to students in maintaining an environment conducive to learning.

It is expected that, as an undergraduate student, I will fully participate in weekly discussions and provide substantive responses that are supported by evidence from the literature. I understand that all discussions and interactions are expected to be on a professional level as it pertains to the topic.

I understand that the quizzes for this course are to be completed alone. In preparing for the course quizzes, students are encouraged to use their textbooks, information on the Sakai class site, readings, and class discussions and to contact faculty as needed.

Group projects imply that all members of a group contribute to the class project and/or presentation. It is clear to me that all members of the group have the responsibility to assure that all names appearing on projects/presentations have contributed to each component of the assignment.

I understand that papers must be my work as a student. All ideas and/or scripts of another that are incorporated within a paper must be properly cited. Students are encouraged to seek support services if there is lack of clarity about how to give credit for the work of another within their papers. A student may not turn in the same paper to fulfill different courses or course requirement.

In signing this statement, I am promising that I understand and will uphold the statements of integrity presented above while a member of this course.

________________________________________  ____________________
Name                                     Date
HIRAM COLLEGE DEPARTMENT OF NURSING

Mathematics Transfer Tutorial Agreement

Under Option 3 of Nursing Program Mathematics Requirements Policy, under specific circumstances a transfer student may elect, with permission from the Director Department of Nursing, to complete a tutorial in Math 110 Computations for Nursing. The student will register for a two hour tutorial, and work with the advising faculty member for completion criteria.

The Mathematics Requirements Policy states a student may:
Complete MATH 110 for credit on a tutorial* basis. This option is available for students who have no credit for a prior comparable course, and wish to earn credit for MATH 110 in order to progress.
The text for the tutorial MATH 110 will be the same text required for the regularly scheduled MATH 110.
The student must register for the *tutorial before credit will appear on the student transcript. This requires the approval of the Department of Nursing faculty member who will provide guidance and support to the student learning the material. The tutorial contract, signed by both student and faculty, will specify the assignments that must be completed, and the method(s) for evaluating the student’s mastery of the material.

* or in some special cases, an independent study

If a student is approved for Option 3, as per the policy, the student may use additional resources of his/her choice, but must submit assignments based on the text currently used for the course, Medical Dosage Calculations by Olsen, Giangrasso, Shrimpton, Dillon (ISBN 978-0-13-238470-4). The following activities must be completed:

1. Independent review of all chapters of the text in the following order: Chapters 1-7, Chapters 9-12, Chapter 8.

2. Students must agree to contact the instructor to establish a timeline and to cover any concerns or questions regarding the material.

3. Submission of all “Additional Exercises” problems for each chapter. All work must be submitted for credit; the submissions must be made either in person, or by email of legible, scanned handwritten work. Further, students are strongly encouraged to complete all chapter exercises to ascertain their mastery of the material prior to submission of the additional exercises. The answers to the exercises can be found in the back of the book.

4. Completion of three case studies, given to the student periodically as assignments are completed.

5. Completion of a comprehensive final examination.

Expected date of completion: __________________________

I, ______________________________, agree to the above criteria for fulfilling Option 3 of the Mathematics Requirement Policy. I understand that I must successfully complete the above assignments before progressing to the junior nursing sequence (courses).

Student: _______________________________ Date: ________________

Faculty: _______________________________ Date: ________________
Request of Medical Record: NURSING STUDENTS ONLY

NAME: _________________________________________ DOB: __________________

I hereby authorize the Hiram College Health Center to release information regarding my immunization status and physical assessment to the Hiram College Nursing Program.

__________________________________________ _______________________
Student Signature Date
Nursing Code of Conduct Pledge

--TO BE SIGNED AT THE BEGINNING OF EACH SEMESTER FOR EACH NURSING COURSE
AS A PLEDGE OF COMMITMENT TO ETHICAL BEHAVIOR--

I, _____________________________ (print name) am committed to following the Hiram College
Department of Nursing Code of Conduct with honesty, integrity, respect, responsibility, and ethics. I
will refrain from any form of academic or clinical dishonesty or deception. I am aware that as a member
of the nursing program it is my responsibility to report all suspected violators of the Code of Conduct.

