

Undergraduate Nursing Student Handbook 2020 – 2021



Mansfield University Campus: Elliott Hall



Mansfield University Sayre Site



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SECTION 1: Admission and Transfer into the BSN Program

Admission to BSN Program

Criteria for admission shall be the same as that for general admission to the University with the following exceptions. Applicants must submit satisfactory reports of medical examination with specific immunizations prior to the opening of the school term, and have completed the following subjects in high school:

English, four (4) credits

History or Social Studies, three (3) credits

Lab sciences, two (2) credits (Biology and Chemistry required)

Math, two (2) credits, one of which must be algebra

The nursing program is looking for students who have at least a combined math and verbal score of 1060 on the 2016 or later version of SATs and a high school GPA of at least 3.25.

Please note that temporary changes to admission standards for the BSN Program have been made for the 2020-2021 Academic Year.

Given the disruption of standardized testing caused by the COVID-19 pandemic, the nursing program will make an exception to requiring SAT testing for applicants seeking admission for fall 2021. In lieu of SAT scores, the nursing program seeks students who have a 3.2 GPA (approximately 85-87% average) of all high school math and science courses.

Requirements for Transfer into the Nursing Major (BSN Program)

General information about transferring into the nursing major:

- The nursing program has a limited number of seats for transfer students. Even if a prospective nursing transfer student meets admissions or transfer criteria, there is no guarantee of a seat being available in the nursing program.
- The nursing program at Mansfield University does not accept students into the BSN program who have been dismissed from other nursing programs for any reason, or if there has been a failure of any nursing course. A failure of a nursing course is defined as a C- or lower.
- It is often difficult, if not impossible, to equate nursing courses from one nursing program to another. Even if a student has successfully completed nursing courses (with passing grades of C or better) from another program, he/she may end up repeating nursing courses in the MU BSN program to avoid missing critical content. The Nursing Program Director works closely with the Transfer Student Coordinator in those cases to make the most accurate determination.
- Students who want to be considered for a seat in the nursing program, if/when available, must meet all admission criteria for the nursing program. Those are:
 - Criteria for admission shall be the same as that for general admission to the University with the following exceptions. Applicants must submit satisfactory reports of medical examination with specific immunizations prior to the opening of the school term, and have completed the following subjects in high school:
 - English, four (4) credits
 - History or Social Studies, three (3) credits

- Lab sciences, two (2) credits (Biology and Chemistry required) (LPNs and RNs with integrated curricula may meet this requirement.)
 - Math, two (2) credits, one of which must be algebra
 - The nursing program is looking for students who have at least a combined math and verbal score of 1060 on the SATs (2016 version or later).
- Students are only accepted for a fall semester start.

Who is considered?

- **Internal students** (current Mansfield University students):
 - Current Mansfield University students must complete an “**Interest in Nursing Major**” form (below) during the spring semester of the current academic year in order to be considered for internal transfer into the nursing major. Eligible students will be considered for nursing major seats at either the first-year (freshman) or advanced standing (sophomore) level, pending seat availability.
- **External students:**
 - Students not enrolled in a major at Mansfield University must apply to the university through the admissions website: <https://admissions.mansfield.edu/>. Eligible student will be considered for nursing major seats at either the first-year (freshman) or advanced standing (sophomore) level, pending seat availability.
- Review of student materials to determine eligibility for any available seats in the nursing program is conducted at the end of each spring semester (May-June) and students are notified thereafter. Depending upon seat availability, offers may be made throughout the summer.

Nursing program admission standards for transfer students:

- 2.7 cumulative GPA or higher in all college coursework.
 - For current Mansfield University students, grades in ENG 0090 and MA 0090 will not be included in GPA calculation for admission to the nursing program.
 - For students from other colleges or universities, remedial courses will not be included in GPA calculation for admission to the nursing program.
 - For students whose high school grades and/or GPA did not meet BSN program admission criteria, the nursing program requires review a minimum of one semester of full-time college coursework (12+ credits) to determine admission eligibility. The minimum GPA of that college coursework must be 2.7 or higher.
- Grades of C or better in:
 - **BSC 1121/1121L Human Anatomy and Physiology I and BSC 1122/1122L Human Anatomy and Physiology II** (or equivalent courses)
 - **CHM 1110/1110L Survey of Chemistry:** Please note, this chemistry course is specific to the Mansfield University BSN Program. It is a 4-credit, one semester course that contains principles of general chemistry, organic chemistry, and biochemistry. The only equivalent of this course at Mansfield University is CHM 1111 and CHM 1112. Students transferring into the major should plan to take CHM 1110/1110L unless they have taken CHM 1111 and CHM 1112 (or equivalent courses).
 - **BSC 3271 Microbiology for Health Sciences** (or equivalent course).
 - If the student earns below a C in any of the above courses, the course may be repeated. The student will be considered for transfer upon successful completion of the course(s), earning a C or above.

Seat Placement:

- Students who have **not** completed BSC 1121/1121L and BSC 1122/1122L (or equivalent courses) will be considered for a first-year seat (freshman). Students who accept first-year BSN seat offers must note that it will take 4 years to complete the program because of the rotation of science and nursing courses.
- For students to be considered for an advanced standing seat (sophomore-level):
 - Students must have earned 30 or more college credits
 - Students must have a minimum of a 2.7 GPA or higher in all college coursework
 - Students must have taken two semesters of anatomy and physiology courses (BSC 1121/1121L and BSC 1122/1122L, or equivalents), and earned a grade of C or better in those courses.
- If an advanced level seat (sophomore-level) is offered to a student, it will take the student 3 years for program completion. Students who accept advanced standing BSN seats (sophomore-level) must note that there is no method to shorten this 3-year commitment because of the way the nursing courses are rotated.
 - If a student meets requirements for admission for an advanced standing seat (sophomore) but no seat is available at that level, the student will be offered a first-year seat, if seats are available at that level.

Second degree students:

- Students must meet the same admission criteria as above.
- There is not an accelerated option. If accepted into the freshman-level, the program will take four years to complete. If accepted into the sophomore-level, the program will take three years to complete. The freshman and sophomore years are usually more of a part-time study because of credits already earned toward the general education program.

** Please note that that the terms freshman and sophomore are defined by the level/year of the nursing program, NOT the number of credits earned.*

No students are transferred in at the junior or senior level of the BSN program.

**THIS FORM IS TO BE COMPLETED ONLY BY CURRENT MANSFIELD
UNIVERSITY STUDENTS**

External students must apply to Mansfield University through the admissions website:
<https://admissions.mansfield.edu/>

**Mansfield University
Department of Nursing and Allied Health Sciences
Interest in Nursing Major Form**

Date: _____

Student Name: _____

Student ID Number: _____

Mansfield email: _____

Current Major: _____

Internal students will be considered for transfer into the nursing major at either freshman or sophomore level, based on the students' GPA, science course grades, and availability of seats. Filling out this form and meeting program standards does not mean students will be automatically admitted to the nursing program.

Nursing program admission standards for internal transfer students:

- 2.7 cumulative GPA or higher. (Grades in ENG 0090 and MA 0090 will not be included in GPA calculation for admission to the nursing program).
- Grades of C or above in:
 - BSC 1121, BSC 1122 or equivalent courses
 - CHM 1110, BSC 3271 or equivalent courses
 - If the student earns less than a C in any of these courses, the course must be repeated. The student will be considered for transfer upon successful completion of the course, earning a C or above.

Please note the following:

- Students who have **not** completed BSC 1121 and BSC 1122 (or equivalent courses) will be considered for admission into freshman level. This will add at least 4 years for program completion.
- Students who have completed BSC 1121 **and** BSC 1122 (or equivalent courses) will be considered for admission into sophomore level. This will add at least 3 years for program completion.
 - If a student meets requirements for admission at the sophomore level but no seat is available, the student will be offered a seat at the freshman level, if seats are available.

The Nursing Program reviews transcripts after completion of the spring semester. Students will be notified beginning in mid-June. Depending upon seat availability, offers may be made throughout the summer.

Return this form to the Department Secretary (Sayre Site), Laurie Kinsman by email to lkinsman@mansfield.edu.

Student's Signature: _____

Date of Signature: _____

SECTION 2: Nursing Program Mission, Vision, Values, Goals and Philosophy

Mission: To provide a caring and innovative learning environment that is grounded in the liberal arts and emphasizes character, scholarship, culture and service. The Mansfield University BSN Program prepares graduates who possess the knowledge and skills to be proficient in beginning practice and leadership.

Vision: To be recognized for a caring and innovative nursing faculty that possess the knowledge and skills to prepare graduates who are proficient in contemporary nursing practice.

Core Values:

- respect for others
- integrity
- innovation
- diversity
- caring
- collaboration
- accountability
- passion for life-long learning
- student centered learning

Goals

We will attract and retain qualified applicants to our program.

We will provide an environment that promotes engaged learning.

We will facilitate the mentoring of faculty and students that promotes professional growth.

Nursing Program Philosophy

The nursing faculty, in accordance with the mission and creed of Mansfield University, collaborate with the faculty of other disciplines to create a supportive learning environment that provides nursing students with an educational experience that blends arts and humanities, natural and social sciences, and professional nursing studies. We are committed to creating a supportive learning environment for nursing students; one that is based on a humanistic approach and values innovation, diversity, and caring. Nursing faculty strive to provide a positive learning environment that fosters mutual respect and encourages students to take an active role in their education.

The nursing faculty believes that:

- Nurse educators advance the science of nursing through teaching, scholarship, and service.
- Student success is promoted through a flexible, student centered learning environment that encourages the development of critical thinking through reflection on learning
- Faculty are facilitators of learning who demonstrate integrity and accountability.
- Innovative teaching is integral to student success.
- Learning is a life-long process that results in change.

Baccalaureate nursing education prepares generalist nurses who work collaboratively with other disciplines to provide nursing care to individuals, families, and communities to promote optimal health. Baccalaureate nursing education provides a foundation for graduate education.

SECTION 3: Faculty Information

FULL-TIME FACULTY

Faculty Name and Contact Information	Faculty Education Information
Jennifer Carapella MU Campus (fall), Elliott Hall, Room 203C Sayre Site (spring), Patterson Building, Room 210 570-662-4521 (fall) 570-887-4677 (spring)	M.S.N – Nursing, Mansfield University B. S. – Nursing, Daemen College A.A.S – Nursing, Corning Community College
Jamie Klesh (Program Director) Sayre Site, Patterson Building, Room 209 570-887-4724	Ph.D. – Nursing, Binghamton University M.S. with FNP Certification – Binghamton University B.S.N – Nursing, Mansfield University
Vicki Kotchka Sayre Site, Patterson Building, Room 203 570-887-4722	M.S.N – Mansfield University B.S.N – Mansfield University A.A.S – Mesa Community College
Susan Lanzara (Chairperson: Dept of Nursing & Allied Health Sciences) MU Campus, 212C Elliott Hall 570-662-4628 Sayre Site, Patterson Building, Room 211 570-887-4726	Ph.D. – Nursing, Indiana University of Pennsylvania M.S.N – Nursing, Mansfield University B.S.N – Nursing, Graceland University A.A.S – Nursing, Morris County Community College
Nancy Runyan Sayre Site (fall), Patterson Building, Room 208 570-887-4747 (fall) MU Campus (spring), Elliott Hall, Room 203C 570-662-4522 (spring)	M.S.N – Nursing, University of Phoenix A.A.S – Nursing, Corning Community College B.A – Psychology, Indiana University of Pennsylvania
Tanya Seymour Sayre Site, Patterson Building, Office 205 570-887-4610	M.S.N. - Nursing/Education, University of Phoenix B.S.N – Nursing, Mansfield University
Christine Varner Sayre Site, Patterson Building, Room 206 570-887-4733	D.N.P – Edinboro/Clarion Universities M.S.N – Nursing, University of Phoenix B.S.N – Nursing, Mansfield University C.S.N – Certified School Nurse

PART-TIME FACULTY

Contact information for part-time faculty can be found in individual course syllabi or through full-time course faculty.

