



**Holy Family**  
UNIVERSITY

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SCHOOL OF  
**NURSING &  
HEALTH SCIENCES**

**Bachelor of Science  
in Nursing  
Student Policy Manual**

August 2024-2025

## CONTACT INFORMATION

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**Note to the reader:** An electronic version of this handbook and all related forms and documents is available online. Visit <https://www.holyfamily.edu/academics-schools-of-study/academics-philadelphia-school-of-nursing> for information.

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## **About Holy Family University**

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3100 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

# SCHOOL OF NURSING & HEALTH SCIENCES

## BSN STUDENT HANDBOOK

Holy Family University retains full regional accreditation as an institution of higher learning offering baccalaureate master's, and doctoral degrees from the Middle States Association of Colleges and Schools.

Approval from the Department of Education for the Commonwealth of Pennsylvania has been established from the inception of the baccalaureate program in the 1970s.

The baccalaureate degree program in nursing at Holy Family University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Ste 750, Washington, DC, 20001, 202-887-6791.

### 1.0 INTRODUCTION TO BSN HANDBOOK

The faculty of the School of Nursing & Health Sciences welcome you to the Bachelor of Science in Nursing Program (BSN). We look forward to working with you over the next several years.

As a member of the University community, you have had the opportunity to become familiar with the [University Catalog](#) and this [Student Handbook](#). Your knowledge of these publications is essential to your success as a student in the University. The BSN Handbook has been developed to inform and assist you in understanding the unique requirements of the BSN Program and to ensure a proper atmosphere for academic, spiritual, and social growth.

Students are responsible for knowledge of these policies, procedures, and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

Holy Family University reserves the right to change, without notice, any statement in this publication concerning, but not limited to rules, codes of conduct, processes and procedures, policies, tuition, and fees.

### 2.0 SCHOOL OF NURSING & HEALTH SCIENCES (SONHS) MISSION, VISION AND VALUES STATEMENTS

**Mission:** To educate students within the University environment, at the graduate and undergraduate levels, to assume a professional role in the delivery of high-quality care in nursing, radiologic science and health promotion and wellness, and to cultivate a sense of responsibility to be actively involved in service to the human family.

**Vision:** To provide exceptional quality nursing, radiologic science, and health promotion and wellness education in a caring, collegial, faith-based environment that challenges students and faculty to extend their intellectual horizons.

**Values:** The mission and values of the SONHS are built upon the core values of Holy Family University: family, respect, integrity, service and responsibility, learning and vision.

### **3.0 HOLY FAMILY UNIVERSITY NURSING PHILOSOPHY**

The Philosophy of Nursing at Holy Family University embodies and enlarges upon the institutional mission by including statements of values and beliefs about humankind, the environment, health, nursing and education. These statements provide the foundation for the conceptual and theoretical bases for the Nursing programs.

In the setting of a small Catholic liberal arts university, the nursing curricula are committed to the development of the whole person. Through close personal interaction between students and faculty, an atmosphere of mutual respect, and an environment, which facilitates dialogue, trust is developed. In the context of the Judeo-Christian tradition, nursing fosters a reverence for the dignity of the human family, and a respect for the uniqueness of the individual. Furthermore, an appreciation for education as a liberating force is highly valued.

#### **3.1 Humankind**

A diverse and complex creation of God, humankind is a unique combination of body, mind, and spirit.

Humans exist within the contexts of the individual, family, group, community, nation, and world. Humans have the capacity for self-knowledge, the ability to choose, think critically, and assume responsibility for themselves and others.

#### **3.2 Environment**

The environment is complex in nature and is a continuous dynamic interchange of physical, psychosocial, cultural, spiritual, economic, and political contexts within a global world. The effects of the environment on the health of individuals, families and communities are addressed by nursing.

#### **3.3 Health**

Health is a dynamic multidimensional state fluctuating along a wellness-illness continuum. The responsibility for health lies ultimately with the person and society, not with any one segment of that society. Individuals can take deliberate action to promote, maintain, enhance, and/or restore health for themselves and society.

#### **3.4 Nursing**

Nursing encompasses the arts and sciences and requires the integration of specialized knowledge and skills in providing comprehensive care for individuals, families, and



communities. The art of nursing primarily consists of the use of self in caring for others and requires an appreciation of the whole person. The development of a sense of service and social consciousness is important to the role of the professional nurse. Nursing as a science builds upon extant theories from nursing and other disciplines. Nursing science generates and tests hypotheses to develop comprehensive nursing knowledge for the delivery of nursing care.

Professional nursing involves accountability for the diagnosis and treatment of actual and potential human responses throughout the lifespan. Nursing as a profession assists human beings in the management of these responses on a continuous basis to sustain life and health, recover from disease or injury, and/or die with dignity.

Nursing actively participates in developing a quality, accessible health care delivery system. Nursing practice focuses on health promotion, disease prevention, early detection of illness and health restoration. Essentially, nursing provides a human service that encourages self-reliance in the management of health care. Nursing in partnership with consumers and health team members assists in the development of healthy communities. Working collaboratively with other members of the health care team, nursing ensures clients' rights to actively participate in planning their health care.

### **3.5 Education**

Nursing education is engaged in developing critical thinking and critical reasoning skills. The application of knowledge based on scientific principles, which incorporates research into practice, is essential in the development of the professional nursing role. The partnership between faculty, student, and consumer is a key component for learning in all Nursing programs. Faculty and students are critical thinkers and active learners. Faculty facilitates learning and provides guidance for students through expanded learning experiences. Students are assisted to assume responsibility for seeking and using resources, actively participating in learning, and evaluating personal progress. Nursing recognizes its responsibility to prepare graduates for the changing needs of society. The nursing faculty believes the advancement of the nursing profession is accomplished through the educational process, which includes scholarship, practice, technological competence, and leadership. The expectation for graduates is that they will accept responsibility for continued professional growth, advancement of the profession, and the provision of competent and safe nursing care that is evidence-based, collaborative, culturally appropriate, and guided by moral, ethical and legal principles.

1. Reports on effective practices and opportunities designed to communicate with and engage families, caregivers, and the broader community.

## **4.0 BSN PROGRAM DESCRIPTION**

The BSN degree program educates pre-licensure students to enter the profession of nursing as beginning practitioners and prepares all graduates (i.e. pre-licensure and post-licensure) to

provide competent and compassionate nursing care to individuals, families, and communities in an evolving health care system.

Graduates of the pre-licensure baccalaureate program are eligible for licensure in all states in the United States. Satisfactory performance in the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as prescribed by the respective state results in the graduate being known as a registered nurse (RN). Success on the NCLEX-RN in any state entitles the RN to apply for licensure in every other state.

#### **4.1 BSN Program Goals**

1. To provide a nursing curriculum that is designed to meet global health care needs.
2. To prepare students to practice as a professional nurse generalist.
3. To educate students to provide high quality nursing care to diverse populations.
4. To provide a foundation for graduate study.

#### **4.2 BSN Program Outcomes**

- Communicate effectively with all members of the health care team to promote health across the lifespan and to facilitate safe patient-centered transitions of care.
- Employ critical thinking behaviors and clinical judgment to optimize patient-centered outcomes.
- Incorporate cultural humility in the delivery and management of safe patient care.
- Implement evidence-based nursing practice in the delivery and management of health across the lifespan.
- Utilize leadership skills to promote quality patient-centered care and achieve organizational outcomes.
- Assume responsibility and accountability for personal and professional behavior, ethical practice, and patient advocacy, especially for vulnerable populations.
- Evaluate the impact of current and emerging technologies on the delivery of safe and quality health care.
- Analyze health care issues at the local, state, national, and global levels from a nursing perspective.

### **5.0 BSN PROGRAM**

#### **5.1 BSN Program Mission**

The mission of the BSN program is to prepare nurse generalists to work in diverse health care settings to meet societal needs. The BSN program is committed to the provision of high-quality undergraduate education that instills in the BSN graduate a responsibility to God, humanity, the nursing profession, and self.

## 5.2 BSN Curriculum

As described in the Holy Family University Nursing Philosophy, (see *Section 3.0 Holy Family University Nursing Philosophy*), the faculty believes that nursing, in partnership with consumers and other health team members, must assist in the development of healthy communities. Graduates of the BSN program are equipped with the knowledge and leadership skills requisite to advance the profession and assist consumers in the management of care.

The BSN curriculum is based on *Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing, 2021). The BSN curriculum design reflects the Nursing Philosophy (see *Section 3.0 Holy Family University Nursing Philosophy*) and theoretic constructs about the meta-paradigm of nursing.

## 5.3 BSN Curriculum Design

The center of the nursing curriculum is the patient. The patient is defined as the individual, the family and the community. These concepts unify the curriculum and are the focus of each clinical course. The patient is framed within a prevention centered curriculum as the foundation for achieving the *Healthy People 2030* objectives. The roles of the nurse, specifically the nurse as a member of the profession, provider of care and leader/manager of care are focused on within each nursing course. In the 200 level the concepts are introduced. The nurse as a member of the profession and provider of care is emphasized. The nurse as provider of care is emphasized in the 300 level, and the nurse as the leader and manager of care is emphasized in the 400 level of the curriculum.

The concepts of critical thinking, evidence-based practice, communication, collaboration, professional leadership, cultural humility, professional values, and information technology are introduced in the first nursing course and emphasized throughout the curriculum. Nursing courses focus on enhancing the nursing students' critical thought process. Evidence-based nursing practice is introduced in the first nursing course and emphasized throughout the curriculum.

Each nursing course includes nursing care standards from the AACN and Quality and Safety Education in Nursing (QSEN). The clinical policies are based on ANA and AACN professional standards.



## 5.4 BSN Curriculum Outcomes by Level

Key Concept	200 Level	300 Level	400 Level
Communication/ Collaboration	Identify effective communication and collaborative skills.	Utilize effective inter- and Intra-professional communication and collaborative skills to promote therapeutic nurse-patient relationships.	Communicate effectively with all members of the healthcare team to promote health across the lifespan and to facilitate safe patient-centered transitions of care.
Critical Thinking	Develop critical thinking behaviors and clinical judgment in the application of the nursing process.	Demonstrate basic critical thinking behaviors and clinical judgment to improve patient outcomes.	Employ critical thinking behaviors and clinical judgment to optimize patient-centered outcomes.
Cultural Humility	Identify the influences of culture on health care practices.	Integrate cultural beliefs, values, and practices of patients/families when providing nursing care.	Incorporate cultural humility in the delivery and management of safe patient care.
Evidence-Based Nursing Practice	Examine the importance of evidence-based practice to improve patient outcomes.	Examine evidence-based practices to enhance patient outcomes across the lifespan.	Implement evidence-based nursing practice in the delivery and management of health across the lifespan.
Professional Leadership	Discuss professional nursing roles and leadership concepts.	Demonstrate responsibility and accountability for nursing judgments and actions.	Utilize leadership skills to promote quality patient-centered care and achieve organizational outcomes
Professional Values	Develop professional values and behaviors for nursing practice.	Incorporate professional values and standards in the provision of health care.	Assume responsibility and accountability for personal and professional behavior, ethical practice, and patient advocacy, especially for vulnerable populations.
Information Technology	Identify information technology resources for health care.	Uses health care technology to deliver safe, quality nursing practice.	Evaluate the impact of current and emerging technologies on the delivery of safe and quality health care.

Healthcare Policy	Identify healthcare issues influencing nursing practice.	Explore the impact of multiple factors influencing healthcare delivery and practice.	Analyze health care issues at the local, state, national, and global levels from a nursing perspective.
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## 6.0 BSN PROGRAM TRACKS

### 6.1 Pre-licensure Tracks

#### 6.1.1 Traditional BSN Track

This program track is designed for students who are interested in entry to professional nursing and desire preparation for licensure as a registered nurse. Students' progress full-time in this program.

#### 6.1.2 Second Degree BSN Day, Distance Hybrid, and Evenings and Weekends Tracks

This program is designed for adults who already have a baccalaureate degree from an accredited college or university in a discipline other than nursing and who wish to complete a BSN program.

