



BSN NURSING PROGRAM



STUDENT HANDBOOK

Effective Spring 2020

Mission

School of Nursing and Health Sciences

School of Nursing Mission

To graduate competent students who are prepared to safely provide compassionate health care utilizing 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 Nursing website.

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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 [Commission on Collegiate Nursing Education \(CCNE\)](#).

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 bases 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.

Roy, Callista (2008). *The Roy Adaptation Model*. 3rd ed. Prentice Hall

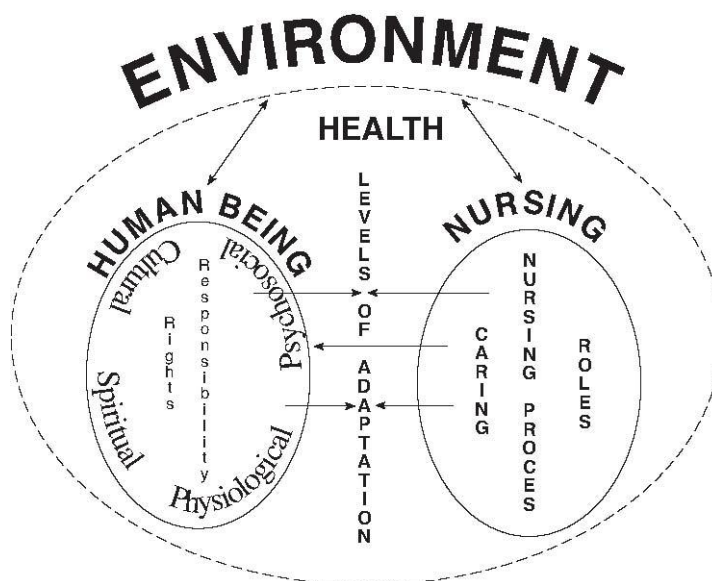
Nursing as a health care profession has a unique body of knowledge and skills which are being developed through nursing research. Nursing faculty believes there are many levels of practitioner within nursing, and each plays a valuable and integral role in the provision of health care. While they believe 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 believes 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 believes 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 client's.

The nursing faculty believes 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 incorporates *the Baccalaureate Nurse Essentials* as the program standards and builds upon the liberal arts and science foundation to achieve the expected program outcomes. 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.

The Baccalaureate Nurse Essentials Program Standards and Expected Program Outcomes for the LSSU BSN

I. Liberal Education for Baccalaureate Generalist Nursing Practice

Appraises a solid base in liberal education for nursing practice

II. Basic Organizational and System Leadership for Quality Care and Patient Safety

Synthesizes knowledge and skills in leadership, quality improvement, and patient safety to provide quality health care

III. Scholarship for Evidence-Based Practice

Evaluates research for potential application for evidence-based practice

IV. Information Management and Application of Patient Care Technology

Designs knowledge and skills in information management and patient care technology in the delivery of quality patient care

V. Health Care Policy, Finance, and Regulatory Environments

Analyzes health care policies, including financial and regulatory, directly and indirectly influencing the nature and functioning of the health care system

VI. Inter-professional Communication and Collaboration for Improving Patient Health Outcomes

Appraises communication and collaboration among health care professionals and patients to deliver high quality and safe patient care

VII. Clinical Prevention and Population Health

Determines health promotion and disease prevention at the individual and population health levels

VIII. Professionalism and Professional Values

Emulates professionalism and inherent values of altruism, autonomy, human dignity, integrity, and social justice

IX. Baccalaureate Generalist Nursing Practice

Synthesizes nursing practice with patients, individuals, families, groups, communities, and populations across the lifespan and across the continuum of health care environments and the variations of care, the increased complexity, and the increased use of health care resources inherent in caring for patients

II. Nursing Program Entrance Requirements

The School of Nursing complies with the LSSU policy of equal opportunity (see [LSSU Academic 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](#)).

Admission to Lake Superior State University's nursing programs shall not be denied solely on the basis of a prior felony or misdemeanor conviction (see Appendix A for details related to disclosure of criminal history).

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.

Entrance Requirements for Pre-Licensure BSN Program

1. School of Nursing Application Process

Complete School of Nursing Application by date posted on the [LSSU School of Nursing website](#) for fall and spring admission.

Secondary School of Nursing, BSN Admission Cycle

When a full cohort is not achieved during the May application cycle, students completing summer session courses may be considered for a secondary admission cycle. Any unfilled positions will be filled in August for the fall semester using the same rating method for selection (e.g. if there are five openings following the May selection, the students who successfully complete requirements during the summer will be ranked only among that secondary application group and selected for the available openings).

2. Limit to Three Attempts for Admission to the BSN Program

Students may apply up to three (3) times for admission to BSN Program. If an application is denied after the third time, students will no longer be eligible to apply for admittance. Extenuating circumstances may be considered based on a per student basis for admittance consideration after third time application denial. This process will follow College of Health and Behavior protocol.

