



Division of Nursing & Health Professions

**Nursing Student Handbook
2017-2018**

September, 2017

Dear Students,

On behalf of the Division of Nursing & Health Professions & Health Professions faculty and staff, I would like to welcome you, our new and returning nursing students, to a year of new experiences and professional growth at Rivier University. There is much excitement around campus as many of our students plan to travel abroad for rich emersion experiences.

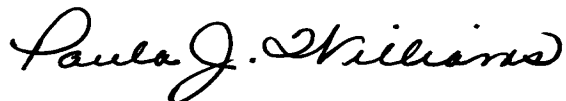
You will see and experience many changes when you step foot on campus this fall. More change will be forthcoming throughout the year. Nursing faculty are committed to guiding students' learning and to providing challenging experiences which will serve our graduates well as they enter the richly rewarding, dynamic and rapidly-evolving healthcare environment.

Nursing faculty view our students as future professional colleagues and therefore expect students to conduct themselves in a professional manner on campus and in the clinical area. We encourage you to review the "Professionalism" guidelines in this handbook (p. 13).

The Student Nurses Association (SNA) at Rivier University is an active student group which offers many opportunities for student participation in health fairs, blood drives, health screenings, and community outreach. These, and other activities offered through the Rivier Nursing Wellness Connection, will enrich your experiences here at Rivier while enhancing your professional growth.

Best wishes to each and every one of you as you enjoy this academic year.

Sincerely,

A handwritten signature in cursive script that reads "Paula J. Williams".

Paula J. Williams, Ed.D, MS, RN

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3343 Peachtree Road NE, Suite 850
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(404)975-5000; www.acenursing.org*

Introduction

The Division of Nursing & Health Professions at Rivier University has prepared students to meet the rapidly changing demands of the healthcare environment for almost three decades. Rivier University continually builds on its strengths, offering programs that provide students with individual attention, a quality education, and numerous opportunities for clinical experience. The Division of Nursing & Health Professions offers a part-time evening Associate of Science Degree, a full-time, four- year Bachelor of Science Degree, a flexible online RN-BS program for registered nurses, and graduate education in advanced clinical family and psychiatric nursing, nursing education and nursing leadership (fully online, beginning January 2014). The curricula reflect current professional standards and provide a seamless progression through all program levels. Benner's (1984) work on Novice to Expert practice provides the framework for the progression through all of the DNHP programs. Learning competencies /outcomes move from simple to complex, are inter-related and reinforced throughout the programs. The curriculum and instructional processes reflect educational and nursing theory throughout all levels of programs. Coherent organization of educational practices integrates general education concepts through the widespread use of powerful, active, and collaborative instructional methods. Nursing education has grown through innovation and the Division of Nursing & Health Professions emphasizes flexible high quality programs that are on the cutting edge.

The Nursing Student Handbook is published annually as a reference guide for all nursing students at Rivier University. The information is accurate at the time of publication. The University and the Division of Nursing & Health Professions reserves the right to make necessary changes from time to time by addenda distributed to enrolled Nursing students. Each student is responsible for knowing and understanding the information contained in this handbook. Adherence to guidelines is a responsibility shared by students, faculty and administrators. In addition to the policies outlined in this handbook, nursing students must adhere to Rivier University policies as published in the Rivier University catalogs (Undergraduate and Graduate) and the Rivier University Student Handbook. Students enrolled in online courses should refer to specific policies in the Rivier Online Student Handbook.

Purpose/Mission

The Nursing program, in accordance with the mission of Rivier University, regards as its purpose the education of men and women who seek flexibility in the educational process and career mobility in nursing. The Division prepares its graduates to care for all persons with respect, valuing their personal worth and dignity. In pursuit of academic excellence, the Division bases its curriculum on a strong foundation of science and liberal arts. The Division prepares its graduates for practice at the associate, baccalaureate, and master's degree levels in nursing.

Philosophy

Faculty recognize each person as a unique combination of mind, body, and soul and are committed to caring for persons from conception through death. The concepts of caring, nursing, person, health, and environment guide curriculum development in Nursing. Caring is viewed as a total way of being, relating, and acting (Watson, 1988). It reflects the qualities of engagement with and investment in another person and is the essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the development of sound clinical judgment, and the therapeutic use of self.

The Nursing paradigm incorporates four key attributes: nursing, person, health, and environment. Nursing is the professionalism of the human capacity to care. Through a therapeutic human care process, nurses assist individuals and families in attaining optimal levels of health, comfort, and harmony. Nursing incorporates knowledge, attitudes, and skills from the science of nursing; the biological, physical, and behavioral sciences; theology, and the humanities to provide care within the context of the nursing process. In addition, nursing is a transcultural phenomenon requiring specialized knowledge and skill to provide care that is congruent with the person's lifestyle, social structure, and environment.

Persons are unique multidimensional beings possessing a mind, body, and soul. Each person has unique past experiences and events which have potential for influencing present and future behavior. The person strives to establish harmony within self and with their environment. Health is a continuous, dynamic and evolving process of adapting, coping, and growing. Health exists in the mind, body and soul of a person and is further defined by culture, beliefs, attitudes, and lifestyles. Environment incorporates both internal and external forces which influence individuals, families, and communities and includes an objective physical or material worlds and a spiritual dimension. Environment is a dynamic multi-dimensional field of continuous interaction within which a person develops.

Nursing education encompasses a broad knowledge base and takes place within institutions of higher learning. Learning occurs through active participation, discovery, modeling, dialogue, practice, and confirmation. The examination of personal, societal, and spiritual value systems enhances a person's therapeutic use of self, critical thinking, and creative potential. The pursuit of life-long learning is encouraged and supported.

Organizing Framework

The faculty of the Division of Nursing & Health Professions believes that nursing is the professionalization of the human capacity to care. The organizing framework reflects the philosophy of the Division of Nursing & Health Professions. The faculty utilizes an eclectic approach with major emphasis on the theory of caring. The curriculum is designed and organized to integrate the biological sciences, behavioral sciences and the humanities to provide a foundation of practice for nursing care. Caring, nursing, person, health, and environment serve as the core concepts of the curriculum. The functional and ethical manifestations of caring include “compassion, competence, confidence, conscience, commitment and comportment” (Roach, 2002). The integration of the concepts and sub concepts provides the basis for description, explanation, and prediction of human behavior and the foundation for nursing activities in the curriculum.

Compassion is the ability to understand and share in people's experiences, and to exhibit a sensitivity and responsiveness to others (Roach, 2002). Compassion is introduced in the first nursing course as an integral component of the nurse-client relationship. Successive courses emphasize compassion through role modeling by faculty and health care providers and through theoretical content and discussion. Throughout the curriculum students are guided in exploring their own expression of compassion. Compassion and competence are indispensable attributes of the caring nurse.

Competence is defined as the possession of knowledge, judgment, skills, energy, experience, and motivation required by the profession of nursing (Roach, 2002). Nursing process is the methodology used to organize nursing practice. Each nursing course incorporates a specific knowledge base and requires use of the nursing process with increasing degrees of complexity.

Confidence is the quality which fosters mutual trust and respect between client and nurse (Roach, 2002). Through an expansion of their knowledge base, practice opportunities and faculty guidance, students grow in their ability to develop a trusting and therapeutic nurse-client relationship.

Conscience is defined as a state of moral awareness (Roach, 2002). Conscience grows out of experience and out of a process of valuing self and others. Professional caring demands that our moral awareness be fine-tuned by the discipline of knowledge and moral inquiry. Within each course the student is exposed to multiple ethical-legal and moral issues and is guided through a process of values clarification.

Commitment is defined as a complex decision-making process involving a convergence between one's desires and one's obligations, and by a deliberate choice to act in accordance with the roles and responsibilities of the professional nurse (Roach, 2002). In addition, commitment involves a devotion to needs of the other, as well as those of the self. Students develop an understanding of commitment and the complexity of nursing practice in a variety of clinical settings facilitated by the faculty and the professional nurse.

Comportment is defined as using a manner of bearing, demeanor, language, and dress that is in harmony with respect and caring for the individual patient (Roach, 2002). The comportment of a student entering nursing also reflects self respect and serves to represent the profession as a whole.

The ultimate goal of nursing education is to prepare the student to think critically, communicate accurately, and perform appropriate therapeutic nursing interventions in patient care situations; exhibit the caring behaviors inherent in nursing actions; apply an ethical perspective in clinical decision making, and function effectively as a team member within the organizational structures surrounding the delivery of safe patient-centered care.

Outcomes – Undergraduate Degree in Nursing

The Division of Nursing & Health Professions Program Outcomes seek to advance student knowledge regarding evidenced based professional nursing practice, encouraging students to continue to pursue advanced education, formally and informally. All DNHP Program Outcomes are based on all professional organizations listed in this handbook on Page 8. The curriculum is designed to develop student's knowledge and skill sets within the six competencies. Current trends in healthcare are reflected within these competencies and are consistent with the mission of Rivier University and the ANA Code of Ethics.

The integration of the core concepts, supporting concepts, (Roche, 2002; Watson, 1988) and competencies provides the basis for description, explanation, and prediction of human behavior and the foundation for nursing activities in the curriculum. Caring is viewed as a total way of being, relating, and acting and reflects the qualities of engagement with, and investment in another person, which is the very essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the development of sound clinical judgment, and the therapeutic use of self. In essence, nursing is both the professionalization and the application of the human capacity to care (Watson, 1988).

Student Learning Outcomes – Associate of Science Degree in Nursing

Graduates of the Associate of Science Degree Program in Nursing are prepared to function as beginning practitioners in structured health care agencies using established protocols. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and are prepared to:

- Provide patient-centered, priority-based nursing care with sensitivity and respect for the diversity of the human experience through application of the nursing process.
- Demonstrate effective use of technology and standardized practices that support safe practice.
- Base individualized care on best current evidence, patient values, and clinical experience.
- Apply technology and information management tools to support processes of caring and evaluate impact on patient outcomes.
- Function as a member of the healthcare team, utilizing moral, ethical, and humanistic principles.
- Recognize that nursing and other health professions are parts of systems of care and care processes that affect outcomes for patients and families.

Student Learning Outcomes – Bachelor of Science Degree in Nursing

Graduates of the Bachelor of Science Degree Program in Nursing are prepared to function as generalists who practice professional nursing in a variety of health care settings, are prepared to pursue graduate studies, and are prepared to:

- Provide patient-centered, priority-based nursing care to individuals, families, and groups through independent and collaborative application of the nursing process.
- Implement factors that create a culture of safety and a just culture.
- Integrate evidence, clinical judgment, inter-professional perspectives, and patient preference in planning, implementing, and evaluating outcomes of care.
- Incorporate the use of technology that supports clinical decision making, patient education, error prevention, and care coordination.
- Use inter- and intra-professional communication and collaborative skills to deliver evidence-based, patient-centered care.
- Participate in the use of quality indicators and core measures to evaluate the effect of change in the delivery of care as derived through health policy.

Student Learning Outcomes - MS Degree Program in Nursing

The MS curriculum is designed to provide a foundation of philosophical, ethical and scientific knowledge which provides for the functional and ethical manifestations of caring, and upon which the competencies of advanced practice rest. In addition to the nursing theorists of Watson (1988), Roach, (2002), Benner (1984), Brykczynski (1985), the educational theories of Knowles Adult Learning Theory (2005), Blooms (1956), Anderson (1995), and Boyer (1990) guide the instructional processes.

The graduate faculty use Benner's (1984) framework as modified by Brykczynski (1985) as set forth in the curriculum guidelines published by the National Organization of Nurse Practitioner Faculties (NONPF). These modifications reflect advanced nursing practice by replacing the Diagnostic and Monitoring Function and Administering and Monitoring Therapeutic Interventions and Regimens with a single domain of Management of Patient Health/Illness in Ambulatory Care Settings. Graduates of the Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner tracks are qualified to sit for national certification exams in their respective areas.