Courses are offered in an eight week format each spring, fall and summer semester. Completion of the Nursing courses and clinical rotations takes 14 months for the full-time day and distance hybrid tracks and 22 months for the part-time evenings and weekends track. Clearance requirements must be met prior to enrollment in clinical courses. (See Section 7.2 Fast Track Second Baccalaureate Degree Pre-Licensure BSN Program.)

## 7.0 COURSE SEQUENCE FORMS

### 7.1 Traditional BSN Add new sequence sheet

Traditional Pre-licensure BSN																													
<p><b>Complete Tier 1, 2, and 3 courses with minimum grade of C AND</b></p> <p><b>Including the successful completion of the following courses with a minimum grade of C:</b></p> <ul style="list-style-type: none"> <li>• Writing - ENGL 101 and ENGL 102 or ENGL 103 and ENGL 104</li> <li>• Quantification – Core Math requirement, 109 or 110 or 150 or 210 or 211.</li> <li>• Natural Science – BIOL 113 or core lab science course</li> <li>• Speech - ENGL 115</li> <li>• Psychology - PSYC 110</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Sociology - SOCO 101</li> <li>• Psychology - PSYC 208</li> </ul>																													
<p><b>Concentration-Related</b></p> <p>Successful completion of the following courses with a minimum grade of C</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">MATH 130</td> <td style="width: 75%;">Elementary Statistics</td> <td style="width: 10%; text-align: right;">3</td> </tr> <tr> <td>BIOL 206/206L</td> <td>Microbiology</td> <td style="text-align: right;">4</td> </tr> <tr> <td>BIOL 207/207L</td> <td>Anatomy &amp; Physiology I</td> <td style="text-align: right;">4</td> </tr> <tr> <td>BIOL 208/208L</td> <td>Anatomy &amp; Physiology II</td> <td style="text-align: right;">4</td> </tr> </table>			MATH 130	Elementary Statistics	3	BIOL 206/206L	Microbiology	4	BIOL 207/207L	Anatomy & Physiology I	4	BIOL 208/208L	Anatomy & Physiology II	4															
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<p><b>Level 200 Courses</b></p> <p>Successful completion of the following courses with a minimum grade of C+:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">NURS 202</td> <td style="width: 75%;">Introduction to Professional Nursing</td> <td style="width: 10%; text-align: right;">2</td> </tr> <tr> <td>NURS 204</td> <td>Foundations of Nursing Practice</td> <td style="text-align: right;">5</td> </tr> <tr> <td>NURS 206</td> <td>Nutrition</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NURS 234</td> <td>Pathway to Progress*</td> <td style="text-align: right;">3</td> </tr> </table> <p>(*required for all transfer students and any student who must repeat a nursing course)</p>			NURS 202	Introduction to Professional Nursing	2	NURS 204	Foundations of Nursing Practice	5	NURS 206	Nutrition	3	NURS 234	Pathway to Progress*	3															
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NURS 234	Pathway to Progress*	3																											
<p><b>Level 300 courses</b></p> <p>Successful completion of the following courses with a minimum grade of C+:</p> <p><b>1<sup>st</sup> semester Junior</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">MATH 130</td> <td style="width: 75%;">Elementary Statistics</td> <td style="width: 10%; text-align: right;">3</td> </tr> <tr> <td>NURS 341</td> <td>Medical-Surgical Nursing I</td> <td style="text-align: right;">7</td> </tr> <tr> <td>NURS 343</td> <td>Applied Pharmacology for Nursing Care</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NURS 345</td> <td>Nursing and Older Adult Health Promotion</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NURS 347</td> <td>Transition to Clinical Nursing</td> <td style="text-align: right;">1</td> </tr> </table> <p><b>2<sup>nd</sup> semester Junior</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">NURS 349</td> <td style="width: 75%;">Psychiatric-Mental Health Nursing</td> <td style="width: 10%; text-align: right;">3</td> </tr> <tr> <td>NURS 351</td> <td>Medical-Surgical Nursing II</td> <td style="text-align: right;">7</td> </tr> <tr> <td>NURS 353</td> <td>Applied Pharmacology for Nursing Care II</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NURS 355</td> <td>Research in Nursing Practice</td> <td style="text-align: right;">3</td> </tr> </table>			MATH 130	Elementary Statistics	3	NURS 341	Medical-Surgical Nursing I	7	NURS 343	Applied Pharmacology for Nursing Care	2	NURS 345	Nursing and Older Adult Health Promotion	2	NURS 347	Transition to Clinical Nursing	1	NURS 349	Psychiatric-Mental Health Nursing	3	NURS 351	Medical-Surgical Nursing II	7	NURS 353	Applied Pharmacology for Nursing Care II	2	NURS 355	Research in Nursing Practice	3
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NURS 349	Psychiatric-Mental Health Nursing	3																											
NURS 351	Medical-Surgical Nursing II	7																											
NURS 353	Applied Pharmacology for Nursing Care II	2																											
NURS 355	Research in Nursing Practice	3																											

**Level 400 Courses**

Successful completion of the following courses with a minimum grade of C+:

**1<sup>st</sup> semester Senior**

NURS 431	Nursing Care of the Childbearing Family	4
NURS 433	Nursing Care of Children	4
NURS 461	Medical-Surgical Nursing II	5
NURS 435	Transition to Professional Role I	1

**2<sup>nd</sup> semester Senior**

NURS 442	Aggregate-Based Nursing Care	5
NURS 444	Leadership	5
NURS 446	Transition to Professional Role II	1
HFEX 400	Interdisciplinary core seminar	3

All American Data Bank/Complio requirements must be met and maintained in all clinical courses.

All students are expected to complete all required clinical, lab, and simulation hours.



## 7.2 Fast Track Second Baccalaureate Degree Pre-Licensure BSN Track

### Nursing Course Sequence for Second Baccalaureate Degree Pre-Licensure BSN Full Time and Distance/Hybrid Tracks

Students must progress in the sequence of nursing courses as listed below.

Second Baccalaureate Degree Pre-licensure BSN
<b>Session 1 Requirements</b> NUFT 202 Intro to Professional Nursing (2 Credits) NUFT 204 Foundations of Nursing Practice (5 Credits) NUFT 347 Transition to Clinical Practice (1 Credit) Total: 8 Credits
<b>Session 2 Requirements</b> NUFT 341 Medical Surgical Nursing (7 Credits) NUFT 343 Applied Pharmacology for Nursing Care (2 Credits) Total: 9 Credits
<b>Session 3 Requirements</b> NUFT 351 Medical Surgery Nursing II (7 Credits) NUFT 353 Applied Pharmacology for Nursing Care II (2 Credits) Total: 9 Credits
<b>Session 4 Requirements</b> NUFT 431 Nursing Care of the Childbearing Family (4 Credits) NUFT 433 Nursing Care of children (4 Credits) Total: 8 Credits
<b>Session 5 Requirements</b> NUFT 349 Psychiatric Mental Health Nursing (3 Credits) NUFT 442 Aggregate-Based Nursing Care (5 Credits) Total: 8 Credits
<b>Session 6 Requirements</b> NUFT 345 Nursing and Older Adult Health Promotion (2 Credits) NUFT 461 Medical-Surgical Nursing III (5 Credits) NUFT 435 Transition to Professional Role (1 Credit) Total: 8 Credits
<b>Session 7 Requirements</b> NUFT 444 Leadership (5 Credits) NUFT 355 Research for Evidence-Based Nursing Practice (3 Credits) NUFT 446 Transition to Professional Role II (1 Credit) Total: 9 credits
<b>Comprehensive Exam</b>

All American Data Bank/Complio requirements must be met and maintained in all clinical courses. All students are expected to complete all the required clinical, lab, and simulation hours.

Program Effective: Spring 2014

REVISED UPDATE FINAL: 2/27/2017 Update Effective: Summer 2017

## Nursing Course Sequence for Second Baccalaureate Degree Pre-licensure BSN Evenings and Weekends Track

Students must progress in the sequence of nursing courses as listed below.

Second Baccalaureate Degree Pre-licensure BSN Evenings and Weekends Track
<p><b>Session 1</b>                      NUFT 202 Introduction to Professional Nursing (2 Credits) NUFT 347                      Transition to Clinical Practice (1 Credit)                      Total: 3 Credits</p>
<p><b>Session 2</b>                      NUFT 204 Foundations of Nursing Practice (5 Credits) Total:                      5 Credits</p>
<p><b>Session 3</b>                      NUFT 341 Medical-Surgical Nursing I (7 Credits)</p>
<p><b>Session 4:</b>                      NUFT 343 Applied Pharmacology for Nursing Care (2 Credits) NUFT                      349 Psychiatric Mental Health Nursing (3 Credits) Total: 5 Credits</p>
<p><b>Session 5</b>                      NUFT 351 Medical Surgical Nursing II (7 Credits) Total                      (7 Credits)</p>
<p><b>Session 6</b>                      NUFT 345 Nursing and Older Health Promotion (2 Credits) NUFT 353                      Applied Pharmacology for Nursing Care III (2 Credits) Total: 4 Credits</p>
<p><b>Session 7</b>                      NUFT 431 Nursing Care of the Childbearing Family (4 Credits) Total: 4                      Credits</p>
<p><b>Session 8</b>                      NUFT 433 Nursing Care of Children (4 Credits)                      NUFT 355 Research for Evidence-Based Nursing Care (3 Credits) Total: 7                      Credits</p>
<p><b>Session 9</b>                      NUFT 461 Medical-Surgical Nursing III (5 Credits) Total: 5                      Credits</p>
<p><b>Session 10</b>                      NUFT 442 Aggregate-Based Nursing Care (5 Credits) NUFT                      435 Transition to Professional Role ( 1 Credit) Total: 6                      Credits</p>
<p><b>Session 11</b>                      NUFT 444 Leadership (5)                      NUFT 446 Transition to Professional Role (1) Total: 6                      credits</p>
<p><b>Comprehensive Exam</b></p>

All American Data Bank/Complio requirements must be met and maintained in all clinical courses. All students are expected to complete the required clinical, lab, and simulation hours.

Update Effective: Fall 2019

## **8.0 COMMUNICATION**

All students have an email account through Holy Family University. All email communication to faculty and staff **must** be through Holy Family email accounts. All communication to students from faculty and staff will be through the Holy Family University email exclusively. Students must use proper email etiquette when sending email. Emails should be composed utilizing the faculty's professional name and signed by the student. Abbreviations should not be used and words should be written out to decrease the risk of miscommunication. Please allow two business days for faculty to respond to emails.

### **8.1 Change in Personal Information**

Students must immediately notify the Nursing Office (Nursing Education Building, Room 115) of any changes in name, address, or telephone number.

### **8.2 Communication Board**

A bulletin board located at the entrance of the NEB (across from the mailboxes) is a way for faculty to provide students with important information. Please check this bulletin board for information about student services such as open lab and tutoring, information about the Student Nurses Association of Holy Family, and changes in class and/or clinical locations, etc.

Faculty also post important course or clinical information on the web via Canvas. Students should check the bulletin board and Canvas on a regular basis.

### **8.3 Student Opportunities**

Located along the length of the first-floor corridor of the NEB are bulletin boards that are used to post information for students about educational, job, and graduate school opportunities. Students are encouraged to check these bulletin boards periodically.

## 9.0 Performance Standards required for Nursing Students

The University has a wide range of support services to assist students to be successful in their college endeavor. Please refer to the [University Undergraduate Catalog](#) for available student resources. Nursing students have additional resources to facilitate student success. Open Practice sessions are available in the Nursing Laboratory for students who need additional practice with skills.

Speak to your advisor to determine what resources you can access to best meet your needs. Your advisor is available throughout the academic year. During summer months, Nursing administrators are available for advising.

### 9.1 Performance Standards for admission and graduation

The curriculum in the Holy Family University School of Nursing requires students to practice essential nursing skills and functions, which are necessary according to the standards of nursing practice. This includes cognitive, affective, psychomotor, physical and social skills. It is essential that students need to perform skills in order to ensure the health and safety of patients. Students must be able to meet these minimum performance standards with or without reasonable accommodation for successful completion of degree requirements.