Signature: _________________________________________
Date: ________________________________

--TO BE SIGNED WITH EACH EXAMINATION OR ASSIGNMENT--

I, _____________________________ (print name) am committed to following the Hiram College
Department of Nursing Code of Conduct with honesty, integrity, respect, responsibility, and ethics. I
have refrained from any form of academic or clinical dishonesty or deception. I am not aware of any
peer violations of the Code of Conduct that I have not already reported.

Signature: _________________________________________
Date: ________________________________

5.18.10
HIRAM COLLEGE NURSING PROGRAM

NURSING MAJOR SEQUENCE DECLARATION

Beginning Fall Semester, ______, I ____________________________ desire to
progress to the nursing sequence. ____________________________ Name

I have completed or am currently enrolled in the following courses:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Completed</th>
<th>Currently Enrolled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Colloquium</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Physiological Chem I</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Human A &amp; P I</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Intro to Prof. Nurs I</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>General Psychology</td>
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<tr>
<td>Freshman Seminar</td>
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<td>_____</td>
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<td>_____</td>
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<tr>
<td>Human A &amp; P II</td>
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<td>Computations for Nurs</td>
<td>_____</td>
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<tr>
<td>Intro to Sociology</td>
<td>_____</td>
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</table>

I have completed college courses in addition to the above: Yes_______ No _____

Please list the names of courses you have taken:

__________________________________________  __________________________________
__________________________________________  __________________________________
__________________________________________  __________________________________

-over-
I have chosen Hiram College because _________________________________________
________________________________________________________________________

I have chosen Nursing because ____________________________________________

I wish to enroll in the Biomedical Humanities Minor: Yes _____ No_____ 
If no, which minor do you want to enroll in? ________________________________

I have been convicted of a misdemeanor: Yes_____ No _____

I have been convicted of a felony? Yes _____ No _____

I am playing a sport? Yes _____ No _____ If yes, which one? _________________

I am involved in extracurricular activities? Yes _____ No_____ 
If yes, which? __________________________________________________________________

My interest/ hobbies are? _________________________________________________

I have a part-time job: Yes _____ No_____ If yes, how many hours/week?______
On Campus _____ Off Campus ______

________________________________________________________________________
Signature

Local Address: ____________________________________________________________

Phone: __________________________________________________________________

E-Mail Address: __________________________________________________________

Date: ____________________________
Physical Exam

Name ______________________________________________________________             Date of Birth ___/___/___

Last Name ________________________ First ___________________________

Address _____________________________________

Street ___________________________________ City __________________________

State                           Zip

The Julia Church Health Center of Hiram College requires that all students obtain a thorough physical examination prior to entering Hiram College. This physical is required in addition to the Hiram College Sports Physicals.

PART II: TO BE COMPLETED AND SIGNED BY YOUR HEALTH CARE PROVIDER.
All information must be in English.

Required:
To the examining Health Care Provider:
Please review the student’s immunization and health history and update as needed
Chronic Medical Conditions (include treatment and current status, attach additional comments or notes as appropriate):

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Height:                           Weight:                           Blood Pressure:

Immunization Records:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Normal</th>
<th>Comments/Follow Up</th>
<th>Exam</th>
<th>Normal</th>
<th>Comments/Follow Up</th>
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<tr>
<td>Skin</td>
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<td>Lungs</td>
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<td>Ears</td>
<td></td>
<td>Abdomen</td>
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<tr>
<td>Eyes</td>
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<td>Extremities</td>
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<tr>
<td>Nose</td>
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<td>Neurological</td>
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<tr>
<td>Throat</td>
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<td>Male: Genitalia</td>
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<tr>
<td>Neck</td>
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<td>Hernia</td>
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<tr>
<td>Thyroid</td>
<td></td>
<td>Female: Breast</td>
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<tr>
<td>Heart</td>
<td></td>
<td>Pelvic Exam (optional)</td>
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</tr>
</tbody>
</table>

