



**NORTH PARK  
UNIVERSITY**

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School of Nursing

**Baccalaureate Student Handbook  
Prelicensure Program  
2018 - 2019**

NORTH PARK UNIVERSITY  
3225 WEST FOSTER AVENUE  
CHICAGO, IL 60625-4895

BACCALAUREATE PROGRAM DIRECTOR  
**PEGGY KOTOWSKI, PHD, RN**

DEAN  
SCHOOL OF NURSING AND HEALTH SCIENCES  
**LINDA R. DUNCAN, DNP, RN, CCRN**  
**GRETCHEN CARLSON PROFESSOR OF NURSING**

PROVOST  
**MICHAEL O EMERSON, PHD**

Welcome to the School of Nursing and Health Sciences at North Park University!

We are glad you are here! The next two years will be both exciting and challenging as you begin your career in nursing. The faculty of the School of Nursing and Health Sciences at North Park is committed to our mission of preparing professional nurses for lives of significance and service within the Christian tradition. We will seek to provide the learning environments that will allow you to grow and develop not only in your nursing career but as individuals. We look forward to walking along side of you in this educational adventure.

We do want to remind you that information within the Baccalaureate Student Handbook will assist you in your educational time at North Park. Therefore, students are responsible for knowing the contents of the Baccalaureate Student Handbook. Also, as students of North Park University', you are responsible for knowing the contents of the North Park University Undergraduate Student Handbook which is online.

Again, welcome to the School of Nursing and Health Sciences, I look forward to getting to know each one of you.

Best wishes,

A handwritten signature in blue ink that reads "Linda R. Duncan". The signature is fluid and cursive, with the first name "Linda" being the most prominent.

Linda R. Duncan DNP, CCRN, RN

Gretchen Carlson Professor of Nursing and Dean

School of Nursing and Health Sciences

North Park University

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# Welcome to North Park University

## School of Nursing and Health Sciences

### History

North Park University was founded in 1891 and is owned and supported by the Evangelical Covenant Church of America. Formerly a junior college, North Park graduated its first baccalaureate class in 1960, and the North Central Post-Secondary Schools initially accredited the four-year program in 1961. The university is strategically located in the heart of the city of Chicago. This urban setting provides excellent educational opportunities for all university programs. Social and cultural health care resources are highly accessible for students within the city.

As a Christian liberal arts institution, North Park University plays a distinctive role in American higher education by integrating faith and learning in a spirit of inquiry. That role is to examine and relate liberal arts to the Christian faith in the conviction that human knowledge has its foundation in the triune God. The university offers baccalaureate and master's degree programs which seek to prepare students for lives of significance and service.

The nursing major was approved by the university faculty in 1965. In June 1968, the first class of ten students graduated with a nursing major. In the fall of 1979, an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began. In 2018, the university rolled out a doctor of nursing practice (DNP) program. North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP). The nursing programs were accredited by the National League for Nursing (NLN) from 1970 to 1999. The School withdrew from NLN accreditation and sought and received accreditation from the Commission on Collegiate Education (CCNE) in the fall of 1999. The programs have been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2015 for the master's program. The nursing programs at North Park are approved by Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

In 2014 the School of Nursing became the School of Nursing & Health Sciences (SNHS), adding a division of Health Sciences. For AY 2018-2019, the division of Health Sciences includes Athletic Training, Health Sciences, Exercise Science and Physical Education.

## **Mission**

The mission of the School of Nursing is to prepare professional nurses for lives of significance and service through baccalaureate and graduate education within the Christian tradition.

## **Vision**

Our vision is the creation and maintenance of a culture of excellence in nursing grounded in the compassion of Christ.

# **Nursing Philosophy**

The nursing philosophy of the School of Nursing and Health Sciences builds on the mission and vision statements of North Park University and the School of Nursing and Health Sciences. Our beliefs about persons, health, environment, community and nursing are based on a Christian perspective that is rooted in a Trinitarian understanding of God.

## **Persons**

We believe that all persons are of intrinsic worth because they are created in the image of God and valued equally by God. Their worth is confirmed in the love and redemptive work of Jesus Christ; the work of the Holy Spirit enables persons to come to the full realization of their created worth and restored humanity. Dignity is conferred on the human being by virtue of being created after the image and likeness of God and by virtue of being the only creature destined for fellowship and communion with God. We cannot add to this intrinsic dignity and value but acts of caring can confirm that dignity and value. Acts perceived as uncaring can diminish one's self-perception of dignity and value.

We believe that each person is a unity of body-mind-soul-spirit. Each person is an individual and a relational being who achieves identity in communion and community with others. Our Christian perspective emphasizes the spirituality and uniqueness of each person.

## **Health**

We believe that health is the lived experience of harmony among life's four basic relationships: self, community, environment and God. To be healthy is to be whole, to experience one's journey toward wholeness, and perceive oneself as whole physically, mentally, and spiritually. One may feel whole even while suffering.

Health is experienced by individuals, families, and communities. Health affects and is affected by changes in society, community, and the natural environment.

## **Environment**

We believe that environment is multidimensional. It includes the natural environment, created by God, and humanly constructed local, national and global communities.

We believe that the natural environment is a dynamic order that God sees as good. Human beings have a responsibility to preserve and protect the natural environment to promote the health of all forms of life.

## **Community**

We believe that persons, as relational beings, live in communion with others in the context of multiple communities. This includes faith communities, which have a unique role in promoting wholeness and health of persons, families and communities through congregational life and intentional ministries of health.

Communities provide a dynamic multidimensional context within which persons experience life and learn to understand and experience health and illness. This context provides the cultural framework and the resources with which persons: (1) develop and maintain values and belief systems, (2) mature physically, socially, emotionally and spiritually, and (3) relate to others both inside and outside their community.

## **Professional Nursing**

We believe that professional nursing, as one of the health professions, serves a unique, specialized and essential function for society. The professional nurse participates in health promoting and health restoring activities, provides evidence-based care, and collaborates with other health professionals in evaluating nursing practice. Nursing leaders and researchers work with others for the advancement of the profession and of health care for all persons.

We believe that the essence of nursing is a caring relationship with others that requires professional competence, compassion, and a trusting relationship in which the dignity and worth of the other is confirmed. We believe the caring relationship is motivated and empowered by God's love for all persons. Its model is the love, compassion and lifework of Christ, and is a response to Christ's commandment to love one another as exemplified by the Good Samaritan. In this caring relationship the nurse is truly present with others in their experiences of health and illness, joy and suffering. This experience of caring communion leads to mutual confirmation of dignity and worth.

This philosophy serves as the foundation for nursing education at North Park University. It is operationalized in the fulfillment of the unique distinctives of the University: Christian, City-centered, and Intercultural.

# Baccalaureate Learning Outcomes

**At the conclusion of this nursing program graduates are able to:**

1. Provide professional nursing care to individuals, families and communities, based on integration of concepts, theory, and knowledge from nursing education and liberal education.
2. Demonstrate the ability to use oral, written, and information technology to guide the delivery of care.
3. Assume responsibility for lifelong learning and plan for professional career development.
4. Identifies and implements safety principles and works within the interprofessional team to create safe environments.
5. Apply leadership concepts, skill and decision making in the provision of high quality nursing care, healthcare team coordination and the oversight and accountability for care delivery in a variety of settings.
6. Demonstrates understanding of how evidence is developed and utilizes the process of retrieval, appraisal, synthesis and evaluation of evidence to improve patient outcomes.
7. Demonstrate basic competence in use of information technologies and patient care technologies to deliver safe and effective care.
8. Demonstrate knowledge of healthcare policy, finance and regulatory environments, and its impact on health care delivery.
9. Participate in political and regulatory processes that shape the health care delivery system.
10. Demonstrate the ability to effectively communicate and collaborate with the patient and interprofessional team to deliver evidence-based, safe, patient-centered care to individual, families and communities.
11. Collaborates with other health care professionals to assess and promote conditions and healthy behaviors that improve population health.
12. Use knowledge of the Christian principles of the philosophy of the School of Nursing to develop caring relationships with patients that confirm their intrinsic worth, dignity and wholeness.
13. Integrate professional values, ethics and legal knowledge of the profession into nursing practice.
14. Conduct comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic, cultural, genetic and environmental assessment of health and illness across the lifespan among international populations in primarily urban settings.
15. Collaborate with other health care professionals and patients to provide spiritually and culturally appropriate healthcare to individuals, families, groups and communities among international populations in primarily urban settings.
16. Provide or manage and coordinate nursing care, including development of communication and psychomotor skills, allocation and management of physical, fiscal and human resources and delegation of patient care.

# Admission Requirements – Prelicensure Nursing Program

## Prelicensure Nursing Program:

The procedure for admission to the University is described in the North Park University Catalog. The School of Nursing reviews and admits only those students who have been admitted by the University. In addition to meeting all University requirements, students applying to the School of Nursing must meet the following additional requirements:

1. Completion of all prerequisite courses for the nursing major with a grade of C or better; a grade of C- is not acceptable.
2. A cumulative GPA of 2.75/4 or higher, on a 4 point scale.
3. Passage of the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) with an academic preparedness level of Proficient.
4. A student may repeat a total of two prerequisites courses, only one of which may be a science course.\*
5. Letter of Recommendation which directly speaks to the student's suitability to the profession.
6. Completion the formal application to the major.

\*Prerequisite science courses are CHEM 1021, CHEM 1031, BIOL 1250, BIOL 1260, BIOL 2910, BIOL 2930, and NURS 3240.

Application decisions are made the semester prior to the student's intended start date of the program. Applicants are evaluated on the above criteria and selected for admission by the Undergraduate Selection and Progression Committee of the School of Nursing. *All acceptances are considered pending while students complete any remaining prerequisite courses or any other requirements of the School of Nursing, such as the background check and drug test.*

## Prerequisite Courses:

The following courses or their equivalents must be successfully completed with a grade of C or better prior to admission into the nursing major:

BIOL 1250 Intro to Human Anatomy	NURS 2540 Applied Nutrition or EXS 3180 Nutrition
BIOL 1260 Introduction to Cell Biology	NURS 3240 Pathophysiology**
BIOL 2910 Microbiology	PSYC 1000 Introduction to Psychology
BIOL 2930 Advanced Human Physiology	PSYC 2700 Human Lifespan Development
CHEM 1021 Survey of Organic Chemistry	SOC 1910 Introduction to Sociology
CHEM 1031 Survey of Biochemistry	STAT 1490 Statistics in Practice or HSC 1490
CORE 1000 Cornerstone Seminar	Healthcare Statistics
NURS 2100 Survey of Nursing	

In addition, to graduate the student must fulfill the University Core Curriculum requirements of as specified in the North Park University Academic Catalog.

## Typical 4 Year Schedule

To the left of each course name is the abbreviation of the department that offer the course and the course number. The total credits earned for successful completion of the course is listed to the right of the course name. Course selections should be made with the advice and consent of your School of Nursing academic advisor.

