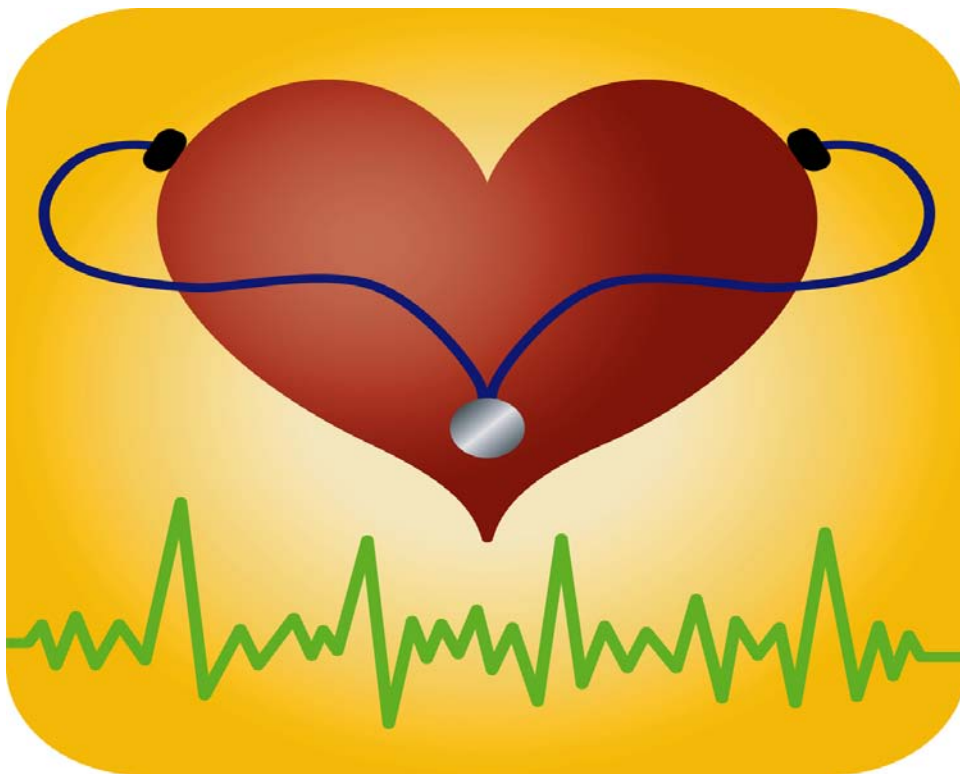


DEPARTMENT OF NURSING

RN to BSN Handbook

2009-2010



Millersville University Department of Nursing is accredited by:

National League for Nursing Accrediting Commission

61 Broadway

33rd Floor

New York, NY 10006

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WELCOME

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. 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

PHILOSOPHY

The Department of Nursing, within the School of Science and Mathematics, is an integral part of Millersville University of Pennsylvania. As such, it interacts with the 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 nursing faculty believes that professional nursing is a practice discipline with a unique body of knowledge derived from the humanities, the physical, biological, psychological, and social sciences, and from nursing science.

The goal of professional nursing is the provision of rational, evidence-based humanistic health care in a technologically complex society which assists individuals, families, and groups to achieve, recover, or maintain optimal levels of wellness within institutional and community settings. Central to professional nursing is the nursing process, based on the scientific method of assessment, diagnosis, planning, implementation, and evaluation. As part of the interdisciplinary health care team, the nurse collaborates and coordinates with members of other health disciplines in the implementation of health care and acts as a change agent, advocate and educator for the individual, family, and community to promote wellness. The role of research in stimulating the acquisition of new nursing knowledge and in shaping health policy for a diverse and multicultural society is an integral part of professional nursing. Further, nurses must utilize evidence-based practice findings in the planning and implementing of care.