School of Nursing Entrance Requirements

- a. A minimum cumulative grade point average of 2.7 and a C or better, ENGL110, ENGL111, PSYC101, SOCY101, BIOL121, BIOL122, CHEM108 and PSYC155. *Note:* Mathematics proficiency at the MATH102 level (or higher) is a prerequisite for CHEM108.
- b. For the admission process, the School of Nursing will accept the grade of the last attempt of a pre-requisite course, regardless of where they are taken or how many attempts are made. Only two attempts at a course are permitted.
- c. Transfer credit will be granted on an individual basis by the LSSU Registrar. Upon transfer, only those courses in which the student earned a grade of C (or better) will be accepted by the School of Nursing.
- d. Credits for Pharmacology and Anatomy & Physiology I & II are transferrable for 5 years. The student may at this time either repeat these courses or successfully pass the CLEP exams. Advisors may suggest that the student re-take nursing support courses if 5 years have passed.
- e. "Good academic standing" at time of admission per LSSU academic standards.
- f. Applicants must satisfactorily complete the TEAS pre-entrance exams as determined by the School of Nursing.
 - i. The School of Nursing will accept the highest score of the FIRST three attempts for each of the categories, regardless of where they are taken or how many attempts are made.

- ii. The Test of Essential Academic Skills ([TEAS](#)) testing scores must be at the ‘proficient’ level in at least 3 of 4 categories and a minimum of ‘basic’ in the 4th category.
- g. Evidence of current CPR certification through Red Cross (The Professional Rescuer) or American Heart Association (The Health Care Provider).
- h. Current immunization record.
- i. Unofficial transcripts for any transfer credits.
- j. Background check documentation.
- k. Good Professional standing – including no action against, or loss of professional licensure, especially where this relates to patient care, educational licensure/certification, or under current investigation for criminal/prosecutable wrongdoing This type of situation may prevent the applicant from clinical settings or obtaining a nursing license. Any individuals that fall under this category will have a review and be approved or disapproved for acceptance into the nursing program by the Dean and the nursing faculty.

Final Admission Criteria: A max of 28 students will be admitted to the program each semester based upon:

1. GPA of required courses
2. GPA of predictor courses
3. Pre-entrance exams scores
4. Number of LSSU credits

Suggested sequence of courses may be modified to meet the needs of individual students. Check [LSSU Academic Catalog](#) course descriptions for prerequisites and course content.

Bachelor of Science in Nursing Four-Year Program

(Sample schedule)

First Year – Pre-clinical			
Semester 1		Semester 2	
USEM 101 University Seminar	1	BIOL 122 Human A & P II	4
BIOL 121 Human A & P I	4	CHEM 108 Applied Chemistry	3
ENGL 110 First-Year Comp I	3	ENGL 111 First-Year Comp II	3
PSYC 101 Intro to Psychology	4	PSYC 155 Lifespan Development	3
Elective*	<u>3-4</u>	SOCY 101 Intro to Sociology	<u>4</u>
	16		17
*Math competency required: MATH 087/088/102 or SAT equivalent		Apply for Admission to the Nursing Program by date posted on School of Nursing Website.	
Second Year – Clinical Admission Required			
Semester 1		Semester 2	
CHEM 110 Applied Organic/Bio-chem	4	General Education – Humanities	3-4
HLTH 209 Pharmacology	3	BIOL 223 Clinical Microbiology	3
HLTH 232 Pathophysiology	3	HLTH 208 Prin of Human Nutrition	3
NURS 211 Intro. to Prof. Nsg	3	NURS 213 Fundamentals of Nsg	<u>6</u>
NURS 212 Health Appraisal	<u>4</u>		15-16
	17		
Third Year – Clinical Admission Required			
Semester 3		Semester 4	
COMM 101 Human Communications	3	NURS 434 Nursing Research	3
MATH 207 Prin. of Stat. Methods	3	HLTH/NURS 328 Multicultural	3
HLTH 235 Healthcare Informatics	2	NURS 325 Nsg Childbearing Fam	5
NURS 327 Adult Nursing I	8	NURS 326 Parent/Child Nursing	<u>5</u>
	16		16
Fourth Year – Clinical Admission Required			
Semester 5		Semester 6	
NURS 435 Nursing Management	4	NURS 433 Mental Health Nursing	5
NURS 431 Adult Nursing II	8	NURS 432 Nursing of Populations	5
Elective	<u>3</u>	NURS 436 Nursing Issues	2
	15	General Education – Humanities	<u>3-4</u>
			15 – 16

Entrance Requirements /Post-Licensure BSN Program

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 Application for Admission; transcripts from previous nursing school(s) and college(s).

Submit to School of Nursing: copy of current Michigan or Ontario professional nursing license and immunization records. All credentials must be on file preceding semester of entry.