YEAR	FALL	SPRING	SUMMER
20____ <b>First Year</b> 32 SH	BIOL 1250 Intro Human Anatomy 4*+ CORE 1000 Cornerstone Seminar 4*+ SOC 1910 Intro to Sociology 4*+ Language 1010 4+  <b>16 credits</b>	BIOL 1260 Intro to Cell Biology 4*+ CHEM 1021 Survey Organic Chemistry 2*+ CHEM 1031 Survey Biochemistry 2* PSYC 1000 Intro to Psychology 4*+ Language 1020 4+  <b>16 credits</b>	Could take summer courses to lighten load during the semester. Students should speak with their advisor before taking any summer courses.
20____ <b>Second Year</b> 32 SH	BIOL 2930 Advanced Human Physiology 4* STAT 1490 Introductory Statistics 4*+ BTS 1850 Intro to the Bible 4+ Art and Aesthetics course 2+ Nutrition (NURS 2540 Applied Nutrition or EXS 3180 Nutrition) 2*  <b>16 credits</b>	BIOL 2910 Microbiology 4* NURS 3240 Pathophysiology 3* HIST 1000 Global Histories 4+ PSYC 2700 Human Life Span Dev 4* NURS 2100 Survey of Professional Nursing 2*  <b>17 credits</b>	Could take any remaining Core Curriculum Courses.
20____ <b>Third Year, First Year of Nursing Program</b> 31 SH	NURS 3020 Intro Prof Nursing Practice 4 NURS 3030 Health Assessment 2 NURS 3201 Nursing of Adults I 4 NURS 3220 Pharmacology 2 NURS 2150 Math for the Generalist Nurse 1  <b>13 credits required nursing</b>	NURS 3500 Nursing of Childbearing Family 4 NURS 3520 Nursing of Children 4 NURS 3540 Ethics in Health Care 2 NURS 4240 Research in Prof Nursing 2 Christian Life & Thought course+ 4  <b>12 credits required nursing</b>	Could take any remaining Core Curriculum Courses.
20____ <b>Fourth Year, Second Year of Nursing Program</b> 25-27 SH	NURS 4201 Adult Health II 4 NURS 4202 Gerontological Concepts 2 NURS 4203 Internship in Gerontological Concepts 1 NURS 4200 Psych/Mental Health Nursing 4 NURS 4540 Health Policy and Politics 2 Optional– NURS 3920 Cardiac Dysrhythmias 2 Health & Well-Being course 2+  <b>13 credits required nursing</b>	NURS 4500 Community Health Nursing 5 NURS 4520 Management/Synthesis 5 NURS 4550 Leadership & Management 2 NURS 4901 Nursing Comprehensive Exam 0, P/F  <b>12 credits required nursing</b>	<b>NOTE:</b> <b>Students must have 120 hours to graduate.</b> <b>Last 30 hours must be taken at NPU.</b> <b>Credit cannot be transferred after completion of 90 credits</b>

+ Core Curriculum Requirement

\* Prerequisite Course

# Degree Requirements

## Core Curriculum Courses

In addition to the nursing courses, students are required to complete the University's Core Curriculum requirements for graduation as listed in the University Catalog. Many nursing prerequisite courses also meet Core Curriculum requirements. The Core Curriculum is defined in 4 parts, Foundations Courses(26SH), Explorations Courses(16SH), Writing Curriculum Requirements(4SH) & Keystone Courses(4SH).

**Foundations Courses:** Cornerstone Seminar: A Life of Significance (4SH), Biblical Studies (4SH), Health and Well-Being (2SH) Analytical and Quantitative Reasoning (4SH), Global Histories (4SH) and Modern Languages (8SH) *2 courses in the same language to meet proficiency requirement.*

**Explorations Courses:** Art and Aesthetic Interpretation (2SH), Christian Life and Thought (4SH). Life Science (2SH), Physical Science (2SH), and Culture and Society (4SH) is fulfilled by prerequisite courses for the nursing major.

Ethical Reasoning (2SH) is fulfilled by a course within the nursing major

**Writing Curriculum Requirements (8SH) & Keystone Courses (4SH)** are fulfilled by courses within the nursing major.

Full core curriculum details can be found in the University Catalog. ([www.northpark.edu/catalog](http://www.northpark.edu/catalog))

## Semester Hours Needed

A total of 120 semester hours are required to graduate with a Bachelor of Science in Nursing degree from North Park University. Included in this total are the core nursing courses that comprise 51 semester hours (52 with supporting courses), the prerequisite courses that comprise 45 semester hours, and the additional general education courses not covered by the prerequisite courses that comprise 24 semester hours. Elective courses may be needed to complete the 120 semester hours. See the North Park University Catalog for further clarification. [www.northpark.edu/catalog](http://www.northpark.edu/catalog).

## Grade Point Average

As stated in the admissions requirements, a grade point average of 2.75 on a 4 point scale is for admission into the nursing major. The student must maintain a GPA of 2.0 in nursing courses and an overall GPA of 2.0 to progress through the program and to graduate. See section on [progression and retention](#) for further progression questions.

# Health Screening Requirements

All undergraduate nursing students must submit documentation of student health requirements and other records to the School of Nursing and Health Sciences office. To participate in clinical experiences, students must have complete records on file at all times. This is required by all health care facilities affiliated with North Park University's School of Nursing and Health Sciences and specified in the agency affiliation agreements. **Failure to follow requirements will make students ineligible for participation in clinical.** All student health records must be submitted online to the student's secure CastleBranch.com account. Documentation must be legible and include the student's name, item name, date item was administered, and any other pertinent information.

All students will purchase an account on CastleBranch.com, a one-time fee that for the academic year 2018-2019 of \$138.00, includes the background check, drug test and online document tracker. Please note specific clinical sites may require an additional drug screening or background check during the second year of the program which would be an additional cost to you. All CastleBranch.com records are reviewed by the Baccalaureate Program Coordinator & Baccalaureate Program Director and remain strictly confidential.

The following documentation must be maintained throughout a student's duration in the nursing program:

**1. Negative TB Screening –**

Students must provide a negative 2 Step Tuberculin Skin Test (PPD/TST/TB Test). Students may submit a Quantiferon TB Test instead of a 2 Step PPD. TB tests are valid for only one year. Following the 2 step PPD, students may receive a single TB test for their annual renewal. If positive, student should follow up with their primary health care provider for appropriate treatment and submit a radiological report of a chest x-ray.

**2. MMR – Measles, Rubella and Mumps**

2 doses of vaccine or titer showing immunity to measles, rubella and mumps.

**3. Varicella (Chickenpox)**

2 doses of vaccine or titer showing immunity to varicella. If titer does not show immunity to varicella students are required to receive the vaccination series prior to participation in clinical. Students must wait 1 month after the first varicella dose to receive the second varicella dose.

**4. Hepatitis B**

3 doses of vaccine, titer showing immunity to hepatitis B, or declination waiver. Students may decline this requirement, but it is strongly recommended.

**5. Tetanus**

All students are required to show documentation of Td OR Tdap booster OR Tetanus Toxoid within the past 10 years. Students may need to renew their tetanus documentation while in the program as the shot is valid for only 10 years.

**6. Influenza (flu)**

Flu shots documentation is due October 1<sup>st</sup> every year. Flu shot documentation must be from the current flu season and include the lot #.

**7. CPR Certification – American Heart Association, Basic Life Support (BLS) for the Health Care Provider**

Students are required to have a current CPR certification at all times throughout the program. The CPR certification must be the American Heart Association Basic Life Support (BLS) for the Health Care Provider. Certification must include a hands-on portion. This must be valid from the first through the last day of the academic semester in which the student is enrolled. If CPR certification will expire during the student's time in the nursing program, it is the student's responsibility to renew their certification before the date of expiration and provided the updated documentation.

**8. Medical History Form**

Students must complete the School of Nursing & Health Sciences medical history form. This form is to be filled out and signed by the student.

**9. Physical Examination**

Students are required to complete the School of Nursing & Health Sciences physical exam form 6 months prior to the start of the program. Documentation must state that students may participate in clinicals and be completed by a qualified primary care provider.

**10. Health Insurance**

Students are responsible for having health insurance throughout their time in the nursing program. Students must upload proof of health insurance each semester that they are in the program. Proof of health insurance may be a copy of their insurance card. If their name is not on their insurance card, then they may upload a note from the company showing they have insurance. Often this can be found on the insurance company's website under who is covered under this plan. Students are financially responsible for any personal health care related needs including but not limited to vaccinations required to participate in clinical as well as any clinical-incident related care. Students are responsible for the costs involved for any accident or injury to themselves while engaged in any educational activity including clinical, lab, simulation, or the classroom and should be treated as a member of the public when seeking medical assistance. It is important to remember students are not covered by workers compensation as they are not employees of the University or the clinical facility.

**11. Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

For HIPAA training students are required to complete the ATI HIPAA module found under the Skills Modules tutorials in ATI and upload documentation of their posttest. Documentation must include date completed, score of 100%, and student name. HIPAA training is valid for one year and must be renewed each year the student is in the program, please upload the documentation of the subsequent years posttest.

**12. Occupational Safety and Health Act (OSHA)**

For OSHA training, students are required to complete the ATI Infection Control module found under the Skills Modules tutorials in ATI and upload documentation of their posttest. Documentation must include date completed, score of 100%, and student name. OSHA training

is valid for one year and must be renewed each year the student is in the program, please upload the documentation of the subsequent years posttest.

### **13. Background Check**

Students must successfully complete a background check prior to start of the nursing program. Background checks process automatically upon purchase of the student's CastleBranch.com account, the cost of which is included in the original package purchase. If student results raise concerns related to the nursing program, the student will be contacted by the Baccalaureate Program Coordinator or Director and may be asked to complete additional screening.

### **14. Drug Screening**

In order to uphold the highest standards of the nursing profession and as stated in the North Park University Undergraduate Student Handbook, students must remain free from the use of alcohol or any illegal or decriminalized (marijuana) drug while participating in clinical experiences with any of its affiliated agencies.

Students must have a negative hair drug screening completed prior to the start of the nursing program. Students will go to a CastleBranch.com designated location to give their drug screening sample. After creating their online account students will be able to access their drug screening chain of custody form. The student will take this form to the drug screening location to give their sample, the cost of which is included in the original package purchase.

If student results raise concerns related to the nursing program, the student will be contacted by the Baccalaureate Program Coordinator or Director and may be asked to complete additional screening.

If any faculty member suspects a student is under the influence of a substance while engaged in any educational activity, clinical, lab, simulation or the classroom, the program may require the student to pass random drug screening(s) in order to remain in the program.

The School of Nursing and Health Sciences reserves the right to require additional drug screening of any student when appropriate.

**Pre-Adverse Action Disclosure:** The School of Nursing and Health Sciences reserves the right to revoke acceptance into the major based on results of background checks, drug tests, and/or failure to comply with stated deadlines. If the decision to revoke your acceptance is made based on information provided in the consumer report by Castlebranch.com, you will receive a pre-adverse action letter giving you three (3) days to dispute the decision and/or respond to information in the report.

## **Liability Insurance**

Undergraduate students in the basic nursing program are covered by liability insurance provided by the University and the School of Nursing and Health Sciences.

## Eligibility for Certified Nursing Assistant (CNA) - Illinois

Nursing students may be eligible to apply for certification as a Certified Nursing Assistant based on their nursing school education. In the state of Illinois, students who have completed 40 hours of supervised clinical and a fundamentals of nursing course, such as NURS 3020, are eligible to apply to take the CNA certification exam. The process for the exam is now 100% electronic.

Students who wish to apply should email the Baccalaureate Program Director ([mkotowski@northpark.edu](mailto:mkotowski@northpark.edu)) who will send their name and necessary information to the state. They will then receive an email with next steps. Students who wish to apply for to be a CNA or its equivalent in another state will need to look up that state's requirements.

