

School of Nursing



BSN Student Handbook 2021 - 2022

Revised May 2021

School of Nursing BSN Student Handbook Intent

As students of Millikin University, nursing majors are expected to read and adhere to the student rights and responsibilities as identified in the *Millikin University Bulletin* (<http://www.millikin.edu/bulletin>) and the *Millikin University Student Handbook* (<http://www.millikin.edu/handbook/>) as well as this *School of Nursing BSN Student Handbook*.

The School of Nursing BSN Student Handbook covers policies specific to the nursing major. Questions related to this information may be addressed to members of the nursing faculty or to the Director or Undergraduate or Graduate Chair of the School of Nursing. Programs, policies, and procedures outlined in this handbook are subject to change without notice.

TABLE OF CONTENTS

The Profession of Nursing

Baccalaureate Education for Nurses	5
Professional Standards	5

Millikin University School of Nursing

Nursing Education at Millikin University	6
Mission of the School of Nursing	6
BSN Program Goals	6
BSN Expected Student Outcomes	7
Essential Concepts of the School of Nursing Curriculum	7
Program Requirements – BSN Traditional	8
Program Requirements – RN-BSN	9

Code of Conduct

Professional Conduct	10
Respect	10
Integrity	10-11
Accountability	11
Attendance	11-12
Safe/Unsafe Practice	12-13
Confidentiality	13
Social Networking Policy	14
Impaired Nursing Student & Substance(s) Use Policy	15-16

School of Nursing Policies

Non-Discrimination Statement	17
Confidentiality of Student Records	17
Criminal History Record Information Check	17
Baccalaureate Enrollment in Graduate Courses	17
RN to BSN Enrollment in Graduate Courses	17
Student Concerns/ Grievance Procedures	18-20
School of Nursing Exam/Testing Policy	21
Nursing Uniforms and Professional Appearance	21-22
Representing the School of Nursing	22

Nursing Course and Clinical Policies

Contact Information	23
E-mail	23
Psychomotor & Clinical Skills Checklist (blue card)	23
ATI: Assessment Technologies Institute, LLC. <i>Content Mastery Series</i> and NCLEX-RN	23
Assignment & Portfolios	23
Grading Policy	24
Use of Student Created Materials	24

Distance Delivery: General Course Information	24
Technical Support	24
Moodle	25
Progression in the School of Nursing	
Traditional BSN Program	26
NU 200 & NU 202 Prerequisites	26
Junior & Senior Year Progression Requirements	26
Petitions: Unsatisfactory GPA, Course Grades, or Withdrawal	26-27
Repeating Nursing Courses Related to Failure or Withdrawal	27
Re-entry into the Program after Voluntary Withdrawal	27
RN-BSN Students	27
Nursing Student Responsibilities	
Advising	28
Request for References	28
Academic Responsibilities	28-29
Transportation to Clinical Facilities	29
Emergency Preparedness Policy	30
Employment	30
Health Insurance	30
Liability Insurance	30
Requirements for TB, CPR, and Immunizations	31
Miscellaneous Expenses	32
Participation in University Activities	33
Nursing Student Organizations	33
Student Representation on School of Nursing Committees	33-34
Student Policy Recommendations	34
Graduation Requirements	
Application for Degree	35
Exit Interview	35
ATI Comprehensive Predictor Assessment Exam	35
Portfolios	35-36
School of Nursing Online Exit Survey	36
EBI (Educational Benchmarking Indicators)	36
Certification of Eligibility to Take NCLEX-RN	36

Appendices

APPENDIX A: Student Identification of Accommodation Needs & Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities	37-39
APPENDIX B: Student Admissions, Progression, and Retention (SAPR) Petition Guidelines	40
APPENDIX C: Post-admission, pre-enrollment requirements: Checklist – BSN & MSN (All tracks)	41
APPENDIX D: Post-admission, pre-enrollment requirements: Detailed information - BSN & MSN (All tracks)	42-47
APPENDIX E: Criminal History Record Information Check and Drug Testing Disclosure	48
APPENDIX F: ATI Practice and Proctored Assessments with Remediation Plan Policy	49-51
APPENDIX G: Baccalaureate Enrollment in Graduate Courses	52
APPENDIX H: National Student Nurses' Association Code of Professional Conduct	53

The Profession of Nursing

Baccalaureate Education for Nurses

The American Association of Colleges of Nursing (AACN) asserts that attainment of "a Bachelor of Science Degree in Nursing is the critical first step for a career in professional nursing."

Furthermore, the AACN communicates that

The BSN curriculum includes a broad spectrum of scientific, critical-thinking, humanistic, communication, and leadership skills, including specific courses in community health nursing not typically included in diploma or associate-degree tracks. These abilities are essential for today's professional nurse who must be a skilled provider, designer, manager, and coordinator of care. Nurses must make quick, sometimes life-and-death decisions; understand a patient's treatment plan, symptoms, and danger signs; supervise other nursing personnel; coordinate care with other health providers; master advanced technology; guide patients through the maze of health resources in the community; and teach patients about their treatment plans and how to adopt a healthy lifestyle.

The BSN nurse is a preferred professional. More nurse executives are indicating their desire for the majority of their hospital staff nurses to be prepared at the baccalaureate level to meet the more complex demands of today's patient care. In fact, the words "BSN preferred" are appearing more frequently in classified ads for registered nurses nationwide.

(Accessed on 05/19/2011 from www.aacn.nche.edu)

Professional Standards

The curricula of the undergraduate program reflects the standards and guidelines found in the **American Association of Colleges of Nursing (AACN): *The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)***. The Millikin University undergraduate nursing students represent the University, the School of Nursing, and the profession of nursing while interacting with patients, health care providers, and other members of society. Guided by the curriculum, undergraduate students must demonstrate high professional standards and professional values in the classroom, the clinical agencies, and in the community. The curricula of the undergraduate program reflects the current standards and guidelines found in the following document:

American Association of Colleges of Nursing (AACN) documents:

- *The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)*

Millikin University School of Nursing

In 1901, Millikin University's founder, James Millikin, envisioned a center of learning in the Midwest "where the scientific, the practical, and the industrial [would] have a place of equal importance, side by side, with the literary and the classical." His vision continues to be actualized through the activities of the School of Nursing. At the very heart of our mission is the provision of an educational experience that integrates the tradition of liberal arts education with the practical arts of the professions. The nursing curriculum has been designed to intentionally connect theory and practice and to promote a life of learning in a responsible manner by fostering and supporting inquiry, creativity, practice, and social responsibility. Our students discover and pursue their full potential of doing well and doing good, both personally and professionally. Their personal and professional discovery is theory and practice driven -- guided by faculty and staff within an inclusive and broadly accessible learning community. Consequently, our graduates are well-prepared to enter the profession of nursing and to help shape the direction of health care in this country in the 21st century.

Nursing Education at Millikin University

Professional nursing education at Millikin accurately reflects James Millikin's vision of the university as "an institution where the scientific, the practical, and the industrial shall have a place of equal importance, side by side, with the literary and the classical." Nursing is a profession recognized for its intentional blend of the rigorous application of scientific knowledge with the art of caring. The nursing curricula at Millikin incorporate the School of Nursing mission, goals, and outcomes under the core concepts of person, nursing, environment, and health.

Mission of the School of Nursing

The nursing programs at Millikin University foster the development of men and women in a community of life-long learners who are able to envision and shape the future of health care and compose a personal life of meaning and value.

BSN Program Goals

The goals of the Millikin School of Nursing BSN program are to:

1. Develop within students a commitment to professional nursing excellence;
2. Prepare nurses who synthesize knowledge, skills, and values for professional practice in a global community; and
3. Foster a community of life-long learners who are able to envision and shape the future of nursing and health care.

BSN Expected Student Outcomes

Graduates of the BSN program at Millikin University are able to:

1. Demonstrate the core knowledge, competencies, and values of professional nursing;
2. Integrate theoretical knowledge and investigation as the basis for critical thinking and decision-making in the planning and provision of evidence-based nursing practice for diverse populations; and
3. Demonstrate a commitment to ongoing personal and professional development through formal and informal experiences.

Essential Concepts of the School of Nursing Curriculum

The four essential concepts of the curriculum, persons, environment, health, and nursing, are embedded in the SON mission, program goals, and student learning outcomes. Sub-concepts, listed under each category, guide curriculum development in the School of Nursing.

Persons

- Individuals, families, groups, communities, and populations
- Clients, consumers, customers, citizens, and human subjects
- Human Experience: Values, preferences, spiritual beliefs, support network, engagement, lifespan
- Function: Independent, interdependent, and dependent roles

Environment

- Diverse populations
- Health care delivery systems
- Economic, financial, political, regulatory, and ethical influences
- Change
- Technology and information systems

Health

- Health-illness continuum across the lifespan
- Health promotion
- Palliative & end-of-life care, quality of life
- Clinical prevention and population health
- Prevention and harm-reduction

Nursing

- Providers of safe, high-quality healthcare
- Holistic, patient-centered, and outcome-based care
- Culturally-competent
- Professional values and leadership behaviors
- Evidence-based practice
- Inter- and intra-professional collaboration
- Application of nursing process
- Life-long learning

School of Nursing

Program Requirements: BSN Traditional

Semester #1	Term: Fall	Hours	Spg/Fall/Every	Semester #2	Term: Spring	Hours	Spg/Fall/Every
IN 140: University Seminar		3		IN 151: Critical Writing, Reading & Research II		3	
IN 150: Critical Writing, Reading & Research I		3		CH 203/205 Essentials of Organic and Biochemistry		4	
CH114 - Fundamentals of Chemistry*		4		PS 340 Lifespan Development or NU250 Human Growth & Development #		3	
PS 130 Introductory Psychology/Language Option**		3 (4)		ICS/Language		3 (4)	
Math 098/Elective		3		CO 200 Public Speaking or CO 242 Business & Prof Communication		3	
Semester Total		16-17		Semester Total		16 (17)	
Cumulative Total		16-17		Cumulative Total		32-34	
Semester #3	Term: Fall	Hours	Spg/Fall/Every	Semester #4	Term: Spring	Hours	Spg/Fall/Every
BI 206 Anatomy and Physiology I		4		BI 207 Anatomy and Physiology II		4	
BI 230 Microbiology		4		NU 311 Health Assessment		3	
NU 200 Foundations of Professional Practice		3		NU 202 Adult Health Nursing I		6	
IN 250 U.S. Cultures or NU 250 Human Growth & Development #		3		IN 251 U.S. Structures		3	
Semester Total		14		Semester Total		16	
Cumulative Total		46-48		Cumulative Total		62-64	
Semester #5	Term: Fall	Hours	Spg/Fall/Every	Semester #6	Term: Spring	Hours	Spg/Fall/Every
NU 410 Mental Health-Mental Illness Nursing		9		NU 400 Parent-Child Nursing		9	
NU 316 Pathophysiology & Pharmacology I		3		NU 317 Pathophysiology & Pharmacology II		3	
IN 350 Global Studies		3		PS 201 Stat Methods or MA 130 Elem. Prob. & Stats w sprdsheets or NU 201 Statistical Concepts for Healthcare***		3	
ICS		3					
Semester Total		18		Semester Total		15	
Cumulative Total		80-82		Cumulative Total		95-97	
Semester #7	Term: Fall	Hours	Spg/Fall/Every	Semester #8	Term: Spring	Hours	Spg/Fall/Every
NU 420 Adult Health Nursing II		9		NU 430 Community Health Nursing		9	
NU 481 Issues in Nursing Research & Management		4		NU 440 Transitions to Professional Nursing		1	
Creative Arts		3		NU 475 Professional Nursing Intern Capstone		3	
Semester Total		16		Semester Total		13	
Cumulative Total		111-113		Cumulative Total		124-126	

NOTES:

- The schedule above provides a template. Schedules will vary by student. Summer courses may be taken at Millikin or another institution (course approved through Registrar)
- Undergraduate graduation hour requirements: 124 credits
- To be considered a full time student you must enroll in a minimum of 12 credit hours per semester.
- If taking Advanced Placement courses in high school or considering dual enrollment in high school/community college courses, please make sure you speak with a faculty advisor or Registrar's Office at Millikin prior to your selection/enrollment.