The nursing faculty recognizes the holistic nature of the person as a biopsychosocial spiritual being. The person is evolving and mutually interacts with the environment in a manner which promotes optimal function. The environment is composed of physical, spiritual, and biopsychosocial aspects with the family as the basic social unit. Health is defined, as the ability of a system to respond adaptively to a wide variety of environmental challenges be they physical, chemical, infectious, psychological, or social. Health is seen as a positive process, not merely the absence of symptoms. It moves beyond the restriction of health as biological or mental well-being and includes a consideration of the surrounding environment. As an evolving system, the person is constantly adapting in response to stressors in the environment.

Nursing education is an interactive process between students, teachers, and the environment, which is individualized, creative, goal oriented, and outcome based. The faculty believes that students bring with them past experiences which serve as a foundation for the examination, development, and understanding of professional development, personal growth, and affective awareness. Furthermore, nursing education facilitates multicultural awareness, intellectual curiosity, critical thinking, sound reasoning and judgment.

The faculty believes that education is a lifelong process and begins with a sense of responsibility for continued learning. The pursuit of knowledge may be engaged through continued education at the graduate level. It is envisioned that graduate education provides opportunities for individuals to expand on professional decision-making skills, utilizing critical thinking and theory-based practice. In developing and implementing innovative roles, graduate students are in a position to make a significant impact on the profession of nursing through political and social involvement.

GOALS

The goals of the undergraduate nursing program are to:

1. provide an atmosphere and opportunities which develop intellectual curiosity, critical thinking, and sound reasoning and judgment.
2. provide knowledge from the humanities, the physical, biological, psychological, and social sciences to complement nursing theory and practice.
3. provide a theoretical and clinical foundation in nursing to prepare a professional nurse who provides rational, evidence-based, and humanistic health care within institutional and community settings.
4. provide a basis for graduate education in nursing.

ORGANIZING FRAMEWORK

The organizing framework reflects the philosophy, goals, and objectives for the undergraduate and graduate programs in nursing at Millersville University. The major metaparadigm concepts, which have been identified in this curriculum, are person, environment, health, and nursing.

The primary focus of nursing is the holistic nature of the person as a biopsychosocial spiritual being. The person, as an open system, is evolving and mutually interacts with the environment in a manner, which promotes optimal function. In this process, the person's position on the wellness-illness continuum varies as he/she strives to adapt to stressors in the environment in the attainment of optimal level wellness.

Nursing utilizes intellectual curiosity, critical thinking, and sound reasoning and judgment through use of the nursing process to facilitate the person's progress toward the goal of optimal health. The professional nurse assumes accountability for competence in nursing practice and functions autonomously in fulfillment of a variety of professional roles, as clinician, educator, leader, researcher, advocate, and consultant. In addition, the professional nurse is equipped to initiate and promote change in an effort to enhance effectiveness within the health care system.

The organizing framework evolves from these major metaparadigm concepts and is built upon horizontal and vertical strands, which are interwoven throughout the curriculum. Horizontal strands are intertwined within each level and are utilized throughout the total curriculum. Four horizontal strands have been identified. These are holism, wellness-illness continuum, nursing process, and individual-professional accountability. Vertical strands consist of those concepts, which progress from the simple to the complex as students gain increasing sophistication in their understanding of professional nursing. These strands include systems theory, adaptation theory, family theory, change theory, health promotion, and professional role development.

CURRICULUM STRANDS

Horizontal Strands:

Holistic Person - Person is viewed from a holistic perspective as a biopsychosocial spiritual being that evolves and mutually interacts with the environment in a manner, which promotes optimal function. As an open system, he/she strives to achieve health by responding adaptively to a wide variety of environmental challenges. In so doing, he/she responds as a unified whole. The environment is composed of physical, spiritual, and biopsychosocial aspects with the family as the basic social unit.

Nursing Process - The nursing process serves as the core of all nursing action and is applicable in all health-related settings. It is a problem-solving scientific method, which relies heavily on critical thinking, sound reasoning, and judgment. Through this process, nursing assists individuals, families, and groups to achieve, recover, or maintain optimal levels of wellness. The components of the nursing process are assessment, diagnosis, planning, implementation, and evaluation.