## Eligibility for Licensure as a Registered Nurse

At completion of the baccalaureate program in nursing the student will be eligible for licensure as a registered nurse. To achieve licensure, the student will need to submit an application to the board of nursing of the state where the student wishes to be licensed and take a national exam called the NCLEX-RN. The NCLEX-RN exam measures the competencies needed to perform safely and effectively as a newly licensed, entry-level registered nurse. NCLEX-RN examination results are an important component used by the boards of nursing to make decision about licensure.

### Registration Process Overview:

1. Submit an application for licensure to the board of nursing where you wish to be licensed.
2. Meet all the board of nursing's eligibility requirements to take the NCLEX-RN examination. Specific requirements for the states vary.
  - a. For example:
    - i. In Illinois all individuals applying for initial licensure as a registered nurse must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police or its designated agent.
    - ii. As of September 1, 2017 all applications for licensure in the state of Illinois must be submitted electronically. Paper applications will no longer be accepted.
    - iii. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5) the department shall deny applications for renewal or a new license to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission.
3. Register for the NCLEX-RN Examination with Pearson Vue.
4. Receive confirmation of registration from Pearson Vue.
5. The board of nursing makes the candidate eligible to take the NCLEX-RN.
6. Receive Authorization to Test (ATT) from Pearson Vue.

During your final semester your class will be guided through the steps of this process. Students seeking licensure in Illinois will complete the ED NUR form required by the state and submit it to the School of Nursing and Health Sciences office. The EDNUR form will be processed by the registrar's office and will be available for pickup from student services after their degree has been certified. Students seeking licensure in other states will need to bring in the specific documents they will need processed.

## Comprehensive Assessment Review Program - ATI

The North Park University School of Nursing and Health Science (SNHS) partners with the Assessment Technologies Institute (ATI) to provide each student with the tools for growth and enhancement of your nursing education. The Comprehensive Assessment Review Program by ATI is an NCLEX preparation program that addresses the uniqueness of each student and particular needs of their nursing education. ATI offers a diverse system that enables the students to take control of their education and learning. Tools are provided within the ATI system that are designed to teach each individual in the manner in which they learn best. As a faculty we strongly encourage that students explore and utilize all the different tools that ATI provides to assist you in your learning.

All prelicensure nursing students in the SNHS participate in the Comprehensive Assessment Review Program. The program offers a Content Mastery Book for each specialty area and standardized computer testing (assessments) at the end of each major clinical area of study. These **Content Mastery Assessments**, offered through ATI, are standardized tests that assess a student's understanding of the material via NCLEX-RN style questions. The assessments provide feedback to students as they progress through the nursing program, assessing students' areas of strengths and areas needing more focused study. The ATI program helps prepare students for passing the NCLEX-RN exam upon graduation.

**ATI Fees:** At the start of the program, each student will be charged a skills module fee of \$120. This is a one-time fee. Each semester students will also be charged a \$165 ATI testing fee. Students will receive an ATI Content Mastery book that corresponds to each major content area.

### Content Mastery Practice Assessments:

For each ATI course, students are required to take the ATI practice assessment and complete a review of their results prior to taking the in class proctored assessment. The practice assessment should be taken approximately week 5.

For each section in the practice assessment results that the student has not been successful, they will complete a focused review of the exam and **HANDWRITE THREE** bulleted points of the important information from that section. The faculty strongly encourages students to utilize the "Focused Review" tab in ATI which will take them to the areas in the Content Mastery books that relate to the material they missed on the practice assessment. Students must turn in their notes and the printout of their practice exam results to their course coordinator at the designated time in order to take the proctored ATI assessment for that course. **Students will not be able to take the ATI proctored assessment and will receive a 0 on the ATI if they do not turn in the focused review of the practice test.**

## Content Mastery Proctored Assessments:

The ATI Proctored assessments will be scored as follows:

Proficiency Level	Points / Percentage	Remediation
3	50 or 5% (+1% extra credit)	
2	50 or 5%	
1	10 or 1%	+10 or 1% with remediation
Below 1	0 or 0%	+10 or 1% with remediation

Students achieving a proficiency level 3 on their exam will be awarded 5% and 1% extra credit.

Students achieving a proficiency level 2 on their exam will be awarded 5%.

Students achieving a proficiency level 1 on their exam will be awarded 1%.

Students who achieve a proficiently level below 1 will receive no points.

Students who achieve a proficiency level of 1 or below may earn 1% (1 or 10 points) by following the remediation policy.

ATI defines the **proficiency** levels as a means to identify the probability of students performing well on the licensing examination (NCLEX).

### **RN CONTENT MASTERY SERIES 2016 PROFICIENCY LEVEL DEFINITIONS\***

#### **LEVEL 1**

Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

#### **LEVEL 2**

Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

#### **LEVEL 3**

Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

*\*Note that these definitions were based on expertise of the nurse educators who participated in the cut score study. No empirical study was conducted relating NCLEX-RN performance to performance on the Content Mastery Series, nor was any study conducted demonstrating a statistical relationship between Content Mastery Series performance and actual job performance. These Proficiency Level definitions were used by cut score study participants for the purpose of making their empirical ratings of item difficulty.*

**Remediation & Focused Review:** The SNHS ATI policy requires each student to complete a focused review of their proctored assessment if they DO NOT achieve a level “3” or level “2”. If a student achieves a proficiency level of “1” or “Below level 1” they will remediate the final proctored assessment much in the same way that they completed the review of the practice assessment. For each question/section missed, the student will HANDWRITE THREE bulleted points of the important information in that section and submit their notes and results print out to their faculty within 48 hours of taking the proctored ATI. The faculty encourages the student to utilize the focused review tab during this process as it will take you directly to the section in the Content Mastery book(s) that relates to that specific content.

## **Comprehensive Exam**

Before completion of the Nursing Program, students are required to pass the ATI Comprehensive Predictor, offered during their last semester of the Nursing Program.

The ATI Comprehensive Predictor will serve as the comprehensive exam for the Baccalaureate Nursing Program (BSN). To pass the assessment the student must achieve a 94% -95% predicted probability of passing the NCLEX-RN, based on the RN Comprehensive Predictor Expectancy Table.

Students will be given two opportunities to take the comprehensive assessment during their final semester of the program. A different form of the ATI Comprehensive Predictor will serve as the repeat assessment for students not successfully meeting the 94%-95% predictability on the first opportunity.

Students unable to pass the second assessment will be required to complete and document participation in an external NCLEX Review Course. The student will be retested for a 3<sup>rd</sup> time or until the student achieves the 94-95% predictability. For each repeat test starting with test three, **the student will pay for the cost of the assessment directly to ATI. For academic year 2018-2019, the comprehensive predictor fee from ATI is \$58.00.**

As the comprehensive predictor is a requirement for graduation for the nursing major. A student’s graduation will be posted in the term in which degree requirements, including submission of supporting documentation, which includes passing the comprehensive predictor, have been met. Although course work may have been completed in a prior term, the degree will be awarded only for the term in which all academic and administrative requirements have been fulfilled.

# Baccalaureate Nursing Program Policies & Information

## Progression and Retention

1. All undergraduate students in the program must have up to date health records and related requirements at all times throughout the program. Requirements are fully detailed on the Health Screening Requirements section of the Baccalaureate Student Handbook. Students who are not in compliance with the Health Screening Requirements cannot attend clinical.
2. A cumulative grade point average of at least 2.0 must be maintained.
3. Continuation in the major requires a minimum grade of “C” (76%) in each nursing course and a PASS in clinical for courses having a clinical component. Students must obtain a total grade of 76% or better on exams and quizzes in order to pass the theory portion of a class. Additional assignments will not be computed in the grade if 76% or better on the exams has not been obtained.
4. If a grade below 76% is achieved in the theory portion of a course, both theory and clinical must be repeated. If a student does not pass the clinical portion of a course both theory and clinical must be repeated. A grade of F will be given in a course in which a student fails clinical.
5. A student may repeat only one nursing course one time throughout the major. Dropping a course in which the student is not achieving a passing average shall be considered a “repeat”. This decision may be appealed to the undergraduate Selection and Progression Committee of the School of Nursing and Health Sciences.
6. **Class attendance and punctuality is required in all nursing courses.** Absences are serious in that they may jeopardize one’s opportunities to participate in learning experiences and demonstrate required nursing competencies and are a reflection of one’s professionalism. Therefore, **absences and tardiness will impact grade as specified in each course syllabus.**
7. Attendance at all clinical/laboratory learning experiences is required. Students are required to notify the clinical faculty and/or the clinical agency if tardiness or absence must occur. Absences and tardiness will be addressed with the student on an individual basis, and with the course faculty and the Baccalaureate Program Director. If clinical make-up time is deemed required by the designated clinical faculty and course coordinator, the student may incur financial liability, to be determined depending on the amount of clinical hours to be made-up, but will typically run about \$45/hr, to make-up the lost clinical hours with the clinical faculty on the clinical faculty’s own time.
8. Each student must be academically prepared for clinical practice. Clinical practice preparation is specifically determined by each clinical course.
9. Students who are out of the nursing program or interrupt the clinical sequence of courses for one quad or more will need to see the Baccalaureate Program Director and their advisor prior to

resuming the nursing course sequence. Individual assessment of current knowledge and clinical skills will be made prior to placement of the student in the appropriate level within the nursing program.

10. Students who drop or withdraw from a nursing course are required to see the Baccalaureate Program Director the semester prior to repeating the course so that placement can be planned. Immediate placement in a specific clinical class is not guaranteed.

11. All graduating students take a standardized comprehensive exam in their final semester. Successful passage of this exam is defined as achieving a predicted probability of passing the NCLEX-RN of 94-95%, as outlined in the [ATI testing policy](#). Successful completion of exam is required for graduation. The comprehensive exam results will be posted on the student transcript as a pass/fail under the course number NURS 4901.

12. In accordance with the nursing licensing regulations students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Selection and Progression Committee of the School of Nursing and Health Sciences and may be suspended from the nursing program.

13. The grading scale employed in the School of Nursing is as follows:

100-94%	A	
93-91%	A -	
90-88%	B+	
87-84%	B	
83-81%	B -	
80-78%	C+	
77-76%	C	(PASSING)
75-71%	C -	
70-68%	D+	
67-64%	D	
63-61%	D -	
<61%	F	

# University and Prelicensure Nursing Resources and Program Policies

The School of Nursing and Health Sciences is in compliance with the North Park University (NPU) Undergraduate Student Handbook, which can be found at [www.northpark.edu/studenthandbook](http://www.northpark.edu/studenthandbook). Some policies, such as the Grievance Policy, are also found in the NPU Undergraduate Handbook but have additional steps that are distinctive to the School of Nursing. If you have any questions regarding the prelicensure nursing program policies you can contact the Director of the Baccalaureate Program, Dr. Peggy Kotowski at [mkotowski@northpark.edu](mailto:mkotowski@northpark.edu).

## Students with Disabilities

"North Park is committed to creating an inclusive learning environment. If you anticipate or experience any barriers to learning in this class related to a disability, contact the Center for Student Engagement by email, [ada@northpark.edu](mailto:ada@northpark.edu) or phone at 773-244-5737 to schedule an appointment with the Learning Specialist. You can also stop by The Center for Student Engagement, located on the first floor of the Johnson Center.

Additional information can be found online at [www.northpark.edu/disability](http://www.northpark.edu/disability).

## Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation

North Park's Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy applies equally to every member of the North Park community. A copy of the Policy can be found at <http://www.northpark.edu/About/Title-IX>.

North Park is committed to providing a safe community for students, faculty, and staff, and does not tolerate harassment, discrimination, sexual misconduct, relationship violence, or retaliation. Learn more about the resources on our campus to prevent and respond to situations that create an unsafe environment: <http://www.northpark.edu/Campus-Life-and-Services/Safe-Community>.