Additionally, the graduate faculty acknowledge the importance of Knowles (2005) framework in that the adult learner is more of an independent, self-directed learner who has accumulated a growing reservoir of previous experience that serves as a rich resource for learning. In addition, as Knowles identifies, the perspective of time changes from one of postponed application of knowledge to one of immediate application; there is a shift in orientation of learning to being problem centered rather than subject centered. Graduates of the Master of Science Degree Program in Nursing are prepared to function as advanced practice nurses in various settings. Graduates of the Nurse Educator track are qualified to sit for the National League for Nursing Certified Nurse Educator Exam (CNE) once the teaching requirements are complete.

Master's degree graduates are able to:

- Analyze multiple dimensions of patient centered care including patient/family/community preferences and values, as well as social, cultural, ethical, psychological and spiritual context.
- Analyze potential and actual impact of national patient safety resources, initiatives and regulations on systems and practice.
- Evaluate/apply research findings and results appropriately in nursing, i.e. practice, education, theory, research.
- Utilize patient care technologies to deliver and enhance care and communication technologies to integrate and coordinate care.
- Develop inter- and intra-collaborative relationships with professionals in other disciplines to improve health care systems.
- Advocate for health policy change in establishing performance measures and standards related to quality principles within health care systems.

Student Learning Outcomes - Doctor of Nursing Practice (DNP)

The Doctorate in Nursing (DNP) program is designed for advanced practice nurses with a master's degree or post-master's certificate who have successfully passed the national nurse practitioner certification exam. The curriculum includes content which enables graduates to conduct complex diagnostic and treatment modalities, utilize informatics to enhance clinical decision-making, and critically evaluate scholarly research.

The DNP is not a research-focused degree, but a clinically-focused degree designed to improve patient outcomes. The program competencies are supported by the completion of core classes that are designed to help the student exit the program practicing as an expert clinician. These practitioners are also prepared to be leaders in industry, designed to advocate for targeted change to improve the healthcare environment. Although this degree is not targeted to develop clinicians that contribute to original research, they will be prepared to interpret qualitative research studies and synthesize the evidence for its relevance to improving patient outcomes. Specialized emphasis includes: (1) direct care of individual patients. (2) care of patient populations, including community health nursing; and (3) practice that supports patient care.

Graduates of our DNP program will be prepared to become nurse leaders in interdisciplinary health care teams and work to improve systems of care, patient outcomes, quality and safety. Our program format offers flexibility to accommodate nurses' work schedules and family commitments.

Program Objectives:

1. Apply advanced clinical judgment and accountability in the design, delivery and evaluation of evidence based care to individuals, families and populations.
2. Demonstrate mastery of professional competencies leading to improved patient safety.
3. Synthesize and utilize the highest level of evidence available in research into the practice arena.

4. Integrate, evaluate and apply new knowledge and technology in advanced practice, administration and education to improve patient outcomes.
5. Provide leadership in collaborative efforts among health professionals and with clients and community partners.
6. Lead in the vision, development, implementation and evaluation of care delivery approaches that ensure ethical stewardship, accountability, quality and patient safety.

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DNHP Resource Center

The Rivier University Division of Nursing and Health Professions (DNHP) Resource Center enhances the student preparedness to practice through experiential learning. This combines faculty directed and independent learning to develop procedural skills and enhance the clinical decision making process throughout the students' academic endeavors. Our graduates will be prepared for professional practice ensuring they are able to provide safe, high quality and equitable health care for all people.

Student Success

Nursing students are encouraged to consider the following suggestions and to seek appropriate resources for assistance when experiencing concerns/difficulties:

- Read this handbook and other published information on the Rivier web site (catalogs, calendars, schedule of courses, Canvas, etc.) carefully. These contain much of the information you need to know.
- Do not assume that deadlines and regulations will be waived because it seems to make sense to you. There are exceptions to every rule, but academic deadlines and regulations are not arbitrary and must be enforced consistently to be fair to everyone.
- Inquire early. Whether you feel that your circumstances warrant special treatment or you are just interested in exploring different opportunities, there are many more options available early than there are later. This is true whether you are concerned about a late paper, international study, health problems, etc.
- Do not let problems become unmanageable because you are afraid or embarrassed to see your professor, advisor, or dean. You can always imagine problems or decisions to be more difficult than they really are, and in any case, you will have to deal with them eventually.
- Ask someone who knows. Roommates' opinions, rumors, and even the experience of others may reflect different circumstances than your own, so you must make the effort to find the person who has the information you need.
- Enjoy your time at Rivier University and make the most of it!

Professional Standards for Nursing

Students enrolled in the Nursing Program will be expected to comply with the current American Nurses Association Code of Ethics (ANA, 2015)

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Ethical Behavior

Ethical behavior in clinical situations is based on the American Nurses' Associate Code for Nurses and federal regulations related to patient information privacy (HIPAA). Students are expected to protect patients' confidentiality and to be honest in any documentation regarding the patient's condition and their own assessments and interventions. Students are expected to maintain high professional standards including being physically, intellectually, emotionally, and academically prepared when caring for patients.

Academic Student Participation Opportunities

Students in the Division of Nursing & Health Professions (DNHP) are part of the University community and are encouraged to participate in a wide variety of co-curricular activities available. Some of these activities originate from the DNHP and others are for students throughout the University. Some of the DNHP activities are listed here; students are advised to refer to the Rivier University Student Handbook for a listing of University activities.

➤ APPOINTMENT OF STUDENTS TO COMMITTEES

Student participation is sought for each of the following standing committees of the Faculty Organization to provide student input into the educational program:

- Learning Resources Committee
- Curriculum Committee
- Faculty Research & Scholarship Committee
- Wellness Connection

➤ EPSILON TAU AT LARGE CHAPTER SIGMA THETA TAU INTERNATIONAL Honor Society of Nursing

Sigma Theta Tau is the International Honor Society for Nursing. Sigma Theta Tau was founded in 1922 to recognize superior achievement, to develop leadership qualities, to foster high professional standards in nursing and advance world health. In 2011 the Rivier-St. Joseph Nursing Honor Society (founded in 1986) joined the Saint Anselm College Epsilon Tau chapter (founded in 1982) to become Epsilon Tau At Large. Membership is by invitation.

To qualify for membership, undergraduate students must meet the following criteria:

Baccalaureate Nursing Program

- Complete ½ the nursing curriculum = 35 credits. Rivier students who have successfully completed NSG 201, Mental Health Nursing and NSG406, Families & Community Health Nursing, and are currently enrolled in the BS program may qualify.
- Rank in upper 35% of graduating class
- GPA 3.0 or greater. Students in the top 35% of their class usually have a GPA that is higher than 3.0.

RN-BS Online Program

Registered Nurse Students must

- Have completed 12 credit hours at Rivier University
- Have completed ½ of the nursing curriculum = 15 credits
- Rank in the upper 35 percentile of graduating class
- GPA of 3.0 or higher. Students in the top 35% of their class usually have a GPA that is higher than 3.0

➤ **STUDENT ORGANIZATIONS**

One of the ways to make college a friendlier place is to get involved. Student organizations may be active through the Student Government Association or may organize independently through the Office of Student Activities and Orientation. All organizations have a faculty/staff advisor. A list of recognized clubs and organizations is included in this section. Contact the Office of Student Activities or Student Government for more information.

The numerous clubs and organizations listed in this section represent the various co-curricular activities within the University; some are funded by SGA and some are independent. For more information about the following clubs and organizations, contact the Coordinator of Student Activities and Orientation.

- Academic Clubs
- Alpha Sigma Lambda
- Biology Club
- Psychology Club
- Rivier University Business Students Association
- Student Nurses Association

➤ **RIVIER UNIVERSITY STUDENT NURSES' ASSOCIATION**

The Student Nursing Association (SNA) integrates academics into the co-curricular experience.

Consistent with and supportive of the mission of Rivier University, the purpose of this organization is as follows: to promote responsibility, cooperation, and fellowship among students; to foster growth of the individual professionally and socially through the cooperative efforts and activities of the group; to help members become aware of the needs of the

community and to respond appropriately and to cooperate with other groups on campus in promoting worthwhile programs and projects. Nursing faculty advisors assist members of the SNA to achieve these goals.

SNA activities have included: organizing and working at planned campus blood drives, coordinating wellness week and fundraising activities, forming study and support groups for fellow nursing students, supporting volunteer activities for those in need, especially children, the elderly and the poor and scheduling guest speakers.

As a nursing major you are automatically a member and have access to the SNA Canvas site. Active participation in the SNA is **strongly** encouraged and supports the American Nurses Association, Code of Ethics for Nurses (2001) which states:

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

Active involvement in the SNA and college activities will also strengthen your resume and broaden your professional and job opportunities after you graduate. You may volunteer to help with the many activities or serve as an officer or class representative.

For more information email SNA@rivier.edu.

Achievement Tests

Standardized tests may be administered to each student at the beginning and end of their program of study or upon completion of selected nursing courses.

Clinical Assignments

Nursing education includes extensive hands-on experience in the clinical area. Most pre-licensure level clinical nursing courses include two clinical days or evenings, or one 12 hour day, in addition to two theory classes each week. Classes and/or clinical experiences are scheduled on Mondays through Fridays for the day program and Mondays through Sundays for the evening program. Each clinical course may have different days/times to meet the needs of the nursing program. Due to the increasing competition for clinical placement in all programs, students must have a degree of flexibility, as there could be changes in days and hours to accommodate all the requests. In order to meet Nursing Program Outcomes, students must have varied clinical experiences. Therefore, more than two clinical rotations at the same facility or with the same instructor is discouraged. Students are expected to spend the entire scheduled time in the clinical setting. Students may be assigned to clinical agencies within a 50 mile radius of the University.

Clinical/Practicum Requirements

Each nursing student must have all Clinical/Practicum Requirements on file in the Division of Nursing and Health Professions before they begin any clinical/practicum course. The Clinical/Practicum Requirements are dictated by contracts with clinical facility/agencies. All required documents are submitted to student's CastleBranch.com, myCB account. Nursing students will be given deadlines by the Clinical/Practicum coordinator for various clinical requirements. **Students are responsible for keeping all clinical requirements up-to-date at all times during the program.**

Penalties for Non-Compliance

Students who do not submit complete records of their background checks, drug screen, certifications and immunization records by their deadline will be charged a Non-Compliance fine per the fee schedule below, kept out of clinical and may be placed on registration hold and dropped from clinical courses until they become fully compliant. Students who are kept out of clinical due to non-compliance are charged a clinical make-up fee for each clinical day missed. (See Clinical Make-up Policy.) Additionally, non-compliant students may be subject to other penalties outlined by the course faculty.

NON-COMPLIANCE FINE SCHEDULE UNDERGRADUATE:

Sophomore \$100

Junior \$150

Senior \$200

The Clinical/Practicum requirements are as follows (subject to change):

- A. Immunization Requirements. This includes:
 - Measles, Mumps, and Rubella vaccine (2 doses) or Positive Titers. Any negative result requires an MMR

booster.

- Varicella (chicken pox) vaccine (2 doses) or Positive Titer (even if past history of the disease)
 - Positive Hepatitis B Titer. A negative titer requires repeating the series of 3 and then a repeat titer.
 - Tdap (tetanus/diphtheria/pertussis) 1 per lifetime and current Td if Tdap is over 10 years.
 - Flu vaccination required annually by September 30th; only medical waiver from PCP accepted.
- B. TB testing: 2-step TB skin test required 1-6 weeks apart (within 1 year of start of the first clinical semester) and one test repeated annually, QuantiFERON Tb Gold test and one repeated annually or a TSPOT Tb test and one repeated annually. Positive history requires a Chest X-ray within 5 years and a yearly symptoms check-up with PCP.
- C. Annual physical with the Division of Nursing and Health Professions health record form, with statement of good health and no restrictions.
- D. A background check is required annually for students enrolled in clinical or practicum courses. (See Criminal Background Check)
- E. A drug test is required annually for students enrolled in clinical or practicum courses. (See Drug Screening)
- F. Photocopy of CPR certification (See CPR Certification Statement).
- G. Test for color vision (color blindness), name of test and result.
- H. Proof of health insurance (copy of both sides of insurance card) is mandatory.
- I. Completion of Authorization to Release Medical Information form.
- J. Completion of the Centralized Clinical Placement (CCP) online orientation annually in August. As instructed, review, complete and/or print the HCO's facility-specific orientation material and print a copy of the Clinical Assignment Ticket for each clinical experience.
- K. All students enrolled in clinical/practicum courses must be covered under Rivier University's professional liability policy and will be assessed a Liability Insurance fee.
- L. Graduate students are additionally required to present:
- Valid RN license in the specific state where you will be completing your clinical practicum.
 - A current resume.
 - Student Information Sheet for Clinical Experience.