OFFICE HOURS

Faculty office hours have been selected to allow students to meet with their advisor or course faculty member(s). Weekly hours will be posted by each faculty member and listed in course syllabi. If posted times are not feasible for the student, he/she should reach out to the faculty member to set up an appointment for another time. Office hours are usually on a “first come, first serve” basis. If a student needs a specific time/date, he/she should reach out directly to the faculty member to set up an appointment.

FACULTY RESPONSIVENESS

Responsiveness to Nursing Program Students related to written work

Faculty and students need to have a “working timetable” for the return of written work, whether the work is submitted for a regularly scheduled course, independent work of the student, and/or professional dissemination. The expectation is that faculty will return students written work within 10 business days of submission, unless otherwise negotiated or specified. The turnaround time depends, of course, on the volume of work to be reviewed and the nearness of deadlines. Faculty should publish their planned turnaround time in course syllabi and discuss the same with students enrolled in independent studies or research project/thesis/dissertation courses.

Email and voice mail

Despite the instantaneous nature of email and the ability of voice mail messages to be left for faculty almost around the clock, immediate response to such messages is not expected or even feasible. Nonetheless, in most circumstances most email and voice mail messages should be able to be responded to within 2 business days. Cell phone calls or text messages should only be used for emergency situations where email may not be available such as for clinical situations. Students will follow the guidelines set by each course instructor regarding the use of text messages and cell phones in the course syllabus.

SECTION 4: End-of-Program Student Learning Outcomes, Nursing Courses List, and Plan of Study

BSN END-OF-PROGRAM STUDENT LEARNING OUTCOMES

End-of-Program SLOs	Sample of End-of-Program SLO Measurement Methods
<ol style="list-style-type: none"> 1. Demonstrate clinical judgment through the application of theories, concepts and research from the scientific, humanistic, and nursing disciplines. 2. Implement therapeutic nursing interventions in the care of individuals, families and communities utilizing the nursing process in compliance with the ANA's Nursing: Scope and Standards of Practice (2015). 3. Integrate communication skills required for the role of a generalist professional nurse as a practitioner, educator, collaborator, leader and advocate in providing health care for individuals, families and communities. 4. Demonstrate legal, ethical, and professional behaviors and accountability in all nursing roles. 	<p>HESI proctored exams, including Exit Exam Community Health Assessment paper (NUR 4471) Mental Health Nursing Process Recording (NUR 4472) Clinical evaluation tools (NUR 4471, NUR 4472, NUR 4490) Senior Experience evaluation tool TeamSTEPPS test results</p>

NURSING COURSES:

For most current descriptions and information about pre-requisites/co-requisites, see the most current Mansfield University Undergraduate Catalog (<http://catalog.mansfield.edu>)

NUR 1100: FOUNDATIONS FOR PROFESSIONAL NURSING (2 credits).

NUR 3270: INTRODUCTION OF PROFESSIONAL NURSING I (3 credits)

NUR 3271: INTRODUCTION TO PROFESSIONAL NURSING II (4 credits: 3 credits didactic/1 credit clinical)

NUR 3361: INTRODUCTION TO NURSING RESEARCH (2 credits)

NUR: 3370 NURSING CARE OF THE ADULT CLIENT (8 credits: 4 credits didactic/4 credits clinical)

NUR 3371: NURSING CARE OF CHILDBEARING AND CHILDREARING FAMILIES (8 credits: 4 credits didactic/4 credits clinical)

NUR 3391: THE PATHOPHYSIOLOGIC AND PHARMACOLOGIC BASES OF NURSING II (3 credits)

NUR 3392: THE PATHOPHYSIOLOGIC AND PHARMACOLOGIC BASES OF NURSING II (3 credits)

NUR 4402: WOMEN'S HEALTH ISSUES (3 credits; elective)

NUR 4410: ALTERNATIVE AND COMPLEMENTARY THERAPIES (3 credits; elective)

NUR 4411: CASE STUDIES IN NURSING (3 credits)

NUR 4412: MENTAL HEALTH CARE: PAST, PRESENT, FUTURE (3 credits; elective)

NUR 4433: HEALTH PROMOTION AND DISEASE PREVENTION STRATEGIES (3 credits; elective)

NUR 4456: GERIATRIC SYNDROMES (3 credits; elective)

NUR 4465: RURAL HEALTH ISSUES (3 credits; elective)

NUR 4471: COMMUNITY HEALTH NURSING (6 credits: 3 credits didactic/3 credits clinical).

NUR 4472: MENTAL HEALTH NURSING (6 credits: 3 credits didactic/3 credits clinical).

NUR 4480: LEADERSHIP AND MANAGEMENT (3 credits).

NUR 4490: CARE OF THE CLIENT WITH MULTISYSTEM STRESSORS (8 credits: 3 credits didactic/ 5 credits clinical).

GENERAL EDUCATION REQUIREMENTS FOR NURSING STUDENTS

A. Foundations of Knowledge (12 SH)

Course Name	SH	Date Taken
First Year Seminar	3	
ENG 1112	3	
Written Communication II	3	
Oral Communication	3	

B. Approaches to Knowledge (18-20 SH)

Humanities (6 SH) (Must have different prefixes)

Course Name	SH	Date Taken
	3	
	3	

Natural and Physical Sciences (3-4 SH)

Course Name	SH	Date Taken
Survey of Chemistry (CHM 1110 and lab)	4	

Social and Behavioral Sciences (6 SH) (Must have different prefixes)

Course Name	SH	Date Taken
Introduction to Psychology (PSY 1101)	3	
Introduction to Sociology (SOC 1101)	3	

Mathematics (3 SH)

Course Name	SH	Date Taken
Introduction to Statistics (MA 1125)	3	

C. Unity and Diversity of Humanity (12 SH)

Global Perspectives

Option 1 -- 6 SH in same foreign language OR

Option 2 – 6 SH of Western and Non-Western Culture (option 2 must have different prefixes)

Course Name	SH	Date Taken
	3	
	3	

Themes

6 SH from at least two

Course Name	SH	Date Taken
Ethics and Civic Responsibility (PHL 3380 – Healthcare Ethics)	3	
Personal Sustainability (DIT 2211 – Intro to Nutrition)	3	

COURSES REQUIRED FOR NURSING MAJOR (77 SH)

Course Name	SH	Date Taken
Anatomy and physiology I (BSC 1121 and lab)	4	
Anatomy and Physiology II (BSC 1122 and lab)	4	
Microbiology for the Health Sciences (BSC 3271 and lab)	4	
Health Care Ethics (PHL 3380)	3	
Foundations of Nursing (NUR 1100)	2	
Introduction to Nursing I (NUR 3270)	3	
Introduction to Nursing II (NUR 3271)	4	
Introduction to Nursing Research (NUR 3361)	2	
Nursing and the Adult Client (NUR 3370)	8	
Childbearing/Childrearing Nursing (NUR 3371)	8	
Pathopharmacologic Bases of Nursing I (NUR 3391)	3	
Pathopharmacologic Bases of Nursing II (NUR 3392)	3	
Community Health Nursing (NUR 4481)	6	
Mental Health Nursing (NUR 4472) (Capstone)	6	
Leadership and Management in Nursing (NUR 4480)	3	
Care of the Client with Multisystem Stressors (NUR 4490)	8	
Case Studies in Nursing (NUR 4411)	3	
Nursing Elective	3	

Total: 120 Credits for Graduation

Mansfield University
Department of Nursing and Allied Health Sciences
BSN Plan of Study

First Semester (MU)			Second Semester (MU)		
Course		Cr.	Course		Cr.
BSC 1121	Human A&P I	4	BSC 1122	Human A&P II	4
ENG 1112	Comp I	3	COM 1101	Oral Comm	3
FYS ****	Freshman Seminar	3	CHM 1110	Survey of Chem	4
PSY 1101	Intro to Psych	3	MA 1125	Intro to Stats	3
*** ****	Gen Ed	3	SOC 1101	Intro to Sociology	3
Total Semester Credit Hrs		16	Total Semester Credit Hrs		17
Third Semester (MU)			Fourth Semester (MU)		
Course		Cr.	Course		Cr.
NUR 1100	Found of Prof Nsg	2	NUR 3271	Intro to Prof Nursing II	4
NUR 3270	Intro to Prof Nursing I	3	BSC 3271	Microbiology	4
NTR 2211	Intro to Nutrition	3	PHL 3380	Healthcare Ethics	3
*** ****	Gen Ed	3	*** ****	Gen Ed	3
*** ****	Gen Ed	3	-----	-----	---
Total Semester Credit Hrs		14	Total Semester Credit Hrs		14
Fifth Semester (Sayre)			Sixth Semester (Sayre)		
Course		Cr.	Course		Cr.
NUR 3370	Nsg Care of Adult Client	8	NUR 3371	Nsg Care of Childbearing Childrearing Families	8
NUR 3391	Pathopharm I	3	NUR 3391	Pathopharm II	3
NUR ****	Nursing elective	3	NUR 3361	Intro to Nsg Research	2
----	-----	---	ENG 3313	Comp II	3
Total Semester Credit Hrs		14	Total Semester Credit Hrs		16
Seventh Semester (Sayre)			Eighth Semester (Sayre)		
Course		Cr.	Course		Cr.
NUR 4471	Comm. Health Nsg	6	NUR 4490	Client w/ Multi- Stressors	8
NUR 4472	Mental Health Nsg	6	NUR 4411	Case Studies in Nsg	3
NUR 4480	Leadship & Management in Nsg	3	*** ****	Gen Ed	3
Total Semester Credit Hrs		15	Total Semester Credit Hrs		14
Some students may need a free elective to reach the 120 credits					
Total Program Credit Hours: 120					

SECTION 5: Student Rights, Responsibilities, and Academic Requirements

Mansfield University

Students' rights, responsibilities, and requirements set forth by the university are depicted in the Mansfield University website (www.mansfield.edu); the Undergraduate Catalog; Undergraduate Nursing Student Handbook, and the Mansfield University Student Code of Conduct.

Orientation to Nursing Program Rights, Responsibilities & Requirements

All students are required to review their rights, responsibilities and requirements as set forth in the Mansfield University Undergraduate Catalog (<http://catalog.mansfield.edu>) and the Nursing Program Undergraduate Student Handbook. While university publications address the policies, procedures, and requirements of the institution, the nursing program handbook contains more substantive information specific to the BSN Program. The Nursing Program Undergraduate Student Handbook is viewed as an important resource to be retained and used by students throughout their tenure at Mansfield University. Students will be notified of updates.

Policies and Procedures Specific to the Nursing Major:

Minimum Academic Requirements for All Prelicensure Students: Students are subject to all university academic requirements. The following academic requirements apply only to continuance in the nursing program at the University.

1. The number of nursing students admitted to the program is limited. A maximum of 40 seats are available at the junior level.
2. Required courses for the Bachelor of Science in Nursing degree (BSN) are not included in the University Pass/Fail policy.
3. Students must be enrolled as a nursing major to enroll in NUR prefix courses.

