



# **NORTH PARK UNIVERSITY**

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## **School of Nursing**



### **Baccalaureate Student Handbook Prelicensure Program 2024 - 2025**

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

REVISED SEPTEMBER 2024



Welcome to the baccalaureate nursing program. Our vision is the creation and maintenance of a culture of excellence in nursing grounded in the compassion of Christ. As Dean, I am honored to be a part of this faculty and staff whose mission is to prepare nurses for lives of significance and service within the Christian tradition. North Park University's Christian, City-Centered, and Intercultural institutional values help inform our programs and learning environments. Our philosophy of nursing builds on the mission and vision statements of North Park University. Our beliefs about persons, health, environment, community, and nursing are based on a Christian perspective rooted in a Trinitarian understanding of God.

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 are 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 genuinely 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. Our faculty integrate dynamic teaching and clinical best practices into educational experiences that develop ethical and compassionate graduates committed to nursing care that is patient-centered, clinical expertise, and competent.

As a North Park nursing graduate, you will be educated to lead change, think critically, and transform health care. We prepare the professional nurse to provide exceptional clinical judgment, participate in health-promoting and health-restoring activities, provide evidence-based care, and collaborate with other health professionals to provide patient-centered care. We are committed to caring for all people, inviting plurality of thought, enhancing the diversity of our profession, and sustaining an environment that promotes wellness. Our graduates are educated to walk alongside patients, their families, other health care providers, and employers to ensure that the highest quality health is a possibility for all.

I am proud to be a member of the North Park University community. I am blessed with living in Chicago; coming to know the outstanding faculty, staff, and students at the School of Nursing and Health Sciences; and discovering the joys of being part of a city-centered Christian campus committed to making a difference in Chicago.

Thank you for choosing North Park's nursing program.

*Cindy Hudson*

Cindy Hudson, DNSc., RN, PHCNS-BC, CNE  
Professor and Dean  
School of Nursing and Health Sciences



**NORTH PARK  
UNIVERSITY**  
CHICAGO

**NORTH PARK UNIVERSITY'S**

**SCHOOL OF NURSING AND HEALTH SCIENCES LEADERSHIP CHART**

DR. MICHAEL CARR  
PROVOST

DR. CYNTHIA HUDSON  
DEAN OF THE SCHOOL OF NURSING

DR. PEGGY KOTOWSKI  
BACCALAUREATE PROGRAM DIRECTOR

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Section I.A: Introduction to the School of Nursing and Health Sciences

1. Mission Statement of the School of Nursing
2. Vision of the School of Nursing
3. The Nursing Philosophy
4. History of the School of Nursing and Health Sciences

Section I.B: State, National, and Professional Regulating Bodies

5. Accreditation
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## **Section I.A: Introduction to the School of Nursing and Health Sciences**

### **1.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.

### **2.Vision**

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

### **3.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.

#### **a. 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.

#### **b. 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 effects and is affected by changes in society, community, and the natural environment.

#### **c. Environment**

We believe that the 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.

#### **d. 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.

### **4. History of the School of Nursing at North Park University**

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.

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.

In 1965 the nursing major was approved by the university faculty. The first class of ten students graduated with a nursing major in June of 1968. 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). In 2014 the School of Nursing became the School of Nursing & Health Sciences (SNHS), adding a division of Health Sciences.

### **Section I.B: State, National, and Professional Regulating Bodies**

#### **1. Accreditation**

North Park University is accredited by The Higher Learning Commission and is a member of the North Central Association. The Commission is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation which is responsible for ensuring accrediting bodies and institutions uphold and meet established standards of quality. The Higher Learning Commission accredits degree-granting institutions located in the nineteen states of the North Central region. North Park University was first accredited in 1926 by The Higher Learning Commission and is a member of the North Central Association (NCA). The Higher Learning Commission evaluates and accredits the entire institution as a whole. The North Central Association, located at

30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, can be reached at (800)-621-7440:

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

School of Nursing and Health Sciences at North Park University is accredited by the Commission on Collegiate Nursing Education American Association of Colleges of Nursing One Dupont Circle, NW, Suite 530 Washington, DC 20036 Phone: 202-463-6930 Fax: 202-785-8320

The Nursing Program within School of Nursing and Health Sciences at North Park University is approved by Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

## **2.Illinois Nurse Practice Act**

North Park University abides by the Rules and Regulations for the operation of schools of nursing as specified by the Illinois Department of Financial and Professional Regulation. A copy of the Illinois Nurse Practice Act is on file in the Department of Nursing and Health Sciences and is available online at the Illinois Department of Financial and Professional Regulation Division of Professional Regulation [website](#).

The School of Nursing and Health Sciences subscribes to the standards set by the Illinois Nurse Practice Act and other published professional nursing standards. Pre-licensure baccalaureate nursing students are accountable for all standards and policies outlined in this Student Handbook.

Nursing students who fail to comply with these professional behavioral standards maybe subject to dismissal from the nursing program.

## **Section I.C: Program Regulations for Nursing Students**

### **1.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.

#### **a. 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.

**b. 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, 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.

**c. 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.

**d. 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.

**e. 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.

**f. 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 regarding 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 [HIPPA Privacy Rules](#).

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.

## **2. 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 deciding to request a psychiatric evaluation of the student. All communications shall be treated in a confidential manner. Nothing in this policy prevents encouraging students to voluntarily seek counseling or treatment believed to be beneficial to the student.

### **a. 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 determine that no action be taken, or 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 Baccalaureate Program Director will:
  - Seek immediate intervention if the student's behavior poses a danger of harm to others.
  - Notify the Office of the Vice President for Student Engagement.
  - 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.

### **3. 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.

### **4. 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.



## **Section II: Academic Curriculum**

- A. Summary of the BSN Program
- B. Degree Requirements
- C. Baccalaureate Learning Outcomes
- D. Lab Credit Equivalency for Clinical Education
- E. Degree Requirement Passing the Comprehensive Exam
- F. Capstone Content Review/NURS4901

## Section II: Academic Curriculum

### A. Summary of the BSN Program

The Bachelor of Science in Nursing is the fruition of the mission and vision of the School of Nursing at North Park University, the curriculum of this four- year program is based on a “caring philosophy.” Successful completion of the program qualifies the graduate to apply for the professional nurse licensing examination, NCLEX-RN. The curriculum consists of three parts: general education, nursing prerequisites, and courses in the nursing major. Together these courses provide the student with the knowledge and skills needed for beginning practice in professional nursing.

### B. BSN Degree Requirements

**1. 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(8SH) & Keystone Courses(4SH). More Information can be found [here](#).

**2. Foundations Courses:** Cornerstone Seminar (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.*

**3. Explorations Courses:** Aesthetic Interpretation and the Arts (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.

**4. Writing Curriculum Requirements** (8SH) & Keystone Seminar (4SH) are fulfilled by courses within the nursing major. Full core curriculum details can be found in the [University Catalog](#).

#### 5. 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.

#### 6. Grade Point Average

As stated in the admissions requirements, a cumulative grade point average of 2.75 along with a separate Science GPA of 2.75 on a 4-point scale is needed for admission into the nursing major. This calculation includes science courses transferred into North Park University. 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.



### **C. Baccalaureate Learning Outcomes**

1. Use knowledge of the Christian principles of the School of Nursing's philosophy to develop caring relationship with self, patients, families, the community, as well as interprofessional team that confirm the intrinsic worth, dignity, and wholeness of all beings.

(Domains 1, 6, 9 & 10)

2. Provide compassionate and professional nursing care to individuals, families, and communities, based on the integration of concepts, theory, and knowledge from nursing science, and liberal arts education to form the basis of clinical judgment and innovation in nursing practice.

(Domains 1 & 2)

3. Demonstrate evidence-based, holistic person -centered care focused on the social determinants of health for the individual, family, and communities from prevention to disease management to provide spiritual, cultural, safe, quality, equitable, and inclusive care to diverse populations.

(Domains 2, 3, 4 & 5)

4. Demonstrate inquiry and analysis in applying patient care technologies and information systems to improve health and support safe quality nursing practice for the patient, family, community, and population in accordance with best practice and professional and regulatory standards.

(Domains 1, 4, 5 & 8)

5. Demonstrate effective communication, collaboration, and coordination with the interprofessional care team and health care consumers within a complex system in accordance with health care policy to provide safe, quality, and equitable care to diverse populations.

(Domains 2, 5, 6 & 7)

6. Exhibit a professional nursing identity that incorporates ethical principles, values, attitudes, and characteristics that includes life-long learning.

(Domains 9 & 10)

7. Employ leadership principles to promote collaboration with traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government agencies, and others for the improvement of equitable population health outcomes.

(Domains 3, 4 & 10 QSEN Team and Collab, QI)

### **D. Lab Credit Equivalency for 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.

#### D. Degree Requirement: Passing the Comprehensive Exam

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 Policy. Successful completion of exam is required for graduation and will be posted as a grade from the course number NURS 4901.

#### E. Capstone Content Review/NURS4901 Comprehensive Exam

##### 1. Comprehensive Exam

a. The ATI Capstone Content Review will be utilized as a resource in the preparation of the Comprehensive Exam and ultimately the NCLEX-RN. This review has been integrated into the NURS 4901 Comprehensive Predictor Exam course.

Before completion of the Nursing Program, students are required to pass the ATI Comprehensive Predictor. 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.

b. Students will be given two opportunities to take the comprehensive assessment during the final weeks of the fourth 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 receive a grade of "Incomplete" for NURS 4901. The student will then be required to complete and document participation in an external NCLEX Review Course at their own expense. 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.**

c. 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.

d. If a student receives an "Incomplete" grade that is resolved within four weeks of graduation, your academic record will be re-audited. Once the "Incomplete" is resolved, your graduation will be officially recorded for the term that you just completed. If you have specific questions about how this process works or how it might impact your graduation timeline, you might want to reach out to your academic advisor or the registrar's office for detailed information.



### **Section III: Professional Responsibilities and Opportunities of Nursing Students**

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## **Section III: Professional Responsibilities and Opportunities of Nursing Students**

### **A. Professional Nursing Philosophy**

1. 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.

2. 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.

3. 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.

### **B. The Professional Opportunities Available to Nursing**

#### **1. Students Eligibility for Certified Nursing Assistant (CNA) - Illinois**

a. 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.

b. Students who wish to apply should email the Baccalaureate Program Coordinator 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.

#### **2. 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. Specific requirements for the states vary. The information below is an overview of the process to gain the licensure in Illinois. If you are interested in earning the licensure in a state outside of Illinois, make sure to contact that state's board of nursing to understand the steps and process involved.

### **3. Applying to Take the NCLEX**

- a. To work as a registered nurse, a student must first obtain a license to practice in the field. Licensure by Examination involves applying to become a registered nurse via a national exam, known as the NCLEX (National Council Licensure Examination). After passing the NCLEX, the state in which the student applied will grant licensure to practice as a registered nurse.
- b. The information on this page is intended to guide current students and upcoming graduates through the process of applying to take the NCLEX. For any questions, students should contact the Baccalaureate Nursing Director at North Park University's School of Nursing and Health Science.