Additional materials which verify the student's health status may be required on a case-by-case basis as deemed necessary by affiliating agencies or the Division of Nursing & Health Professions.

Confidentiality Statement

It is each student's responsibility to keep all information regarding their patients/clients strictly confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Failure to comply will result in disciplinary action. Students are required to sign a confidentiality statement at the beginning of clinical nursing courses, per hospital protocol. Breach of confidentiality will result in dismissal from the Nursing Program.

CPR Certification Statement

All nursing students must have current certification for **Basic Life Support for Healthcare Provider** (Infant, Child and Adult) through the American Heart Association or American Red Cross only, prior to the beginning of any course with a clinical component. Students will not be permitted in the clinical/practicum setting until proof of certification has been submitted. CPR certification must stay current at all times.

Criminal Background Check

Background investigations must be conducted annually prior to the start of the academic year. Background checks must be ordered through the investigative agency contracted by the Division of Nursing & Health Professions in order for results to be reported directly to the Division. The areas of investigation are dictated by the clinical agencies. An agency may refuse to accept a student based on the results of the background check. If a student is not accepted by a clinical agency, Rivier University assumes no obligation to locate an alternative site and cannot guarantee completion of degree requirements.

Drug Screening

Drug screening must be conducted annually before the start of clinical. Drug screening must be ordered through the agency contracted by the Division of Nursing & Health Professions in order for results to be reported directly to the Division. All students are subject to random drug screens or alcohol testing throughout the program or at the facility's request. Students are responsible for the fee associated with all testing. A positive result will require a meeting with the Program Director and the Dean and may result in dismissal from the Program.

Health Insurance

Students are required to carry health insurance to cover the cost of treatments in the event of accident or illness during the course of the student's enrollment.

Identification Cards

Identification cards may be issued to students by the affiliating clinical agencies to which the student is assigned. Clinical agencies may require a nominal fee for I.D. cards. The identification card is to be considered part of the uniform (or professional attire for RN-BS and MS students) and *must* be worn whenever in uniform unless otherwise directed by the faculty. Lost or stolen I.D. cards should be reported immediately to your instructor. A replacement fee may be charged by the affiliating agency. The student is responsible for paying the replacement fee. Students are required to return all I.D. cards to their respective faculty member in the Division of Nursing & Health Professions upon completion of the program or upon resignation/dismissal from the program. Falsifying or in any way altering any I.D. card is considered a serious matter and results in referral to the Division Dean and possible disciplinary action.

Liability Insurance

Each student enrolled in a nursing course(s) with a clinical component is charged an annual premium by the University for professional liability insurance. The University policy covers enrollees only in their role as students.

Professionalism

Students in the Nursing Program are, or are aspiring to become, professional nurses. As such, students are expected to conduct themselves in a professional manner at all times: in class, online, in the clinical setting, with colleagues and professors. Professionals are expected to exhibit courtesy in their interactions with others. When they disagree with one another, they address their colleague with respect as they seek to mediate their differences. Professionals do not talk about their colleagues to others. Professionals are expected to work out differences in a collegial, collaborative manner.

As nurses, or future nurses, Rivier University nursing students are developing and demonstrating qualities that professional nurses must exhibit in order to be successful. Professionals honor their commitments. Therefore, students are expected to attend all classes, clinicals and labs and to keep all appointments. They are expected to arrive at class or clinical prepared to begin at the assigned time. Punctuality is expected. If, for some reason, they are unable to honor these commitments, students are expected to call the persons involved and inform them of their inability to attend the class or meeting. It is courteous to make the call before the meeting in order not to inconvenience the other person.

Rivier University nursing students are guests in the clinical agencies and, as such, are expected to act respectfully and to maintain confidentiality at all times. Host agencies are helping nursing students to develop their knowledge and skills and are generously lending Rivier University their expertise. In return, they expect student nurses to be on time, to perform their responsibilities to the best of their abilities, and to show a commitment to the patient and to the profession of nursing. Professional behavior is expected at all times. (See Rivier Undergraduate Student Handbook for policies related to bullying, harassment and intoxication.)

Requirements for Licensure for Nursing

Application requirements may vary from state to state; subsequently, each state will make its own investigation regarding compliance with application requirements at the time the application for licensure is filed. The Division of Nursing & Health Professions prepares its nursing graduates to meet eligibility requirements to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire and its graduate students to sit for the national certifying exams. Students who plan to sit for the NCLEX-RN in another state should check with the Board of Nursing of that state prior to the submission of his/her application for examination

Graduation from the nursing program does not guarantee admission to the licensure examination. The applicant must be aware that each state is ultimately responsible for determining who is eligible for a license to practice nursing in that state.

Students should understand that a satisfactory result from a review of a student's criminal background check is an

eligibility requirement to sit for the National Counsel Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire. As noted above, students who plan to sit for the NCLEX-RN in another State should check with the Board of Nursing of that State prior to submission of his/her application for examination.

Standard Precautions

Students enrolled in Division of Nursing & Health Professions are required to use standard precautions when providing patient/client care. The standard precautions to be used for preventing transmission of blood-borne pathogens in health care settings are those recommended by the Centers for Disease Control (CDC) which are available on the CDC web site:

http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html

Unit of Credit

The unit of credit is the semester hour. One semester hour of classroom credit is granted for the successful completion of one hour (50 minutes weekly instruction), or two to four hours (100-200) minutes of laboratory work, for approximately 14 weeks. Additional credit ratios for lab, clinical, practicum and seminar participation vary by program.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DISPOSAL OF BIOHAZARDOUS WASTE

I. PURPOSE:

To provide guidelines for faculty, staff, and students regarding the disposal of biohazardous waste.

Definition:

Biohazardous waste is defined as waste contaminated with human blood or the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids (OSHA, 2015).

II. POLICY:

- A. Dispose of biohazardous waste in a precaution red bag. These new and used bags are stored in the locked hall closet in the DHNP Resource Center.
- B. Dispose of sharps in a sharps container. When the container is $\frac{3}{4}$ full, the container will be replaced and a new container will be used. New and used sharp containers are stored in the locked hall closet in the DHNP Resource Center.
- C. Hazardous waste bags and sharps containers will be picked up on a set schedule by the contracted waste disposal service and managed by the DNHP Resource Center Coordinator.

Regulations, Standard [1910.1030\(b\)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051). (2015) *Occupational Safety & Health Administration*. Retrieved from https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051

MEMORANDUM

To: Nursing Students; Faculty; Adjunct Faculty
From: Paula Williams. EdD, RN, CNE, Dean
Date: September 2017
Subject: **Inclement Weather and Emergency Closings**

In the event of inclement weather, the University may decide to delay or cancel the opening of the University, including scheduled classes, labs, and nursing clinical.

A decision to delay opening or cancel day classes/labs/clinical will be made by 6:00 a.m. at the latest. A decision to cancel evening classes/labs/clinical will be made by 2:00 p.m. at the latest. Delays and cancellations will be communicated on the University's website (www.rivier.edu), through the University's main number (dial 603-888-1311 and press "8"), through select local/regional media outlets, through University email, and through the Everbridge Emergency communication platform (text message, phone and email). We urge all students to enroll in the Everbridge emergency notification system (<http://www.everbridge.com>). Students are always urged to use their discretion on attending class or clinical during inclement weather.

DAY CLASSES/CLINICALS

- If day classes are cancelled due to weather, day clinical and Sim lab are cancelled.
- Students are not required to pick up clinical assignments on snow days.
- If the University announces a 90-minute delayed opening, the delayed start time will be **10:00 a.m.** for all day classes and clinicals. If your class begins before 10:00 a.m., that class will not be held for that day. You need to arrive in time for your next class.
- Announcements are generally made by 6:00 a.m. as noted above.

EVENING CLASSES/CLINICALS

- If evening classes are cancelled, evening clinical and Sim lab are cancelled.
- If evening classes are in session, evening clinical and Sim Lab will be held at their regularly scheduled times.
- Students are not required to pick up clinical assignments on snow days.
- Announcements are generally made by 2:00 p.m. as noted above.
- If you are already at clinical when the University cancels evening classes, clinical is cancelled and your clinical instructor will dismiss you in a timely fashion.

WEEKEND CLINICALS

- Weekend clinicals are cancelled at the discretion of the clinical faculty member, who will notify the students in his/her clinical group.
- Weekend cancellations are generally not announced on television or the University number. Students are again urged to use their discretion.

In the event of a power outage at the University, classes will be cancelled and exams rescheduled.

Section 2

Policies

Undergraduate Nursing Pre-licensure

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING

ATI – RN COMPREHENSIVE PREDICTOR EXAM

This policy is a requirement for students to successfully complete a select course in the semester prior to graduation. The ATI RN Comprehensive Predictor is an exam used by nursing school personnel and nursing school students to predict success on the NCLEX.

I. PURPOSE:

The ATI – RN Comprehensive Predictor Exam will give each student the opportunity to practice, remediate, and test prior to taking the NCLEX –RN.

This 150-item scored test offers an assessment of the student’s comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical- surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership, and community health nursing. The percentage of questions from all major NCLEX® Client Need Categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential, and physiological adaptation) will be similar to the percentage of questions on the NCLEX-RN®. This test will generate the following data: Individual Score (% Correct), Predicted Probability to Pass NCLEX-RN®, National and Program Means, Individual Scores (% Correct) within Content Topic Categories, Topics to Review, and Individual Scores (% Correct) within an Outcome (Thinking Skills, Nursing Process, Priority- Setting, NCLEX-RN® Client Need Categories, Clinical Areas, and QSEN.

II. POLICY:

In order to pass the select course a student must achieve a minimum grade of 80% (B-). The Proctored ATI-RN Comprehensive Predictor Exam I will be calculated as 10% of the course grade. In addition, ATI assessments are required to be completed throughout the semester. Evidence of weekly completion of assessments is expected. This is a pass/ fail requirement of the select course.

III. PROCEDURE:

- A. Each student is required to take the Practice Assessment “B” as scheduled by faculty approximately a month prior to taking the Proctored ATI-RN Comprehensive Predictor I examination.
- B. All students are required to remediate after taking the Practice Assessment “B”. Please refer to the remediation and benchmarking plan.
- C. Students will submit the remediation transcript of focused review time from the Practice Assessment “B” prior to taking the Proctored ATI-RN Comprehensive Predictor I Exam. In addition, each student must provide proof of the completion of all active learning templates to the theory faculty. These should be completed by hand, not on the computer.
- D. At the end of the semester the students will take the ATI-RN Comprehensive Predictor I examination as scheduled by faculty.

ATI – RN COMPREHENSIVE PREDICTOR EXAM (continued)

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- E. Remediation is required again after completing the ATI-RN Comprehensive Predictor I exam, unless students score 94% probability or above. If remediation is required, the student will meet with the course instructor or the Director of the Undergraduate Education and develop a plan for completion. Students will submit the remediation transcript of focused review time from the Proctored ATI-RN Comprehensive Predictor I exam and provide proof of the completion of all active learning templates. These should be completed by hand, not on the computer.
- F. If an extended period of time is required for remediation, an incomplete will be granted. It is the student's responsibility to remove this temporary grade before June 1st of the current academic year. Failure to complete all remediation of Proctored ATI-RN Comprehensive Predictor I exam by June 1st will result in course failure (grade of F) and ineligibility to register for NCLEX-RN.
- G. All students are required to demonstrate successful completion of the on-campus ATI NCLEX-RN Review course.

