

# **BSN NURSING PROGRAM**

## **STUDENT HANDBOOK**

updated January 2010



**LAKE SUPERIOR**  

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**STATE UNIVERSITY**

# Mission:

## **School of Nursing**

To graduate outstanding students who are ready and able to provide professional nursing services using theory and evidence based practice.

*The contents of this student handbook are subject to change during the academic year. Any changes in policies will be posted in the School of Nursing office and on the Blackboard Nursing Portal site.*

# BSN Program

## Student Handbook

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# College of Natural, Mathematical and Health Sciences School of Nursing

## I. Introduction

### **Nursing Program Description**

The School of Nursing offers a Bachelor of Science degree in nursing which is based on the belief that nursing is a unique body of knowledge and skills, directed toward assisting human beings in health promotion, maintenance, restoration and rehabilitation. The program is based upon human needs theory throughout the life span and is built on a liberal arts foundation in the belief that all aspects of society are influential factors in the health of human beings.

The School of Nursing offers two curricular tracks to the Bachelor of Science degree in nursing: the four-year pre-licensure program and the two-year post-licensure program for the registered nurse. The programs provide students with the opportunity to acquire knowledge, values and skills necessary for the practice of professional nursing.

Courses required in the nursing curriculum facilitate development of liberal backgrounds in physical science, social science and humanities. The generalist curriculum provides a base for expanding roles in nursing practice. The nursing curriculum provides an interdisciplinary major and does not require a minor to meet graduation requirements. Students interested in a minor should refer to the appropriate Catalog section. A total of 126-127 credits are required to complete a Bachelor of Science degree in nursing.

The nursing program is unique in its international affiliation. Clinical nursing experience is obtained primarily at hospitals and community agencies in Sault Ste. Marie, Ontario as well as at health care and community agencies in Sault Ste. Marie, Michigan and the surrounding area.

The Bachelor of Science nursing program is approved by the Michigan Board of Nursing and is accredited by the National League for Nursing Accrediting Commission.<sup>1</sup>

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<sup>1</sup>National League for Nursing Accrediting Commission, 61 Broadway - 33rd Floor, New York, NY 10006, (212) 363-5555.

## Philosophy

The School of Nursing is an integral unit of Lake Superior State University. As such, the nursing program reflects the philosophy, mission, and goals of Lake Superior State University. The School of Nursing offers a nursing program designed to meet the needs of students for the broad general education essential to the professional nursing role. The faculty in this program base the curriculum on the following beliefs:

**Human beings** are integrated individuals with physiological, psychosocial, cultural, and spiritual dimensions. Human beings strive for understanding and mastery as they attempt to meet basic human needs while progressing through the developmental stages of life. As open systems, human beings experience internal and external stressors to which they must adapt in order to attain and maintain health. Human beings have inherent dignity and have the right and responsibility to make choices as they cope with stressors and attempt to resolve problems.

**Environment** consists of all internal and external forces surrounding an individual which could affect life and development. Because internal and external environments are open systems, every aspect of the environment must be considered an influencing factor in health.

**Health** is a state and a dynamic process of being and becoming integrated and whole through life experiences (Roy) which involves the dimensions of physiological, psychosocial, cultural and spiritual. When the human being is able to cope with internal and external stressors which threaten any dimension, the individual maintains a state of health. When the human being is unable to cope with stressors or copes in a maladaptive manner, a state of illness may result. Illness then, results in a subjective feeling of not being well. While nursing assists clients to identify health care needs, clients ultimately are responsible for health care choices.

**Nursing** is a caring profession in which the practitioner facilitates health, wellness, and healing of individuals, groups and communities. The professional nurse uses objective data and the client's subjective experience in the processes of diagnosis and treatment of human experiences and responses to health and illness through the roles of provider of care, member of the profession and designer/manager/coordinator of care.

Nursing as a health care profession has a unique body of knowledge and skills which are being developed through nursing research. Nursing faculty believe there are many levels of practitioner within nursing, and each plays a valuable, and integral role in the provision of health care. While they believe that baccalaureate education in nursing is the foundation for professional nursing practice, they support all levels of practitioner in nursing and promote efforts of practitioners to progress from one nursing level to another.

Because of the need for registered nurses who are prepared with a broad knowledge base and skills in critical thinking, independent judgment, decision making, leadership and management, the faculty believe that this quality nursing education can be achieved only in institutions of higher learning. Baccalaureate students are provided with a broader knowledge base and skills in critical thinking, independent judgment, decision making, leadership and management. Therefore, baccalaureate education provides the appropriate foundation for the professional role in nursing and provides a framework for graduate study.

Within the School of Nursing, all levels of education are supported, and students are encouraged to work toward the highest level to which they are capable. Nursing educators have a responsibility to provide effective, appropriate, and comprehensive theory and clinical experiences to assist students in meeting their academic goals. Therefore, the nursing curriculum at Lake Superior State University is designed to encourage and support students as they assume responsibility for their own learning.

## **Conceptual Framework**

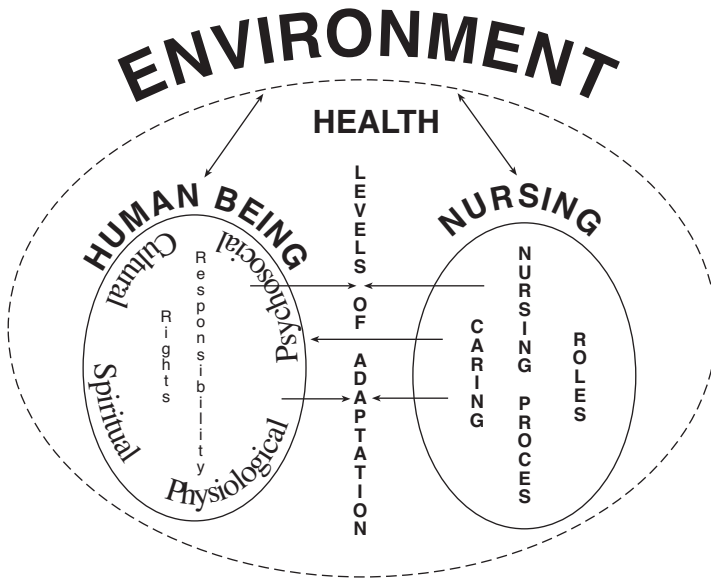
The conceptual framework used by the School of Nursing was designed by the nursing faculty as a model that clarifies the basic beliefs of the faculty and provides order and meaning to the nursing curriculum. The faculty believe the components identified in this model are of sufficient scope and depth to provide a framework for the guidance of the nursing curricula and for nursing practice.

### *Overview*

Clients are human beings who can be served as individuals, families, groups, communities or populations. The client and the nurse are both open systems with dynamic dimensions. Therefore, both are affected by internal and external forces within the environment.

The nurse interacts with the client in the roles of: provider of care, member of the profession, and designer/manager/coordinator of care. Nurses use caring and the nursing process which includes critical thinking, and theory- and research-based knowledge to facilitate the accomplishment of the goals of disease prevention, health promotion, health maintenance, health restoration and rehabilitation.

The nurse seeks to facilitate the health of clients. However, the ultimate responsibility of health care choices is the clients.



The nursing faculty believe that we have the responsibility to educate ourselves and to educate others, to expand our knowledge and expertise, to share this growing body of knowledge with the greater community. We further believe that learning is a lifelong process and ultimately learning is the choice and responsibility of the learner.

Nursing education should foster critical thinking and decision making and to move from dependent to independent learning experiences. This nursing curriculum was designed to facilitate the students' acquisition of knowledge, skills and understanding necessary for safe, effective and efficient nursing practice.

**Purpose of BSN Program**

The Bachelor of Science in nursing program is designed to provide the student with knowledge, values and skills necessary for the practice of professional nursing. The curriculum builds upon a liberal arts

and science foundation. The graduate uses theoretical and empirical knowledge from the disciplines of nursing, humanities and the physical, behavioral and social sciences as a basis for making nursing decisions.

The baccalaureate graduate is prepared to function as a generalist in providing care at the primary, secondary and tertiary levels within a variety of settings. As a provider of care, she/he manages actual and potential problems or needs within the client system. The client system may be composed of individuals, families, groups, and/or communities. The baccalaureate graduate provides distributive and episodic care dependently, interdependently, and independently in traditional and emerging nursing roles.