For students with college-level achievement, the opportunity will be offered, by means of examination, to obtain course credit or placement into an advanced course.
3. **Transfer credit** will be granted on an individual basis by the LSSU Registrar. Upon transfer, only those courses in which the student earned a grade of C (or better) will be accepted by the School of Nursing. Credit for pharmacology courses is acceptable for five years unless utilizing in current practice.
4. **Applicants must be graduates of a state- or provincial-approved associate degree or diploma nursing** program with a cumulative grade point average of 2.7 in all nursing, nursing support and English courses. Nursing support courses include: chemistry, mathematics, anatomy and physiology, microbiology, 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 an NURS363. Credit may be granted for nutrition and pharmacology upon writing the required NLN tests and achieving scores at the 50th percentile or above. NLN tests may be repeated once; students must enroll in the course if not successful on second writing. Credit by departmental exam is also available to students upon request.
5. **General Degree Requirements for Bachelor of Science** must be met. See degree requirements in [University Academic 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:** Time required for completion will be two years including two summers.

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 should be completed in six semesters, which includes two summers.

The RN completion program is offered on a part-time basis at the LSSU Regional Centers in Petoskey and Escanaba. For further course information contact the main campus School of Nursing at 906-635-2288, the Petoskey Regional Center at 231-348-6623 or the Escanaba Regional Center at 906-217-4123.
7. **Additional Costs:** Students are responsible for transportation to clinical agencies and all additional costs incurred by enrollment in the nursing program. Costs, academic and general information are listed in the Nursing Student Handbook.

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 NURS-prefix courses.

NURS360	Prof. Nursing Concepts	4
NURS363	Comprehensive Health Appraisal	3
NURS/HLTH352	Health Issues of Aging Population	3
NURS365	Family Nursing Theory	3
NURS/HLTH328	Multicultural Approach to Health Care	3
NURS434	Nursing Research	3
NURS435	Nursing Management	4
NURS436	Contemporary Issues in Nursing	2
NURS437	Professional Nursing Leadership	2
NURS432	Community Health Nursing	5

Health Sciences (11 credits)

- [HLTH208](#) Principles of Human Nutrition* 3
- [HLTH209](#) Pharmacology* 3
- [HLTH232](#) Pathophysiology 3
- [HLTH235](#) Healthcare Informatics 2

Other Disciplines (13 credits)

- [BIOL121](#) Human Anatomy & Physiology I* 4
- [BIOL223](#) Clinical Microbiology* 3
- CHEM108 Life Chemistry I* 3
- [MATH207](#) Principles of Statistical Methods 3

General Education (32 credits)

- [PSYC101](#) Introduction to Psychology* 4
- [SOCY101](#) Introduction to Sociology* 4
- [BIOL122](#) Human Anatomy & Physiology* 4
- CHEM110 Life Chemistry II 4
- [ENGL110](#) First-Year Composition I* 3
- [ENGL111](#) First-Year Composition II* 3
- [COMM101](#) Human Communication* 3
- [HUMANITIES](#) 6 minimum

General Electives (6 credits)

Total Credits: 125

*Credit by departmental exam (or NLN examination, passing at a 50 percentile or higher) is also available to students upon request. For further information, contact the main campus School of Nursing at 906-635-2288, the Petoskey Regional Center at 231-348-6623 or the Escanaba Regional Center at 906-217-4123.

*Prerequisite courses for entrance to the program.

III. Student Policies

The following regulations pertain to all students enrolled in clinical nursing courses at Lake Superior State University. Each student is responsible for reading the LSSU Undergraduate Course Catalogue and the BSN Student Handbook, and seeking consultation with their academic advisor/ and/or department Dean if questions or concerns arise.

Note: All School of Nursing student policies are clearly described in the BSN Student Handbook, and can be accessed on the LSSU nursing website. However, students are recommended to print a hard copy of the BSN Student Handbook.

Professional Conduct

Students are expected to conduct themselves in a professional manner (see Appendix B for Student Pledge and Code of Conduct). The student has the obligation to adhere to the standards of ethical practice and conduct stated in the American Nurses' Association's Code of Ethics for Nurses and the ANA Standards of Practice (see Appendix C). When engaged in nursing functions, the student must do so within legally prescribed bounds and is accountable for his/her actions as defined in the Michigan Public Health Code.

Academic Integrity

The School of Nursing abides by the University Rules as set forth and adheres to the [Students Rights and Responsibilities and Student Code](#). It is the student's responsibility to review these rules. These are included within the LSSU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on LSSU's website <https://www.lssu.edu/campuslife/handbook/>

Cell Phones

Students should follow the cell phone policy use of the agency site.

Dress Code

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 hygiene and dress is required and 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. Shoulder length hair should be drawn back from the face. Below-shoulders-length hair will be pulled back and secured so that it does not fall below the shoulders and **remains motion free. Unnatural hair colors, styles and accessories must be avoided, and facial hair must be neatly trimmed.**
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. Students' tattoos must be covered at all times. Make up must be conservative. No gum may be chewed in the clinical agencies. Cleavage, midriff, or buttocks cannot be visible upon bending or other position changes. No leggings or form fitting or revealing clothing will be permitted.
4. The official student uniform:

In the hospital/clinical setting all BSN LSSU nursing students will wear navy blue scrub tops and bottoms, and an optional purchase of a navy blue lab jacket. Tops must properly fit to assure **no skin exposure during movement** including but not limited to raising hands above waist and bending over. In efforts to maintain a professional appearance the pants must be straight-legged and hemmed to not touch the floor. Uniforms should be clean and free of wrinkles. It is recommended that students purchase two scrub sets since many clinical days are back-to-back which can make laundering in between difficult. Uniforms *must* be purchased at the Barnes & Noble at LSSU campus bookstore. The LSSU Student Nurse patch must be fully adhered to the left shoulder sleeve of the scrub shirt and lab jacket. Students are allowed to wear a plain white long sleeve t-shirt under the scrub top if setting temperatures support such layering. When the

clinical day is completed, students are required to change out of their uniform as soon as possible i.e. they should not wear their scrubs to any non-clinical activities. Shoes must be close-toed and close-heeled. They must be leather or vinyl and all white in color. Platform-type is not permitted for safety reasons. The LSSU picture ID student name badge must be worn on the left chest area at all times while in uniform. **Any exceptions to the dress code will be determined by the course coordinator or the clinical site policies.**

5. Perfume or cologne is not to be worn in the clinical area due to possible allergies of patients, agency staff, peers, etc.
6. While in uniform, students must not smoke, chew tobacco, or smell of tobacco or smoke.
7. Fingernails are to be short, clean and polish-free to ensure client and student safety. No acrylic, nail decorations or artificial nails.

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

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.

Faculty will determine which absences from lab or clinical 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 laboratory instructor and/or clinical instructor and 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 ensure proper planning of safe patient care.

Books, Uniforms and Supplies

Textbooks, uniforms and supplies for each nursing course will be available at the [LSSU Barnes and Noble bookstore](#). See supply list. Student uniforms will be purchased during the first week of classes once admitted to the clinical portion of the nursing program.

Nursing ID's are required and will be ordered through the Cisler Center.

Health Policies

The School of Nursing follows the [Occupational Safety & Health Administration \(OSHA\) Universal Precaution guidelines](#). Nursing students are required to wear personal protective equipment when handling any blood or body fluids. It is the student's responsibility to inform faculty of personal health conditions which may present a risk to selves or others. Efforts will be taken to not assign nursing students who are pregnant or receiving medical treatment with corticosteroids or immunosuppressant medications to patients who present risks to students with those conditions, accordance with standards of practice.

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

Latex Allergy: Due to the broad range of equipment, manikins, materials and supplies used in the University's practice and simulation laboratories, and with the vast number of hospitals and other clinical facilities serving as sites for student clinical education, students must be aware that the university and clinical facilities cannot provide a completely latex-free environment. Students must notify the Dean of the School of Nursing and Health Sciences or designee prior to the start of the program if a latex allergy is present. In the case of a severe latex allergy, a health care provider's note will be required for participation in clinical and lab activities.

Substance Abuse: The School of Nursing Substance Abuse Policy will be followed (see Appendix D)

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

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 believes that the professional registered nurse is 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.

IV. Nursing Program Ongoing Requirements (For both Pre and Post-Licensure tracks)

Retention in the Nursing Program Sequence

The student is required to maintain the following for the School of Nursing:

- a. Knowledge of content in this Nursing Program Student Handbook
- b. Documentation of up-to-date immunizations.
- c. The student is required to have a two-step tuberculin test once in their lifetime, and an annual tuberculin test thereafter according to CDC guidelines.
 - i. Tuberculin test results cannot expire during a semester.
- d. Record of signed Body Fluid Exposure and Protection, Drug Policy forms and Criminal Background Policy
- e. Evidence of current CPR certification through Red Cross (The Professional Rescuer) or American Heart Association (The Health Care Provider).
 - i. CPR certification cannot expire during a semester.
- f. Initial physical examination (PE) and completion of the department provided PE form by a physician or non-physician practitioner and completion of an annual 'Health History/Risk Assessment' update form (see Appendix E for the Physical Requirements for the Nursing Program)
- g. Flu vaccination per [CDC guidelines](#) for vaccination of health care workers.
- h. Initial criminal background check that would allow for future licensure and completion of an annual 'Student Disclosure of Criminal History' update form. Foreign applicants must submit Criminal Background Reference check from their country. Eg. RCMP Criminal Background check for Canadian applicants
 - i. Prior to admission to the clinical portion of the nursing program, the Background check will only be valid for a period of one year.
- i. A valid passport or other appropriate documents as determined by the Department of Homeland Security for land crossing into Canada for clinical.
- j. For RN-BSN students, submitting copies of nursing license renewals throughout the program
- k. A grade of C or better in all nursing and nursing support courses (other than the General Education Humanities courses, statistics, or electives).
- l. Grading Policy for Clinical Courses and Progression:
 - i. Nursing is an evidence-based applied science program. All nursing students must demonstrate competence in both the theory and clinical components of each clinical course before progressing to the next level of our program.
 - ii. As determined by the LSSU School of Nursing faculty and approved by our accreditors, final grades cannot be determined for the course until after both the exam and clinical components have been evaluated separately. These two key components must meet the following criteria:
 - i. a minimum of 72% non-rounded exam average for the theory component
 - ii. "Satisfactory" for the clinical component.