Remediation and Benchmarking Plan

CP=Comprehensive Plan

Step 1	Step 2
Practice Assessment "B"	Proctored ATI-RN Comprehensive Predictor I Exam
Focused Review Time Required After Proctored Assessment	Focused Review Time Required After Proctored Assessment
94% or Greater Probability of Passing NCLEX Minimum of 1 hour Focused Review Time	94% or Greater Probability of Passing NCLEX No Focused Review Time Required Immediately schedule NCLEX-RN
90% - 93% Probability of Passing NCLEX Minimum of 4 hours Focused Review Time	90% - 93% Probability of Passing NCLEX Minimum of 4 hours Focused Review Time
80% - 89% Probability of Passing NCLEX Minimum of 8 hours Focused Review Time	80% - 89% Probability of Passing NCLEX Minimum of 8 hours Focused Review Time
70% - 79% Probability of Passing NCLEX Minimum of 10 hours Focused Review Time	70% - 79% Probability of Passing NCLEX Minimum of 10 hours Focused Review Time
60% - 69% Probability of Passing NCLEX Minimum of 14 hours Focused Review Time	60% - 69% Probability of Passing NCLEX Minimum of 14 hours Focused Review Time
Below 59% Probability of Passing NCLEX Minimum of 16 hour Focused Review Time	Below 59% Probability of Passing NCLEX Minimum of 16 hour Focused Review Time

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

- A. Class Attendance: Attendance in all classes of each nursing course is expected to be consistent with the Administration's belief that regular and punctual attendance in all classes is essential for maximum academic achievement, and that it is a major responsibility of Rivier University students.
1. The student is required to notify the theory instructor when an absence is necessary.
 2. A student who is absent from a scheduled examination must make up the examination. (See Undergraduate Nursing Examination Policy)
- B. Clinical Attendance: Each student is expected to adhere to the following guidelines, which consist of guidelines which are established by the University and/or by the institutions with which the University has established affiliations in order to provide the Division of Nursing & Health Professions with these important clinical opportunities for our nursing students.
1. All required clinical laboratory hours must be met for each clinical nursing course before a final course grade can be given. Attendance is mandatory. Any missed clinical time due to unavoidable extenuating circumstance must be reviewed on an individual basis.
 2. Any student who is absent more than one (1) clinical day in a seven (7) week clinical course or more than two (2) clinical days in a fourteen (14) week course will receive a "Written Notice". The student will discuss this with the Director of Undergraduate Nursing Education for additional discussion and guidance prior to attending their next clinical day.
 3. Clinical faculty will complete a Clinical Attendance – Student form. Clinical faculty will submit copies of this form to the Undergraduate Nursing Program Assistant and theory faculty every two weeks.
 4. A record of all student clinical absences will be maintained by the Undergraduate Nursing Program Assistant. Students with a pattern of absences may be required to meet with the Director of Undergraduate Nursing Education to discuss the absences.
 5. Once a student has three (3) clinical absences in an academic year, their name will be submitted to the Director of Undergraduate Nursing Education for review. The student's situation will be discussed, including reasons for the absences as well as a review of the student's academic performance. A decision will be made as to whether the student will be allowed to continue or be immediately dismissed from the nursing program.
 6. Make up time for all clinical laboratory absences is required per faculty arrangement. Required make-up may be on any day or time of the week

Attendance Policy – Student (continued)

Page 2

7. A student who is absent from clinical is expected to make up time on the scheduled clinical make up day. Exceptions must be approved by the Director of Undergraduate Nursing Education.
8. A healthcare provider's statement is required for absences of three (3) or more consecutive days, unless the specific clinical institution involved specifies otherwise.
9. A healthcare provider's release to participate in clinical without restriction is necessary for all absences for which medical attention has been sought or hospitalization has been required. Students are not allowed to participate in clinical wearing an orthopedic device such as a brace, splint, or boot. The medical release must be submitted to the Division of Nursing & Health Professions's Clinical Coordinator who will provide the clinical clearance form for your instructor(s) as required by the clinical facility with which the University has affiliated its nursing program.
10. Students who do not report a clinical absence according to the procedure (see Procedure below) will receive a “Written Notice”. (See Written Notice Policy)
11. Students will be billed a \$50.00 per day make up fee for each clinical day missed.

C. Bereavement Absence:

1. In the event of death in the student’s immediate family (which includes mother, father, sister, brother, spouse, children, grandparents, mother-in-law, father-in-law, person residing in your same household or an individual(s) who took the place of parents in the student’s childhood), friend, or significant other, the student will be granted up to three (3) consecutive days absence from her/his normal school schedule.

(Additional student bereavement time may be approved at the discretion of the Director of Undergraduate Nursing Education or the Dean, Division of Nursing & Health Professions). Absence for bereavement does not require makeup.

2. A student is NOT required to pay for any clinical laboratory make up hours that may have been missed due to bereavement. The student is responsible, upon his/her return, for arranging time with the instructor to review any course material that has been missed.

III. PROCEDURE:

A. Reporting Class/Clinical Absence:

1. The student must notify the course instructor prior to missing a class.
2. When a student is unable to report to the clinical laboratory area, (s)he will notify the Clinical Instructor according to instructions given during orientation.
 - a. By 6:00 a.m. when clinical laboratory experiences are scheduled for the day shift.
 - b. By 2:00 p.m. when clinical laboratory experiences are scheduled for the evening shift.

Attendance Policy (continued)

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3. Absences or tardiness are not to be reported to, or through, other students.
4. Students who do not call to report their absence or tardiness will automatically receive a “Written Notice” and further disciplinary action may be taken at the discretion of the Director of Undergraduate Nursing Education.
5. Arrangements for clinical make up will be made according to Clinical Makeup Policy.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

CLINICAL MAKE-UP POLICY

I. PURPOSE:

To provide a proactive and consistent approach for student completion of clinical objectives within scheduled course dates.

II. POLICY:

Clinical and theory faculty will collaborate to maintain accurate records of student clinical absences in order to ensure all students meet required clinical hours/objectives.

III. PROCEDURE:

- A. Clinical faculty will record student clinical absences on the Clinical Attendance – Student form. (See Attendance Policy)
- B. The Undergraduate Nursing Program Assistant will enter the student clinical absences into the Computerized Student Clinical Attendance Database.
- C. All clinical make-up will occur by the end of each clinical nursing course. Clinical make-up will occur at the clinical site except with approval from the Director of Undergraduate Nursing Education.
- D. Students will be required to pay \$50.00 per day make-up for each clinical day missed.
- E. Any situations that arise which prevent clinical make-up from being completed by the end of the clinical nursing course shall be referred to the Director of Undergraduate Nursing Education.
- F. Students missing assigned clinical make-ups must meet with their clinical faculty member, theory faculty, and the Director of Undergraduate Nursing Education to determine steps needed for course completion.
- G. All required clinical laboratory hours must be met for each clinical nursing course BEFORE a final course grade can be given. (See Clinical Absence Policy).

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

MEDICATION COMPETENCY AND REMEDIATION POLICY

I. PURPOSE:

To ensure nursing students possess a proficient understanding of mathematic concepts and skills to safely calculate and administer patient medications in a safe and effective manner.

II. POLICY:

In each nursing course that involves medication administration or the instruction in medication administration thereof, students are expected to pass a medication competency examination at the 90% proficiency level.

Students who do not obtain this benchmark are required to seek and obtain remedial assistance between each failed attempt.

Each medication competency examination will be specific for the corresponding nursing course and will test students for the appropriate mathematics skills developed in that course.

III. PROCEDURE:

- A. Beginning in NSG101 Fundamentals, students will be required to complete tutorials throughout the program designed to provide curricular support in learning the basics of safe and competent medication administration and calculation.
- B. All assigned ATI modules and related post-tests must be completed reaching the 90% benchmark to be considered eligible to take the proctored medication competency exam.
- C. Students may choose the mathematical method used for problem solving (formula, ratio to proportion, or dimensional analysis).
- D. If a student is unable to achieve a 90% or greater on the first attempt, the student will:
 - a) Participate in remediation of choice (i.e. on-line, resource books).
 - b) Take the second exam after 48hrs but within two weeks after the first attempt.
- E. If a student is unable to achieve a 90% or greater on the second attempt, the student will:
 - a) Participate in remediation of choice (i.e. on-line, resource books).
 - b) Take the third exam after 48hrs but within two weeks after the second attempt.
- F. If a student is unable to achieve a 90% or greater on the third attempt, the student will:
 - a) Meet with the assigned Faculty member and the Director of Undergraduate of Nursing to develop a plan for success.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

CONDUCT POLICY

- I. **PURPOSE:** To provide students with guidelines for classroom and clinical conduct. Non-adherence will result in disciplinary action and possible immediate dismissal from the nursing program.
- II. **POLICY:**
- A. **Classroom:** See Rivier University Student Handbook and the ANA Code of Ethics.
- B. **Clinical Laboratory:** Each student is reminded that he/she serves as a representative of the Rivier University Nursing Program. As such, each student is responsible for adhering to the following guidelines for clinical laboratory conduct, which includes skills and simulation labs and all observations and participatory experiences.

Students will:

1. Be prepared at all times to provide safe nursing care to all assigned patients. Clinical preparation is determined by the clinical faculty member or preceptor and may include research and chart and medication review.
2. Be prepared for all clinicals. Students who begin clinical unprepared will be asked to leave the clinical area and will receive a written notice. Students will be required to pay a \$50.00 fee per day for make-up for each clinical day missed.
3. Complete required clinical paperwork. Incomplete work may result in one of the following: (1) an incomplete grade for the course; (2) failure of the course; or (3) dismissal from the nursing program.
4. Report to and from assigned clinical units on time and in complete uniform. Students are expected to read and adhere to the Dress Code and Personal Policy-Clinical & Sim.
5. Identify the need for supervision and seek appropriate guidance when necessary.
6. Utilize effective and courteous interpersonal skills with patients, staff, faculty and peers consistent with the ANA Code of Ethics.
7. Actively participate in clinical conferences.
8. Participate in self-evaluation. Review clinical outcomes at the beginning, at midterm, and at the semester's end to identify areas of strength and areas needing improvement.
9. Provide Clinical Achievement Portfolio (CAP) materials to the clinical faculty member.
10. Provide safe, competent nursing care under the guidance of the clinical faculty member.
11. Demonstrate acceptable personal, ethical and legal behaviors in all nursing activities as defined in the ANA Code for Nurses, the ANA Standards of Practice, the NH Nurse Practice Act, and the NH Board of Nursing Regulations.

Conduct Policy (continued)

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12. Receive report from appropriate nursing staff upon arrival to the assigned clinical laboratory area and give report on assigned patient(s) prior to leaving the nursing unit/agency.
13. Document all nursing care completely and correctly according to agency policies.
14. Present a completed Clinical/Practicum Requirements Checklist the first day of each clinical rotation for faculty review. Students whose checklists are not up to date or are incomplete will not be allowed to stay in clinical unless permission is otherwise granted from the Director of Undergraduate Nursing Education or the Dean of the Division of Nursing & Health Professions. Clinical make-up time is required and a \$50.00/day make-up fee will be charged for each clinical absence. (See Clinical Practicum Requirements)
15. Abide by all University Conduct Policies, in addition to the Student Nursing Handbook.
16. NH Board of Nursing Guidelines

Pursuant to RSA 326-B:37, V: Every individual, agency, facility, institution, or organization that employs licensed nursing personnel within the state shall report to the board within 30 days any alleged violations of the Nurse Practice Act (RSA 316-B:37, RSA 326-B:41 and Nur 402.04(b).

<http://www.nh.gov/nursing/enforcement/complaint-form-how-to-complete.htm>

<http://www.nh.gov/nursing/enforcement/client-abandonment.htm>

- C. **Insubordination:** Rivier University will not tolerate insubordination and is committed to providing a safe, secure and peaceful educational setting for all. For the purposes of this handbook, insubordination is defined as a student's willful or intentional failure to obey a direct or implied order and/or reasonable request, within the scope of the student's role, given by a proper authority. It may also be an action which constitutes nonperformance, lack of respect, or harassment directed towards an authority figure. Insubordination may result in immediate dismissal.