### **4. Determining the State in Which to Work**

- a. RN licensure is granted on a state-by-state basis, and a student may only sit for one state examination at a time. Therefore, the first step is for the student to decide where they would like to work immediately after graduation. This may be straightforward for some, while others may need additional guidance. Students are encouraged to seek advice if they are uncertain.
- b. Once the student obtains RN licensure in one state, they can apply for licensure in another state through a process known as Licensure by Endorsement. This process typically involves completing paperwork and paying a small processing fee but does not require taking another examination. However, students should be aware of potential delays between obtaining licensure in the first and second states, making it crucial to carefully consider their initial state of application.
- c. The Nurse Licensure Compact (NLC) is an agreement between 41 U.S. states and territories allowing nurses to hold a multistate license. This means that nurses who live in a compact state can practice in other member jurisdictions without having to obtain additional licenses.
- d. The NLC was created by the National Council of State Boards of Nursing (NCSBN) in 2008 to increase access to care by making it easier for nurses to practice in multiple states. The NLC also helps to protect patients by maintaining high standards of care and facilitating communication between member states.
- e. Currently, Illinois is not part of the compact, although there is pending legislation in the state of Illinois General Assembly to become part of the NLC. To obtain a compact (multi-state) license, students must legally reside in a compact state and declare that state as their primary state of residence. Thus, it is important for students to choose the appropriate state for their NCLEX examination.

### **5. General Timelines for Getting Started**

Students generally do not need to start the NCLEX application process until their final semester. It is recommended that in-state students submit their completed applications two weeks before graduation. For out-of-state students, who require an official transcript, it is advisable to complete all application paperwork within one month of graduation.

### **6. Steps to Take the NCLEX in Illinois**

#### **a. Step One: Apply for Degree Conferral**

North Park University recommends that students apply for degree conferral one year prior to their anticipated graduation date to ensure enough time for the graduation process and for the completion of any outstanding requirements. The following table may be helpful:

<b>Expected Graduation:</b>	<b>Graduation Application due by:</b>
December 2024	December 2023
May 2025	May 2024
August 2025	August 2024

For assistance with degree conferral applications, students should contact their academic advisor or Student Engagement. Please follow this link for the graduation application process <https://www.northpark.edu/campus-life-and-services/office-of-the-registrar/graduation/how-to-apply-for-graduation-for-undergraduate-students/#1486050918763-9e7f5463-7d5d>

#### **b. Step Two: Order Fingerprints**

Students should find an approved fingerprint vendor in Illinois through the IDFPR website and schedule an appointment <https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp>

The fee, around \$70, covers both state and federal costs. It is essential to confirm whether the vendor sends fingerprints to Continental Testing and to save the receipt. If the vendor does not send the fingerprints, students must mail a copy of the receipt to Continental Testing Services at:

Continental Testing Services  
P.O. Box 100  
LaGrange, IL 60525

Fingerprints must be timed with the application to the State Board of Nursing, as they are valid for only 60 days before application submission.

#### **c. Step Three: Apply to the State Board of Nursing**

i. Students must apply for RN licensure by examination through Continental Testing. This can be done in the final semester of the program. To do this, they should:

- Visit the Continental Testing home page. <https://www.continentaltesting.net/>
- Click on State of Illinois Examination
- Under IL Division of Professional Regulation Select "041 – Registered Professional Nurse (RN)."
- Scroll to the bottom of the page and click "Online Professional Registered Nurse Application."
- There is a \$107.00 fee payable by credit card, certified check, or money order.
- **North Park University School of Nursing and Health Science Baccalaureate (BS) NCLEX school code is US49509800.** Students should take particular attention to the fact that they are using the correct code and ignore any other codes.

ii. After submitting the application, students will receive the "ED-NUR" form to confirm that they have completed all program requirements. North Park university utilizes an alternative process that submits confirmation of graduation directly to the state, therefore, graduates do not need to complete this form. North Park University will process confirmation of graduation on the Wednesday following graduation.

#### **d. Step Four: Register with Pearson Vue**

- Pearson Vue is the testing vendor for the NCLEX. Students can register for the exam at <https://portal.ncsbn.org> , and clicking the "Registration Process" button at the top of the page. Students will pay a \$200.00 fee by credit card and receive a receipt. Students can choose any

Pearson Vue testing location, regardless of their state of licensure application.

ii. After Receiving Authorization to Test, Register for Exam Time/Location

iii. After completing all steps at least two weeks before graduation, students should receive an Authorization to Test (ATT) email from Pearson Vue about two weeks after graduation. They should schedule their exam date, time, and location on the Pearson Vue website. If the application is submitted late, the ATT may arrive approximately 30 days after the last application materials are submitted.

## 7. Steps to Take the NCLEX Outside of Illinois

**a. Apply for Degree Conferral** - Students should apply for degree conferral as described previously.

**b. Notification of Intent** - Out-of-state test-takers must confirm their intent to test out-of-state by meeting with the Baccalaureate program Director by week 8 of the semester of graduation.

**c. Review the Requirements for the Chosen State** - Each state has specific application requirements. Students should review the instructions for the state in which they plan to test and complete any additional requirements, such as fingerprinting or signed documentation from the North Park University School of Nursing and health Science.

**d. Apply to the chosen State Board of Nursing** - Students must complete the application for RN licensure in the state they plan to practice. Application instructions and fees vary by state. Students should follow the specific instructions provided by their chosen state board.

**e. Register with Pearson Vue** - As with Illinois, students should register with Pearson Vue at <https://portal.ncsbn.org> and pay the \$200.00 fee. They can choose any Pearson Vue location to take the exam.

**f. Request an Official Transcript** - Most states require an official transcript showing degree conferral. Students should request their transcript through the registrar's office only after their degree has been conferred. If additional paperwork is required, students should inform the registrar's office. <https://www.northpark.edu/campus-life-and-services/office-of-the-registrar/graduation/how-to-apply-for-graduation-for-undergraduate-students/#1486050918763-9e7f5463-7d5d>

**g. After Receiving Authorization to Test, Register for Exam Time/Location** - Students should expect to receive an Authorization to Test email from Pearson Vue after completing all required steps. They can then schedule their exam on the Pearson Vue website. Timelines for receiving the ATT and scheduling may vary by state.

## 8. Frequently Asked Questions

**a. What is the difference between Licensure by Examination and Licensure by Endorsement?**

Licensure by Examination is the process of applying to becoming a registered nurse, otherwise known as taking the NCLEX. Upon passing the NCLEX, the state to which one applied will grant licensure. Licensure by Endorsement is reserved for those who already hold RN licensure in one state but wish to practice in a second state. Licensure by Endorsement requires the completion of paperwork and a small fee (usually around \$50) but does not require the completion of a second NCLEX. All states have different requirements that must be completed for both forms of application.

**b. Are there multiple test sites available?**

Yes, candidates can take the NCLEX at any Pearson Professional Testing location, regardless of their state of application. In other words, if an applicant currently resides in Illinois but plans to apply for the NCLEX and licensure in New Hampshire, the applicant can sit for the exam in any state. It is important that the application is made to the state in which one wants to practice.

**c. How should a student decide which state to test for?**

There is no one answer to this question, as there are many factors that could affect one's decision. In general, the most important question one should ask is which state one is most likely to work in or begin applying to jobs? One should strongly consider testing in whichever state you most want to work in, as there may be a significant time delay before one is able to receive licensure in a second state. The exception to this would be for states in the Nurse Licensure Compact. Illinois currently does not participate in the Nurse Licensure Compact, however, legislation is moving through the Illinois General Assembly to add this option.

**d. Can a student take a test for multiple states at once?**

No, students can only apply for one state examination at a time. They can apply for additional states through Licensure by Endorsement after obtaining initial licensure. Once one has achieved licensure as an RN it is much easier (and cheaper) to apply for licensure by endorsement in a second state.

**e. What is the Nurse Licensure Compact?**

The Nurse Licensure Compact allows nurses licensed in one compact state to practice in other compact states without additional licenses. Illinois is not currently a compact state, but legislation is pending.

**f. Can a student change their state of testing after submitting their application?**

Yes, but there is a \$50 change fee. Students should contact the state board of nursing for assistance with making changes.

**g. What should a student do if their Authorization-to-Test has not arrived?**

The delay is often due to timing. Students should check the submission date of their application and contact the state board of nursing if necessary.

**h. What is the earliest a student can take the NCLEX?**

In Illinois, students can often take tests as early as three weeks after graduation. Out-of-state timelines vary.

**i. How long does a student have to schedule a test after receiving Authorization-To-Test?**

Students must test within the validity dates of the ATT, which vary by state. In Illinois, the validity period is 90 days. If you do not test within the validity dates, you will have to re-register and pay all exam fees again.

**j. Is it better to take the NCLEX as soon as possible?**

Research indicates that students who take the NCLEX early perform significantly better than those who wait. Our own data supports this research.

**k. What should a student do if they applied to take the NCLEX but will not graduate this semester?**

NCLEX registrations are valid for up to 365 days, so applications remain valid even if graduation is delayed.



**l. When will a student's degree be conferred?**

North Park University typically confers the degree the Wednesday after graduation. Although U.S. schools are required to confer degrees within one month of the last day of the academic term.

**m. How does a student send their fingerprints to Continental Testing?**

Some fingerprint vendors are set up to automatically send fingerprints to Continental Testing on behalf of students. To determine which vendors offer this service, students should check the vendor's website or contact them directly <https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp>. Even if a vendor sends the fingerprints, it is still advisable for students to save their receipt. For vendors that do not send fingerprints, students will need to mail a copy of their receipt directly to Continental Testing at the following address:

Continental Testing Services  
P.O. Box 100  
LaGrange, IL 60525

**n. Why does the application for Continental Testing list two school codes for North Park University School of Nursing and Health Sciences, and which one should a student choose?**

Students should take care to select the **North Pak University BSN school code US49509800**. This is the code for the Baccalaureate Nursing Program. The other code is for the pre-licensure Direct entry Master of Science in Nursing Degree (DEMSN).

**o. What is the ED-NUR form for Illinois, and does a student need to fill it out?**

The ED-NUR form is used in Illinois to confirm that graduates have completed all program requirements. Although the name may seem unusual, it is not related to a historical figure. The School of Nursing completes this form for all graduates, except those who test out of state. Students do not need to complete this form themselves.

**p. Who should a student contact if they are confused about the requirements for their state?**

Students should contact the North Park University School of Nursing and Health Sciences Baccalaureate program Director to schedule an appointment. The requirements can be confusing, and the director will assist in reviewing and clarifying them.

**q. If a student's state requires a form to be signed and sealed by someone in the School of Nursing, who should they direct this to?**

Students should send any forms to [nursingcoordinator@northpark.edu](mailto:nursingcoordinator@northpark.edu) with clear instructions. It is important to note that the university cannot confirm a degree until after graduation. Additionally, the requirement for a school seal may delay the processing of the form, so students should submit their forms early to ensure timely processing.