If the above criteria are not met:

Student has the option of continuing to attend the non-clinical components of the course and complete course activities including exams [with the exception of the Criminal Background Check as this would preclude a student from being able to obtain a nursing license]. The student's grade will then be determined based on the points earned at the time of the clinical failure but not higher than a C-.

Once it is determined that exam 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 exam grades so that a final course grade can be determined using the LSSU School of Nursing Grading Scale below:

V. Grading Scale

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

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

VI. ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION

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.

Probation, Academic

University policies concerning academic probation will be followed (see [University Academic Catalog](#)).

Identification of “at risk” clinical Practice

When a professor has reason to conclude that a student’s clinical practice is at risk for or has the potential for students unsafe or unprofessional practice, the professor will notify the student in writing of the reasons and improvements that need to be made. A copy of the written notification will be forwarded to the Dean and the student’s advisor.

The actions that may be taken if the specified improvements prescribed are not achieved include:

1. Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).
2. Fail the course because behavior has become unsafe and/or unprofessional.
3. Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the professor of the current semester and the professor responsible for the subsequent clinical course will usually agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

Dismissal from the Nursing program

A nursing student practices within the regulatory boundaries of the [Michigan's Public Health Code](#) and follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

Students are expected to follow the standards of practice and conduct as identified in the [University Catalog](#), ANA Code of Ethics (see Appendix C) and this Student Handbook.

Reasons for dismissal from the nursing program include the following:

1. Unsafe, Unprofessional Clinical Practice

Critical patient safety event or a consistent pattern of unsafe clinical practice. Unsafe clinical practice, as identified by the clinical instructor, may include actions 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.

5. Unsafe and/or Unprofessional Student Practice

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. Depending on the degree of actual or potential harm a client may suffer, a onetime deviation from safe practice may be sufficient to judge a student unsafe.

When a professor, or clinical instructor has reason to conclude that a student has practiced unsafely or unprofessionally, the professor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Dean of Nursing. Included in this written notification will be a description of:

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk
3. The time and date by which the corrective actions must be achieved
4. Any modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice including but not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site

6. Unprofessional conduct.

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.

7. **Physical or emotional conditions** which prevent the student from meeting program requirements, or which may jeopardize the safety of a patient.

8. Academic Dishonesty

Cheating is a violation of the trust which should exist between student and teacher. It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer, receive, or copy any information of any kind to another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

- No student shall submit as his/her own work any work containing ideas, or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, and case studies, take home assignments, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.
- No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.
- No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.

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, risks automatically failing 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](#)).

9. 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 Dean of the School of Nursing will determine whether the student may continue in the nursing program.

10. Two Nursing or Nursing Support Course Failures or Overall GPA of < 2.0

Two grades of C- or below in any nursing program required courses which are taken after admission to the nursing program, other than the General Education Humanities courses, statistics, or electives, and/or failure to achieve and maintain an overall GPA of 2.0.

Failure of One Nursing or Nursing Support Course

If a student wishes to progress in the nursing program following failure of one nursing, or nursing support course, a letter requesting **continuation** must be submitted to the Dean of the School of Nursing with a copy sent to the student's adviser by the student. 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 and a copy sent to the student's advisor by the student. Issues that may need to be addressed include time management, study habits, the need for support services, etc.

Repeating courses

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](#)).

Withdrawal from the Nursing program (*see also [University Catalog](#)*)

If a student requests an N or W grade for a nursing course and is demonstrating unsafe clinical practice as outlined above in "dismissal" section, and/or has a C- or less at the time of the withdrawal request, then the withdrawal will be considered a clinical/lecture failure for the purposes of course progression.

Request for Readmission to School of Nursing

1. After Failure of Two or More Nursing or Nursing Support Courses

Readmission following failure of two or more nursing or nursing support courses will require:

- a. A written appeal to the Dean of the School of Nursing (see readmission application process)
- b. A majority vote by the Nursing Faculty.

2. After Interruption in Nursing Course Sequence

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.

3. Readmission Application Process

Written requests for readmission to the Nursing Program must be made to the Dean of the School of Nursing. Requests for readmission must be submitted as soon as possible, upon notification of failure prior to desired re-entry. Applicants will be informed of the decision in writing.

- A. Students who are reapplying to the nursing program for *academic related reasons* may submit a written request for readmission. The request must include:
 - a. Identification of reasons for withdrawal or failure to successfully complete course(s).
 - b. Semester of desired re-entry
 - c. Documented evidence of measures taken to improve or eliminate any deficiencies, such as:
 - i. Courses completed to satisfy academic deficiencies
 - ii. Remedial work in mathematics, nursing lab, language or reading lab, study improvement courses, tutoring, independent study
 - iii. Counseling
 - iii. 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. Semester of desired re-entry
 - d. Evidence that would indicate improvement or solution to problems which precipitated withdrawal

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.

Student Appeals

Student Appeals Procedure

Students are guaranteed the right of due process and if a student believes he/she has an issue to appeal, the

student will follow the University Grade appeal process (see [University Registrar's Office website](#) that outlines the steps of the Grade Appeal.