The baccalaureate graduate uses the nursing process to provide comprehensive nursing care to client systems. She/he functions as a collaborator, counselor, teacher, change agent and consumer advocate. The graduate uses management theory and leadership skills to improve health care delivery and nursing practice. The graduate demonstrates individual responsibility and accountability for his/her decisions and actions. The curriculum supports the development of a value system which fosters continual personal and professional growth. In addition, the curriculum provides a foundation in beginning research techniques as a framework for nursing practice and graduate study.

## **Bachelor of Science in Nursing Program Outcomes**

### **I. Integrates caring behaviors in professional practice through the application of the nursing process.**

This includes or means:

- A. Advocates for consumers and their involvement in health care decisions.
- B. Advocates for coordination of entry and expanded accessibility to health care services.
- C. Demonstrates competencies of critical thinking and reflective practice in delivery of care.
- D. Provides competent clinical care for diverse populations in a variety of health care settings.
- E. Collaborates with clients to optimize their care.

### **II. Integrates knowledge of health concepts and health care systems into nursing practice.**

- A. Applies nursing practice to protect, promote, and restore health as a member of the health team.
- B. Forming partnerships with health care members to promote client centered health care.

- C. Applies primary, secondary, and tertiary preventive strategies to clients.
- D. Integrates scientific, technological, and patient information into the development, and management, and delivery of health care services.

**III. Demonstrates competence in the professional nursing role.**

- A. Demonstrate responsibility and accountability in the delivery of health care and evaluation of one's practice.
- B. Integrates moral, ethical, and legal responsibility in professional practice.
- C. Recognize the importance of lifelong learning.

**IV. Applies principles of leadership in nursing practice and health care delivery.**

**V. Analyze health care systems in relation to economics, social, political and legal issues.**

- A. Applies management concepts in the health care delivery system.
- B. Evaluate use of complex technology in an appropriate and cost-effective manner to improve quality of care.
- C. Integrates cost management strategies to provide quality care within the healthcare system.

**VI. Incorporates research and evidence based literature into practice.**

## II. Admission to Pre-Licensure BSN Track

The School of Nursing complies with the LSSU policy of equal opportunity (see LSSU Catalog). Qualified applicants are admitted without discrimination with regard to race, color, national origin or ancestry, gender, age, religion, height, weight, marital status, sexual preference, veteran status or disability (reasonable accommodations will be made within the Americans with Disabilities Act guidelines).

### Physical Requirements

Students must pass a physical exam by the LSSU Health CARE Center provider. The LSSU Nursing Program has identified a list of physical requirements the students must be able to perform during clinical experiences, with or without reasonable adaptations:

Lift/Walk	Stand, lift (generally accepted, 50 pounds) and walk
Stand/Climb	during most of the clinical experience
Stoop/Bend	Physical agility is required while working around
Squat/Kneel	tables & chairs in a client's room as well as stooping
Grasp/Handle	and/or bending to retrieve supplies from lower storage area
Push/Pull	Pushing and pulling of various medical equipment,
Reach	drawing up and dispensing medications; ability to reach over one's shoulders or at waist level
Hear/See	Use of special senses are required to assess the
Touch/Smell	client and any changes in client's condition/ environment; ability to hear normal voice tones, auscultatory sounds, monitor alarms and call lights is required; ability to see and read thermometers, syringes, dials and cardiac/respiratory monitors

To be successful in the nursing curriculum and in the role of a professional nurse, the above physical requirements are necessary for the student to possess in order to perform the following list of competencies, with the appropriate educational instruction. These include, but are not limited to:

1. Assist clients with meals;
2. Move, position clients in bed;
3. Assist clients to walk with and without mechanical devices;
4. Lift, transfer, and transport clients using wheelchairs and stretchers;

5. Administer medications;
6. Provide direct client care and assist with activities of daily living;
7. Respond to emergencies;
8. Supervising nurse aides in the nursing home setting;
9. Have emotional stability and the ability to accept responsibility and accountability;
10. Oral and written ability with accuracy, clarity and efficiency;
11. Ability to learn, problem solve and reach judgments.

Every effort will be made to ensure the safety of both students and patients during clinical rotations. With this in mind, if you have any known allergies or chemical sensitivities, you must notify your instructor immediately. Great effort to prevent exposure to an allergen or chemical irritant will be made; however, the University and its staff cannot guarantee that students working on clinical assignments at off campus locations will not be exposed to those allergens or irritants. Students should be proactive in determining whether or not allergens or chemical irritants may be present at a particular site.

### **Procedures on Disclosure of Criminal History in the Nursing Program**

Admission to Lake Superior State University's nursing programs shall not be denied solely on the basis of a prior felony or misdemeanor conviction, unless it prohibits the student's ability to:

1. Obtain a Canadian Work Visa\* (a requirement outlined in the Student Handbook);
2. Crossing the Canadian/United States border for educational purposes;
3. Handling and distributing medications and controlled substances as a student nurse;
4. Driving self to field experiences required by the clinical rotations in the nursing programs; or
5. Participating in clinical experiences in a nursing home, county medical facility, or home for the aged.

Students will be asked to provide information indicating whether they have been convicted of the specific types of offenses listed in the current guidelines issued by the Michigan Department of Community Health \*when they apply to the program\*. They will also be required to sign a criminal history disclosure form and submit to a FBI-level background check (with fingerprints). The cost of this is approxi-

mately \$70.00 and will be included as a special fee in the appropriate courses.

An applicant or current nursing student who is convicted of an offense as noted in Section II above at any point in the nursing program must report it immediately to the Associate Dean of the School of Nursing.

After criminal background checks have been completed, they will be reviewed promptly by the Associate Dean of Nursing. Any student who cannot be placed in clinical settings based on the above guidelines will be dismissed from the nursing program. Any student who has concealed or falsified information will be dismissed from the nursing program. If there are any questions about placing a student based on the above guidelines, the decision about continuing in the program will be made by the Associate Dean of Nursing.

Students will be required to update their Disclosure form on an annual basis.

This is in accordance with other licensed professional programs and Community placement agencies.

**Examples of Crimes Involving Moral Turpitude:  
(source: MI Dept. of Community Health guidelines)**

Crimes involving a substantial misrepresentation of any material fact to the public, including:

- Crimes involving homicide, murder, manslaughter, mayhem, negligence homicide, assault;
- Crimes which involve a violent act or a threat of a violent act against any person or a crime;
- Criminal sexual conduct in any degree;
- Commercial activity involving child abuse, neglect or exploitation, kidnaping, adoption schemes and prostitution;
- Child abuse or neglect;
- Cruelty toward, or neglect;
- Robbery, armed robbery, burglary, receiving stolen property, concealing stolen property;
- Extortion;
- Obtaining property by false pretenses;
- Larceny by trick;

- Larceny by conversion;
- Embezzlement;
- Arson;
- Offenses involving narcotics, alcohol or controlled substances that result in a felony conviction. (Note: Minor in possession/ consumption, drunk driving are felony offences in Canada).

## Entrance Requirements

1. **Pre-Nursing Readmission and Entrance Requirements:**  
Applicants must take the ATI/TEAS as part of the application process and satisfy University admission requirements described in the admission section of the Catalog.  
For students with college-level achievement, the opportunity will be offered to obtain course credit or placement into an advanced course based on transfer credit evaluation.  
High school academic subjects should include a minimum of one unit of biology, one of chemistry, three of English and two of algebra. Additional science and mathematics courses, and computer competency are also highly recommended.
2. **Entrance Requirements to Nursing after Fall 2009:** Following successful completion of the pre-nursing requirements, a maximum of 30 students will be admitted to the program based upon academic achievement and completed immunizations and criminal background check results.  
Application to the nursing program requires a minimum cumulative grade point average of 2.5 or higher in nursing, nursing support and English courses. Acceptance also requires a C or better in ENGL110, ENGL111, PSYC101, SOCY101, COMM101, BIOL121, BIOL122, CHEM104 and PSYC155.  
*Note:* Mathematics proficiency at the MATH102 level (or higher) is a prerequisite or corequisite to CHEM104.
3. **Completion of Declaration of Intent** by March 1 for Fall Admission and November 1 for Spring Admission.
4. **Transfer credit** will be granted on an individual basis. Only those courses in which the student received a grade of C (or better) are transferable. Credits for baccalaureate nursing courses and pharmacology are transferable for five years. Students in LSSU's pre-nursing program will get

weighted priority over transfer students who completed their prerequisites at other schools.