**r. How can a student obtain an official transcript?**

All transcript requests must be submitted through [North Park's Transcript Ordering Center](#). Transcripts can be sent either electronically or as hard copies, depending on state requirements. It is important to note that if a transcript is ordered before the degree has been conferred, it will not display the degree.

### **III.C. The Responsibilities of the Nursing Student to the Profession**

#### **1. Professional 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.

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

Students are required to always have a current CPR certification 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.

#### **3. Drug Screening**

- a. 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.
- b. Students must have a negative screening to a 10-panel urine test completed prior to the start of the nursing program. Students will go to a Castle Branch 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.
- c. 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) 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.

#### **4. Health Screening Requirements**

All undergraduate nursing students must submit documentation of student health requirements. To participate in clinical experiences, students must always have complete records on file. 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. Students will not be placed in clinical until their medical repository is current without any outstanding documentation. Failure to complete these documents will result in a clinical and course failure. Failure to follow requirements will make students ineligible for participation in clinical. Which may require that a student step out of the semester or program or result in a clinical failure. All student health records must be submitted online to the student's secure [CastleBranch 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, a one-time fee that includes the background check, finger printing, drug test, and online document tracker for the academic year. 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 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:

**a. 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.

**b. Physical Examination**

Students are required to complete the School of Nursing & Health Sciences physical exam within one year 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.

**c. Negative TB Screening**

Students must provide a QuantiFERON Gold Blood Test. TB tests are valid for only one year and must be renewed each year.

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.

**d. Vaccinations**

**i. Measles Mumps Rubella (MMR)**

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

**ii. Varicella (Chickenpox)**

2 doses of vaccine and IGG 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.

**iii. Hepatitis B**

3 doses of vaccine and IGG titer showing immunity to hepatitis B.

**iv. Tdap**

All students are required to show documentation of Tdap (Tetanus, Diphtheria, and Pertussis) booster 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.

**v. 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 number.

**vi. COVID-19 Vaccination**

All students in the nursing program are required to be fully vaccinated for COVID-19 and show documentation of vaccination with the CDC vaccination card. The administration dates and the manufacture for each dose of the vaccine must be listed on the card.

**e. 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. Health Insurance must include emergency coverage. It is important to remember students are not covered by workers compensation as they are not employees of the University or the clinical facility.

**f. 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 year's posttest.

**g. 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 post-test.

**h. Background Check**

Students must successfully complete a background with finger printing check prior to start of the nursing program. Background checks process automatically upon purchase of the student's Castle Branch 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.

### **III.D. Modeling Professionalism as a Nursing Student**

#### **1. Appearance and Dress Code Policy for the Nursing Student**

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

- a. The student is required to always present a professional appearance and that clearly identifies as a North Park University Student Nurse.
- b. The following are the requirements for the Nursing Uniform for Acute Care Facilities.
  - i. The nursing uniform shirt is a blue, nursing scrub top with the North Park logo on it. It is worn with blue uniform scrub pants, socks, and shoes that meet [OSHA guidelines](#).
  - ii. The lab coat is white and knee length with the North Park logo.
  - iii. 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, two pair of pants, and one lab coat.

- iv. 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.
- v. No long sleeve tee shirts will be worn under the uniform shirt. Students may wear  $\frac{3}{4}$  length sleeves that cover the elbow.
- c. For Community Health Experiences, Psychiatric Clinical, and Geriatric Internships the student will follow the specific agency policy for dress, appearance, and uniforms.
- d. Students will wear name badges at all times in the clinical area.
- e. Wearing perfume, jewelry, head apparel (except where mandated by religion), sweatpants, clogs (eg. Backless clogs), sandals, sling backs, or high heels is prohibited.
- f. Personal Appearance
  - i. Strict personal hygiene is required.
  - ii. 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.
  - iii. No false or fake eyelashes.
  - iv. Hair is off the collar or controlled by a hair-restraining device (e.g., hair tie). Un-natural hair (not occurring in the natural hair color spectrum, for example but not limited to pink, fuchsia, purple, crimson, burgundy, and blue) colors are not permitted.
  - v. Visible tattoos are not permitted.
  - vi. 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.
- g. Students must abide by any special requirements of the clinical facilities regarding dress.
- h. Clinical faculty will maintain and enforce the dress code.

## 2. Transportation Requirements

Transportation is both a requirement of the program and the student's responsibility. The School of Nursing and Health Sciences cannot guarantee that students will be placed at hospitals or agencies near public transportation. The student will assume the cost of transportation to and from the clinical agencies.

## 3. Clinical Availability Survey

Prior to the start of each Fall and Spring semester the School of Nursing and Health Sciences will send students an email invitation to complete a Clinical Availability Survey. We strongly encourage that you complete the survey in advance of each semester that you are a student in the nursing program. The survey is used to collect information about students' transportation and changes to transportation to clinical sites along with class schedules. Survey responses collected each semester are not saved and are deleted after use.

## 4. Itemized Fees for Prelicensure Students

- a. A laboratory fee is charged for each clinical nursing course. This fee covers educational resources for the course as well as annual liability insurance.
- b. A clinical fee is charged for each major clinical course. This cost is due to the increased institutional costs associated with the delivery of these courses.
- c. Payment for the ATI testing program. There is a one-time fee skills module fee assessed the first

semester. If the student must 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 the student will assume the cost for each assessment, they take.

- d. There is a one-time fee for MyClinicalExchange.com that provides access to Lurie Children's Hospital, Northwestern Memorial, and Advocate Lutheran General Hospital.
- e. Graduation fee (required of all North Park graduates).
- f. Please note, there will be occasions in the nursing program when hospital and agency partners require additional onboarding requirements such as additional background checks, drug screenings, or finger printing. Students are financial responsible for covering the costs of these additional requirements.
- g. CTA UPASS (all full-time, traditional undergraduate students) is assessed per semester.

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

#### **5. Additional Items Needed for Lab or Clinical Practice:**

- a. Stethoscope with bell and diaphragm
- b. Nurse-Packs – provided by from the School of Nursing, included in deposit.
- c. Watch with second hand and minute demarcations.
- d. Students purchase uniforms through ScrubIn.com.

#### **6. Ethical, Civil, and Safe Nursing Practice Policy**

a. The North Park University School of Nursing and Health Sciences (SNHS) baccalaureate nursing program is committed to an education that includes the acquisition of knowledge and skills in the nursing profession that builds character and independence through a spirit of curiosity, truthfulness, awareness, and respect. Civil and ethical behavior is the cornerstone of the shared mission and value statement of the school. Each member of the SNHS community, student, faculty, and staff, holds themselves and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability.

b. Students enrolled in the SNHS baccalaureate nursing program are expected to conduct themselves in a manner that upholds the values of this institution of higher education. Each student is obligated to refrain from violating academic ethics and maintaining high standards of conduct with civility which 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 addition, the School of Nursing upholds the professional code of ethics established in the [Code of Ethics for Nurses \(ANA, 2015\)](#) 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.

c. Each student is held accountable for adhering to the American Nurses Association Code of Ethics to provide quality and safe patient care.

d. Furthermore, nursing students are expected not only to adhere to the morals and norms of the profession, but also to embrace them as part of what it means to be a nurse. The nurse recognizes that his/her first obligation is to the patient's safety and that all other needs and duties are secondary; the nursing student adheres to this same value.

e. Any interaction with fellow classmates, university students, faculty and staff of the University, and/or the staff of our clinical partner.

f. A nursing student in the North Park University SNHS baccalaureate nursing program will strive to act in a professional, ethical manner in accordance with the Code of Ethics for nurses and the NPU SNHS baccalaureate nursing program values. Each student will:

- i. Act with honesty and integrity in the performance of all academic assignments, examinations and in all interactions with others. Be responsible for his/her own learning and clinical practice and honor other students' right to learn and be successful in academic and clinical environments (i.e., develop own knowledge base through study and inquiry; recognize others' right to do well on their written work; have access to reserved material; and have access to their own preparation materials and supplies used in clinical areas).
- ii. Engagement with faculty and peers to improve others understanding of the learning needs of students. Demonstrate respect in verbal and non-verbal behaviors to all others in all clinical and academic settings (e.g., interact with others without using threats of, or commission of, physical harm, verbal abuse, unwanted sexual advances or contact, or other unwarranted physical contact. Arrive to class and clinical sites on time, etc.).
- iii. Assess patient status carefully upon assuming responsibility for his/her care.
- iv. Provide safe, competent care, seeking assistance when personal knowledge and/or skill are not adequate.
- v. Avoid use of any substances that would impair clinical ability or judgment (e.g., prepare for clinical assignment to develop required knowledge and skill; review patient's medical record; seek assistance according to course and curricular objectives).  
Provide the same standard of care to all patients and families regardless of race, ethnicity, age, sexual preference, disability, religion, economic status, employment status, or the nature of their health problem(s). Accept that others have the right to their own cultural beliefs and values and respect their
- vi. choices (e.g., demonstrate compassion and respect for every individual; provide the best quality of care possible to all patients; be non-judgmental of cultural differences).
- vii. Provide patient care without expectation of, or acceptance of, any remuneration (e.g., do not accept gratuities or personal gifts of monetary value). Do not share with patient/families any personal
- viii. Document in a thorough, accurate, truthful, and timely manner data that reflects findings from one's own personal assessment, care, interventions, teaching, or the patient's and/or family's response to those activities (e.g., documentation errors are corrected in an acceptable manner, documentation is unaltered, vital signs are recorded at the time they are measured, and late entries are duly noted).
- ix. Act in a manner that contributes to the development and maintenance of an ethical educational and practice environment. Recognize that the primary commitment in clinical practice is to the patient and that respectful interactions are expected (e.g., act as a role model for other students and colleagues; speak up if another student is speaking disrespectfully to classmates or faculty; work through appropriate organizational channels to share concerns about situations that jeopardize patient care or affect the educational environment; advocate patient safety).
- x. Complete legally required HIPAA training and University or clinical site requirements regarding confidentiality. Use patient data in all schoolwork, papers, presentations, research findings and in the clinical setting in a manner that is accurate, truthful, and confidential. Patient data must have a justifiable reason for its presence. Acknowledge real data gaps that may exist in written work. Identify patient in paper by initials, not full name.
- xi. Refrain from unauthorized use or possession of school or clinical setting's equipment, patient's belongings, or items dispersed or intended for patient use (e.g., do not download University software onto a personal PC or mobile device; do not use a hospital computer terminal for



personal use; do not take a patient's prescribed medication for personal use).