## FERPA

Annually, North Park University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Details to these rights can be found on the [FERPA](#) webpage. This policy applies to students only.

## Privacy Policies

Please see the following link concerning information collected by North Park University and how such information is used and protected <https://www.northpark.edu/about-north-park-university/privacy-policy/>

## North Park University Social Media Policy and Guidelines

North Park University recognizes that social media is a relevant means of communication for students, faculty, staff, alumni and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development. While North Park encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional and individual reputations. In addition, the healthcare setting and HIPAA laws can put a student, albeit unintentionally, at risk for violating the University's Social Media Policy and maybe a HIPAA violation that could result in serious consequences within the Nursing and Health Sciences and with our partnered clinical agencies. For this reason we have included the entire North Park [Social Media Policy](#) for all members of the community to ensure compliance from our students.

### Stop! Collaborate, and Listen!

While we definitely want to help spread the word about events, accomplishments, and interesting things happening in and around the brand of North Park University, there is a process.

Is It Newsworthy?

Make sure what you're asking to be covered or posted is newsworthy. Our official NPU social media accounts carry the entire brand voice, which includes the look and feel.

Photos, Videos, Paid-Ads:

**Photos:** If you want us to post something, it cannot have any text overlays, cropping, or graininess. That also means graphics are not permitted to be posted on any of the official NPU social media accounts. ALL photos must be professional quality and follow our brand guideline look and feel. For examples, review our official Instagram account. If you would like photos taken at your event or for a story idea, have your department budget ready and all accompanying information needed. Submit a request in Jira at least 3 weeks in advance. Event postings are rarely approved or posted. If you would like something posted about an upcoming event, 3 weeks need to be provided and any photos or video or copy must meet the above requirements. Expect copy to be edited by the social media manager. Submit requests via [JIRA](#).

**Videos:** Creative video content is usually a plus. If you are wanting a video of any kind, please make sure it's newsworthy before submitting a request in Jira. Have a simple but detailed idea of what you are wanting to be captured and why it would benefit the overall university brand. Be sure to prepare a budget for the video project, as video production is extremely costly. If it is for an event, you must let us

know a month and a half in advance. Allow 2-6 months for completion depending on the scale of the video project.

**Paid Social Media Ads:** As you know, the number of social media users is in the billions. If you're wanting to have a paid-ad run through our main social media accounts, follow the process below.

1. Identify the event or program you are wanting to promote.
2. Have a budget of \$200 or more.
3. Submit a Jira ticket at least one month in advance and allow for one month of full completion for the ad to run. Include the name, all copy and links needed, and the date and time if applicable. Only one ad per month can be submitted.

Follow Us on Social Media:

- Facebook: <https://www.facebook.com/npuchicago>
- Instagram: [@npuchicago](https://www.instagram.com/npuchicago)
- LinkedIn: <http://www.linkedin.com/edu/school?id=18285>
- Twitter: [@NPU](https://twitter.com/NPU)
- YouTube: <https://www.youtube.com/user/northparku>
- Vimeo: <https://vimeo.com/npu>

Students have the opportunity to develop friendships, discover talents, and explore the world through many of these popular online channels. For faculty and staff, online channels allow thoughtful, purposeful engagement. For these reasons, North Park is committed to utilizing social media alongside traditional classwork as we all learn and grow together.

While North Park University encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Lines between personal and professional content, and between public and private content, are often blurred. Whether participating on behalf of the University, a University-related group, or personally, all users must follow the same behavioral standards online as they would in face-to-face or one-on-one interactions. Remember that the internet is not anonymous, nor does it forget.

- Guidelines for Use
- Unacceptable Posts That Will Be Removed
- Complaints and Reporting Violations
- Faculty and Staff: Personal Profiles
- Employee and Student Groups Posting on University Sponsored Sites
- Posting on Behalf of the University
- Non-Interference with Applicable Laws
- Questions About This Policy

## Guidelines for Use

### A. Take Responsibility and Be Transparent

1. You are responsible for anything you write or do online.
  - The speed of being able to publish your thoughts is both a great feature and a common downfall of social media. The time to edit or reflect must be self-imposed.
  - If in doubt over a post, or if something does not feel right, allow time for reflection before posting or ask a friend or colleague to review and provide feedback before posting.
  - Remember that satire and sarcasm are often misunderstood. Be careful how you use them.
  - Never underestimate the power of photographs and videos. They can help communicate your message in a creative, compelling way, but may also be easily misinterpreted, so use sound judgment in making selections.
  - Quality matters. Use a spell-checker.
2. Practice academic integrity.
  - Never post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.
  - Do not plagiarize—give proper attribution.
3. Practice personal integrity.
  - Do not make or endorse recklessly or maliciously false statements.
  - Never misrepresent your identity.
  - If writing in your personal capacity about University matters, make clear that the views you express are your own, not necessarily those of the University.
  - Do not pretend to have expertise, information, or authority you do not have.

### B. Respect Your Audience and Your Colleagues

1. Abide by the ethical, moral, and professional standards of North Park University as outlined in the North Park University Undergraduate Student Handbook. In particular, this includes the Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation.
2. Do not express, communicate, or link to libelous, defamatory, harassing, or pornographic content, even by way of example or illustration.
3. Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the University.
4. Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.
5. Think about the consequences of what you are posting.
  - Assume your writings will spread.
  - When responding to a negative post, first confirm facts, consider whether the poster deserves an apology for any reason, and consider responding offline, it may be a more effective way to resolve disagreements.
6. Except for legitimate academic or business purposes, faculty should avoid personal social media relationships with students, and administration should avoid personal social media relationships with staff under their supervision.

### **C. Respect the Property of Others**

1. Respect intellectual property rights.
  - Do not distribute copyrighted materials without the permission of the copyright owner.
  - Do not use trademarks or logos without the owner's permission.
  - Adhere to the user agreements (terms and policies) for each social media site with which they engage.
2. When using North Park University-owned computers or the campus network to access social media sites, comply with the Acceptable Use Policy.

### **D. Respect Confidentiality**

1. Respect personal boundaries and individual privacy rights. Public disclosure of private facts may cause serious emotional or psychological injury.
2. Do not post sensitive personal identifying information (such as social security numbers, student identification numbers, addresses, or birth dates). Such information may enable identity theft.
3. Do not post any information about another person that is protected from disclosure by law or professional standards (such as medical information or student education records). Check with your program or department to determine whether it has a specific social media usage protocol to ensure compliance with professional and privacy requirements of particular fields or governing/accreditation body.

### **E. Respect the University's Interests**

1. Do not post anything that interferes with your work, the University's educational mission, or the welcoming and diverse environment the University promotes as a Christian, city-centered, and intercultural institution.
2. Do not use the University's "brand" to endorse or promote a non-University product, opinion, cause, or political candidate. Avoid any statement that would make the reader think that the opinions you endorse or promote reflect the views of the University.
3. If you find negative posts by a third party about the University, its faculty, staff, or students that you believe needs a response by the University, contact the Office of Marketing and Communications.

### **F. Be Wary**

1. People who communicate with you online may not be who they claim to be. They may have an improper motive or seek information to which they are not entitled.
2. Posted information is often repeated and linked to other sources—anything you post may go viral, including your off-hand comments.

### **Unacceptable Posts Will Be Removed.**

Actions that are unacceptable in other settings are also unacceptable on University social media channels. Posts or interactions that violate our community standards and policies will be removed at the discretion of the University. These include, but are not limited to, the following:

- Harassment in any form.
- Failure to respect the rights of others, such as the right to privacy.

- Forgery or other misrepresentation of one’s identity.
- Distribution of copyrighted materials without the permission of the copyright owner.
- Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the Social Media Guidelines.
- Advertising/soliciting for non-University-sponsored products, programs, and events.
- Spam

North Park sponsored online forums should be used for discussion of general interests and issues relating to North Park, not specific individuals and situations.

The University cannot immediately review every comment posted on a North Park sponsored page. Opinions expressed are not necessarily those of the University and the University does not guarantee the accuracy of these posts.

Requests that content be removed from University social media channels, as well as comments about content, should be addressed to North Park University’s Office of Marketing and Communications.

### **Complaints and Reporting Violations**

If you feel that you have been harassed or victimized by another individual’s social media use, please report it following the complaint procedures outlined in the University’s Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation. If the individual you have a complaint against is another member of the North Park community, the University will take all steps possible to help you come to an appropriate resolution to the complaint.

Most social media channels offer a method for reporting offensive or harassing posts. For North Park sponsored sites, contact the Office of Marketing and Communications.

Students may also find it helpful to seek the support and advice of their resident director, the University’s social media manager, another trusted North Park University staff member, or the Dean of Students. Faculty and staff may contact Human Resources.

If you become aware of other violations of this policy, please report the violation to the Office of Marketing and Communications.

### **Posting on Behalf of the University**

Only administration-designated employees are permitted to post on behalf of the University. If you receive an external request for comment “by the University” or an inquiry requiring a response on behalf of the University, you should direct the request or inquiry to the Office of Marketing and Communications. Note: this rule does not prevent other members of the North Park community from commenting or responding to questions so long as they do so in their individual capacities.

## **Non-Interference with Applicable Laws**

This policy is not intended to restrict or interfere with the legal rights of any student or employee, including, but not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX or other equal opportunity laws, or any whistleblower protection law.

Questions About This Policy - Please contact the Director of Human Resources if you have any questions about this policy.

## **Photography Policy**

North Park reserves the right to use photograph(s), videotape(s), and audio recording(s) taken of or obtained from people/students on campus and/or at University-sponsored events for the purpose of promoting, publicizing, recruiting, or public relations involving the University. For more information, contact University Marketing and Communications. (<https://www.northpark.edu/about-north-park-university/university-marketing-and-communications/>).

## **Use of Electronic Devices**

The use of electronic devices by students in the School of Nursing and Health Sciences in the academic, simulation, and clinical settings to record video, audio, or photography is prohibited without explicit permission from faculty.

## **Email Policy**

Email is the official means for communication within North Park University. Information Technology will assign all students an official University email address. This address will be the one listed in all directories and the one used by the University for official business and communications. The University's email system can be accessed on- and off-campus through an Internet Service Provider.

The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address do so at their own risk. The University will not be responsible for the handling of email by outside vendors. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to their official email address.

The University has the right to communicate with students through email, and the right to expect that those communications will be read in a timely fashion. Students, faculty, and staff members are expected to check their official email address on a frequent basis in order to stay current with University communications. [www.northpark.edu/studenthandbook](http://www.northpark.edu/studenthandbook).

<https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/account-management/north-park-email/>

Students who undergo name, address, phone number or email address changes are responsible to submit these changes in writing to both Student Services and the SNHS office. Documents are often mailed using the information on record. Updating your information ensures that important communications will not be delayed.

## **Program Communication**

Emails to all students in the nursing programs are sent out to alert students to new information. It is the students' responsibility to check their North Park email at least once daily for any new information sent out by the School of Nursing and Health Sciences.

Students who undergo name, address, phone number or email address changes are responsible to submit these changes in writing to both Student Services and the School of Nursing and Health Sciences office. Documents are often mailed using the information on record. Updating your information ensures that important communications will not be delayed.

## **Student Identification Cards**

All registered North Park students must obtain a student identification (ID) card for the duration of time they are actively enrolled in the institution. Students should obtain their photo ID card from the Office of Student Administrative Services during onsite orientation. Students should have their ID cards in their possession while on campus or in clinical sites and must replace them (for \$10) if lost, stolen or damaged.