#### 4.5 Completion of LSSU nursing entrance exam.

5. **Admission Credentials:** Before admission to clinical nursing courses (sophomore year), the student is required to submit the following credentials to the School of Nursing:
  - a. Documentation of up-to-date immunizations according to the Admission Immunization Record.
  - b. Results of 2-step tuberculin testing (if greater than three months old, current TB test) or chest-x-ray within the last two years.
  - c. Record of signed Body Fluid Exposure and Protection, Drug Policy forms and Criminal Background Policy
  - d. Evidence of current CPR for the Professional Rescuer certification.
  - e. Health Assessment Form.
  - f. Canadian agencies require flu vaccines yearly.
  - g. Negative criminal background check.
  - h. Completion of Entrance exam(s).
6. **Computer literacy recommendations** include: basic word processing, and library and Internet searches.
7. **Admission Sequence:** Students may be admitted to the University at any point, but may not be admitted to nursing until they have fulfilled all pre-nursing course requirements.
8. **Time Requirements:** A minimum of four academic years.
9. **NCLEX-RN Exam:** Graduates of this program are eligible to write the NCLEX-RN examination administered by the Michigan Board of Nursing for licensure as a Registered Nurse (RN). Canadian students must pass the NCLEX-RN examination prior to applying for licensure in Ontario. Completion of academic requirements for the BSN does not guarantee eligibility for Michigan Registration Nurse licensure. Students who have been convicted of a felony should contact the Michigan Board of Nursing for eligibility requirements.
10. **Throughout the program,** students are expected to assume increasing responsibility and to demonstrate increasingly

independent decision making in the care of individuals and groups of clients.

- 11. Possess a valid passport or other documents** as determined by the Department of Homeland Security.
- 12. In the fall semester of junior and senior years,** students must submit completed Health History Update Form, No Change in Criminal Background Form signed, TB screening results and CPR certification valid for one year, on the first day of class.

### III. Course Sequence Pre-Licensure BSN Track

Suggested sequence of courses may be modified to meet the needs of individual students. Check Catalog course descriptions for prerequisites and course content.

#### Bachelor of Science in Nursing Four-Year Program

(sample schedule)

#### Fall Semester

#### Spring Semester

#### *First Year (pre-nursing)*

ENGL110	First-Year Comp I	3	ENGL111	First-Year Comp II	3
PSYC101	Intro. to Psychology	4	CHEM104	Life Chemistry I	3
SOCY101	Intro. to Sociology	3	BIOL122	Human Anatomy & Physiology II	4
COMM101	Fund. of Speech	3	PSYC155	Lifespan Development	3
BIOL121	Human Anatomy & Physiology I	<u>4</u>		Elective	<u>3</u>
		<b>17</b>			<b>16</b>

#### *Second Year*

NURS211	Intro. to Prof. Nurs.	3	BIOL223	Clinical Microbiology	3
CHEM105	Life Chemistry II	4	NURS213	Fund. of Nursing	6
NURS212	Health Appraisal	4	HLTH209	Pharmacology	3
HLTH208	Nutrition	3	HLTH235	Healthcare Informatics	<u>2</u>
HLTH232	Pathophysiology	<u>3</u>			<b>14</b>
		<b>17</b>			

#### *Third Year*

HLTH352	Health Issues of Aging Populations	3	HLTH328	Multicultural Approach to Healthcare	3
MATH207	Prin. of Stat. Methods	3	HUMN251	Humanities 1	4
NURS327	Adult Nursing I	<u>8</u>	NURS325	Nursing of Childbearing Families	5
		<b>14</b>	NURS438	Parent/Child Nursing	<u>6</u>
					<b>17</b>

#### *Fourth Year*

NURS431	Adult Nursing II	8	NURS331	Mental Health Nursing	5
NURS434	Nursing Research	3	NURS432	Nursing of Populations	5
NURS435	Nursing Management	<u>4</u>	NURS436	Nursing Issues	2
		<b>15</b>		Humanities Elective	<u>3-4</u>
					<b>16-17</b>

## IV. Admission to Post-Licensure BSN Track

The School of Nursing complies with the LSSU policy of equal opportunity (see LSSU Catalog). Qualified applicants are admitted without discrimination with regard to race, color, national origin or ancestry, gender, age, religion, height, weight, marital status, sexual preference, veteran status or disability (reasonable accommodations will be made within the Americans with Disabilities Act guidelines). (See page 7 for a list of physical competencies.)

1. **Entrance Requirements:** To qualify for admission to the Post-Licensure BSN program, applicants must satisfy University admission requirements as described in the admission section of the Catalog.
2. **Required Admission Credentials:** Submit to Admissions Office: standard LSSU admission application; transcripts from previous nursing school(s) and college(s). Submit to School of Nursing a copy of current Michigan or Ontario professional nursing license. All credentials must be on file preceding semester of entry.

Before admission to the first clinical nursing course (NURS363), the following credentials are required:

- a. Documentation of up-to-date immunizations including necessary titers.
  - b. Current TB test within three months. If a Canadian site is used, a two-step TB test is required. This will be assessed by the Community Health Prof. (see policy, page )
  - c. Record of signed Body Fluid Exposure and Protection, and Drug Policy forms.
  - d. Evidence of nursing liability insurance
  - e. Evidence of current CPR for the Professional Rescuer certification
  - f. Health History Risk Assessment Form
  - g. Canadian agencies require flu vaccines yearly
3. **Transfer Credits:** Transfer credit may be granted on an individual basis for equivalent general education and support castings. Only those courses in which students received a C or better may be transferred. For students with college-level achievement, the opportunity will be offered, by means of examination, to obtain course credit or placement into advanced course.

Applicants must be graduates of a state- or provincial-approved associate degree or diploma nursing program with a cumulative grade point average of 2.5 in all nursing, nursing support and English courses. Nursing support courses include: chemistry, anatomy and physiology, microbiology, statistics, nutrition, pharmacology, pathophysiology, computer applications in health sciences, psychology, and sociology courses. Thirty-two credits will be granted for basic nursing courses upon successfully completing NURS360 and NURS363. Credit may be granted for nutrition and pharmacology for an equivalent course; pharmacology credit must be within 5 years. Credit for pharmacology and nutrition may be obtained by writing the required NLN challenge test and achieving a score at the 50 percentile or above. NLN test may be repeated once; students must enroll in the course if not successful on second writing. Computer literacy (recommended) and mathematics competency at the MATH102 level are also required.

4. **Admission Sequence:** Students may be admitted to the University at any point, but may not be admitted to the Nursing Program until they have fulfilled the admission requirements.
5. **General Degree Requirements for Bachelor of Science** must be met. See degree requirements in University Catalog. The nursing curriculum provides an interdisciplinary major and does not require a minor to meet graduation requirements. Students interested in a minor should refer to the appropriate University Catalog section. A total of 127 credits is required to complete a bachelor of science degree in nursing. For graduation, students must have 33 (LSSU credits). CLEP and departmental testing are acceptable as transfer credit but may need to be replaced with LSSU credits to meet the 33-credit requirement. Students must earn at least 50 percent of their departmental required 300/400-level credits in LSSU credits.
6. **Time Requirements:** The time required for completion will depend upon the number of transfer credits and credits received by examination. All support courses need to be completed prior to starting nursing courses. Nursing course sequence must be completed in six semesters, which includes two summers.

7. **Throughout the program**, students are expected to assume increasing responsibility and to demonstrate increasingly independent decision making in the care of individuals and groups of clients. As part of the evaluation process and NLN requirements, a critical thinking exam and the Meds Pub Assess Test or equivalent are required of all pre-licensure students prior to graduation.

## V. Course Sequence Post- Licensure BSN Track

Curriculum plan at LSSU: English, speech, social science, natural science and support course requirements must be completed prior to starting fall semester I curriculum plan.

CHEM105 will be offered every 2 years (based on need) in the fall or spring semester.

### Summer Semester I

NURS363	Comprehensive Health Appraisal	3
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### Fall Semester I

NURS360	Prof. Nursing Concepts	4
*2NURS/HLTH352	Health Issues of Aging Population	3

### Spring Semester I

NURS365	Family Nursing Theory	3
*NURS/HLTH328	Multicultural Approach to Health Care	3

### Summer Semester II

NURS434	Nursing Research	3
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### Fall Semester II

NURS435	Nursing Management	4
NURS436	Contemporary Issues in Nursing	2

### Spring Semester II

NURS437	Professional Nursing Leadership	2
NURS432	Community Health Nursing	5

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\*means the class is only offered yearly as needed.