**7. The following are examples of uncivil behavior, and those serious behaviors considered beyond uncivil in the classroom, outside of the classroom, lab space, Simulation Center, and any clinical setting (list is not meant to be exhaustive):**

**8. Uncivil**

- a. Holding conversations during class that distract others
- b. Making sarcastic remarks or gestures
- c. Making disapproving groans
- d. Dominating class discussions
- e. Acting bored or apathetic
- f. Refusing to answer direct questions
- g. Serious behavior/beyond uncivil
- h. Insults/taunts/disrespects others
- i. Vulgarity directed towards others
- j. Harassing comments to others
- k. Inappropriate emails to others
- l. Threats of physical harm towards others
- m. Actual physical harm to self or others
- n. Challenges faculty knowledge/credibility

**9. One or more of the following penalties may be imposed once incivility has been confirmed:**

- a. Performance Improvement Plan
- b. Failing course grade
- c. Referral for counseling/psychiatric evaluation
- d. EARS report
- e. Record of infraction placed in the student file
- f. Letter from the Selection and Progression Committee
- g. Dismissal from the program

**10. Progressive Action Process to be followed in the event of uncivil (or beyond uncivil) behavior is outlined below:**

**a. Step One- First Episode:** Instructor meets one-on-one with student to point out what was observed, with plan for follow-up; writes up the meeting and places report in student file (with copy to the student); reports it to Baccalaureate Selection and Progress (S&P) committee after meeting with student; in the event of a serious infraction, baccalaureate program director may be involved in discussion with student and faculty; the S&P committee may decide a letter to student is warranted.

The following is to be included in the report for faculty and student file, and in report to S&P committee: date behavior was observed, nature of behavior, date of discussion, discussion points made by faculty, response of student, recommendations made, plan for follow-up, as needed, signatures of faculty and student.

**b. Step Two – Second Episode:** Instructor observes uncivil behavior; checks the student's file and notes behavior was reported earlier. Instructor reports to S&P committee after meeting with student and



writing up the meeting for placing in student file (with copy to student) as above. S&P committee may decide a letter is warranted; letter will be developed on behalf of the S&P committee; both instructor and grad program director will meet with the student to share the letter and discuss consequences.

**c. Step 3 – Repeat Episode:** Instructor observes uncivil behavior; checks the student's file and notes behavior was reported earlier and the student received a letter from the S&P committee. Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above. S&P committee may decide a Performance Improvement Plan (PIP) is warranted; instructor develops the plan; both instructor and baccalaureate program director will meet with the student to discuss the PIP.

**d. All occurrences of incivility will be reviewed by the Selection and Progression Committee of the School of Nursing. Meetings are not to be taped.**

For each of the above steps, faculty may choose to include another faculty, the student's advisor, or the Baccalaureate Program Director. The student has the right to the assistance of an advocate at each of these meetings. Required FERPA documentation will be required if an advocate will be attendance. Another classmate from the cohort may not act as advocate. If a student needs assistance in finding an advocate it is recommended that they reach out to Student Engagement.

## **11. Unsafe Nursing Practice Policy**

The faculty of the North Park University School of Nursing and Health Sciences has an academic, legal, and ethical responsibility to prepare graduates who are competent in safe nursing practice to protect health of individuals and communities. It is within this context that students are disciplined or dismissed from the North Park University School of Nursing and Health Sciences for unsafe practice or unsafe behavior that threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a community, a faculty member, or other health care provider.

Practices or behaviors that warrant disciplinary action include, but are not limited to:

- a. Excessive use of faculty time to ensure safe practice by one student to the detriment of other students in the clinical rotation.
- b. Inadequate or poor preparation for or understanding of nursing care, patient's medications, or patient's nursing needs. Performing activities for which the student is not prepared, or which are beyond the abilities of the student.
- c. Performing activities that fall outside the legal realm of professional nursing practice.
- d. Recording or reporting inaccurate patient data.
- e. Failing to recognize and/or report and record own errors.
- f. Having mental, physical, or cognitive limitations which endanger the safety of a patient.
- g. Violating HIPAA regulations.
- h. Behaving in a disrespectful manner towards patients, families, faculty, or other members of the health care team.
- i. 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.
- j. Uncivil behavior in the clinical setting that threatens patient safety
- k. Acts of omission or commission in the care of clients including, but not limited to:
  - i. physical abuse
  - ii. placing clients in hazardous positions, conditions, or circumstances
  - iii. mental or emotional abuse of others
  - iv. failure to rescue

- v. failure to use appropriate judgment in administering safe nursing care consistent with the level of nursing preparation
- vi. violating or threatening the microbiological safety of the client, such as by breaking aseptic technique
- vii. failure to use standard and transmission-based precautions in clinical procedures
- viii. inability to apply previously learned skills and principles in providing nursing care
- ix. failure to observe or report critical assessment results regarding patients in a timely fashion
- x. failure to assume responsibility for completing nursing actions

**12. Unsafe nursing practice is defined as any behavior determined to be actually or potentially detrimental to the client and/or to the health care agency.**

- a. A student may be removed from a clinical area immediately if, in the professional judgment of a faculty member, or nurse preceptor, that the student has demonstrated unsafe practice in a clinical area.
- b. A faculty member who removes a student from the clinical area due to unsafe clinical practice during the clinical assignment is required to notify the course coordinator within 24 hours, who will consult with the Baccalaureate Program Director.
- c. If the infraction is deemed to be critical the following actions may be taken:
  - i. Immediate dismissal from the clinical experience resulting in a clinical failure
  - ii. Assignment of additional learning activities to assist the student to meet the clinical objectives.
  - iii. Written contract with a student which specifies the criteria and/ or the activities the student must complete to change the unsafe behavior.
- d. Suspension from the clinical area if the student repeats the unsafe or unethical nursing behavior. This will result in failure of the course.
- e. **The faculty member will identify and document in writing the student's unsafe clinical practice, advise the student** regarding the unsafe clinical performance and the requirements for addressing the deficiencies, and if appropriate, refer the student for remediation or assistance in the Nursing Skills Lab Center (NSLC).
- f. Students are expected to respond to the remediation plan within 48 hours by contacting the designated person who will assist them with remediation. Students need to be self-directed for remediation because unsafe practice involves skills that have been previously taught. This means that the independent use of class material, practice in lab, and use of recommended resources is expected.
- g. The faculty member's documentation of the student's unsafe clinical practice and recommended remedial action plan will be provided to the course coordinator, Selection & Progression Committee, and the Baccalaureate Program Director, and the student's file.
- h. A student may be reinstated to the assigned clinical area only after the recommended action plan has been followed, successfully completed, and appropriately documented.
- i. If, following the remediation plan completion, the student's clinical performance continues to remain unsafe; the Baccalaureate Program Director, in collaboration with the course faculty member, may require additional remediation or may remove the student from clinical activities.
- j. If the same student needs to be removed from the clinical area more than one time, the student may be dismissed from the program due to unsafe behavior.

**13. Clinical Incident Policy Guidelines:**

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 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:

- a. Clinical incident / near miss
  - i. An event or omission has arisen during clinical care and has caused physical or psychological injury to a patient.
  - ii. Potential physical or psychological injury to a patient could have been caused by an event or omission.
  - iii. Matters of communication or consent to treatment which give cause for concern.
  - iv. Drug errors (failure of proper identification, inaccurate dosage etc.) which cause actual or potential harm to the patient.
  - v. Failures or weaknesses in clinical procedures and/or guidelines
  - vi. Slips, trips, or falls.
- b. Medication error / near miss
- c. Patient accident / incident / near miss
- d. Staff accident / incident / near miss
- e. Staff work related ill health.
- f. Staff violence / abuse / harassment
- g. Security incident
- h. 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. An example of the form can be found in the Appendix.

#### 14. Clinical Incident Procedures:

- a. Any injury requiring **immediate**, emergency care should be treated at the nearest emergency facility at the student's expense. 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.
- b. When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator/ employee health RN, and the SNHS are to be notified. If an employee health department is available, follow OSHA guideline and hospital/agency policy for **immediate** treatment.
- c. 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.**

## **Section IV: Student and Academic Services, Campus Safety, and Program Recognition**

### **Section IV.A. Student and Academic Services**

- 1.Academic Resources for Students
- 2.ATI Policy: Comprehensive Assessment Review Program -ATI
- 3.Technology Requirements
4. Financial Aid and Student Accounts

### **Section IV.B. Campus Safety and Security**

- 1.Viking Shuttle
- 2.LiveSafe Campus Security System
- 3.Emergency Communications

### **Section IV.C. Program Recognition**

- 1.White Coat Ceremony
- 2.Graduation
- 3.Pinning Ceremony
- 4.Senior Awards

## Section IV.A: Student and Academic Services

### 1 . Academic Resources for Students

The life of a nursing student can be challenging. That is why North Park University provides a wealth of resources to help each student meet those challenges head on. This section provides details about the resources available for both nursing students and students at large throughout the university. In addition to the resources below North Park University offers one on one tutoring, academic coaching, and tips for study skills on the [Student Success page](#).

#### a. Academic Advising

Students enrolled in the nursing program are assigned to Academic Advisors within the School of Nursing. The Academic Advisors can assist students with navigating the academic program and provide general advice about the university. More information can be found at [Academic Engagement and Advising](#).

#### b. Nursing Learning Resource Center (NLRC)

The nursing learning resource center (NLRC) on the University Campus is in Carlson Tower. 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 on the 5<sup>th</sup> Floor of Carlson Tower. Please note that the schedule changes each semester.

#### c. 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. It includes four simulation rooms, two control rooms, and a conference room where students debrief their class experiences.

### 2 . ATI Policy: Comprehensive Assessment Review Program - ATI

- a. 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 one's 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 a student's learning.
- b. 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. Information about the **Content Mastery Proctored and Practice Assessments** along with the **Proctored Assessments** can be found in the **Appendix** of this Handbook.

The ATI program helps prepare students for passing the NCLEX-RN exam upon graduation.

### 3. Technology Requirements

Technology is a critical component and tool for students to work effectively in the School of Nursing. There are various requirements necessary to students' success in the nursing program. **The School of Nursing and Health Sciences delivers all course exams in an online format utilizing *Respondus Monitor*, a fully automated proctoring system.** Student will need to have their computers available on campus. Students' computers will need to meet specific requirements in order for *Respondus Monitor* to operate on their computer. A detailed list of these requirements along with all computers, hardware, and software, requirements needed are listed in the Appendix titled, Technology Requirement Checklist. In addition to the checklist, we strongly encourage our nursing student to take advantage of [North Park University's Information Technology Department](#). The Information Technology Department is here to help North Park students succeed.

### 4. Financial Aid and Student Accounts

North Park University offers comprehensive information about Financial Aid, Scholarships, and billing through Student Accounts. If you have any questions or are seeking information about these areas, please visit the university's [Financial and Tuition webpage](#).

## Section IV.B. Campus Safety and Security

The safety and security of North Park University's nursing students is very important. North Park University's Safety and Security website provides information on a wealth of topics so that students can be safe while participating in college life at North Park University. The School of Nursing strongly recommends that you review the information on North Park University's [Safety and Security webpage](#). Below are some highlight features and information that can be found on the Safety and Security webpage.

### 1. Campus Security - Viking Shuttle and Campus Escort Service

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. You must show North Park ID to board the shuttle. 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. When the Viking Shuttle is not in service, students may be able to use the North Park Security Escort Service.

