Department of Nursing
Millersville University

Bachelor of Science in Nursing
Handbook
2014-2015

Millersville University Department of Nursing is accredited through 2018 by:
Accreditation Commission for Education in Nursing, Inc (ACEN)
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Welcome to the RN to BSN program of Millersville University. Your decision to pursue a baccalaureate degree in nursing marks an important step in your career as a professional nurse. The faculty of the Department of Nursing has developed a program which builds upon your previous experiences in nursing education and practice, in an effort to enhance your professional development and personal growth. The BSN program was developed using the American Association of College of Nursing (AACN) ESSENTIALS of Baccalaureate Education for Professional Nursing (2008). We hope your experiences at Millersville University will both be challenging and rewarding.

This Student Handbook contains specific policies of the Department of Nursing. The handbook supplements the Millersville University Student Handbook (http://www.millersville.edu/~handbook/) and the Millersville University Undergraduate Catalog (http://www.millersville.edu/~ucatalog/index.pdf).

Best wishes for success and happiness.

The Faculty of the Department of Nursing
MU Department of Nursing

Philosophy

The Department of Nursing, situated within the School of Science and Mathematics, is an integral part of Millersville University of Pennsylvania. As such, it is in concert with mission statement of the University in the provision of undergraduate and graduate programs in nursing that achieve the highest standards of liberal arts education.

The MU Department of Nursing faculty embrace nursing as a professional discipline with both academic and practice dimensions. The unique body of nursing knowledge is derived from the humanities, physical, biological, psychological, social sciences, and nursing science.

As a practice profession, nursing is considered integral to healthcare delivery, providing both direct and indirect care to individuals, families, and community at local, state, national and global settings. Nursing practice is guided by theory and continually improved based on evidence. The practice of nursing focuses on holistic, relationship-centered care that facilitates health and healing. Nursing is committed to ensuring quality health care. Professional nurses engage in advocacy and political leadership to improve health and healthcare of the society.

As an academic discipline responsible for knowledge generation, nursing is committed to the following:

• Examining and analyzing knowledge of human experiences of health, illness, healing; human /technology interface; environmental contexts of health care; and quality cost effective outcomes
• Exerting positive influence on organizational contexts of health and health care
• Promoting quality and cost effective outcomes of nursing care
• Facilitating collaborative interdisciplinary communication among health care groups, as well, as among nursing practice, education and research
• Utilizing research findings and evidence to promote quality and improved care

Developing a questioning mind and spirit of inquiry receptive to new ideas and approaches that contribute to advance nursing knowledge

As an academic profession, the MU Department Nursing faculty believe that higher education in nursing is responsible for preparing nurses through a competency-based curriculum emphasizing practice that is relational, reflective, responsive, respectful, and caring.

The faculty believe in education’s responsibility to prepare nurses who advocate for social justice and are responsive to changing health care environments. The Nursing faculty are committed to promoting reflective practice and leadership for social change all educational programs.

Nursing begins with a foundation in arts and sciences and continues with nursing discipline knowledge relating to care in the human health experience across lifespan. The Nursing faculty believes nursing is a continual learning process, in both formal and informal learning venues. In conclusion, the MU Department of Nursing faculty believe the nursing profession is firmly rooted in both practice and academia, with a commitment to lifelong education and quality improvement.
The integrative framework reflects the philosophy, competencies and outcomes for the undergraduate and graduate programs in nursing at MU.

- The faculty believes that the major core values of caring, holism, diversity, excellence and integrity are identified across the levels and throughout the curriculum. The value of ethics is inherent within all. These values are intrinsic to nursing practice and are an integral part of the curriculum to serve as a foundation for competency development. These values are intertwined within each level and utilized throughout the content in all programs.

- The integrated concepts are embedded in the curriculum that flow from less to more complex building upon previous content to ensure development of depth at different levels within the educational process or levels of the program. Reflective practice occurs within the contexts which represents the fundamental phenomena of the professional discipline. These integrated concepts include: organizational context; relationship-centered care; evidence based practice; professional development; and quality and safety.

  - Organizational context is health promotion/disease prevention, chronic disease management through complex health care systems. Additionally, the organizational effectiveness as it relates to the health care context encompasses the leadership, patient characteristics, safety climate, ethical climate, teamwork and continuous quality improvement.