## VI. Academics

### Advising

**Purpose:** The purpose of student advisement is to promote academic achievement through student/faculty interaction, course planning and academic advisement.

**Procedure:** A nursing faculty advisor(s) will be assigned to all incoming pre-nursing students by the school secretary, who distributes and maintains updated advisee lists. Once the student is admitted to the nursing program, a nursing professor will be assigned to the student to be his/her advisor for the sophomore, junior and senior years. Faculty advisor and student advisee should meet on a routine basis, but no less than each semester.

**Student Responsibility:** It is the advisee's responsibility to:

1. develop a master plan for program completion
2. keep advisor informed of progress in meeting plan.
  - a. changes in plan for completion
  - b. academic difficulty
  - c. remedial action undertaken
3. bring draft course schedule to faculty member for approval each semester

**Advisor Responsibility:** It is the advisor's responsibility to:

1. advise students of policies which may have an impact on their plan of study during advisor/student appointments
2. assist students with academic problems to develop goals and strategies to improve grades
3. refer students to appropriate campus or community services
4. review course schedule selected by students, assisting as necessary

### Student Appeals Procedure

If a student believes he/she has been unfairly treated, they have the right to appeal. The School of Nursing has the following procedure for student appeals. The student must initiate the appeal using the following steps:

1. Arrange to meet with instructor within 10 school days to identify and/or discuss problem
2. If unresolved, student and instructor to meet with course coordinator within three school days
3. If problem still unresolved, appeal can be made within three school days to the Student Affairs Committee. Student will need to write a letter of appeal to chairperson of the committee.

4. Student Affairs Committee will submit findings to the Nursing Faculty Committee within five school days. The student will be notified of the nursing faculty's decision in writing within three working days of the faculty meeting.
5. If not satisfied with the decision, a meeting with the Associate Dean of the School of Nursing should be scheduled within three school days after receiving the nursing faculty decision.

### **Career Services, Disability, Counseling and Learning Centers**

Lake Superior State University maintains a career center and a learning center which provide extensive services designed to help students decide and/or meet their career goals. These services include:

1. a comprehensive testing program with a wide variety of standardized aptitude, achievement, intelligence and occupational interest tests offered to students as part of SERV125, Career Planning and Decision Making, a one-credit course;
2. test result evaluation and career counseling sessions;
3. a free tutoring service to assist students having difficulty in any academic area;
4. assistance to students with learning disabilities;
5. optional courses, one called University Success Strategies (USEM101), which can make one's transition to university studies easier and may even improve grades, or the University Seminar Course(s).

In addition to academic and vocational counseling offered through Career Services, personal counseling is available through the Counseling Center to discuss any personal, social or adjustment problem the student may have while on campus.

### **Grading Policy for Clinical Courses**

Because nursing is an evidence-based applied science program, all nursing students must demonstrate competence in both the theory and the clinical components of each clinical course before progressing to the next level of our program.

Final grades cannot be determined for the course until after both the theory and clinical components have been evaluated separately. These two key components must be passed at a minimally acceptable rate (72% test average for the theory component, and an earned "satisfactory" rate for the clinical component) which is determined by the LSSU School of Nursing faculty and approved by our accreditors. Students who earn below the minimally accepted **non-rounded 72% grade average** in the theory component of the course, **and/or**

students who earn an evidence based "unsatisfactory" evaluation in the clinical component of the course will receive a maximum grade of C- regardless of other graded assignments that are a part of that course.

**The Theory Component includes:** Test scores and quizzes (this is where the course content is applied via a NCLEX-RN type testing format that utilizes increasing levels of complexity over the course of our program (e.g. via Bloom's Taxonomy, testing more knowledge at the sophomore level and more analysis at the senior level of the program).

**The Clinical Component includes:** Clinical performance is graded satisfactory or unsatisfactory by the clinical instructor. This determination is based on the following:

- (a) the student consistently demonstrates safe and appropriate patient/client/family interventions in the practice of nursing for his/her clinical level in our program.
- (b) the student consistently demonstrates adherence to clinical agency standards of behavior and practice of nursing.
- (c) the student consistently demonstrates adherence to LSSU's School of Nursing standards of behavior and practice of nursing as outlined in the LSSU Nursing Program Handbook.

Once it is determined that theory and clinical component requirements have both been met for the course, scores earned on other graded activities (as determined by the course coordinator and outlined in the syllabus) will be added to the student's earned theory grades so that a final course grade can be determined using the LSSU School of Nursing Grading Scale below:

### Grading Scale

A+	98%-100%	4.0	B-	80%-81%	2.7	D	62%-67%	1.0
A	92%-97%	4.0	C+	78%-79%	2.3	D-	60%-61%	0.7
A-	90%-91%	3.7	C	72%-77%	2.0	F	0%-59%	0
B+	88%-89%	3.3	C-	70%-71%	1.7			
B	82%-87%	3.0	D+	68%-69%	1.3			

*These are the School of Nursing minimal grading standards.  
See course syllabus for additional requirements.*

### Progression Requirements

To progress from one level to the next level in the nursing sequence, a grade of 72% or better is required in all nursing, nursing

support courses and English. A grade of C or better is required in both classroom theory and written components of nursing courses as well as satisfactory clinical performance to receive a grade of 72% or better in nursing courses. A grade of 71% or below in a nursing core course is not acceptable and must be removed by repeating the course prior to proceeding to the next level of nursing. An unsatisfactory clinical evaluation will result a failing grade for the nursing course. If a student requests an N or W grade for a nursing course and is demonstrating unsafe clinical practice as outlined in the BSN Handbook under the title "dismissal", then the withdrawal will be considered a clinical failure for the purposes of course progression. Application for permission to repeat a nursing course must be made in writing and submitted to the Associate Dean of the School of Nursing or designee.

Repeating courses and progression in clinical sequence depend on clinical space available. When a student receives a failing grade in a course with a classroom theory and clinical component, both the theory and clinical components must be repeated. Students who receive less than a C in courses other than nursing and nursing support courses may continue in the program if their overall grade point average remains 2.0 or above. University policies regarding repeats for other courses will be followed (see University Catalog).

If a student wishes to progress in the nursing program following one nursing course failure, a letter requesting continuation must be submitted to the Student Affairs Committee (SAC). The purpose of this policy is twofold:

1. Students progress through the program as a member of a cohort, there may not be an available slot for the repeating student in the next available course.
2. It is important for the student to develop a plan so that the potential for success in the repeat course is enhanced. This plan should be developed with the Nursing Faculty member whose course the student failed. Issues that may need to be addressed include time management, study habits, the need for support services, etc. The letter for readmission should be submitted within one week of notification of course failure, and no later than the week before possible readmission to the repeat course.

Readmission will require a written appeal to the SAC committee and a majority vote by the Nursing Faculty. Applicants must take the ATI/TEAS as part of the application process and satisfy University admission requirements described in the admission section of the

Catalog. Readmission is rare and typically requires a minimum of a 1-year dismissal period.

### **Probation, Academic**

University policies concerning academic probation will be followed (see University Catalog).

### **Probation, Non-Academic**

A student may be placed on probation for other than academic reasons. These may include (but are not limited to): cheating, dishonesty or unethical behavior. The student must comply with the terms of probation, which may include counseling, or be dismissed from the program. The terms of probation will be determined by the faculty of the School of Nursing.

### **Dismissal**

Students are expected to follow the standards of behavior and conduct as identified in the University Catalog and this Student Handbook. Students are guaranteed the right of due process. Reasons for dismissal from the nursing program include:

1. Two failing grades in any nursing course or nursing support courses which are taken after admission to the clinical rotation. Nursing support courses are those beginning with HLTH: HLTH208, HLTH209, HLTH232, HLTH235, HLTH352, HLTH328.
2. Failure to achieve and maintain an overall GPA of 2.0.
3. Any student who fails both the clinical and theory portions of the same nursing clinical course, or has demonstrated overt patient safety issues shall be dismissed from the nursing program. Unsafe clinical practice, as identified by the clinical instructor, that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status; the student will be provided with documentation and counseling prior to dismissal.
4. Unprofessional conduct when involved in University-related activities may lead to dismissal from the nursing program. Behaviors constituting unprofessional conduct include but are not limited to dishonesty, breach of confidentiality/privacy (see School of Nursing Privacy/Confidentiality Policy), substance abuse (see School of Nursing Substance Abuse Policy) and any other conduct which may prohibit licensure by the Michigan Board of Nursing upon graduation or result in loss of licensure as a registered nurse.