- Ability to see, hear (i.e., monitor alarms and auscultatory sounds), touch, smell, and distinguish colors. (Auditory and visual acuity must be corrected to within normal limits as measured by standard tests.)
- Oral and writing ability with accuracy, clarity and efficiency (i.e., explain treatments, do health teaching, or give a report to a colleague).
- Manual dexterity, gross and fine movements (i.e., physical assessment, medication administration).
- Ability to learn, think critically, analyze, assess, solve problems, and reach judgment.
- Emotional stability and ability to accept responsibility and accountability.

**Disability Accommodations:** Holy Family University serves a variety of learning styles and needs and is committed to accessibility. If you anticipate or experience any obstacles in this course, you may contact the Office of Accessibility Services for assistance (contact information below).

In accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, Holy Family University's Office of Accessibility Services provides reasonable accommodations to qualified students with a disability (physical, psychological, learning, ADHD, chronic health-related, etc.). Please note that accommodation plans will not be retroactively implemented. More details regarding policy can be found in the [Student Handbook](#).

The Office of Accessibility Services is located in Library, 1st floor. If you have questions regarding accessibility services, please contact the office by calling 267-341-3388 or by emailing [accessibilityservices@holysfamily.edu](mailto:accessibilityservices@holysfamily.edu)

All accommodations including, classroom and testing **cannot** be provided by the instructor without a letter of authorization from the Office of Accessibility Services

## **9.2 Essential Competencies**

### **Introduction**

Nursing education involves diverse and complex experiences directed at meeting program objectives designed to prepare students for professional nursing practice. The following essential competencies are expected from students for admission, progression, and graduation from the BSN program. These are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

These standards have been developed so that students will have concrete information about the requirements of the BSN program. It is the responsibility of the student to determine requirements for employment following completion of the program.

A student in the BSN program must be able, with or without reasonable accommodation<sup>1</sup>, to meet the following competency standards:

### **Competencies regarding comprehension**

The Nursing student must be able to integrate, analyze, and synthesize information received through observation and communication in a consistent and accurate manner. Students who are unable to meet these competencies may be dismissed from the BSN program. This includes, but is not limited to the ability to:

- interpret body language of patients
- discern colors of wounds and body fluid drainage
- assess client condition through observation
- perform assessments based on hearing, including the detected audible alarms used to monitor patient status or to alert staff to patient needs
- evaluate patient responses to treatment, and determine appropriate action in response
- perceive pain, pressure, temperature, position, vibration, and movement to gather significant information needed to assess client condition
- use touch to determine unsafe levels of heat or cold in devices used in patient care

### **Competencies regarding communication**

The Nursing student must be able to effectively communicate. This includes, but is not limited to the ability to:

- effectively communicate with patients
- effectively communicate with healthcare team members
- read, write, understand and speak the English language
- maintain accurate patient records
- present information in a professional, logical manner
- interpret characters and words on various electronic screens
- accurately prepare medication doses

### **Clinical competencies**

The Nursing student must be able to perform effectively in all aspects of clinical activity, including but not limited to the ability to:

- Ability to perform gross and fine motor movements with adequate coordination to perform physical examination, diagnostic procedures.
- respond promptly to urgent situations that may occur during clinical activities
- gather, synthesize, and prioritize data leading to developing a plan of action
- participate in professional interactions with the healthcare team
- Ability to assist with patient care activities such as lifting, wheel chair guidance, and mobility.
- Ability of manual dexterity such as drawing up solutions in a syringe.
- Ability to stand, walk, sit, bend, stoop, reach
- Ability to perform psychomotor skills reasonably needed to perform or assist with procedures, medication administration, management and operation of diagnostic and therapeutic medical equipment
- assist with patient movement and transfer
- meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe performance in clinical and classroom settings
- perform cardio-pulmonary resuscitation (CPR) as necessary

With respect to every aspect of the Nursing student's performance, the student must be able to:

- effectively function under stress
- Emotional skills to remain calm in emergency situations
- effectively function in an environment with multiple distractions, interruptions and unexpected patient needs
- accept and integrate constructive criticism
- function cooperatively
- adhere to the BSN behavior standards
- exhibit non-discriminatory communication and behavior
- conform to ethical standards

<sup>1</sup> Reasonable Accommodations: If a student believes he or she has a disability and needs reasonable accommodation to be able to meet the essential competencies they are directed to contact the Accessibility Office.

## **9.3 Support Services**

### **9.3.1 Tiger Tutoring**

This is an academic support service available to students who are interested in improving their learning skills. Tutorial services are offered, and self-study materials are provided across selected educational content. This is located on the second floor of the Library on the Philadelphia Campus. Assistance is also available at the Newtown location in the Learning Resource Center (LRC). 24/7 online services are also available through canvas.

### **9.3.2 Computer Labs**

Computer labs are located in rooms 204, 206, & 411 of Holy Family Hall, and rooms 207, 208, 307 & 308 of the Educational Technology Center (ETC). These labs provide resources for Holy Family University students. Computers are also available at the Newtown campus.

### **9.3.3 Nursing Academic Support**

In addition to services offered by the Tiger Tutoring, academic support specific to nursing topics is available. Students should contact the Student Success Counselor to arrange for an appointment as early in the semester as possible for assistance.

### **9.3.4 Open Nursing Laboratory**

The nursing laboratory is available and open at northeast and Newtown campus several hours per week for students to practice essential clinical skills with support from faculty. Please visit the lab for details. Open laboratory hours are available as posted.

## **10.0 STUDENT NURSE ORGANIZATIONS**

### **10.1 Sigma Theta Tau International Honor Society of Nursing**

The Delta Tau Chapter-At-Large is a joint chapter with Holy Family University, Neumann University, Eastern University, and Immaculata University. Its purpose is to recognize superior scholarship and leadership in nursing and to encourage nurses to contribute to the advancement of nursing through research. Students are invited to become a member in the Chapter during their senior year in the Nursing program.

The following criteria are used in the selection for invitation to the Chapter:

1. Overall GPA of 3.0 or above; *and*
2. In the top 35% of students completing the pre-licensure and RN-BSN Nursing program – January through December each year.

The Faculty Counselor invites eligible students to apply for membership. Fees associated with membership are the responsibility of each student.

## **10.2 SNAHF – Student Nurse Association of Holy Family**

SNAHF is a state-level, pre-professional organization that represents the interests of Nursing students. It is a constituent of the National Student Nurses' Association, Inc., ([www.nsna.org](http://www.nsna.org)), the largest independent student organization in the country. Students are eligible and encouraged to join SNAHF in their freshman year by logging on to <https://www.nsna.org> and clicking on *membership services*. Once students pay for their membership, they are eligible to belong to the Holy Family SNA chapter. Members have the opportunity to become involved in charitable projects, fundraising, professional education, state and national conventions and social activities.

## **11.0 STUDENT ADVISING**

All matriculated Nursing students at the 200 level are assigned an academic advisor that is within the academic advising office and starting 300 level, nursing faculty member serves as an advisor. The advisor will assist the student in program planning and progression. Each student is expected to research the courses that they need to take each semester through Self Service and fill out an academic advising sheet with a tentative list of classes. The student is responsible to make sure the timing of the classes does not conflict. Students meet with their advisors who will check the courses against the recommended program of study. The advisor will approve the appropriate courses in Self Service, which will enable the student to register on the web. Students can determine when they are eligible to register online by checking dates posted on the academic calendar on the [Holy Family website](#). Advisors post their office hours outside their office doors, and may also email advisees to alert them to sign up for advisement. Students registering for Nursing courses during the summer months should see their advisors prior to the end of the spring semester. Nursing faculty administrators are available during the summer months for advising.

A student planning to withdraw from a course should make an appointment with his/her advisor to determine the impact of the withdrawal on program progression or financial obligations. Failure to officially withdraw from a course can result in a student receiving a grade of F. Students are responsible for knowing dates for dropping and adding courses as well as withdrawal. All dates are posted on the calendar on the [Holy Family website](#).

Meeting routinely with one's advisor is critical to successful completion of the program. Students are encouraged to meet with their advisor whenever they have questions or concerns. Advisors are assigned to assist students with their program of study.

**Final responsibility for attaining degree requirements rests solely with the student.**



## **12.0 REGISTRATION**

### **12.1 Registration**

Only students who are Nursing majors are permitted to register for Nursing courses.

### **12.2 Course Schedules**

Course offerings are available for the fall, spring, and summer sessions through Self Service each semester.

Class schedules are designed to meet the needs of enrolled students. Full-time students are not guaranteed that all classes will be offered during the day. Evening classes and evening or weekend clinical experiences may be necessary depending on the availability of faculty and clinical sites. Administration reserves the right to change course offerings or location (i.e., Newtown site) as deemed necessary. A course may be cancelled due to low enrollment, or other department concerns. Students will be notified if this happens.

Cancellation of a course can occur up to and including the first week of class.

## **13.0 FACULTY OFFICE HOURS**

Nursing faculty have designated office hours. Students are highly encouraged to schedule appointments during the office hours. Office hours are posted on the bulletin board outside the faculty member's office and in Canvas. Students are encouraged to utilize Faculty Office Hours to discuss issues affecting academic standing, progression, and success. Please contact the Professor using the preferred method of contact to schedule a meeting.

## **14.0 HONORS POLICY**

### **14.1 Policy**

Honors are granted to graduating seniors in recognition of outstanding ability and achievement. Honors will be awarded to the top 10% of the pre-licensure graduating class and top 10% of the RN-BSN graduating class who meet the eligibility requirements. Qualifications include:

#### **14.1.1 Pre-licensure Track BSN Students**

1. Completion of more than half the program courses at Holy Family, and a better-than-average grade in the comprehensive examination to meet the honors requirement
2. Demonstration of professional and ethical conduct. (9.2, 15.1.4.1, 15.2.4.2)

## **14.2 Procedure**

Review and tabulation of the following criteria:

1. The Nursing cumulative grade point average of students who achieve an overall GPA of 3.5 or above to receive honors.
2. Results on the comprehensive examination and mathematical competency testing.
3. Evidence of professional and ethical conduct. (9.2, 15.1.4.1, 15.2.4.2)

## **15.0 BSN STUDENT POLICIES**

### **15.1 Admission, Grading and Continuation Policies**

GPA criteria for admission to 200 level Nursing courses will be consistent for all students. To begin 200 level Nursing coursework, students must have an overall 3.0 GPA and a 2.75 math/science GPA.

#### **15.1.1 Second Degree BSN Admission Policies**

Each student will have an undergraduate Bachelor's degree in an area of study other than nursing. Students must have a minimum overall GPA of at least 3.0 for admission. All required science and math courses, must have a math/science GPA of 2.75 or higher (courses included in this GPA are (A&P I, II, Microbiology, Nutrition taught by a Registered Dietician, Statistics) with a minimum grade of no less than one C. No more than one repeat in any of the above prerequisite courses due to a grade of "C" or less. No nursing courses will be transferred in. A letter of good standing must be submitted to the Dean if transferring from another nursing school.

#### **15.1.2 Traditional BSN Admission Policies**

##### **15.1.2.1 Criteria for admission to the Traditional BSN Program**

- For pre-Nursing majors, academic performance will be reviewed at the end of the third semester. Approval for a change of concentration requires:
  - Overall Holy Family GPA is at least 3.0
  - Complete all prerequisite courses with a minimum grade of C
  - Successful completion of core science course (minimum grade of C)
  - Successful completion of at least one concentration-related science course with minimum grade of a C (BIOL 206, BIOL 207, or BIOL 208)
  - Successful completion of core mathematics course (minimum grade of C)
  - Science and Mathematics GPA at least 2.75 (courses included in this GPA are BIOL 206, BIOL 207, BIOL 208, core science course, core math course) with a minimum grade of no less than a C.
  - No more than one repeat in any of the above prerequisite (Science and Math) courses due to a grade of "C" or less.