***NOTE: This is a pre-requisite for CH203/205 and not for the Nursing Program**

*****Meets Quantitative Reasoning, is a prereq for NU 481 and a program requirement**

**** If language is selected the first semester, psychology requirements begin second semester**

Approved NFO/CPS April 2019; CoC May 2019

Reviewed and Revised November 2019

NU250 Human G & D will satisfy G & D requirement **AND** IN250 US cultures requirement

MILLIKIN UNIVERSITY

School of Nursing

Program Requirements-RN-BSN

Semester #1	Term: Fall	Hours	Term	Semester #2	Term: Spring	Hours	Term
NU 425 Professionalism in Nursing		3	Fall	NU 431 Public Health Nursing		7	Spg
NU 482 Research for Professional Practice		3	Fall	NU 311 Health Assessment		3	Spg
NU 315 Pathophysiology Concepts for Nursing		3	Fall				
NU 429 Community Assessment and Leadership		1	Fall				
Semester Total		10		Semester Total		10	
Semester #3	Term: Summer	Hours	Term				
NU 490 Nursing Management through Organizational Leadership		7	Summer				
Semester Total		7					
Total hours		27 hours					
Admission Requirements		25-Jun-18 version					
Nursing Prerequisites Total = 25 hours							
Undergraduate Statistics-3 credits				Note: The 124 semester credit hours required for the Bachelor of Science degree in Nursing			
Undergraduate Psychology-3 credits				includes major courses, prerequisite courses, university studies requirements,			
Anatomy & Physiology I - 4 credits				and electives (as needed)			
Anatomy & Physiology II - 4 credits							
Microbiology - 4 credits				Last 33 of 45 credits must be taken at Millikin University.			
Undergraduate Chemistry -4 credits				39 credits of 300 level or above required.			
Pharmacology course - 3 credits (may take proficiency exam)				IN250, IN251			
				2 - ICS courses required			
				IN350			
Total Nursing Courses: 27 hours							
Banked hours: 27 hours							
Total Nursing Credits: 54 hours							
Total Graduation Requirements: 124 hours							
Approved USC 2/10/16; NFO 2/17/16; CoC 3/14/16							

Millikin University School of Nursing Professional Code of Conduct

Professional Conduct

By policy of the Nursing Programs, nursing students are held to the same standards as professional nurses. Therefore, nursing students must demonstrate appropriate conduct in the classroom/clinical/practicum setting or anywhere they are representing Millikin University and the nursing profession.

As a guideline for the development of ethical behavior, the School of Nursing ascribes to the *American Nurses' Association (ANA) Code of Ethics for Nurses* (2015)

www.nursingworld.org/codeofethics, *the ANA Scope & Standards of Practice, 3rd ed.* (2015), *The Illinois Nurse Practice Act, 2017* (www.idfpr.com), and the National Student Nurses Association *Code of Professional Conduct* (Appendix H). The wellbeing of our patients is, in no small part, dependent upon the ethical delivery of care. Breaches of ethical behavior, whether they occur within the curriculum, during extracurricular activities, or external to the student's nursing curriculum may result in either failure of the course, dismissal from the program, or denial of certification of eligibility to take NCLEX-RN.

Once students have entered their program of study they are expected to consistently exhibit the behaviors outlined in the Millikin University Student Handbook and Millikin University Bulletin as well as the following:

Respect

- Act with etiquette and courtesy. To provide an environment in which individuals can learn from an instructor as well as from others, etiquette and courtesy are necessary. Conduct based on etiquette and courtesy allows all to participate and to examine what they are learning. Courtesy is based upon respect and mutual regard for one another. Behaving in a courteous manner and taking responsibility for ones' own learning are components of professional behavior.
- Be respectful of others' contributions. All discussion, questions and statements of opinion must be shared in a way that is non-degrading. Discussion related to class topic that demeans the person who is expressing a thought will not be tolerated.
- Be respectful in all forms of communication.
- Ensure that electronic devices are on silent/vibrate and are not used during class time, unless directed by the faculty, so as to not disrupt the learning environment. Use of electronic devices must not be disruptive to others and be only for course appropriate use.
- Children may not be brought to class or clinical.
- Behavior will not negatively affect the mental, physical, or emotional well-being of others.
- Behavior will not disrupt the learning environment, resulting in a negative effect on interpersonal relationships and communication with peers or faculty.

Integrity

- Audio or video recording or photographs of classroom activities via the use of electronic devices, without prior approval from the course faculty or Center for Academic & Professional Performance is prohibited.

- Audio or video recording or photographs in the clinical setting, via the use of electronic devices are prohibited.
- Inappropriate use of social media is prohibited. Refer to **Social Networking Policy** for details. (See Appendix K)
- All students are expected to follow the School of Nursing Testing Policy. Refer to **School of Nursing Testing Policy** for details. (See Appendix I)
- Students are responsible for adhering to the **University Academic Integrity Policy**.
- All acts of dishonesty are prohibited. Dishonesty includes but not limited to falsification or misrepresentation of patient care given.
- Criminal behavior will not be tolerated.
- Unethical behavior(s) of others should be reported and not be ignored.

Accountability

- Students will not present for class or clinical under the influence of drugs and/or alcohol. The possession, production, distribution, and/or use of illegal substances is prohibited at Millikin University and within the nursing profession. The misuse of controlled substances will not be tolerated. Refer to **Impaired Nursing Student & Substance(s) Policies** for details.
- Students will practice within the scope of practice as defined in the Illinois Nurse Practice Act, the guidelines set forth in the course syllabus, the *Millikin University Student Handbook*, and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum.
- Students will adhere to the dress code. When participating in clinical, the School of Nursing uniform should be clean, pressed, and well-maintained. Students are expected to wear the uniform in its entirety unless otherwise directed. Refer to **Nursing Uniforms and Professional Appearance** for details.
- Students as representatives of the Millikin School of Nursing are expected to conduct themselves in a professional manner when in clinical agencies or in the community.
- Students are expected to use language and behaviors that are acceptable, appropriate, respectful, in good taste, and professional when representing Millikin School of Nursing.
- Student failure to accept ethical and/or legal responsibility for own actions is not acceptable.
- Student who recognizes that s/he has made a clinical error is obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety.

Attendance: General

- Failure to notify the instructor of absence is not acceptable.
- Habitual tardiness or early departure is unacceptable.
- The student is responsible for management of personal episodes of illness (physical or emotional) or injury. Good judgment regarding attendance at clinical or class should be used.

- Student Health Services is available for assistance and consultation. It is the student's responsibility to report any significant change in health status to Student Health Services and course faculty.
- Some instructors may provide specific guidelines related to clinical and class attendance regarding illness.
- Students who have prolonged or excessive absences that do not permit completion of the course outcomes/requirements in the prescribed time frame will have to repeat the course. This may affect progression or continuation in the program. Refer to "**Progression in the School of Nursing**" for details.

Attendance: Classroom

- Class attendance is mandatory in the School of Nursing.
- Students should consult the course syllabus at the beginning of the semester for the specific attendance policy.

Attendance: Clinical/Experiences

- Punctuality is essential in the clinical environment.
- Attendance is mandatory for all clinical experiences. It is the student's responsibility to contact the instructor(s) immediately regarding any absence.
- A student who will not be in the clinical area due to illness or any other reason must notify the instructor and the clinical facility as soon as possible in order to ensure that assigned patients receive proper care.
- The student may be expected to show proof of illness or other reason for absence.
- Missed clinical experiences may result in an incomplete for the course until this requirement is made up at the discretion of the faculty. Make-up times for missed clinical assignments will be arranged between the faculty member and student according to the guidelines of each course.
- Health conditions/injuries may require a statement from the attending health care professional that the student is able to participate in the specified clinical course.

Safe/Unsafe Practice

- Students are expected to demonstrate consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.
- Students must practice in a manner that meets the needs of the client from a biological, psychological, sociocultural and spiritual realm.
- Students must be accountable as members of the health care team by reporting to appropriate individuals any communication suggesting harm to self or others.

Students are expected to maintain a safe practice environment for patients, colleagues, faculty, and staff. Attending class or clinical under the influence of controlled substances is prohibited. **Impaired Nursing Student & Substance(s) Policies.**

Students will come to clinical rested. Excessive fatigue can be considered impairment and therefore subject to the **Impaired Nursing Student & Substance(s) Policies**.

- Students will commit to ensuring the physical, psychological, environmental safety of the client, family, community and health team members.
- Students will assume appropriate independence in action and decision, with appropriate supervision.
- Students will recognize own limitations, competence, and/or legal responsibilities.
- Students will interact effectively with health care team members in providing concise, inclusive, written and verbal communication.
- Students will accurately record comprehensive client behaviors.
- Students will demonstrate thorough preparation for the care of assigned clients.
- Students will act in a manner that does not result in physical abuse, place the client in hazardous position, condition, circumstance, or cause mental or emotional abuse.
- Students will act responsibly to ensure medication safety, and perform nursing skills/interventions appropriately/safely.

Confidentiality

- Students will commit to standards of confidentiality with regard to disclosure of protected health information of clients, their families and others.
- Students are obligated to keep protected health information confidential and are not permitted to make photocopies, faxes, audiotapes, or reproductions of any kind of any portion of a client record.
- Students are not allowed to remove any portion of the client chart, photocopied or otherwise, from the clinical agency.
- Student failure to maintain confidentiality is prohibited. Any student who fails to comply with these guidelines will be subject to review by the Student Admissions, Progression, and Records Committee of the School of Nursing.

NOTE: Failure to comply with Millikin University School of Nursing Professional Code of Conduct or School of Nursing Policies may result in dismissal from the School of Nursing program.

Approved by Undergraduate Studies Committee (UGS) on 4/11/2018

Social Networking Policy

Social networking is a common media for communication, and the options for communicating and interacting online are continually expanding and changing. The following points are intended to guide students who use digital media such as but not limited to Facebook, Twitter, Instagram, Snapchat, texting, and blogs as a form of communication. The following guidelines have been established by Millikin University School of Nursing to assist individual digital media users in making good decisions to protect themselves and the rights of others. All communication must be:

1. Ethical - "Nurses must not transmit or place online individually identifiable patient information" (A.N.A. 2011). Postings containing information that has the potential to identify a patient/client violates HIPPA Federal Privacy Laws, state law, and Millikin School of Nursing policies. Patient/chart identifiers are present in many varieties, including but not limited to age, diagnosis, room number, and the health care institution name. Social media postings are automatically stamped with the posting date and time which might serve as an additional identifier. Photos and/or any other type of patient/client identifier may not be used in any form of personal communication.
2. Respectful - "Nurses should understand that patients, colleagues, institutions, and employers may view postings" (A.N.A. 2011). All communication must be respectful to Millikin University School of Nursing, its faculty, student colleagues, patients, and professional nurse colleagues at affiliated clinical sites. Digital communication is not to be used to harm the reputation of Millikin University School of Nursing or affiliated clinical sites.
3. Accountable and accurate - "Nurses should take advantage of privacy settings and seek to separate personal and professional information online" (A.N.A. 2011). Make it clear that your opinions are exactly that and do not represent the opinions of Millikin University School of Nursing or an affiliated clinical site. Always use first person when posting remarks. Use your personal e-mail as your primary identification rather than your Millikin e-mail.
4. Professional - "Nurses must observe ethically prescribed professional patient-nurse boundaries" (A.N.A. 2011). Be aware that professional habits affect how nurses are viewed by colleagues and patients. Be certain that the content of communication will not cause colleagues and/or patients to lose trust in you as a professional.
5. Social networking is prohibited while in the clinical facility and in class. This creates security risks, potential HIPPA violations, and displays unprofessional conduct.
6. Recognize that you are legally responsible for everything that you post online. "Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities" (A.N.A., 2011).

Violation of this policy may lead to disciplinary action up to and including suspension or dismissal from the Millikin University School of Nursing.

Finally, exercise extreme caution when posting personal photos on social networking sites. There is no assurance the online postings are private; therefore photos may land in the hands of those for whom they were not intended. Employers are now accessing Facebook to learn information about potential employees. Although students may take for granted that their personal social networking is private, postings are public and may be interpreted differently than intended by the author.