## **Enrollment Verifications**

The Registrar's Office verifies student enrollment status for the current term and/or past terms of enrollment to financial lending institutions for loans, to insurance companies for "good driver" discounts, and for scholarship receipt and/or continuance, health insurance coverage, and employment purposes. Verifications are processed in the form a student provides or on official University letterhead or forms.

## **Campus Security - Viking Shuttle**

The Viking Shuttle is driven by a North Park Security officer, providing an additional level of safety for passengers. The Viking Shuttle is a free service that operates continually during evening, late-night, and early morning hours.

When the Viking Shuttle is not in service, students may be able to use the North Park Security Escort Service. Vehicle and walking security escorts are available to assist individuals who are in need of transportation assistance or have safety concerns. Find out more about the Security Escort Service in the "Security Escort Service" section.

Hours 7:00 p.m.–2:00 a.m. when school is in session Not operational during fall, winter, spring, and summer breaks.

Cost Free; must show North Park ID to board To Request a Ride To request the Viking Shuttle, simply call (773) 244-5600 or use your LiveSafe app and provide the dispatcher with your location and destination.

The Viking Shuttle is a free vehicle service that operates continually during evening, late-night, and early morning hours with stops at key locations around the North Park campus. Students, faculty, and staff can get on and off the shuttle at any of the identified stops. The Viking Shuttle will be driven by a North Park Security Officer, providing an additional level of safety for passengers.

More information online: <http://www.northpark.edu/About/Campus-Safety-and-Security/Viking-Shuttle>

## **LiveSafe – Campus Security Application**

LiveSafe is a free personal safety mobile app for colleges. Students, campus employees, parents, and the community can use this to engage in a two-way conversation with our Campus Safety and Security Office, even when it's not safe to make a voice call. Users can quickly and easily contact 9-1-1 or North Park's security team to get help or report suspicious or unsafe activity.

App Features Report Information:

- Submit crime tips and safety information discreetly to local law enforcement and Campus Security, with the option to include picture, video, or audio evidence.
- Contact Police: Live-chat with dispatch to make a crime report and provide all the necessary details, or dial 9-1-1 to connect with the closest emergency services for immediate assistance.
- GoSafe with SafeWalk and SafeRide Requests: Invite friends or family to follow your location on a map as you're walking home. Connect with the Viking Shuttle or request a Security escort from North Park's Campus Safety and Security team to make sure you get home safely.
- Safety Map: Check out the Social Safety Map to get directions to the nearest safe location and information on the latest crime in the community.
- Access Campus Resources: Phone numbers for local services, including counseling and crisis support, are stored within the app so you can access them any time you need them.

[https://assets.northpark.edu/wp-content/uploads/20180813110708/UMC-16266-2018-2019-NPU-Undergraduate-Student-Handbook-FINAL-Single\\_Page.pdf](https://assets.northpark.edu/wp-content/uploads/20180813110708/UMC-16266-2018-2019-NPU-Undergraduate-Student-Handbook-FINAL-Single_Page.pdf)

## **Crime Statistics**

Crime statistics are published by the Campus Security Department and are available from the Office of the Vice President for Administration and Finance. Annual crime statistics and fire reports are made available to the entire campus community via the University website, and a daily crime may be requested by contacting the Director of Campus Safety at 773-244-5222.

## **Emergency Communication**

The safety of all members of the campus community is of utmost importance. It is important to review emergency information posted on campus and the additional details provided on the University website. Please see the following for discussion of the emergency alert system, website, social media and other communication channels, in addition to the emergency procedures to be followed under different circumstances <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/emergency-communications-and-procedures/#other-communication-channels>. Always call

9-1-1 immediately in a life-threatening situation. When safe to do so, inform Campus Security of all emergencies by calling 773-244-5600.

## **Withdrawal from University**

To withdraw from North Park University, the student needs to complete a withdrawal form with the Office of Student Administrative Services. This form requires a signature from the Financial Aid Office, Dean of Students, Student Administrative Services, and Housing Office, if applicable. If one is planning to withdraw at the start of a semester, it is recommended that the student review the refund policy on the Student Accounts webpage. Information on withdrawal for financial aid recipients can be located here <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/policies/policies-for-withdrawn-students/>

# School of Nursing and Health Sciences

## Performance Improvement Plan (PIP) Policy

### **PURPOSE:**

The purpose of this policy is to identify students with AT RISK behaviors who are in danger of failing a nursing course due to academic, clinical, or professional issues. The goal of this policy is to identify areas of improvement and assist the student in facilitating the development of their professional self. The Performance Improvement Plan (PIP) will outline behaviors that the student must improve upon in the nursing program, clinical area, or in the classroom.

### **POLICY:**

When a student is NOT meeting expectations, they are considered AT RISK, and a PIP may be initiated by any instructor within the School of Nursing and Health Sciences. A PIP will clearly identify the problem area(s) and outline a remedial plan of action for the student to follow. Clinical instructors will collaborate with the course coordinator before initiating a PIP with a student.

### **PROCEDURE:**

The instructor should complete the PIP form that will include the following:

- Objective(s) that have not been met.
- The circumstances and unsatisfactory behavior(s) that led to the PIP.
- Goals and/or expected outcomes of the PIP along with the date of expected improvement on the area that has been identified in need of improvement.
- Strategies and/or interventions to achieve the goals.
- The consequences of meeting or not meeting the goals.
- The date that the student and faculty will meet to evaluate the student's response to the PIP.
- The date and signatures of the student and initiating faculty upon meeting.

The instructor initiating the PIP should meet with the student in person to initiate the PIP and on the evaluation date to determine the effectiveness of the PIP. A copy of the initial completed PIP form (and any additions to it) should be retained by the initiating faculty, and copies should be provided to:

- the student
- the student's file
- the course coordinator
- the student's advisor
- the Selection and Progression Committee Chair
- the Baccalaureate Program Director.

If the PIP remains in effect for more than one week, the instructor should meet with the AT RISK student regularly for re-evaluation. Failure of the student to keep the evaluation appointment should be documented. Each meeting should be recorded on the PIP form to document whether goals have been

met/not met, if the PIP will be continued as is, if there are any changes to the plan, or if the plan has been completed. These notes should be signed and dated by both the student and the instructor. The Selection and Progression committee chair will ensure that a copy of the PIP is provided to the student, course coordinator, student's advisor, and the Baccalaureate Program Director.

The Selection and Progression Committee is responsible for tracking the student's PIP progress and notifying any of the student's other instructors of the PIP progress as necessary to provide a consistent approach in all courses.

If the student remedies the unsatisfactory behavior and meets course objectives by the end of the course, the PIP may be removed from the student's file upon the student's graduation unless the Dean of the School of Nursing and Health Sciences requires that the form be retained for other purposes related to student performance over the course of study. Failure to meet course or SNHS objectives or resolve unsatisfactory behavior(s) before the end of the course may result in failure of the course.

# PERFORMANCE IMPROVEMENT PLAN (PIP) - Page 1

The purpose of this plan is to identify students with AT RISK behaviors who are in danger of failing. This PIP will outline behaviors to improve in a course or in the nursing program, whether in the clinical area or in the classroom. Clinical instructors will collaborate with the course coordinator before initiating a PIP with an AT RISK student.

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Instructor Initiating PIP: \_\_\_\_\_ Date: \_\_\_\_\_

Initiation: Complete the following section upon initiation of the PIP.

<b>Date of Initiation:</b>	
<b>Identify objectives not being met:</b>	
<b>Describe the unsatisfactory behavior and/or circumstances, and the date(s) of observance:</b>	
<b>Expected Outcome/ Goals (include due date):</b>	
<b>The plan: strategies/ interventions to meet the objectives (be specific):</b> <b>Note:</b> Failure to meet the expected outcomes/goals may mean failure of the course.	
<b>Date/time that student and instructor will meet next to evaluate improvement (evaluation to be documented on eval tool and attached to this form):</b>	

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Course Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy sent to the student's Advisor on (Date) \_\_\_\_\_

Copy sent to chairperson of Selection and Progression Committee on (Date) \_\_\_\_\_

## PERFORMANCE IMPROVEMENT PLAN (PIP) –Page 2

PIP Evaluation: Complete the following section at each meeting with the student. Attach to Page 1 of the PIP.

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Evaluation – Not met and plan continues (explain):</b></p>		
<p><b>Evaluation – Continue with plan to demonstrate consistency of behavior (explain):</b></p>		
<p><b>Evaluation – Objective met (explain):</b></p>		
<p><b>Date / Time for next review:</b></p>		
<p><b>Instructor Signature:</b></p>		<p><b>Date:</b></p>
<p><b>Student Response and Signature:</b></p>		<p><b>Date:</b></p>

PIP Resolved (Send copy to Chairperson of Selection & Progression Committee):

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Prelicensure Nursing Clinical Incident Policy

## Guidelines for Clinical Incident:

A clinical incident is any event, circumstance, injury, unprotected exposure to a pathogen, or accident which occurs during a clinical practicum/placement that caused or could have caused (Near Miss) unplanned harm, suffering, loss or damage. Promoting student and patient safety is the first priority in responding to a clinical incident. In addition to clinical incidents, Near Miss events will also be tracked.

According to the Intensive Care Society (2006), Clinical Incidents are usually categorized as:

- Clinical incident / near miss
  - An event or omission has arisen during clinical care and has caused physical or psychological injury to a patient
  - Potential physical or psychological injury to a patient could have been caused by an event or omission
  - Matters of communication or consent to treatment which give cause for concern
  - Drug errors (failure of proper identification, inaccurate dosage etc.) which cause actual or potential harm to the patient
  - Failures or weaknesses in clinical procedures and/or guidelines
  - Slips, trips or falls
- Medication error / near miss
- Patient accident / incident / near miss
- Staff accident / incident / near miss
- Staff work related ill health
- Staff violence / abuse / harassment
- Security incident
- Other near miss

For any event that requires an incident report at the hospital or health care agency, the clinical faculty, if they are able, should get a copy of any agency documentation and submit it to the course coordinator who will keep it on file in the SNHS Office. Follow the hospital guidelines regarding the follow-up of the incident, including, but not limited to, completing the institutions incident report and any required follow-up with an appropriate practitioner.

If a student is working one on one with a nurse preceptor all incident reports involving the student or student's patients need to be signed by the preceptor, and supervising faculty must be notified immediately. All incidents must be reported to the course coordinator.

Along with any agency documentation, clinical faculty should write a short summary of the occurrence on the Clinical Incident Form (this form is available on the Nursing Clinical Faculty Office 365 OneDrive available through the North Park University email system). If the clinical

faculty is unable to receive a copy of the agency documentation due to it being a part of the EMR system or other HIPAA reasons, please provide a detailed description of the incident to the Course Coordinator. PLEASE return this form to the course coordinator as soon as possible.

#### Clinical Incident Procedures:

- Any injury requiring **immediate**, emergency care should be treated at the nearest emergency facility. Please notify the course coordinator as soon as possible. The course coordinator will notify the SNHS as soon as possible to report the incident and to ask for help, if needed, for the student.
- When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator, if necessary, agency employee health, and the SNHS are to be notified. If an employee health department is available, follow OSHA guideline and hospital/agency policy for **immediate** treatment. If an employee health department is not available, you can contact North Park University Health Services at 773.244.4897 who will assist the student in setting up a referral to Swedish Covenant Hospital for evaluation and treatment, if necessary. Institute any necessary treatments that should be carried out on site.
- Students are required to have their own health insurance and should be referred to their own health care provider for recommendations for follow-up treatment. **Students are financially responsible for any costs incurred for any care that is required as a consequence of the incident.**

#### References

Intensive Care Society. (2006). Standards for Clinical Incident Reporting in Clinical Care.