Cross Reference: Undergraduate Catalog; Rivier University Student Handbook

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

DISMISSAL POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding dismissal from the nursing program.

II. POLICY:

- A. A student who does not achieve the minimum required grade of B- (80 or 2.67) in a Nursing course will be dismissed from the Nursing Program.
- B. A student who does not achieve a minimum cumulative average of 2.67 will be dismissed from the Nursing Program. If a student does not meet the 2.67 required cumulative GPA at the end of a semester, but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.
- C. The student must achieve an "Outcome Met" in all clinical outcomes and behaviors by the final clinical evaluation to pass. Unsafe behaviors may warrant disciplinary actions or immediate dismissal from the nursing program.
- D. A student may be dismissed immediately from the nursing program for lack of adherence to or any violation of any Nursing Student Handbook policy.
- E. Dismissal letters will be generated by the Office of the Divisional Dean. A copy will be forwarded to the student's Academic Advisor and to the Division of Nursing & Health Professions to be placed in student's file.
- F. A student who is dismissed from the program may petition for readmission, if eligible (see Readmission Policy for guidelines).

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

DRESS CODE AND PERSONAL APPEARANCE POLICY - CLINICAL & SIM

I. PURPOSE:

To provide a statement regarding personal appearance and professional attire to be worn in the clinical setting (agency/simulation lab).

II. POLICY:

A. Uniform

1. The student uniform includes: clean, wrinkle-free, loose-fitting royal blue scrub top, pants and warm-up jacket. Pants should be hemmed so that do not touch the floor; warm-up jacket.
2. White lab coats are not worn while providing patient care during clinical laboratory experiences.
3. Undergarments must be worn but not visible. Front and back cleavage should not be exposed.
4. A clean white or royal blue long-sleeve T-shirt may be worn under the scrub top.
5. Clean white shoes in good repair with closed toe and heel with clean white laces (if applicable) and clean white socks (crew length or higher). Clogs or crocs may not be worn.

B. Equipment

1. Students are required to have watch with second hand, bandage scissors, stethoscope and penlight.
2. The Rivier name badge or clinical agency identification badge must be worn above the waist at all times.

C. Hair

1. Hair is to be clean, neat, well groomed and within the natural hair color spectrum. Long hair must be tied back and secured. No hair "ornaments" (bows, etc.) should be worn.
2. Males are expected to be clean shaven or facial hair must be neat and trim.

D. Hygiene

1. Good basic hygiene is to include bathing, shaving, and use of deodorant. Good dental hygiene is essential.
2. Make-up should be subtle and natural looking.
3. No perfume, cologne or scented after-shave may be worn.
4. Fingernails are to be short (less than 1/4") and well groomed. No artificial nails or nail jewelry are permitted. Only clear nail polish should be worn.

Dress Code Policy (continued)

Page 2

E. Jewelry and Tattoos

1. The only jewelry that may be worn is the following: watch, smooth wedding band, small stud / button-style or small conservative pierced earring (one per lobe in the lowest opening, no cartilage).
2. No facial jewelry, or tongue piercings are permitted.
3. No visible tattoos are permitted and must be covered.

F. Professional behavior/Agency Guidelines

1. Chewing gum is not permitted in clinical settings.
2. Use of electronic devices is dictated by agency policy or the discretion of the instructor and, if allowed, devices are to be used only for clinical purposes only.
3. Students will also be required to adhere to dress code policies of the clinical agencies to which they are assigned.
4. Professional dress is required for Mental Health Nursing clinicals as dictated by each agency.

G. Clinical assignments

1. When obtaining or preparing for clinical assignments in the assigned agency, the student must dress professionally and wear a clean white lab coat, Rivier University name tag and hospital ID (if applicable).
2. Students are not permitted to bring children, relatives, or friends to the clinical area when obtaining assignment information.

H. Failure to comply with the dress code and personal appearance policy shall be grounds for disciplinary action up to and including dismissal from the clinical and/or the program. Students will be required to pay a \$50.00 fee per day for make-up for each clinical dismissal.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

EVALUATION POLICY - STUDENT

I. PURPOSE:

To provide a statement regarding the evaluation of the student.

II. POLICY:

A. Classroom:

1. If at any time, a student's course average in any nursing course falls below B- (80, 2.67 grade points), the student will receive a written notice from the theory faculty member. (See Written Notice Policy).
2. At the end of the semester, each student's academic progression is evaluated according to Undergraduate Program standards. (See Progression/Retention/Graduation Policy).

B. Clinical Laboratory:

1. Clinical Laboratory evaluation is graded on a pass/fail basis.
2. Student progress is evaluated and reviewed with his/her clinical instructor at mid-term and at the end of each clinical rotation utilizing the Clinical Laboratory Performance Evaluation Tool for that course.
3. Student clinical progress is based on established evaluation criteria. The clinical faculty member will discuss the evaluation with the individual student. Each student must meet and maintain a satisfactory level of clinical performance to remain in the nursing program, regardless of academic achievement.
4. Students not meeting the outcomes for clinical performance for that course at any time will receive a written notice from the clinical faculty member. The clinical instructor may initiate a Plan for Improvement when appropriate.
5. A meeting may be scheduled with the student and the Director of Undergraduate Nursing Education to discuss and review the written notice and the student's Plan for Improvement.
6. Students must receive a minimum notation of 3 (Outcome Met) for each course learning outcome by the end of the semester to pass the clinical rotation.
7. Students who do not achieve a passing clinical evaluation by the end of the course will receive a grade of "F" for the course, regardless of academic achievement. Students do not need to agree with or sign the clinical evaluation tool for this to be effective.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

EXAMINATION POLICY

I. PURPOSE:

To provide guidelines for students regarding examinations.

II. POLICY:

A. Course Examinations:

1. Grades for nursing course examinations, assignments, and quizzes, as well as final course grades, are not rounded. All student assignments, examinations, and quizzes will be entered into the gradebook to the second decimal point.
2. Students are asked to document their answers only on the individual scoring sheet. Students may write or underline in the test booklet. Only answers on the individual scoring sheets are taken as final answers for the grade.
3. Some courses may have in-class quizzes in which attendance is required and no make-up is allowed. See course syllabus for specific policies regarding in-class quizzes.
4. It is the responsibility of the student to attend all exams on the scheduled dates. The student is required to notify the theory faculty member before an examination when an absence is necessary.
5. A student who is absent from a scheduled examination must make up the examination. It is the student's responsibility to make arrangements with the faculty member to take the makeup examination. Test make-up should be within 24-48 hours of the scheduled exam except under extenuating circumstances. Make-up examinations may be of a different format, but the examination content will be the same as the missed exam.
6. Tests should be reviewed prior to the next scheduled exam.
7. Students who disagree with a keyed answer may complete a Student Text Item Query form to explain the rationale for their chosen answer. Including the resource for the rationales, such as the name of the book and page number is recommended. The form should then be submitted to the faculty within one week of the scheduled exam.
8. Final course grades: Final grades are computed on a straight scale with no rounding up of any scores. 80% (B-) is the minimum passing grade for all nursing courses.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

LEAVE OF ABSENCE POLICY AND PROCEDURE

I. PURPOSE:

To establish guidelines for students seeking a leave of absence for medical or personal reasons.

II. POLICY

- A. A student leave of absence may be granted for one full semester at a time. In the event a student requires a leave of absence for less than a full semester, individual arrangements may be made with the Director of Undergraduate Nursing Education.
- B. Re-entry into the Nursing Program will be dependent upon availability of space. Upon return from the leave, re-entry will be permitted only into that semester which will allow for taking the nursing course(s) in the required sequential order as shown in the curriculum.
- C. Students returning from a medical leave of absence must have a written note from their primary care provider indicating that they can return and perform all required clinical duties without restriction.
- D. All nursing course requirements are to be completed within six (6) years from the time of enrollment into the Nursing Program.

III. PROCEDURE:

- A. The student seeking a leave of absence must notify the Director of Undergraduate Nursing Education in writing of their request.
- B. The student on leave must notify the Director of Undergraduate Nursing Education in writing at least six to eight weeks prior to the beginning of the semester in which they intend to re-enter.
- C. The student will be re-admitted to the Nursing Program on a space available basis.
- D. Upon return, the student completing a medical leave of absence must present the primary care provider's release letter to the Director of Undergraduate Nursing Education.
- E. Upon return, demonstration of nursing competencies may be required.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

PROCTORED EXAM-ATI

I. PURPOSE:

The Assessment Technologies Institute (ATI) measures students' abilities to apply concepts related to course-specific nursing content.

II. POLICY:

During select nursing courses within the curriculum, students will complete the ATI Content Mastery Series (CMS) Proctored Assessments as a course requirement. The ATI Proctored Assessments performance will be calculated as 10% of the course grade.

III. PROCEDURE:

- A. CMS Practice Assessment Form "A" will be available to each student by the mid-point of the select course. Students will complete the CMS Practice "A" Assessment with rationales turned off and then complete an ATI Focused Review based on their first attempt performance. Students are required to develop active learning templates which support their learning in each of the identified topics to review.
- B. Each student will then take CMS Practice Assessment Form "B" with rationales turned off and work through an ATI Focused Review based on the first attempt performance (of CMS Practice Assessment Form "B"). Students are required to develop active learning templates which support their learning in each of the identified topics to review. Focused Reviews are required and awarded 2 points for completion towards a possible 10 point total (see rubric below).
- C. Students are required to hand in their ATI Transcript of Practice Exam "B" on the date of the ATI final exam to show proof of completion. Students will also provide proof of the completion of all active learning templates. Templates should be completed by hand, not on the computer.
- D. Students will earn 5-8 additional points by Proficiency Level (see rubric below). The points earned for completing the focused ATI Focused Review of Practice Exam "B" and the steps below will be added together to calculate the final grade.
- E. Students scoring less than a Proficiency Level 2 on the ATI proctored exam will be required to complete additional remediation.

Grading Rubric			ATI Final Exam Grade Earned
Proficiency on Proctored Assessment	Points Awarded for Achievement on Proctored Exams	Points Awarded for Focused Review of CMS Practice Assessment Form "B"	TOTAL POINTS AWARDED OUT OF TEN
Proficiency Level 3	8	2	10 = 100%
Proficiency Level 2	7	2	9 = 90%
Proficiency Level 1	6	2	8 = 80%
<i>Below Level 1</i>	5	2	7 = 70%

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

PROGRESSION/RETENTION/GRADUATION POLICY

I. PURPOSE:

To provide a uniform statement for faculty and students regarding the progression/retention and successful completion of graduation requirements in the Undergraduate Program in Nursing. The requirements for graduation are consistent with New Hampshire State Board of Nursing requirements.

II. POLICY:

- A. Graduation from the Undergraduate Nursing Programs is dependent upon the student meeting the following progression requirements.
1. Achieve a minimum grade of B- (2.67) in each nursing course.
 - a. If a student does not meet the required minimum grade in any nursing (NSG) course, the student is dismissed from the Nursing Program.
 - b. The student must petition in writing for readmission. The student's petition will be reviewed by the Division of Nursing & Health Professions Admissions Committee.
 - c. If accepted for readmission, the student must achieve the minimum grade of B- (2.67) in that nursing course before progressing to any other nursing course.
 - d. Clinical courses must be taken in sequence according to the student's enrolled program.
 2. Earn a Pass (P) for the clinical laboratory component of each nursing course. Course grades will not be awarded until completion of all course/clinical requirements. Students whose performance is less than satisfactory in the clinical laboratory component (minimum notation of 3 "Outcome Met" for each learning objective) will receive an (F) for the course.
 3. Achieve a minimum grade of B- (2.67) in each science course (refer to Science Grade Policy).
 4. Receive a minimum cumulative average of 2.67 to remain in the Nursing Program.
 5. Students who do not meet the minimum grade in any required nursing or science course must repeat that course at Rivier University except with permission of the Director of Undergraduate Nursing Education. Students are not allowed to take any challenge or CLEP examination for a course for which they did not meet the minimum grade requirement, nor for a course they are currently taking in which they are not meeting the minimum grade requirement.
 6. If a student does not meet the 2.67 required cumulative GPA at the end of a semester, but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.