Reference: American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: A.N.A.

Impaired Nursing Student & Substance(s) Use Policy

Section 50-10 of the *Illinois Nurse Practice Act*, identifies acts/practices which it deems as “unethical or unprofessional conduct” including:

“Impaired nurse’ means a nurse licensed under this Act who is unable to practice with reasonable skill and safety because of a physical or mental disability as evidenced by a written determination or written consent based on clinical evidence, including loss of motor skills, abuse of drugs or alcohol, or a psychiatric disorder, of sufficient degree to diminish his or her ability to deliver competent patient care.”(Illinois Nurse Practice Act, 2017)

As students of Millikin University, nursing students are subject and expected to abide by the drug and alcohol policies of the University (see *Millikin University Student Handbook*.) This policy states that Millikin University is a Drug-Free Zone. Clinical agencies are also a drug-free workplace.

A student, whose behavior is judged by a supervising faculty member to be impaired, unsafe, and/or inappropriate, will be removed from the clinical care setting **immediately**.

Unless medically unable, the student **must** secure and accomplish an appointment with the clinical faculty member before the next scheduled clinical day to discuss the impaired, unsafe, and/or inappropriate clinical behavior(s). The student may also be required to meet with the Director of the School of Nursing and/or the Dean of Campus Life.

If a student’s drug screen comes back positive, he/she must meet with the course faculty member or the Director of the School of Nursing. If the faculty member determines that the student’s reported use of a medication may have affected the drug screening results, then the student must provide evidence of a valid prescription verified by the licensed healthcare provider treating the student. In the case where the use of a medication may affect drug screening results, the test outcome will be deemed “Positive with a prescription disclaimer.” In the case of a test outcome of “Positive with a prescription disclaimer,” no further drug testing will be required as a consequence of the initial drug screen results. If the student is unable to provide evidence (*) of a valid prescription verified by the licensed healthcare provider treating the student, then the student must repeat the testing within 24 hours at a testing site designated by the School of Nursing Director in consultation with the course faculty and submit to a random drug screening when directed by the faculty member at any time during the remainder of that semester.

The student consequences of the impaired, unsafe, and/or inappropriate behavior(s) and/ or a student who is found to test positive on the drug screen or to be engaged in substance(s) use will be subject to any or all of the following consequences (but are not limited to):

- Alcohol/drug/chemical screening;
- mandatory treatment, counseling, and/or remediation;
- mandatory reporting to the Illinois Department of Financial and Professional Regulation;
- referral to the Student Development Office for Student Conduct Action;
- failure for the clinical day;
- failure of the clinical course;
- and/or dismissal from the nursing program.

The refusal of the student to undergo either the initial drug screening or the subsequent drug screening when required by this policy will result in his/her dismissal from the School of Nursing and/or be subject to Student Conduct Action by the Student Development Office. The student may also be required to meet with the Director of the School of Nursing and/or the Dean of Campus Life.

Throughout this procedure, the faculty member will maintain the student's confidentiality. All drug screen records, whether positive or negative, are kept in a secured file in the School of Nursing Director's office. Subsequently, all records are confidentially destroyed in accordance with procedures within the University and the School of Nursing.

All students enrolled in NU 410 (Mental-Health/Mental Illness) must submit to a drug/alcohol/chemical (hereafter referred to as "drug") screening in accordance with the following procedure as a condition of their progression in the School of Nursing. The initial fee for the drug screen for students in NU 410 and is covered through the Assessment Fee in the course. Thereafter, the screening costs will be the student's financial responsibility.

School of Nursing Policies

Non-Discrimination Statement

Millikin University is committed to creating a campus culture that respects and values diversity. At Millikin, diversity is seen in broad terms, including race, ethnicity, socio-economic status, gender, disability, national origin, religion, sexual orientation, and age. The School of Nursing adheres to and supports the statement on diversity found in the *Millikin University Bulletin*.

Students who have a disability and require any auxiliary aids, services, or accommodations, should contact their School of Nursing advisor and the Center for Academic & Professional Performance to discuss their particular needs.

The School of Nursing's *Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities* may be found in Appendix A.

Confidentiality of Student Records

Student records in the School of Nursing are confidential, and will not be released from the University without the written consent of the student. Students will not be asked to waive their right to this confidentiality. Faculty may require the student's written permission prior to providing any type of reference.

Criminal History Record Information Check

Criminal history record information checks will be conducted to meet clinical agency requirements and to comply with State statutes. A student may be denied approval to sit for the NCLEX-RN or to be licensed as an RN in certain states if he/she has been convicted of a felony. Students must complete the SON disclosure form in Appendix E to progress in the SON.

Baccalaureate Enrollment in Graduate courses

Millikin University undergraduate Baccalaureate of Science in Nursing (BSN), prelicensure students who meet certain qualifications may concurrently enroll in selected core graduate courses open to non-degree seeking students. An undergraduate student may enroll in Graduate level courses during their second semester of their junior year, if all university requirements have been met. The School of Nursing policy for baccalaureate enrollment in graduate courses is located in Appendix G.

RN-BSN Enrollment in Graduate Courses

Students enrolled in the RN-BSN program with GPA of 3.0 or above may enroll in up to 6 graduate level credit hours in the MSN curriculum. RN-BSN students are eligible for early admission to the Master of Science in Nursing program (Nurse Educator). Refer to Appendix G for details.

Student Concerns/Student Grievance Procedure

It is the policy of the Millikin University School of Nursing that students are provided with a process whereby they may have their concerns considered as fairly and rapidly as possible without fear of reprisal.

Students should utilize the following format to address their concerns.

Step One:

The concern should be brought to the attention of the appropriate faculty member. A meeting between the student and appropriate faculty member should take place within **10 operating business days** of identification of concern.

Step Two:

If resolution is not achieved, the student should bring the concern before their School of Nursing Faculty Advisor within **10 operating business days** of the dissatisfactory resolution between the appropriate faculty member and student. The Faculty Advisor will give guidance regarding steps to proceeding to formal grievance procedures in the School of Nursing. The student's Nursing Faculty Advisor is available for the student throughout the process outlined.

Step Three:

Students not satisfied with the resolution of their concern as outlined in steps one and two should formulate a formal grievance addressed to the Undergraduate Chair or designee or Graduate Chair or designee, as applicable, within **10 operating business days** of dissatisfactory resolution.

The formal grievance should be prepared, signed and dated by the student and detail the following:

- A concise and specific description of the grounds for the concern
- A brief description of any attempt(s) to reach a resolution through informal discussion(s)
- A specification of the remedy the student is seeking

The student should prepare four identical copies of the written grievance and distribute as follows:

- Appropriate faculty member
- Student's School of Nursing Advisor or designee
- Undergraduate Chair or designee or Graduate Chair or designee, as applicable
- Student copy

Following distribution of the student's written grievance, the Undergraduate Chair or designee or Graduate Chair or their designee, as applicable, will investigate the grievance. The student must make an appointment with the Undergraduate Chair or their designee or Graduate Chair or their designee, as applicable, within **10 operating business days** of the distribution of the written grievance. The Undergraduate Chair or their designee or the Graduate Chair or their designee will formulate a written response to the student's concern within **10 operating business days** from the meeting between the student and the Undergraduate Chair or their designee or the Graduate Chair or their designee.

Step Four:

If the concern remains unresolved after the meeting and correspondence of the Undergraduate Chair or designee or Graduate Chair or designee, the student may appeal to the Director of the School of Nursing or their designee.

The student should forward a copy of the written grievance to the Director of the School of Nursing or their designee and schedule an appointment with the Director of the School of Nursing or their

designee, both within **10 operating business days** of the dissatisfactory resolution between the Undergraduate Chair or designee or Graduate Chair or designee and the student.

The Director of the School of Nursing or their designee will investigate the grievance and may request the appropriate faculty member additionally be present at the meeting between the student and the Director of the School of Nursing or their designee.

The Director of the School of Nursing or their designee will give a written response to the student regarding their concern within **10 operating business days** following the meeting between the student and the Director of the School of Nursing or their designee.

Step Five:

If the issue remains unresolved after the meeting and correspondence of the Director of the School of Nursing or their designee, the student may seek final appeal to the Dean of the College of Professional Studies or their designee.

The student should forward a copy of the written grievance to the Dean of the College of Professional Studies or their designee and schedule an appointment with the Dean of the College of Professional Studies or their designee, both within **10 operating business days** of the dissatisfactory resolution between the Director of the School of Nursing or their designee and the student.

The Dean of the College of Professional Studies or their designee will investigate the grievance and may request the appropriate faculty member additionally be present at the meeting between the student and the Dean of the College of Professional Studies or their designee.

The Dean of the College of Professional Studies or their designee will give written response to the student regarding their concern within **10 operating business days** following the meeting between the student and the Dean of the College of Professional Studies or their designee. The response of the Dean of the College of Professional Studies or their designee is final.

See step wise procedure on following page for further reference.



School of Nursing Exam/Testing Policy

The SON utilizes exams to evaluate student knowledge, skills, and application of learned concepts. Students will not be allowed to have the following items in their possession while an exam is being administered: cell phones, any electronic devices, all watches, drinks/water bottles, baseball caps and/or hooded sweatshirts. Students are advised to utilize the restroom prior to exam. According to Millikin University Bulletin, "**Cheating** on quizzes or examinations occurs when any student is found using or attempting to use any book, paper, or other article, or assistance from fellow students, or any other unfair or unlawful means, such use being intended to deceive the person in charge of the quiz or examination with reference to his or her work. No student may substitute for another student in any quiz or examination. No books, notes, papers or related articles shall be brought into or used at any quiz or examination unless specifically authorized by the person in charge. All such books, papers, or other authorized articles are subject to inspection, and no other use shall be made of books or papers than that authorized. The possession at any quiz or examination of any articles that use of which is prohibited will be regarded as evidence of guilt. Conversation or other communication between students in examinations and quizzes is forbidden."

Book bags, electronic devices, including cell phones, must be left at the front of the classroom during exams.

Nursing Uniforms and Professional Appearance

The current School of Nursing student uniform was chosen by the students and consists of navy-blue scrub top, pants or skirt and white lab coat with "Millikin University School of Nursing" patch on the sleeve. A nametag completes the uniform. The optional navy scrub jacket may be worn on clinical days and/ or at the discretion of the course faculty. This jacket must have the "Millikin University School of Nursing" patch on the sleeve.

School approved vendor(s) will have required uniforms available to order. When choosing uniform size and style it is important to remember that pants must be hemmed as to not drag on the floor/ground and skirts length no shorter than top of knee. Lab coats must be thigh-length and able to be buttoned closed easily. Please contact the School of Nursing Administrative Assistant for current information about ordering uniforms. Students may be able to wear a white long sleeve shirt under the navy uniform top in some clinical areas, but not in others. Different nursing courses may have other requirements. Check with clinical faculty.

To complete the nursing uniform, students will need to supply their own:

- Watch with a second hand
- White or dark hose/socks
- White, gray, navy, or black nursing or athletic shoes which are clean, in good repair, and only worn for clinical.
- Stethoscope, penlight, and bandage scissors

Since the Millikin University School of Nursing uniform implies that students are representing Millikin, this uniform should not be worn outside of official university clinical times. Students should NOT wear the uniform on campus unless expressly instructed to do so by their clinical faculty member. Students are expected to change from their uniform after clinical before returning to campus. On the rare occasion that a student's schedule is so tight that changing would create tardiness to a class, the student may wear the uniform WITHOUT the lab coat to class. The student must remember that when

wearing any part of the uniform, he or she is representing Millikin's School of Nursing and the profession and must act and dress accordingly (maintain professional demeanor, no jeans, flip/flops, excessive jewelry, etc.). When picking up assignments at clinical facilities or representing the School of Nursing in other ways, students must dress professionally and wear lab coats with their nametags.

In some clinical settings students will not wear the nursing uniform. Typically, during these times, students will wear professional street attire and may be instructed to wear the lab coat. The faculty member will determine what clothing is acceptable in the given area. Clean khaki pants, sweaters, polo shirts, button down shirts, and leather or athletic shoes in good repair are all examples of acceptable professional attire, also known as "business casual." Jeans, sweat pants or shirts, and/or t-shirts are not acceptable. Inappropriate attire also includes shorts, short skirts, shirts that do not cover the midriff, open-toed shoes, flip-flop shoes, and frayed pants. These are NEVER acceptable when a student is representing Millikin University School of Nursing and/or wearing the lab coat and name tag.