- Transfer students must have a minimum transfer GPA of at least 3.0 for admission. If transfer students have completed all required science and math courses, they must have a math and science GPA of 2.75 or higher (courses included in this GPA are BIOL 206, BIOL 207, BIOL 208, core science course, core math course) with a minimum grade of no less than one C.
- No more than one repeat in any of the above prerequisite (Science and Math) courses due to a grade of “C” or less.
- No nursing courses will be transferred in. A letter of good standing must be submitted to the Dean if transferring from another school.

#### **15.1.2.2 Criteria for Validation for Entrance to BSN program, second semester sophomore year (200 level)**

**To be eligible to enter the 200 level Nursing courses students must:**

- Complete all prerequisite courses with a minimum grade of C.
- Students are required to take a 234-pathway to progress course.
- Achieve a minimum overall Holy Family University GPA of 3.0.
- Have a science/math GPA of at least 2.75 (courses included in this GPA are BIOL 206, BIOL 207, BIOL 208, core science course, core math course) with a minimum grade of no less than a C.
- No more than one repeat in any of the above prerequisite (Science and Math) courses due to a grade of “C” or less.
- No nursing courses will be transferred in. A letter of good standing must be submitted to the Dean if transferring from another nursing school.

Students who are not validated for acceptance to 200 level courses due to GPA have one additional semester to meet the requirements for validation. Science and Math courses are not included with this.

To be eligible to enter 300 level Nursing courses students must: • Successfully complete all 300 level prerequisite courses with a minimum grade of C+ • Complete all clearances and health information through American Data Bank (see 15.2.2 BSN Clinical Credentials Policy, 15.2.2.2 BSN Procedure for Clearances)

**15. 1.2.3 Admission Criteria for Internal Change of Concentration Criteria for internal applicants** to be considered for a change of concentration to Nursing are listed below.

Approval for a change of concentration is contingent upon the applicant’s qualifications and space availability in the program. For the student who has only attended Holy Family:

- Overall Holy Family GPA is at least 3.0
- Has completed a core Science course (minimum grade of C)
- Has completed at least one concentration-related Science course. One course must be BIOL 207 (minimum grade of C)
- Has completed core Mathematics course (minimum grade of C)

- Has completed Science/Math/English course with a grade of C or above
- Science and Math GPA at least 2.75 (Courses included in calculation: BIOL 207, 208, BSN Student Policy Manual | 27 core Science course, core Math course).
- If the student transferred to Holy Family and began study in another concentration, the overall GPA at the originating institution must be at least 3.0.
- No more than one repeat in any of the above prerequisite courses due to a grade of “C” or less. Syllabus of prerequisite courses may be requested for review. Only credits applicable to the program of study will be considered for transfer. Prerequisite courses over 10 years may be accepted and subject to review. A resume will be required for applicants with prerequisite courses over 10 years.
- No nursing courses will be transferred in. A letter of good standing must be submitted to the Dean if transferring from another nursing school.

### 15.1.3 Grading Policy – Courses That Contain Exams

The student must earn a grade of C+ or better in all nursing courses. A student’s standing at the close of the semester is determined by the results of course exams, final exams, quizzes, papers, assignments, and other course requirements. In courses that contain exams, a weighted combined exam grade of 76.5% must be obtained on classroom exams before the scores/grades from other assignments (quizzes, papers, other course requirements) are added in the computation of the final grade. This policy applies to the following courses:

NUFT/NURS 202	NUFT/NURS 341	NUFT/NURS 349	NUFT/NURS 431	NUFT/NURS 442
NUFT/NURS 204	NUFT/NURS 343	NUFT/NURS 351	NUFT/NURS 433	NUFT/NURS 444
NUFT/NURS 206	NUFT/NURS 345	NUFT/NURS 353	NUFT/NURS 461	

If the weighted combined exam grade is less than 76.5% in any course that contains exams, the grade assigned is the average of the exams, and no rounding will occur. The student will not be able to progress in the nursing program.

Grades are calculated as follows:

- All grades for course exams, final exams, quizzes, papers, assignments, and other requirements will include the hundredths place (i.e., 78.12 or 82.00).
- The final course grade will be calculated by adding up all the points for each course requirement after determining that the weighted combined exam grade is 76.5% or higher. Rounding the grade to the nearest whole number will occur only one time – that is, after points for all course requirements are added.

In calculating grades, to convert the final course grade to the nearest whole number [0.0 – 0.49 becomes the lower number; 0.5 – 0.99 becomes the higher number] only considering the decimal position of a tenth. For example, a grade of 76.35 becomes a grade of 76; a grade of 76.50 becomes a 77; a grade of 85.73 becomes an 86.

### 15.1.3.1 Grading Scale

Letter Grade & Numeric Grade	Points Per Credit Hour
A (94 – 100%)	4.0
A- (90 – 93%)	3.7
B+ (87 – 89%)	3.3
B (83 – 86%)	3.0
B- (80– 82%)	2.7
C+ (77 – 79%)	2.3
C (70 – 76%)	2.0
D+ (65 – 69%)	1.5
D (60 – 64%)	1.0
F (59% and below)	0

## 15.1.4 Continuation Policies

### 15.1.4.1 Professional Conduct

Each student is accountable for the demonstration of professional behaviors with peers, faculty and staff in all settings consistent with the following policies:

All course materials – including, but not limited to, power points, voice-over power points, blueprints, assignments, handouts, and worksheets – are under the purview of the course faculty and course coordinator. These materials may not be shared, sold, or uploaded to any website without the express written permission of the course faculty and course coordinator.

Unauthorized photos and recordings (Please see the Student Handbook):

- Students wishing to record a lecture must complete the Recording Agreement
  - Recordings are for the student's personal use and may not be shared, sold, or uploaded to any website
  - The use of the recording is for the student's personal learning and reinforcement
  - If it is discovered that recordings are shared, the class will lose the ability to record for the remainder of the session/semester
  - Recordings may not be used to debate exam questions
  - Students who record class to avoid paying attention, or to distract or interrupt the class will lose permission to record for the remainder of the course
- Students are not permitted to photograph or record faculty or staff without the written permission of the faculty or staff member

Traditional BSN Professional Behavior, Section *BSN Safety Criteria* and Section *BSN Clinical Conduct Policies*.

Students will not be permitted to attend classroom sessions or clinical/lab experiences unless they are officially registered in the course through the Registrar's Office

### 15.1.4.2 Clinical Credentials

Students must complete all clearances and health information through American Data Bank by the stated due date in order to be eligible for clinical experiences. See Section *BSN Clinical Conduct Policies*. Students who are registered for clinical courses but are noncompliant will be administratively withdrawn from those courses. Students who have a positive criminal background will not be validated for entry to the 300 and 400 level nursing courses. A change in background clearance from negative to positive will result in the student being dismissed from the program until such time that the criminal record is expunged with appropriate documentation. Students are required to immediately notify the Dean of any change in status.

#### **15.1.4.3 Medication Safety**

Students are required to attain and maintain mathematical competency in safe drug dosage calculation, preparation, and administration across the Nursing program. See Section [BSN Medication Safety Policy](#) for details.

#### **15.1.4.4 Academic progression**

1. Per University policy, any course may be repeated once to achieve the required grade of C+. No grade of C+ or higher may be repeated.
2. To be eligible to enter 200-level Nursing courses students must achieve an overall grade point average of 3.0.
3. Students must complete all prerequisite courses with a minimum grade of C in Math and Science and a minimum combined Math and Science GPA of 2.75.
4. Students may repeat only one concentration-related science course (BIOL 206, BIOL 207, BIOL 208)
5. Students' progress by taking all required nursing courses each semester, as outlined on the sequence sheet.
6. Students who are taking a nursing course for the first time have registration priority.
7. Courses must be taken in the order found on the sequence sheet for the track in which the student is enrolled.
8. Students who fail a nursing course for the first time must repeat NURS/NUFT 234 Nursing Pathways to Progress prior to or along with the repeated course if space is available. Students repeating a nursing clinical course take only one (1) clinical course that semester unless otherwise approved by the progression committee. Successful completion of the repeated course and NURS 234 is required for progression in the nursing program.
9. Students must pass the theory and clinical components of clinical courses simultaneously. A failing or unsatisfactory grade in any component constitutes a failing course grade.
10. Only one nursing course may be repeated in the program.
11. Students are permitted to withdraw failing and repeat only one nursing course while in the BSN program.
12. Students who fail two (2) nursing courses are dismissed from the Nursing Program.
13. Students are required to complete the Nursing Program in five (5) calendar years from the time the first 300- level clinical nursing course is taken.
14. Students who withdraw from the program for a full calendar year or more must follow University policy for readmission to the University and are subject to nursing faculty review.
15. Students must complete clinical hours planned and scheduled per course.
16. All students must successfully complete the Virtual ATI program as per the course requirements and per VATI policy.

The faculty reserves the right to modify or waive certain school requirements. BSN program policies may be changed to meet criteria of external accrediting/regulatory agencies (Pennsylvania State Board of Nursing and the Commission on Collegiate Nursing Education).

#### 15.1.4.5 Program Dismissal

Criteria for dismissal from the nursing program includes but is not limited to the following:

The student:

- Fails two nursing courses.
- Fails any required course for the second time
- Withdraws from a nursing course being repeated due to past failure or withdrawal
- Fails to demonstrate safe clinical practice
- Fails to demonstrate professional behavior (BSN Professional Behavior)
- Fails to report to clinical/lab/simulation without prior notification to the instructor or course coordinator more than one (1) time in a clinical semester (*may be* subject to program dismissal)
- Fails to meet policies for clinical compliance and health regulation (refer to policy)
- Is verbally, physically, sexually, or emotionally abusive to peers, faculty, staff, patients, patients' families, or other hospital staff
- Commits any act classified as harassment or violates any part of Title IX
- Does not have a clear state criminal background, child abuse background, or FBI background check
- Fails to notify the Nursing Program of any changes to criminal or child abuse background within 48 hours
- Does not have a clear drug screen

#### 15.1.4.6 Progression Policy and Procedure

- Students are directed to follow the Academic Disputes and Grade Challenges policy as presented in the [Undergraduate Student Catalog](#).
- A student who desires to appeal a program dismissal shall follow the procedure below.
- Students who wish to appeal their dismissal from the Nursing Program must submit a request to appeal the dismissal in writing to the Dean of the School of Nursing & Health Sciences. The student must make this request in writing within three calendar days of receipt of the dismissal. The request must include the circumstances the student believes led to their being unsuccessful in the program. The student must include a detailed plan for success in the event the appeal is granted.
- The appeal will be reviewed by the Progression Committee and a recommendation will be made to the Dean within three weeks of receipt.

#### 15.1.5 Academic Testing

Pre-test reviews are not provided in any NURS/NUFT course. **If faculty choose to conduct an exam review, the review must be student-led.** At no time will handouts, study guides, or



worksheets, etc. be provided prior to or during a pre-exam review session. Content will not be re-taught during an exam review. No recording is permitted during a pre-exam review session.

Exam blueprints are provided by the course coordinator. The blueprint will be posted at least one week prior to the exam for students to use as a guide for exam preparation. The blueprint will include the category of content (i.e. topic) and the approximate number of questions (e.g. 3-5). This may be revised at any time, without notice, at the discretion of the faculty.

In taking an exam, the student agrees to abide by the SONHS Professional Behavior policy which may be found in the Policy Manual Volume VIIIA: School of Nursing & Health Sciences BSN Student Handbook (BSN Professional Behavior).

All students will be held accountable for complying with the Testing Policy during each exam. Students who choose to not comply with the Testing Policy will not be permitted to take the exam and will receive a "0" for the exam.

Apparel and objects that obstruct the student's vision and/or obstruct the view of the student's entire face are prohibited. This includes, but is not limited to, hats, blankets, and hooded sweatshirts with the hood up. Religious head coverings are permitted

A student who exhibits suspicious behavior while taking an exam may be warned by the Proctor to stop the behavior. The Proctor may change the student's seat at that time. If the suspicious behavior continues after the warning, then the Proctor shall take the exam away from the student and he/she will receive a zero for the exam. If the Proctor directly observes cheating, the exam will immediately be taken away from the student and he/she will receive a zero for the exam. The incident will be reported to the Course Coordinator, program coordinator and/or leadership team for further disciplinary action.