Progression/Retention/Graduation Policy (continued)
Page 2

- B. Rivier University will confer an Associate of Science Degree in Nursing on those students who have successfully fulfilled 30 general education requirements and 42 major requirements as noted in the undergraduate catalog.

- C. Rivier University will confer a Bachelor of Science Degree in Nursing on those students who have successfully fulfilled 57 general education requirements and 65 major requirements as noted in the undergraduate catalog.

Students are advised to refer to the Rivier University Undergraduate Catalog for requirements for participation in Commencement activities.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission

II. POLICY:

A student who has withdrawn or been dismissed from any Undergraduate Nursing Program for not meeting academic and/or clinical laboratory performance criteria may be considered for readmission on an individual basis. Readmission to the Nursing Program is not guaranteed. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Admissions Committee in care of the Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting past problematic situations.

Students conditionally accepted to the Nursing Program who do not achieve the required minimum grade of 'B-' in Anatomy & Physiology I and II on their first attempt will be dismissed from the Nursing Program and ineligible for readmission.

III. PROCEDURE:

- A. The request for readmission will be reviewed by the Admissions Committee in consultation with the Director of Undergraduate Nursing Education and Division Dean.
- B. Readmission applicants must meet all progression requirements for the Nursing Program, including the minimum cumulative grade point average of 2.67 prior to review by the Nursing Admissions Committee.
- C. Students' academic status within the University will be considered.
- D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.
- E. Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the Nursing Program will be held to the current standards for minimum acceptable science grades including transferring grades in any science course taken off campus.
- F. Students may repeat only one nursing course during their academic Nursing Program. Any subsequent grade of less than B- (80%) in any other nursing course will result in dismissal from the program and students will be ineligible for readmission. A withdrawal from any nursing course will count as a dismissal, regardless of reason.

Readmission Policy (continued)

Page 2

- G. The Admissions Committee will convene at the end of each semester to review and recommend students for readmission. Students may request to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within one week or five business days.
- H. Nursing students are readmitted on a space-available basis. Clinical placements for readmitted students will be determined by the Division of Nursing & Health Professions for each semester of the student's enrollment.
- I. The following represents the order of acceptance into the Nursing sequence:
 - 1. New fall admits (including transfer students)
 - 2. New spring admits
 - 3. Students returning from an approved leave of absence (LOA)
 - 4. Waitlisted students and internal transfers
 - 5. Readmitted students
- J. Students who are readmitted to a course that includes a clinical component must demonstrate satisfactory performance in selected nursing skills as part of the readmission process. The student will have access to practice skills in the lab prior to testing if requested. A nursing faculty member will assess the student's capability to perform selected clinical skills by appointment. Students are responsible for scheduling and preparing for this requirement.
- K. Readmitted students are required to meet with the Director of Undergraduate Nursing Education upon their return to the program.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

SCIENCE GRADE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding required grades for science courses.

II. POLICY:

- A. Students must earn a minimum grade of B- (2.67) in Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology.
- B. Students must successfully complete A & P I and II (with minimum grade of "B-" prior to enrolling in BIO201, Microbiology and NSG101, Nursing Fundamentals. Students must successfully complete Microbiology prior to enrolling in NSG203.
- C. Students may repeat each science course only one time during their academic Nursing Program. Students who do not achieve the minimum grade of "B-" on their second attempt will be dismissed from the program and will be ineligible for readmission.
- D. Students wishing to transfer any of the above science courses from another school must have achieved a grade of "B-" in the course to have the course accepted in the Nursing Program. The courses must be 4-credit courses, one credit of which is a lab credit.
- E. A student who does not meet the minimum science grades as outlined above must repeat the course at Rivier University, except with permission of the Director of Undergraduate Nursing Education.
- F. Conditionally accepted students: Students conditionally accepted to the Nursing Program who do not achieve the required minimum grade of "B-" in Anatomy & Physiology I and II on their first attempt will be dismissed from the Nursing Program. Conditionally accepted students are not permitted to repeat these courses to earn a higher grade.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

STUDENT SIGNATURE POLICY

I. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents, electronic or paper, in the clinical area.

II. POLICY:

The student signature or electronic logon and password on documents in the clinical area will be standardized as directed by the clinical facility policy and procedures.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

WITHDRAWAL POLICY - PROGRAM

I. PURPOSE:

To provide guidelines for faculty and students regarding the withdrawal of a student from the program.

II. POLICY:

- A. A student who decides to withdraw from the Nursing Program must inform their academic advisor and nursing course faculty in writing at the time of withdrawal.
- B. A student who withdraws from any nursing course is considered withdrawn from the Nursing Program and must apply for Readmission, if eligible (see Readmission Policy).
- C. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

WRITTEN NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student does not meet performance standards.

II. POLICY:

A faculty member will give a student a written notice for any behavior that is not in the best interest of the student or the Nursing Program. Examples include, but are not limited to:

- A. Failure to maintain a minimum grade average of B- (80, 2.67).
- B. Unsatisfactory performance/progress/conduct in any nursing courses.
- C. Non-adherence to any of the policies contained in the Rivier University Undergraduate Catalog, the Rivier University Student Handbook, the Nursing Student Handbook and the ANA Code of Ethics.
- D. Excessive absences (see Attendance Policy).
- E. Examination absences (see Examination Policy).

III. PROCEDURE:

- A. The faculty member who issues the notice will discuss the reasons for the notice and actions that are appropriate. The student signature does not signify agreement or disagreement, only that the notice has been read.
- B. Faculty shall provide the student and the academic advisor with a copy of the written notice and forward the original to the Director of Undergraduate Nursing Education to be placed in the student's academic file in the Division of Nursing & Health Professions.
- C. Students receiving three (3) or more notices in an academic year will be required to meet with the Director of Undergraduate Nursing Education. Disciplinary action, including immediate dismissal, may result.

Section 3

Policies

Undergraduate Nursing Post-licensure (RN-BS)

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

DISMISSAL POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding academic dismissal.

II. POLICY:

- A. The first time a student fails to meet the minimum nursing course grade of B- (2.67) in the program, the student will be required to develop a plan for improvement with the Director of the Undergraduate Nursing Program. The second time a student fails to meet the minimum nursing course grade of B- (2.67) they will be dismissed from the program.
- B. A student who does not attain a cumulative grade point average of 2.67 may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required 2.67 cumulative GPA in the next subsequent semester, they will be dismissed from the Nursing Program except under extenuating circumstances. Students must have a cumulative GPA of 2.67 to graduate from the Nursing Program.
- C. A student who is dismissed from the program may petition for readmission by submitting a written request to the Dean (see Readmission Policy).

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

EVALUATION POLICY - Student

I. PURPOSE:

To provide a statement regarding the student's evaluation.

II. POLICY:

A. Theory:

1. Midway, or at any time necessary, through each semester each student is evaluated according to the academic requirements of the program. The theory average for each of the nursing courses in which the student is enrolled is calculated by the course instructor. The student whose course average in any nursing course falls below B- (2.67 grade points) will receive a written notice from the course instructor. (See Written Notice Policy)
2. At the end of the semester, each student's academic progression is evaluated according to the RN-BS Nursing Program. (See Graduation Policy)

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

EXAMINATIONS POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding examinations.

II. POLICY:

Examination Make-Up:

- A. Students are expected to be present for all scheduled exams and quizzes.
- B. A student who is absent from a scheduled examination must make arrangements with the faculty member to take the make-up examination in a timely fashion.
- C. Failure to comply will result in a grade of zero (0) for the missed examination/quiz.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

PROGRESSION/RETENTION/GRADUATION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding the progression/retention and successful completion of graduation requirements of students in the Baccalaureate of Science Degree Program in Nursing.

II. POLICY:

Preparation for professional practice requires a strong theoretical background; therefore, students must meet the following criteria:

- A. Receive a minimum grade of B- (2.67) in the theory component of each nursing (NSG) course.
- B. Receive a passing grade in each of the core courses.
- C. Attain a 2.67 cumulative average in order to remain in the Nursing Program.

Graduation

A Bachelor of Science Degree in Nursing is conferred by Rivier University on those students who have fulfilled the curriculum requirements of general education and major requirements for a minimum of 120 credits as outlined in the Undergraduate Catalog.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission.

II. POLICY:

A student who has withdrawn or been dismissed from the RN-BS Program for not meeting academic criteria will be considered for readmission on an individual basis.

- A. The applicant must submit a request in writing to the Division of Nursing & Health Professions (DNHP) Admissions Committee in care of the Dean of the Division of Nursing & Health Professions. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting past problematic situations.
- B. Rivier University is under no obligation to accept transfer credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are accepted for readmission to the RN-BS Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.
- C. Readmission applicants must meet progression requirements for the RN-BS Nursing Program.
- D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.
- E. The request for readmission will be reviewed by the Director of Undergraduate Nursing Education in consultation with the Dean of Nursing & Health Professions. The Dean will notify student of the readmission decision in writing within two (2) business days.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

BACHELOR OF SCIENCE DEGREE PROGRAM IN NURSING - Post-Licensure

RN-BS ONLINE COURSE REGISTRATION POLICY

I. PURPOSE:

To provide guidelines for student enrollment in RN-BS online courses.

II. POLICY:

The RN-BS online program is designed for licensed, practicing RNs. Students must be licensed RNs prior to enrolling in any online RN-BS level nursing course.

III. PROCEDURE:

Students must submit proof of RN licensure to the Office of Graduate and Evening Admissions or to Academic Advising prior to enrolling in RN-BS level nursing courses.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

WRITTEN NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student does not meet performance standards.

II. POLICY:

A faculty member may give a student a written notice for any behavior regarded as detrimental to the best interest of the student or to the Nursing Program. Examples include:

- Failure to maintain a minimum grade average of B- (2.67).
- Unsatisfactory performance/progress/conduct.
- Non-adherence to any of the policies contained in the Rivier College Undergraduate Catalog, the Rivier College Student Handbook, and the Nursing Student Handbook.

III. PROCEDURE:

- A. The faculty member who issues the notice will discuss with the student the reasons for the notice and work with the student to jointly design a plan for improvement. The plan for improvement is documented on the Written Notice.
The Written Notice will be sent to the student's Rivier email address, and it is the student's responsibility to check Rivier email on a regular basis. The student will read and sign the notice. The student signature does not mean agreement or disagreement, only that the notice has been read.
- B. Faculty will email the written notice to the Director of Undergraduate Nursing Education. The Program Director will forward a copy to the student's success coach or academic advisor.
- C. Students receiving repeated notices will be required to meet, either in person or by telephone conference, with the Director of Undergraduate Nursing Education for additional discussion and guidance. Disciplinary action may result and may include immediate dismissal from the Nursing Program.

Section 4

Policies

Graduate Nursing

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ACADEMIC NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student warrants a written notice.

II. POLICY:

A faculty member may give a student a written warning for any behavior regarded as inimical to the best interest of the student or to the Division of Nursing & Health Professions.

A. Throughout each semester each student is evaluated according to the academic requirements of the course and of the program. The theory instructor will monitor grades for each course. The student whose course average in any nursing course falls below a grade of "B" will receive a written notice from the course instructor.

B. At the end of the semester, each student's academic progression is evaluated according to the Master's Degree Program. (See Academic Policy for Retention).

C. In practicum courses, each student who does not meet and maintain a satisfactory level of clinical performance as described in the course syllabus and Nursing Student Handbook section regarding performance/progress/conduct will be released from the program regardless of academic achievement.

D. Non-adherence to any of the graduate nursing policies contained in the Nursing Student Handbook may be grounds for release from the program regardless of academic achievement.

III. PROCEDURE:

A. The faculty member who issues the written notice will discuss with the student the reasons for the warning and to jointly design a plan for improvement. The student will then sign the notice.