  - Relationship-centered care is about relationships formed by nurses to facilitate the delivery of care and the promotion of health. Relationships developed with patient, family, community, colleagues are focused on the human interaction, not the disease process. Within this concept caring, within both therapeutic & professional relationships with members of the health care team and reflects respect & dignity for the uniqueness of others, valuing their diversity, as well as, empathy, mutual trust, and empowerment.

  - Evidence-based practice engages nurses in reflecting on existing knowledge and science in nursing/other disciplines to shape practice. Inherent in evidence-based practice is the need to continuously engage in a spirit of inquiry to enhance nursing knowledge and innovation.

  - Professional development incorporates the value of lifelong process of learning, refining and integrating values/behaviors consistent with the profession in order to most effective in their role and as members of the profession. The process of refining and integrating these abilities and attributes is professional development. Embedded within this concept is effective communication, therapeutic & professional, as in an interdisciplinary team or formal professional presentation and leadership which promote innovation and creativity.

  - Quality & safety requires an emphasis on system effectiveness in today health care environment, economic climate and regulatory demands. This emphasis within the organizational structure on developing a culture of safety in health care requires nurses minimize risk of harm through both system effectiveness and individual performance while increase the likelihood of desired health outcome. Effective application of informatics, technology, communication and ethics are instrumental to developing a culture of quality and safety in healthcare.

In summary, the faculty believe these integrative concepts weave a curricular (Celtic knot) framework that guides program outcomes. The following four outcomes are a result of all the learning experiences during the program which lead to the mastery of essential nursing practice competencies. These program outcomes include competencies in human flourishing, nursing judgment, professional identity, and the spirit of inquiry.
MU Nursing Program Outcomes

1. **Human flourishing** is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individual. The process is lifelong existential journey of hope, regret, loss, illness, suffering and achievement which encompasses the uniqueness, dignity, diversity, freedom and holistic well being of the individual within the larger family or community. The nurse role is to assist in efforts to reclaim or develop new pathways toward human flourishing.

   Competencies- The graduate
   - BSN: Incorporates the knowledge and skills from nursing science to assist patient, families, and communities continually progress toward fulfillment of human capacity

2. **Nursing Judgment** encompasses three processes: critical thinking, clinical judgment, and integration of best evidence into practice. Nurse role is to employ this process to make decisions about clinical care, the development and application of research and dissemination of insights and research findings to the community.

   Competencies- The graduate can
   - BSN: Make judgments in practice, using evidence to provide safe, quality care and promote the health of patient, families and communities.

3. **Professional Identity** involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. The core values become self evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession.

   Competencies – The graduate will
   - BSN: Express my identity as a nurse through actions that reflect integrity; commitment to evidence-based practice, caring, advocacy and safe, quality care for diverse patient, families, and community with a willingness to promote leadership in improving care.

4. **Spirit of Inquiry** is a persistent sense of curiosity that informs both learning and practice. The nurse infused with the spirit of inquiry will raise questions, challenge traditional and existing practices and seek creative approaches to problems. A sprit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

   Competencies – The graduate will
   - BSN: Engage in life-long learning, raise questions, challenge existing clinical practices, and seek creative opportunities to problems.

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2013 NLN Outcomes/Competencies
2012 November, Approved MU Nursing
BSN
PROGRAM SEQUENCE

Lower Division:
Students meeting the admission criteria and who have graduated from an ACEN accredited program will be awarded 30 credits for their nursing courses in the ADN at the time of admission to MU.
NURSING Required related courses (17-18 cr): Math 130 – Elements of Statistics (3 s.h.); Biol 154 & 155 – Anatomy and Physiology I & II; Biol 161 – Clinical Microbiology (11-12 s.h.). Additionally, choose one of the following: Chem 103 or 104; Psyc 100 or 228; or Sociology 101 (3 s.h.).

Upper Division:
General Education credits to fill the Liberal Arts Core and additional University requirements. These include an Advanced Writing (ENGL 312 or ENG 316) course, Diversity course (NURS 360), and a Perspectives course. General Education credits may be transferred from an accredited academic institution.