Students with other complaints and/or issues (ie. any student who feels he/she has not received fair and/or just treatment) are directed to follow the Student Complaint and Grievance Policy.

VII. 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.

VIII. Program Completion

Graduate Nursing Pin

The nursing pin, which signifies the completion of the Bachelor of Science nursing program, represents professionalism and educational achievements. The pin is traditionally presented to graduates at the senior pinning ceremony. The pinning ceremony symbolizes the School of Nursing faculty welcoming the graduating students to the profession of nursing. 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 LSSU Barnes and Noble bookstore by designated date. Students will NOT be able to receive the pin if they do not successfully complete the program.

Comprehensive Assessment Exam

As part of the evaluation process and accreditation requirements, an end of program comprehensive assessment exam is required for all pre-licensure students prior to graduation.

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

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 may be required to 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.

IX. 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 posts and maintains updated advisee lists. 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 advisor for approval each semester
- 4. Any course failure

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 and remove advisor hold

Counseling and Learning Centers

Lake Superior State University maintains a [Counseling 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;
- 2. Test result evaluation and 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, counseling staff members are always willing to discuss any personal, social or adjustment problem the student may have while on campus.

X. General Information

Student Representation on School of Nursing Committees

Student representatives will be invited to serve on the Student Affairs Committee, Curriculum Committee, Outcomes Committee, and Learning Resources 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*.

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 Nursing Program Costs Over the Three Years (Approximate figures):

Nursing shoes	\$50
2 nursing uniforms	\$80
Penlight	\$3.00
CPR certification (Bi-annually)	\$60.00
CPR shield	\$5.00
Goggles	\$5.00
Watch with second hand	\$30.00
Stethoscope	\$40.00-\$120.00
Scissors	\$4.00
BP cuff	\$30.00
Bridge toll (selected semesters)	\$100.00
Clinical parking (CAN \$(selected semesters)	\$84.00
Out-of-town clinical (selected semesters)	Variable
Immunizations	\$100.00
Laboratory kits	\$80.00
Graduation pin	Variable
Software Used Throughout the Program	\$875
Books Throughout the Program	\$1500

Career Services

Centralized placement and career counseling services are offered by the University on a full-time basis. [Career Services](#) will help the student prepare a resume 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

There are several scholarships available to students in the Nursing program including full tuition. Additional information is available on the [LSSU School of Nursing website](#).

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 Mills Tribal Health 12124 W. Lakeshore Drive Brimley, MI49715 906-248-3217
Boulder Park Terrace Charlevoix, MI49711 Brimley Area Schools Brimley, MI49715	Munson Health Care Charlevoix Hospital Lake Shore Drive Charlevoix, MI49720
Chippewa County Health Dept. 508 Ashmun St. Sault Ste. Marie, MI49783 906-635-1566	Chippewa Medical Associates Avery Sewell Center 524 Ashmun St. Sault Ste. Marie, MI49783

Community Action Agency 524 Ashmun St. Sault Ste. Marie, MI49783 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, MI49801 906-774-1313	Health Department of Northwest Michigan Charlevoix, MI49720 616-547-6523
Domestic Violence Program P.O. Box 636 Sault Ste. Marie, MI49783	EUP Intermediate School District 315 Armory Place Sault Ste. Marie, MI 49783 632-3373
Sault Women's Health Care, 509 Osborn Blvd. Suite 120 Sault Ste. Marie, MI 49783	Friendship Center 1322 Anderson Rd Petoskey, MI49770
Group Health Centre 240 McNabb Sault Ste. Marie, Ontario, Canada P6B 1Y5	Hiawathaland Home 1105 Meridan St. Sault Ste. Marie, MI49783 906-632-6198
Hiawatha Behavioral Health Center 3865 South Mackinac Trail Sault Ste. Marie, MI49783 906-632-2805	Hiland Cottage - Hospice House One Hiland Dr. Petoskey, MI 49770
Hospice of EUP 308 W. 12 th Ave Sault Ste. Marie, MI 49783	Indian Friendship Center 122 East St. Sault Ste. Marie, Ontario, Canada P6A 3C6
Kinross Correctional Facility 16770 S Water Tower Dr Kincheloe, MI49788	LMAS District Health Dept. 749 Hombach St. St. Ignace, MI 49781 906-643-1100
LSSU HealthCare Center 621 W Easterday Ave. Sault Ste. Marie, MI49783	Lakeview Internal Medicine 511 Ashmun Sault Ste. Marie, MI49783 906-635-9090
Mackinac Straits Infusion Center 220 Burdette St. St. Ignace, MI49781	Sault Area Public Schools
McLaren-Northern Michigan Regional Hospital 416 Connable Ave Petoskey, MI49770 616-348-4000	Northern Transitions 1401 W. Easterday Ave. Sault Ste. Marie, MI49783
Planned Parenthood 1003 Spring St. Petoskey, MI49770 616-347-9692	Riverside Medical Assoc., P.C. 601 Osborn Blvd. Sault Ste. Marie, MI49783