B. Faculty shall provide the student with a copy of the signed written notice and forward the original to the Director of Graduate Nursing Education to be placed in the student's academic file in the Division of Nursing & Health Professions. The Director of Graduate Nursing Education will forward a copy to the student's academic advisor.

C. The Director of Graduate Nursing Education will issue a letter to the student explaining the Academic Policy for Retention and issue a copy to the student's academic advisor.

D. If a student has received a total of three academic warnings in one academic year, a meeting must be scheduled with the Program Director within 14 days of the third notice to develop a plan for success. Failure on the student's part to adhere to the accepted plan may result in termination from the program.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

APPLYING FOR POST-MASTER'S CERTIFICATE PROGRAM

I. PURPOSE:

To provide faculty and students with guidelines regarding registering for post-Master's certificate course work while pursuing a Master's degree.

II. POLICY:

Students currently matriculated in a Master's Program may apply for entry into a post-master's certificate program outside their degree track in their final year of their Master's degree program.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

- A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered.
- B. Attendance in all components of each nursing course is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety (See Rivier University Student Handbook: Cancellation Policy). Each student is expected to adhere to the following guidelines:
1. All required clinical laboratory hours must be met for each nursing course before a final course grade can be given.
 2. Students in nursing clinical/practicum courses who are unable to report to assigned clinical area shall notify the preceptor immediately and the faculty as soon as possible.
 3. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress. After the official withdrawal date, a student may be dropped from a course and an "F" assigned when, in the judgment of the instructor, excessive absences have eliminated all possibility for successful completion of the course. In such cases, the instructor reports absences to the Dean of the Division of Nursing & Health Professions with a professional evaluation of the student's status in the course.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

GRIEVANCE - ACADEMIC

I. PURPOSE:

To provide faculty and students guidelines for processing an academic grievance.

II. POLICY:

- A. The grading of a student's work by faculty is the result of careful assessment, deliberation, and judgment, which is the responsibility of the instructor(s) and which may not be delegated to an appeals committee. Nevertheless, the faculty recognizes that in some instances the evaluation(s) leading to a specific grade may be the result of an error in judgment or injustice.
- B. The first step in appealing a grading decision is for the aggrieved student to notify the instructor who granted the grade requesting reconsideration of the grade. Such notification must be in writing and must set forth the student's reasons for the request. If the instructor fails to respond or refuses to meet with the student, or if student and instructor are unable to negotiate a solution which is satisfactory to the student, the student may then appeal to the MS Nursing Faculty Committee. This must be done within ten (10) calendar days following the time of the alleged violation or grievance.
- C. The MS Nursing Faculty Committee's recommendations will be forwarded to the Dean of the Division of Nursing & Health Professions.
- D. A student who is dissatisfied with the outcome of the Graduate Nursing Faculty Committee's review may appeal directly to the Dean of the Division of Nursing & Health Professions.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

Nursing Laboratories
Informed Consent

As a student enrolled in the Graduate Nursing Program or volunteer simulated patient, you have the opportunity to participate voluntarily in exercises involving the performing and receiving of pelvic examinations. Performing pelvic examinations provides the student with practice in external examination, speculum insertion, visualization, and bi-manual palpation. You may have an opportunity to perform an exam on clients during screening activities and/or as a volunteer simulated patient.

Practicing the nursing skills of pelvic examinations on another realistically simulates the performing of said examinations with clients. The accomplishment of these skills permits the student to assure the client that he/she has previously performed pelvic examinations. Additionally, the actual client benefits by the previous experience of the student in laboratory settings.

When performing pelvic examinations, privacy will be maintained behind closed curtains and doors. A laboratory instructor will guide each student through the examination individually.

All pelvic examinations will be conducted under the supervision of a faculty nurse practitioner following procedures approved by the Rivier University nursing faculty. All FNP students are required to demonstrate technical skill and safety in the performance of the pelvic examination. This competency may be achieved by demonstration of competency on a simulation manikin or human actor.

Potential risks to you as a simulated client include discomfort, localized irritation with minimal bleeding, and infection. An instructor will assist you in an effort to minimize the discomfort and make the procedure as safe as possible.

Date

Student Name (Print)

Date

Student Signature

To be filed with the Director of Graduate Nursing Education and maintained for five (5) years.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PRACTICUM PLACEMENT POLICY

I. PURPOSE:

To provide faculty and students with a statement regarding practicum placement.

II. POLICY:

Agencies that can provide appropriate clinical learning experiences available to graduate nursing students are a limited resource. As such they are highly sought after by all schools offering advanced nursing practice. Currently, students in other states are traveling great distances to complete preceptorships in New Hampshire. Some schools have waiting lists for practicum experiences. It is important that you understand this reality prior to enrolling in the program. In order to facilitate a degree of flexibility with respect to your placement in a clinical/practicum, it is imperative that you obtain RN licensure in the specific state where you will be completing your clinical practicums. While the Division of Nursing & Health Professions is fully cognizant of the fact that students are trying to juggle work and family obligations while attending school, faculty will work with students to provide choices within the limits of our contractual resources but we cannot guarantee preferences. On rare occasions, clinical/practicum experiences may not be available at preferred geographic locations or during the semester that the related theory course is offered. While faculty make every effort to place students with appropriate preceptors at sites that offer a reasonable commute, clinical/practicum sites are becoming increasingly difficult to find. Therefore, if a student rejects an offered placement, an alternative placement will not be sought for that student until all other students have been placed. Students for whom practicum placement is not available as a corequisite to a theory course will be given first choice of sites the following semester.

Often students are able to suggest qualified professionals as preceptors. These are qualified clinicians/professionals the student knows professionally or with whom the student has had contact in the past. Rivier encourages our graduate students to make such inquiries. Faculty and the graduate program clinical practicum coordinator will work with students to help the student identify a preceptor who is interested in participating in the educational process. Practicum placement is viewed as a joint Placement Facilitator/faculty/student responsibility, and students are required to be involved. Graduate faculty have the final responsibility for determining the appropriateness of sites for practicum experience.

It is a requirement for all graduate nursing students to complete “Clinical/Practicum Requirements” before entering a clinical/practicum. These include documentation of current licensure in the specific state where you will be completing your clinical practicums, CPR certification, liability insurance and health related information. Prior to registering for a clinical/practicum, students will be given guidelines for the preparation of these requirements. Failure to comply with this expectation could result in the suspension of the student’s clinical/practicum until such documents are provided. (See Section 1: Clinical/Practicum Requirements)

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PROGRAM OF STUDY CHANGE

I. PURPOSE:

To provide guidelines for faculty and students regarding the policy/process for changing a student's program of study.

II. POLICY:

- A. A matriculated student wishing to change her/his program of study must inform the Director of Graduate Nursing Education in writing of her/his intent. Included in this intent must be the reason for requesting the change, the effective date and a projected program of study.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for this change to their program of study.
- C. Space availability for didactic and clinical courses will be a major consideration when determining approval of the request.
- D. A program request change to transfer from the Rivier Online Program to the Rivier hybrid track and vice versa will be considered as space is available, and not an automatic transfer.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING
PROGRESSION, RETENTION, DISMISSAL POLICY

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the graduate nursing program.

II. POLICY:

- A. Graduate level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.
- B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the graduate program.
- C. If a student earns one grade lower than "B," the student will be placed on academic probation for one semester. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester.
- D. A single grade of "F" will result in the student being dismissed from the program regardless of grade point average.
- E. A second course grade of less than "B" will result in the student being dismissed from the program, regardless of grade point average.
- F. Student withdrawal from a course will be considered a dismissal from the Graduate in Nursing Program. This is directly related to the impact on the student's current course of studies. Students should refer to the Readmission policy for guidance on the readmission process.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

A student who has withdrawn (W) or been dismissed from the MS Program will be considered for readmission on an individual basis. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting any past problematic situations.

III. PROCEDURE:

A. The request for readmission will be reviewed by the Graduate Nursing Admissions Committee in consultation with the Director of Graduate Nursing Education and Division Dean.

B. Readmission applicants must meet progression requirements for the MS Nursing Program.

For withdrawal from:

Didactic Courses: Proceed to Section C. There is no clinical competency required to be considered for readmission.

Clinical Courses: For FNP/PMHNP students readmission is contingent upon successful demonstration of clinical competence (score of 84%) as associated with prior successfully completed courses. This can be accomplished by scheduling an appointment in the Simulation Lab with a FNP/PMH faculty member as delegated by the Director of Graduate Nursing Education. Students must submit a copy of their completed clinical competency sheet with a passing score of 84% or better with their letter requesting readmission to the Division Dean. The clinical competency sheet is valid for 30 days if accompanied by a letter requesting readmission.

C. Students' academic status within the University will be considered.

D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.

E. Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the MS Nursing Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.

F. The Graduate Nursing Admissions Committee will convene at the end of each semester to review and recommend students for readmission; if needed, as well as to determine requirements for demonstrating having retained the competencies necessary for progression. Students may request

Readmission Policy (continued)
Page 2

to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within two (2) business days and in writing.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

STANDARD PRECAUTIONS & O.S.H.A. CERTIFICATION

I. PURPOSE:

To provide faculty and students with guidelines regarding Universal (Standard) Precautions and O.S.H.A. regulations.

II. POLICY:

Since agencies are increasingly requiring certification that students be trained in Standard Precautions and O.S.H.A. regulations, videos on the above material are included in the course content of Health Assessment on the Masters level. Each student must pass a proficiency examination on this content prior to proceeding in the course.

III. PROCEDURE:

Students enrolled in the Division of Nursing & Health Professions are required to utilize standard precautions as outlined by the Center for Disease Control (CDC) when providing patient care:

http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

STUDENT SIGNATURE POLICY

I. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents in the clinical area.

II. POLICY:

The student signature on documents in the clinical area will be standardized as first initial, last name followed by RN, SNPRC (nurse practitioner students) or RN, SNERC (nursing education students), unless otherwise directed by the clinical facility.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING
TRANSFER OF CREDIT POLICY

I. PURPOSE:

To provide guidelines for faculty and applicants regarding the transfer of credit.

II. POLICY:

Candidates for the Master of Science Degree in Nursing may transfer a maximum of nine (9) semester hours for graduate credit provided that:

- A. These credits were earned at an accredited college or university.
- B. These credits are of a "B" grade or better.
- C. These transfer credits have been approved by the Director of Graduate Nursing Education.

III. PROCEDURE:

Applicants requesting transfer of credits into the Division of Nursing & Health Professions must:

- A. Request that official college transcript(s) be sent to the Director of Graduate Nursing Education for evaluation.
- B. If requested, provide brochures, syllabi, or catalogs which describe courses completed at other colleges for which transfer of credit is requested.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS
MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

WITHDRAWAL OR LEAVE OF ABSENCE

I. PURPOSE:

To provide guidelines for faculty and students regarding the Withdrawal/ Leave of Absence from the Program.

II. POLICY:

- A. A student who decides to withdraw/request a leave of absence within the Division of Nursing & Health Professions must inform the Director of Graduate Nursing Education, in writing, of her/his intent. Included in this statement must be the reason for withdrawal/leave of absence and the effective date.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.
- C. Students wishing to return to active status after withdrawal or leave of absence are required to meet with the Graduate Nursing Education Director, in consultation with designated faculty, to determine competency prior to developing a revised program of studies. The Readmission Policy will be followed upon the student's return.

Section 5

Policies

Doctorate of Nursing Practice (DNP)

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

ACADEMIC NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student warrants a written notice.

II. POLICY:

- A. A faculty member may give a student a written warning for any behavior regarded as inimical to the best interest of the student or to the Division of Nursing & Health Professions.
- B. Throughout each semester each student is evaluated according to the academic requirements of the course and of the program. The theory instructor will monitor grades for each course. The student whose course average in any nursing course falls below a grade of “B” will receive a written notice from the course instructor.
- C. At the end of the semester, each student's academic progression is evaluated according to the Doctorate of Nursing Degree Program. (See Academic Policy for Retention).
- D. In practicum courses, each student who does not meet and maintain a satisfactory level of clinical performance as described in the course syllabus and Nursing Student Handbook section regarding performance/progress/conduct will be released from the program regardless of academic achievement.
- E. Non-adherence to any of the graduate nursing policies contained in the Nursing Student Handbook may be grounds for release from the program regardless of academic achievement.