Hours 7:00 p.m.–2:00 a.m. when school is in session Not operational during fall, winter, spring, and summer breaks. For more information <http://www.northpark.edu/About/Campus-Safety-and-Security/Viking-Shuttle>

### 2. 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. Please see [LiveSafe](#) for more information and to download the app.

### **3. 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 review the information at [Emergency Communications and Procedures](#) for a 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. 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.

## **Section IV. C. Program Recognition**

### **1. White Coat Ceremony**

The White Coat Ceremony is a rite of passage for first semester nursing students that occurs prior to the students' first day of clinical. It serves to welcome students to the nursing program and to elevate the value of humanism as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence. Students pledge an oath in front of family members, school leadership, and their peers to acknowledge their central obligation of caring for the patient. Then students with the help of faculty don their white coats to mark their ceremonial transition to becoming nursing students.

### **2. Graduation**

Graduation is an incredible special achievement for our undergraduate nursing students. Information about applying for graduation can be found on the [North Park University website](#). Information about graduation dates, diplomas and ceremonies can be found through North Park University's [Student Administrative Services page](#). Below are some highlights that our Nursing Students get to experience at Graduation.

### **3. 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.

### **4. 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 award for Excellence in Academic or Clinical Performance*
  - Requirements: Minimum GPA of 3.5 and Faculty recommendation
- *Delores H. Johnson award for Outstanding Academic & Clinical Excellence & Significant Contribution to Campus Life*
  - Requirements: Minimum GPA of 3.5 and Faculty recommendation

## **Section V: Academic Affairs, Student Affairs, Academic Standing, and Electronic Communications Policies**

### **Section V.A. Academic and Student Affairs**

1. Student Privacy Policy
2. Felony and Criminal Records/Convictions
3. ADA Policy
4. Attendance Policy
5. Handling Health Issues and Sick Days
6. Leave of Absence
7. Withdrawing from the University
8. FERPA
9. Title IX
10. Performance Improvement Plan (PIP) Policy
11. Code of Conduct
12. Academic Integrity
13. Utilization of AI-Generated Content in Nursing Education
14. Statement Concerning Academic Dishonesty
15. Judicial Procedure for Academic Dishonesty
16. Repercussions
17. Student Grievances & Appeals Process in the School of Nursing
18. University Grievance Procedure

### **Section V.B. Progression and Retention**

19. Academic Standing and Grading Policies
20. Sequencing/Out of Sequence

### **Section V.C. Electronic Devices, Email, and social media**

21. Program Communication
22. Electronic Devices
23. Email Policy
24. Social Media Policy



## Section V.A. Academic and Student Affairs

The School of Nursing and Health Sciences is in compliance with the [North Park University \(NPU\) Undergraduate Student Handbook](#) and the [North Park University Catalog](#). 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.

### 1. Student Privacy Policies

- a. As a student at North Park University, it is important to understand your rights and also the information that the university is allowed to collect. North Park University's [Privacy Policy](#) provides a description of concerning information collected by North Park University and how such information is used and protected.
- b. 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.
- c. Video recordings will be deleted two weeks after the semester ends unless otherwise indicated in writing by the course faculty.
- d. 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.

### 2. Felony and Criminal Records/Convictions

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.

### 3. Americans with Disabilities (ADA) Policy

North Park University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. North Park University is committed to full inclusion and participation of people with disabilities in all aspects of university life. As a result, the University is willing to relocate programs, services, or activities to make the event accessible. Please allow at least 10 business days for accommodations. Depending on the nature of the program, service, or activity, accommodations may take longer or be able to be coordinated in less time.

#### a. Accommodation Policy

- i. The North Park University School of Nursing and Health Sciences complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are provided for students with documented disabilities. Based on documentation from a qualified practitioner, the University will determine on a case-by-case basis whether a need exists and, if so, what accommodation is appropriate. The Americans with Disabilities Act (ADA) of 1990 requires an institution

of higher education to provide reasonable accommodations to a qualified individual with a documented disability, provided that this accommodation does not create an undue hardship on the institution. An undue hardship refers to any accommodation that would be unduly costly, expensive, substantially disruptive, or that would fundamentally alter the nature of the program. Please reach out to the Access Specialist Coordinator in Student Engagement at [ada@northpark.edu](mailto:ada@northpark.edu)

- ii. The faculty and staff of the School of Nursing and Health Sciences are committed to the support of students with accommodations to ensure the success of all our students in the baccalaureate nursing program. In furtherance of our commitment, students with accommodations will be required to submit their accommodation letters to the course faculty no later than four weeks prior to the start of the semester in order for the appropriate arrangements for the accommodation to be made.
- iii. Upon admission to the nursing program, or at the initiation of an accommodation plan, students will be required to request a meeting with their nursing advisor and the Baccalaureate Program Director to develop a plan of success for the classroom, lab, simulation center, and clinical setting. Students will not be able to participate in lab, simulation, or the clinical setting until the plan of success is initiated.
- iv. If you have questions about accommodations or accessibility to programs, services, or activities offered on campus please contact:

**Division of Student Engagement**

North Park University

3225 W. Foster Ave.

Box 24

Chicago, IL 60625

(773) 244-5737

Or [contact the disability access specialist](#) directly.

#### **4. Grievance Procedure**

In the event of a disagreement between student and faculty member or other University employee over an issue of accommodations, the student should first meet with the faculty member or other University employee to seek resolution. If unsuccessful, the student will make an appeal to the department chairperson. If necessary, the appeal will be forwarded to the director of the faculty and if unresolved to the dean, who is the final arbiter of the grievance. In cases of appeal, the faculty member's divisional peers may be asked by the dean to decide as to the merit of the appeal. The student has the right to be represented by counsel.

#### **5. Attendance Policy**

The Nursing Program has established a programmatic attendance policy to facilitate professional behavior, required knowledge, skills, and attitudes essential to safe patient care (Agency for Healthcare Research and Quality, 2019) and success in the nursing profession. Professional behaviors are expected across class, clinical, lab, and simulation. The nursing program acknowledges that emergency circumstances (i.e., serious illnesses, deaths, and funeral of immediate family), jury duty, and inclement weather can occur; such events will be taken under advisement by the faculty and the Baccalaureate Program Director. However, students must provide the Baccalaureate Program Director with written documentation such as a health care provider's note

supporting their reason for being late and/or absent. If religious accommodations are required, then requests for accommodations must be submitted to the Baccalaureate Program Director by the deadlines October 31st for Spring Semester and May 1st for the Fall Semester.

#### **b.Didactic Attendance**

Nursing is a fast-paced, interactive, professional program. Missed instructional time is detrimental to learning. In the nursing program, class attendance is a requirement. The nursing program supports civility in nursing education and practice (Altmiller, G., 2012). Therefore, as professional behavior, students are expected to attend every class for which they are scheduled and arrive on time. Faculty will keep an accurate record of class attendance and tardiness. The student is responsible for contacting the faculty to discuss the circumstances of their absence and tardiness and plan their efforts to complete missed assignments. The student must maintain contact with the faculty if extenuating circumstances such as an accident, illness (student or family), or death in the family. Students are responsible for contacting their faculty when unavoidable absences and tardiness occur and maintaining contact as necessary during an absence. Because most courses are eight weeks, students absent for two weeks or more will be for the Selection and Progression Committee to determine how the student can progress.

For each unexcused absence totaling 13% (or 2 missed classes including leaving early) (includes coming late or leaving leaving), the student will have ten percent of their total course grade earned deducted.

Due to the scheduling of the 4th semester courses, an absence of more than 2 course sessions will result in a 10% deduction of the final course grade earned.

Tardiness, defined as being five or more minutes late to the designated start time for class, on two or more occasions will result in a 10% reduction of the final earned course grade.

Students are responsible for withdrawing from any class. Details regarding the process to withdraw from a course can be found on the Student Administrative Services webpage. The student must complete the Add/Drop Form also found at Student Administrative Services.

#### **c.Clinical, Lab, and Simulation Attendance**

As a clinical program, clinical/lab/simulation (CLS) hours are required. Absenteeism, including tardiness and early leaves resulting in missing 13% or more of clinical hours (approximately one clinical day or more) per semester, can result in clinical failure of the course. If the student has unexcused CLS absences totaling 13% or more of clinical hours, then the student will have ten percent of their total course grade earned deducted.

CLS tardiness is unprofessional behavior. In the clinical area, this has a direct impact on patient care and safety. Tardiness is defined as arriving later than five (5) minutes after the designated start time for any CLS experience. A student arriving for clinical fifteen (15) minutes after the designated start time (per individual course syllabus) for any clinical experience will be sent home and considered a clinical absence.

In the event a student is dismissed from a clinical experience for reasons such as unprofessional behavior, safety, unprepared to provide patient care, the occurrence will be counted as a clinical absence for the day.

A student arriving at a lab or simulation session 15 minutes after the designated start time (per individual course instructions) will receive a clinical absence. However, the student will be able to remain in a lab to benefit from the experience.

Although each course builds upon the previous course, the faculty recognizes that the clinical experiences may differ. Therefore, absences within each semester stand alone and do not accumulate during the program.

#### **d. Administrative Actions – Didactic, Clinical, Lab, and Simulation Attendance**

- i. **Written Warning** –If a student misses a CLS, or leaves early (unexcused), or is late, the student will receive a written warning and may receive a Performance Improvement Plan (PIP.)
- ii. **Course Failure** - Courses have prescribed clinical hours where students must demonstrate clinical competencies. When a student has more than 13% of clinical through any combination of absences, late arrivals, extended break times, or early leaves during a scheduled clinical experience, the student is subject to fail the clinical portion of the course, which would result in failing the course. A failing course grade will not permit the student to advance in the program until successful course completion is achieved. Repeat patterns of poor attendance will result in the student being dismissed from the program.

#### **e. Proper Notification for Clinical Lateness/Absence**

i. Please note, asking a classmate to inform the faculty that you will be late or absent does NOT constitute proper notification. Students must speak directly to the faculty associated to that absence; no other forms of communication related to said absence is acceptable. Completion of Missed Work Due to Absence

ii. If a student is absent from any learning activity, the student is responsible for completing missed work. Due to a lack of practice of nursing skill sets, students who are absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons. Students absent from their clinical education site will be given a required assignment equivalent to the hours missed. Any clinical time missed will be documented on the student's clinical attendance record regardless of assignment completion. The missed clinical time will be counted towards the percentage of absences.

#### **f. The Necessity of Medical Provider's Notes**

- i. One six hour, or one 12-hour clinical day missed due to illness will not require a note.
- ii. More than one clinical week (comprised of two clinical days) missed due to illness will require a note.
- iii. In addition to notifying your clinical faculty, students should communicate with the Baccalaureate Program Director about any missed clinical time.

**g. For significant health issues:**

- i. 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
- ii. Submit written medical approval from a health care provider to the Baccalaureate Program Director and clinical faculty to return to clinical practice.
- iii. The note must document student's ability to function as a student nurse, at full capacity, in the acute care or community health setting.
- iv. For injury sustained after medical form done need medical clearance.