- **Hygiene:** Perfumes and colognes should not be worn.
- **Hair:** Hair should be clean and neatly groomed; this includes clean shaves or neatly trimmed mustaches and/or beards. Hair should be of a natural hue and secured off of the shoulder and away from their face.
- **Tattoos:** Visible tattoos must be covered while in the clinical setting. Check with your instructor for direction.
- **Nails:** Nails must not have sharp edges that may cut or scratch clients. The length of the fingernails is not to extend beyond the length of the fingertip. No artificial nails, nail polish or nail art is permitted as these have been shown to be microbial reservoirs.
- **Body piercing:** Jewelry that hangs from the body may be at risk of contaminating a sterile field. Earrings are limited to two stud-type earrings per ear. Other visible body piercing apparatus, including tongue piercing must be removed before entering the clinical area.
- **Jewelry:** Finger rings serve as a vehicle for microbial growth and may tear sterile gloves. Therefore, rings must be limited to a plain wedding band without a stone (except in the nursery where no jewelry is to be worn). Necklaces and bracelets are not to be worn in clinical.

Representing the School of Nursing

Students are expected to conduct themselves in a professional manner when representing Millikin School of Nursing in clinical agencies or in the community. Attire should be professional, including clean shoes, and clean, pressed clothing that is in good repair. Millikin School of Nursing name pins to identify the nursing student must be worn at all times that the student is in a clinical agency in a student capacity. Students are expected to use language and behaviors that are acceptable, appropriate, respectful, in good taste, and professional when representing Millikin School of Nursing.

NOTE: Failure to comply with any of the general program policies will result in an inability to meet the clinical requirement necessary for progression in the School of Nursing.

Nursing Course and Clinical Policies

Contact Information

The student must keep the School of Nursing Office informed of a current phone number and the best way to contact the student. This is not only important in case of emergency, but in the event that there is a change in class or clinical schedule, so students can be contacted.

E-mail

The student should read Millikin e-mail at least daily as this is the primary mode of relaying messages to students. Failing to be aware of a change in schedule or class assignments related to not retrieving e-mail is not an acceptable excuse. Communication with faculty via e-mail must be made through the Millikin e-mail system. Students should use their Millikin e-mail address when communicating with faculty.

Psychomotor and Clinical Skills Checklist (Blue Card)- Prelicensure Students

A Psychomotor and Clinical Skills Checklist (the "Blue Card") will be distributed to students at the beginning of the first clinical course. The student is responsible for obtaining faculty initials at the time the skills are completed during each clinical experience and bringing the checklist to the final clinical evaluation conference for each course. Students should provide their clinical instructor with a list of uncompleted asterisked skills so the instructor may provide the student with opportunities to practice the skill. Students are responsible for maintaining the Psychomotor and Clinical Skills Checklist throughout their clinical nursing sequence.

ATI: Assessment Technologies Institute, LLC *Content Mastery Series* and NCLEX-RN Preparation Program

The School of Nursing has adopted the ATI comprehensive course support and testing program to assist prelicensure nursing students in their academic progress and NCLEX-RN preparation. When used as a comprehensive program, ATI tools improve critical thinking, content familiarity, and improved use of the nursing process. ATI uses both written and web-based materials to provide up-to-date course support material, testing with immediate feedback, and important benchmarking data. Students are required to purchase the ATI materials and testing package as part of the assessment fee for NU 200. Students can expect the cost for materials and testing in addition to other textbooks for the course. ATI materials will be distributed out of the School of Nursing office and are not available in the bookstore. Because of the web-based testing and NCLEX-RN support that is part of the ATI package, purchasing used ATI written materials is prohibited. The School of Nursing ATI Practice and Proctored Assessment and Remediation Plan policy is located in Appendix F.

Assignments and Portfolios

Students in the School of Nursing are expected to complete all assignments on time and according to the criteria set by the course faculty. Late or missing assignments may result in a lower grade and inability to be successful in the course. Several specific assignments should be kept for prelicensure students' portfolios submitted prior to graduation. See *Graduation Requirements* for a list of required documents for the portfolio.

Grading Policy

(NFO approved update to policy August 17, 2016)

The grading policy of the School of Nursing reflects a commitment on the part of the faculty to the relationship between theory and practice. Regardless of the grade earned for theoretical content of a course, the student must practice at an acceptable level in the clinical portion of each course to progress to the next course. A grade of 77% or better must be earned in both the theory component and clinical laboratory component of each clinical nursing course. A minimum of 77% on testing in the theory portion of **all** nursing courses is required before other assignments are included in grade calculation. A grade below 77% on testing will result in a final course grade of D+ or below for the course grade. A grade below 77% in either theory **OR** clinical results in a final course grade of D+ or below for the semester.

The University does not use a uniform range of percentage scores in determining letter grades. However, the School of Nursing has established the following standard for numerical assignment of letter grades:

Millikin University School of Nursing Grading Scale

95 -100	A	87 – 90	B	79 – 82	C	71 – 74	D
93 – 94	A-	85 – 86	B-	77 – 78	C-	69 – 70	D-
91 – 92	B+	83 – 84	C+	75 – 76	D+	Below 69	F

Use of Student Created Materials

Faculty may utilize examples of student course work for academic purposes such as accreditation artifact or for program development and evaluation. Individual faculty members may also use these assignments as pedagogical examples when developing promotion, tenure, or other educational portfolios.

Distance Delivery: General Course Information

For courses that include distance delivery, please see the MU IT site for technical system requirements and resources for assistance. Online course delivery will be through the MU Moodle™ site. Online search capabilities are also required as is home internet access.

Technical Support

Technical support is available from a variety of sources including: the Information Technology Help Desk – 217-362-6488 (available during business hours), the top of MyMillikin page – quick links drop down menu, Moodle system support. The technology staff at MU are very helpful and are another resource. Support is available from Staley Library faculty (technical support and live chat resources). If there are issues with links or other problems, please inform course faculty. Also, if there is a campus outage or system unavailability that is affecting your course work (turn in, discussions, etc.), please inform course faculty.

Moodle

As the platform used at MU, Moodle provides a password protected framework for online course work. Courses will use Moodle for: course information/updates, discussion forums, assignment submission/return, faculty commentary, posting of e-Reserves from the library (to comply with federal copyright laws). The Educational Technology webpage (<http://millikin.libguides.com/ed-tech>) may be a useful resource.

E-Reserves are listed for each course on Moodle separately, and include required reading links which are available only through the end of the semester, consistent with current intellectual property guidelines.

Progression and Retention in the School of Nursing

Traditional BSN Progression:

Each student admitted to the nursing major as a freshman is guaranteed a space in the major as long as the student makes scheduled academic progress as defined below.

To enroll in the first nursing course, **NU 200**, the student must:

1. Earn a Cumulative Grade Point Average (CGPA) of at least 2.50;
2. Successfully complete coursework on the recommended schedule outlined in the eight semester School of Nursing Program Requirements;
3. Have earned a grade of C- or better in at least 1 out of 4 of the following science prerequisites (CH 203/205, BI 206, BI 207, BI 230);
4. Be co-enrolled in 2 of the 4 science pre-requisite courses (CH 203/205, BI 206, BI 207, BI 230) or previously completed 3 of the 4 science pre-requisites courses with a C- or better;
5. Have met the math competency;
6. Meet health standards required by the School of Nursing and affiliating agencies; and
7. Display appropriate professional behavior.

To enroll in **NU 202**, the student must:

1. Maintain a Cumulative Grade Point Average (CGPA) of at least 2.50;
2. Maintain a Nursing GPA of at least 2.0;
3. Earn a grade of C- or better in all courses required for the major;
4. Have earned a grade of C- or better in at least 3 out of 4 of the following science prerequisites (CH 203/205, BI 206, BI 207, BI 230);
5. Be co-enrolled or previously earned a C- or better in the 4th science pre-requisite course;
6. Meet health standards required by the School of Nursing and affiliating agencies;
7. Display appropriate professional behavior; and
8. Progress in a timely manner

To continue to the **junior and senior year in nursing**, the student must:

1. Maintain a Cumulative Grade Point Average (CGPA) of at least 2.50;
2. Maintain a Nursing GPA of at least 2.0;
3. Earn a grade of C- or better in all courses required for the major;
4. Have earned a grade of C- or better in all courses required for the major CH 203/205, BI 206, BI 207, BI 230, PS 130, PS 340 (or NU 250), and PS 201 (or MA 130 or NU 2XX);
5. Meet health standards required by the School of Nursing and affiliating agencies;
6. Display appropriate professional behavior; and
7. Progress in a timely manner

All courses required in the nursing major must be completed with a C- or better to progress in the curriculum and to earn a BSN degree. Students may repeat only one pre-requisite course and may repeat it only one time. If grade point average falls below a 2.5 or the student receives less than a C- in more than one pre-requisite course, the student is no longer eligible to remain in the nursing major.

Unsatisfactory GPA or Course Grades, Withdrawal from Nursing course; SAPR Petitions:

Students must submit a written petition to Student Admissions Progressions and Retention (SAPR) Nursing Committee to be considered for continuation in the School of Nursing if the student fails to meet any of the criteria listed above. See Appendix B.

Students may repeat only one required nursing course and may repeat it only one time, including withdrawal from a required nursing course. The student will be withdrawn from the School of Nursing if the student earns below a C-grade in any nursing course that is being repeated.

Application for continuation/readmission will be considered based upon individual circumstances and contingent upon space-availability in the course.

Students accepted into the School of Nursing are students of the university and must meet all university requirements for graduation. A minimum of 124 credits is required for the Bachelor of Science in Nursing (B.S.N) degree. The men and women in nursing enjoy the same opportunities for academic, athletic, and social participation as all other students in the university.

Re-Entry into the Program after Voluntary Withdrawal

Students who do not continue in the nursing sequence for any voluntary reason must petition to SAPR within one calendar year for reentry into the program. According to University policy, the student must be readmitted to the university prior to petitioning the School of Nursing for reentry. Students who petition after one calendar year may be required to meet certain admission criteria and/or repeat some course work. Reentry will be considered on a space available basis.

Approved by Nurse Faculty Organization April 17, 2019

RN-BSN Students:

Students accepted into the School of Nursing must meet all university requirement for graduation. A minimum of 124 credits is required for the Bachelor of Science in Nursing (B.S.N.) degree. The 124 semester credit hours required for the Bachelor of Science degree in Nursing includes pre-major requirements, major course requirements, university studies requirements, and elective requirements. The RN-BSN Program Requirements outlines the required courses for the RN-BSN student. Full time students can complete the nursing sequence in three semesters. The maximum time to completion for full time students is 6 semesters from time of admission. Part-time students can complete the nursing sequence in 6 semesters with a maximum of 9 semesters from admission to program completion. (Approved 2/1/2017).

Nursing Student Responsibilities

Advising

Faculty advisors are assigned to each student in the School of Nursing. Students are referred to the University Bulletin and Student Handbook for more information on this service.

Request for References

Students may require academic and clinical references for scholarships, internships, and other opportunities that arise. It is a professional courtesy to request a faculty member's willingness to act as a personal reference prior to submitting their name as a reference on a résumé or application. Faculty may require the student's written permission prior to providing any type of reference. When letters of reference are required, the student should provide the faculty member with specific information to be included and at least two weeks for the letter to be composed.

Academic Responsibilities

As part of the college experience, students should be prepared to take responsibility for their study in the clinical and academic setting. This includes attending classes regularly, being prepared by reading and having questions or comments, and taking steps to understand material. In the School of Nursing this is especially important because information learned in class will have a direct impact on clinical experience. Furthermore, information in one course becomes the foundation for acquiring new knowledge in subsequent nursing courses. Students must understand classroom and teaching materials in order to understand clinical situations to function safely.