Retrieved from

[http://icmwk.com/wpcontent/uploads/2014/02/critical\\_incident\\_reporting\\_2006.pdf](http://icmwk.com/wpcontent/uploads/2014/02/critical_incident_reporting_2006.pdf)

**North Park University School of Nursing Clinical Incident Form**

Student:

Hospital/Unit:

Date/Time:

Clinical Faculty/ Course Coordinator:

Course:

Was an incident report (risk management documentation) completed for this event at this hospital/agency? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the unit Nurse Manager Notified? Yes \_\_\_\_\_ No \_\_\_\_\_

Nurse Manager name/phone: \_\_\_\_\_

Describe the incident (include the individuals present during the incident):

Describe immediate actions taken related to patient, student, or staff involved:

Document any follow-up action indicated at this time:

Notify STAT and send copies of this completed form to the Clinical Course Coordinator

Clinical Course Coordinator \_\_\_\_\_ notified (date/time) \_\_\_\_\_

Clinical Instructor Signature:

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# Academic Integrity

## Code of Conduct

Faculty work to create an atmosphere of value-based education. All students who enroll in these programs are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning environment. These expectations include, but are not limited to:

- Giving appropriate attention to college level work
- Employing civility in academic activities
- Exhibiting academic humility and receptivity to learning
- Attending classes, arriving on time and participating as a fully engaged member of the class
- Accepting personal responsibility and accountability for own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a North Park student

## Academic Integrity

All students and faculty are expected to possess a high standard of conduct and personal integrity in academic work. Academic dishonesty is defined as any act of deception in an academic setting. Deception may take many forms including, but not limited to cheating, unauthorized use of any resources or materials in an academic exercise, inventing information, plagiarizing the work of another and representing them as one's own, and others (see the North Park University Undergraduate Student Handbook for the University policy regarding academic integrity).

All work done for a course must be original for that course unless student has received prior permission from the instructor. Anytime a student uses work from a previous paper or assignment, appropriate citation must be provided as for any outside source. Falsifying practicum hours is considered academic dishonesty and is subject to failure of the course and dismissal from the program. University policies related to academic dishonesty can be found in the NPU Undergraduate Student Handbook.

To acquire an education that is complete and authentic, individuals must treat the academic pursuit with respect. All members of the North Park University community are obligated to maintain an atmosphere conducive to academic work so that the educational mission of the University will not be hindered.

Academic life at North Park University is full of challenges and meeting those challenges should be a student's primary objective. The University requires students to adhere to the following policies in order to ensure the honesty and integrity of their academic performance. Violation of these policies can include, but are not limited to, any of the following situations described below. Students found in violation of any part of the policy, written or implied, will be subject to the Student Conduct Process.

[www.northpark.edu/studenthandbook](http://www.northpark.edu/studenthandbook)

## Statement Concerning Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park University, and may result in dismissal from the University. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the Baccalaureate Nursing Student Handbook and North Park University Undergraduate Student Handbook.

## Categories and Definitions of Academic Dishonesty

### Cheating on Quizzes, Tests, and Examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following:

- Looking at an examination paper or answer sheet of another student.
- Obtaining, prior to the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test prior to its administration, without the express permission of the instructor.
- Using any unauthorized materials or equipment during an examination.
- Cooperating or aiding in any of the above.

### Plagiarism

Any attempt to represent the words or ideas of another (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to the following:

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Multiple submissions of one's own original work (self-plagiarism).

### Alteration of Academic Records

Examples include, but are not limited to, the following:

- Changing documentation in Student Administrative Services (by computer or any other means).
- Changing entries in an instructor's grade book.

- Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

## **Sabotage**

Examples include, but are not limited to, the following:

- Stealing, destroying or altering another's academic work (such as an artwork, a computer program, a lab experiment or report, a paper).
- Hiding, miss-shelving, mutilating, or otherwise abusing library materials to keep others from using them.

## **Substitution**

Using a proxy, or acting as a proxy in an academic exercise. Examples of substitution include, but are not limited to, the following:

- Taking an examination for another student.
- Doing homework assignments for another student.

## **Judicial Procedures for Cases of Academic Dishonesty in the School of Nursing and Health Sciences**

The instructor, on becoming aware of a possible instance of academic dishonesty, shall:

1. Notify the student of the charge against him or her.
2. Report the findings to the Baccalaureate Program Director and the appropriate Selection and Progression Committee chair.

A student or staff or faculty member who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate committee chair.

The appropriate dean, on receipt of the instructor's report, shall:

1. Convene a meeting with the instructor and student.
2. Evaluate the instructor's evidence and hear the student's response.
3. Determine if an infraction has occurred and if so, the appropriate penalty, taking into consideration the instructor's recommendations.
4. Inform the student of their right to appeal.
5. Inform and provide a written copy of the final report to the Dean of Students and University Dean in the Office of the Provost.
6. Keep appropriate records of each case to its completion.

## Repercussions

One or more of the following penalties may be imposed once academic dishonesty has been confirmed (previous infractions will be considered in the imposition of such penalties):

- A record of the infraction placed in the student's permanent record file.
- A failing grade on the examination, paper, or project.
- A failing grade in the course.
- Exclusion from participation in the athletic, musical, and other extra-curricular programs of the University.
- Suspension from the University for an appropriate period.
- Dismissal from the University.

The student may:

1. Accept the decision and the penalty
2. Appeal the decision in writing to the appropriate Selection and Progression Committee. The appeal must come within two weeks of the decision.

Following the second decision of the Selection and Progression Committee the student may:

1. Accept the decision and the penalty.
2. Appeal the decision in writing to the Office of the Dean of the School of Nursing and Health Sciences. The appeal must come within two weeks of notice of the decision.

The Dean of the School of Nursing may:

- Reverse the decision and dismiss the case.
- Confirm the decision and the penalty imposed.
- Confirm the decision and alter the penalty.

The student may:

- Accept the decision of the Dean of the School of Nursing.
- Appeal to the Academic Judicial Committee.

Full Policy can be found in the North Park Student Handbook: [www.northpark.edu/studenthandbook](http://www.northpark.edu/studenthandbook)

## Student Grievances & Appeals Process in the School of Nursing

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below apply to any concerns involving academic issues other than allegations of academic dishonesty (addressed in the related section above) or issues related to student progressions (addressed under “progressions” in an earlier section of this handbook). In all instances, it is important that grievances be presented promptly. Any appeal of the concerns outlined below must be initiated in the academic year of the occurrence. However, any appeal of a course grade must occur within 90 days of course ending. Students are responsible for keeping papers and assignments to support a grade appeal. A failure to comply with the timing requirements is grounds for denial of the grievance

The North Park University Undergraduate Student Handbook outlines the grievance process, which is referenced on the next page. However, there are additional steps that should be taken first when a student has a grievance within the School of Nursing, those steps are outlined below.

AREA OF CONCERN	PROCEDURE
<p>1. Concerns in a specific course, which may include the following:</p> <ul style="list-style-type: none"> <li>A. Course expectations, requirements, content</li> <li>B. Teacher performance</li> <li>C. Student performance</li> </ul>	<p>The student may present an appeal/issue, in writing, in the following order:</p> <ul style="list-style-type: none"> <li>A. Individual course instructor</li> <li>B. Course coordinator</li> <li>C. Undergraduate Program Director, School of Nursing</li> <li>D. Dean of the School of Nursing and Health Sciences</li> </ul>
<p>2. Grade appeal</p>	<p>The student may appeal a grade, in writing, in the following order:</p> <ul style="list-style-type: none"> <li>A. Individual course instructor</li> <li>B. Course coordinator</li> <li>C. Selection and Progression Committee for Undergraduate Programs</li> <li>D. Dean of the School of Nursing</li> <li>E. Office of the Provost</li> </ul>
<p>3. Selection and progression issues/concerns</p>	<p>If a student does not meet all requirements for admission and progression within the nursing major, appeals may be made in writing to the Selection and Progression Committee for Undergraduate Programs.</p>

4. General curricular concerns	Contact the appropriate student representative to the Baccalaureate Academic Programs Committee of the School of Nursing. Each class representative will submit agenda items to the Chairperson of the committee.
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## University Grievance Procedure:

The process outlined below applies to any grievance involving academic issues other than allegations of academic dishonesty. The procedure for addressing allegations of academic dishonesty is set forth in the section on academic integrity.

**Step 1:** The aggrieved student must first confer with the staff member, faculty member, or student involved in an attempt to resolve the problem. If the student is not comfortable with first addressing the staff or faculty member you may skip to

**Step 2.** You may also choose to report any non-academic grievance through the Report an Incident Student Form in the self-referral system (EARS). Step 2: Unresolved grievances shall be filed in writing by the student with the appropriate staff or faculty member’s supervisor and/or human resources. In the case of a grievance against a student, the written grievance shall be presented to the Dean of Students. In consultation with the assistant vice president for human resources, Dean of Students and/or the supervisor will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible. This step is generally concluded within ten (10) business days of the date the grievance was received.

**Step 3:** If the student is dissatisfied with the prior decision, the student can present the grievance, in writing, to the Vice President, Provost, or Dean, as appropriate. The grievance should be presented promptly and in no event, later 42 North Park University than five business days after the Step 2 decision. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The Vice President, Provost, Dean receiving the grievance, or a designee to whom they assign responsibility for resolving the grievance, will conduct any investigation deemed necessary, including joint meetings among the student grievant, the person who is the subject of the grievance, if any, and a University official responsible for any policy or procedure at issue. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park University Community. The appropriate Vice President, Provost, Dean or designee will promptly render a decision.

**Step 4:** If the student is dissatisfied with the decision at Step 3, the student may appeal to the President of the University. The appeal must be taken no later than five business days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain

why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of any related documentation shall be attached. The President shall determine the appeal based upon the record presented, and any additional investigation the President deems appropriate. The decision of the President shall be final and binding.

This policy can be found in the NPU Undergraduate Student Handbook:

([www.northpark.edu/studenthandbook](http://www.northpark.edu/studenthandbook))

# North Park University - Prelicensure Nursing Program

## Professional and Technical Standards

The School of Nursing at North Park University offers an academically rigorous Bachelor of Science degree in nursing. The purpose of the program is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (2009). Inherent in the standards and the professional and technical standards of the School of Nursing, is that students be held to high standards of competency in order to perform responsible, safe care. This requirement is clearly described in all course syllabi and clinical evaluation tools.

Nursing is a practice discipline and successful completion of the nursing program requires that students be able to demonstrate the ability to perform numerous essential skills. These skills require dexterity in a number of intellectual and functional domains. All students are assessed in practice lab and clinical practicums throughout the program to confirm adherence to the technical standards with or without accommodation.

### **Intellectual Requirements:**

Critical thinking is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information. Students must demonstrate an ability to apply gathered information, their reasoning and analysis to find solutions to complex problems and situations in the classroom and clinical setting.

### **Gross and Fine Motor Requirements:**

Nursing students must be able to provide general nursing care (including completing patient assessments, preparing medication and administering treatments). Students must be able to function in an emergency situation, e.g., by providing CPR, and have the ability within reasonable limits to assist a patient in moving, such as from a chair to the bed.