**h. Inclement Weather and Clinical Attendance**

- i. Clinical is in session unless notified specifically by your clinical faculty or course coordinator. Each student must be academically prepared for clinical practice. Clinical practice preparation is specifically determined by each clinical course.
- ii. 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.
- iii. If you are already at the clinical site when severe inclement weather is impending, your clinical faculty will make the decision to dismiss early.

**4. Handling Health Issues and Sick Days**

**a. 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.

- i. 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.
- ii. 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.
- iii. It will help if you have a thermometer on hand to check your temperature if you are feeling ill.

**iv. Students should not attend clinical if they:**

- Have a fever (temperature above 100.5o 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.

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

i.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](#) .

ii.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.

iii.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.

iv.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.

#### **5. Leave of Absence from the Nursing Program**

A student may take a leave of absence from the nursing program. A student who returns the subsequent semester after taking a leave will return to the coursework from which they withdrew without remediation. A student returning one year, or two semesters, later will require consultation with faculty to determine a remediation plan for the student to safely return to their place in the program. A student's leave that is longer than two consecutive semesters, but no more than four semesters, will be required to appeal to the Selection and Progression committee who will, in consultation with the faculty, determine if the student will be required to repeat any coursework that was previously taken. A student absent from the program for more than four consecutive semesters will be asked to reapply. Information about Academic Leave can be found at [Student Administrative Services](#) .

#### **6. 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 at [Policies for Withdrawn Students](#).

## **7. Federal Educational Rights and Privacy Act of 1974 (FERPA)**

a. North Park University reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, as amended, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). All undergraduate students, other than those matriculated in the registered nurse continuation and SPS programs, will be assumed to be “dependent” unless a student notifies the Center for Student Engagement in writing within 10 calendar days after the commencement of any term that he or she considers himself to be “independent.” A certified copy of the parent’s most recent Federal Income Tax Form establishing the student’s dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified North Park University of his or her “independent” status.

b. Note: A student cannot declare himself or herself as “independent” for the purposes of non-disclosure of educational records to parents and still claim to be “dependent” for the purposes of receiving financial aid.

c. For more information, please see North Park University’s [webpage](#)

## **9. Title IX and Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation**

a. As a Christian institution of higher education, North Park is committed to providing a campus environment characterized by mutual respect among students, faculty, and staff. To effectuate this commitment, it is North Park University’s policy that any form of sexual violence or other offense, harassment, discrimination, relationship violence, retaliation or misconduct will not be tolerated. For more information see North Park University’s [webpage](#).

b. This policy applies to all members of the campus community: students, faculty, staff, and visitors. It applies to incidents that occur on campus property as well as any off-campus functions sponsored or supervised by the institution. This policy also applies to off campus conduct that has continuing impact on the ability of a member of the North Park community to fully engage in, and benefit from, campus life. For more information about campus safety, please see North Park University’s [webpage](#). North Park’s policy is mandated not only by its adherence to Christian principles, but also by law, including Title IX of the Education Amendments Act of 1972.

## **10. Performance Improvement Plan (PIP) Policy**

**a. 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

**b. Performance Improvement Plan (PIP)** will outline behaviors that the student must improve upon in the nursing program, clinical area, or in the classroom.

**c. 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.

**d.Procedure:** The instructor should complete the PIP form that will include the following:

- i.Objective(s) that have not been met.
- ii.The circumstances and unsatisfactory behavior(s) that led to the PIP.
- iii.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.
- iv.Strategies and/or interventions to achieve the goals.
- v.The consequences of meeting or not meeting the goals.
- viThe date that the student and faculty will meet to evaluate the student's response to the PIP.
- vii.The date and signatures of the student and initiating faculty upon meeting.
- viii.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 following: the student, the student's file, the course coordinator, the student's advisor, the Selection and Progression Committee Chair, and the Baccalaureate Program Director.

**e.Weekly Meetings with Instructor:** If the PIP remains in effect for more than one week, the instructor should meet with the 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.

**f.Responsibility of the Selection and Progression Committee:** 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.

**g.PIP Resolution:** 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.

## 11.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:

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

## **12.Academic Integrity**

a. 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, including AI-generated content, 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).

b. 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.

## **13.Utilization of AI-Generated Content in Nursing Education**

a. All submitted assignments, including, but not limited to, care plans, journals, concept maps, case study development, scholarly papers, and projects, must be the student's original work. AI-generated content should be utilized only as a guide, and all information generated and utilized must be validated using credible sources such as textbooks, scholarly journals, valid professional websites, and/or faculty guidance. While AI tools can offer valuable support, students must develop and demonstrate their critical thinking, clinical reasoning, and writing skills. Reliance on AI-generated content can hinder personal growth and the acquisition of necessary competencies. Always ensure your work is original, scientifically accurate, and ethically sound, reflecting your own knowledge and professional development.

b.For more information, please refer to North Park University's Guidelines for using AI-generated content:

<https://guides.northpark.edu/aiguideines>

<https://guides.northpark.edu/aicitation>

c.Failure to adhere to these guidelines is considered academic dishonesty and is subject to the penalties described in the North Park School of Nursing Handbook and the North Park University Handbook.

d.Resource suggestion for proper utilization of AI-generated content: <https://writingcenter.unc.edu/tips-and-tools/generative-ai-in-academic-writing/>

e.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.

f. 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) .

#### **14.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. The School of Nursing strongly recommends that you review the university's [Statement Concerning Academic Dishonesty and the Categories and Definitions of Academic Dishonesty](#) from the university Student Handbook.

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

- a. The instructor, on becoming aware of a possible instance of academic dishonesty, shall:
- b. Notify the student of the charge against him or her.
- c. Report the findings to the Baccalaureate Program Director and the appropriate Selection and Progression Committee chair.
- d. 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.
- e. The Baccalaureate Program Director, on receipt of the instructor's report, shall:

- i. Convene a meeting with the instructor and student.
  - i. Evaluate the instructor's evidence and hear the student's response.
  - ii. Determine if an infraction has occurred and if so, the appropriate penalty, taking into consideration the instructor's recommendations.
    - 1. iv.Inform the student of their right to appeal.
  - iii. Inform and provide a written copy of the final report to the Dean of the School of Nursing and Health Sciences and the Dean of Students and University Dean in the Office of the Provost.
    - 1. vi.Keep appropriate records of each case to its completion.

#### **16.Repercussions**

a. 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):

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

**b. The student may:**

- i. Accept the decision and the penalty
- ii. Appeal the decision in writing to the appropriate Selection and Progression Committee. The appeal must come within five days of the decision.

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

- i. Accept the decision and the penalty.
- ii. Appeal the decision in writing to the Office of the Dean of the School of Nursing and Health Sciences. The appeal must come within five days of notice of the decision.

**d. The Dean of the School of Nursing and Health Sciences may:**

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

**e. The student may:**

- i. Accept the decision of the Dean of the School of Nursing.
- ii. Appeal the decision to the University Dean within five days of notice of the Dean of the School of Nursing and health Sciences decision.

The policy can be found in the [North Park Student Handbook](#).

## **17. 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
1. Concerns in a specific course, which may include the following: A. Course expectations, requirements, content B. Teacher performance C. Student performance	The student may present an appeal/issue, in writing, in the following order: A. Individual course instructor B. Course coordinator C. Baccalaureate Program Director, School of Nursing D. Dean of the School of Nursing and Health Sciences
2. Grade appeal	The student may appeal a grade, in writing, in the following order: A. Individual course instructor B. Course coordinator C. Selection and Progression Committee for Undergraduate Programs D. Dean of the School of Nursing E. Office of the Provost
3. Selection and progression issues/concerns	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 within five days of the posted grade.
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.

#### 18.University Grievance Procedure:

The process outlined below applies to any grievance involving academic issues other than allegations of academic dishonesty and can be found in [North Park Student Handbook](#). The procedure for addressing allegations of academic dishonesty is set forth in the section on academic integrity.

**a. Step One:** 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 two. You may also choose to report any non-academic grievance through the self-referral system (EARS).

**b.Step Two:** 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 54 North Park University case of a grievance against a student, the written grievance shall be presented to the dean of students. In consultation with the director of 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 business days of the date

the grievance was received.

**c.Step Three:** 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 than five business days after the Step two 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 community. The appropriate vice president, provost, dean or designee will promptly render a decision.

**d.Step Four:** If the student is dissatisfied with the decision at step three, 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.

## **Section V.B. Progression and Retention Academic**

### **19. Academic Standing and Grading Policies**

a.A cumulative grade point average of at least 2.0 must be maintained. 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.

b.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.

**c.Grade Rounding Policy** - Grades on course assignments and examinations which are determined by percentages involving decimals will not be rounded up to the next whole number when equal to 0.5 or greater.

d..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.

#### **f.The grading scale employed in the School of Nursing**

<b>Percentage</b>	<b>Equivalent Letter Grade</b>
100-94%	A
93-91%	A -
90-88%	B+
87-84%	B
83-81%	B -
80-78%	C+

77-76%	C <b>(PASSING)</b>
75-71%	C -
70-68%	D+
67-64%	D
63-61%	D -
<61%	F

## 20. Sequencing/Out of Sequence

a. 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.

b. 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.

## Section V. C. Electronic Devices, Email, and social media

### 21. Program Communication

a. 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.

b. 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.

### 22. 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.

### 23. Email Policy

a. 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.

b. 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.

c. 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 to stay current with North Park University communications. Please see [North Park University Student Handbook](#).

d. 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.

## **24. North Park University Social Media Policy and Guidelines**

a. 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.

b. Stop! Collaborate, and Listen!

c. 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.

d. Is It Newsworthy?

e. 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.

f. Photos, Videos, Paid-Ads:

g. 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.

h. 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.

i. 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.

i. Identify the event or program you are wanting to promote.

ii. Have a budget of \$200 or more.

iii. 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.

i. Follow Us on Social Media:

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

j. 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.

k. 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](#)

## I. Guidelines for Use

i. Take Responsibility and Be Transparent

ii. You are responsible for anything you write or do online.

1. 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.
2. 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.
3. Remember that satire and sarcasm are often misunderstood. Be careful how you use them.
4. 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.

5. Quality matters. Use a spell-checker.

m. Practice academic integrity.

- i. Never post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.
- ii. Do not plagiarize—give proper attribution.

n. Practice personal integrity.

- i. Do not make or endorse recklessly or maliciously false statements.
- ii. Never misrepresent your identity.
- iii. 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.
- iv. Do not pretend to have expertise, information, or authority you do not have.

o. Respect Your Audience and Your Colleagues

p. 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.

q. Do not express, communicate, or link to libelous, defamatory, harassing, or pornographic content, even by way of example or illustration.

tr. 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.

s. Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.

t. Think about the consequences of what you are posting.