Self-directed study prior to assignments in the clinical setting is especially important because students must be familiar with their patients to make informed nursing decisions with that patient on the clinical day. Being familiar with a patient includes understanding the pathophysiology of an illness, pharmacological and nutritional management, psychosocial levels or problems, and all nursing as well as medical treatment modalities. These expectations will be discussed more specifically during each clinical class, but in general students must understand the importance of being fully prepared prior to each clinical experience. Even though preparation is important for any laboratory experience, the importance is twofold in nursing. Foremost, you are responsible for human lives, and furthermore, you will get much more from the experience and feel much more comfortable if you have invested sufficient effort in preparation. In other words, there is no truer maxim than "What you get out of your education depends upon what you put into it."

Additional Academic Responsibilities Include:

1. Developing study habits. A part of your education involves "learning to learn." This process consists of keeping up with your assignments, reading all assignments and beginning research assignments with sufficient time to complete.
2. Reading course syllabi thoroughly. You will receive a syllabus for each nursing course. Familiarize yourself with course objectives, requirements, attendance policy, topical outline, required reading, and other useful information. You are responsible for completing all readings and assignments by their due date.

3. Continuing to develop math competency skills. Each course in the nursing curriculum will test your ability to accurately calculate medication dosages, intravenous drip rates, and other accurate computations required for safe nursing practice. Students are expected to seek remediation if needed
4. As future professional nurses, students in the School of Nursing (SON) will be held to the highest standards of professionalism. One expectation of a professional nurse is to be able to communicate in writing in a professional manner throughout one's nursing school curriculum and throughout one's nursing career. The standard style used in the profession of nursing is the American Psychological Association (APA) style of writing. Therefore, our students are expected to become proficient in writing in APA style. The most recent edition of The Publication Manual of the American Psychological Association is to be followed. Students will be expected to develop professional papers in most of the nursing courses throughout the SON curriculum. Not only will papers need to be written in APA style, they will also need to be developed with correct sentence and paragraph structure, correct spelling, correct grammar, and correct punctuation. Professional writing can be difficult and requires much time and practice. A professional paper usually requires several drafts with editing and revisions before it is acceptable for submission to the instructor. Multiple resources are available to students to assist with writing, not least of which is the Writing Center. Other resources may be found online on the Millikin University homepage under the link "My Millikin," where a link to "Staley Library" will be found.

The following link will take students to the Purdue OWL APA Style page:

<https://owl.english.purdue.edu/owl/section/2/10/>

Students are expected to assess their writing abilities and plan to utilize whichever resources will best assist them in developing a professional paper. Students are also expected to invest the time and effort in writing well-structured professional papers in correct APA formatting. Evaluation and grading of papers will be based on content, correct structure, and correct APA style, which is reflective of professional expectations.

5. Completing ATI program requirements.
6. Knowing and taking advantage of the full range of resources available to you on- and off-campus will facilitate your success.

Transportation to Clinical Facilities

Prelicensure students are responsible for transportation to clinical facilities. There are usually enough students with vehicles that it is not necessary that each student have a car on campus. Ride sharing is frequently arranged among the students. For clinical sites in Decatur, bus and taxi transportation is available. Personal transportation is beneficial during the semester the student is enrolled in Community Health Nursing in the senior year, but not required. Some community agencies require that you show proof of a valid driver's license and current auto insurance. The SON seeks to arrange for the clinical experiences that will best help students meet the expected student outcomes for each nursing course; therefore, clinical experiences at out-of-town facilities may be necessary in some clinical courses.

RN-BSN Students are responsible for transportation to clinical facilities. For clinical sites in Decatur, bus, and taxi transportation is available.

Emergency Preparedness Policy

It is the responsibility of each student to be familiar with the Millikin University Annual Security Report, commonly called the "Keep Safe on Campus Booklet". This publication explains in condensed form the University policies and procedures regarding a wide range of safety and security concerns. It is available online via the Millikin University Public Safety website page and directly at <https://millikin.edu/sites/default/files/ps-keepsafecover-0719-web.pdf>. Hard copies of this report are available in various campus locations and available 24/7 at Millikin University Office of Public Safety in Walker Hall. Also on the Millikin University Public Safety webpage you can find the synopsis of the Millikin Emergency Preparedness plan. Within LTSC and other primary academic buildings, you will find synopsis emergency action plans posted at the entrance to the stairwells and near the elevator.

Each student is responsible for knowledge of emergency and safety procedures within each clinical agency. Agencies may have requirements for completion of specific training modules.

Should an emergency situation arise during a clinical/offsite experience, students must verify their location and condition by the quickest and safest means available: the direct supervising faculty or the School of Nursing (217) 424-6348 or as otherwise directed by the supervising faculty.

Employment

The faculty of the School of Nursing neither encourages nor discourages employment in health related or non-health related settings during the student's academic program, but understands the need for some students to work while attending school. However, if the UNLICENSED student is so employed, a position may not be accepted which conflicts with scheduled classes or places the student in a nursing role of greater responsibility than nursing assistant. In order to ensure patient safety and promote effective student learning, all students must have an 8-hour rest period immediately prior to their scheduled clinical day.

Health Insurance

Individual health insurance is strongly suggested for each student. Students are fully responsible for their own health care costs. Information about health insurance availability for students is available through the Health Services and the Office of Student Life and Academic Development.

Liability Insurance

The university provides liability insurance to cover Millikin University nursing majors who are not yet licensed as Registered Nurses. This insurance only covers students in the clinical area during University-sponsored clinical experiences when students are under the direction of nursing faculty. Students who do not hold licensure in another nursing capacity are not required to purchase their own liability insurance. Students who elect to obtain additional liability coverage are encouraged to do so.

Registered nurses in the RN/BSN completion program must provide evidence of and maintain liability insurance, as they will be functioning in the RN role with a preceptor in the selected clinical facility. A minimum coverage of \$1,000,000.00 is suggested.

Requirements for TB, CPR, and Immunizations

Nursing students must demonstrate professional responsibility and accountability to the School of Nursing, multiple clinical facilities, the community, and individual clients. In addition to School of Nursing requirements, students must meet clinical agency requirements for healthcare providers. Requirements are listed below. See Appendix D for further details.

Tuberculosis Screening

Students must present proof of current TB screening:

- a) TB Skin Test: Two-Step Testing (2nd step must be 7 days after the first step) OR
- b) QuantiFERON-TB Gold testing (blood test) OR
- c) Chest X-ray (if you are a positive reactor to the PPD skin test)*

Proof must be submitted on or prior to the first day of sophomore year. The screening will be valid through the entire academic program unless a clinical agency requirement states otherwise. Students who have not submitted proof of TB screening prior to the first day of sophomore year will not be allowed to care for patients, and may be dropped from the course.

* If you are a positive reactor to the PPD skin test, you must have a chest x-ray (initially and then complete an annual interview with the School of Nursing Director in order to assess for signs and symptoms of tuberculosis infection or disease). In addition, we will ask you to visit the Macon County Health Department for further consultation.

Annual Flu Vaccination

Students must submit evidence of annual seasonal flu vaccination when it becomes available each fall.

Current Cardio-pulmonary Resuscitation (CPR) Certification

Each student is required to be certified in CPR for adults, children, and infants. Proof of current certification must be presented on the first day of the sophomore clinical course and at the start of each semester thereafter. Students need to present proof of current certification the first day of the semester that will be valid through the entire semester. It is strongly suggested that students arrange CPR for the summer months to avoid lapses during the academic year.

A student without proof of current CPR certification will not be able to continue in a nursing course until proof is received. Students who have not submitted proof of current CPR certification prior to the first day of clinical will not be allowed to care for patients, and may be dropped from the course.

Communicable Disease/Immunizations

Millikin University students must comply with Illinois law, Millikin University policy, and meet agency requirements related to communicable diseases. For the safety of patients/clients, student nurses are required to show proof of immunity from communicable disease before they are allowed in the clinical setting. This means all requirements must be documented in the student's file or the student will not be allowed to attend clinical and will be subject to any academic consequences related to their non-compliance. Information about the specific immunizations required for clinical are found in Appendix C and Appendix D.

Miscellaneous Expenses

Students should be aware of additional miscellaneous expenses associated with nursing. The following is a list of common nursing student expenses. Costs vary by year. Some costs* are included in clinical lab or assessment fees each semester.

Sophomore year expenses:

- ATI (Assessment Technologies Institute) testing program and materials *
- Nursing Clinical bag *
- Criminal history record information check
- Immunization and titer costs
- Uniforms and nursing equipment: stethoscope, penlight, and bandage scissors
- CPR Certification
- TB Screening

Junior year expenses:

- Drug screening *
- CPR Certification

Senior year expenses:

- Nursing composite photo (optional)
- School of Nursing pin (optional)
- Senior comprehensive assessment exam *
- NCLEX-RN application fee, state licensure fee, Fingerprinting fee for NCLEX-RN
- NCLEX-RN review course (optional)
- Graduation Fee
- Optional Graduation Expenses (robe rental, graduation invitations, etc.)
- CPR Certification

RN-BSN expenses:

- Immunization, TB screening, and titer costs
- Uniform and nursing equipment: stethoscope, penlight, and bandage scissors
- CPR certification
- Drug screening (if applicable to clinical agency)
- Nursing composite photo (optional)
- School of Nursing pin (optional)
- Malpractice insurance
- Graduation expenses

Participation in University Activities

Nursing students are students of the University. As such, they have the same opportunities and are encouraged to participate in campus-wide activities. In addition to the School of Nursing organizations, nursing students often choose to participate in athletics, music, and student government organizations.

Nursing Student Organizations

The following student nursing organizations are available for Millikin School of Nursing students. Membership is not automatic and may have certain restrictions. If a student is interested in one of these organizations he or she should discuss this with the academic advisor or see members of the respective organizations for information, application process, and/or qualifications.

- Alpha Tau Delta (ATD)
- Millikin University Student Nurses Association affiliated with the National Student Nurses Association (NSNA)
- Sigma Theta Tau International

Student Representation on School of Nursing Committees

In accordance with the Nurse Faculty Organization (NFO) Constitution & Bylaws (Section 3) "Students, representing all nursing program tracks are eligible to have non-voting membership on each of the following committees: Graduate Studies (GS), Undergraduate Studies (USC) & Student Involvement and Achievement Committees (SIAC). The students will be elected annually and as needed, following an established election procedure. The student presidents/designates of the National Student Nurses' Association (NSNA), Alpha Tau Delta (ATD), and Sigma Theta Tau (STT) organizations will be invited to serve on the Student Involvement and Achievement Committee."

Functions of Standing Committees:

a. The Undergraduate Studies Committee will:

1. Review all policies and procedures related to undergraduate programs;
2. Consider recommendations regarding programmatic and curricular matters affecting the undergraduate program and advance curricular revisions to NFO for final vote by the full faculty;
3. Assure that relevant data are collected and analyzed for ongoing evaluation of program effectiveness as set forth in accreditation standards and other external evaluation indicators;
4. Use evaluation data for continuous curriculum improvement and report recommendations to NFO; and
5. Update instructional, technology, and library resources

b. The Graduate Studies Committee will:

1. Review all policies and procedures related to graduate programs;
2. Consider recommendations regarding programmatic and curricular matters affecting the graduate programs and advance curricular revisions to NFO for final vote by the full faculty;
3. Assure that relevant data are collected and analyzed for ongoing evaluation and improvement of graduate program effectiveness as set forth in accreditation standards and other external evaluation indicators;

4. Use evaluation data for continuous curriculum improvement and report recommendations to NFO;
5. Update instructional, technology, and library resources;
6. Oversee admission processes and criteria and finalize admission decisions;
7. Monitor graduate student projects and maintain graduate project handbooks
8. The DNP Project Oversight Committee will serve as a subcommittee of the GSC. The function of the committee is to provide oversight and recommendations to DNP students seeking approval of project proposals and initial project plans.

c. The Student Involvement and Achievement Committee will:

1. Advise faculty on matters related to student life within the School of Nursing;
2. Coordinate and disseminate School of Nursing publications in consultation with the Director;
3. Collect and distribute annual student involvement and achievement data for all School of Nursing programs;
4. Coordinate School of Nursing-sponsored activities highlighting student achievement;
5. Collaborate with University personnel related to student involvement and achievement;
6. Promote interest in University-sponsored organizations, activities, and professional nursing organizations; and conduct annual selection of students to the School of Nursing committees in accordance with the selection procedure. NFO By Laws Approved: Sept. 21, 2016

Student Policy Recommendations

The NFO of the School of Nursing approves policies for nursing majors. Any suggestions made in relation to policies which will help nursing majors or the professional program are welcomed and may be initiated by contacting student representatives of the above committees, a faculty member, or the Director of the School of Nursing.