The Exemplify record is the official record of the student's exam. No credit will be given for work completed in any place other than the Exemplify exam. No credit will be given for any questions skipped or missed for any reason(s).

Students must follow all directions in the syllabus and Canvas shell regarding the use of ExamSoft and its associated platforms.

All examinations are timed.

No food is permitted in the room during an exam.

No items other than pencil(s), and blank scrap paper are permitted in the workspace during the exam(s). For content exams that do not contain math questions, no items are permitted in the workspace during the exam.

Electronic devices, including but not limited to, phones, ear phones, head phones, air pods, and smart watches are not permitted to be on the student's person during the exam. All devices must be turned to the **OFF MODE** and placed in the front of the classroom along with school bags, papers, books, notes, hats, jackets, hoodies, lunch bags, etc. The only item permitted on the student's head is a religious covering.

It is preferred that students use the restroom prior to the start of an exam. Students may use the restroom during an exam. Students taking a bathroom break do not receive additional time to complete their exam.

Faculty will assign student seats for each exam. It is at the discretion of the proctor to determine seating arrangements. This includes changing the layout of the testing area. Faculty will supply pencils/pens and blank paper for all students. Students will utilize the calculator in ExamSoft. No personal calculators will be allowed during an exam. Students will not be permitted to leave the room other than bathroom break until their exam is completed and the proctor dismisses them. No wireless or Bluetooth capable devices will be permitted to be worn during exams.

Students are expected to be on time for their scheduled exam. Students will not be allowed to start an exam if other students have completed their exams. The course coordinator will determine the next steps.

Once a student elects to open an exam, the student's examination effort cannot be rescinded. Once the exam is accessed, the examination effort is considered to have begun. Students are encouraged to use good judgment in deciding whether to begin an examination.

Students with accommodations must request and provide the letter from the office of accessibility to the course faculty to fulfill the accommodation plan.

**Post-exam reviews** include the instructor's posting the general themes with which the class struggled on the exam. Students who wish to discuss the areas where they struggled on the exam must make an in-person appointment to meet with the professor to go over themes/content. Individual exam reviews will include content and test taking strategies. Post exam exams must be completed within 2 weeks from the grades are published. No virtual post-exam reviews are permitted in the ground tracks. Post exam general theme content reviews are permitted virtually for the distance track. At no point, the professor will discuss or show test questions to the students during the reviews.

## **Online Exams**

The students are required to have access to a working laptop or desktop computer equipped with a microphone and a camera for all online exams. It is recommended, where possible, that the student have access to a second device that is suitable for online testing in the event the first device fails.

The student is required to adhere to the Academic Integrity policy during all online exams.

***Please refer to the student handbook.***

Once the exam is complete, there is no opportunity to have any part of the exam reopened.

The responsibility for knowing and understanding the School of Nursing's position and policies on academic testing (Academic Testing policy) rests with each student.

Students must follow all the test-taking policies and requirements to take the exams through an online format. Students must take the quiz/exam through ExamSoft, using Examplify.

No time will be added after an exam is over and no additional attempts at an exam will be offered.

## ***Distance Hybrid BSN***

Online exams require the use of ExamSoft's AI and remote proctoring platform.

Post exam reviews will not be provided. Instructors will post an announcement regarding the

general themes with which the class had difficulty on the exam.

Students must have access to a functioning and fully charged laptop on the day of testing, along with a charging cord if needed in the event of an emergency. No items other than a blank scrap paper and pencil are permitted in the workspace during the exam(s). A calculator is available under tools in Examsoft. These are the only items required for testing. No food, drink, chewing gum, etc., are allowed. Cell phones must be **off**. Students must follow all the test-taking requirements in BSN 8A.15.1.5 to take the exams through an online format. Students must use Examplify for all exams. Students must install Examplify on their computer and download the exam prior to taking their exams. Online exams will be using Examsoft's AI and remote proctoring features via ExamID and ExamMonitor. ExamID is the software that will authenticate the student's identity and ExamMonitor is the software that will proctor an assessment by using a screen recorder, camera, and microphone throughout the exam. For online exams, students are required to progress forward through the questions. Backward navigation of questions is not allowed. ExamSoft requires the use of a laptop or a desktop computer equipped with a microphone and a webcam. iPads or cell phones will not be permitted to take exams. Students are responsible for having access to a computer equipped with a camera and microphone for the scheduled exams. Students are responsible to follow the School of Nursing and Health Sciences requirements for testing listed below:

- Students must remain seated at a desk or table. Exams may not be taken while in bed.
- Lighting must be sufficient throughout the entire exam to easily see the student's facial expression and eye movement.
- Take the exam in a well-lit room with front-facing lighting so that the student's face can be clearly seen. If the lighting is insufficient, Examplify may not record the video. A monitoring tab appears at the top of the screen, and the student must click that to see a video feed to ensure the video is being recorded. Make sure that your face is fully visible in the video feed.
- Lighting must be sufficient in the room to view the entire workspace.
- Do not talk, read out loud, or have any devices turned on in the background (i.e TV, radio, music, etc.). No one else should be in the room with the student during the exam.
- The entire workspace on which the computer rests (e.g., desk and table) must be scanned prior to the test.
- The workspace must follow the requirements in BSN 8A.15.1.5 (free of papers/phones/calculators/electronic devices, no open drawers with papers visible, etc.).
- Students are only allowed to have one blank sheet of paper and a pencil for the math problem. The student must show both sides of the blank paper on the video and must rip up the paper on camera at the end of the exam.
- Students may not wear hats, hoodies with the hood up, or blankets during testing. Students are permitted to wear a religious head covering.
- The student's entire face, shoulders, and upper arms must be visible on the entire recording.
- Students are expected to be on time for their scheduled exam. Students will not be allowed to start an exam if other students have completed their exams. Students must notify their course coordinator within the first 10 minutes of exam time if they are unable to start the exam. The course coordinator will determine the next steps.
- Students must follow the Examsoft remote proctoring testing guidelines mentioned in the course syllabus. Failure to follow testing policies and any of the guidelines listed in ExamSoft's A.I. proctoring- -invigilation exam day guide may

result in a warning with a conference report, followed by the student being awarded a 0 (zero) for the exam for the second occurrence. If the student has more than two testing policy violation, it can result in course failure and program dismissal.

Once a student elects to open an exam, the student's examination effort cannot be rescinded. Once the exam is accessed, the examination effort is considered to have begun. Once the exam is complete, there is no opportunity to have any part of the exam reopened. No time will be added after an exam is over and no additional attempts at an exam will be offered. The Exemplify record is the official record of the student's exam. No credit will be given for work completed in any place other than the Exemplify exam. No credit will be given for any questions skipped or missed for any reason(s).

## Missed Exam

- All course examinations are to be taken on the date and time noted in the syllabus.
- If a student is absent for a quiz or examination, the student is required to notify the course faculty before the scheduled exam. Failure to contact the course faculty may result in a grade of zero for the exam with no additional make-up exam being offered.
- If a student fails to sit for an examination, a make-up exam is offered at the discretion and direction of the course coordinator.
- The student must contact the faculty member *within 24 hours prior to the start of the exam* to request a make-up exam. In the event a make-up examination is offered, the faculty member will determine the date, time, location, and format of the make-up examination to be completed within one week of the original exam date. If a student misses both the regularly scheduled examination and the makeup examination, the student may earn a grade of zero for that examination.
- The course coordinator maintains records regarding makeup exams and quizzes. Students making repeated requests for makeup exams and quizzes will be required to meet with the course coordinator to address academic progression issues.
- No numerical adjustment (e.g. curve, questions eliminated, more than one answer taken, etc.) will be applied to a make-up exam.
- All make-up exams will assess knowledge of the same nursing concepts as in the scheduled exam. Makeup exams may not follow the posted exam blueprint. The format and number of items on the make-up exam may vary. The exam may contain formats that include, but are not limited to, fill-in, short answer, and/or essay.

### 15.1.6 BSN Academic Dispute and Challenges

Any academic dispute or grade challenge must be sought by the conclusion of the next semester and resolved within one year of receiving the grade. Any dispute or challenge older than one academic year will not be considered. Students must follow the Appeal Policy in 15.1.4.6

Academic Grievances-Academic Disputes and Grade Challenges: If a student has an academic grievance, the student should refer to the University's policy on Grievance Procedures: Academic Disputes and Grade challenges, which is available in the [Undergraduate Catalog](#).

### 15.1.7 BSN Cancellation of Clinical Experience Due to Inclement Weather

#### 15.1.7.1 Policy

Students are to follow the direction of the University regarding school cancellation in inclement weather. The Dean of the SONHS may cancel clinical experience when the University has not announced a closing.

### 15.1.7.2 Procedure

1. Students are to listen to public announcements for school closings on either KYW–1060 Radio or access [www.kyw1060.com](http://www.kyw1060.com) exclusively.

University codes are:

Philadelphia

Day	124
Evening	2124

Newtown

Day	784
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2. In the event of inclement weather, when the University is not closed, a clinical instructor must consult with and obtain approval from the Dean or Associate Dean prior to cancelling clinical. Clinical cancellations will be posted on Canvas and emailed or texted to students. KII
3. Students are to supply correct cell telephone numbers to faculty and the School of Nursing Secretary (Room 115, NEB) and to their clinical instructors.
4. To ensure the security of Holy Family's three locations, the University has implemented a new "emergency alert" system. This voluntary system is designed to immediately notify the campus community, via cell phone or email, when an emergency situation occurs on campus. Up to (2) cell phone numbers and one email address may be registered per person. In addition to emergency situations, the new system will alert registered members when the University is closed due to snow or other weather-related events.

## 15.1.8 BSN Clinical Credentials Policy

### 15.1.8.1 Policy

*The Pennsylvania Code, Title 49, Professional & Vocational Standards, Section 21.111 Health Program of the State Board of Nursing* requires that the health program include: pre-entrance and periodic health examinations, an immunization policy, and that appropriate cumulative student health records be maintained throughout the enrollment of the student. All clearance and student health records are to be submitted through American Data Bank at [www.holyfamilysafety.com](http://www.holyfamilysafety.com).

Prior to entry into 300 level Nursing courses, students in the Nursing program are required to:

1. Meet the standards of the State Board of Nursing, as well as standards required by health care institutions to which they are assigned.

2. Enroll in the American Data Bank Management system for clearances and health information at [www.holyfamilysafety.com](http://www.holyfamilysafety.com) and pay all designated fees for services.
3. Complete an FBI background check. This criminal background clearance is required yearly and must be current. Students are responsible to immediately, within 48 hours, notify the Dean of any change in legal status. Students who change to a positive background, for any reason, will be dismissed from the program until their record is expunged with appropriate documentation. The FBI record and the expungement documents will be reviewed by the HFU legal team for next steps. Students with a record and an approved expungement letter must sign a Background Acknowledgment form to attend clinical.

#### *Criminal Background Check Policy for Clinical Education*

Any offense (arrest, conviction, misdemeanor, felony, etc.) on a student's record will prohibit him/her from being validated for progression in the Nursing program. Students must have a clear background to continue in nursing courses. Any student found to have anything on their FBI background check, will be dismissed from clinical courses and/or dismissed from the nursing program until such time that their background is cleared. Some offenses cannot be removed from a record. This includes some felonies and insurance fraud. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, once the record shows as "clear" the student is eligible for progression, provided all other eligibility requirements are met.

Any student with an offense listed on the "Prohibitive Offenses" contained in PA Act 169 of 1996 as amended by Act 13 of 1997, the Older Adult Protective Services Act, will not be admitted to the BSN Program.