- i. Assume your writings will spread.
- ii. 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.

u. 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.

v. Respect the Property of Others

- i. Respect intellectual property rights.
- ii. Do not distribute copyrighted materials without the permission of the copyright owner.
- iii. Do not use trademarks or logos without the owner's permission.
- iv. Adhere to the user agreements (terms and policies) for each social media site with which they engage.

x. When using North Park University-owned computers or the campus network to access social media sites, comply with the Acceptable Use Policy.

y. Respect Confidentiality

i. Respect personal boundaries and individual privacy rights. Public disclosure of private facts may cause serious emotional or psychological injury.

ii. 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.

iii. 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.

z. Respect the University's Interests

i. 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.

ii. 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.

iii. 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.

aa. Be Wary

i. 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.

ii. Posted information is often repeated and linked to other sources—anything you post may go viral, including your off-hand comments.

iii. Unacceptable Posts Will Be Removed.

iv. 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:

1. Harassment in any form.
2. Failure to respect the rights of others, such as the right to privacy.
3. Forgery or other misrepresentation of one's identity.
4. Distribution of copyrighted materials without the permission of the copyright owner.
5. Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the Social Media Guidelines.
6. Advertising/soliciting for non-University-sponsored products, programs, and events.
7. Spam

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

cc. 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.

dd. 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.

#### ee. Complaints and Reporting Violations

i. 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.

ii. 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.

iii. 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.

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

#### v. Posting on Behalf of the University

vi. 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.

#### vii. Non-Interference with Applicable Laws

viii. 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.

**Section VI: Appendix**

- Admissions Requirements
- The BSN Program Four Year Academic Schedule
- ATI Policy: Content Mastery Proctored and Practices Assessment
- ATI Policy: Proctored Assessments
- ATI Policy: Proposed ATI Schedule
- Testing Policy
- Technology Requirements Check List
- Performance Improvement Policy
- Performance Improvement Plan Form (Example)
- Occurrence Event Policy
- Occurrence Event Form (Example)
- Clinical Incident Policy Guidelines and Procedure
- Clinical Incident Form (Example)
- Grade Appeal Form (Example)

## Admissions Requirements for 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:

- Completion of all prerequisite courses for the nursing major with a grade of C or better; a grade of C- is not acceptable.
- A cumulative grade point average of 2.75 along on a 4-point scale is needed for admission into the nursing major.
- Passage of the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) with an academic preparedness level of Proficient.
- A student may repeat a total of two prerequisites courses, only one of which may be a science course. The Prerequisite science courses are the following: CHEM 1021, CHEM 1031, BIOL 1250, BIOL 1260, BIOL 2910, BIOL 2930, and NURS 3240.
- Letter of Recommendation which directly speaks to the student's suitability to the profession.
- Completion the formal application to the major.

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:** To graduate the student must fulfill the University Core Curriculum requirements as specified in the North Park University Academic Catalog. In addition, 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
- BIOL 1260 Introduction to Cell Biology
- BIOL 2910 Microbiology
- BIOL 2930 Advanced Human Physiology
- CHEM 1021 Survey of Organic Chemistry
- CHEM 1031 Survey of Biochemistry
- CORE 1000 Cornerstone Seminar
- NURS 2100 Survey of Nursing
- NURS 2540 Applied Nutrition or EXS 3180 Nutrition
- NURS 3240 Pathophysiology\*\*
- PSYC 1000 Introduction to Psychology
- PSYC 2700 Human Lifespan Development
- SOC 1910 Introduction to Sociology
- HSC 1490 Healthcare Statistics

**The following courses may be considered for transfer credit with a grade of "C" or higher, pending review by the Baccalaureate Program Director:**

- NURS 2150: Math for the Generalist Nurse
- NURS 3540: Ethics in Health Care
- NURS 4240: Research in Professional Nursing

- NURS 4540: Health Policy and Politics

**Transfer credits are not accepted for the following core nursing courses:**

- NURS 3240: Pathophysiology
- NURS 2100: Survey of Professional Nursing
- NURS 3020: Introduction to Professional Practice
- NURS 3030: Health Assessment
- NURS 3220: Pharmacology
- NURS 3201: Nursing of Adults I
- NURS 3500: Nursing of Childbearing Families
- NURS 3520: Nursing of Children
- NURS 4201: Nursing of Adults II
- NURS 4202: Gerontologic Concepts
- NURS 4203: Internship of Gerontologic Concepts
- NURS 4200: Psych/Mental Health Nursing
- NURS 4500: Community Health Nursing
- NURS 4520: Synthesis of Nursing Practice
- NURS 4550: Leadership and Management in Nursing
- NURS 4901: NCLEX Success

Students who have been enrolled in a nursing program within the past five years must submit an NPU BSN and DEMSN Nursing Record Form from the chief nursing administrator of their transfer institution when applying to the baccalaureate nursing program. Students who were enrolled in a nursing program more than five years ago should submit a personal letter detailing why they did not complete the program, what they learned from the experience, any changes they have made since participating as a student in the previous program, and how they plan to succeed if admitted to the BSN program at North Park.

# The BSN Program Four Year Academic Schedule


## SEMESTER BY SEMESTER PLAN OF STUDY - TYPICAL 4-YEAR STUDENT

To the left of each course name is the abbreviation of the department that offers the course and the course number. To the right of the course name is the number of credits. Symbols (+) and (\*) denote if a course is a university core curriculum requirement or a nursing prerequisite. Many courses meet both requirements.

**+ University Core Curriculum Requirement = CC course**

**\* Nursing Prerequisite or Required Supporting Course**

NOTE: Plans may vary per student as university core curriculum requirements (CC) may be taken in a different order, but **science courses have a specific sequence**. To be able to complete all nursing prerequisites and core curriculum requirements prior to applying to the major, students should register for 16 credits minimum each semester during their first two years of pre-nursing studies at North Park. Course selections should be made with the advice and consent of your School of Nursing academic advisor.

YEAR	FIRST SEMESTER		SECOND SEMESTER
20__ First Year, <b>PRE- NURSING</b> 32 SH	BIOL 1250 Intro Human Anatomy 4 *+ CORE 1000 Cornerstone Seminar 4 *+ SOC 1910 Intro to Sociology 4 *+ CC course: 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 * CC course: Language 1020 4 + <b>16 credits</b>
	<b>THIRD SEMESTER</b>		<b>FOURTH SEMESTER</b>
20__ Second Year, <b>PRE- NURSING</b> 33 SH	BIOL 2930 Advanced Human Physiology 4 * HSC 1490 Stats for Health Professionals 4 *+ NURS 2540 Applied Nutrition (or EXS 3180) 2 * CC course: BTS 1850 Intro to the Bible 4 + CC course: Art & Aesthetics/ Health & WB 2 + (choose one of these two core curriculum courses/ might take the other one during the nursing program) <b>16 credits</b>	<b>NEXT: Prepare to apply to the major. Must apply to the nursing program one full semester before the intended start of the cohort.</b>	BIOL 2910 Microbiology 4 * PSYC 2700 Human Life Span Dev 4 * NURS 2100 Survey of Professional Nursing 2 * NURS 3240 Pathophysiology 3 * CC course: HIST-1000 or Christian Life & T 4 + (choose one of these two core curriculum courses; might take the other one during the nursing program) <b>17 credits</b>
	<b>MUST BE ACCEPTED to the Nursing Program before registering for any of the following courses.</b>		
20__ Third Year <b>(First Year of NURSING Program)</b> 25 -29 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 <i>Core Curriculum 2 or 4 credit course, if needed</i> <b>12 credits required nursing or 14-16 credits if CC courses are needed</b>
20__ Fourth Year <b>(Second Year of NURSING Program)</b> 25 -29 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 <i>Core Curriculum 2 or 4 credit course, if needed</i> <b>13 credits required nursing or 15-17 if CC courses are needed</b>		NURS 4500 Community Health Nursing 4 NURS 4520 Synthesis of Nursing Practice 5 NURS 4550 Leadership & Management 2 NURS 4901 NCLEX Success 1,  <b>12 credits required nursing</b>

## ATI Policy-Content Mastery Proctored and Practice Assessments

### ATI POLICY

#### Practice Assessments:

ATI provides practice assessments to help students identify content that they know as well as to help recognize areas that need further review. Areas assessed as requiring further Guided Learning Activities are identified as Topics to Review.

#### Guided Learning Activities

Guided Learning Activities is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Guided Learning Activities tools within ATI are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It is required that students remediate assessments using the Focused Review tool available within ATI after completion of any practice/proctored tests. The Focused Review contains links to ATI eBooks, media clips, and active learning templates. Faculty has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students are not limited to the use of the tools provided in the Focused Review. The student is encouraged to utilize It is highly recommended that students also utilize the use of textbooks, review books, videos, animations, graphics, tutorials to name a few additional resources. Students will be required to provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page in addition to submission of the written Guided Learning Activities Templates as described below. These documents will be uploaded on the course Canvas platform.

Guided Learning Activities will consist of the following: Guided Learning Activities of missed content with focused review using textbooks, review books with videos, animations, graphics, tutorials, and completing all Active Learning Templates suggested in Focused Review (specific to content missed). Completed Active Learning Templates will be uploaded on the course Canvas platform. The "ticket" to take the ATI Proctored Assessment is the submission of the Focused Review of the Practice Assessments A and B. If the Focused Review is not submitted a student will earn a 0 on the Proctored ATI Assessment.

PRACTICE ASSESSMENTS (8/24)	
Practice Assessment A	Practice Assessment B
You will complete the RN XX Assessment A by the due date assigned. You will select your 5 weakest areas/topics from your results/focused review and complete 5 handwritten** Active Learning Templates. Please indicate at the top of the worksheet which area of the focused review you are completing. If you are not prompted with a focused review, please reach out to the course faculty who will assign you the 5 cumulative weakest areas of the class.	You will complete the RN XX Assessment B by the due date assigned. You will select your 5 weakest areas/topics from your results/focused review and complete 5 handwritten** Active Learning Templates. Please indicate at the top of the worksheet which area of the focused review you are completing. If you are not prompted with a focused review, please reach out to the course faculty who will assign you the 5 cumulative weakest areas of the class.



\*The review materials are developed based on the results of the student's assessment. The test score will be taken into account when considering the amount of time spent in Guided Learning Activities as a lower score will require more time as focused materials will be generated based on a student's performance on the test

\*\* Research has shown that handwritten notes help one retain the information better – here is a link to a helpful article <https://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/>

#### ATI Proctored Assessments:

STANDARDIZED PROCTORED ASSESSMENT				
Proficiency Level	Proficiency Level III	Proficiency Level II	Proficiency Level I	Proficiency Below Level I
<b>Required **</b>	Complete a minimum of one-hour* Focused Review that will include the completion of 3 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition to the Active Learning Templates	Complete a minimum of two-hours* Focused Review that will include the completion of 5 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition to the Active Learning Templates	Complete a minimum of three-hours* Focused Review that will include the completion of 8 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition to the Active Learning Templates	Complete a minimum of four-hours* Focused Review that will include the completion of 10 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition to the Active Learning Templates
<b>% of Score Applied to the Final Exam*</b>	Score applied to final exam grade – 100%	Score applied to final exam grade – 86%	Score applied to final exam grade – 76%	Score applied to final exam grade – 58%

The ATI Proctored Assessments will constitute 10% of the final exam score

\*Completion of Guided Learning Activities is required to receive the allotted percentage to the final exam. Failure to submit Guided Learning Activities will result in a score of 0% added to the final exam score.