Wellness-Illness Continuum - The wellness-illness continuum has an infinite number of points ranging from optimal wellness or effective functioning to non-functioning. As an evolving and open system, the person strives to achieve optimal functioning through the continuous adjustment to stressors in the environment. Nursing assists persons in the achievement of optimal wellness.

Individual/Professional Accountability - Accountability is defined as the assumption of responsibility for one's own behavior. The professional nurse is obligated to exercise judgment in accepting and delegating responsibility. The acts of professional nurses require substantial knowledge, skill, and judgment and are performed either independently or in collaboration with other health care professionals and in adherence to accepted nursing standards.

Vertical Strands:

Systems Theory - General systems theory serves as a model for viewing the person as interacting with the environment. As a living being, the person is an open system with discrete, definable boundaries, in continual exchange of matter, energy, and information with the environment.

All systems receive varying amounts of matter, energy, and information from the environment. Through processes of selection, the system regulates the amount and type of input received to maintain system equilibrium or homeostasis. Matter, energy, and information are continually processed through the system and released as outputs to the environment. Equilibrium is maintained through the use of various adaptation mechanisms.

The universe consists of a hierarchy of systems and each system may be viewed as having one or more suprasystems or subsystems. For example, the individual as a system belongs to suprasystems in a family, community, and region. An individual's subsystems are composed of organ systems or biopsychosocial components. Systems theory is applicable in the nursing process of the individual, family, and community client.

Adaptation Theory - Adaptation theory explains how an individual interacts with and adapts to the environment. It is based on assumptions that the person is a biopsychosocial spiritual being interacting with stressors in a dynamic environment. This interaction requires the use of adaptive mechanisms to conserve energy and maintain equilibrium.

Stress is a physical and psychological state, intensified when environmental threat or change occurs within the subsystem or suprasystem. Stressors are positive or negative stimuli which affect the

equilibrium of the holistic person as he/she strives to fulfill basic needs and may result in adaptation or maladaptation. Adaptation is the holistic response of the person to stress.

The goal of nursing is to promote effective client adaptation so that optimal wellness may be achieved.

Change Theory - According to Jeanette Lancaster (1982), "if nursing is to keep abreast of rapid societal changes and remain a viable and valuable component of the health care delivery system, new approaches for looking at and ordering information about people, health, nursing, and changes are required." Three types of changes are posited: developmental, spontaneous, and planned. Developmental change tends to be sequential as systems move from infancy toward maturity and is more or less orderly in its progression. Spontaneous change occurs as a response to uncontrollable events occurring outside the system and is generally unpredictable. Planned change is a conscious, deliberate effort to improve the operations of a system through the utilization of knowledge. Planned change is viewed as goal-directed action for professional nurses who view themselves in roles to facilitate the improvement of nursing practice.

Family Theory - A family is a social system consisting of individuals related to each other by strong emotional ties, a sense of belonging, and/or a commitment among the individuals that may have a care giving function which consists of protection, nourishment, and socialization of its members. The nurse views the family as the basic social unit and utilizes aspects of family systems, developmental, structural/interactional theories in the provision of care.

Health Promotion - Health promotion is defined as the advancement of patterns of functioning, which foster and encourage health. Health is defined as the ability of a system (for example, person, family, society) to respond adaptively to a wide variety of environmental challenges be they physical, chemical, infectious, psychological, or social. Health is seen as a positive process, not merely the absence of symptoms. It moves beyond the restriction of health as biological or mental well-being and includes a consideration of the surrounding environment.

The professional nurse promotes optimal wellness by collaborating and coordinating with other team members in the implementation of health care, by acting as advocate and educator for the individual, family, and community to promote wellness, and by understanding the role of research in stimulating the acquisition of new nursing knowledge and practice.