4. Complete all other clearances through [www.holyfamilysafety.com](http://www.holyfamilysafety.com) maintained by American Data Bank (See Section *15.2.2.2 Traditional BSN Procedure for Clearances*).
5. Maintain current cardio-pulmonary resuscitation (CPR) competency for health care professionals through the American Heart Association (Please note: this is the **only** accepted CPR certification). Proof of certification is submitted through the American Data Bank web site.
6. Purchase and keep health insurance current. A current health insurance card is to be submitted yearly to American Data Bank. All students are required to have a valid health insurance to be in the clinical settings.
7. Drug Testing Policy for Clinical Education

A student will not be validated to enter clinical unless the student's 10 panel drug screen is negative. Drug testing is done according to protocol outlined on the American Data Bank web site, [www.holyfamilysafety.com](http://www.holyfamilysafety.com).

Upon faculty member discretion, students may be asked to obtain an additional drug screen at any point in the semester, at the student's expense. Students should order the drug screen on American DataBank under the package name "Drug Screen for Cause." This drug screen must be completed immediately upon request. The student is required to go directly to the testing site from the University. Students have one hour to arrive at the testing site. Any student who does not arrive within the hour will be assumed to have a positive result and be dismissed from the program.

### 15.1.8.2 BSN Procedure for Clearances

1. Go to [www.holyfamilysafety.com](http://www.holyfamilysafety.com) to begin or update your clearance requirements record through American Data Bank/Complio. Follow steps one through five and the additional steps listed to complete the compliance process.
2. When you are ready to order, **Package 1 is for BSN Students ONLY, Package 2 is for MSN Students/Faculty ONLY.** Both packages include the background check and drug screen required for the respective program.

Package 1 includes the following background checks through: PATCH (Pennsylvania Statewide

Criminal Search); OIG (Office of Inspector General); Nationwide Sex Offender Registry; a GSA (General Services Administration). This package also includes a 10 Panel Drug Screen. In addition, package 3 is a Drug Screen Only package, and package 4 is a Drug Screen Only – For Cause package.

Please note: Only order package 3 if you need an additional drug screen, as packages 1 and 2 have drug screens included. Only order package 4 if instructed by Holy Family, as this drug screen is *For Cause* only. If instructed to order package 4, a Chain of Custody Form must be obtained from the Holy Family University School of Nursing & Health Sciences, NEB Room 115.

3. **Please note: You will receive an email with your drug screen registration ID number, as well as locations to take your test. This will take 1-2 business days to receive. Be sure that you list your valid email in the order you place online. You have only 30 days to complete this drug test after ordering, if you take longer than 30 days to submit your specimen, you will be forced to re-order and repay for the drug screen.**
4. **IMPORTANT:** Be careful when entering information to American Data Bank. Do not make typing errors when entering personal information. All errors, no matter how innocent, may result in you having to re-test and repay with the corrected information.

#### **Examples of innocent errors:**

Mixing up order of first, last and middle names

Typing error in Social Security Number (SSN)

Typing error in birth date

**\*\*Be careful to use your correct email address, as American DataBank will be sending your electronic registration to you within 1-2 business days. Check your spam/junk email folder if you do not get this email. If it is truly lost, be sure to email American DataBank at [ex@americandatabank.com](mailto:ex@americandatabank.com) for it to be resent.**

You **MUST** check **yes** in the box that asks if you want a copy of your report and give a valid email address. It is suggested that you have a copy of your report to verify your results and act on any discrepancies.

5. For your background check and drug screening you may pay by either credit/debit card or money order. Be aware that if you choose to pay by money order you will need to



mail the money order to American DataBank, and your background check and drug screening will not begin processing until that money order is received by American DataBank.

6. Once submitted, a confirmation of payment email will be sent to you, usually within 24 hours.
7. For your drug screen, once you have completed your online order application, American DataBank will **email you an Electronic Registration ID with a Quest Diagnostics location near your listed address. Additionally, a list of Quest Diagnostics Patient Service Centers is on the website.** Please make an appointment for your drug screen at one of the designated Quest diagnostic locations. You will have 30 days from the time of payment to complete this drug screen. If you do not complete this test within the time frame, you will have to reregister and re-pay for the drug screen!

**Please Note: Students with a positive Drug Screen will NOT be admitted to the 300, 400 level Nursing courses. If your drug screen is positive, you will be advised at that time as to your options.**

Should you have any questions or concerns, please feel free to contact American DataBank at 1-800-200-0853 (toll free) or email to [ex@americandatabank.com](mailto:ex@americandatabank.com).

8. **HEALTH INFORMATION, HEALTH INSURANCE, AND CPR INFORMATION IS ON THE SITE AS WELL.** Follow directions on the American DataBank web site. Once you login to your Immunization Tracking System (ITS) account, you will see several links to the right hand side of the page that you click to enter information related to immunizations, physicals, and CPR, all marked 'Input Date'. Click any one of these buttons to get started, making sure that you 'Save' and 'Confirm' when you are done. You do not need to type in all your dates at one time, but must type in all information for any items you choose to start. You must upload all supporting documents to your account, click the 'Add Documents' button to get started.

**Please note:** There is a Help Guide located on the left when you login to the ITS, there are also helpful videos located once you login. Click the 'Help' link under the Menu for videos that show step-by-step how to complete everything in the system.

**STUDENTS ENROLLED IN NURS 204 OR NUFT 204 WILL FOLLOW THE COMPLIANCE DUE DATES IN THEIR COURSE SYLLABUS.**

**ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY JUNE 1 IN ORDER TO STAY IN CLINICAL COURSES IN THE FALL. ALL EXPIRATION DATES MUST FALL AFTER THE END OF THE FALL SEMESTER, WITH THE EXCEPTION OF THE PHYSICAL EXAM. EVERY ITEM MUST BE CLEAR FOR THE DURATION OF THE SEMESTER.**

**ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY NOVEMBER 1 IN ORDER TO STAY IN CLINICAL COURSES IN THE SPRING. ALL EXPIRATION DATES MUST FALL AFTER THE END OF THE SPRING SEMESTER, WITH THE EXCEPTION OF THE PHYSICAL EXAM. EVERY ITEM MUST BE CLEAR FOR THE DURATION OF THE SEMESTER.**

**ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY MARCH 1 IN ORDER TO STAY IN CLINICAL COURSES IN THE SUMMER. ALL EXPIRATION DATES MUST FALL AFTER THE END OF THE SPRING SEMESTER, WITH THE EXCEPTION OF THE PHYSICAL EXAM. EVERY ITEM MUST BE CLEAR FOR THE DURATION OF THE SEMESTER.**

9. Health insurance information must be uploaded to ADB. All students must submit proof yearly through a current health insurance card to American Data Bank. Any student who has registered for clinical courses and has not submitted proof of current health insurance coverage will be withdrawn from the courses.  
**Please note:** All students must submit a copy of the front and back of their Insurance Card, which must state their first and last name. Additional information showing current coverage may be supplied, but must show the student's name along with coverage. It is highly likely that you may submit the same card every year, assuming your coverage does not change while at Holy Family.
10. Proof of current **American Heart Association CPR FOR HEALTH CARE PROVIDERS** will need to be submitted at [www.holyfamilysafety.com](http://www.holyfamilysafety.com). No other CPR certification is acceptable. Documentation of completing a recent CPR for Health Care Providers course while waiting for the CPR card to arrive in the mail will be accepted. This can be submitted to American DataBank on a temporary basis. Once the student's official CPR card arrives, the student is expected to submit this immediately to American Databank.
11. Students who are not compliant with all clearances by June 1 for fall clinical, November 1 for spring clinical, and March 1 for summer clinical will be withdrawn administratively from their clinical Nursing courses. All expiration dates must occur after the last date of the semester. None of the required items may expire during the semester. That is, by June 1 for fall clinical, November 1 for spring clinical, and March 1 for summer clinical every item must be clear for the DURATION of the semester.
12. Students who are not compliant with all clearances by June 1 for fall clinical, November 1 for spring clinical, and March 1 for summer clinical will be withdrawn administratively from their clinical Nursing courses. All expiration dates must occur after the last date of the semester. None of the required items may expire during the semester. That is, by June 1 for fall clinical, November 1 for spring clinical, and March 1 for summer clinical every item must be clear for the DURATION of the semester.
13. Be aware that most clearances take weeks to complete, to submit, and for the student to appear compliant in ADB. Documents will not be accepted by faculty or administration as evidence of compliance; the student must be compliant in ADB.
14. We accept QuantiFERON Gold or T-Spot testing for the initial TB scree. An annual TB screening is required after the initial testing.
15. Students who require a chest x-ray will be required to have a new x-ray, with interpretation, every two years.
16. Please refer to your ADB account for information regarding required immunizations and titers. All titers must have been reported within the last five years.
17. Completion of a COVID-19 vaccination series and a COVID-19 booster are required for all students in order to attend clinical. The vaccination series and booster must be completed at least two weeks prior to the start of the clinical rotation. The clinical agency policy supersedes the University requirements for the COVID 19 vaccine.

### 15.1.9 BSN Clinical Uniform Policy for Clinical Agencies, Lab, and Simulation Experiences

This policy applies to all clinical and lab settings, including any event where the student is in uniform representing Holy Family University.

1. The uniform is a navy-blue scrub with Holy Family University in white embroidery and a student name pin. Students must purchase the pants that are sold in the University bookstore. Jogger-type scrub pants are not permitted. The student name pin is a required part of the uniform and must be purchased through the University bookstore. These must be purchased in the University bookstore. Student loan funds can be used for uniform purchases.
2. A white warm-up jacket embroidered in navy is available through the University bookstore. This is the only garment permitted to be worn over the uniform. A white long sleeve t-shirt can be worn under the uniform (no turtlenecks). Nothing else can be worn over the uniform (no sweaters, sweatshirts or hoodies, etc.).
3. Clean, regulation, white leather shoes (material must be able to be easily cleaned and not permeable), or white leather sneakers (no trim of any color other than white) to be used in the clinical and simulation areas. Clogs, high heels, etc. are not acceptable. White stockings or white socks must be worn.
4. A stethoscope, pen, calculator, and watch with second hand must be on your person.
5. Hair must be worn off the collar (both male and female). Only natural hair colors are acceptable. No unnatural stripes, large strips of color, blocks of color, or colored "patterns" are permitted. Hair accessories are permitted, but must be a solid color - navy blue, black, white, or brown.
6. Males – clean-shaven or neatly clipped short beard; females – discrete use of make-up.
7. Only short fingernails are acceptable in any clinical practicum. Nail polish is **not** permitted. Artificial nails, acrylic tips, and "dip powder" are not permitted.
8. Students are not permitted in the clinical area with any type of eyelash extensions
9. No jewelry other than a nurse's watch with a second hand (no Apple or similar type watches are permitted). An engagement and/or wedding ring may be worn; and neck chains - worn inside the uniform and not visible are permissible.
10. No body piercings except for pierced ears are acceptable in any clinical or lab experience. Ear piercings may be in the lobe, one small post earring in each ear. No dangling or hoop earrings are permitted. No additional piercings including but not limited to rods, gauges, nose rings, tragus, lip, tongue, eye brow, chest, facial are permitted. All visible piercings

with the exception of the aforementioned earrings must be removed prior to entering the lab or clinical experience. Failure to remove these items will result in the student being sent home and marked absent.

11. No brandings or tattoos are to be visible during clinical practicum. If visible, tattoos or brandings are to be completely covered with a tattoo sleeve or bandage.
12. Students who are not dressed appropriately will be directed to leave the clinical agency, lab, or simulation area. This will constitute an absence and a make-up will be assigned by the course coordinator.
13. Students will not be permitted to enter NURS 204 without the required uniform.

#### **15.1.10 BSN Policies for Clinical Experience**

Students are required to attend all clinical/Laboratory/Simulation components of their course work.

##### **An excused or emergency absence from clinical or lab will include:**

- Death of a family member
- Student hospitalization including urgent care and emergency room visit during the clinical time with a proof of appropriate documentation.
  
- Mandated legal hearing with a proof of documentation.
- Military obligations with appropriate documentation
- Car accident with appropriate documentation (i.e Police report)
- Covid Positive with a proof of documentation
- University athletic events which require the student's participation with appropriate documentation.
  