Rudyard Area Schools Rudyard, MI49780 906-478-3771	St. Francis Hospital 3401 Ludington Street Escanaba, MI49829 (906) 786-5707
Sault Area Hospitals 750 Great Northern Road Sault Ste. Marie, Ontario Canada P6A OA8 705-759-3434	Sault Tribe of Chippewa Indians 2864 Ashmun St. Sault Ste. Marie, MI49783 906-632-5200
Schoolcraft Memorial Hospital 500 Main St. Manistique, MI49854	Take 5 524 Ashmun St. Sault Ste. Marie, MI49783
Tendercare Nursing Homes 1011 Meridian St. Sault Ste. Marie, MI49783 906-635-1518	War Memorial Hospital 500 Osborn Blvd. Sault Ste. Marie, MI 49783 906-635-4460

Appendix A

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 approximately \$70.00.

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 Dean of the School of Nursing.

After criminal background checks have been completed, the Dean of Nursing will review them promptly. 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 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, kidnapping, 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).

*Appendix B***Student Nurse's Code of Conduct**

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;
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.

Code of Conduct 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 effort 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**

*Appendix C***American Nurses' Association (ANA) Code of Ethics for Nurses**

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 Statement*, Silver Spring, MD: American Nurses Publishing, 2001

Appendix D

SCHOOL OF NURSING DRUG & ALCOHOL POLICY

It is the policy of Lake Superior State University (LSSU) to promote a drug free campus. The School of Nursing expects the behavior and conduct of the nursing student to comply with the University's policy as stated in the University Student Handbook at <https://www.lssu.edu/campuslife/policies/alcohol.php>

“Any student violating the law for this policy relating to alcohol may have one or more of the following sanctions imposed: Formal reprimand, disciplinary probation, restitution, restriction from University employment, class/workshop attendance, educational project completion, community service, University housing transfer/removal, removal from specific courses/activities, no contact/restriction from entering specific University areas/persons, and suspension or expulsion from the University. In addition, the student may also be subject to the penalties related to the violation of any federal, state or local law.”

The LSSU School of Nursing expects all students to adhere to the professional behavioral standards of Registered Nurses as part of their academic requirements. Included in those professional behaviors is the maintenance of a drug free environment to assure a safe, fair working environment for all nursing students and their patients. The School of Nursing recognizes substance abuse (SA) and chemical dependency (CD) as hazards of nursing practice. Any student suffering from the illness of chemical dependence will receive the same careful consideration and referral for treatment as a student having any other chronic illness.

The School requires that all nursing students be free from impairment and/or illegal drugs at all times during lab/clinical placements.

Nursing students who are taking over-the-counter or prescribed medication are responsible for being aware of the effect the medication may have on their academic performance or personal behavior and should report to their instructor or advisor the use of any medication that may impair their performance.

There are numerous signs of SA and CD related to job performance and attendance. While single incidences of these behaviors may be significant, the presence of several, and an increasing frequency or a consistent pattern of these behaviors are the basis for reasonable suspicion of chemical impairment. Signs commonly associated impairment includes a change in the pattern of attendance, behavior or performance; physical signs of impairment or withdrawal, and unusual/abnormal use of controlled substances. Specific student behaviors suggestive of SA and CD include, but are not limited to, any one or combination of the following:

Attendance

- Excessive sick calls
- Repeated absences with a pattern
- Tardiness, suspiciousness
- Frequent accidents on the job
- Frequent physical complaints
- Peculiar/improbable excuses for absences
- Frequent absences from clinical area
- Frequent trips to rest room/locker room
- Long coffee or lunch breaks
- Early arrival or late departure
- Presence in clinical during scheduled time off
- Confusion about work schedule

Behavior

- Sloppy/inappropriate clothing
- Poor hygiene
- Mood swings
- Frequent irritability with others
- Excessive talkativeness
- Poor memory
- Physical abuse
- Rigidity/inability to change plans
- Incoherent or irrelevant statements
- Drowsiness at clinical
- Uncooperativeness with staff
- Tendency towards isolation
- Deteriorating relationships

- Requests for assignments at less supervised setting

- Inappropriate behaviors (laughing, crying...)

Performance

- Excessive time required for record keeping
- Assignments require more effort/time
- Difficulty recalling/understanding instructions/concentrating
- Difficulty in assigning/understanding priorities
- Absentminded/forgetful
- Alternate periods of high and low activity
- Increasing inability to meet schedules
- Missed deadlines
- Frequent requests for assistance
- Carelessness
- Overreaction to criticism
- Illogical or poor deteriorating handwriting
- Poor judgement
- Inattentive
- Disorganized
- Tendency to blame others
- Patients complaints regarding poor care.