**A. M.M.R. (MEASLES, MUMPS, RUBELLA)** (Two doses required)
1. Dose 1 given at age 12-15 months or later.                         #1 ___/___/___
2. Dose 2 given at 4-6 yrs. and at least 28 days after first dose.    #2 ___/___/___

**B. POLIO**
1. Completed primary series of polio immunization: #1 ___/___/___ #2 ___/___/___ #3 ___/___/___
2. Type of vaccine: Live(OPV)__________ Inactivated (IPV)____________

**C. TETANUS-DIPHTHERIA-PERTUSSIS**
Primary series with DTaP, DTP, DT, or Td, and booster with Td or Tdap in the last ten years. Health sciences students with patient contact should receive one dose of Tdap at an interval as short as 2 years since last Td as appropriate. Refer to ACIP for details.

1. Primary series of four doses with DTaP, DTP, DT, or Td:
   #1 ___/___/___ #2 ___/___/___ #3 ___/___/___ #4 ___/___/___
2. Booster: **Tdap** (preferred)       ___/___/___ OR       **Td** ___/___/___

72
**Recommended but not required**

**D. MENINGOCOCCAL**
Date ___/___/___  M   D   Y

**E. VARICELLA**
1. History of Disease  Yes _____ No _____  Vaccinated #1 ___/___/___  #2 ___/___/___  M   D   Y

**F. HEPATITIS A**
1. Immunization (hepatitis A)
a. Dose #1 ___/___/___  b. Dose #2 ___/___/___  M   D   Y  M   D   Y
2. Immunization (Combined hepatitis A and B vaccine)
a. Dose #1 ___/___/___  b. Dose #2 ___/___/___  c. Dose #3 ___/___/___  M   D   Y  M   D   Y  M   D   Y

**G. HEPATITIS B**
a. Dose #1 ___/___/___  b. Dose #2 ___/___/___  c. Dose #3 ___/___/___  M   D   Y  M   D   Y  M   D   Y

**H. GARDASIL**
a. Dose #1 ___/___/___  b. Dose #2 ___/___/___  c. Dose #3 ___/___/___  M   D   Y  M   D   Y  M   D   Y

**I. TUBERCULOSIS SCREENING**
1. Does the student have signs or symptoms of active tuberculosis disease?  Yes _____ No _____
   If No, proceed to 2. If Yes, proceed with additional evaluation to exclude active tuberculosis disease including tuberculin skin testing, chest x-ray and sputum evaluation as indicated.

2. Is the student a member of a high-risk group or is the student entering the health professions?  Yes _____ No _____
   If No, stop. If Yes, place tuberculin skin test (Mantoux only: Inject 0.1 ml of purified protein derivative [PPD] tuberculin containing 5 tuberculin units [TU] intradermally into the volar [inner] surface of the forearm.) A history of BCG vaccination should not preclude testing of a member of a high-risk group.

3. Tuberculin Skin Test:
   Date Given: ____/____/____  Date Read: ____/____/____  M   D   Y  M   D   Y
   Result: ________ (Record actual mm of induration, transverse diameter; if no induration, write “0”)
   Interpretation (based on mm of induration as well as risk factors): positive____ negative____

4. Chest x-ray (required if tuberculin skin test is positive) result: normal____ abnormal____
   Date of chest x-ray: ___/___/___  M   D   Y

Health Care Provider

Name ___________________________ Signature ________________________________ Date _______________

Address ___________________________________________________________ Phone(_______)________________________

1 The American College Health Association has published guidelines on tuberculosis screening of college and university students. These guidelines are based on recommendations from the Centers for Disease Control and the American Thoracic Society. For more information, visit www.acha.org or refer to the CDC’s Core Curriculum on Tuberculosis available at state health departments or at the following website: www.cdc.gov/nchstp/tb/pubs/corecurr/.