- Any injury and/or illness preventing the student from attending clinical, lab, and/or simulation with a proof of documentation.

"The University reserves the right to request documentation to support the missed clinical, simulation or lab. Students requesting an emergency or excused absence will be referred to the School of Nursing Dean's office."

Regardless of the reason, **all** absences must be made up **IN PERSON (Simulation/make-up clinical day)**. Any student that incurs more than one excused absence from a clinical, simulation, or lab per course may result in a clinical failure and hence leading to the failure of the course. Unexcused absences are not permitted. Clinical/lab/simulation absence makeups will meet the program objectives and may occur in any lab/simulation/clinical site. That is, absence from any area may be required to be made up in any lab, clinical, or simulation location/site/area/campus utilized by the School of Nursing & Health Sciences on any day, Sunday through Saturday between the hours of 6am and 11pm. The students will be informed of the required hours, day, and location/site/area/campus prior to the makeup day.

NOTE: Absences from clinical due to illness or injury will require a release to return from a qualified health care provider (MD, DO, NP, PA) prior to the student's returning to clinical or lab.

Student entrance into laboratory/clinical courses is contingent upon the number of student clinical/lab spaces and the availability of appropriate clinical/lab sites and/or clinical/lab faculty. (Laboratory, simulation, and clinical experiences will be identified as "clinical.") Students may not request a specific clinical site placement. Clinical groups within a specific course are randomly assigned.

Students will not be permitted to progress in the program unless the incomplete is reversed prior to the end of the semester in which the absence occurred.

1. Student attendance in laboratory, simulation, or clinical agency experience is required in the Nursing program. **Any clinical, simulation, or lab absence will result in a clinical failure unless it is an excused absence with appropriate documentation.** "The University reserves the right to request documentation to support the missed clinical, simulation or lab. Students requesting an emergency or excused absence will be referred to the School of Nursing Dean's office." The student is expected to call and email the clinical instructor at least one hour before the scheduled start of the clinical. The course coordinator will issue a conference report for a clinical absence without notification.
2. In the case of an excused/emergency absence, documentation must be provided to the School of Nursing Dean's office.
3. Students who fail to report to clinical/lab/simulation without prior notification to the instructor or course coordinator may be subject to clinical failure. Students who fail to report to clinical/lab/simulation without prior notification to the instructor or course coordinator more than one (1) time in a clinical semester may be subject to program dismissal.
4. Lateness to the lab, simulation, or clinical site will result in dismissal from the site. Dismissal due to lateness constitutes an absence. Students who arrive to the clinical or lab site and are unprepared will be dismissed from the site. The missed day will constitute an absence.
5. All students are required to make up missed clinical time regardless of the reason for absence. Clinical makeup assignments will be consistent with the course objectives. Makeup clinical assignments will be documented on the Clinical Evaluation Tool. Clinical and Lab makeups for excused absences may be held during the last week of the semester on a date determined by the program coordinators/leadership team in collaboration with the Simulation Lab Coordinator. The student will be advised of the date and time of the make-up by the course coordinator, course faculty, or Simulation Lab Coordinator. Lab make ups will be assigned by the lab leads and/or lab faculty. Failure to attend the make up as scheduled will result in a course failure.

6. Students referred by the clinical faculty to the Learning Resource Laboratory for remediation of clinical skills are to provide the clinical faculty with proof of successful skill performance. Students not demonstrating safe clinical practice consistent with course objectives, *A.N.A. Scope and Standards of Practice and Social Policy Statement*, and the *Professional Nurse Practice Act of the Commonwealth of Pennsylvania* are subject to immediate dismissal from the program.
7. Students are required to comply with all clinical agency policies and procedures, including *Health Insurance Portability and Accountability Act (HIPAA)* of 1996/2003.
8. Students are responsible for their own transportation in connection with clinical experiences.
9. Students are not permitted to leave the clinical facility for any reason during the assigned clinical day.
10. Students are not permitted to leave the facility for lunch or to sit in their car during the clinical day.
11. Some clinical rotations require the student to complete agency competency requirements, prior to beginning the clinical experience.
12. Some clinical rotations require the student to complete agency competency requirements prior to beginning the clinical experience.
13. Clinical placements are emailed by the respective course coordinators. Clinical placements are final and changes are accommodated only in emergency situations at the discretion of the leadership team.
14. Clinical and lab experiences may take place any time between the hours of 6 am and 11 pm, Sunday through Saturday. Some clinical sites require rotation of times. All student athletes, resident advisors, or students who have accommodations through office of accessibility services should contact the clinical placement coordinator a minimum of 10 weeks prior to the clinical rotation.
15. Students are responsible to have all necessary clearance information completed and updated in accordance with *BSN Clinical Credentials Policy*.
16. Students are expected to make up clinical days at the end of the semester in a clinical setting or in person on campus make clinical/simulation in an event of any clinical cancellations due to site and/or faculty extenuating circumstances.

### **Distance Hybrid Program Clinical/Residency experience**

The distance hybrid BSN program will utilize a clinical group or preceptor model to meet the course requirements.

**Clinical group model:** The clinical group model will allow the students to work in a clinical group setting led and supervised by a clinical instructor. The clinical group model has scheduled days and times for rotations. Students in the group model who miss a clinical day due to an excused absence must come to campus for a simulation/clinical make up.

**Preceptor model:** The preceptor model for second degree distance students is where one student is placed with one licensed nurse (also known as Preceptor), allowing the student to work 1:1 "under" the preceptor at the hospital/facility which they are assigned. The student will be paired with a preceptor and follow the preceptor's schedule. Preceptors must have an RN license in the state where the clinical is being completed and must be approved by the university faculty on their ability to meet the course objectives. A clinical instructor will oversee the preceptors and the students including grading assignments and completion of the clinical evaluation tool (CAT). Students in the preceptor model who miss a clinical day due to an excused absence must schedule another day with the preceptor and make up the day at the clinical site.

The placement team will determine the placement site, the placement model, and the clinical rotation date after considering several factors to meet the course requirements. Students may be required to commute up to 125 miles (one way). Students will be notified of confirmed placements one week before the semester starts.

Students should be compliant with all clearances prior to receiving a placement confirmation notification. The students can provide preceptor referrals for placement. Preceptors and sites must still be vetted and approved.

The following parameters can be considered when students are placed in the preceptor model:

- Place of employment is acceptable for rotation if the student does not work in that unit.
- Weekends are allowed, and overnights are allowed with student and site approval.
- Students cannot schedule clinical on days when the university is not in session.
- The same site for multiple rotations is acceptable if different units are utilized.
- Two students can be paired with the same Preceptor as long as hours are scheduled on separate days.
- It is possible to have more than one Preceptor for a rotation if circumstances arise.
- It is possible to split hours between more than one site in a rotation, but the preference is to keep the student at one site per rotation.
- Shifts should be no less than six hours and no more than 12 hours. Based on the preceptor schedule, students can schedule more than 12 hours per week with approval from the leadership team.

Students will log their clinical hours via the InPlace Log Book and must submit entries within 72 hours of the clinical day. Preceptors will verify the logged hours, and a clinical instructor will approve all submissions in InPlace.

### **Residency Experience**

Students are required to complete one on-campus residency, which will take place over seven days during the first semester. A 100% attendance is required for this residency experience as it falls under clinical experience. If students miss a residency day/hour due to excused absence (refer Professional conduct 15.1.4.1), then they are required to make up on campus. Students are responsible for accommodations and any expenses incurred.

### **Clinical/Lab/Simulation Make-up Assignments**

- Students who are unable to attend the makeup day will be a course failure in the pertinent clinical course.

- Students who earn an incomplete in a course will be de-registered for the upcoming semester/session and will not be permitted to register for that session until the Incomplete is resolved (by completing the required makeup hours at the direction of the School of Nursing & Health Sciences).

Make-up assignments will be documented on the Clinical Assessment Tool (CAT)

#### **15.1.10.1 BSN Professional Behavior**

Professional behavior and safety are valued as essential attitudes and actions for successful completion of the BSN program and are evaluated by demonstration of the following:

Professional behaviors are evaluated by the following:

##### **1. Active Learner**

- Assumes responsibility for own learning needs in all settings.
- Attendance in accordance with the School of Nursing & Health Sciences policy
  - Attends all classes and clinical experiences.
- *Punctuality* for all learning experiences
  - Arrives promptly and stays for the duration of time for classes and clinical experience. Zero tolerance for lateness in the clinical and lab areas.
- *Preparation*
  - Prepares for all classes and clinical experiences.
  - Obtains all course required materials (textbooks, workbooks, clinical handbooks, electronic resources, etc.).
  - Completes readings and pre-class assignments.
  - Completes independent assignments (e.g. computer).
  - Checks bulletin board, course web site, and electronic resources for additional information as needed.
- *Attentiveness*
  - Participates in all classroom and clinical discussions and activities. Remains awake and alert during all class, clinical, and lab sessions.
  - Displays ability to think critically and engage in problem-solving in accordance with safe nursing practice.
  - Links previous knowledge to current Nursing courses.
  - Acknowledges that written examinations will contain questions of increasing complexity at each level.

##### **2. Communication**

- Demonstrates characteristics of an attentive and engaged listener.
- Uses appropriate verbal and nonverbal communication to professionally and effectively interact with patients, families, peers, faculty and staff.
- Resolves conflicts maturely and appropriately by utilizing the appropriate chain of



communication

- Communicates ideas fluently and accurately using Standard English.
- Prepares written materials free from mechanical, logical, and organizational errors, utilizing APA format whenever indicated.
- Reads, views, analyzes, synthesizes, and interprets selected course materials.

### 3. Professionalism

- Remains accountable and responsible for actions and behaviors at all times.
- Completes all clearances and health data through American Data Bank as required and keeps all information current.
- Complies with School of Nursing & Health Sciences dress code. o Maintains good personal hygiene and neatness in appearance.
- Complies with all classroom and clinical course expectations, including completing assignments on time. o Demonstrates emotional maturity, cooperation, sound judgment, promptness, dependability, initiative, effort, and self-reliance.
- Accepts and uses constructive input and/or reflections to modify behaviors/actions.
- Responds in an appropriate manner to feedback given in the clinical and classroom settings.
- Demonstrates a sincere desire and the necessary commitment to become an effective nurse.
- Seeks assistance from faculty in a timely fashion. Utilizes Academic Resource Center as needed. o Utilizes Open Lab hours as appropriate. o Follows the honor code of the University as well as the policies of the SONHS.
- Does not falsify documents.
- Avoids disruptions by turning off cell phones (ring or vibrate mode) during classroom or clinical experiences. Use of cell phones or any other smart device is not permitted during any examination. Use of cell phones or any other smart device is not permitted in clinical experiences.
- Conducts self in a courteous, professional manner in classroom and clinical. o Is respectful of self, peers, faculty, and staff. o Upholds the values listed in the University Mission Statement.
- Respects and maintains confidentiality of patients, families, peers, and faculty.
- Examples of behaviors considered unprofessional include, but are not limited to:
  - Tardiness, absences, and inattention to make up requirements.
  - Lack of class or clinical preparation.
  - Disrespect.
  - Abusive or profane language or behavior.
  - Dishonesty - including but not limited to cheating, plagiarism, fabrication, and misrepresentation as defined by the following:
    - *Cheating* – using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.

- *Plagiarism* – representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one’s own.
- *Fabrication* – presenting as genuine any invented or falsified citation or material.
- *Misrepresentation* – falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- Disruptive behavior.
  - Violence of any kind.
- Use of or impairment by chemicals or alcohol (legal or otherwise).
- Expiration of any required clearance (background screen, child abuse clearance, FBI clearance), CPR certification, insurance, or health requirement while enrolled in a clinical course.
- Other behaviors deemed unprofessional by the SONHS faculty

#### **15.1.10.2 BSN Safety Criteria**

- Provides for physical and psychological safety of self and others.
- Avoids placing self or others in unsafe situations.
- Reports any actual or potentially unsafe situations or persons immediately to faculty and or staff.
- Demonstrates safe clinical practice consistent with course objectives, *A.N.A. Scope and Standards of Practice*, *Nursing Code of Ethics*, & *Social Policy Statement*, and the *Professional Nurse Practice Act of the Commonwealth of Pennsylvania*.