Academic Probation Policy for All Nursing Students

1. Students with an overall GPA below 2.7 at the end of a single semester are placed on academic probation by the nursing program.
2. Students on academic probation are required to meet with their advisor, and either/or the Chairperson of the Academic Progression and Retention Committee (APRC)/Nursing Program Director at the beginning of the next semester, preferably during the first week. At that **mandatory** meeting, the Chairperson of APRC or Nursing Program Director will review any previously developed plans for success and make additional recommendations, if necessary.
3. Students whose overall GPA is 2.7 or above at the conclusion of their probationary semester are removed from probation.
4. Students whose overall GPA is below 2.7 for a second consecutive semester are academically dismissed from the nursing program. Dismissals are processed through the Academic Progression and Retention Committee (APRC).

Program Academic Dismissal for All Nursing Students:

1. An overall grade point average (GPA) of 2.7 is the minimum required for continuation in the BSN program. Students will not progress to junior-level nursing courses in Sayre if their GPA falls below a 2.7.
2. Students whose overall GPA is below 2.7 for a second consecutive semester are academically dismissed from the nursing program.
3. Students who fail to achieve a C grade or above after taking a nursing (NUR) course for the second time are automatically dismissed from the nursing program.
4. Only one nursing (NUR) course can be repeated for the entire nursing program. If a student receives a C minus (C-) or below in a second nursing course, the student is dismissed from the program.
5. Students are not readmitted to the nursing program after receiving a C minus (C-) or below in two nursing courses.
6. Freshman* nursing students must complete and have earned C grades or higher in BSC 1121/1121L and BSC 1122/1122L (or transfer equivalencies) within four semesters or 21 months (whichever is shorter) from when they started the nursing program. If this requirement is not met, students will be dismissed from the nursing program and will not be readmitted to the BSN Program.

**Please note that that the terms freshman, sophomore, junior and senior are defined by the level/year of the nursing program, NOT the number of credits earned.*

Other Program Policies for All Nursing Students:

1. If a student withdraws from the University for any reason; leaves the nursing program for any reason; is dismissed from the nursing program for any reason, he/she is not guaranteed re-admission to the nursing program.
2. If a student is not registered for at least one course during any semester, he/she is considered a "no-show" and must reapply to the university.
3. If a nursing student drops all nursing courses, but is still an active University student, the student can progress in the nursing program only if a seat is available, when he/she wishes to resume nursing courses (providing the student has met all the academic standards).
4. Students dismissed from the nursing program are still Mansfield University students unless they are officially dismissed from the University.
5. Students dismissed from the program must complete a change of major form and seek academic advising from that department.
6. A student is only re-admissible to the nursing program if it has been less than two (2) years since taking his/her last nursing course. If it has been greater than two (2) years since the last nursing course was completed, the student must repeat the entire level from which he/she withdrew. (Example: if a student withdraws from the University during the junior level, he/she must repeat the entire junior level.) *Note: Students who have not met nursing program academic standards are not re-admissible to the nursing program. For students who have been out of the nursing program for more than two years, review of all BSN program work will be completed by the nursing program director. Depending on how long the student has been out of nursing courses, the nursing program director will use his/her judgment on whether the student can be readmitted, and if so, to what level. If BSN required courses are outdated per current academic and health care standards, it may not be feasible for a student to return to the program at all or may require repeating of the entire nursing program.*
7. Students wishing to transfer from other schools/nursing programs who do not meet the standards stated above will not be admitted to the MU nursing program.

8. Students are required to provide their own transportation to clinical experiences. Clinical experiences begin at the sophomore level. If a student cannot attend clinical experiences because of a lack of own transportation, he/she is at risk of not meeting clinical course student learning outcomes, possibly resulting in failure of the course.
9. Each senior nursing student is required to take a NCLEX predictor/exit examination during the semester in which the student is expected to graduate. The specific NCLEX predictor/exit exam and placement of it will be determined by the nursing program. Any students expected to be December graduates, will be guided through the process by the nursing program director during the students' last semester. In addition to being required to take the predictor/exit examination, students will also be required to engage in a remediation as prescribed by the program.
10. In order to attend a nursing pinning ceremony and receive a pin, students must have completed all nursing program requirements.

Nursing Program Attendance Policy:

1. It is imperative that students attend clinical experiences so that they can meet student learning outcomes of the course. If a student is absent from clinical experiences, there is no guarantee that he/she can meet the student learning outcomes of the course. If excessive time is missed, he/she may be in danger of not being able to meet course outcomes and may be asked to withdraw from the class.
2. Notification of the need to be absent from clinical must be reported to the Lead Faculty Member of the course ninety minutes or more before the start of the clinical day by telephone. Student documentation of the reason for the absence must be provided to the lead faculty member within 72 hours of the missed clinical day. Student documentation must be in the form of an email from the student's university email account. Faculty reserve the right to request documentation from a healthcare provider, when applicable.

Registration Restriction:

1. All students who have consistently met all nursing program academic standards and have made continuous progression in the nursing program will take precedence over those students who have not met nursing program standards or who have not continuously progressed in the nursing program.
2. A maximum of 40 students will be permitted to register for junior and senior level nursing courses each semester. If more than 40 students are eligible to enroll in junior or senior level nursing courses, student selection is based on students' grade-point-averages (GPA).

Program Progression for Students in the BSN Program Prior to Fall Semester 2020:

1. A grade of C or above must be earned in all nursing (NUR) courses.
2. An unsatisfactory grade in the clinical component of a nursing course results in an F grade for the course. A "C" grade in the nursing program is 78%.
3. A grade of C (C) or above in CHM 1110, BSC 1121, BSC 1122, BSC, 3271 (or equivalent courses) is required to progress in the nursing program.
4. A cumulative GPA of 2.7 or higher is required to enroll in the following nursing courses: NUR 1100, NUR 3270, NUR 3271, NUR 3370 or NUR 3371 (depending on which semester the student moves to the Sayre site).
5. Students must have successfully completed BSC 1121 and BSC 1122 (or equivalent course) with a grade of C or above to progress to NUR 1100 and NUR 3270.

6. Once a student reaches upper division nursing courses (NUR 3300 to 4999), he/she may progress if his/her cumulative average falls below 2.7 providing the student has earned a grade of C or above in all nursing prefix courses.
7. If a first year student has not met nursing program standards by the end of the spring term, he/she is dropped from NUR prefix courses in which he/she has registered. All other students not meeting nursing standards are dropped from nursing courses at the end of the semester during which they did not meet standards. The student will be notified in writing by the nursing program at the end of each semester if he/she has not met nursing program standards. When the student has met the nursing program requirements, he/she must contact the nursing program Academic Progression and Retention Committee to see if a seat is available. The student can progress if a seat is available; a seat will not be saved for a student who has dropped below nursing program standards.
8. If more than 40 students meet the standards for progression to the junior level, students who have consistently met program standards are given priority. For those who have not consistently met the standards for progression, decisions are based on grade point averages.

Grading Scale for Students in the BSN Program Prior to Fall Semester 2020:

Course Grading in Percentages:	
Acceptable Performance	Unacceptable Performance (Failing)
A = 93-100	C- = 76-77
A- = 90-92	D+ = 73-75
B+ = 87-89	D = 70-72
B = 85-86	D- = 66-69
B- = 83-84	F = 65 and under
C+ = 80-82	
C = 78-79	

Program Progression for Students Admitted to the Freshman Level in the BSN Program, Fall Semester 2020 or later:

1. A grade of C or above must be earned in all nursing (NUR) courses.
2. An unsatisfactory grade in the clinical component of a nursing course results in an F grade for the course. A “C” grade in the nursing program is 73%.
3. A grade of C (C) or above in CHM 1110, BSC 1121, BSC 1122, BSC 3271 (or equivalent courses) is required to progress in the nursing program.
4. A cumulative GPA of 2.7 or higher is required to enroll in the following nursing courses: NUR 1100, NUR 3270, NUR 3271, NUR 3370 or NUR 3371 (depending on which semester the student moves to the Sayre site).
5. Students must have successfully completed BSC 1121 and BSC 1122 (or equivalent course) with a grade of C or above to progress to NUR 1100 and NUR 3270.
6. Once a student is taking upper division nursing courses (NUR 3000 to 4999), he/she may progress if his/her cumulative average falls below 2.7 providing the student has earned a grade of C or above in all nursing prefix courses. However, the student must maintain a GPA of 2.0.
7. If a first-year student has not met nursing program standards by the end of the spring term, he/she is dropped from nursing courses in which he/she has registered. All other students not meeting nursing standards are dropped from nursing courses at the end of the semester during which they did not meet standards. The student will be notified in writing by the nursing program at the end of each semester if he/she has not met nursing program standards. When the student has met the nursing program requirements, he/she must contact the nursing program Academic Progression and Retention Committee to see if a seat is available. The student can progress if a seat is available; a seat will not be saved for a student who has dropped below nursing program standards.
8. If more than 40 students meet the standards for progression to the junior level, students who have consistently met program standards are given priority. For those who have not consistently met the standards for progression, decisions are based on grade point averages.

**Please note that that the terms freshman, sophomore, junior and senior are defined by the level/year of the nursing program, NOT the number of credits earned.*

Grading Scale for Students Admitted to the Freshman Level of the BSN Program
(starting in fall 2020, or later)

Course Grading in Percentages:	
Acceptable Performance	Unacceptable Performance
	(Failing)
A = 93-100	C- = 70-72
A- = 90-92	D+ = 67-69
B+ = 87-89	D = 60-66
B = 83-86	F = 59 or lower
B- = 80-82	
C+ = 77-79	
C = 73-76	

PERIODIC ASSESSMENT FOR NCLEX READINESS

The nursing program uses the HESI testing package. This includes three RN Specialty Exams and the RN Exit Exam, to be administered during the junior and senior years. The RN Exit Exam will be administered in the students' last semester of the BSN program. **The cost of the HESI testing package, which includes case studies, practice tests, and remediation materials, is approximately \$300.00 per student.** That payment will be made prior to the fall semester of the junior year.

Purchasing the HESI testing package is mandatory. Students who do not purchase the testing package risk failure of nursing courses. Course-specific policies related to HESI testing will be published in syllabi.

Students involved with any misconduct or fraudulent activity related to HESI products or exams are at risk of suspension or termination of access to HESI products and testing, by the Elsevier Company. Should that occur, students are at risk of failing any course where HESI products or testing are a requirement of the course. Engagement in such conduct could also result in dismissal from the nursing program.

CELL PHONE AND OTHER PERSONAL COMMUNICATION DEVICE USE DURING TESTING

Cell phone or other personal communication device use during testing is prohibited and may result in test failure.

PROGRAM ASSESSMENT

Student papers, projects, discussion forum postings, tests, and clinical evaluation tools may be used for program assessment purposes.

CALCULATORS



Students are prohibited from using their own calculators during exams. The nursing program will provide calculators for students during course examinations, as needed. Students taking NUR 1100 are not permitted to use calculators.

CREDIT HOUR DEFINITIONS

- A credit hour for lecture is equivalent to 50 minutes of classroom activity plus outside preparation for 15 weeks. A credit hour for laboratory experience is equivalent to 3 hours (150 minutes) of laboratory activity for 15 weeks. A credit hour for clinical experience is equivalent to 3 hours of clinical experience for 15 weeks, for a total of 45 clock hours.
- An independent study may vary from 1 to 3 credit hours. Independent study may be repeated for more than 3 credit hours total, but each independent study project may be for no more than 3 credits. Information on independent study is found in the Mansfield catalog.