2 Categories of high risk students include those students who have arrived within the past 5 years from countries where TB is endemic. It is easier to identify countries of low rather than high TB prevalence.

Therefore, students should undergo TB screening if they have arrived from countries EXCEPT those on the following list: Canada, Jamaica, Saint Kitts and Nevis, Saint Lucia, USA, Virgin Islands (USA), Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, San Marino, Sweden, Switzerland, United Kingdom, American Samoa, Australia, or New Zealand.

Other categories of high-risk students include those with HIV infection, who inject drugs, who have resided in, volunteered in, or worked in high-risk congregate settings such as prisons, nursing homes, hospitals, residential facilities for patients with AIDS, or homeless shelters; and those who have clinical conditions such as diabetes, chronic renal failure, leukemias or lymphomas, low body weight, gastrectomy and jejunoileal by-pass, chronic malabsorption syndromes, prolonged corticosteroid therapy (e.g., prednisone 15 mg/d for 1 month) or other immunosuppressive disorders.
HIRAM COLLEGE DEPARTMENT OF NURSING

Policy for BSN Nursing Students

PRIVACY/CONFIDENTIALITY

All persons are entitled to privacy and confidential health care. Nursing students must make a commitment to and are ethically bound to “safeguard the client’s right to privacy by judiciously protecting information of a confidential nature” (Potter & Perry, 1993, pg. 276). The School of Nursing requires nursing students to make this commitment by signing a confidentiality form that will be placed in the student’s file. As a Hiram College nursing student it is your responsibility to know the contents of the Nurses Code of Ethics and the Patient’s Bill of Rights.

Reading:
- pages 73-76 (Nursing Code of Ethics);
- pages 113 (HIPPA regulations);
- pages 159-161 (Computer-Based Patient Records);
- pages 329-330 (Documenting and Reporting);
- pages 81-83 (Patient Bill of Rights)

Current BSN Student Handbook

Other sources:
- pages 41 (Legal and Ethical Aspects of Nursing Care);
- pages 49-50 (Patient Bill of Rights);
- page 446 (Respect Confidentiality);
- pages 542-543 (Communications Among the Healthcare Team);
- page 1697 (Maintaining Confidentiality)

PRIVACY/CONFIDENTIALITY STATEMENT

Privacy and confidentiality are the basis of all nurse-client relationships. Any breach of privacy, confidentiality, or dignity and rights of a person will result in immediate justification for clinical failure, at any point during the semester, resulting in a failing course grade.

My signature indicates I have read the information listed and understand the above statement regarding disciplinary action that will be taken in the event of breach of confidentiality or violation of the person’s right to privacy.

Student Name __________________________ (print name)

Student Signature ___________________________ Date: ________

12.09
NAME: _____________________________________________________

Mailing Address: ____________________________________________

Phone: (h) ______________________ (w) ________________________

COURSE APPLYING TO ENTER
Course Number: _______ Year: _______ Semester: _______

LAST NURSING COURSE ENROLLED IN
Course Number: _______ Year: _______ Semester: _______

REASON FOR INTERRUPTION OF ENROLLMENT
☐ Academic – specify: __________________________________________

☐ Other – specify: ____________________________________________

NOTE: You must have already submitted a completed Application for Readmission to the Hiram College Office of the Registrar.

Signature: ____________________________________________

Date: ______________________

FOR OFFICE USE ONLY

Date Received: _______________ Initials: _____________

Committee Decision: _______________________________________

Rationale:
________________________________________________________

________________________________________________________

________________________________________________________

Letter Sent: _____________________________________________
HIRAM COLLEGE NURSING DEPARTMENT

Release Form

Retain graded writing assignments

I, ________________________________, give permission to Hiram College Department of Nursing to copy and keep any or all writing assignment I submit during my tenure as a nursing student. I understand this is for the purpose of assessment, evaluation and accreditation of faculty, the department, and the program.