Professional Role Development - The professional practitioner of nursing is accountable to the recipient for the services provided and functions independently and interdependently in the professional roles of clinician, collaborator and coordinator, advocate, educator, and consumer of research. In addition, the professional nurse is prepared to assume a leadership role in nursing practice.

As clinician, the professional nurse provides rational, evidence-based, and humanistic health care which assists individuals, families, and groups to achieve, recover, or maintain optimal levels of wellness within institutional and community settings. As part of the interdisciplinary health care team, the professional nurse serves as collaborator and coordinator in the implementation of health care, and acts as advocate and educator for the individual, family, and community to promote wellness. Further, the professional nurse engages in and utilizes research and evidence-based practice to support the role research plays in stimulating the acquisition of new nursing knowledge. Leadership is a dynamic process, which involves responsible decision-making, authority, and influence and is reflected in the diversity of interdependent and independent roles the professional nurse assumes.

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. General Information on Admission

Admission information may be found in the Undergraduate Catalog found at www.millersville.edu/~ucatalog/index.pdf.

2. Lower Division Nursing Credits

Students meeting the admission criteria and who have graduated from an NLNAC accredited program will be awarded 28 lower division nursing credits at the time of admission to Millersville.

3. Registered Nurse Licensure Policy**

Students must present evidence of current licensure as a Registered Nurse in Pennsylvania.

**** IT IS THE STUDENT'S RESPONSIBILITY TO MAINTAIN A CURRENT FILE OF PROFESSIONAL INFORMATION IN THE NURSING DEPARTMENT OFFICE.**

B. BACCALAURATE CURRICULUM

1. General

The description of the General Education program and specific requirements can be found at <http://www.millersville.edu/~advisement/forms/NewGenEd2008Final.pdf> . Consult your advisor for specific details.

2. Major

see Undergraduate Catalog found at www.millersville.edu/~ucatalog/index.pdf and/or advisement form at <http://www.millersville.edu/~advisement/majorMinorForms.php> “major requirements” and “nursing”.

C. 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 or to the Millersville University Student Handbook for these policies: www.millersville.edu/~handbook .

2. Curriculum Prerequisites

Students must complete 60 semester hours of credit including 28 pre-professional nursing credits 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:

GRADE	PERCENTAGE	QUALITY POINT EQUIVALENT
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	73- 76	2.0
C-	70- 72	1.7
D+	67- 69	1.3
D	63- 66	1.0
D-	60- 62	.7
F	59	0

Grade Requirement for Progression in Nursing Courses

In order for a student to progress from one nursing course to another, a grade of “C” or better must be achieved.

4. Guidelines for Transfer of Nursing Credits from Other Institutes

In order to have The Department of Nursing evaluate credits in nursing from other institutions for the possible transfer of credit for an equivalent Nursing course at Millersville University, the student must present the following to the Nursing Curriculum Committee:

- a. A statement identifying the course to be transferred and its equivalent course in the nursing curriculum.
- b. The syllabus of the transfer course, including a course description, course and/ or clinical objectives, method of evaluation, outline of course content, and title and author of instructional text(s).
- c. Written assignments.
- d. Course Transcript.

The courses that are being reviewed must be from an NLNAC accredited institution of higher education. The student may be required to meet with the Nursing Curriculum Committee to present this material. Students need to be advised that the decision-making process may take a significant amount of time. Students should consider this factor when planning course selections. <http://www.millersville.edu/~forms/student/#forms>.

5. Excelsior College Examinations in Anatomy and Physiology, and Microbiology

Students desiring to take these examinations may obtain information from the department secretary. Or go online to www.excelsior.edu or telephone them at 1-888-647-2388

6. Challenge of NURS 322

Examinations are offered periodically, usually during Summer semesters. Information may be obtained from the Department of Nursing (872-3410). Also, please refer to the *General Guidelines* section of this booklet.