5. Absence(s) which prevent meeting course objectives
6. Physical or emotional conditions which prevent the student from meeting course requirements, or which may jeopardize the safety of a patient.
7. Cheating: Cheating is a violation of the trust which should exist between student and teacher. It is also a dishonest claim to credit for something undeserved. Students caught cheating can be, upon recommendation, expelled from school (see University Catalog). The policy of the nursing program is as follows: Any student caught cheating, no matter how insignificant the incident, will automatically fail the course in which the cheating occurred. In addition, the nursing faculty reserves the right in severe cases to recommend expulsion from Lake Superior State University (see University Catalog).
8. Change in Criminal Background. Failure to report to the Associate Dean of the School of Nursing a change in the student's criminal background will result in dismissal from the Nursing program. After review of the change in criminal background, the Associate Dean of the School of Nursing will determine whether the student may continue in the nursing program.

**Withdrawal** (*see University Catalog*)

### **Readmission**

A student must request readmission into the nursing program if student has not enrolled in a nursing course(s) for one semester or more.

Students enrolled in University courses, but who have not continued to follow the sequence of nursing courses for one semester must request readmission into the nursing sequence. Progression in the Nursing Program sequence depends on clinical space available.

Written requests for readmission to the Nursing Program must be made to the Associate Dean of the School of Nursing for review by the Student Affairs Committee. Requests for readmission must be submitted a minimum of **60 days** prior to desired re-entry and will not be reviewed without the following information.

- A. Students who withdraw from the nursing program or sequence for academic reasons may submit a written request for readmission. The request must include:
  - a. Identification of reasons for withdrawal
  - b. Date of desired re-entry
  - c. Documented evidence of measures taken to improve or eliminate any deficiencies.

- i. Courses completed to satisfy academic deficiencies
  - ii. Pertinent work experience with letter(s) from immediate supervisor(s) describing type of work done and evaluation of performances
  - iii. Remedial work in mathematics, nursing lab, language or reading lab, study improvement courses, tutoring, independent study
  - iv. Counseling
  - v. Other evidence that indicates improvement of deficiencies
- B. Students who withdraw from the nursing program or sequence for non-academic reasons may qualify for readmission by submitting:
- a. Written request for readmission
  - b. Reasons for withdrawal
  - c. Date of desired re-entry
  - d. Evidence that would indicate improvement or solution to problems which precipitated withdrawal

Approval or denial is determined by nursing faculty review and recommendations and is based on criteria for readmission identified at the student's withdrawal as well as space available. Applicants will be informed of the decision in writing.

Students who withdraw from the nursing program should be aware that credit for previous nursing courses is acceptable up to five years. Students re-entering the nursing program adhere to the policies of the University Catalog in effect at the time of readmission.

### **Graduation Requirements**

1. Fulfillment of general University requirements for degree of bachelor of science in nursing.
2. Successful completion of all courses in the nursing curriculum; an overall grade point average of 2.00 or above and a grade of C or better in nursing and nursing support courses.
3. Required academic credits include 60 nursing major credits, 65-66 nursing support and general education credits and three general elective credits.
4. A total of 126-127 credits is required to complete a degree of bachelor of science in nursing.
5. As part of the program evaluation process, a critical thinking exam and a comprehensive nursing test are required of all pre-licensure nursing students prior to graduation.

## **Licensure: National Council Licensing Examination for Registered Nurses (NCLEX-RN)**

The licensing board of the state in which the graduates write the examination grants the individual a license to practice as a registered nurse (RN). A notarized application, supported by credentials showing that the applicant has completed an approved program in nursing accompanied by a stated fee must be submitted by a designated date prior to the date of the examination. This deadline may differ between states.

## **Canadian Examinations**

The Canadian Licensing Examinations can not be written by individuals attending an American university until they have written and passed the NCLEX-RN.

# VII. Lab and Clinical Requirements

The following regulations pertain to all students enrolled in clinical nursing courses at Lake Superior State University.

## **Dress**

Procedure (rationale): Personal neatness and good grooming habits reflect positively on the individual, the School of Nursing and the nursing profession. Adhering to the dress code contributes to maintaining asepsis, promotes patient safety, and complies with agencies' policies. Complying with standards of personal care and dress also contributes to positive interpersonal relationships between clients and agency staff.

**Dress code requirements:** Students are expected to be neat and well-groomed. This includes the following:

1. Hair will be neat, clean and controlled so that asepsis is maintained when providing care for the client. Below-shoulders-length hair will be pulled back and secured so that it does not fall below the shoulders and **remains motion free**.
2. Jewelry will be limited to wedding rings, watches and one pair of pierced earrings which are small, post-type and worn only in the ears. Dangly and loop earrings are to be avoided for the student's and client's safety. Based on asepsis issues, instructors reserve the right to have students remove all jewelry.
3. All-white leather shoes must be clean, in good repair and provide good support. Clogs and platform shoes are not

permitted for safety and mobility reasons. White socks or flesh colored nylons are to be worn.

4. The official student uniform:
  - a. In the hospital setting all BSN LSSU nursing students will wear a navy blue unisex scrub shirt and pant. In efforts to maintain a professional appearance the pants must be straight-legged and hemmed to not touch the floor. It is recommended that students purchase two scrub sets since many clinical days are back-to-back which can make laundering in between difficult. In addition, the student must purchase a short (hip length) white lab coat. Uniforms must be purchased at the Barnes & Noble at LSSU campus bookstore. The LSSU Student Nurse patches must be fully adhered to the left shoulder sleeve of the scrub shirt and the short (hip length) white lab coat. Students are allowed to wear a plain white long sleeve t-shirt under the navy blue scrub shirt if setting temperatures support such layering. Shoes must be close-toed and close-heeled. They must be leather or vinyl and all white in color. The LSSU picture ID student name badge must be worn on the left chest area at all times while in uniform.
  - b. In the community setting all BSN LSSU nursing students will wear a plain white non-see-through short sleeve polo shirt with dress, single color navy blue slacks (not denim). In efforts to maintain a professional appearance the pants must be straight-legged and hemmed, not touching the floor. The short (hip length) white lab coat worn in the community and the white polo shirt both have the LSSU Student Nurse patch fully adhered to the left shoulder sleeve. Dark, single colored shoes (close-toed and close-heeled) with dark or flesh toned socks complete the uniform. The LSSU picture ID student name badge must be worn on the left chest area at all times while in uniform.
5. Perfume or cologne is not to be worn in the clinical area due to possible allergies of patients, agency staff, peers, etc. Fingernails are to be short, clean and polish-free to ensure client and student safety. No acrylic, nail decorations or artificial nails.
6. Jeans, jean-like material, or ball caps are not to be worn for any contact associated with clinical experiences including those times when students are obtaining data from an agency for a clinical assignment(s).

**Failure to comply with the dress code will result in the student being asked to leave the clinical setting and will result in an unsatisfactory mark for that clinical day missed.**

### **Attendance**

Students are responsible for acquiring knowledge, skills and values necessary for the safe practice of nursing. Clinical and laboratory attendance is required to meet course objectives and to demonstrate safe practice of nursing. Absence or tardiness makes it impossible to evaluate the student's ability to meet course objectives and may result in course failure.

All absences from clinicals must be made up. The date, time and type of make up will be determined by the faculty member. The student will be responsible for any additional costs which may be incurred for making up clinical time. If the absence is a non-excused absence, **the student will not be allowed to make up the clinical time and will receive a failing grade for the course.**

The nursing student is expected to make accurate and honest judgments about his/her state of health as a reason for not attending the laboratory and/or the clinical sections of nursing courses. When illness does not permit attendance, it is the responsibility of the student to notify the University laboratory instructor or the clinical agency **prior** to the scheduled laboratory or clinical time.

**Clinical make-up policy:** All clinical hours must be made up. It is the responsibility of the student to contact the instructor regarding make-up of all clinical absences. The student will be responsible for any additional costs which may be incurred for making up clinical time. There is no guarantee that students will be able to make up clinical experiences within that semester.

### **Clinical Preparation**

Nursing courses with a clinical component may require students to collect assessment data in advance, one or more days before the assigned clinical times. Adequate time needs to be budgeted to permit safe practice.