Signature ________________________________  Date ______________________
STUDENT AUTHORIZATION AND WAIVER FOR RELEASE OF EDUCATIONAL RECORDS FOR RECOMMENDATIONS

I authorize Hiram College school officials to release, or otherwise allow for the inspection, copying or other disclosure, including discussion of, any and all education records to or with (enter the name of the person and/or entity) ________________________________ for the purpose of providing a recommendation to an educational institution, employer or other third party.

This authorization does not permit disclosure of these records to any other persons or entities without my written consent unless specifically allowed under the Family Educational Rights and Privacy Act. I understand I may revoke this authorization at any time by a subsequent signed writing.

Further, I hereby release Hiram College, its employees, officers or agents, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates because of compliance with this authorization and consent to release information, or any attempt to comply with it.

A photocopy of facsimile of this authorization and release will be valid as an original hereof, even though the said photocopy or facsimile does not contain my original signature.

__________________________________________
Student’s Printed Name

__________________________________________
Student’s Signature

__________________________________________
Date

__________________________________________
Banner ID

Copy must be provided to:
Hiram College
Registrar’s Office
PO Box 67
Hiram OH 44234

12/1/08
HIRAM COLLEGE
DEPARTMENT OF NURSING

STUDENT BACKGROUND CHECK CONTINUING RESULT AFFIRMATION FORM

I, ____________________________________ (Student Name) affirm that I have not been arrested or charged with any crime, misdemeanor, or felony since the date of my previous background checks completed on:

______________, Date of Verified BCI/FBI background check

I understand that disclosure of information related to arrest and/or conviction of a misdemeanor or felony could result in termination from the Hiram College Nursing Program.

______________________________________________
Printed or Typed Name of Student

______________________________________________
Signature of Student

State of ____________,

County of ________________

Sworn to (or affirmed) and subscribed before me this day and personally appeared

______________________________________________
The above named student (i) I, have personal knowledge of the identity of the above named student, or (ii) I, have seen satisfactory evidence of the above named student identity, by current state or federal identification with the above named student’s photograph in the form of a or a (iii) credible witness has sworn to the identity of the above named student.

Witness my hand and official seal or stamp, the _____day of ____________, in the year ______

(seal or stamp)

______________________________________________
Notary Public Official Signature

My Commission Expires _________

Notary Printed or Typed Name
I, _________________________________________, have received a copy of the Student Handbook of the Nursing Department at Hiram College. I understand that it is my professional responsibility as nursing student to read and know the information contained therein.

Signed__________________________________________________ Date____________________

2nd Year Student

I, _________________________________________, have received the updates to the Student Handbook of the Nursing Department at Hiram College. I understand that it is my professional responsibility as nursing student to read and know the information contained therein.

Signed__________________________________________________ Date____________________

3rd Year Student

I, _________________________________________, have received the updates to the Student Handbook of the Nursing Department at Hiram College. I understand that it is my professional responsibility as nursing student to read and know the information contained therein.

Signed__________________________________________________ Date____________________

4th Year Student
The information you provide us on this form will only be shared with Hiram faculty and staff and will be used for college purposes only. You will receive this form back to update each year.

<table>
<thead>
<tr>
<th>NAME</th>
<th>First, Middle,</th>
<th>Date of Birth</th>
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<tbody>
<tr>
<td>Last</td>
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<td>Cell phone</td>
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<td>Campus phone/ Campus Dorm address</td>
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<td>Commuters home address</td>
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<td>Parents: Name, Address, Phone</td>
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<td>traditional</td>
<td>transfer</td>
<td>meal plan</td>
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<tr>
<td>Banner ID</td>
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<td>Last 4 digits social sec.#</td>
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<tr>
<td>Resident of Ohio for 5 years?</td>
<td>Hometown:</td>
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<td>If no, where?</td>
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<tr>
<td>Emergency Contacts (please give 2 names, phone #s)</td>
<td>Program Entrance date</td>
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</table>