SECTION 6: Student Health and Background Check Requirements

Program Health and Criminal History/Background Check Requirements:

1. Program health requirements, criminal history/background checks, and any other affiliate requirements are necessary for all NUR prefix courses, **starting at the sophomore level of the BSN program**. If any of the requirements are not completed, students will not be permitted to attend nursing lab or clinical experiences and will receive a failing grade for the NUR course. See the undergraduate nursing student handbook for program-related health and criminal history/background check requirements.
2. Students must meet all clinical affiliate health and criminal history/background check requirements. Drug tests are required. A positive drug test may result in dismissal from the nursing program. American Heart Association Healthcare Provider Basic Life Support CPR certification; specific criminal history/background checks; specific immunizations; 2-step PPD or other TB testing (e.g. T-Spot); malpractice insurance; proof of health insurance; and education regarding Child Abuse Recognition and Reporting are required. Students are expected to cover the cost of these items. If a student does not comply with any of these requirements, he/she will receive a failing grade in the clinical component of the course. Students' academic and health information are shared if requested in writing by clinical agency.
3. Any new or existing health (or other) condition that may put the student, staff, faculty or patients in jeopardy must be reported to the nursing program faculty. Written documentation from a physician stating the student is safe to return to class and/or clinical must be submitted to the nursing program. If the nursing program faculty becomes aware that this policy has not been followed, program dismissal may result.
4. Requirements of clinical affiliates can vary by semester and the nursing program must comply with them in order to conduct clinical experiences at those affiliates. Students will be notified by the nursing program if/when any of those requirements change. Students are expected to comply with any updated requirements in order to attend clinical experiences.
5. Health requirements and criminal history/background check information will be shared with clinical affiliates. If affiliate personnel deem a student unfit for clinical experience in that agency the student will fail the nursing course.
6. Students should refer to the most current version of the BSN Program Nursing Student Handbook for information on any clinical requirement updates.

REQUIREMENTS TO PARTICIPATE IN NURSING COURSES AND SOPHOMORE LABS/CLINICAL EXPERIENCES

All program requirements are listed below.

They are due to the nursing program by JULY 15TH, unless otherwise stated. If any requirements are not completed by the time classes start, students will be held out of nursing courses and/or lab/clinical experiences.

Background Checks and Child Abuse Recognition and Reporting must be done between June and August for all incoming sophomores, juniors, and seniors.

Drug testing: A 10 panel expanded opiate urine drug test is required per the policy in this handbook. Urine drug testing is at the expense of the student. **See the Illegal Drug and Alcohol Abuse Policy and Procedure for details.**

Students must meet all requirements of each of the clinical affiliates used for clinical experiences. Students are expected to cover these costs. If an affiliate adds/changes a clinical requirement at any time, the student is required to meet that requirement. Additional fees, for that requirement, may also be added. Any special requirements will be communicated to students by course faculty, and/or the nursing program director.

The nursing program will share all medical, academic, or other pertinent information with clinical agencies upon written request from the affiliate.

REQUIREMENTS TO PARTICIPATE IN SOPHOMORE LAB AND CLINICAL EXPERIENCES
Pennsylvania State Police Criminal Background Check (SP4-164) Must be done annually.

Online submission, go to: <https://epatch.state.pa.us>. Click on submit a new record check, click on accept terms and conditions, click individual request, pick employment as the reason. Pay by credit card - fee is \$22.00. For paper copy, go to: <http://www.psp.pa.gov>. Click on request a criminal history record, click on download the form SP-4-164. Follow the directions. The form does not need to be notarized. Pick employment as the reason for request. This clearance can take up to 6 weeks.

Pennsylvania Child Abuse History Clearance Form (CY-113) Must be done annually.

Go to: <http://www.dhs.pa.gov>. Fee is \$13.00. Under Most Viewed, click on PA Child Abuse History Clearance. Scroll down to Pennsylvania Child Abuse History Clearance CY-113. Follow the directions. Pick the box School employee governed by the Public School Code. This clearance can take up to 6 weeks.

(FBI) Fingerprint Background Check (Criminal History Report) Must be done annually.

Go to: <https://www.identogo.com/locations/pennsylvania>
Fee: \$22.60 Select Digital Fingerprinting, Enter Service Code (1KG756) – GO to Schedule or Manage appointment. Employer information – Skip, follow the instructions. Appointments are not required, but pre-registration is required. Once registered, applicants may walk-in during a location’s posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. Applicants should use <https://IdentoGO.com/locations> to find a location. Applicants will also be able to find the nearest location from the registration. Results are usually available in a few days.

Child Abuse Recognition and Reporting – This is good for two years.

Education regarding Child Abuse Recognition and Reporting is required. PA State Board of Nursing approved providers for this education can be found at: <http://www.dos.pa.gov>. Under Key Services, pick Act 31 Mandated Child Abuse Reporter Training. Students must take a 3 credit course from the options listed on this webpage. We recommend using www.reportabusepa.pitt.edu. When registering for this class, you will be asked, “Are you currently licensed or will you be applying for a license within the next 6 months through one of the following Pennsylvania boards?” If you are considering applying for licensure in Pennsylvania, although it will be longer than 6 months, select State Board of Nursing. This will allow your information to be shared with the Pennsylvania Board of Nursing. You must use the same information (Name, SSN, and DOB) for the training **and** the Board of Nursing.

If a clinical affiliate refuses a student access to its clinical areas based on the outcome of any of these requirements, the student will not be able to participate in clinical experiences. The student will be offered the option of withdrawing from the course. If the student does not withdraw, a failing grade will be given for the course.

Please keep a copy of your results. All the results, including the health exam form, should be sent to:

Laurie Kinsman
Guthrie/Mansfield Education Center
One Guthrie Square
Sayre PA 18840
lkinsman@mansfield.edu

Annual Health Examination

A student who has not submitted documentation of meeting the annual health examination requirements will not be allowed to participate in clinical experiences. Missing clinical experiences can result in an unsatisfactory clinical grade. This annual health examination is a Pennsylvania State Board of Nursing requirement.

ALL BSN STUDENTS MUST USE THE MOST CURRENT HEALTH FORM THAT IS SENT TO THEM BY THE NURSING PROGRAM. IF A FORM IS NEEDED, PLEASE CONTACT LAURIE KINSMAN (lkinsman@mansfield.edu)

IMMUNIZATION REQUIREMENTS:

STUDENTS MUST SUBMIT COPIES OF THE IMMUNIZATION RECORD ALONG WITH THE HEALTH FORM

- **Tuberculosis** -- 2-step PPD within 12 months of the clinical rotation or previous 2-step with each annual PPD documented with no lapse between years. An annual PPD is required (within a calendar year) or the 2-step PPD must be repeated.
 - PPD Guidelines
 - 1st PPD given (needs to be read within 48 to 72 hours)
 - 2nd PPD (needs to be given at least 7 days from when the first PPD was injected (not read). The whole process from the initial PPD to the reading of the 2nd PPD should be within a 3 week window.
 - If student's PPD converts from negative to positive, he/she must provide documentation of a T-Spot. If the T-Spot test is positive, the student must have a chest x-ray. A positive T-Spot test will necessitate a referral to the Pennsylvania Department of Health or the appropriate county-level/state health department, depending on the student's state of residence. The student must have a statement from a physician stating it is safe to return to clinical experiences, if he/she has a positive T-Spot test.
 - Anyone with a history of a positive PPD but negative T-Spot test must complete a symptom review form annually.
- **Measles, mumps and rubella** -- 2 doses of MMR or positive titers for measles (rubeola), mumps, and rubella with laboratory results provided.
- **Varicella** -- positive titer with laboratory results; or chickenpox vaccine dates (x2).
- **Pertussis (Tdap)** – One Tdap vaccine on or after 11 years old.
- **Hepatitis B vaccine** – a series of 3 injections.

OTHER CLINICAL-RELATED REQUIREMENTS:

- **Liability Insurance** – Obtain and maintain professional insurance with a minimum coverage of \$1,000,000 per claim and an aggregate of \$3,000,000 per occurrence. Such insurance shall be provided by insurance companies acceptable to Guthrie/Robert Packer Hospital and licensed to conduct business in the Commonwealth of Pennsylvania with an AM Best Rating of A- or better. You can sign up for this through Nurses Service Organization (www.nso.com) for around \$38.
- **Influenza (Flu) Vaccine** – An annual flu vaccine is required. Students must get the influenza vaccine through a provider of their choice and provide the nursing program with documentation of having received the vaccine. Students will be notified of the due date each fall semester.
- **Personal Medical Insurance** – Provide a copy of medical insurance card, both front and back.
- **CPR Certification** – Current CPR (BLS) for Healthcare Providers (CPR and AED Program) (adult, child, infant) certification. CPR certification must be from an **American Heart Association** (AHA) provider. **The only type of CPR certification accepted is the AHA BLS for Healthcare Providers.** Please provide a copy of the CPR certification card, both front and back, with student signature.
- **Uniforms** – **You will be able to order uniforms directly from the MU bookstore in the fall.** See information about the uniforms in the next section below.
- **Lab coats** – A lab coat must be purchased before the semester begins.
- **Stethoscope** – The stethoscope must have a diaphragm and a bell.
- **HESI testing package** – Please see section on **PERIODIC ASSESSMENT FOR NCLEX READINESS**. Juniors will get instruction regarding how to purchase the HESI testing package during the first few weeks of the fall semester. The cost is approximately \$300 per student, due in the fall semester. This testing package is used throughout the junior and senior levels. This package must be purchased through the Elsevier Company using a debit or credit card.
- **Undergraduate Nursing Student Handbook** – The handbook is found in D2L. All BSN students are required to read the nursing student handbook. Students must sign the form stating that they have read the BSN program policies and information. This form needs to be signed and returned with the other required documents.
- **Student Agreement: Participating in the Care of Respiratory Isolation Patients:** This form must be signed by each student and returned along with the other clinical requirements.
- **Student Code of Conduct Agreement:** This form must be signed by each student and returned along with the other clinical requirements.

UNIFORM INFORMATION

- Sophomore nursing students must purchase their uniforms from the MU Bookstore during the first month of the fall semester. Cost of uniforms may vary, but an estimate for overall cost of uniforms, including lab coat and shoes is approximately \$150.00 - \$200.00. It is recommended that two uniforms be purchased (two tops and two pants). Arm patches with the nursing logo **MUST** be purchased at the MU bookstore. The arm patches must be applied to the left arm of the uniform top and lab coat. You will also need a white lab coat. This can be purchased from the uniform company or any uniform shop. Uniform tops are red, scrub pants are black. Students may only wear shoes that are white, grey, or black.
- **Lab coats** – A lab coat must be purchased before the fall semester of the sophomore year.

- **Stethoscope** – The stethoscope must have a diaphragm and a bell.
- **Name tag:** The Mansfield University Student picture ID must be worn at all times during clinical, unless a clinical affiliate mandates a different form of identification be worn while in their clinical facility. Additionally, students must purchase a second identifying tag (“Nursing Student”) from the University Bookstore on the main campus or the MURPH Mart on the Sayre Site. The cost for the name tag is approximately \$3.00.

A STUDENT WILL NOT BE ALLOWED IN THE CLINICAL AREA IF ANY OF THE CLINICAL REQUIREMENTS LISTED ABOVE ARE NOT MET. THIS WILL RESULT IN FAILURE OF A CLINICAL COURSE.