### **Observational Skills:**

Nursing students must be able to observe patients accurately to assess their condition and perceive signs of disease and responses to treatments through physical examination, visual images, auditory information (patient voice, heart tones, bowel and lung sounds) and palpable changes in certain organs and tissues.

### **Communication Requirements:**

Nursing students must be able to communicate effectively with patients, staff, physicians, and family members, orally and in writing. Students must be able to process and accurately convey information about patient status to faculty, staff, and other health care providers in a timely manner.

**Social and Behavioral Requirements:**

Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining a mature, sensitive and effective relationship with patients, family, and other professionals.

**Professional Integrity and Ethical Standards:**

The School of Nursing recognizes the link between honesty in the academic area and professional integrity. The student is referred to the Baccalaureate Student Handbook and the policy for Ethical and Safe Nursing Practice.

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies while providing nursing care as a student. Students must agree to maintain the highest standards of professional integrity with regard to this information and comply with all requirements regarding the privacy of patient records. This includes but is not limited to written, oral and electronic social-networking transmission of information. For more information students are referred to <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

After being admitted to the nursing major, the student is responsible for notifying his/her nursing instructor of conditions that impact the student's ability to meet the School of Nursing's Technical Standards. Any change which adversely affects the student would require the student to provide appropriate documentation (as determined by the School of Nursing) reflecting the student's continued ability to meet the Technical Standards.

If accommodation is necessary to participate in the nursing curriculum, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Office of Student Enrichment and Support Services and the School of Nursing on an individual basis using the above Technical Standards. The accommodation needs to be in place prior to the start of the program or may result in a delay in starting. North Park University provides reasonable accommodations to those students who qualify under the Americans with Disabilities Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's responsibility to contact the Office of Student Enrichment and Support Services and request accommodation in a timely manner.

## School of Nursing Psychological Fitness Policy\*

### Policy:

The Office of the Dean (Administrative Council) of the School of Nursing and Health Sciences (SNHS) can require a student to undergo psychiatric evaluation if the student exhibits disturbances in thinking, communication, mood or behavior that impairs didactic, clinical or social performance or if the student's behavior potentially places other students, faculty, staff, patients or others at risk. Risk is defined as behavior that poses a danger of causing harm to others, property damage, or impeding the lawful activities of others. Input from relevant sources (persons who have observed the disturbances or impaired performance and those familiar with the student's performance history) will be used in making a decision to request a psychiatric evaluation of the student. All communications shall be treated in a confidential manner.

### Procedure:

When a faculty member or institutional officer concludes that a student is exhibiting impaired performance as described above, he or she should immediately contact the office of the Dean of the SNHS.

1. A member of the SNHS Administrative Council (dean, director of the graduate program or director of the undergraduate programs) will interview the student. Pertinent information will be gathered as needed.
2. Following step one, the member of the Administrative Council in consultation with the Selection and Progression Committee of the student's program will:
  - a. Determine that no action be taken, or
  - b. Refer the student for a psychiatric evaluation. The student academic progress may be suspended pending completion of the evaluation.
3. If an evaluation is recommended the appropriate program director will:
  - a. Seek immediate intervention if the student's behavior poses a danger of harm to others.
  - b. Notify the Office of the Vice President for Student Engagement.
  - c. Notify the student in writing of the committee's decision.
4. The student will meet with program director and will be referred to a clinician for evaluation. A date will be provided to the student by which the evaluation must be completed.

5. A signed release will be obtained from the student so that the clinician may report the results of evaluations and any recommendations.
6. In a written report, the clinician will communicate the capacity of the student to fulfill the nursing student role requirements, any therapeutic recommendations, and any accommodations believed medically necessary to enable the student to fulfill role requirements.
7. The SNHS Administrative Council will consider the clinician's written report and any reported observations of the student's conduct and performance, and the requirements for successful progress without risk of harm to others and determine the appropriate course of action, which may include conditional continuation or withdrawal from the program.
8. Further progress of the student in the program may also be denied based on the student's noncompliance in seeking the evaluation, non-cooperation during the evaluation, subsequent noncompliance with treatment recommendations or the SNHS's inability to provide the necessary accommodations without risk of harm to others.
9. Students may appeal a requirement to undergo evaluation or a decision pursuant to steps 7 and 8. Appeals should be submitted in writing to the appropriate program director.

\*Nothing in this Policy prevents encouraging students to voluntarily seek counseling or treatment believed to be beneficial to the student.

## **Ethical and Safe Nursing Practice**

Quality nursing practice is essential for ethical and safe patient care. Violation of such practice is defined below, so that nursing students may be aware of the seriousness of his/her actions. Unethical and/or unsafe practice may result in a clinical failure and/or expulsion from the nursing program.

The following are examples of unethical and unsafe nursing practice. The list is not exhaustive;

1. Performing activities for which the student is not prepared, or which are beyond the abilities of the student.
2. Performing activities that fall outside the legal realm of professional nursing practice.
3. Recording or reporting inaccurate patient data.
4. Failing to recognize and/or report and record own errors.
5. Having mental, physical or cognitive limitations which endanger the safety of a patient.
6. Violating HIPPA regulations.
7. Behaving in a disrespectful manner towards patients, families, faculty or other members of the health care team.
8. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medication which may impair performance. The clinical faculty member must be

notified immediately of any prescriptions which may impair performance taken before or during clinical.

The following actions may be taken by the clinical faculty if a student demonstrates unsafe or unethical behavior:

1. Immediate dismissal from the clinical area.
2. Assignment of additional learning activities to assist the student to meet the clinical objectives.
3. Written contract with a student which specifies the criteria and/ or the activities the student must complete in order to change the unsafe behavior.
4. Suspension from the clinical area if the student repeats the unsafe or unethical nursing behavior. This will result in failure of the course.

All clinical suspensions will be reviewed by the appropriate Selection and Progression Committee in the School of Nursing.

## **School of Nursing and Health Sciences Civility Policy**

Civility in the Classroom and Clinical Setting:

Civility is defined as an authentic respect for others that requires time, presence, willingness to engage in genuine discourse and intention to seek common ground (Clark, 2010). In alignment with Provision 1.5 of the ANA Code of Ethics for Nurses with Interpretive Statements, which requires all nurses to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect” (p.4), students are responsible for exhibiting such behaviors in the classroom and clinical setting.

The following are acts of incivility. The list is not exhaustive. Incivility will not be tolerated.

1. Eye-rolling.
2. Rudeness.
3. Disruptive behaviors.
4. Making disparaging remarks.
5. Failing to act when warranted.

One or more of the following penalties may be taken by the faculty once incivility has been confirmed:

1. Record of the infraction placed in the student file
2. Failing course grade
3. Referral for counseling/psychiatric evaluation
4. Dismissal from the program

All occurrences of incivility will be reviewed by the Selection and Progression Committee of the School of Nursing.

## Clinical Education

Nursing is a practice discipline; therefore, the education of professional nurses is a combination of classroom experience and experiential opportunities. These experiential opportunities will include work in the nursing learning resource center (NLRC), the simulation center, and in health care agencies in the greater Chicago area. The credit for these laboratory experiences is 1:3, meaning for each semester of course credit the student will spend 3 hours in the clinical environment.

## Dress Code Policy

The purpose of these guidelines is to provide a uniform dress code, which applies to all students in the prelicensure nursing program at North Park University and avoids any distracting apparel, in accordance with hospital guidelines.

1. The student is to be well groomed at all times; presenting a professional appearance.
2. Nursing Uniform for Acute Care Facilities
  - a. The nursing uniform shirt is a blue, pocketed top with the North Park logo on it. It is worn with blue uniform scrub pants, white hose/socks and all white leather shoes that meet OSHA guidelines.
  - b. The lab coat is white, knee length with the North Park logo.
  - c. A blue warm-up jacket with the North Park logo may be used in the clinical setting. The student's nursing deposit includes two tops, one pair of pants, and one lab coat.
  - d. Uniforms are freshly laundered for each clinical experience. Uniforms are worn for clinical experience only. Uniforms and shoes worn to clinical should not be worn outside the clinical area.
  - e. No long sleeve tee shirts will be worn under the uniform shirt. Students may wear  $\frac{3}{4}$  length sleeves that cover the elbow.
3. Nursing Uniform for Community Health Experiences, Psychiatric Clinical, and Geriatric Internships: Student dress will follow the specific agency policy.
4. Students will wear name badges, either provided by the agency or their NPU ID's, at all times in the clinical area.
5. The use of a smart watch is prohibited in the clinical setting.
6. The wearing of perfume, jewelry, head apparel (except where mandated by religion), sweat pants, clogs, sandals, sling backs, or high heels is not appropriate.
7. Personal Appearance
  - a. Strict personal hygiene is required.
  - b. Nails are to be maintained at a shorter length (1/4 inch from fingertip), and are to be kept in clean and healthy condition. Artificial nails are prohibited for ALL. Clear nail polish may be worn as long as it is in good repair.
  - c. Hair is off the collar or controlled by a hair-restraining device (e.g., barrette).
  - d. Jewelry is limited to a watch with second hand and minute demarcation, wedding band, and post or single-button earrings. No visible body-piercing hardware is allowed.

8. Students must abide by any special requirements of the clinical facilities with regard to dress.
9. Clinical faculty will maintain and enforce the dress code

## **Other Items Needed for Lab or Clinical Practice:**

1. Stethoscope with bell and diaphragm
2. Nurse-Packs – purchased from the School of Nursing as part of program deposit.
3. Watch with second hand and minute demarcations.

## **Transportation**

The student will assume the cost of transportation to and from the clinical agencies. Transportation is the student's responsibility.

## **Kathy Holmgren Simulation Center**

The Kathy Holmgren Simulation Center is located at 3313 W. Foster Avenue. Students will have scheduled simulation experiences in addition to their clinical courses to strengthen concepts learned in the classroom and build skills that they will use in the hospital.

Confidentiality Statement and Photography/Audio Recording Release forms for North Park University's Simulation Center are retained until the student graduates from the Undergraduate program. If the student starts in the undergraduate program, graduates, and then begins the graduate program, he/she will sign the confidentiality statement again.

Video recordings will be deleted two weeks after the semester ends unless otherwise indicated in writing by the course faculty.

## **Nursing Learning Resource Center (NLRC)**

The nursing learning resource center (NLRC) on the University Campus is in Carlson Tower, rooms C22, C23, C53, C55 & C56. The center is open for student practice and independent study Monday through Friday (days and evenings) during specified hours. Assistance is available during the NLRC's open hours. A schedule for the NLRC is posted by the door of C55. Please note that the schedule changes each semester.

## **NLRC Equipment Sign out Policy for Students**

Equipment sign out (borrowing) is at the discretion of the NLRC staff or faculty. The student should contact the NLRC staff with specific requests. Nursing lab equipment will be signed out from the nursing lab during **open lab hours** unless special arrangements have been made. A specific sign out form will be utilized, and it is the student's responsibility to return the equipment to the NLRC staff by the end of the Quad (unless otherwise indicated). Lab equipment must be returned during open lab hours to lab staff

or faculty. If the lab is not opened a student may return the equipment to the School of Nursing and Health Sciences office. If the student fails to return the equipment by the agreed upon time, he or she will not receive a final course grade until the equipment is returned, will not be allowed to borrow equipment from the lab in the future, and will be required to pay the cost of the equipment if damaged or lost.

## **Policy for the Safe Handling of Medical Supplies Supplied by the School of Nursing for Lab Use**

Medical supplies and equipment supplied by the North Park University School of Nursing for use in the Nursing Lab Resource Center (lab) are intended for educational purposes only. They are not guaranteed to be sterile or of quality safe for human use. They should not be used on humans or animals.