Signature ___________________________________________________________________________ Date ____________________________

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<th>Update</th>
<th>Initials</th>
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Hiram College Department of Nursing

Tuberculosis (TB) Screening Questionnaire

Please answer the following questions:

Have you ever had a positive TB skin test? ___ Yes ___ No

Have you ever had close contact with anyone who was sick with TB? ___ Yes ___ No

Were you born in one of the countries listed below and arrived in the U.S. within the last 5 years? * (If yes, please CIRCLE the country)

Have you ever traveled** to/in one or more of the countries listed below? (If Yes, please CHECK the country/ies)

Have you ever been vaccinated with BCG? ___ Yes ___ No

*Future CDC updates may eliminate the 5 year time frame
**The significance of the travel exposure should be discussed with a health care provider and evaluated.

Afghanistan  Congo DR  Kenya  New Caledonia  Sri Lanka
Algeria  Cote d’Ivoire  Kiribati  Nicaragua  Sudan
Angola  Croatia  Korea-DPR  Niger  Suriname
Anguilla  Djibouti  Korea-Republic  Nigeria  Syrian Arab Republic
Argentina  Dominican Republic  Kuwait  Niue  Swaziland
Armenia  Ecuador  Kyrgyzstan  N. Mariana Islands  Tajikistan
Azerbaijan  Egypt  Lao PDR  Pakistan  Tanzania-UR
Bahamas  El Salvador  Latvia  Palau  Thailand
Bahrain  Equatorial Guinea  Lesotho  Panama  Timor-Leste
Bangladesh  Eritrea  Liberia  Papua New Guinea  Togo
Belarus  Estonia  Lithuania  Paraguay  Tokelau
Belize  Ethiopia  Macedonia-TFYR  Peru  Tonga
Benin  Fiji  Madagascar  Philippines  Tunisia
Bhutan  French Polynesia  Malawi  Poland  Turkey
Bolivia  Gabon  Malaysia  Portugal  Turkmenistan
Bosnia + Herzegovina  Gambia  Maldives  Qatar  Tuvalu
Botswana  Georgia  Mali  Romania  Uganda
Brazil  Ghana  Marshall Islands  Russian Federation  Ukraine
Brunei Darussalam  Guam  Mauritania  Rwanda  Uruguay
Bulgaria  Guatemala  Mauritius  St Vincent + the Grenadines  Uzbekistan
Burkina Faso  Guinea  Mexico  Vanuatu
Burundi  Guinea-Bissau  Micronesia  Sao Tome + Principe  Venezuela
Cambodia  Guyana  Moldova-Rep.  Saudi Arabia  Viet Nam
Cameroon  Haiti  Mongolia  Senegal  Wallis + Futuna Islands
Cape Verde  Honduras  Montenegro  Seychelles  W. Bank + Gaza Strip
Central African Rep  India  Morocco  Sierra Leone  Yemen
Chad  Indonesia  Mozambique  Singapore  Zambia
China  Iran  Myanmar  Solomon Islands  Zimbabwe
Colombia  Iraq  Namibia  Somalia
Comoros  Japan  Nauru  South Africa
Congo  Kazakhstan  Nepal  Spain

Source: World Health Organization Global Tuberculosis Control, WHO Report 2006, Countries with incidence rates of >20 cases per 100,000 population. For future updates, refer to www.who.int/globalatlas/dataQuery/default.asp

If the answer is YES to any of the above questions, Hiram College Nursing Department requires that a health care provider complete a tuberculosis risk assessment (to be completed within 6 months prior to the start of classes).