DRESS CODE

When in uniform, the student will adhere to the following dress code:

- Uniforms – approved Mansfield program uniform only. Red scrub tops and black scrub pants must be purchased from the MU Bookstore.
- Hair – neat and secured away from the face (so as not to fall onto work area).
- Jewelry – only a single plain wedding band is acceptable; only plain post earrings, one in each ear are acceptable. No other jewelry. No spacers or large gauge body piercing jewelry. No oral, facial or body piercing. No visible body or facial piercings.
- No visible tattoos.
- Male students are expected to shave daily. Beards and mustaches are to be neatly trimmed.
- Socks (or stockings when appropriate) are to be worn at all times in the clinical area. Socks worn with the uniform pants are to be white, grey, or black.
- The Mansfield University Student picture ID must always be worn during clinical, unless a clinical affiliate mandates a different form of identification be worn while in their clinical facility. Additionally, students must purchase a second identifying tag (“Nursing Student”) from the University Bookstore on the main campus or the MURPH Mart on the Sayre Site.
- A **white, long-sleeved crew neck shirt** is the only acceptable shirt that may be worn **under** the uniform top. Lab coat may be worn over the uniform top.
- When wearing the uniform, only clean white, grey, or black shoes are to be worn (**no bright colors on shoes, no clogs, no Crocs, no open-weave**).
- Make up is to be kept to a minimum.
- Perfume, cologne, and aftershave should not be used.
- Nails must be kept short; no artificial nails; no nail polish.
- Lab coat is to be worn over street clothes when in the clinical setting
- A watch with a second hand is a required part of the uniform.
- Appropriate grooming and dress will be expected of all students.
- During any clinical experience, observation, and or preparation, professional attire is expected, i.e. no jeans, shorts, sandals or offensive/inappropriate attire. If attire is deemed inappropriate by the instructor, the student may be asked to leave the clinical setting so that appropriate changes can be made. This may result in the student having a clinical absence that requires a make-up day. Depending on how many absences the student has or if the student is not meeting course student learning outcomes, it could result in risk of failure of the clinical course.
- Individual faculty will specify exceptions to the uniform dress code.

SECTION 7: Other BSN Program Information

Americans with Disabilities:

The Mansfield University Nursing Program endeavors to comply with the Americans with Disabilities Act and with University Policies regarding students with disabilities. The nursing program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

LICENSURE ELIGIBILITY IN PENNSYLVANIA: Applicants to nursing education programs in Pennsylvania should be aware of certain restrictions on obtaining a nursing license. Pennsylvania Public Law No. 317, No. 69, known as the Professional Nursing Law, places the following limitation on licensure eligibility.

The Pennsylvania State Board of Nursing may refuse, suspend or revoke any license in any case where the Board shall find that the applicant

- 1) The licensee is on repeated occasions negligent or incompetent in the practice of professional nursing.
- (2) The licensee is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue.
- (3) The licensee has willfully or repeatedly violated any of the provisions of this act or of the regulations of the Board.
- (4) The licensee has committed fraud or deceit in:
 - (i) the practice of nursing, or in securing his or her admission to such practice or nursing school;
- (5) The licensee has been convicted, or has pleaded guilty, or entered a plea of nolo contendere, or has been found guilty by a judge or jury, of a felony or a crime of moral turpitude, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, in the courts of this Commonwealth, the United States or any other state, territory, possession or country.
- (6) The licensee has his or her license suspended or revoked or has received other disciplinary action by the proper licensing authority in another state, territory, possession or country.
- (7) The licensee has acted in such a manner as to present an immediate and clear danger to the public health or safety.
- (8) The licensee possessed, used, acquired or distributed a controlled substance or caution legend drug for other than an acceptable medical purpose.
- (9) The licensee has been guilty of immoral or unprofessional conduct. Unprofessional conduct shall include departure from or failing to conform to an ethical or quality standard of the profession. The ethical and quality standards of the profession are those embraced by the

professional community in this Commonwealth. In proceedings based on this clause, actual injury to a patient or individual or group need not be established.

For a complete list of reasons why the Board may refuse a professional nursing license to an applicant, please see section 14 of the Professional Nursing Law, 63 P.S. § 224. (<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Documents/Applications%20and%20Forms/Professional%20Nurse%20Law.pdf>)

Candidates for licensure in PA must take the licensure examination for the first time within one year of completing their nursing education programs. Express permission must be granted by the Board for candidates to take the examination for the first time after the one-year period. Candidates will first be required to demonstrate that they were prevented from taking the examination by emergency, illness, military service, licensure in another state, or other good cause shown.

Students are ultimately responsible for complying with all requirements for nursing licensure in whatever state they apply to.

If applying for a nursing license in PA, applicants must have completed 3 hours of Child Abuse Recognition and Reporting education. Additionally, applicants must have a Criminal Records History Check dated within 90 days of the date of RN licensure application. For other information about applying for a registered nurse license in PA refer to the PA State Board of Nursing Website: <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>

For a complete list of reasons why the Board may refuse a professional nursing license to an applicant, please see section 14 of the Professional Nursing Law, 63 P.S. § 224.

AMERICAN NURSES' ASSOCIATION CODE OF ETHICS

The nursing faculty of Mansfield University fully support the ANA Code of Ethics and expect that all nursing students do likewise. The ANA Code of Ethics can be seen at www.ana.org.

PRIVACY AND HIPAA

All Mansfield University Nursing Students are expected to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and protect health-related information of clients they are caring for. Here are some specific guidelines students must follow:

- A student should only read/view medical records of clients he/she is directly caring for.
- A student will not discuss client information with anyone who is not directly related to the care of that client.
- There should never be discussions about clients outside of the unit/area the client is being cared for (e.g. cafeteria, student housing areas, apartments, etc.).
- Students will not discuss client information in any area where the conversation could be inadvertently overheard by someone who is not connected with the client's direct care.
- HIPAA applies to all students whether they are in a clinical setting as a Mansfield University nursing student or "off-duty".
- Students will safeguard user names and passwords to electronic medical record systems at all time. Students should never share user names or passwords with anyone else.

- Students should never walk away from a computer screen when it has confidential client information on it. If students must step away for any reason, they need to log out of the account. If anyone is trying to look at confidential client information on a computer screen who does not have the right to that information, students should log out immediately.
- Students may discuss components of clients' care with faculty and other students during pre- or post-conferences as long as discussions are pertinent to the learning outcomes of the experience.
- Students should access only the minimum amount of information in a client's chart that is valid and necessary for the current treatment of the client.

Students who are found in violation of HIPAA or any privacy breach will face disciplinary action by the program, up to and including nursing program dismissal. In addition to discipline by the nursing program, charges will be filed with the Office of Student Conduct at the University. Disciplinary action may be based on the policies and sanctions of the affiliate where the breach took place. If for any reason a student is barred from a clinical affiliate because of HIPAA or privacy related issues, it will result in automatic dismissal from the Mansfield University Nursing Program. Any student dismissed for this reason will not be readmitted to the nursing program.

UNSAFE CLINICAL PRACTICE

- Nursing students who perform nursing tasks and procedures are legally responsible for their own acts of negligence. When in a planned clinical experience, the nursing student is held to the same standard of care as the licensed nurse who normally would perform the function.
- Students are not allowed to perform any tasks or procedures that are not pre-approved by the clinical instructor. A clinical affiliate may prevent a student from participating in clinical care if the quality of care rendered is not at the level the affiliate deems acceptable.
- Unsafe clinical practice may result in course failure or dismissal from the nursing program. If a student is dismissed from the nursing program, leaves the nursing program, or changes majors because of unsafe clinical practice, he/she will not be readmitted.

CLINICAL FAILURE

- Nursing students who knowingly or unknowingly put a patient, another staff member, or another student in danger or behave in a non-professional manner will be in jeopardy of failing the clinical portion of a clinical course and/or nursing program dismissal.
- Unprofessional behaviors include, but are not limited to: unsafe practice, falsifying records, absence from clinical experiences without notification of faculty and clinical affiliate, lying, unlawful drug or alcohol use, or coming to clinical experiences under the influence of drugs or alcohol.

This policy regarding clinical failure is based on the PA State Board of Nursing Standards of Conduct (section 21.18) which follows. This information is taken directly from the PA State Board of Nursing Code for Professional Nursing.

(a) A registered nurse shall:

- (1) Undertake a specific practice only if the registered nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
- (2) Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.

- (3) Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual.
- (4) Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 63 (relating to the Child Protective Services Law), the Older Adults Protective Services Act (35 P. S. § § 10211—10224) and other statutes which may mandate reporting of this information.
- (5) Document and maintain accurate records.
- (b) A registered nurse may not:
 - (1) Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.
 - (2) Discriminate, while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
 - (3) Knowingly permit another individual to use his license or temporary permit for any purpose or knowingly permit the unlicensed person under the registered nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
 - (4) Misappropriate equipment, materials, property, drugs or money from an employer or patient.
 - (5) Solicit, borrow or misappropriate money, materials or property from a patient or the patient's family.
 - (6) Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.
 - (7) Knowingly abandon a patient in need of nursing care. Abandonment is defined as the intentional deserting of a patient for whom the nurse is responsible.
 - (8) Falsify or knowingly make incorrect entries into the patient's record or other related documents.
 - (9) Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
- (c) A registered nurse who fails to comply with an obligation or prohibition under this section is subject to disciplinary and corrective measures under section 14 of the act (63 P. S. § 224).
- (d) The Board may, in addition to any other disciplinary or corrective measure set forth in this section, levy appropriate civil penalties as authorized by section 13(b) of the act (63 P. S. § 223(b)) upon a nurse found to have engaged in conduct constituting a sexual impropriety or sexual violation.

RETURN TO CLINICAL

Nursing students must be in good health to attend clinical experiences. Any student who has missed a clinical experience due to illness may be asked to present a letter from his/her health care provider regarding health status.

CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES

Cell phones and other personal communication devices are not allowed in the clinical area.

PROFESSIONAL BEHAVIOR (Classroom and Clinical Areas)

Nursing students are responsible at all times for their behavior in the classroom and clinical settings. In the clinical setting, students must be under the supervision of an instructor or the instructor must be immediately available via telephone or other means of telecommunication.

DISRUPTIVE CONDUCT AND WORKPLACE VIOLENCE PREVENTION

The Nursing program is a community of staff, faculty and students that is committed to a respectful, safe and protected environment, founded in civility and free from violence, in which

all can work and learn. Acknowledging that workplace violence falls on a continuum from civility through physical violence, the nursing program requires that all members of our community value and respect each other. As a community, the program will make every effort to discourage incivility and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, physical, or any other forms. All members of the nursing program will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The nursing program often has faculty, staff, and students who are working and studying beyond the normal operating hours. Members of the nursing program community will not tolerate inappropriate interactions from each other or from outside persons. All incidents will be taken seriously and will be dealt with promptly and appropriately. The nursing program will provide support and resources to all to ensure that this safe and protected environment happens.

1. All who participate in or engage with this community will abide by these guiding principles, as well as follow the additional University code of Conduct:
2. We value differences among individuals and, in that spirit, require that all treat each other with respect. Interactions in the nursing program are expected to be courteous, respectful, and professional.
3. Individuals are responsible for their own behavior and will be held accountable for that behavior.
4. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be reported and dealt with in accordance with the policies outlined below.
5. When inappropriate behavior occurs, members of the nursing program community are empowered and expected to deal with the situation according to established guidelines.
6. Individuals are expected to keep their own personal safety foremost in their plans and actions and to support others in doing the same.
7. Unacceptable behavior will be dealt with so that the message of zero tolerance is consistent and clear.