Graduation Requirements

Application for Degree

As per University policy, when a student reaches 90 credits, she/he will be required to complete an application for degree with the University Registrar's Office. Students must complete *Application to Graduate* via MU Online the semester before they plan to graduate. If graduation is delayed for another semester, a new *Application to Graduate* must be completed to notify the Registrar's Office of the student's plans.

Exit Interview

Graduating prelicensure BSN Students should schedule a meeting with their academic advisor for an exit interview approximately 2 weeks prior to graduation. At this time the student and faculty advisor will discuss concrete plans for preparation for the NCLEX-RN, as well as plans for professional employment following graduation. The student will also be asked to reflect upon their educational experience at Millikin and to identify curricular strengths and weaknesses of the program. Student input is seriously considered.

RN-BSN students will complete an exit survey and will meet with the RN-BSN advisor of the School of Nursing for an exit interview to provide feedback on the program.

ATI Comprehensive Predictor Assessment Exam

Graduating prelicensure students will take the ATI comprehensive predictor assessment exam at the end of the semester before commencement. This exam will be used to aid students in NCLEX-RN preparation and provide benchmarking data to help assess student readiness for the NCLEX-RN exam.

Portfolios

In the School of Nursing, prelicensure BSN students demonstrate academic competence through the compilation of a portfolio of student work. It is the responsibility of each student to compile the portfolio while in the nursing program. The portfolio will be submitted to student's academic advisor approximately one month prior to graduation.

Guidelines for the School of Nursing Portfolio

Students will submit their senior portfolios to their academic advisor approximately one month before the last class of the semester they graduate. The portfolio will be returned to the student after it has been evaluated. The required portfolio contents are listed below. Any questions should be referred to academic advisors.

Papers that are submitted should include instructor comments and/or grades to facilitate review. For the care plans being submitted, be sure to include the complete document (assessments, diagnoses, plans, and evaluations). Teaching plans submitted should address two different audience types (individuals or groups).

Portfolio Contents:

- 1) A table of contents listing the assignments included in the portfolio
- 2) Two comprehensive client assessments (one from NU 311 and one from senior year).
- 3) Demonstrate the use of the nursing process by inclusion of three complete nursing care plans (one from sophomore, junior, and senior year). These must include three of the four below areas:
 - a) Health promotion
 - b) Risk reduction
 - c) Disease prevention
 - d) Health maintenance and restoration
- 4) Demonstrate the critical evaluation of communication through a process recording study of nurse-client communication.
- 5) Two teaching projects (choose from two of the three following categories)
 - a) Teaching an individual
 - b) Teaching a group or community
 - c) Teaching of professional peers
- 6) An evidence-based project that validates the ability to understand the basic elements of research and retrieve, appraise, and synthesize evidence.
- 7) A reflection written for this portfolio (around 500 words in APA format) that answers the following:
 - a) How have you grown personally and professionally throughout the nursing program?
 - b) How has Millikin's nursing program allowed you to achieve a personal life of meaning and value, and how will you continue to build on this achievement in your personal and professional life?
 - c) What formal and informal continuing education do you plan to pursue, and how will you achieve these goals?
 - d) How is nursing both an art and a science?

School of Nursing Online Exit Survey

Graduating BSN students will be asked to complete the School of Nursing online exit survey. Students will have the opportunity to reflect upon their educational experience at Millikin – especially the School of Nursing curriculum – and identify curricular strengths and weaknesses. These surveys provide input to curricular evaluation and School of Nursing assessment activities.

EBI (Educational Benchmarking Indicators)

Every two years graduating prelicensure BSN students will be asked to complete the nationally-normed EBI survey. This data is helpful to the School of Nursing curricular assessment and planning.

Certification of Eligibility to Take the NCLEX-RN

The Illinois Nursing and Advanced Practice Nursing Act sets forth the qualifications for licensure in Illinois. Applicants are referred to the website for the Illinois Department of Financial and Professional Regulation, or the state in which they are applying for licensure, for respective requirements.

The Illinois Board of Nursing makes all decisions regarding an applicant's personal history. The Director of Nursing will submit a roster of graduates to certify that each candidate has satisfactorily completed the program's requirements.

Appendix A

**Millikin University
College of Professional Studies: School of Nursing
All Programs and Tracks**

Student Identification of Accommodation Needs

Legally, a college may not make a preadmission inquiry as to the existence of a disability. Due to the nature of clinical health care programs, including nursing, ALL students admitted to the School of Nursing are required to acknowledge that they have read and understand the *Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities* document of Millikin's School of Nursing as attached.

Your file will not be complete until this statement is received. Due to the confidential nature of this information, this form will not be a part of your record in Admissions but will be a part of your file within the School of Nursing.

By signing below, I hereby certify that I have read and understand the student requirements for nursing education, including the Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities as attached.

Please indicate your accommodation needs below:

No Accommodations needed.

I certify that I have read and understand the enclosed *Millikin University, "School of Nursing Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities,"* and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted or retained in the program.

Signature of Applicant

Date

OR

Accommodations needed.

If a student states he/she can meet the minimum performance standards with accommodation, then Millikin University will determine whether it agrees that the student can meet the standards with reasonable accommodation. Determination of a reasonable accommodation will be considered on an individual basis and is an interactive collaboration with the disability services provider, the student, the program advisor, and the faculty member, when indicated. This process includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for admission listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Millikin University ADA 504 Coordinator to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted or retained in the program.

Signature of Applicant

Date

If you have answered in the affirmative regarding a disability and the need for accommodations, it is important that you contact the Millikin University ADA 504 Coordinator in the Center for Academic and Professional Performance Office immediately at 217-362-6424.

**Millikin University School of Nursing
College of Professional Studies: School of Nursing
All Programs and Tracks**

Minimum Performance Standards for Admission and
Guidelines for Accommodating Students with Disabilities

-Page 1-

The Nursing Program at Millikin University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The minimum performance standards set forth by the School of Nursing establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level professional nurse, as well as meet the expectations of the program's accrediting agency and state regulations. The following minimum functional abilities/characteristics and expectations must be met and maintained by all students admitted to the School of Nursing. In the event a student is unable to fulfill these standards, with or without reasonable accommodation, the student will not be admitted into the program and if already admitted will be dropped from the program. The standards established herein are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient care with or without accommodations.

Compliance with these minimum performance standards of the School of Nursing does not guarantee a student's eligibility for licensure. Please refer to the Illinois State Nurse Practice Act (or the practice act in the state where you expect to work) for licensure requirements. Also, completion of Millikin's nursing degree program does not automatically ensure licensure.

Functional Ability/Characteristic	Examples of Expectations
The mental capacity to observe, assimilate, analyze, synthesize, integrate information and concepts, and to problem solve.	<ul style="list-style-type: none"> • Transfer knowledge from the classroom to clinical practice. • Accurately process data from client charts including orders. • Prioritize the client's needs based on information gained through the nursing process. • Use measuring tools and interpret data. • Read, record, add, subtract, multiply and divide numbers. • Formulate assessment and treatment plans based on accepted standards. • Seek assistance when clinical situation requires a higher level of expertise.
The ability to communicate effectively and sensitively.	<ul style="list-style-type: none"> • Demonstrate respect for clients, families, and colleagues. • Collect a comprehensive history. • Respond to communication from verbal and non-verbal methods. • Establish and maintain effective working relations with clients and co-workers. • Accurately communicate numbers, calculations, and words in English in both written and verbal forms.

**Millikin University School of Nursing
College of Professional Studies: School of Nursing
All Programs and Tracks**

Minimum Performance Standards for Admission and
Guidelines for Accommodating Students with Disabilities

-Page 2-

Functional Ability/Characteristic	Examples of Expectations
	<ul style="list-style-type: none"> • Educate patients about the nature of their illness and treatment regime. • Convey information to others through verbal, written, and electronic modes in an accurate, timely and comprehensible manner.
<p>Necessary postural and neuromuscular control, sensory function (auditory, visual, tactile, olfactory) and coordination to perform a full range of patient care functions required of the professional role.</p>	<ul style="list-style-type: none"> • Use universal precautions as recommended by OSHA in the treatment of clients to prevent the spread of blood borne pathogens. • Use accepted assessment techniques to distinguish deviations from normal and appropriately intervene • Adequate sensory function: Auditory-ability to hear sufficiently for physical monitoring and assessment including verbal cues and calls for assistance, alarms, and auscultatory sounds; Visual-acuity for accurate observation, assessment, measurement, reading of graphs and computer screens as well as handwriting, recognition of emergency signals, recognition of colors, and proper preparation and administration of medications; Tactile-ability sufficient to detect heat and cold, perform physical assessment functions including palpation, and properly perform therapeutic interventions, e.g., insertion of catheters, IVs, administration of medications; Olfactory-ability to detect significant environmental and client odors. • Give CPR, position, lift, and protect clients. • Move independently to and from and be able to maneuver around in multiple treatment and practice sites.
<p>Emotional stability necessary for the practice of nursing.</p>	<ul style="list-style-type: none"> • Provide emotional support to clients. • Adapt to environmental and situational changes and multiple task demands. • Maintain adequate concentration and attention in all work environments. • Maintain professional behavior in stressful situations. • Assume responsibility and accountability for actions.

Appendix B

Millikin University College of Professional Studies: School of Nursing

Student Admissions, Progression, and Retention (SAPR) Petition Guidelines

Petition Deadlines: The SAPR Committee meets at regular intervals to consider petitions related to progression in and reentry into the School of Nursing.

- Petition submission deadlines are announced via e-mail sent to all nursing students. Students should monitor Millikin e-mail or contact the SAPR Chair for deadlines.
- Petitions must be received in the SAPR Chair's mailbox in the School of Nursing office by the posted deadline to have the student's case considered.

Conditions Requiring Petition: Students need to petition SAPR if they were scheduled to be in a clinical nursing course but, for one reason or another, cannot automatically progress to that course. Some reasons for a petition may include:

- Failure to maintain the required CGPA (see "Progression in the School of Nursing")
- Failure to earn the required grade in a specific course
- Withdrawal from a required course

Students are responsible to recognize when they have a progression concern and should contact faculty academic advisors as soon as possible to discuss options.

SAPR Petition Format and Content: Petitions should be typed or word-processed, signed, dated, and submitted to the chair of the SAPR committee by the appropriate deadline. The petition should include the following:

- Student information: name, contact information, academic advisor, level in the program, current CGPA
- Purpose of the petition
- Analysis of the factors that are interfering with progression
- Description of any extenuating circumstances
- Student's detailed action to ensure success should the petition be approved.

The Student Admission, Progression, and Retention (SAPR) committee are closed meetings.

Appendix C

**Millikin University
College of Professional Studies: School of Nursing**

***POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS: CHECKLIST
BSN, MSN (ALL TRACKS), AND DNP (UPDATED: 7-16-13)***

Please use the checklist below to ensure you have completed the post-admission, pre-enrollment requirements. You **MUST** provide evidence of compliance with all of the requirements to the Millikin University School of Nursing by the date indicated below.

All evidence due to the School of Nursing (see mechanisms of submission found in the accompanying letter).

FAILURE TO SUBMIT THIS FORM AND THIS EVIDENCE to the School of Nursing by the due date may result in your being withdrawn from the nursing program/track and having a student on the wait list assigned to your spot.

The following post-admission, pre-enrollment requirements are REQUIRED.

Questions? Please consult the *POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS: DETAILED INFORMATION -- BSN, MSN (ALL TRACKS), AND DNP* document accompanying this checklist. If you have questions, please feel free to contact the School of Nursing at 217-424-6348.