Physical Signs

- Hand tremors
- Excessive sweating
- Marked nervousness
- Coming to clinical intoxicated
- Blackouts
- Frequent hangovers
- Odor of alcohol
- GI upset
- Slurred speech
- Increased anxiety
- Unsteady gait
- Excessive use of breath mints/mouthwash
- Sniffing, sneezing
- Clumsiness
- Flushed face
- Watery eyes, constricted/dilated pupils
- Anorexia

Impairment is defined as: “The inability or immediately impending inability of the nursing student to practice her/his health profession in a manner that conforms to the minimum standards of acceptable and prevailing practice for that student nurse due to substance abuse, chemical dependency, and mental illness, or the students’ use of drugs or alcohol that does not constitute substance abuse or chemical dependence.” (Michigan Public Health Code, Section 333.16106a).

When a nursing student’s behavior is suggestive of impairment, and their ability to provide safe patient care, or to participate in clinical or lab activities is compromised, the nursing instructor will complete a student success plan to document the nursing student’s behavior and a copy of the student success plan will be placed in the student’s permanent file. The nursing student will be:

1. Immediately relieved of all patient care responsibilities in the clinical/lab setting. When behaviors are disruptive in the lab or clinical setting, the nursing student will be dismissed from the clinical/lab that day and review plan will be required to return to class.
2. Informed at this time that they will not be permitted to operate a motor vehicle.
3. Asked at this time by the nursing instructor to submit to an immediate drug/alcohol screen.

TESTING FOR REASONABLE SUSPICION

Testing for reasonable suspicion will require that a nursing student undergo an immediate blood or urine drug testing and/or alcohol breathalyzer screen and a possible physical body examination under any of the following circumstances:

1. When there is reasonable suspicion that the nursing student is under the influence of alcohol, intoxicants, non-prescribed narcotics, hallucinogens, marijuana or other non-prescribed controlled substances;
2. After the occurrence of a work-related injury, illness, or accident while at the school, hospital or any affiliate

academic or clinical site;

3. Observation of poor judgment or careless acts, which caused or had the potential to cause a threat to patient safety, jeopardized the safety of others, or resulted in damage to equipment;

4. Nursing students who refuse to undergo an immediate drug and alcohol screen and/or breathalyzer will be subject to immediate disciplinary actions, up to and including dismissal from the program;

5. Nursing students are held accountable for controlled substances per department policy for controlled substances at all hospitals or any affiliate academic or clinical sites.

PROCEDURE FOR TESTING

The student to be tested will be referred to the Lake State Health Care Center or nearest hospital/clinic for an immediate witnessed urine/blood/tissue screening. The student will assume all costs for lab screening. The student will release results of the urine/blood/tissue test to the Dean of the School of Nursing by the next business day. The student will not be permitted to attend any further clinical until results evaluated by the Dean or administrative designee of the School of Nursing.

If testing is positive, the student will be suspended from the nursing program. A follow-up confirmation test to identify the drug found in the urine will then be done. All results will be reported to the Dean of Nursing. The results will become a part of the student's permanent record, and appropriate referral for confidential treatment will be initiated for the student. The student will be considered for readmission into the nursing program at the successful completion of a recognized program for substance abuse treatment program. She/he must submit written verification from a physician or psychologist that she/he has successfully completed the recognized treatment program and remains drug/alcohol free. The student's drug/alcohol notes/tests will be expunged from their record if there are no further reports of problems, and the student successfully completes the nursing program. The student will be permanently dismissed from the nursing program following a repeat offense.

If testing is negative, the student will be advised to seek confidential professional help in determining the cause of their impaired behavior and warned that any further problems will result in expulsion from the nursing program for the safety and general welfare of the public whom they will ultimately be responsible for serving. The student will no longer be permitted on the clinical unit until further assessment/advisement is done regarding the behaviors that are of concern. The student can be admitted back into the clinical area when an appropriate letter of resolution regarding the behaviors that are of concern is presented to the nursing department. Should the student identify the cause for their impaired behavior, receive appropriate treatment, have no further problems, and successfully complete the nursing program, all documentation regarding their impaired behavior will be expunged from their permanent record.

DOCUMENTATION

All documentation on student behaviors will become part of the students' permanent record and any further incidents will be reported to the Vice President for Student Life and Alumni Relations for University review and enforcement procedures.

NOTE: Student confidentiality will be maintained throughout any of the above protocols.

REPORTING OBLIGATION

Any student, who has knowledge of another student's alcohol or drug abuse, especially when it affects clinical practice, is ethically obligated to report this information to at least one of the following: the Clinical Instructor, Course Coordinator, or the Dean of the School of Nursing. Please refer to the American Nurses' Association

Code of Ethics in the Nursing Student Handbook, Section XI General Information. The identities of individuals who report suspected impaired student nurses remain confidential unless the matter goes to a hearing, in which case the reporting individual must be willing to testify.

The student will be held accountable to this policy as well as the University's policy regarding drug & alcohol abuse.

Students will acknowledge that they have read the information regarding the Drug & Alcohol Policy and will have all their questions fully answered regarding this policy. Student shall assume full responsibility for following the LSSU Department of Nursing Drug & Alcohol Policy to the best of their ability.

Appendix E

Physical Requirements for Nursing Program

Students must pass a physical exam by a physician or non-physician practitioner. 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 client and
Touch/Smell	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.