When inappropriate behavior occurs, the nursing program will:

- Respond promptly to immediate interpersonal dangers to staff, faculty and students in the program in accordance with established procedures.
- Facilitate the investigation of threats and other reported incidents, and file necessary reports per University policy.
- Respond to each report objectively, seriously address any allegations, even those that may appear frivolous, thus taking threats and threatening behavior seriously and ensuring that nursing program members feel safe in sharing their concerns.
- Take disciplinary actions under the University's disciplinary policy when warranted.
- Support victims and affected workers after an incident.

Definitions

Definitions of key terms used in this policy are as follows:

Inappropriate and prohibited behavior is behavior that can serve as a warning sign of potential hostility or violence. Examples of these kinds of behaviors of interpersonal aggression include but are not limited to:

1. Unwelcome name-calling
2. Rude or uncivil (e.g. slamming doors in angry response; making disparaging comments about another worker, student or faculty member; purposefully blocking someone's view or path; harshly criticizing a subordinate in public; vulgar or obscene words or actions,

- either written or verbal, including email, voice messages, and graffiti.
3. Acts of abuse (e.g. verbal statements, including tone of voice, or physical act which may be construed as a derogatory, intimidating, bullying or psychologically or emotionally disturbing
 4. Intimidation through direct or veiled verbal threats
 5. Throwing objects regardless of size or type or whether a person is the target of a thrown object
 6. Physically touching another student, faculty member, or employee in an intimidating, malicious or sexually harassing manner
 7. Physically intimidating others including such acts as obscene gestures, fist-shaking, or "getting in your face" types of gestures
 8. Stalking, either on or off campus.

Threat: the expression of intent to cause physical or mental harm. A threat is conveyed regardless of whether the individual communicating the threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or placed in the future.

Physical attack: unwanted or hostile contact such as hitting, fighting, pushing, shoving, or throwing objects.

Property damage is intentional damage to property owned by the state, employees, students, or visitors.

Each member of the nursing program community is responsible for upholding the values and actions embodied in this policy.

STUDENT CODE OF CONDUCT

All students are accountable for information in the Mansfield University Student Code of Conduct. Students must adhere to the policies and rules in the Code of Conduct. To access the latest version of the Student Code of Conduct, go to the following website:

<https://www.mansfield.edu/student-affairs/upload/MU-Code-of-Conduct.pdf>

Gross misconduct or other serious nonconformance may result in immediate termination from the nursing program. Examples of such misconduct include, but are not limited to:

- a. Possession of any type of weapon on campus.
- b. Unauthorized possession or use of intoxicating drugs or alcoholic beverages on campus (Mansfield University Campus or the Sayre site); or a positive test for alcohol or drugs
- c. Actual or threatened physical assault, intentional or reckless injury to persons or property.
- d. Acts of terror.
- e. Stalking or bullying.
- f. Larceny, misappropriation, or unauthorized possession of property belonging to the hospital, University, program, another student, hospital or University, employee, patient, or visitor.
- g. Physical or sexual abuse.
- h. Threatening, intimidating, or coercing any person.
- i. Conviction of a felony.
- j. Breach of patient confidentiality (HIPAA violation).
- k. Indecent or immoral conduct of any nature on hospital premises.
- l. Damaging, destroying, or tampering through negligent or deliberate acts, property belonging to the hospital, University, program, students, patients, or

- visitors.
- m. Misuse or falsification of patient, student, or official hospital or school records.
- n. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University or Program.
- o. Use of vile, intemperate, or abusive language or acting in a disrespectful manner toward any employee, patient, school official, or any person at any time. This includes conduct of an offensive nature online via the internet.

Students found to be in violation of any component of the Mansfield University Student Code of Conduct may have charges brought against them through the Office of Student Conduct and may face dismissal from the nursing program. If a student is dismissed from the nursing program, leaves the nursing program, or changes majors because of a conduct issue, he/she will not be readmitted.

NOTIFICATION OF NEW OR EXISTING HEALTH CONDITIONS

- Any new or existing health (or other) condition that may put the student, staff, faculty or patient in jeopardy must be reported to nursing program faculty.
- Written documentation from a physician stating the student is safe to return to class and/or clinical must be submitted.
- If nursing program faculty become aware this policy was not followed, program dismissal may result.
- If a student's behavior in class or clinical experiences indicates a potential problem based on the faculty member's judgment, the nursing program may request written documentation from a physician indicating the student is able and is safe to participate in class and clinical experiences. The nursing program may require the student be examined by a specific type of medical practitioner.

BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS EXPOSURE

In the event of a needlestick or blood/bodily fluid exposure while in a Mansfield University Nursing Program clinical experience, students or faculty should take the following actions immediately:

- Wash the affected area with soap and water; or for eye involvement, flush with clean water or normal saline.
- Students will notify the faculty member in charge of that clinical experience.
- Call the Employee Health Office of the affiliate where the exposure took place. The student may be asked for the source patient's medical record number.
- Report to the affiliate's Emergency Department after hours, weekends and holidays.
- Document the incident via the affiliate's required reporting form, as applicable.
- Follow all guidelines and policies of the specific affiliate where the exposure took place.
- Students are responsible for any costs incurred during the follow-up required for an exposure incident.

At Guthrie facilities, the students will take the following actions:

- Wash the affected area with soap and water; or for eye involvement, flush with clean water or normal saline.
- Students will notify the faculty member in charge of that clinical experience.
- Obtain the source patient's medical record number (B#).
- During Monday-Friday (7:00 AM – 4:00 PM) the student should report to the Guthrie Employee Health Office (EHO) on the Sayre Campus for guidance on next steps. If the exposure occurred in a Guthrie location other than Sayre, the student should call the

Guthrie EHO at 570-887-2674. The student should identify him/herself as a Mansfield University Nursing Student and explain they are seeking assistance with post-exposure care.

- EHO will print off the appropriate paperwork and coordinate assessment and treatment with Occupational Medicine or the Emergency Department (ED).
- If an exposure takes place outside the Employee Health Office business hours listed above, the student should report to the facility's Emergency Department.
 - All students seen in the ER should be strongly encouraged to follow up with Occupational Medicine within 24 hours of the ED visit.

Students and faculty should know that their private insurance will be billed for any services required as a result of the exposure. Despite this, the EHO should be involved to assist in coordinating the most appropriate care following an exposure.

RESPIRATORY ISOLATION PATIENTS

Nursing students who have not been fit tested should not care for patients in respiratory isolation (those under *Airborne or Droplet Precautions*), including any patient suspected of having or diagnosed with COVID-19. Only students who have been fit tested, per the procedure outlined by the nursing program, should care for patients in respiratory isolation. Fit testing was a requirement for junior and senior nursing students during the spring 2021 semester due to the COVID pandemic. Updated information for all other students will be provided as the nursing program assesses the status of the COVID pandemic for the start of the fall 2021 semester. It is the plan that all sophomores, juniors and senior nursing students will be fit tested annually in preparation for the start of the fall 2021 semester.

LATEX SENSITIVITY POLICY

Research has demonstrated that some regularly exposed health care workers are sensitized to latex. Among sensitized workers, variable proportions have symptoms of signs of latex allergy ranging from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established to provide medical care to students of Mansfield University nursing students who are sensitive to latex.

Guidelines:

- It is the student's responsibility to report to faculty any symptoms suggestive of latex allergy/sensitivity.
- Students who suspect a sensitivity to latex are to schedule an evaluation with their health care provider.
- Students who are suspected of having latex sensitivity will not be able to participate in clinical experiences until they present a letter from their health care provider indicating restrictions and date for safe return to the clinical site.
- The student's personal health care provider will follow individuals who have a documented latex allergy prior to admission to the nursing program. If the student can provide documentation from the physician of an allergy to latex, special gloves will be provided. If no documentation can be provided, the student will follow guidelines previously outlined.
- In the event of a severe allergic reaction, the student at the Sayre Site should seek immediate attention in the Emergency Department at the Robert Packer Hospital. Students at the Mansfield campus should contact campus police to provide emergency first aid or call 911 to alert appropriate emergency service personnel.

RESPONSIBILITY FOR CLINICAL LAB EXPERIENCE

- All students are expected to be prepared for each clinical experience as determined by the faculty member directing the experience.
- Students are responsible for performing any procedure in the clinical setting that has previously been included in the laboratory or academic learning plan.
- If a student is unfamiliar or uncomfortable performing any nursing procedure, he/she is encouraged to practice in the Nursing Learning Laboratory.

ASSIGNMENT OF CLINICAL LABORATORY SECTIONS

Nursing laboratory sections (lab and clinical) will be assigned by faculty based on best educational principles.

TRANSPORTATION

Due to the nature of multiple clinical affiliates utilized, students are required to provide their own transportation to clinical experiences during the program. Clinical experiences begin at the sophomore level.

STETHOSCOPE - Students are expected to have their own stethoscopes for NUR 3270 and each course thereafter.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. (www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

Therefore, faculty members must secure written permission from a student before they can speak to a parent regarding their child's education record or academic progress.

SECTION 8: Student Services Information

STUDENT SERVICES (for all nursing students)

MANSFIELD UNIVERSITY (MAIN CAMPUS) CAMPUS CLINIC (full-time students)

Students seeking routine health services are asked to make an appointment by calling 570-662-4350. The office is located on the ground level of the Spruce Residence Hall, 125 Clinton Street.

**Campus Clinic Hours: Monday - Friday
 8:00 A.M. - 4:00 P.M.**

There is no charge for currently enrolled students when the University is in session. There are, however, some exceptions such as X-rays, casts and some testing which will be billed to the student. Medications prescribed by the physician as well as routine lab work, vision and hearing examinations, some immunizations and vaccinations, personal health counseling and certain other services are covered by student fees.

On Campus Health Emergency: CALL THE CAMPUS POLICE AT EXT. 4900

When a student experiences a health emergency on the campus, he/she should contact a member of the residence staff or campus police. Students who believe that they need an ambulance are asked to call the Campus Police at ext. 4900 or call 911.

SAYRE SITE – HEALTH SERVICES (full-time students)

At the Sayre site the nursing student may call the Family Medicine office and the Walk-In Care clinic (1st Floor of The Guthrie Clinic) to receive appropriate care. No appointment is needed at the Walk-In Care Clinic. In case of illness during a time when the office is not in operation, a resident nursing student may go to the Emergency Department. Be sure to identify yourself as a Mansfield University nursing student.

Family Medicine Office Hours: Monday - Friday
8:00 A.M. - 5:00 P.M.
(570) 887-2239

Walk-In Care: Monday -Friday
7:00 A.M. - 8:00 P.M.
Saturday - Sunday
8:00 A.M.-12:00 P.M.
(570) 887-2383

Other Phone Numbers:

Emergency Room: (570) 887-4225 (when Family Medicine is not open)

Call 911 for an emergency.

Mental Health Care: Mansfield University Counseling Center
Phone: 570-662-4436

If you need immediate help please use the following resources:

- Bradford County Crisis Intervention: 1-877-724-7142
- 1-800-SUICIDE
- 1-800-273-TALK
- Crisis Text Line: Text START to 741-741
- National Suicide Prevention Lifeline 1-800-273-8255
- Students may also reach out to the Sayre site student service coordinator, a faculty member or a resident assistant to seek contact information for mental health care

OTHER MANSFIELD CAMPUS STUDENT SERVICES

Students are offered a wide range of services through various offices on the main campus. Please see the Mansfield University website for a list of those services (www.mansfield.edu). There are many different clubs and organizations, which are funded through student activity funds. There are also academic services in the Academic and Human Development Department, such as tutoring, that students are encouraged to take advantage of. Many of the services on the main campus can be utilized by students on the Sayre site via telephone or by email.