7. **Graduate Courses That May Be Taken By BSN Majors as Nursing Electives**

NURS 501- Theoretical Foundation of Advanced Practice

NURS 503 – Issues and Roles in Advanced Nursing Practice

NURS 511 – Pathophysiology for Advanced Practice

NURS 514 – Family Health Nursing

NURS 530 – Medically Vulnerable Populations and the Health System

NURS 560 – School Nursing (Elective in BSN program; required in School Nurse Certification).

See Millersville University Catalog for criteria. Undergraduates may enroll in 500-level courses for undergraduate credit with permission of instructor and advisor. The credits earned count toward baccalaureate degree requirements and cannot be converted to graduate credits.

8. **Attendance Policy**

Students are expected to attend all classes. 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. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student.

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.

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 5th or 6th edition* explains APA format and is available in the University Bookstore for additional specifications.

10. **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. 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 insure ongoing communication from the University and the Department of Nursing with the student.

D. GRADUATION POLICY

1. General Information

Students are required to initiate graduation procedures at the time that they register for 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.

3. Alumni Services

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. Therefore, **it is extremely important for alumni to return their surveys in a timely manner.**

E. ACADEMIC ADVISEMENT

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, but 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 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.

Responsibility of Advisers:

Excellence in advising is based on two components: the personality of the person serving as adviser and his or her concrete knowledge of the University's programs, policies, and services along with knowledge of the adviser's specific field.

Someone who serves as an adviser should, above all, have a positive outlook on advising, like people in general, and like students in particular. The ideal adviser is a supportive, giving, caring, 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).

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.

F. ACADEMIC HONESTY/DISHONESTY POLICY and STUDENT CODE OF CONDUCT

Please review the Academic Honesty/Dishonesty Policy in the Undergraduate Catalog (<http://www.millersville.edu/~ucatalog/index.pdf>)

G. APPEAL OF DEPARTMENT POLICIES

Students who have a problem 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

All clinical agencies require that students show evidence of the credentials listed below prior to participating in a clinical experience. A record of these credentials will be maintained in the student's file in the Department Office. **NO STUDENT WILL BE ALLOWED IN THE CLINICAL AREA WITHOUT CURRENT RECORDS ON FILE.**

Students must submit the credentialing documents the semester before a course containing a laboratory or clinical experience takes place, **and every year** thereafter in the program.

The undergraduate courses containing a clinical or clinical lab component are NURS 322, 423, 424, and 426. Therefore, all of the following credentials must be validated and on file in the Nursing Department office **BEFORE** the first class meeting for students enrolled in the above named courses. Students are encouraged to keep a file of their own records and to note expiration dates. It is the student's responsibility to be aware of the active, current status of their file of credentials, and to submit updated professional information to the Department of Nursing office. Forms may be obtained from the secretary at any time.

Clinical rotation and fieldwork sites may require a drug screening in order to permit participation in the clinical experience, rotation, or fieldwork. Millersville University Department of Nursing requires credentials including background checks, and drug screening (if required by clinical site) for completion of all required clinical coursework in a degree or certificate program for graduation. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. All nursing programs have some coursework that involves patient contact. Due to this contact, all students, prior to practicing in any health care facility interfacing with any patients individually or collectively for a course, will need to have **all** of the required credentials on file with the Department.

The following are the minimum requirements needed for participation in clinical or laboratory experiences, to be provided to the Department for N322 Health Assessment:

Clinical Credentials:

1. Current Pennsylvania RN license
2. Malpractice Insurance Limits: \$1,000,000 / \$3,000,000 aggregate
3. Current yearly 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 background check process are the responsibility of the applicant or student. Please see “Applying for Background Checks” page.

Nursing file:

1. Release of Information form (signed by student)
2. Important Information form (signed by student)

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 will be assigned to a variety of agencies for clinical experience.
- b. Students must provide their own transportation.
- c. Students must wear name tags at all times.
- d. The university will provide necessary physical assessment equipment.
- e. Students must be at the agency **ten minutes before scheduled time**.
- f. If a student cannot keep assigned clinical time at an agency, the agency and instructor must be notified immediately. The instructor will determine whether missed experiences must be made up.
- g. Students are to wear appropriate dress to clinical experience. Jeans are not allowed. No uniforms are required. Some agencies may request a lab coat.