### **Books, Uniforms and Supplies**

Textbooks and supplies for each nursing course will be available at the LSSU Campus Shoppe, a local designated company or a supplier of one's choice. Equipment which needs to be purchased includes two hospital student uniforms, watch with second hand, sphygmomanometer, penlight, bandage scissors, CPR shield, goggles and laboratory kits. All students must purchase a stethoscope and should con-

sult faculty for an appropriate selection. Name pins are required and will be ordered through the Cisler Center.

## Uniforms

Student uniforms will be purchased the first week of fall semester in the sophomore year.

## Health Requirements

The nursing program follows the general University health requirements. The student must also meet the employment requirements of affiliating agencies related to immunization and physical abilities (see page for specific physical requirements). Therefore, all nursing students are required to have a health assessment done by the LSSU Health CARE Center on admission to either the pre-licensure track, or post-licensure track. Annual follow-up appointments will occur for the purpose of documentation of changes in health status, yearly TB testing, yearly flu vaccines, and any other student health requirements necessary to remain in the nursing program at LSSU.

## Health Policies

*HIV and Hepatitis:* The School of Nursing follows Center for Disease Control guidelines. Nursing students are required to wear protective gloves when handling any blood or body fluids. Masks and goggles will be worn when any danger of splashing exists. CPR shields and goggles must be carried by the student at all times during clinical experiences. These items can be purchased at B&N at LSSU.

Nursing students who are pregnant or receiving medical treatment with corticosteroids or immunosuppressant medications will not be assigned to care of clients with known HIV infection. It is the student's responsibility to inform faculty of personal health conditions.

Students must **immediately** report any exposure to blood or body fluids in the clinical or laboratory area to their instructor and follow the School of Nursing exposure policy guidelines.

**Required Immunizations:** Completed "Admission Immunization Record" must be on file prior to the start of sophomore classes.

**Tuberculosis Testing:** All students prior to entering clinical nursing courses must have baseline two-step tuberculosis testing (Mantoux) completed. Thereafter, students with negative results must have annual tuberculosis testing done. In the event of a positive test result, the student must provide documentation of receiving preventive therapy prior to starting or returning to the clinical setting. Students who have past

documented positive tuberculosis test must provide documentation of a negative chest x-ray every two years or annual health assessment by a certified nurse practitioner or physician verifying freedom from active tuberculosis.

**Substance Abuse:** Any student who is suspected of being under the influence of drugs or alcohol will be immediately asked to leave the clinical area or classroom, and the guidelines of the School of Nursing Substance Abuse Policy will be followed.

### **Laboratory and Clinical Policies**

1. Nursing students will be expected to follow the policies of participating agencies.
2. Students will be expected to be knowledgeable about the fire safety procedures of each agency.
3. Students are expected to adhere to parking policies of each agency.
4. Right to Privacy and Confidentiality of information: Information concerning clients must not be discussed outside of the clinical area. All paperwork with client information must be kept out of reach of others and concealed in a folder. Students may only access client information through computers, reports and charts on clients to whom they are assigned. A confidentiality statement is signed during the first nursing clinical course.
5. Personal conduct: Students are expected to conduct themselves in a professional manner at all times (see Student Code of Ethics).
6. Personal belongings: Personal articles including extra money and credit cards should not be brought to the clinical area.
7. Personal phone calls should not be made or received on the agency phone. A pay phone is usually available. Cell phone usage is prohibited in most clinical agencies.
8. Smoking may be permissible only in designated areas of the clinical agencies. No smoking is permitted in classes or conferences.
9. No gum may be chewed in the clinical agencies.
10. Students checking out laboratory equipment are responsible for any losses or damages incurred. Lab equipment checked out must be returned by the following Monday.
11. Any required skill check-offs must be satisfactorily completed prior to performing the skill in a clinical setting; a maximum of three attempts (with videotaping of the third attempt) may

be scheduled per skill. Please see course syllabus for check-off procedure.

### **Professional Liability Insurance**

All students are required to carry professional nursing liability insurance while enrolled in the nursing program. A course fee is assessed every year to cover the cost of this insurance.

### **Health Insurance**

The School of Nursing strongly recommends that all students carry health insurance while enrolled in the nursing program. Students may purchase coverage through the University or a private plan. Treatment for injuries occurring during clinical experiences is the student's responsibility.

### **Transportation**

Students will be assigned to clinical experiences requiring travel off campus. Transportation to and from clinical agencies and other related costs are the responsibility of the student. Students enrolling in community health nursing must have individual access to a vehicle.

### **Work Permits/Visa**

For U.S. residents, work permits/visas are required from Canadian immigration prior to clinical experiences in Ontario. Proof of identification and a letter from the School of Nursing are needed to obtain a work permit. Students who have been convicted of a felony (including DWI), may not be able to obtain a Canadian work permit and/or visa and therefore would not be able to fulfill the clinical practice requirements. Work permits/visas must be returned to Canadian Immigration at the end of the school year.

### **Passports**

As of spring 2009, ALL persons, including U.S. citizens, traveling between the U.S. and Canada by **land** are required to present a valid passport or other documents as determined by the Department of Homeland Security.

### **Off-campus Expectations**

Clinical experiences may be assigned at agencies outside of the Sault Ste. Marie area. Any expenses incurred are the student's responsibility. Students are expected to conduct themselves in a professional manner at *all times*, including clinical experiences which require overnight stays.

## **Privacy and Confidentiality**

Faculty at Lake Superior State University's School of Nursing believe that the professional registered nurse and licensed practical nurse are held to the highest standard when it comes to protecting the dignity and rights of the clients they serve. To emphasize this important concept, all clinical courses in Lake State's Nursing Program have a course objective that addresses the program's expectation that the nursing student adheres to this standard during their clinical practice experiences.

Confidentiality is a key element in respecting the dignity and rights of clients. It is the student's responsibility to safeguard the client's right to privacy by judiciously protecting information of a confidential nature during clinical experiences, discussion of clinical experiences in pre and post conferences, in the classroom when appropriate, when accessing assigned client documentation (in client hard chart or by computer), and in written coursework (that pertains to the clinical experience). Further, clinical experiences are graded on the fact that the nursing experience is identified and/or discussed, however, the client can never be identified.

Additionally, all nursing students in Lake Superior State University's nursing programs are made aware of their responsibilities regarding privacy and confidentiality by signing the School of Nursing's Privacy and Confidentiality Policy. Further, the student is made aware that any breach in privacy/confidentiality or respect for the dignity and rights of a client is justification for clinical failure, at any point during the semester, resulting in a failing course grade. The student will be required to follow appropriate confidentiality guidelines at all clinical agencies.

## **VIII. General Information**

### **Student Representation on School of Nursing Committees**

Student representatives will be invited to serve on the Student Affairs Committee, Curriculum Committee, Evaluation Committee, Learning Resources Committee and Pinning Ceremony Committee. Student representatives on these committees have the following responsibilities:

1. Attend committee meetings and notify the chairperson if unable to attend;
2. Keep student body informed of current issues and concerns, policy changes, and other concerns;

3. Be responsible for sharing ideas and suggestions with the committee;
4. Have voting power within the committee.

### **National Student Nurses' Association—Lake State Student Nurses' Association**

The National Student Nurses' Association (NSNA) is a professional organization which has been and is directed by nursing students on a chapter, state and national level under the sponsorship of the American Nurses' Association and the National League for Nursing. Membership is voluntary and open to students enrolled in BSN pre- and post-licensure curricula. The Lake State Student Nurses' Association (LSSNA) is the local organization; a member of the School of Nursing serves as an advisor to the group.

Membership in the LSSNA is an excellent way to meet fellow nursing students who can serve as resource people as you progress through the nursing progress. LSSNA members are active in community activities and also in organizational fund raisers. LSSNA members are eligible to be elected to a position on the chapter Board of Directors or as a delegate to the annual Michigan Nursing Student Association Convention (see LSSNA Bylaws). Members also receive NSNA's publication, *Imprint*.

### **Student Nurse's Code of Conduct<sup>3</sup>**

**Purpose:** The purpose of the Code of Conduct is to foster and enhance professionalism, create standardization, communication expectations and provide direction to all members of the LSSU School of Nursing (students, faculty and staff).