If the answer to all of the above questions is NO, no further testing or further action is required.
**Tuberculosis (TB) Risk Assessment**

Persons with any of the following are candidates for either Mantoux tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA), unless a previous positive test has been documented:

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent close contact with someone with infectious TB disease</td>
<td></td>
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<tr>
<td>Foreign-born from (or travel* to/in) a high prevalence area (e.g. Africa, Asia, Eastern Europe, or Central or South America)</td>
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<tr>
<td>Fibrotic changes on a prior chest x-ray suggesting inactive or past TB disease</td>
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<tr>
<td>HIV/AIDS</td>
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<tr>
<td>Organ transplant recipient</td>
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<td>Immunosuppressed (equivalent of &gt; 15mg / day of prednisone for &gt; 1 month or TNF-α antagonist)</td>
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<td>History of illicit drug use</td>
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<tr>
<td>Resident, employee, or volunteer in a high-risk congregate setting (e.g., correctional facilities nursing homes, homeless shelters, hospitals, and other health care facilities)</td>
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<td></td>
</tr>
<tr>
<td>Medical condition associated with increased risk of progressing to TB disease if infected [e.g., diabetes mellitus, silicosis, head, neck, or lung cancer, hematologic or reticuloendothelial disease such as Hodgkin’s disease or leukemia, end stage renal disease, intestinal bypass or gastrectomy, chronic malabsorption syndrome, low body weight (i.e. 10% or more below ideal for the given population)]</td>
<td></td>
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</tbody>
</table>

*The significance of the travel exposure should be discussed with a health care provider and evaluated.

1. **Does the student have signs or symptoms of active tuberculosis disease?**
   - Yes
   - No

If no, proceed to 2 or 3. If Yes, proceed with additional evaluation to exclude active tuberculosis disease including tuberculin skin testing, chest x-ray, and sputum evaluation as indicated.

2. **Tuberculin Skin Test (TST)**
   (TST result should be recorded as actual millimeters (mm) of induration, transverse diameter; if no induration, write “0”. The TST interpretation should be based on mm of induration as well as risk factors.)

   **Date Given:** ____/____/____   **Date Read:**  ____/____/____

   **Result:** _______________ mm of induration  **Interpretation:** positive ______negative______

   **Date Given:** ____/____/____   **Date Read:**  ____/____/____

   **Result:** _______________ mm of induration  **Interpretation:** positive ______negative______
3. Interferon Gamma Release Assay (IGRA)

Date Obtained: _____/_____/_____ (Specify method) QFT-G QFT-GIT other ________

Result: negative______ positive ______ intermediate ______

Date Obtained: _____/_____/_____ (Specify method) QFT-G QFT-GIT other ________

Result: negative______ positive ______ intermediate ______

4. Chest x-ray: (Required if TST or IGRA is positive)

Date of chest x-ray: _____/_____/_____ Result: normal _____ abnormal_____

**Interpretation guidelines**

>5 mm is positive:
- recent close contacts of an individual with infectious TB
- persons with fibrotic changes on a prior chest x-ray consistent with past TB disease
- organ transplant recipients
- immunosuppressed persons: taking > 15 mg/d of prednisone for > 1 month; taking a TNF-α antagonist
- persons with HIV/ AIDS

>10 mm is positive:
- persons born in a high prevalence country or who resided in one for a significant* amount of time
- history of illicit drug use
- mycobacteriology laboratory personnel
- history of resident, worker or volunteer in high-risk congregate settings
- persons with the following clinical conditions: silicosis, diabetes mellitus, chronic renal failure, leukemias and lymphomas, head, neck or lung cancer, low body weight (> 10% below ideal), gastrectomy or intestinal bypass, chronic malabsorption syndromes

>15 mm is positive:
- persons with no known risk factors for TB disease

*The significance of the exposure should be discussed with a health care provider and evaluated.*

Signature of Health Care Provider: ___________________________ Date: ___________

Contact Information for Provider:

Please return this completed form to the Department of Nursing, Hiram College, P.O. Box 67, Hiram, OH 44234.