Completed	Requirement:	BSN (T)	RN-BSN	MSN-NE	MSN-MENP	DNP-NAP	DNP-APN
<input type="checkbox"/>	Evidence verifying successful completion of pre-requisite or co-requisite courses (if applicable). This evidence must be received in the Registrar's Office prior to the beginning of classes.	Required	Required	Required	Required	Required	Required
<input type="checkbox"/>	Evidence of MMR immunity. See accompanying detailed information	Required	Required	Required	Required	Required	Required
<input type="checkbox"/>	Evidence of varicella immunity. See accompanying detailed information memo.	Required	Required	Required	Required	Required	Required
<input type="checkbox"/>	Evidence of either a seasonal flu immunization each academic year while enrolled in clinical nursing courses or an annual signature on a School of Nursing waiver.	Required	Required	Required	Required	Required	Required
<input type="checkbox"/>	Evidence of the Hepatitis B immunization series.	Required	Required	Required	Required	Required	Required
<input type="checkbox"/>	Evidence of a current negative TB screening to demonstrate non-reactivity.	Required	Required	Required	Required	Required	Required
<input type="checkbox"/>	Current Basic Life Support requirements: Adult, infant, and child CPR (including obstructed airway) certification	Required	Required	Required	Required	Required	Required

(T) = Traditional

**Millikin University
College of Professional Studies: School of Nursing**

***POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS: DETAILED INFORMATION
BSN, MSN (ALL TRACKS), AND DNP (05/2015 VERSION)***

The following post-admission, pre-enrollment requirements are discussed in detail in this document. If you have questions, please feel free to contact the School of Nursing at 217-424-6348.

- I. Course pre-requisites or co-requisites
- II. Required immunizations/screenings (rubella, varicella, hepatitis, TB, influenza)
- III. Life support proficiencies
- IV. Licensure
- V. State of Illinois criminal history record information check
- VI. Malpractice insurance
- VII. Health insurance coverage
- VIII. Equipment and supplies
- IX. Student uniform
- X. Assessment Technologies Institute, LLC (ATI) Content Mastery Series and NCLEX-RN Preparation Program materials

I. Course pre-requisites or co-requisites

Please note that you may have been allowed to register for nursing courses this semester contingent upon the successful completion of pre-requisite courses which were to have been taken prior to this semester or enrollment in co-requisite courses. Consequently, you must have an official transcript sent to and received by the Registrar's Office by the date outlined on the checklist for any course work taken outside of Millikin University to complete a pre-requisite. If your required pre-requisite work was not successful, you will be withdrawn from your nursing (NU) courses and the nursing program in which you are enrolled. In that circumstance, a student on the wait list will be assigned your slot. Remember, in order to enter the nursing program this semester, you must have:

- Successfully completed all pre-requisites required; and
- Co-enrolled in any co-requisites required (if applicable).

II. Required immunizations/screenings (rubella, varicella, hepatitis, TB, influenza)

The required immunizations/screening exist to protect both you and your patients. In addition, our contractual relationships with our clinical agencies require that our students meet certain requirements to ensure patient safety and compliance with our cooperative agencies.

Please note that the evidence of measles, mumps, and rubella (MMR) immunity, varicella immunity, tuberculin (TB) screening test as well as the status of your Hepatitis B vaccination series and influenza vaccination must be documented by your healthcare provider or testing facility. **Self and family report of any of these as diseases or vaccines is NOT sufficient. All evidence of immunizations and/ or results of screenings must be submitted on letterhead from the testing facility or signed by your healthcare provider.**

The results demonstrating compliance must be on file in the School of Nursing office by the date outline on the POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS' CHECKLIST to allow entry into any clinical nursing course.

MMR (evidence of immunity)

Rubella (German Measles) can cause encephalitis in adults and birth defects in infants born to women who are infected with rubella during pregnancy. Proof of immunity is vital to protect both you and your patients. You must submit evidence of your MMR demonstrating immunity to rubella.

Proof of immunity: (*Centers for Disease Control and Prevention, Epidemiology of Vaccine-Preventable Disease, 13th Edition.*)

The student born in 1957 or later must submit documentation of

- (a) Lab confirmation of disease immunity (rubella titer*) **OR**
- (b) Appropriate vaccination against measles, mumps, and rubella (i.e. 2 doses of live measles and mumps vaccines, given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live vaccine.

Varicella (evidence of immunity)

Varicella is the causative agent for both chicken pox and herpes zoster. The disease possesses a serious threat for adults, especially pregnant women and those individuals with chronic or immunosuppressive illnesses.

Proof of immunity: (*Centers for Disease Control and Prevention, Epidemiology and Prevention of Vaccine-Preventable Diseases, 13th Edition.*)

- Documentation of 2 doses of varicella vaccine given at least 28 days apart **OR**
- Documentation of a history of varicella or herpes zoster **based on physician diagnosis. OR**
- Laboratory evidence of immunity or confirmation of disease (varicella titer)
Approved October 21, 2015

Hepatitis B

Hepatitis B virus is spread through unprotected contact with a variety of body fluids and can cause serious disease, including liver cancer. The Hepatitis B vaccines available in the USA "have been licensed and have been shown to be safe and highly protective against all subtypes of (Hepatitis B virus) HBV" (Heymann, *Control of Communicable Diseases Manual, 20th edition*).

Evidence:

- a) Documentation that you have completed your Hepatitis B immunization series. **OR**
- b) If you have not completed the series, you must submit evidence that you have started the Hepatitis B immunization series by the deadline outline in the POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS' CHECKLIST.

Failure to complete the entire Hepatitis B series before the next clinical course will prevent academic progression in the School of Nursing

Tuberculosis (TB) Screening

Tuberculosis is primarily a lung disease that can be spread through the air. Less than 10% of people who are exposed to TB become ill and have symptoms. The TB test does not prevent someone from becoming infected with TB. It simply monitors whether you have had an exposure to tuberculosis.

Evidence that you have had a current TB screening:

- a) TB Skin Test: Two-Step Testing (2nd step must be 7 days after the first step) **OR**
- b) QuantiFERON-TB Gold testing (blood test)

If you are a positive reactor to the PPD skin test, you must have a chest x-ray (initially and then complete an annual interview with the School of Nursing Director in order to assess for signs and symptoms of tuberculosis infection or disease). In addition, we will ask you to visit the Macon County Health Department for further consultation.

Most of these tests/immunizations are available on campus through the Health and Counseling Center; however, the rubella and varicella immunizations are not. You may also obtain them from your health care provider or through local health departments. The Millikin Health and Counseling Center is located at 150 S. Fairview Avenue (on the corner of Fairview Avenue and Wood Street across from the DISC). Please contact the Health and Counseling Center Coordinator, at 424-6360 for further information.

(Please note that if you are immunocompromised, pregnant, or become pregnant soon after receiving live virus vaccines, you may be at an increased risk for illness or your unborn child may be at risk for birth defects or illness. You should consult with your physician or advanced practice nurse prior to receiving immunizations using live viruses.)**

Seasonal Flu Vaccine

Influenza is a very serious threat to the vulnerable populations with whom our students work. Every year in this nation, health care workers infect thousands of patients. It is very important for the safety of all patients that their health care providers be inoculated each year against the seasonal influenza vaccine. It is also a requirement of our clinical agencies.

Therefore, students in the School of Nursing must receive the most current seasonal flu immunization each academic year while enrolled in clinical nursing courses. Every student in clinical must have the seasonal influenza vaccine. The seasonal influenza vaccine is a "dead" virus formulation and does not cause influenza. It is, in rare instances, possible to receive a waiver. A waiver may be signed for medical or religious reasons but must be accompanied by signed documentation from doctor or clergy. The waiver form is available in the Dean of Student Development Office.

Please note that some clinical agencies may require you to wear a mask during influenza season if you have not been immunized. In some cases, you may not be allowed into an agency (e.g. in the case of a flu outbreak) if you are not immune.

This requirement is fulfilled in the fall semester when seasonal flu vaccines become available.

III. Life support proficiencies

Basic Life Support (CPR) requirements

Our clinical agencies require that all undergraduate and graduate students complete an approved Cardiopulmonary Resuscitation course. Either the American Heart Association or the Red Cross course is acceptable if you complete the adult, infant, and child CPR components (including obstructed airway).

- A copy of your CPR card must be on file in the School of Nursing office by the deadline outlined on the first page of this communication.
- It must remain current through ***the current semester of enrollment.***
- You may wish to check hospitals in your hometown about offerings for CPR classes but remember this evidence must be on file in the School of Nursing office by the deadline outlined on the initial communication of this packet.

Advanced Cardiac Life Support (ACLS) requirements

All Nurse Anesthesia Program (NAP) students in the DNP (Track 1) must have an approved and current Advanced Cardiac Life Support course.

Pediatric Advanced Life Support (PALS) requirements

All Nurse Anesthesia Program (NAP) students in the DNP (Track 1) must have an approved and current Pediatric Advanced Life Support course.

IV. Licensure

Registered professional nurses (RNs) enrolled in the undergraduate RN-BSN completion program track, registered professional nurses (RNs) enrolled in the following graduate tracks of the MSN program (Track 1: Nurse Educator), and registered professional nurses enrolled in the DNP program must demonstrate evidence of an unencumbered, active State of Illinois Registered Professional Nurse License.

V. State of Illinois criminal history record information check

The State of Illinois requires that any individual delivering care to vulnerable patients has a criminal history record information check completed. Students in the following programs are required to have a State of Illinois criminal history record information check:

Undergraduate Program:

- BSN (Traditional, pre-licensure) (required)
- BSN (RN-BSN, licensed RNs) (NOT required)

Graduate Program:

- MSN (Track 1): Nurse Educator [NE], (licensed RNs) (NOT required)
- MSN (Track 3): Master's Entry into Nursing Practice [MENP], (pre-licensure) (required)
- DNP (Track 1): Nurse Anesthesia Program [NAP] (required). Even though NAP students are licensed RNs, because they are seeking Advanced Practice licensure, they must have a criminal history record information check.
- DNP (Track 2): DNP completion for MSN Prepared Advanced Practice Nurses (licensed RNs and APNs) (NOT required)

The Millikin University School of Nursing has a contract with Castlebranch. Castlebranch handles all School of Nursing student healthcare requirements and background checks. It will be your responsibility to complete the background check and upload the required immunizations and signed paperwork to Castlebranch for tracking. Your Castlebranch account can be accessed on a computer or mobile app and will send you notifications regarding compliance deadlines. Once you create an account and pay the one-time fee, you have lifetime access to your records.

- Go to <https://portal.castlebranch.com/IL05>
- Click on **PLACE ORDER**
- Click on **+ Please Select** and choose **IL05: Background Check – Compliance Tracker**
- Read the instructions carefully, check that you have read the information and continue to payment page. You will pay a one-time fee of **\$97.00**.
- Once you complete the background check and upload documents, within 48-72 hours the system will notify you and the SON office that the information has been uploaded and results are available.

VI. Malpractice insurance

Pre-licensure students:

All pre-licensure students (BSN traditional & MSN MENP) are covered by the University's insurance certificates. They are not required to purchase malpractice insurance.

- BSN (Track 1): Traditional BSN pre-licensure, (NOT required)
- MSN (Track 3: Master's Entry into Nursing Practice [MENP], pre-licensure (NOT required until after they have successfully completed the NCLEX; then malpractice insurance is REQUIRED to continue in the practicum courses)

Licensed Professional Registered Nurses:

All students who have a Professional Registered Nurse license are required to purchase malpractice insurance. There are a number of insurance underwriters who provide this coverage. In some cases, you may add a rider to your home owner's insurance.

- BSN (Track 2): RN-BSN, (licensed RNs) (required)
- MSN (Track 1): Nurse Educator [NE], (licensed RNs) (required)
- DNP (Track 1): Nurse Anesthesia Program [NAP] (licensed RNs) (required, but obtained through Decatur Memorial Hospital)
- DNP (Track 2): DNP completion for MSN Prepared Advanced Practice Nurses (licensed RNs and APNs) (required)

VII. Health insurance

Pre-licensure students:

Individual health insurance is strongly suggested for each pre-licensure student. Pre-licensure students (BSN traditional & MSN MENP) in the School of Nursing are fully responsible for their own health care costs.