BSN COURSE REQUIREMENTS

NURSING MAJOR (B.S.N.): 120 S.H.
NURS 320, 322, 340, 360, 421, 428, 438, 478, & 504 (31 credits).
Second degree students with a Bachelor’s degree must complete the above nursing courses (plus Math 130: Statistics if not taken with first degree.)
First degree students must complete above courses, “P” Perspectives, and “AW” Advanced Writing (Eng 312 or ENGL 316) at Millersville University in addition to any G-1, G-2 or G-3 courses (which can be taken at HACC but a course transfer form is required) in order to complete the BSN degree. See page 9 & 10 for Guide.
Please consult your DARS and your assigned faculty advisor for a TAP number prior to registration EVERY SEMESTER.

Course Offerings – Subject to Change Based on Enrollment

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer 1</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 320</td>
<td>MU HACC</td>
<td>MU HACC</td>
<td></td>
<td>HACC</td>
</tr>
<tr>
<td>NURS 322</td>
<td>MU</td>
<td>MU HACC</td>
<td></td>
<td>MU HACC</td>
</tr>
<tr>
<td>NURS 340</td>
<td></td>
<td>ONLINE</td>
<td></td>
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<tr>
<td>NURS 360</td>
<td>MU HACC</td>
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<td>HACC</td>
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<tr>
<td>NURS 421</td>
<td>HACC</td>
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<td>MU</td>
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<tr>
<td>NURS 428</td>
<td>MU</td>
<td></td>
<td>HACC</td>
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<tr>
<td>NURS 438</td>
<td>HACC</td>
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<td>MU</td>
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<tr>
<td>NURS 478</td>
<td></td>
<td></td>
<td>MU HACC</td>
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<tr>
<td>NURS 504</td>
<td></td>
<td></td>
<td>ONLINE</td>
<td></td>
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</tbody>
</table>
REQUIREMENTS AND POLICIES FOR THE BSN NURSING MAJOR

A. Policies for Admission to the Major
   1. University requirements
   2. A total of 30.0 credit hours for nursing credits from ADN will be awarded on receipt of a transcript with conferred ADN degree.

B. Policies for Retention in the Major
   1. University requirements for retention

C. Policies for Completion of the Major
   1. Completion of all University curricular requirements
   2. Student must complete all course work in the Major at the University (31 s.h. through MU)
   3. Students must earn a minimum grade of “C” in all nursing courses
   4. The Wellness requirement under General Education is waived for students majoring in Nursing.

POLICIES AND PROCEDURES

ADMISSION, PROGRESSION AND GRADUATION POLICIES

INTRODUCTION: This section of the handbook provides information on specific policies regarding the nursing major and other sources for information about general academic policies of particular interest to the RN-BSN student.

A. ADMISSION POLICIES
   1. Lower Division Nursing Credits
      Students meeting the admission criteria and who have graduated from an ACEN accredited program will be awarded 30 credits for Nursing courses in ADN at the time of admission to Millersville University.

   2. Registered Nurse Licensure Policy**
      Students must present evidence of current licensure as a Registered Nurse in Pennsylvania. Students may take NURS 320 & NURS 322 without NCLEX but must be completed prior to completion of courses.

      ** IT IS THE STUDENT’S RESPONSIBILITY TO ENSURE A COPY OF A CURRENT LICENSE IS SUBMITTED TO THE NURSING OFFICE

B. PROGRESSION POLICIES
   1. General Information
      There are many general University policies that are important to registered nurses enrolled in the BSN program. All of them cannot be addressed in this handbook. Please refer to the University Catalog: [www.millersville.edu/~ucatalog/index.pdf](http://www.millersville.edu/~ucatalog/index.pdf) or to the Millersville University Student Handbook for these policies: [www.millersville.edu/~handbook](http://www.millersville.edu/~handbook).

   2. Curriculum Prerequisites
Students must complete 61 semester hours of nursing credits (this includes the 30 s.h. from ADN nursing coursework) and the general education courses as prerequisites to the nursing major courses.