III. PROCEDURE:

- A. The faculty member who issues the written notice will discuss with the student the reasons for the warning and to jointly design a plan for improvement. The student will then sign the notice.
- B. Faculty shall provide the student with a copy of the signed written notice and forward the original to the Director of Doctorate of Nursing Education to be placed in the student's academic file in the Division of Nursing & Health Professions. The Director of the Doctorate of Nursing Education will forward a copy to the student's academic advisor.
- C. The student will have the opportunity to meet with the Director of the Doctorate of Nursing Education to discuss a pathway for success. This is an optional meeting, to be held at the student's request.
- D. If a student has received a total of three academic warnings in one academic year, a meeting must be scheduled with the Program Director within 14 days of the third notice to develop a plan for success. Failure on the student's part to adhere to the accepted plan may result in termination from the program.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

- A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered. In the online environment, presence in discussion board and a timely submission of course assignments will be reflective of attendance.

- B. Attendance in all components of each nursing courses (including on-campus intensive dates) is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety (See Rivier University Student Handbook: Cancellation Policy). Each student is expected to adhere to the following guidelines:
 - 1. All required clinical laboratory hours must be met for each practicum nursing course before a final course grade can be given.
 - 2. Students in nursing clinical/practicum courses who are unable to report to assigned clinical area shall notify the preceptor immediately and the faculty as soon as possible.
 - 3. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress. After the official withdrawal date, a student may be dropped from a course and an "F" assigned when, in the judgment of the instructor, excessive absences have eliminated all possibility for successful completion of the course. In such cases, the instructor reports absences to the Program Director with a professional evaluation of the student's status in the course.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

GRIEVANCE - ACADEMIC

I. PURPOSE:

To provide faculty and students guidelines for processing an academic grievance.

II. POLICY:

- A. The grading of a student's work by faculty is the result of careful assessment, deliberation, and judgment, which is the responsibility of the instructor(s) and which may not be delegated to an appeals committee. Nevertheless, the faculty recognizes that in some instances the evaluation(s) leading to a specific grade may be the result of an error in judgment or injustice.
- B. The first step in appealing a grading decision is for the aggrieved student to notify the instructor who granted the grade requesting reconsideration of the grade. Such notification must be in writing and must set forth the student's reasons for the request. If the instructor fails to respond or refuses to meet with the student, or if student and instructor are unable to negotiate a solution which is satisfactory to the student, the student may then appeal to the DNP Nursing Faculty Committee. This must be done within ten (10) calendar days following the time of the alleged violation or grievance.
- C. The DNP Nursing Faculty Committee's recommendations will be forwarded to the Dean of the Division of Nursing & Health Professions.
- D. A student who is dissatisfied with the outcome of the DNP Nursing Faculty Committee's review may appeal directly to the Dean of the Division of Nursing & Health Professions.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

MAINTAINING PROFESSIONAL LICENSURE

I. PURPOSE:

To provide guidelines for faculty and students regarding the maintaining of professional licensure during the academic program.

II. POLICY:

- A. Students enrolled in the Doctorate of Nursing Practice Program must maintain a current non-encumbered Registered Nurse (RN) and Advanced Practice Registered Nurse (APRN) licensure in the student's state of professional practice during the Program.
- B. Students who allow a gap in licensure will be placed on LOA from the Doctorate of Nursing Practice Program until they are able to provide documentation of current RN and APRN licensure.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

PRACTICUM COURSE POLICY

I. PURPOSE:

To provide faculty and students with a statement regarding practicum course requirements.

II. POLICY:

For the duration of the four practicum courses, each student will work with their faculty guide to identify an external expert, related to their approved scholarly project. The committee-approved external expert will work with the student to share their knowledge, clinical experience, and expertise in the development of the student scholarly project.

“Practice experiences should be designed to help students achieve specific learning objectives related to all of the DNP Essentials, role outcomes, and application of theory and evidence to practice. Faculty should evaluate student’s learning needs based on past education and practice experiences. Based on this assessment, faculty, in conjunction with the student, should develop learning objectives for the practice experience(s), provide preceptor/mentor orientation, and assume accountability for the evaluation of student learning and achievement of outcomes.

Opportunities for inter- and intra-professional collaboration, both between DNP and PhD nursing students as well as between DNP students and other health professions’ students, are needed to prepare the graduate with the leadership, communication, and team practice capabilities that are critical to advanced nursing practice. There is much potential for DNP students to work with students in other fields such as engineering, public health, healthcare administration, and business. Documenting and disseminating these experiences also will provide a rich resource of outcomes and exemplars for the discipline.

DNP program practice experiences are designed to provide:

- Systematic opportunities for feedback and reflection.
- In-depth work/mentorship with experts in nursing, as well as other disciplines.
- Opportunities for meaningful student engagement within practice environments.
- Opportunities for building and assimilating knowledge for advanced nursing practice at a high level of complexity.
- Opportunities for further application, synthesis, and expansion of learning.
- Experience in the context of advanced nursing practice within which the final DNP Project is completed.
- Opportunities for integrating and synthesizing all of the DNP Essentials and role requirements necessary to demonstrate achievement of defined outcomes in an area of advanced nursing practice.”

Ref: AACN DNP Task Force (Aug 2015)

<http://www.aacn.nche.edu/aacn-publications/white-papers/DNP-Implementation-TF-Report-8-15.pdf>

Practicum Course Policy (continued)

Page 2

As stated above, the practicum experience will vary significantly among each student. If the student's approved practicum experience will immerse the student in the patient care (direct care) environment, it will be necessary for the doctoral student to complete the "clinical practicum requirements" prior to entering the patient care environment. If the practicum experience will take place in a public, or non-clinical environment (business environment, community center, etc.), the student will be required to meet the health screening requirements of facility at hand.

If it is determined the student will be required to complete the "Clinical/Practicum Requirements," they should work with the clinical practicum coordinator to submit all required documentation to the clinical practicum portal, before entering a clinical/practicum. This includes documentation of current RN & APRN licensure in the specific state where you will be completing your clinical practicums, CPR certification, liability insurance and health related information. Prior to registering for a clinical/practicum, students will be given guidelines for the preparation of these requirements. Failure to comply with this expectation could result in the suspension of the student's clinical/practicum until such documents are provided. (See Section 1: Clinical/Practicum Requirements)

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

PROGRESSION, RETENTION, DISMISSAL POLICY

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the graduate nursing program.

II. POLICY:

- A. Doctoral level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.
- B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the doctoral program.
- C. If a student earns one grade lower than "B," the student will be placed on academic probation for one semester. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester.
- D. A single grade of "F" will result in the student being dismissed from the program regardless of grade point average.
- E. A second course grade of less than "B" will result in the student being dismissed from the program, regardless of grade point average.
- F. Students should refer to the Readmission policy for guidance on the readmission process.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

A student who has withdrawn (W) or been dismissed from the Doctoral Program will be considered for readmission on an individual basis. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Doctoral Program Director. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting any past problematic situations.

III. PROCEDURE:

- A. The request for readmission will be reviewed by the Doctoral Faculty Committee in consultation with the Director of the Doctoral Nursing Education and Division Dean.
- B. Students' academic status within the University will be considered.
- C. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within one year of the official date of withdrawal or dismissal.
- D. Students seeking readmission after one year are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the Doctoral Nursing Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.
- E. The Doctoral Faculty Committee will convene at the end of each semester to review and recommend students for readmission; if needed, as well as to determine requirements for demonstrating having retained the competencies necessary for progression. Students may request to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within two (2) business days and in writing.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

STUDENT SCHOLARLY PROJECT-SCHOLARLY PROJECT TEAM

I. PURPOSE:

To provide guidelines for faculty and students regarding the identification of a faculty guide and external expert to support the development and dissemination of the student's scholarly project.

II. POLICY:

Faculty Guide

- A. Selection of the faculty guide occurs early in the first semester of the program. Any full-time faculty member of the division of nursing and health professions, has earned a research or clinical doctorate degree (PhD or DNP) may assume the role of faculty guide.
- B. During a student's academic program, should a student's identified faculty guide terminate their faculty position at the university, a replacement faculty guide will be identified and approved by the program director.
- C. Student will be required to work closely with their faculty guide during each practicum semester to ensure progress is being made towards the final project. These meetings can take place during the on-campus immersions, via electronic video format, or other distance formats that are mutually agreed-upon.
- D. Student responsible for working with the faculty guide to identify an appropriate external clinical expert to be a second member of the student's scholarly project team.

External Clinical Expert

- A. The external clinical expert a student chooses must be approved by the Doctorate of Nursing Faculty Committee, through the process identified in the clinical scholarly project guidelines.
- B. This member should hold an earned doctorate, and an expert area in the focus of the student's scholarly project. The earned doctorate does not necessarily have to be in nursing.
- C. Student should submit external experts curriculum vitae resume approval, outlined in the clinical scholarly project guidelines. This external expert should be aware they will be working with the student closely for at least four semesters. They should also be available to attend (virtually) your DNP scholarly project proposal meeting (during your first or second practicum semester), and your final scholarly project completion meeting (during your final practicum semester).
- D. During a student's academic program, should a student's approved external clinical expert terminate their relationship student and their scholarly project, a replacement sternal clinical expert be identified by the student and approved by the program director.

**RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS**

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

TRANSFER OF CREDIT POLICY

I. PURPOSE:

To provide guidelines for faculty and applicants regarding the transfer of credit(s) or program pre-requisite courses.

II. POLICY:

Candidates for the Doctorate of Nursing (DNP) Degree in Nursing may transfer a maximum of nine (9) semester hours for graduate or doctoral credit provided that:

- A. These credits were earned at an accredited college or university.
- B. These credits are of a "B" grade or better.
- C. These transfer credits have been approved by the Director of Doctorate of Nursing Education.

III. PROCEDURE:

Applicants requesting transfer of credits into the Division of Nursing & Health Professions must:

- A. Request that official college transcript(s) be sent to the Director of Doctorate of Nursing Education for evaluation.
- B. If requested, provide brochures, syllabi, or catalogs which describe courses completed at other colleges for which transfer of credit is requested.
- C. A graduate level statistics course (preferably biostatistics) will be required prior to admission to the Doctorate of Nursing (DNP) program. This statistics course is subject to all of the statements and criteria in Policy II above.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTORATE OF NURSING DEGREE PROGRAM IN NURSING

WITHDRAWAL OR LEAVE OF ABSENCE

I. PURPOSE:

To provide guidelines for faculty and students regarding the Withdrawal/ Leave of Absence from the Program.

II. POLICY:

- A. A student who decides to withdraw/request a leave of absence within the Division of Nursing & Health Professions must inform the Director of Doctorate of Nursing Education, in writing, of her/his intent. Included in this statement must be the reason for withdrawal/leave of absence and the effective date.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.
- C. Students wishing to return to active status after withdrawal or leave of absence are required to meet with the Graduate Doctorate of Nursing Education Director, in consultation with designated faculty, to determine competency prior to developing a revised program of studies. The Readmission Policy will be followed upon the student's return.



Rivier University
Division of Nursing & Health Professions

I acknowledge that the current policies of the Division of Nursing & Health Professions are included in the Nursing Student Handbook 2017-2018 which is available on-line at www.rivier.edu/nursing. I acknowledge that it is my responsibility to read, review and abide by these policies.

I also understand that clinical agencies require personal information, such as social security number (last four digits), date of birth, address, telephone number, etc., for computer access and agency security. By signing this acknowledgment, I give permission to the Division of Nursing & Health Professions to furnish information only as required to each clinical agency for the 2017-2018 academic year.

Name (**Please print**)

Signature

Date

This page must be signed and submitted to your theory faculty.