3. Identification Badge

Students will be required for all clinical courses to have a picture ID badge with proper credentials behind name.

4. 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 and videotapes are returned, it is the responsibility of the borrower to notify the faculty member from whom they borrowed the equipment. All equipment and videotapes need to be returned by the end of the semester for inventory.

5. Universal Precautions

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

http://www.millersville.edu/~hr/enhesa/Infectious_Waste_BBP.php?child=Environmental_Health_safety

6. Clinical Placements

Students will not take their clinical placement in the agency in which they work; however special consideration will be given to extenuating circumstances. Students will not be assigned to the particular unit in which they are employed within an institution.

7. Nursing Service Regulations

Students shall be subject to the rules and policies of the Nursing Service Department of the agency in relation to client care.

8. 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.

9. 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.

APPLYING FOR BACKGROUND CHECKS

Please read all instructions carefully:

PA STATE CRIMINAL HISTORY RECORD (Act 34) – fee \$10

To request online with credit card: <https://epatch.state.pa.us/Home.jsp>

- Once you submit all of your information and a screen will come up indicating “no record” or “under review”. If it indicates “no record, **you need to click on ‘Certification form’** to obtain the actual clearance. If you see “under review” you will need to wait for the actual clearance to come in the mail
- Processing time – immediate if “no record” or up to 4 weeks if “under review”

To submit a paper form:

From the web site above, click on “help” and select SP4-164 form

- Print legibly in ink, or type
- Requestor – Your name and permanent address
- Requestor identification – check “individual”
- Reason for request – check “other” and list ‘education’
- Fee - \$10 money order or certified check, payable to Commonwealth of PA
- Send to PA State Police address on the right near the bottom of the form
- Processing time – up to 4 weeks; if you do not receive your clearance in 4 weeks, call (717) 783-9144

PA CHILD ABUSE HISTORY CLEARANCE (Act 151) – fee \$10

To submit, you must complete the form found at

<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

- Print legibly in ink, or type
- Use your permanent address
- Purpose of clearance – check “school”
- Fee - \$10 money order, payable to Department of Public Welfare
- Send to Childline and Abuse Registry address in the upper left of the form
- Processing time – approximately 6 weeks; if you do not receive your clearance after 6 weeks call (717) 783-6211 #5

FEDERAL CRIMINAL HISTORY RECORD (FBI-Act 114) – Enacted, April 2007

Register online at www.pa.cogentid.com or call 1-888-439-2486. M-F, 8 am to 6 pm

- Must register **prior** to going to the fingerprint site:
*****Note: upon entering the cogent web site, you will be prompted to choose a state system, choose PA; and also a choice of who you want the clearance from: All degree nursing students would choose DPW.**
- Fee – \$36 (\$2 processing fee for paper copy) credit card online; or money order, paid at the fingerprinting site, payable to Cogent Systems
- Processing time – approximately eight weeks; if longer than eight weeks, call (717) 783-6211 #6

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 **August 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".

REGULAR SCHEDULE OF CLASSES

Please Note: As a general rule, students may expect to see classes offered according to the following plan. This plan is subject to change as needed, contingent upon enrollment.

FALL SEMESTER	SPRING SEMESTER	SUMMER
NURS 315 "P"	NURS 315 "P"	NURS 322
NURS 316 "P"	NURS 316 "P"	NURS 426
NURS 320	NURS 320 (if sufficient cohort)	NURS 438
NURS 322	NURS 325	
NURS 360 (elec.)	NURS 340 (elec.)	
NURS 423	NURS 350 (elec.)	
NURS 428	NURS 424	

For course descriptions, please refer to the Undergraduate Catalog:
<http://www.millersville.edu/~ucatalog/index.pdf>

**RECOMMENDATION FOR FULL-TIME STUDENT
PROGRAM SEQUENCE
BSN DEGREE**

Lower Division:

- 28 Students meeting the admission criteria and who have graduated from an NLNAC accredited program will be awarded 28 lower division nursing credits at the time of admission to Millersville University.
- 18 Required related courses: Math 130 – Elements of Statistics; Biol 154 & 155 – Anatomy and Physiology I & II; Biol 161 – Clinical Microbiology. Additionally, choose one of the following: Chem 103 or 104; Psyc 100 or 228; or Sociology 101.