3. **Grading Process and Scale**  
In each course, the student will receive a course syllabus, which includes the grading scale and criteria for achieving the grade.  
The following grade scale is used by the Department:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
<th>QUALITY POINT EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>.7</td>
</tr>
<tr>
<td>F</td>
<td>59</td>
<td>0</td>
</tr>
</tbody>
</table>

**Grade Requirement for Progression in Nursing Courses**  
In order for a nursing course to be applied to the major requirements, a grade of “C” or better must be achieved.

4. **Guidelines for Transfer Credits from Other Institutions**  
Student must consult with their MU faculty Advisor about transferring a general education course into MU. Advisor approval and course equivalency must be completed on a Transfer Credit form (prior to taking the course off campus) found at  
Once signed by MU Nursing advisor & Chair, submit form to MU registrar’s office. Upon completion of the course, the student must request an Official course Transcript be sent to MU Registrar.

5. **Excelsior College Examinations in Anatomy and Physiology, and Microbiology**  
Students desiring to take these examinations may obtain information by going online to www.excelsior.edu.

6. **Challenge of NURS 322**  
Examinations are offered periodically. Refer to General Guidelines below.  
**GENERAL GUIDELINES FOR NURS 322 CHALLENGE EXAMINATION**

- Students must register for the challenge examination by notifying the Department of Nursing secretary @ 872-3410.  
- NURS 322 examination consists of a written and a laboratory component. In order to receive credit, the student must pass both components. The challenge examination may be taken only once.
Upon successful completion of the challenge examination, the student will register through individualized instruction with the faculty member administering the exam. After submission to the Registrar, the student will be billed a four-credit fee for the course and receive his/her grade.

Grades earned for courses taken by examination are "A" through "F". There are no provisions for WP, WF, or pass/fail. A minimum grade of "C" (73%) must be earned to be granted course credit. Students earning less than a passing grade will be required to take the NURS 322 Health Assessment course.

7. Attendance Policy

Students are expected to attend all classes. In the online environment, students are expected to sign into the online course minimally once a week (more often if indicated by the course faculty). It is the student’s responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work, but only at the convenience of the faculty member.

The University policy is that faculty will excuse absences for the following reasons:

A. personal illness,
B. death or critical illness in the family,
C. participation in a University-sponsored activity,
D. jury duty,
E. military duties, or
F. religious holidays.

Faculty judge the validity of student absences from class within the University’s approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor.

In the case of foreseeable absences, students are encouraged to notify the faculty member in advance. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity to assure that the absence is excused.

8. Electronic Devices

While electronic devices have become an important part of our lives, these devices can be significant distractions in the classroom. The Department of Nursing recognizes the value of taking notes on such devices and even periodically looking up information to share with the class. However, use of phones, tablets, laptops for non-academic purposes in the classroom is not acceptable. Texting, game play, emailing, etc during class is prohibited. Further, in the event a student is using an electronic device to take notes in class, it is under the purview of the faculty member to request an emailed copy of these notes within 10 minutes of the completion of class. If the faculty member deems the quantity of notes is not congruent with the volume of typing/screen attention of the student, the student will not be permitted to use electronic devices to take notes in the future.
Recognizing that our students have many responsibilities outside the classroom, phones may be placed on vibrate during class; however, students must leave the room to address any calls or texts. Any texting during class will result in lowering of the students overall grade.

9. **Academic Papers for Nursing Courses**

APA format is required for all papers submitted in nursing courses. A publication entitled *Publication Manual of the American Psychological Association 6th edition* explains APA format and is available in the University Bookstore for additional specifications. **Students are REQUIRED** to purchase the full text copy. Students are expected to follow the APA guidelines as identified in this manual. Style software, online resources and others are NOT a substitute for the APA manual.

10. **Email policy of Department**

All students must check their (username@Millersville.edu) email address on a regular basis. **No PERSONAL emails will be used or acknowledged.**

11. **Change of Name, Address, and Telephone Number**

The student must complete the Name or Address Change Form (http://www.millersville.edu/~forms/student/#forms) in order to officially change his/her name, address or telephone number. The Name or Address Change Form is available in the Registrar’s Office or Electronically thru MAX. The student must also notify the Department of Nursing secretary (872-3410) if there is a change of name, address, or telephone number. The student’s timely completion of the form and notification of the Department of Nursing office will ensure ongoing communication from the University and the Department of Nursing with the student.