SERVICES PROVIDED BY MANSFIELD - Sayre Site

When the student is located on the Sayre Site, he/she is still a Mansfield University Student in every sense.

Coordinator of Student Services – Judi Brayer is a full-time, professional staff member of Mansfield University. The Coordinator has a variety of responsibilities, which include the following:

- Assisting in the development and implementation of educational and social programs
- Interpreting, developing, and enforcement of policies and procedures that pertain to both the Mansfield and Sayre location.
- Acting as a liaison with other campus and healthcare agencies
- Serving as chief conduct officer on the Sayre Site
- Coordinating all housing and dining needs along verifying information for monthly/semesterly reports
- Assisting students with personal concerns, making necessary referrals if needed
- Supervising and training of all student workers, including Resident Assistants and desk assistants
- Advisor to the Health Sciences Student Government Association (HSSGA)

Ms. Brayer, the Coordinator of Student Services, maintains office hours in Sayre on Monday, Thursday and Friday. Her office is located on the second floor of the Education Center. She may also be reached by phone, 570-887-4716 or at jbrayer@mansfield.edu.

Student Activities – Each nursing class in Sayre will have a class budget generated from their student activity fee. A certain percentage of their activity fee is allotted but activities on the Sayre Site, which is determined by the Student Government Association. The Coordinator of Student Services keeps track of all the budgets and assists each class with planning programming activities.

Specialized Services - Representatives from student services such as counseling, career planning, and financial aid will meet with students on the Sayre site by appointment. The Coordinator of Student Services coordinates all visits. Students wishing to make appointments just need to see the Coordinator.

SGA in Sayre – A formal branch of the Student Government Association, the Health Sciences Student Government Association (HSSGA), has been established on the Sayre Site. Students from all health sciences programs are members.

Housing - Student housing is provided on a limited basis for full-time students. In Sayre, the student's residence is located next to the hospital. Single and double rooms are provided. The floor is fully carpeted, climate controlled and equipped with a kitchen area, three lounges complete with televisions and laundry facilities. The residence also houses the faculty offices, a small gym and weight room, and a bookstore for student supplies.

Commuter Lounge - A lounge area in the student's residence has been designated for all commuter students. This provides a place for commuters to meet, store belongings, study, or socialize. Non-commuter students also have access to the lounge.

Online Library Access

The North Hall Library is accessible to students, online, 24-hours a day. Library resources using your student number – it is the 18 digit number found on your ID card. You need this number to access the North Hall Library resources from home or residence hall. You can access the North Hall Library at <http://lib.mansfield.edu/>. If you are unable to access the Mansfield University Library on-line, please contact the Library reference desk at 570-662-4671. See the North Hall

Library website for hours of reference librarians. If you need any help accessing or using these resources or a research consultation, you can contact Sheila Kasperek, health sciences librarian, at skaspere@mansfield.edu or contact the library's reference desk.

For students at the Sayre site, there is a medical library located in the Patterson building which is available to students, 24-hours a day. Circuit librarians may assist students in Sayre but the North Hall librarians will be the primary contact for MU BSN students.

Contacts for BSN students:

Academic and Human Development Resources

Counseling Center (Academic and Personal)

Learning Center (TutorTrac, Supplemental Instruction, Writing Center)

Use the following link <http://tutortrac.mnsfld.edu/TracWeb40/Default.html> to schedule appointments

Dr. Christopher Cummings (ccumming@mansfield.edu)

135/134 South Hall

570-662-4828

Student Registration and Financial Services

Registration Questions

Financial Aid Questions

Lori Cass, Director (lcass@mansfield.edu)

Call 570-662-4411 for all registration or financial aid questions

Library Resources:

Sheila Kasperek

Reference & Electronic Resources Librarian

North Hall Library

Mansfield University

570-662-4675

skaspere@mansfield.edu



ACADEMIC ADVISEMENT

Every student entering the BSN Program is assigned a nursing program faculty advisor who assists the student in 1) planning his/her overall academic program, 2) adjusting to academic life, and 3) making decisions about career goals. The advisor also is an important contact with the university and can serve as a general reference for non-academic issues as well. A student has the right to request a change of advisor through the nursing program director.

It is the student's responsibility to know and observe the academic policies and regulations of the university, per the Undergraduate Catalog and the Nursing Program Undergraduate Nursing Student Handbook. It also is the student's responsibility to cooperate with the academic advisor to gain the maximum benefit from the process. To facilitate this process, students are expected to:

1. Arrange advisement sessions that are convenient to both the student and advisor.
2. Be actively involved in the decisions.
3. Be aware of academic deadlines and academic policy changes.
4. Make effective use of the resources available.
5. Follow through on suggestions and/or recommendations made by the advisor.

Class Scheduling Advisement Procedure

Each semester, students meet with their assigned advisor to review their overall program plan and discuss course selection for the upcoming semester at Mansfield University. At approximately the mid-point of the academic semester, students will:

1. Receive an email informing them of scheduling from the MU Registrar.
The details regarding the timetable and process for scheduling are present on the Registrar's Office (Enrollment Services) homepage (<https://esd.mansfield.edu/>).
2. Consult the Undergraduate Nursing Student Handbook (BSN Program) to determine their progression based on programmatic requirements. Students will then identify the course requirements for the upcoming semester and consult the Course Offerings through Student Self-Service to develop a primary and alternate course plan.
3. Schedule a meeting with their advisor at least two weeks before their designated time to schedule classes for the upcoming semester to verify accuracy of course planning and/or resolve conflicts or difficulties.
4. Schedule courses via Student Self-Service, at the time specified.
5. Consult with their advisor if any difficulties arise in the scheduling process.

Students are not approved in the Student Self-Service system without meeting with their advisor. That will prevent the student from registering for classes. This could result in students not getting required courses that are needed for program progression.

REGISTRATION FOR ALL NURSING STUDENTS

Once you are a nursing major, you may register online using Student Self-Service.

NOTE: Nursing majors register the first week of the registration period. If students do not register for courses during the time for nursing students to register, the required courses may be full.

Early registration for nursing students is a big privilege. Please take advantage of it and do not delay the registration process.

Students can register on-line by using Student Self-Service.

- Go to MU home page
- Click on "Main Menu" (three bars icon)
- Click on "Current Students" then "Web Logins" then Student Self Service
- Sign in with the same user name and password used for university email

- If you have trouble with the sign-on process, call the Computer Technologies Help Desk at 570-662-HELP
- Students can peruse course offerings and pre-register/register for courses
- If you have trouble with how Student Self-Service is functioning, contact your advisor or the Registrar's Office (570-662-4202).

SECTION 9: MISCELLANEOUS INFORMATION

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING

The baccalaureate nursing program at the Department of Nursing and Allied Health Sciences at Mansfield University located in Sayre, PA is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

STUDENT REPRESENTATION ON NURSING PROGRAM COMMITTEES

Student representatives (junior and senior class presidents) are appointed to the nursing program Curriculum/Evaluation Committee and the Student Affairs Committee (junior and senior class presidents).

CLASS ORGANIZATIONS

Each class is encouraged to elect a president, vice president, secretary and treasurer. The class presidents are members of the nursing program's Student Affairs committee. Class officers are also expected to attend the Health Science Student Government Association meetings. A nursing student may be removed from a nursing program leadership position (e.g. class officer, HSSGA officer) if he/she is found to be in violation with any program policy, including engaging in unprofessional behaviors, or if the student is not adequately performing the functions of the class officer role (e.g. attendance issues at meetings)..

MUNA (Mansfield University Nurses' Association)

The purpose of this organization is to provide each member with the opportunity to become acquainted with other people who have an interest in health issues. Participation in MUNA may help individuals achieve professional and social growth and developing interest in similar organizations at local, state and national levels. Meetings are held once a month. This organization is open to any and all students who attend Mansfield University.

DUE PROCESS

Complaints which may be properly considered by means of the following procedures include, but are not limited to, complaints about grades or changes in requirements for a course during the semester. Complaints about grades may, among other things, be based upon racial, sexual or religious discrimination or other forms of favoritism; arbitrary, capricious, or unreasonable

methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for legally recognized absences from class or examination. A student wishing to utilize the Due Process, should refer to the procedures outlined at <http://www2.mansfield.edu/academic-affairs/faculty-resources/forms-and-procedures.cfm> under "Due Process/Appeals".

E-MAIL

All students are required to use their Mansfield University e-mail address. E-mail accounts should be checked daily.

REQUESTS FOR REFERENCES FROM FACULTY

Students wishing faculty to write references must ask the faculty member in writing BEFORE giving the faculty member's name as a reference. This must be done for EACH reference request.

TRANSFER CREDITS

For information regarding policies that pertain to transfer credits, see the MU Undergraduate Catalog. All transfer work should be coordinated with the Transfer Coordinator. Students should always consult with the Transfer Coordinator BEFORE taking a course elsewhere. Credits are evaluated on a course-by-course basis. **Actual grades and the quality point average (QPA) do not transfer from any institution; only the credits earned transfer.** This is followed for transfer credits coming into the nursing program in calculating GPA.

SOCIAL MEDIA POLICY

The Mansfield University nursing program ascribes to the National Council of State Boards of Nursing's (NCSBN) social networking use guidelines. Students are expected to visit the following website to review the guidelines and view the accompanying video. <https://www.ncsbn.org/3874.htm>.

From the NCSBN site:

"Healthcare organizations typically have clear policies governing employee use of electronic and social in the workplace. It is outside the workplace however, where policies are often less clear and the potential for inappropriate use of social media is greatly increased. Effective nurse-patient relationships are built on trust. A cornerstone of that trust is patient privacy. Which is a key part of a patient's expectation to being treated with dignity and respect. Any patient information that a nurse has access to during the course of treatment must be safeguarded. With very limited exceptions, such information may only be disclosed to other members of the healthcare team for the purpose of providing care for the patient. Improper use of social media by nurses may violate state and federal laws including the health insurance portability and accountability act or HIPAA. Additionally, inappropriate uses of electronic and social media maybe reported to the Board of Nursing resulting in possible disciplinary action for unprofessional or unethical conduct, breach of confidentiality, or other infractions. Well, it's true that some intentional or malicious misuses of social media do occur, the majority of inappropriate disclosures or postings are unintentional. Usually they're the result of the mistaken belief that the communication or posting is private and accessible only by the intended recipient."

"By being cautious and alert to potential or improper uses of social media, you can avoid inadvertently disclosing confidential information concerning your patients. Remember, you have an ethical and legal obligation to maintain patient privacy at all times. This means that you should never take photos or videos of patients using your cellphones or other personal devices.

Be sure to follow employer policies for taking photos or videos of patients for treatments or other permissible purposes by using an employer provided devices.”

“Remember, increased access to communication through social media does not change the healthcare professional's responsibility to protect patient information. In fact it actually makes it easier to inappropriately share information. By carefully following standardized guidelines, healthcare professionals can responsibly use social media to improve the coordination of patient care. For more information, please visit the website of the National Council of State Boards of Nursing.”

Any student using social media of any kind should be respectful, ethical and never include any information about clients, clinical affiliates or employees of those affiliates on their social media posts. Everything online is discoverable and can be retrieved at a later time. Information from social media may impact your professional reputation for years to come. Depending on the offensive nature of the social media posts, it could potentially impact a student's ability to be employed or licensed.