- BSN (Track 1): Traditional BSN pre-licensure, (NOT required; strongly suggested)
- MSN (Track 3: Master's Entry into Nursing Practice [MENP], pre-licensure (NOT required; strongly suggested)

Licensed Professional Registered Nurses:

Individual health insurance is strongly suggested for each student who is a licensed professional registered nurse. These students in the School of Nursing are fully responsible for their own health care costs. Please note, however: Proof of health insurance is required for the MSN, Track 4: Nurse Anesthesia Program (NAP) and the DNP, Track 1: Nurse Anesthesia Program (NAP).

- BSN (Track 2): RN-BSN, licensed RNs, (NOT required; strongly suggested)
- MSN (Track 1): Nurse Educator [NE], licensed RNs, (NOT required; strongly suggested)
- DNP (Track 1): Nurse Anesthesia Program [NAP], (REQUIRED, but may be obtained through Decatur Memorial Hospital).
- DNP (Track 2): DNP completion for MSN Prepared Advanced Practice Nurses, (NOT required; strongly suggested)

VIII. Equipment and supplies

Pre-licensure students (BSN traditional & MSN MENP) in the School of Nursing enroll in courses in which laboratory fees are assessed to offset the costs of laboratory/clinical/practice expenses. This laboratory fee covers the cost of the Millikin University School of Nursing tote bag with clinical practice supplies and the School of Nursing name tag as well as other costs associated with laboratory courses. An additional assessment fee associated with the first clinical/practice course covers the cost of the ATI assessment materials and subsequent assessment testing.

In addition, please purchase the following:

- A quality stethoscope which has both a bell and a diaphragm auscultating surface; available at any uniform shop or on-line;
- A pocket penlight; and
- Nursing bandage scissors.

IX. Student uniform

The Millikin University School of Nursing has a specified uniform, dependent upon the program and track. All student uniforms will be available to purchase prior to each semester. You will have an opportunity to try on different sizes of lab coats and uniforms before ordering.

- Student's will need to purchase from the SON approved uniform company 1-2 uniforms and one lab coat complete with the Millikin University patch.
- To complete your nursing uniform, you will need to supply your own watch with a second hand as well as socks/hose and shoes in accordance with the policies and procedures outlined in the School of Nursing Student Handbooks.

X. Assessment Technologies Institute, LLC (ATI) Content Mastery Series and NCLEX-RN Preparation Program materials

Applicable to pre-licensure students only:

The School of Nursing has adopted the ATI comprehensive course support and testing program to assist pre-licensure (BSN traditional & MSN MENP) nursing students in their academic progress and NCLEX-RN preparation. When used as a comprehensive program, ATI tools improve critical thinking, content familiarity, and improved use of the nursing process. ATI uses both written and web-based materials to provide up-to-date course support material, testing with immediate feedback, and important benchmarking data. Students are required to purchase the ATI materials and testing package as part of the assessment fee for the first clinical/practice course. The amount normally is charged to your student account and the materials will be ordered on the student's behalf. Students can expect the cost for materials and testing in addition to other textbooks for the course. ATI materials will be distributed out of the School of Nursing office and are not available in the bookstore. Because of the web-based testing and NCLEX-RN support that is part of the ATI package, purchasing used ATI written materials is prohibited. Faculty in each course will determine how content area modules and exams will be best utilized for the course.

Materials include:

- **Content area review modules:**
 - Nursing specialty area specific
 - Summary review
 - Application exercises
- **Non-proctored internet-based exams:**
 - Help students assess content strengths and weaknesses
 - Provide immediate feedback on all response options in an interactive format
 - Provides a performance report to enhance student awareness
- **Content Mastery Exam:**
 - Administered at the end of each nursing content course
 - Provides a proctored, standardized assessment of the specific content area
 - Correlates with NCLEX-RN preparation package to enhance directed study
- **Licensing exam preparation including the proctored RN Comprehensive Exam:**
 - Assesses nursing content and knowledge level, nursing process, and critical thinking.
 - Utilized to help plan directed study for successful NCLEX-RN outcome.

Appendix E

**Millikin University
College of Professional Studies: School of Nursing**

Criminal History Record Information Check and Drug Testing

DISCLOSURE

Your file will not be complete until this statement is received. Due to the confidential nature of this information, this form will not be a part of your record in Admissions but will be a part of your file within the School of Nursing.

By signing below, I hereby certify that I have read and understand the student requirements for nursing education.

1. I understand I must complete this School of Nursing (SON) disclosure form to progress in the SON.
2. I understand that I may be denied approval to sit for the NCLEX-RN or to be licensed as an RN in certain states if I have been convicted of a felony.
3. I understand that some of the clinical learning settings used by the School of Nursing may conduct additional criminal background check of students to ensure safety of their vulnerable populations.
4. I understand some of the clinical learning settings may also require drug screening before permitting students to be in the clinical setting.

Name (Printed)

Name (Signature)

Date

If you have any questions concerning any of this information, please contact the Director of Millikin University's School of Nursing at 217-424-6348.

12/01, 4/13, 5/14, 6/15

ATI Practice & Proctored Assessments with Remediation Plan Policy

ATI ASSESSMENTS 10% OF THEORY GRADE:

Purpose of Remediation: To learn information to meet student learning outcomes making sound clinical judgments for safe nursing practice.

Practice Assessments:

- Complete Learning Systems Quiz on content under Tutorials Tab prior to taking Practice Assessments. Take as often as needed as it is a tutorial.
- First Practice Assessment (6 weeks)
- **Remediate** with ATI focused review along with textbooks, review books, and videos. Complete 1 hour of Focused Review, document 3 Critical Points, and complete one Active Learning Template as described on the Remediation Notebook Instructions. Place copies of the documents in the Remediation Notebook behind the appropriate tab. **COMPLETE & EARN 2 POINTS**
- Second Practice Assessment (12 weeks)
- **Remediate** with ATI focused review along with textbooks, review books, and videos. Complete 1 hour of Focused Review, document 3 Critical Points, and complete one Active Learning Template as described on the Remediation Notebook Instructions. Place copies of the documents in the Remediation Notebook behind the appropriate tab. **COMPLETE & EARN 2 POINTS**

Proctored Assessments

- Take Proctored Assessment. (Level 3= 2 points; Level 2 = 1.5 points; Level 1 = 1 point; below Level 1 = 0 points)
- **Remediate** with ATI focused review along with textbooks, review books, and videos. Complete 1 hour of Focused Review, document 3 Critical Points, and complete required number of Active Learning Template based on Proctored assessment score. Place copies of the documents in the Remediation Notebook behind the appropriate tab. **COMPLETE & EARN 4 POINTS**

Notebook to be reviewed by faculty at midterm and end of course.

Approved NFO 10/2019

ATI Content Mastery Series - Grading Rubric

(Using a combination of the CMS practice and proctored assessments to achieve 10% of the theory course grade)

PRACTICE ASSESSMENT	
<p>Complete: Practice Assessment A (6 weeks)</p> <p>Remediation:</p> <ul style="list-style-type: none"> Minimum one hour Focused Review Identify three critical points to remember Complete one Active Learning Template based on lowest score 	<p>Complete: Practice Assessment B (12 weeks)</p> <p>Remediation:</p> <ul style="list-style-type: none"> Minimum one hour Focused Review Identify three critical points to remember Complete one Active Learning Template based on lowest score
2 Points	2 Points



STANDARDIZED PROCTORED ASSESSMENT (14 weeks)			
(Earn points by leveling on proctored assessment and completion of remediation)			
Level 3 2 points	Level 2 1.5 points	Level 1 1 point	Below Level 1 0 points
<p>Remediation:</p> <ul style="list-style-type: none"> Minimum one hour Focused Review Identify three critical points to remember Complete one Active Learning Template based on lowest score 	<p>Remediation:</p> <ul style="list-style-type: none"> Minimum one hour Focused Review Identify three critical points to remember Complete two Active Learning Templates based on lowest score(s) 	<p>Remediation:</p> <ul style="list-style-type: none"> Minimum one hour Focused Review Identify three critical points to remember Complete three Active Learning Templates based on lowest score(s) 	<p>Remediation:</p> <ul style="list-style-type: none"> Minimum one hour Focused Review Identify three critical points to remember Complete four Active Learning Templates based on lowest score(s)
4 Points	4 Points	4 Points	4 Points
Possible: 10/10 points	9.5/10 points	9/10 points	8/10 points

Remediation Notebook Instructions

Notebook to be used with Focused Review/Topics to Review:

- To be reviewed by faculty at midterm and end of course
- 3 ring binder (or e-journal as assigned)
- Tabbed Dividers for courses or assessments
- Placement Order:
 - ✓ Copy of ATI Policy/ Grading Rubric
 - ✓ Current ATI Transcript
 - ✓ Sections for each course
 - ✓ Pdf copy of Topics to Review/Assessment Report
 - ✓ Critical Points
 - ✓ Templates for Practice Test A & B and Proctored Test

Online Focused Review:

- Create at www.atinursing.com
- Includes missed topics with references only with the content in ATI Review Modules, videos, animations, and graphics,
- **YOUR** time in review is tracked while online within the Focused Review and shows on Transcript and Reports.
- This assists in meeting Student Learning Outcomes and is not a Task to be completed.

Three Critical Points:

- Review each missed item from the Assessment Report Topics to Review, follow the links provided to ATI Review Modules/books, online videos, animations, and graphics. Use course textbooks, power points, and class notes to review missed content.
- After reviewing missed content, consider the three most important nursing-related points about that specific content.
- Word Process/handwrite these Most Important items in a word document or excel spreadsheet including the topic descriptor. Keep it simple and concise.
- Place these in the remediation notebook.

Active Learning Templates:

- After completion of each practice and proctored assessments, complete the remediation by choosing the appropriate template based upon areas identified in topics for review.
- Each section of the template is labeled and indicates the type of information that should be added.
- Templates: Basic Concept, Diagnostic Procedures, Growth & Development, Medication, Nursing Skill, System Disorder, Therapeutic Procedure, and Concept Analysis

Approved NFO 10/2019

Appendix G

Millikin University
College of Professional Studies: School of Nursing

Internal Policy: Baccalaureate Enrollment in Graduate courses

Millikin University undergraduate Baccalaureate of Science in Nursing (BSN) students may concurrently enroll in selected core graduate courses open to non-degree seeking students:

- NU 510: Diverse Populations
- NU 512: Graduate Statistics
- NU 515: Application of Theory to Practice
- NU 530: Healthcare Policy & Economics
- NU 535 Principles of Teaching & Learning in Nursing
- NU 569: Nursing Leadership

An undergraduate student may enroll in Graduate level courses during their second semester of their junior year, if all university requirements have been met. Students may take three (3) credits of graduate work while concurrently completing no less than twelve (12) credits of undergraduate coursework. Exceptions will be at the discretion of the Director of the School of Nursing in consultation with the student's academic advisor.

The process for non-degree seeking undergraduate students to concurrently enroll in a graduate course is as follows: The student must meet the following criteria:

- A minimum cumulative GPA of 3.0
- Strong academic progression towards BSN
- Approval of the student's academic advisor
- Approval of a designated liaison from Financial Aid
- Obtain course faculty signatures below for each course enrollment requested
- Return completed form to the Registrar's office

Student: _____ MU I.D.# _____ GPA _____

Course & Credits _____ Semester/ Term _____

Course Faculty: _____ Date: _____

Academic Advisor: _____ Date: _____

Financial Aid: _____ Date: _____

SON Director _____ Date: _____

For office only:

- ___ Confirmation of hour load
- ___ Signature of Director, SON
- ___ Registered with concurrent status
- ___ Admitted to the School of Nursing, Graduate Program – "non-degree seeking"
- ___ Must complete non-degree seeking

Appendix H

National Student Nurses' Association Code of Professional Conduct

I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the Student Nurses' Association.
- Uphold all Bylaws and regulations relating to the Student Nurses' Association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision-making and management at all levels of the Student Nurses' Association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the Student Nurses' Association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the Student Nurses' Association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the Student Nurses' Association.
- Use every opportunity to raise awareness of the Student Nurses' Association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.

Adopted by the 1999 House of Delegates
Pittsburgh, PA at the 47th Annual NSNA Convention

References: American Society of Association Executives and the National Society for Fund Raising Executives.