C. **ACADEMIC ADVISEMENT**

When admitted, each student is assigned a faculty academic advisor. Millersville University considers academic advisement to be an integral part of the undergraduate student experience. Effective academic advisement is specifically held to be instrumental to fulfilling the primary mission of the University: “Providing excellent instructional programs conforming to the highest standards of traditional liberal arts education.”

In pursuit of this mission, Millersville University has designed an academic advisement process that is devoted to helping all students achieve their academic goals. This process involves the total campus community, including students, faculty, counselors, staff and the administration.

Advisers work with students in the clarification of education goals, the planning of a program of study, the selection of courses and the utilization of all available resources at Millersville University. In order to ensure the success of the academic advisement process at Millersville University, both advisers and advisees must be aware of their various responsibilities.
**Responsibility of the Advisee:**

- The main responsibility of selecting courses and meeting degree requirements rests primarily with the advisee. The adviser can offer the student suggestions and recommendations and remind the student of various University policies and requirements. The advisee has the ultimate responsibility for meeting program and degree requirements.
- The advisee should meet with the adviser on a regular basis to discuss course selection and degree requirements. The advisee should obtain all general education and major curriculum record sheets and make sure these sheets are regularly updated with courses taken and those listed in progress. The advisee should have updated curriculum record sheets or degree audit available when meeting with the adviser. Discuss course selection and degree requirements. The student is responsible for coming to these meetings prepared.
- The advisee should keep his/her adviser informed of any important developments which directly affects his/her academic performance and goals.
- The advisee should be familiar with the published academic policies and regulations of the University.
- The advisee should discuss with his/her adviser any unsatisfactory academic performance and its implications as well as an appropriate plan of action to remedy the situation.
- **TAP numbers are required to register fall/spring.** This number is obtained from the faculty advisor during a semester registration appointment. It is the student’s responsibility to make an appointment with the faculty advisor prior to the assigned registration period. You will not be able to register for classes without a TAP number. Check [http://www.millersville.edu/registrar/scheduleandregistration/appointment.php](http://www.millersville.edu/registrar/scheduleandregistration/appointment.php) for your scheduled time to register. In February – register for summer; beginning April – register for fall; beginning November – register for spring. ****Please note it is your responsibility to register in a timely manner. Failure to register at the time courses are open may result in the inability to get into the courses you desire.

**Responsibility of Advisers:**

The adviser is a supportive, giving, patient person who is available to the student during posted office hours and mutually agreed upon times. The adviser should be trustworthy, honest and open with the student and be willing to discuss the student's performance. Short-term goals (for example, specific courses for a particular semester or on-time graduation), and long-term goals (career and life plans) should also be discussed.

The adviser must also be knowledgeable about and willing to help with the following:

- the specific programs in which he/she advises (the major or minor)
- General Education requirements and University policies
- determining the way to access various resources and facilities for information about things he/she does not know (other majors, for example)
- advocating students' interests when reviewing student records and University policies
- determining the way to access services within and outside the University which may be helpful to the student and assisting with necessary referrals to such services or people.
D. GRADUATION POLICY

1. General Information
   Students are required to initiate graduation procedures at the time the beginning of the last semester of study. Graduation is not automatic. The class schedule provided by the Registrar’s office outlines the procedure to register for graduation during the registration period. An Application for Degree (http://www.millersville.edu/commencement/students/index.php under “Applications”) must be submitted to the advisor within two weeks of the beginning of the semester during which graduation is anticipated.
   All criteria for graduation must be submitted on time, including transfer credits from other institutions and test scores from Excelsior College testing. Graduation will be postponed if records are incomplete.

2. Outcomes Assessment
   Students must complete all outcomes assessment requirements established by the Department. The program outcomes are on page 6-7.

3. Alumni Surveys
   At intervals of one and three year’s post-graduation, alumni will receive a survey which they will be asked to complete. The surveys will evaluate student satisfaction with the nursing program and subsequent personal and professional development. The surveys are used to evaluate and modify the nursing program in order to better meet the needs of the students and the community. These surveys are also part of the ACEN accreditation process of evaluation. Therefore, it is extremely important for alumni to return their surveys in a timely manner.