In regard to the above, all members of the LSSU School of Nursing community have a shared duty to:

1. Realize the need for strict confidentiality both within and outside the University and community settings;
2. Treat all people with respect, dignity, fairness and courtesy while enhancing personal and professional diversity and creativity;
3. Foster learning within the School of Nursing while recognizing differences in achievement, experiences and aspirations;
4. Promote a safe and healthy environment conducive to learning in University and clinical settings;

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<sup>3</sup>Revised by Senior Issues in Nursing Class 2002 and approved by School of Nursing faculty.

5. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others;
6. Conduct self with integrity and comply with all applicable laws, University policies and procedures, and professional and/or departmental guidelines;
7. Communicate in a manner that is direct, timely and honest in relation to verbal, visual, written and electronic information
8. Provide knowledgeable, theory-based and client-centered nursing care;
9. Conduct oneself in a way that promotes respect for the profession and development of the whole person, while encouraging excellence in activity and accomplishment;
10. Enable all individuals to benefit from an atmosphere of ethical conduct by maintaining honesty, self-integrity, responsibility and accountability for their actions;
11. Recognize that all members of the School of Nursing (students, faculty and staff) share in the responsibility and authority to challenge and make known, to the proper authority, acts of apparent academic dishonesty including:
  - a. Plagiarism (see definition as outlined in University Catalog)
  - b. Cheating (see definition as outlined in University Catalog)
  - c. Falsification of data
  - d. Aiding and abetting dishonesty
  - e. Falsification of academic records and official documents
  - f. Inappropriate nurse-patient relationships;
12. Refuse to engage in, or condone, any form of discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, physical appearance or disability;
13. Not to attend classes or clinical activities while under the influence of mind-altering substances including alcohol, illicit drugs, over-the-counter or prescription medications;
14. Adhere to a dress code as described in this Nursing Program Student Handbook.

### **Student Responsibilities**

Students accepted in the nursing program are responsible for the following:

1. Nursing experiences requiring travel off campus; transportation to and from these agencies, any overnight

accommodations and parking costs are the responsibility costs are the responsibility of the student

2. Keeping the School of Nursing informed of changes in names, addresses, telephone numbers, health and criminal background
3. Obtaining annual tuberculin testing; exit chest x-rays are not required
4. Annual CPR for the Professional Rescuer recertification prior to onset of fall classes
5. Additional costs incurred by enrollment in the nursing program; these costs include student uniforms, equipment, clinical travel, immunizations, etc.
6. Knowledge of content in this Nursing Program Student Handbook
7. For RN-BSN students, submitting copies of nursing license renewals throughout the program

### Cost

In addition to general University fees, students enrolled in nursing must plan for expenses incurred with travel to and from clinical agencies, including bridge fees and parking, and the purchase of items in the following list.

#### **Additional Costs in Nursing** (*approximate figures*):

All-white leather nursing shoes with closed toes and heels and low-heeled dark shoes .....	up to \$150.00
2 clinical nursing uniforms.....	up to \$150.00
Penlight .....	\$3.00
CPR recertification (annually).....	up to \$25.00
CPR shield.....	\$5.00
Goggles.....	\$5.00
Watch with second hand.....	up to \$30.00
Stethoscope .....	\$40.00-\$120.00
Scissors .....	\$4.00
Sphygmomanometer .....	up to \$30.00
Bridge toll per semester .....	up to \$126.00
Clinical parking per semester (Canadian Funds) .....	up to \$84.00
Out-of-town clinical experiences (selected semesters).....	up to \$250.00
Immunizations .....	up to \$200.00
Laboratory Kits.....	up to \$60.00
Graduate Pin (senior year) .....	variable
Personal Digital Assistant (PDAs - optional).....	\$200.00-\$300.00

## **Graduate Nursing Pin**

The nursing pin, which signifies the completion of the Bachelor of Science nursing program, represents professionalism and educational achievements. The pin, which bears the symbol of the anchor, the insignia of the University, was designed by the 1989 nursing class graduates. Graduating seniors may purchase the LSSU nursing pin or BSN guard through the Campus Shoppe prior to January 30<sup>th</sup>; the pin is traditionally presented to graduates at the senior pinning ceremony each spring.

## **Employment**

The nursing curriculum demands a heavy time commitment as well as time flexibility. Outside employment beyond minimal hours is discouraged for full-time students.

Each year a Career Day is held to provide information about jobs available for students and graduates.

## **Career Services**

Centralized career guidance is offered by the University on a full-time basis.

Career Services will help the student prepare a resumé, practice interviewing skills and plan a job-search campaign.

Business, industry and civil service agencies annually send representatives to campus to interview graduates and potential graduates seeking employment. Career Services publicizes the arrival of these representatives and arranges appointments for interviews with interested students.

A Career Resource Library and on-line access to graduate school information and catalogs are available to assist those seeking employment or who decide to seek higher level degrees.

A list of part-time and full-time job opportunities is also maintained for those students who desire employment while attending Lake Superior State University.

## **Financial Aid**

Lake Superior State University strives to reward scholarship and to meet the needs of the many students who apply for financial assistance. If it is determined that "financial need" exists in a situation, University, State and Federal aid programs may enable students to receive a "financial aid package." This package could include a combination of a scholarship, grant, loan and/or work-study assistance.

Students who have excellent high school or community college academic records are encouraged to apply for scholarships regardless of "need." The ability of the Financial Aid Office to meet one's need

is contingent upon funds being available, the application and other required forms being received on time, and whether one meets the qualifications for the various types of aid.

## **Scholarships and Awards**

### **Academic Achievement Award**

An academic Achievement Award is given annually to a graduate of the Bachelor of Science in Nursing program who consistently demonstrates outstanding scholarship and accumulates the highest grade point average in the nursing major. An award is available for each of the tracks --- pre- and post-licensure.

### **Cunningham Scholarship**

The Cunningham Scholarship was established in 2002 by Barbara Cliff and her husband Chuck Cliff. Both Barbara and Chuck are alumni from LSSU and Barbara previously served on the LSSU Board of Trustees for the University. They have established this scholarship in honor of Barbara's mother, Margie Cunningham, who was the inspiration for Barbara to pursue a career in nursing. This \$1000 award is given annually to a nursing sophomore or junior nursing student, with a minimum GPA of 3.0, who demonstrates a commitment and enthusiasm for the profession of nursing.

### **Vivian M. Day Scholarship**

The Vivian M. Day Scholarship was established in 1995 by Vivian and Maurice Day. Vivian Day is a registered nurse who has had a long-term interest in Lake Superior State University. The scholarship is open to graduates from any Upper Peninsula high school. The recipient must be of sophomore status and have a minimum 3.0 GPA. Recommendations will be made by the School of Nursing Committee.

### **Tempie Dubow Award**

The Tempie Dubow Award is given to the nursing graduate who best typifies the spirit of nursing as exemplified by Tempie Dubow. The recipient is selected by faculty and students on the basis of demonstrated concern for the well-being of patients and families, ability to communicate effectively with health care colleagues, contribution to the general welfare of the community, and the potential for leadership in nursing.

### **Tempie Dubow Scholarship**

The Tempie Dubow Scholarship was established in 1975 as a memorial to Tempie Dubow, a 1973 nursing graduate. The Scholarship is given to a student entering the junior or senior year of the nursing program. The recipient is selected by faculty and students on the basis of demonstrated commitment to nursing, academic achievement, and potential for leadership. Applications will be distributed to students during the Spring Semester of each year.

### **Alana Eitrem Memorial Endowment Fund**

This award was established by family and friends in memory of Alana Eitrem, LSSU nursing student 1984-86. This \$500 award is given annually to a nursing student who is a graduate of a Chippewa County high school with financial need. This endowment is renewable if the recipient maintains a 2.00 GPA.

### **Gerontological Nursing Scholarship**

The Gerontological Nursing Scholarship award was established in 1993 by Dr. Mary Anne P. Shannon to assist a junior- or senior-level nursing student who is interested in the health care of elderly clients. This one-time \$500 award is presented each spring semester and is open to upper-class Canadian and American nursing students who maintain a 3.0 GPA and have at least 26 LSSU credit hours completed.

### **Hospice of Chippewa County Scholarship**

The Hospice of Chippewa County Scholarships were established in 1996 to promote in nursing students a commitment to a career in palliative care. Two \$500 scholarships are available annually to students with an interest in hospice nursing. Junior or senior students with a minimum GPA of 3.0 who are enrolled in at least six credits per semester are eligible. Applicants must submit a typed short letter (150 words or less) indicating their interest in hospice and the area in which they would like to focus. Scholarship recipients must commit to 40 hours of volunteer service with Hospice of Chippewa County.