For any violation of the social networking policy, the student could face disciplinary action including course failure and/or dismissal from the nursing program. If a clinical affiliate bans a student from a clinical site because of a social media-related issue, the student will fail the clinical course and be dismissed from the nursing program.

Mansfield University Nursing Prelicensure BSN Program Illegal Drug and Alcohol Abuse Policy and Procedure

Illegal Drug and Alcohol Abuse Policy

The Mansfield University BSN Nursing Program is committed to providing a drug/alcohol free environment. This means that impairment due to the use of illegal drugs or the abuse of alcohol is prohibited.

In accord with contractual agreements with affiliates, all students enrolling in nursing courses must comply with the drug and/or alcohol testing policies and procedures of the affiliate/institution as well as any nursing program policy related to drug/alcohol testing. Students are responsible for any costs associated with drug or alcohol testing, whether it is routine, pre-clinical testing; or testing for “reasonable suspicion”. Refusal to comply with the nursing program policies and/or policies and procedures of clinical affiliates will prevent progression in the nursing program and will result in dismissal from the program. **Failure of the drug or alcohol test, as determined by this policy or any affiliate, will result in immediate dismissal from the nursing program.**

The following apply to all Mansfield University prelicensure BSN students:

1. All students are required to undergo a 10-panel expanded opiates urine drug test prior to attending clinical experiences. Urine drug testing is at the expense of the student. See below in the “Procedure” section regarding specific drugs in the panel and where testing is conducted.

2. Students are prohibited from being “impaired” by the use of illegal drugs or the abuse of alcohol. Students also are prohibited from using, possessing, selling, receiving, transferring, trading, conveying, and/or dispensing illegal drugs or alcoholic beverages during nursing program hours. Students are prohibited from being “impaired” at any affiliate with whom the Mansfield University Nursing Program is affiliated with.

3. Students shall undergo urine drug and/or blood and/or breath alcohol and/or hair follicle tests when there is “reasonable suspicion” that the student is using illegal drugs or alcohol on an impermissible basis in violation of this policy. Any student who fails or refuses to submit to reasonable suspicion testing on an immediate basis shall be treated as both having violated the policy and as having a positive (“non-negative”) test result, regardless of the ultimate provision of any urine, blood, or breath sample submitted for such testing by the student. Students participating in clinical experiences at contracted affiliates are subject to that affiliate’s policies and have to pay for testing.

• Reasonable suspicion means: physical symptoms suggesting use of illegal drugs or abuse of alcohol, such as breath odor, size of pupils, slurred speech, staggered gait, loss of equilibrium, blood shot eyes, confusion and/or disorientation, or lack of lucidity; absenteeism in a pattern such that it falls just before or just after scheduled days off; reports by others, particularly in conjunction with performance issues; complaints by a program official, patient, employee, visitor, or other credible individual that a student has been or is using illegal drugs or abusing alcohol during nursing program hours; sudden, unexplained changes in behavior, wide mood swings, or an unexplained emotional or violent outburst; decline in performance sufficient to lead to intervention by a supervisor/program official; unexplained and/or excessive absences from normal clinical assignment areas; suspicion of mishandling, misadministration, or diversion

of drugs; a record of avoidable accidents; or any other circumstances that might lead a reasonable person to suspect that a student is inappropriately involved with alcohol or illegal drugs. In order for a reasonable suspicion to be established, a minimum of two healthcare employees (e.g. nurse manager; staff nurse; preceptor), including at least one Mansfield University faculty member, must agree that the circumstances constitute reasonable suspicion.

4. If reasonable suspicion is established while a student is at an affiliate, the student will be immediately escorted to that affiliate's EHO (employee health office) or equivalent (e.g. emergency department; occupational medicine office) by the nursing program official/faculty member for drug screen testing.

5. If a student tests positive ("non-negative"), he/she will immediately be escorted from the affiliate by a Mansfield University nursing faculty member.

6. If a student tests positive ("non-negative"), he/she will be removed from clinical experiences. Due process will be afforded to any student who is removed from or denied access to clinical experiences under this policy per the Mansfield University Student Code of Conduct's "Student Conduct and Complaint and Hearing Procedure".

7. Students may seek counseling services provided on the Mansfield University campus by the *Academic Advising Center* (South Hall, telephone 570-662- 4824), the *Counseling Center* (144 South Hall, telephone 570-662-4695), and *Career Center* (Alumni Hall, Ground Floor, telephone 570-662-4133).

8. Students are advised that affiliates may choose to refuse a student for any suspected or confirmed drug or alcohol use. Should that occur, students may be unable to meet course objectives.

Mansfield University Prelicensure BSN Program Procedure for Urine Drug Testing

Urine Drug Testing

Sophomore nursing students.

- Because of affiliate requirements, all sophomores are required to have the urine drug testing, as described below, in DECEMBER of their sophomore year.

Junior Nursing Students:

- Because of affiliate requirements, all juniors are required to have the urine drug testing, as described below, in June before their junior level.

Senior Nursing Students:

- Urine drug testing does NOT have to be repeated if:
It was completed per the process outlined below at sophomore level, junior level AND the student was not out of a clinical course for more than 6 months. If a student is out of a clinical course for more than 6 months, the student is required to repeat the urine drug testing.

The nursing program must follow the requirements of all affiliates. Clinical requirements, including urine drug testing, are subject to change at any time. If this occurs, the nursing program will notify students, who are expected to comply with the updated requirements.

1. Students choose one of the following agencies for urine drug testing:

Soldiers and Sailors Hospital (Susquehanna Health) Occupational Health Office, in Wellsboro, PA.

- The cost is approximately \$49.00 and must be paid by cash, check, or credit card, at the time of the urine drug testing. There is no option for insurance billing.
- Students can walk-in to the Occupational Health office without an appointment or an appointment can be scheduled. The office is open Monday-Friday from 7:30 AM to 4:00 PM. If you have questions, you may call them directly at 570-723-0103.

The Guthrie Clinic Occupational Medicine Office

(Note: This is not a primary care office.)

- Choose from the following Guthrie locations: Mansfield, PA; Sayre, PA; Towanda, PA; Wellsboro, PA; Big Flats, NY; or Corning, NY
- **Students should call to schedule an appointment:**
 1. Phone number: 1-800-244-4886
 2. When you call, give them the following information:
 - a. State that the drug testing is for the **Mansfield University BSN Program**
 - b. Request a **10 panel urine drug test with expanded opiates**
 - c. Tell them which office location (from above list) you want
- The cost is approximately \$39.00 and must be paid by cash, check, or credit card, at the time of the urine drug testing. There is no option for insurance billing.

Students must be sure that the following drugs are tested for as part of the 10 panel urine drug test with expanded opiates:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine metabolites
- Methadone
- Opiates/metabolites (includes codeine, morphine, heroin and 6-Acetylmorphine)
- Phencyclidine (PCP)
- Ecstasy
- Methaqualone
- Oxycodone
- Oxymorphone
- Hydrocodone
- Hydromorphone

Soldiers and Sailors Hospital Occupational Health Office and The Guthrie Clinic Occupational Medicine Office were chosen because they have procedures in place to ensure accurate urine testing and interpretation of results. These agencies have affiliation agreements with Mansfield University as partners with the nursing program for conducting clinical experiences. Each of these agencies have Medical Review Officers (MROs) who interpret urine drug tests and contact the client if a positive (“non-negative”) result is found on the drug test. If this occurs, the client must return a phone call to the MRO within 72 hours to discuss the positive (“non-negative”) result such as taking a medication that is valid, legal, and has been prescribed to the client. Once the student has the final results of the urine drug test, it is the responsibility of the student to turn in the results to the department secretary at the following address:

Laurie Kinsman
Guthrie/Mansfield Education Center
One Guthrie Sq.
Sayre PA 18830



**Department of Health Sciences
Nursing Program: Undergraduate Handbook Review**

By signing this statement, I acknowledge the following:

I have accessed and read the **Mansfield University Undergraduate Nursing Student Handbook**, including the Privacy/HIPAA Policy, Drug Testing Policy, and Student Code of Conduct.

Drug Testing Attestation Statement

I understand that in order to enter clinical sites I will be required to comply with drug screening tests per the policy and procedure of each affiliate, and the nursing program. I understand that if my results are positive for any of the screened substances, the affiliate will provide the results of the test to the Mansfield University Nursing Program. I understand that if the test result is positive, I will be dismissed immediately from the nursing program.

Criminal History/Background Checks

I understand that I must comply with criminal history/background checks as dictated by the nursing program and/or clinical affiliates. If any criminal history exists, the records will be provided to clinical affiliates for review. If a clinical affiliate deems a student unfit for clinical experiences, the student will be asked to withdraw from the course or receive a failing grade. Depending on the offense, it may result in immediate nursing program dismissal.

I will comply with all policies and procedures listed in this document. I will direct any questions I have to the Nursing Program Director (Dr. Jamie Klesh).

Name (print) _____

Signature _____

Date _____

Student Code of Conduct Agreement

All students are accountable for information in the Mansfield University Student Code of Conduct. Students must adhere to the policies and rules in the Code of Conduct. To access the latest version of the Student Code of Conduct, go to the following website:
<https://www.mansfield.edu/student-affairs/upload/MU-Code-of-Conduct.pdf>

Gross misconduct or other serious nonconformance may result in immediate termination from the nursing program. Examples of such misconduct include, but are not limited to:

- a. Possession of any type of weapon on campus.
- b. Unauthorized possession or use of intoxicating drugs or alcoholic beverages on campus, including the Sayre site. A positive drug test leads to immediate program dismissal. A student also faces program dismissal if a test for alcohol is positive, if the student is in a clinical setting.
- c. Actual or threatened physical assault, intentional or reckless injury to persons or property.
- d. Acts of terror.
- e. Stalking or bullying.
- f. Larceny, misappropriation, or unauthorized possession of property belonging to the hospital, University, program, another student, hospital or University, employee, patient, or visitor.
- g. Physical or sexual abuse.
- h. Threatening, intimidating, or coercing any person.
- i. Conviction of a felony.
- j. Breach of patient confidentiality (HIPAA violation).
- k. Indecent or immoral conduct of any nature on hospital premises.
- l. Damaging, destroying, or tampering through negligent or deliberate acts, property belonging to the hospital, University, program, students, patients, or visitors.
- m. Misuse or falsification of patient, student, or official hospital or school records.
- n. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University or Program.
- o. Use of vile, intemperate, or abusive language or acting in a disrespectful manner toward any employee, patient, school official, or any person at any time. This includes conduct of an offensive nature online via the internet.

Students found to be in violation of any component of the Mansfield University Student Code of Conduct may have charges brought against them through the Office of Student Conduct.

I have reviewed the following information, including the Mansfield University Student Code of Conduct document, and agree to abide by the policies and rules outlined in the Student Code of Conduct.

Name (print) _____

Signature _____

Date _____

**Student Agreement
Participating in the Care of
Respiratory Isolation Patients**

I _____ acknowledge that if required, I will undergo a respiratory fit mask test as a student in the Mansfield University Nursing Program. Unless I am fit tested per the MU nursing program procedure, I agree to refrain from caring for respiratory isolation patients (those under *Airborne or Droplet Precautions*). This restriction also includes refraining from being involved in the care of patients suspected of having or who have been diagnosed with COVID-19.

Name (print) _____

Signature _____

Date _____