E. ACADEMIC HONESTY/DISHONESTY POLICY and STUDENT CODE OF CONDUCT
   Please review the Academic Honor/Dishonesty Policy in the MU Undergraduate Catalog http://www.millersville.edu/~ucatalog/index.pdf  p. 68-70.
   PLAGIARISM: Plagiarism is defined as the act of using or closely imitating the written words of another source or individual without permission or citation. All student work will be submitted to TurnItIn (a plagiarism detection program). Any incidence of plagiarism will result in a grade of 0 for the assignment and may result in a failing grade for the course. All appropriate University policies related to cheating and academic dishonesty will be followed. http://www.millersville.edu/about/administration/policies/pdf/academics/Academic%20Policy%20-%20Academic%20Honesty%20and%20Dishonesty.pdf

F. APPEAL OF DEPARTMENT POLICIES
   Students who have issues with a department policy may petition the department, through their advisor, for consideration of their concern at the Department of Nursing meeting.
INFORMATION RELATED TO CLINICAL PRACTICE

There may be a need for credentials during NURS 478 dependent upon where the student arranges his/her clinical experiences. It is the student’s responsibility to determine the credential requirement for that clinical setting and obtain them prior to NURS 478. These credentials may range from the following and are up to the student to obtain and share with the preceptor in the clinical setting.

Clinical Credentials:
1. Current Pennsylvania RN license
2. Malpractice Insurance Limits: $1,000,000 / $6,000,000 aggregate Malpractice insurance: www.nso.com; For RN malpractice: https://www.nso.com/quick-quote/page1.jsf ($107)
3. Current Statement of Health (“Infectious Disease Summary”) which includes:
   a. Positive antibody titre to rubella or record of current immunization to MMR
   b. Positive antibody titre to rubeola or record of current immunization to MMR
   c. Statement of current varicella exposure status either by confirmed diagnosis or antibody laboratory screen
   d. Current immunization to Diphtheria, Tetanus, Polio, and Hepatitis B*
   e. TB test by mantoux within one year of matriculation. If positive, a copy of x-ray and documented treatment is required.
   f. Signature of Physician/NP acknowledging examination and no health risks.
* If Hepatitis B is declined, you must sign a waiver form (see nursing home page “resources” for form).
4. Current CPR Certification for the Health Care Provider, i.e., American Heart Assoc. - Basic Life Support (BLS) or American Red Cross - CPR/AED Professional Rescuer.
5. Background checks (see “Background Check Instructions” in this handbook). Recent legislation and policy changes of partnering clinical agencies aimed at protecting the public have made it necessary to require a full background check for all individuals applying for admission to Millersville University nursing programs* to be updated yearly. This background check includes:
   PA Act 34: Child Abuse Clearance
   PA Act 151: Criminal Background History Check
   Act 114: Federal fingerprinting process
* Violations identified through the Child Abuse Clearance, Criminal Background History Check and fingerprinting process will be addressed on a case-by-case basis by PASSHE legal counsel initiated by the Department of Nursing.

The costs for all components of the clinical credentials—including the background check process are the responsibility of the applicant or student. Please see “Applying for Background Checks” page.

Clinical Laboratory Policies

1. Schedule for Clinical Nursing Courses
   Normal practice in The Department of Nursing is that nursing courses with a clinical practicum will not have scheduled clinical experiences the first week of classes. Students should report at the scheduled lecture time.

2. Clinical Experiences
   a. Students must provide their own transportation.
   b. Students must wear MU student ID at all times.
   c. NURS 478 clinical is designed by the student and approval of the course professor. The preceptor MUST have a BSN or higher. The clinical requires fifty-six hours to be verified on a clinical verification sheet
with Preceptor signature. Working with the preceptor on one of their projects or student developed project related to that setting/focus is required, as well as, a scholarly paper.

3. **Equipment Use Policy**  
   Students will be held responsible for the damage and/or loss of any University owned equipment, which they borrow for use during a semester. Students using University owned equipment are required to sign a form for this equipment. When the equipment is returned, it is the responsibility of the borrower to notify the faculty member from whom they borrowed the equipment. All equipment needs to be returned by the end of the semester for inventory.