Upper Division

General Education credits to fill the Liberal Arts Core and additional University requirements. These include an Advanced Writing course and a Perspectives course. General Education credits may be transferred from an accredited academic institution.

Required Nursing Courses	Projected course enrollment Semester/yr	Registered for: Semester/ Yr	Completed Semester/ Yr	Grade
NURS 320 (3 s.h.) Fall 9am-12pm/Spring 5pm-8pm Conceptual Basis for Professional Nursing				
NURS 322 (4 s.h.) Summer & Fall only Health Assessment of the Adult				
NURS 325 (3 s.h.) Spring – 9am-12pm or 5pm-8pm Adaptation Illness/Wellness Continuum				
NURS 423 (5 s.h.) Fall: Wed 8:30am-4:30pm Community Health Nursing				
NURS 424 (5 s.h.) Spring - Tues 8am-4pm (or ? Thurs) Health Promotion and Rehabilitation				
NURS 426 (4 s.h.) Summer only Leadership & Management				
NURS 428 (3 s.h.) Fall only 5-8 Research in Nursing (MATH 130 pre/co req)				
NURS 438 (3 s.h.) Summer only Issues in Nursing				
NURS Elective (340; 350; 360; 520 or graduate course with permission)				

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 316) in addition to any G-1, G-2 or G-3 courses in order to complete the BSN degree.

Please consult your DARS and Nursing Advisor for a TAP number prior to registration.

**GENERAL GUIDELINES FOR CHALLENGE EXAMINATION
for NURS 322**

1. Students must register for the challenge examination by notifying the Department of Nursing secretary, Jean Ressler (872-3410).
2. 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.**
3. 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.
4. 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.

Important Student links:

Millersville University Mission Statement

<http://www.millersville.edu/about/administration/missionstatement.php>

Academic Honest/Dishonesty Policy

<http://www.millersville.edu/about/administration/policies/pdf/academics/Academic%20Policy%20-%20Academic%20Honesty%20and%20Dishonesty.pdf>

Student Code of Conduct

<http://www.millersville.edu/studentaffairs/files/StudentCodeConduct.pdf>

Student Handbook (University)

<http://www.millersville.edu/~handbook/>

Services available to students

<http://www.millersville.edu/~handbook/services.php>

<http://www.millersville.edu/~handbook/cservices.php>

Campus map and directions

<http://www.millersville.edu/directions/>

<http://www.millersville.edu/directions/files/CampusMap3.08.pdf>

MU Alert – Emergency procedures

http://www.millersville.edu/~police/docs/20080414_MU_alertposter.pdf

Emergency Response Guide

<http://www.millersville.edu/~hr/enhesa/EmergencyGuideForWeb.pdf>

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:

<http://www.millersville.edu/~forms/student/#forms>

Including, but not limited to:

Add/Drop form

Address Update/Emergency contact

Exception to Graduation Requirements

Leave of Absence

Permission to Enroll.....

Transcript Request

Withdrawal from class/MU

Departmental forms: [\(links to forms available soon\)](#)

Credentialing

Affiliated Student Infectious Disease Summary (Health/Immunization Record)

A-New Infectious disease summary.doc

Licensure Record

B-LICENSURE RECORD FORM.xls

Release of Information – signature document required for nursing file

C-Release information form.doc

Important Notice – signature document required for nursing file

D-Important Notice to Student with Signature Line.doc

Instructions for Background Checks

F-BACKGROUND CHECKS.doc

Malpractice