### **Lake State Student Nurses Association Outstanding Member Award**

This award is presented to a junior or senior nursing student who has made the greatest contribution to the Lake State Student Nurses Association. The nursing student, who is an active member of the association, is nominated for this honor by his/her peers.

### **Light Nursing Growth Scholarships**

The Dr. Dixie and Mr. Morton Light Scholarships were established in 1999 and are awarded to RN completion students enrolled in at least one LSSU nursing or support course each semester who have a GPA of 3.0 or higher. The four awards are up to \$1500 each per year and may be renewed up to three times if scholarship requirements are met.

### **War Memorial Hospital Auxiliary Nursing Scholarship**

This \$500 scholarship is awarded to a full-time sophomore or junior nursing student with a GPA of 3.0 or higher. The student must be a graduate of a Chippewa County high school. This scholarship is not automatically renewed; however past recipients may apply.

### **War Memorial Hospital Medical Staff Nursing Scholarship**

This \$500 scholarship is awarded spring semester to a sophomore or junior nursing student from the tri-county area. The recipient must have a GPA of 3.0 or higher and demonstrate financial need. This scholarship is renewable for recipients who retain eligibility.

### **Clinical Agencies**

To enhance student learning, the following clinical agencies have been used for student clinical experiences.

Algoma Health Unit  
99 Foster Drive  
Sault Ste. Marie, Ontario,  
Canada P6A 5X6  
705-759-5287

Bay Cliff Health Camp  
310 W. Washington St., Suite 300  
Marquette, MI 49855  
906-228-5770

Bay Mills Indian Community  
12124 W. Lakeshore Drive  
Brimley, MI 49715

Boulder Park Terrace  
Charlevoix, MI 49711  
Brimley Area Schools  
Brimley, MI 49715  
906-248-3217

Charlevoix Hospital  
Lake Shore Drive  
Charlevoix, MI 49720

Chippewa County Health Dept.  
508 Ashmun St.  
Sault Ste. Marie, MI 49783  
906-635-1566

Cheboygan Memorial Hospital  
748 S Main St.  
Cheboygan, MI 49721  
231-627-5601

Chippewa Medical Associates  
Avery Sewell Center  
524 Ashmun St.  
Sault Ste. Marie, MI 49783

Community Action Agency  
524 Ashmun St.  
Sault Ste. Marie, MI 49783  
906-632-1566

Community Living Algoma  
681 Pine St.  
Sault Ste. Marie, Ontario,  
Canada P6B 3G2  
705-253-1700

Dickinson County Healthcare  
Systems  
1721 South Stephenson Ave.  
Iron Mountain, MI 49801  
906-774-1313

District #3 Health Department  
Family Health Services  
220 West Garfield  
Charlevoix, MI 49720  
616-547-6523

District Health Department #3  
Charlevoix, MI 49720  
616-547-6523

District Health Department #4  
1521 West Chishom St.  
Alpena, MI 49707  
517-356-4507

Domestic Violence Program  
P.O. Box 636  
Sault Ste. Marie, MI 49783  
Emmet County Medical Care  
750 East Main  
Harbor Springs, MI 49740  
616-526-2161

F.J. Davey Home  
860 Great Northern Rd.  
Sault Ste. Marie, Ontario,  
Canada P6A 5K7

Friendship Center  
Petoskey, MI 49770

Group Health Centre  
240 McNabb  
Sault Ste. Marie, Ontario,  
Canada P6B 1Y5

Northern Michigan Regional  
Hospital  
416 Connable Ave  
Petoskey, MI 49770  
616-348-4000

Hiawathaland Home  
1105 Meridan St.  
Sault Ste. Marie, MI 49783  
906-632-6198

Hiawatha Behavioral Health  
Center  
3865 South Mackinac Trl  
Sault Ste. Marie, MI 49783  
906-632-2805

Hospice of Northeastern  
Michigan  
112 West Chisholm  
Alpena, MI 49707-2446  
517-354-5258

Indian Friendship Center  
122 East St.  
Sault Ste. Marie, Ontario,  
Canada P6A 3C6

Intermediate School District  
2118 U.S. 23 South  
Alpena, MI 49707

Kinross Correctional Facility  
Kincheloe, MI 49788

LMAS District Health Dept.  
P.O. Box 398  
Newberry, MI 49868  
906-293-5107

LSSU Child Care Center  
650 W. Easterday Ave.  
Sault Ste. Marie, MI 49783

LSSU Health Care Center  
621 W Easterday Ave.  
Sault Ste. Marie, MI 49783

Lakeview Internal Medicine  
511 Ashmun  
Sault Ste. Marie, MI 49783  
906-635-9090

Lambert Health Clinic  
225 Wasen Dr.  
St. Ignace, MI 49781

The Living Room  
P.O. Box 581  
Harbor Springs, MI 49740

Mackinac Straits Infusion Center  
220 Burdette St.  
St. Ignace, MI 49781

Marquette General Hospital/  
Home Health  
420 W. Magnetic St.  
Marquette, MI 49855  
906-228-9440

Munson Home Care  
1105 6<sup>th</sup> St.  
Traverse City, MI 49684

North Shore Tribal Council  
P.O. Box 28-49 Indian Rd.  
Cutler, Ontario,  
Canada, P0P1B0  
Northern Michigan Hospital  
Petoskey, MI 49770  
616-348-4000

Northern Transitions  
1401 W. Easterday Ave.  
Sault Ste. Marie, MI 49783

Northern Treatment Center  
800 Great Northern Rd.  
Sault Ste. Marie, Ontario,  
Canada P6A 5K7

Planned Parenthood  
1003 Spring St.  
Petoskey, MI 49770  
616-347-9692

Riverside Medical Assoc., P.C.  
601 Osborn Blvd.  
Sault Ste. Marie, MI 49783  
Rudyard Area Schools  
Rudyard, MI 49780  
906-478-3771

St. Francis Hospital  
Escanaba, MI 49829

Sault Area Hospitals  
969 Queen St.  
Sault Ste. Marie, Ontario  
Canada P6A 2C4  
705-759-3434

Sault Area Schools  
429 W. Spruce St.  
Sault Ste. Marie, MI 49783  
906-635-6605

Sault Tribe of Chippewa Indians  
2864 Ashmun St.  
Sault Ste. Marie, MI 49783  
906-632-5200

Schoolcraft Memorial Hospital  
500 Main St.  
Manistique, MI 49854

Sunset Manor  
1501 W. 6<sup>th</sup> Ave.  
Sault Ste. Marie, MI 49783

Take 5  
524 Ashmun St.  
Sault Ste. Marie, MI 49783  
Tendercare Nursing Homes  
1011 Meridian St.  
Sault Ste. Marie, MI 49783  
906-635-1518

Vital Care, Inc.  
761 Lafayette  
Cheboygen, MI 49721

War Memorial Hospital  
500 Osborn Blvd.  
Sault Ste. Marie, MI 49783  
906-635-4460

VanDaele Manor  
39 VanDaele  
Sault Ste. Marie, Ontario  
Canada P6B 4V3

Women's Health Care  
148 W. Spruce St.  
Sault Ste. Marie, MI 49783

# ANA Code of Ethics for Nurses

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

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

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.

Copyright: American Nurses Association,  
*Code of Ethics for Nurses with Interpretive Statements*,  
Silver Spring, MD: American Nurses Publishing, 2001

## Professional Nursing Pledge


*In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, without regard to race, color, creed, politics, social status, sparing no effect to conserve meaningful life, to alleviate suffering, and to promote health.*

*I respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action which may endanger the quality of life or health.*

*I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team.*

*With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential and to uphold and advance its standards.*

— Ruby L. Wilson, EdD, RN,  
1994, January, Nursing and Health Care



Acknowledgement of Receipt  
of Nursing Program  
Student Handbook

I acknowledge with my signature below that:

1. I have been given a copy of the BSN Nursing Program Student Handbook.
2. It is my responsibility to be aware of and follow the policies as identified in this handbook; and
3. I have reviewed, understand, and agree to abide by the School of Nursing Policies including:
  - Drug and Alcohol
  - Privacy and Confidentiality
  - Dress Code
  - Grading Policy
  - Criminal Disclosure



*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_