4. **Universal Precautions**  
   Students are responsible for becoming familiar with and using universal precautions at the clinical agencies in which they are assigned.  

5. **Clinical Placements**  
   Students will not arrange clinical placement with their direct supervisor in the agency in which they work;

6. **Inadequate Performance**  
   The instructor responsible for supervision may dismiss any student demonstrating inadequate performance from the clinical area. Any clinical agency may bar a student from that agency for violation of its policies or unsafe performance. If a student shows signs of being impaired, he or she will be dismissed from the clinical area and will be in jeopardy of failing the course. See Code of Conduct.

7. **Alternate Clinical Time**  
   Students may not function in a clinical facility on a day or at a time other than planned for clinical experience without the permission and knowledge of the nursing faculty and institution.
NURSING SCHOLARSHIP AND AWARDS

The Department of Nursing has scholarship funding available each semester. In the spring, there are awards available through the University endowments or grants designated for nursing students. These awards are generally given at Spring Convocation. Other scholarships may be available from time to time. In order to be considered for such scholarships/awards, a scholarship application must be on file. A new form will be required each August to be considered throughout the coming Academic year.

Nursing Department Scholarships: Funds are available for students demonstrating academic excellence. The following scholarships are available:

a. The Forty Et Eight Scholarship requires academic potential and demonstrated financial need.

b. The Margaret K. Shenk Scholarship is available to students who successfully completed two semesters of the nursing degree program. Financial need is considered.

c. Pennsylvania Higher Education Foundation grant funds are disbursed to students as they become available.

d. Information regarding the Lancaster Osteopathic Health Foundation Scholarship:

Recipients must already be admitted to a nursing education program at time of application, show evidence of financial need by completing a FAFSA form, agree to work in nursing in Lancaster County year for year for each year of scholarship support, and show willingness to speak to high school students and others about careers in nursing and the scholarship program.

Nursing Awards

Nursing faculty selects students for awards presented at the annual Honors and Awards Convocation held each spring.

a. D. Joan Godfrey Award - This award is granted to graduating students on the basis of participation in the nursing program along with other campus activities, involvement in the nursing profession, and academic standing.

b. Lt. Col. Jo Ann Cashman - This is awarded annually to a student enrolled in the Nursing curriculum who is in good academic standing. Preference may be given, but is not limited to, students who are in financial need.

c. Fontes Health Professions Award (Nursing) - Selection of the recipients shall be based on overall QPA and QPA in the student’s major area of study while at Millersville University. Consideration shall also be given to letters of recommendation from at least one, and not more than three, faculty members from any department of Millersville University.

The deadline date for completed applications is September 1st. Applications will be kept on file for one academic year and must be submitted annually. Any change in information on the application should be given to the department secretary. Forms are available online at www.millersville.edu/nursing under “Resources”.

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Important Student links:

Millersville University Mission Statement
http://www.millersville.edu/about/administration/missionstatement.php

Academic Honest/Dishonesty Policy

Student Code of Conduct
http://www.millersville.edu/studentaffairs/files/StudentCodeConduct.pdf

Student Handbook (University)
http://www.millersville.edu/~handbook/

Campus map and directions
http://www.millersville.edu/directions/
http://www.millersville.edu/directions/files/CampusMap3.08.pdf

Emergency preparedness
http://www.millersville.edu/hr/ehs/emergency.php

MU Alert
https://mualert.millersville.edu/index.php?CCheck=1

Emergency Response Procedures
http://www.millersville.edu/hr/ehs/emergency-response-and-evacuation-procedures.php

Undergraduate Catalog
http://www.millersville.edu/~ucatalog/index.pdf

Sigma Theta Tau International, Xi Chi Chapter (site and bylaws)
http://www.millersville.edu/~xichi/
http://www.millersville.edu/~xichi/blaws.html

MU Student forms: Including, but not limited to:
http://www.millersville.edu/~forms/student/#forms

Add/Drop form
Address Update/Emergency contact
Exception to Graduation Requirements
Leave of Absence
Transcript Request
Withdrawal from class/MU