Examples of behaviors considered unsafe include, but are not limited to:

- Failure to be aware of safety policies and procedures of the University, the SONHS, and each assigned clinical agency.
- Endangering others' physical and psychological safety.
- Failing to report immediately and accurately actual or potentially unsafe situations or persons.

### **15.1.10.3 BSN Clinical Conduct Policies**

At the core of Nursing and Health Sciences are professional and ethical standards including the *ANA Code of Ethics for Nurses*, *ASRT Code of Ethics*, and *ARRT Standards of Ethics* that outline appropriate professional conduct. Professional and ethical standards define the core of professional conduct so vital to clinical success – promoting the protection, safety, and comfort of the general public. Nursing and Health Sciences students should be committed to learning and accepting the ethical standards of conduct of their respective professions.

The objective of the Clinical Conduct Policy is to ensure optimum patient care during the completion of clinical assignments by promoting a safe, cooperative, and professional healthcare environment, and to prevent or eliminate (to the extent possible) conduct that:

- disrupts the operation of the clinical agency;
- affects the ability of others to do their jobs;
- creates an unfriendly clinical environment for clinical agency employees, School faculty, and other students;
- interferes with an individual's ability to practice competently; and
- adversely affects or impacts the community's confidence in clinical agency's ability to provide quality patient care.

Below is a partial list of improper professional conduct which would result in a student's removal from the clinical agency, failure of the course, and/or dismissal from the School/Program.

- Dishonesty, falsification, misrepresentation, or providing misleading or incorrect information in connection with any university, hospital record, agency requirement, faculty, patient, visitor, or employee.
- Damage, abuse or destruction of hospital or agency property.
- Possession, sale or use of intoxicating beverages or drugs on hospital or agency property.
- Unauthorized use, possession, conveyance or storage of any firearms, explosive or other dangerous weapons on hospital or agency premises.
- The use of profane, threatening or inappropriate language toward faculty, employees, patients, visitors or other students.
- Fighting, bodily injury, unsafe negligent behavior or practice to faculty, employees, patients, visitors or other students.
- Disclosure of confidential patient, hospital, agency, or school information.
- Deliberately gaining unauthorized access to restricted information.
- Unauthorized entry into or use of hospital or agency facilities.

- Display of unprofessional demeanor when responding to constructive feedback; verbally hostile, abusive, dismissive or inappropriately angry.
- Failure to personally contact the clinical instructor, clinical agency, and SONHS at the beginning of a clinical day when unable to attend clinical.
- Violation of the University's (or clinical agency's) sexual harassment policy.
- Violation of the University's (or clinical agency's) *HIPAA* policy.
- Compromise of patient safety due to failure to be prepared for the clinical experience.

A student may be judged “unacceptable” for continuation in the School/Program if he or she has displayed a lack of professionalism with respect to patients, other students, faculty, or clinical agency staff. The “School” reserves the right to dismiss a student when the student does not, in its judgment, justify continuation of study in the School/Program, regardless of grades at the time.

#### **15.1.10.4 BSN Patient Confidentiality Policy**

Students in the BSN program have a duty to protect the confidentiality of patient health information and patients' right to privacy. All students are expected to adhere to HIPAA (Health Insurance Portability and Accountability Act of 1996) and to keep confidential all patient data and communication.

No confidential information in any format (oral, printed or electronic) may be removed from clinical agencies. Any type of video or audio recordings of patient images, communication or other data is expressly prohibited. Patient information must be kept confidential and only discussed in private areas of the clinical agency. Students are required to follow all clinical agency policies and procedures for communication and documentation of patient information.

Acceptable use of technology or social media in the clinical setting is limited to activities that directly relate to patient care. No personal use of electronic devices of any kind is permitted. No dissemination of patient images, communication, or data is permitted.

Failure to comply with agency patient protection policies is a federal offense. Failure to comply with the Holy Family University School of Nursing & Health Sciences BSN confidentiality policy may result in dismissal from the program.

#### **15.1.11 BSN Health Insurance Policy**

Students in clinical experience are required to have continuous health care insurance. Neither the clinical agency nor the University is financially responsible for care provided to a student who becomes ill or injured during clinical experiences.

- Students who have health insurance are to provide proof of current coverage each year. A copy of the health insurance card must be faxed to American Data Bank by the required date.
- Students who do not have health insurance may obtain information about student insurance plans from *Student Health Services* in the Stevenson Lane Residence on the Philadelphia Campus.

### **15.2.7 BSN Clinical Experience: Student with an Illness/Injury/Condition**

#### **15.2.7.1 Policy**

Students in clinical experience who are present with an acute or non-acute illness, a condition, or sustain an injury, are to be excused from the clinical area. Students reported to have sustained concussion/head injury, have been hospitalized for surgery or illness, or treated in the emergency room for an acute condition prior to clinical are required to have a release from a provider documenting cleared to return to class and clinical, lab, or simulation experiences and performs the requirement with or without accommodations.

#### **15.2.7.2 Procedure**

1. Students who are too ill to drive or return home independently are to contact a family member to provide transportation;
2. Students who do not have a family member available for assistance are required to have an alternative plan for transportation in case of illness or injury;
3. Students are to use appropriate emergency facilities for an acute illness/injury, and students are responsible for payment for any services received for emergency health care.

### **15.2 BSN Medication Safety Policy**

Students are required to attain and maintain mathematical competency in safe drug dosage calculation, preparation, and administration across the Nursing program. Students are required to complete a medication safety exam with every clinical course. If scored less than 100%, student must complete remediation as assigned by the course coordinator prior to administering medications.

### 15.2.1 BSN Procedure

1. Medication Safety Examination is scheduled during the first clinical week of the semester in **all** clinical courses.
2. Students who are repeating 1 clinical course in a semester must complete a Medication Safety Exam and remediation if needed based on the scores prior to administering medications in the clinical area.
3. Medication safety exam results will be posted in the Canvas shell.
4. Students who complete a medication safety exam and remediation will be permitted to administer medications in the clinical setting.
5. Students who do not complete medication safety exam and remediation based on the scores less than 100% will be considered to have failed to meet the course learning objectives, resulting in course failure.

### 15.3 BSN Religious Accommodation (Adapted from Tufts University)

The Holy Family University School of Nursing & Health Sciences is committed to providing an academic and work environment that is respectful of the religious beliefs of its students. As part of this commitment, the School of Nursing & Health Sciences will make good faith efforts to provide reasonable religious accommodations to those in our community who's sincerely held religious beliefs conflict with a school policy, procedure, or other academic requirement unless such an accommodation would create an undue hardship or would fundamentally alter our work, program.

#### Definitions

- **Religion or Creed:** Includes traditional, organized religions but also sincerely held religious beliefs, including those that are new, uncommon, not part of a formal church or sect. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy.
- **Religious Accommodation:** A reasonable change in the academic environment that enables a student or employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship or fundamentally altering the educational, workplace or mission of the university. A reasonable religious accommodation may include but is not limited to:
  - the ability to attend religious events or observe a religious holiday
  - any necessary modification to university procedure or other requirement for a student's religious beliefs, observance or practice, provided such accommodation is reasonable and does not cause undue hardship or create a fundamental alteration of the educational, workplace or mission of the university.
- **Undue Hardship:** Significant difficulty or expense based on the university's resources and circumstances in relationship to the cost or difficulty of providing a specific

accommodation. Undue hardship may refer to financial difficulty in providing an accommodation or accommodations that are unduly expensive, substantial, disruptive, or that would fundamentally alter academic requirements, the nature or operation of the university's business, or the essential functions of a role. Accommodations which interfere with the safe and efficient operation of the workplace or will often present an undue hardship.

### **Procedures for Seeking Religious Accommodation**

- All students may request a religious accommodation by making a written request for an accommodation to the Dean of the School of Nursing & Health Sciences.
- Once the request comes to the office of the Dean, the student may be required to provide other documentation or information supporting the request.
- Employees and students who anticipate being absent from work or class because of a religious observance must submit their request for time off in advance and as soon as they become aware of the need or at least ten (10) business days in advance.
- Accommodation requests will be made on a case-by-case basis considering factors including but not limited to, the fundamental requirements of the applicable academic program and/or related technical standards, essential functions of a role, the duties of others in the major, the requirements of the major, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.
- The School of Nursing & Health Sciences will endeavor to protect the requesting student's privacy in evaluating and implementing the accommodation requested to the extent possible. However, following receipt of the request, the Dean of the School of Nursing & Health Sciences will discuss the accommodation request as necessary with the student or employee, and with select others in order to further evaluate and/or implement the accommodation. Approvals will be provided in writing to the requesting student

## **15. 4 BSN Program Comprehensive Examination and Level Exams**

### **15.4.1 BSN Policy**

The comprehensive examination represents a significant measure of knowledge integration acquired while completing course work in the pre-licensure BSN Program.

#### 15.4.2 Procedure/Eligibility and Preparation for Comprehensive Exam

1. Successful completion of ATI Capstone will constitute successful completion of the Comprehensive Exam.
2. Students will not be validated to sit for the NCLEX until they complete all program requirements, including but not limited to completion of VATI to Green Light.

#### 15.5 ATI Policy

The ATI Content Mastery series is embedded throughout the BSN curriculum. The students will complete ATI assignments, reading, and assessments in nursing courses. In courses with ATI Proctored exams, the student is required to complete Practice assessment A and B. Following the *first* completion of the **practice assessment A**, the student is required to complete a minimum of **3 Active Learning Templates**. Students should identify **the lowest three NCLEX content areas** from their ATI Practice Individual Report/CMS assessment and complete at least one Active Learning Template for each content area. Each template must include a minimum of 5 important points for each of the content areas. Templates should be hand-written

Students may complete the practice as many times as necessary to earn a minimum score of 80%, however the remediation and focused review is based on the *first* attempt at the practice exam. Rationales will be opened after the entire cohort has submitted the focused review and remediation. Proctored exams will be proctored in class through ATI. If administered online then with Proctorio. Canvas scoring for the ATI proctored exam is based on the conversion document listed in the Canvas shell. Following **ATI Proctored exams**, the student is required to complete a minimum of one hour of focused review and then complete a minimum of **3 Active Learning Templates**. Students should identify **the lowest three NCLEX content areas** from their ATI Proctor Individual Report/CMS assessment and complete at least one Active Learning Template for each content area. Each template must include a minimum of 5 important points for each of the content areas. Templates should be hand-written.

#### 15.5.1 ATI Capstone

The ATI Capstone is given at the end of the BSN program. The ATI Capstone review is a culminating review of the entire program and it is intended to prepare the student for the NCLEX-RN exam. 100% participation in and completion of ATI Capstone is required for successful completion of the course(s) in which ATI Capstone is offered. Failure to complete 100% of the ATI Capstone according to the Capstone calendar, in any given course will result in course failure. All Capstone assessments are proctored through ATI with Proctorio.



### **15.5.2 ATI Live Review**

The ATI Live Review is given at the end of the BSN program. The ATI Live review is an NCLEX-RN review given over multiple days. The student is required to attend 100% of the ATI Live Review for successful course completion.

### **15.5.3 ATI RN Comprehensive Predictor Exam**

The ATI RN Comprehensive Predictor exam assesses the student's probability of passing the NCLEX-RN exam on their first attempt. Students are required to score a minimum of 94% probability on at least one ATI Comprehensive Predictor exam to meet the benchmark.

### **15.5.4 VATI – Virtual ATI**

VATI is a supplemental NCLEX-RN review. All students are required to complete at least 50% of VATI to meet the course requirements for NURS/NUFT 444. All students are strongly encouraged to complete VATI to Green Light.

Students who do not achieve the minimum benchmark on the Comprehensive Predictor (94%) must complete VATI to Green Light to be eligible for the NCLEX-RN exam. All VATI assessments are proctored through ATI with Proctorio.