Needle-stick injuries are wounds caused by needles that accidentally puncture the skin. The term “sharps” means objects or devices with sharp points, protuberances or cutting edges that can cut or pierce the skin. Unsafe disposal of needles and syringes is illegal. Regulations require that needles and sharps be disposed of in a rigid-walled, puncture-resistant, sealed container. These red containers are available in the lab.

Needles and sharps should not be disposed of in the general waste. This puts others at risk of injury. In addition, a person injured by a lab needle found in the general waste does not know if the needle is contaminated or not, so might have to go through unnecessary testing and medication treatment as well as much anxiety. Needles and sharps should not be disposed of in drains or toilets because they may then be washed out into other areas.

Therefore, students should dispose of their practice needles and sharps in the red sharps containers in the lab. Students should dispose of IV tubings and bags in the general waste containers in the lab after any fluid in the tubings or bags is emptied into the sink.

In order to receive their nurse pack and practice equipment, students will be asked to first read this policy and sign a form indicating they have read it and agree to comply.

## **Approximate Program Expenses for Prelicensure Students**

Please note that the prices of items listed below are subject to change:

1. A laboratory fee of \$125.00 is charged for each clinical nursing course. This fee covers educational resources for the course as well as annual liability insurance.
2. A clinical fee of \$915 is charged for each major clinical course, approximately \$1830.00 per semester. This cost is due to the increased institutional costs associated with the delivery of these courses.
3. Payment for the ATI testing program is \$165.00 per semester. There is a one-time \$120 skills module fee assessed the first semester. If the student has to repeat a clinical course, they will

have to pay the additional ATI fee. If the Comprehensive Predictor Assessment must be taken beyond the two allowed prior to graduation a \$58.00 fee will be paid by the student for each assessment they take.

4. A onetime Nursing 3520 - Hospital On-Boarding Fee is \$36.50 required by Lurie's Children's Hospital
5. Graduation fee (required of all North Park graduates) \$150.00.
6. Agency specific fees: these fees are occasionally required by clinical agencies to facilitates on-boarding requirements.
7. University Technology fee is \$125 per semester for AY 2018/2019.
8. CTA UPASS (all full-time, traditional undergraduate students) is \$150.00 semester

For the most current list of fees, see our website: <http://www.northpark.edu/tuition>

## **Foreign Exchange Opportunities: Study in Sweden**

North Park University has a strong commitment to study abroad programs. The School of Nursing and Health Sciences has a bilateral exchange program with the School of Health Sciences at Jönköping University in Jönköping, Sweden. Nursing students may study abroad for a semester and take select nursing classes. Please contact Dr. Linda Duncan for more information about the study abroad programs. 773.244.5697 or [lduncan@northpark.edu](mailto:lduncan@northpark.edu) [www.northpark.edu/studyabroad](http://www.northpark.edu/studyabroad), <http://ju.se/en/about-us/school-of-health-and-welfare.html>

## **Organizations and Committees**

All nursing students are encouraged to participate in campus activities including student government (Student Association). The student association and other student organizations and committees are described in the general NPU Undergraduate Student Handbook.

### **Representation on University Faculty Committees**

Two students, appointed by the Student Senate, are representatives to the Board of Directors of North Park University. They may take part in discussions but do not have an official vote. Students are also appointed by the Senate to serve on all standing committees of the University and do have voting privileges.

### **Student Nurses' Association (SNA/SNAI/NSNA)**

North Park nursing students are encouraged to become active members of the Student Nurses' Association (SNA). The SNA is a chapter of the NSNA (National Student Nurses' Association), and is affiliated with the ANA (American Nurses Association). At the state level the organization is called the SNAI (Student Nurses' Association of Illinois).

North Park SNA is eligible to be considered a chapter of the SNAI with a minimum of 10 members. State approved schools with a minimum of 15 members qualify for constituency status with the National

Student Nurses' Association. These pre-professional organizations promote participation in professional organizations, community service, scholarships, legislative action, professional consultation, and increased opportunities for graduates' professional growth and development.

The School of Nursing Faculty Council will appoint a nursing faculty member to the SNA/SNAI/NSNA committee.

## **Sigma, Kappa Nu Chapter**

Sigma Theta Tau is the International Honor Society of Nursing. The Kappa Nu Chapter of Sigma Theta Tau was chartered at North Park University in 1988. This society recognizes scholarship and leadership in nursing. Nursing research and publication are promoted through chapter activities.

Membership is open to all North Park Nursing students who have completed their first year of nursing, are in the upper third of their nursing class, and have a minimum GPA of 3.00. Meetings are held quarterly. Yearly, invitations to apply will be sent out to eligible students.

Members receive chapter newsletters, subscriptions to reflections, the international newsletter, and image, the journal of nursing scholarship, and access to scholarship and research funds.

## **Student Representation on the Baccalaureate Academic Programs Committee**

Elected students serve, with responsibilities and voting privileges, on the Baccalaureate Academic Programs Committee (BAPC). Each class in the nursing major (i.e., junior and senior classes, the RN-BSN Completion Program is considered a separate class) elects one representative to the BAPC. The purpose, functions, and guidelines for the BAPC are available from the committee's faculty chairperson. Please contact the Baccalaureate Program Director, Peggy Kotowski, if interested, [mkotowski@northpark.edu](mailto:mkotowski@northpark.edu).

## **Representing the School of Nursing**

Any use of "SNA", "School of Nursing" or "North Park University" in any combination needs to be approved by the School of Nursing and Health Sciences. This can be done through the SNA or directly brought to the School of Nursing and Health Sciences for approval.

# Senior Awards Designated by the School of Nursing

The following awards are selected each semester by the faculty and presented to graduating seniors during the pinning ceremony.

Dr. Ralph Erickson	Excellence in Academic or Clinical Performance Minimum GPA of 3.5 Faculty recommendation	Delores H. Johnson	Outstanding Academic & Clinical Excellence & Significant Contribution to Campus Life Minimum GPA of 3.5 Faculty recommendation
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## Pinning Ceremony

The Pinning Ceremony is held on the Friday of commencement weekend to honor nursing students in the graduating class. Students who purchase the School of Nursing pin will receive it during this ceremony. Guidelines, prices, etc., for the School of Nursing pin will be reviewed with the students during their final semester of the program.

## Nursing Student FAQ

### Where can I find the Baccalaureate Student Handbook that was distributed at orientation?

The current handbook is always available on the [www.northpark.edu](http://www.northpark.edu) BSN webpage: <https://www.northpark.edu/academics/colleges-and-schools/school-of-nursing-and-health-sciences/undergraduate-studies/>

### When do I have class?

The Academic Calendar has the official dates that school is in session and can always be found online at: <http://www.northpark.edu/Academics/Academic-Calendar>

### Health issue?

If a student has an extended health circumstance/major change since their initial physical on file, they need to submit a doctor's note confirming that they are able to participate in clinical. The note should be turned into the Baccalaureate Program Coordinator and will remain on file with the School of Nursing.

### Are clinical days ever cancelled?

- If the university closes because of a snow day or for other dangerous weather conditions, clinical will be canceled. Snow day closures are posted on the main university website. Students and clinical faculty will be notified by the course coordinator via email.
- Clinical is in session unless notified specifically by your clinical faculty or course coordinator.
- If you are already at the clinical site when severe inclement weather is impending, your clinical faculty will make the decision to dismiss early.

### **I have been called to Jury Duty, what should I do?**

You may be excused if jury duty will cause you undue hardship or extreme inconvenience. You should submit a schedule of your classes and an expected date of graduation from your advisor. The court will consider each request on a case-by-case basis.

According to - <http://www.ilsd.uscourts.gov/JuryFAQ.aspx#student>

Jury Duty will not be considered an excused absence from clinical.

### **When do I stay home from clinical if I am sick?**

You need to use your best judgment and common sense to determine if you are too ill to attend clinical experiences. Remember, patients in the hospital often have weakened immune systems and your first responsibility is patient safety. The following guidelines will help you with this decision making process.

- You should notify your clinical instructor **and** leave a message with the unit where you are scheduled as soon as you make the determination that you are too ill to attend clinical.
- Make sure the first day of clinical that you have contact information for your clinical instructor and the unit at the hospital or agency you are assigned to.
- It will help if you have a thermometer on hand to check your temperature if you are feeling ill.

Students may need help determining if they are “sick enough” to stay home from clinical.

Students should not attend clinical if they:

- Have a fever (temperature above 100.5° F)
- Students should be free of fever for a full 24 hours--without medications that lower temperature like acetaminophen (Tylenol) or ibuprofen (Advil) --before returning to clinical
- Have an open wound
- Have vomiting &/or diarrhea
- Have an undiagnosed rash on exposed skin
- Are on medications that cause significant drowsiness or make them unsafe to drive
- Have been on antibiotics for less than 24 hours for a communicable bacterial infection
- Students in OB cannot attend clinical if they have any cold sores or other herpetic infection that are visible

### **How do I know if I have the flu?**

Students who suspect they have the flu should not attend clinical. If they have the flu (see below) they need to stay home from clinical and class for at least five days after the symptoms start or after the symptoms have subsided and they have no fever for at least 24 hours.

From CDC website: <http://www.cdc.gov/flu/professionals/acip/clinical.htm#signs>

The typical incubation period for influenza is 1-4 days (average: 2 days). Adults shed influenza virus from the day before symptoms begin through 5-10 days after illness onset. However, the amount of virus shed, and presumably infectivity, decreases rapidly by 3-5 days after onset. .

Uncomplicated influenza illness is characterized by the abrupt onset of constitutional and respiratory signs and symptoms

- fever,
- myalgia
- headache
- malaise
- nonproductive cough
- sore throat
- rhinitis
- Among children, otitis media, nausea, and vomiting also are commonly reported with influenza illness.

Uncomplicated influenza illness typically resolves after 3-7 days for the majority of persons, although cough and malaise can persist for >2 weeks. However, influenza virus infections can cause primary influenza viral pneumonia; exacerbate underlying medical conditions (e.g., pulmonary or cardiac disease); lead to secondary bacterial pneumonia, sinusitis, or otitis media; or contribute to co-infections with other viral or bacterial pathogens.

**Do I need a note from a health care provider if I miss clinical?**

In addition to notifying your clinical faculty, students should communicate with the course coordinator about any missed clinical time.

- One six hour, or one 12 hour clinical day missed due to illness will not require a note.
- More than one clinical week (comprised of two clinical days) missed due to illness will require a note.

For major health issues:

- An update is needed for health issues that develop after enrollment in the nursing program i.e. illness, injury, surgery, prior to, or during the clinical experience
- Submit written medical approval from a health care provider to the course coordinator and clinical faculty to return to clinical practice.
- The note must document student's ability to function as a student nurse, at full capacity, in the acute care or community health setting.
- For injury sustained after medical form done need medical clearance

## Useful North Park Numbers

School of Nursing and Health Sciences Main Office	773.244.5680	Brandel Library	773.244.5580
Baccalaureate Program Director, Peggy Kotowski, PhD RN	773.244.5703	Health Services	773.244.4897
Program Coordinator, Kathy Palm	773.244.4587	Residence Life, Students Activities	773.244.5555
Student Administrative Services, Records	773.244.5560	North Park Bookstore	773.244.4570
Campus Writing Center	773.244.6261	Information Technology	773.244.5540
Financial Aid	773.244.5520	Security	773.244.578