\*\*The SNHS ATI policy requires each student to complete a focused review of their proctored assessment. Guided Learning Activities will be submitted within 48 hours of taking the proctored ATI.

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

#### ATI CUT SCORES RN CMS 2023

Proctored Assessments	LEVEL 1 Cut Score	LEVEL 2 Cut Score	LEVEL 3 Cut Score
Adult M/S (90 items)	56.7% to 68.8%	68.9% to 82.1%	82.2% to 100.0%
Community Health (50 items)	58.0% to 73.9%	74.0% to 83.9%	84.0% to 100.0%
Fundamentals (60 items)	50.0% to 64.9%	65.0% to 81.6%	81.7% to 100.0%
Leadership (60 items)	60.0% to 76.6%	76.7% to 89.9%	90.0% to 100.0%
Maternal Newborn (60 items)	55.0% to 66.6%	66.7% to 81.6%	81.7% to 100.0%
Mental Health (60 items)	56.7% to 66.6%	66.7% to 84.9%	85.0% to 100.0%
Pediatric Nursing (60 items)	51.7% to 64.9%	65.0% to 78.2%	78.3% to 100.0%
Nutrition (60 items)	48.3% to 66.6%	66.7% to 83.2%	83.3% to 100.0%
Pharmacology (60 items)	53.3% to 71.6%	71.7% to 86.6%	86.7% to 100.0%

## **RN CONTENT MASTERY SERIES 2023 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.*

## **Capstone Content Review**

### **Comprehensive Exam**

The ATI Capstone Content Review will be utilized as a resource in the preparation of the Comprehensive Exam and ultimately the NCLEX-RN. This review has been integrated into the NURS 4901 Comprehensive Predictor Exam course.

Before completion of the Nursing Program, students are required to pass the ATI Comprehensive Predictor. 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 the final weeks of the fourth 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.**

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.

**ATI Policy-Proposed ATI Schedule**

Semester	Assessment	Course
Semester 1	Critical Thinking	Pre-program Orientation
Semester 1	RN Fundamentals 2023	NURS 3201 Adult Health I
Semester 1	No ATI	NURS 3020 Introduction to Professional Nursing for Spring 2021
Semester 2	RN Maternal Newborn 2023	NURS 3500 Nursing of the Childbearing Family
Semester 2	RN Nursing Care of Children 2023	NURS 3520 Nursing of Children
Semester 3	RN Mental Health 2023	NURS 4200 Psych/Mental Health Nursing
Semester 3	RN Nutrition 2023	NURS 4201 Adult Health II (effective Fall 2021)
Semester 4	RN Leadership 2023	NURS 4550 Leadership and Management in Nursing
Semester 4	RN Community Health 2023	NURS 4500 Community Health
Semester 4	RN Adult Medical Surgical 2023	NURS 4520 Synthesis (effective Spring 2022)
Semester 4	Critical Thinking Exit Test	NURS 4901 Nursing Comprehensive Exam, P/F
Semester 4	RN Comprehensive Predictor 2023	NURS 4901 Nursing Comprehensive Exam, P/F
Semester 4	RN Pharmacology 2023	NURS 4901 Nursing Comprehensive Exam, P/F

## Testing Policy

North Park University School of Nursing and Health Sciences prepares nurses who are emboldened to embody the standards of the nursing profession that promote critical thinking to ensure patient safety. The testing policy is to ensure that students and faculty align with legal requirements, the ethical standards of the nursing profession, and the mission of the university.

Each baccalaureate student will attest to the following statement of Academic Integrity for each exam:

*I affirm that this exam represents my own work, without the use of any unpermitted aids or resources. I understand that there will be no tolerance towards academic dishonesty and that cheating can and will lead to automatic failure from the class as well as a report to the Selection and Progression committee. If I witness cheating by a classmate, **I will report the cheating to the course faculty.** By taking this exam I acknowledge the above statement as my truth.*

In addition, everyone should follow the same procedures, the following are not an option:

- Exams are given in person and will utilize Respondus – Lockdown Browser with video camera and screen capture. (Some faculty may opt to use ATI to administer exams)
  - The student is responsible for ensuring that the computer is up to date to allow for this necessary access prior to the start of the exam.
  - Please reach out to IT for assistance in updating the computer, if necessary. IT is located in the basement of Caroline Hall.
  - The screen brightness on a student's screen will be at a level that is easily observable by the exam proctor, dimmed screens that are not visible to the exam proctor may result in a 0 on the exam
- Students will place all belongings, i.e. coats, bags, drinks, and food at the front of the room
- Only a computer, a piece of paper and writing implement, if necessary, may be on the desk.
  - All surrounding space should be empty
  - Scratch paper will be supplied by exam proctor and collected at the end of the exam
- Each student must place their phone and smartwatch facing down at the desk/table at the front of the room
  - Phones may not be stored in a bag
  - There should be a phone for each student present, phones may not be stored in a bag
  - The exam will not be made available until all phones are accounted for.
  - If a student requires a phone to log them into lockdown browser, this can be done at the front of the room.
  - let them know prior so if they are having problems with lockdown browser they can go to IT before the exam
  - they don't need to show their ID for the webcam
- A calculator, if needed, is included in both Canvas and ATI testing platforms.
- Students are seated with adequate spacing as the room allows.
- Exam proctors will circulate around the room during the exam
- Permission to reschedule an exam for any reason must be obtained from the course coordinator prior to the exam time. Failure to follow this protocol will result in a grade of zero for that exam.
- Any form of cheating (using an extra electronic device, clicking outside the browser, looking at other students' screens, talking in class, etc.....) will result in a 0 for the exam, and the student will be reported to the University Dean.
- Missed exams: All exams must be completed on the scheduled date. A 10% score reduction will be applied each day that the exam is not completed past the original exam date unless documentation of an emergency or university excused absence is provided (such as a note from a health care provider, obituary, or university athletic event schedule as outlined in the attendance policy). Students must notify the Course Director by email PRIOR to the exam time. Late exams will take an alternative form.

# Technical Requirements Checklist

## Computer Hardware Requirements

- ✓ Students will need access to a laptop device, which can be a PC or Mac that meets the following minimum specifications.
  - RAM: 8 GB
  - Hard Drive: 256 GB or higher (SSD preferred)
  - Operating System:
    - PC Windows 10 Min resolution 1024 x 600
    - Mac 13.4 or above<sup>[SEP]</sup> Min resolution 1024 x 600
  - Adequate Ethernet and wireless capacity \* you may need to check with your internet provider
  - Webcam 320 x 240 VGA resolution
  - Power cord
  - Microphone or earbud with microphone
  - \*Note - Android tablets, Chromebooks, and iPad does not support all Canvas and ATI functionalities.

## Computer Software Requirements

- ✓ **Microsoft Office**
- ✓ All assignments must be submitted as a Microsoft Office Document. Students receive Office 365 through North Park, which includes Microsoft Office Suite (Word, Excel, and PowerPoint). Please contact [Information Technology](#) for further information.
- ✓ **Internet Browsers**
- ✓ Make sure that you use Google Chrome or Mozilla Firefox as your browser. DO NOT use Internet Explorer. The links to obtain the Chrome and Mozilla browsers are below.
  - **Google Chrome for PC and Mac users:**
  - <https://support.google.com/chrome/answer/95346?hl=en>
  - **Mozilla Firefox for PC and Mac users:**
  - [https://www.mozilla.org/en-US/firefox/new/?utm\\_source=getfirefox-com&utm\\_medium=referral#download-fx](https://www.mozilla.org/en-US/firefox/new/?utm_source=getfirefox-com&utm_medium=referral#download-fx)
- ✓ **Internet Requirements**
- ✓ Students must have high-speed internet access to complete this course. A minimum download speed of 1.5 Mbps is required, which is commonly the speed associated with a basic DSL or a cellular/satellite connection. A faster connection, such as cable or fiber service, will further enhance your online experience.

**Respondus Monitor System**-The following are the requirements needed to run the *Respondus Monitor System*. Please ensure that your computer has the following requirements.

- ✓ Windows: 10
- ✓ Mac: OS X 13.4 or higher
- ✓ Web camera (internal or external) & microphone
- ✓ A broadband internet connection
- ✓ Windows 10S mode is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10 S mode is not on the roadmap for LockDown Browser.
- ✓ Memory: Windows or Mac: 2 GB of RAM (minimum of 4 GB available RAM is necessary when taking an exam using the Respondus lockdown browser hard disk space when using a webcam.
- ✓ Hard Disk space: Windows or Mac requires 200 MB of free hard disc space

## **PERFORMANCE IMPROVEMENT (PIP) POLICY**

### **PURPOSE:**

The purpose of this plan 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 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. A PIP should clearly identify the problem area(s) and outline a remedial plan of action for the student to follow. Clinical instructors should collaborate with the course coordinator before initiating a PIP with a student.

### **PROCEDURE:**

The instructor should complete the PIP form and should 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 due date.
- 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 effectiveness of 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 Chairman.

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, and a copy provided to the student, course coordinator, student advisor, and Selection and Progression Committee Chairman.

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 requires that the form be retained for other purposes related to student performance over the course of study in the School. Failure to meet course or SoN objectives or resolve unsatisfactory behavior(s) before the end of the course may mean 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.

Date of Initiation:

Identify objectives not being met:

Describe the unsatisfactory behavior and/or circumstances, and the date(s) of observance:

Expected Outcome/ Goals (include due date):

The plan: strategies/ interventions to meet the objectives

(be specific):

Note: Failure to meet the expected outcomes/goals may mean failure of the course.

Date/time that student and instructor will meet next to evaluate improvement (evaluation to be documented on eval tool and attached to this form):

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: \_\_\_\_\_

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

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

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

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



## Occurrence Event Policy

**Purpose:** To establish a protocol for reporting and addressing minor incidents that do not meet the threshold for a performance improvement plan (PIP), but still require acknowledgment, reflection, and correction to ensure ongoing student growth and patient safety.

All nursing students and/or faculty/clinical faculty are required to report minor occurrence events as part of their learning process. The goal of reporting is to foster accountability and self-reflection without immediate disciplinary consequences, provided the issue does not escalate or recur.

An Occurrence Event is defined as a minor incident that is a deviation from expected practice that does not result in harm or meet the criteria for a performance improvement plan. Examples include lapses in documentation, minor procedural errors, or non-critical communication issues.

### Reporting Process

The nursing student, faculty, and/or clinical will inform the appropriate party of the occurrence as soon as feasible. Documentation of the event should be completed using the Occurrence Event Report (OER) form within 48 hours. The report should be concise, capturing:

- Date and time
- Description of the occurrence
- Impact or potential impact on care
- Actions taken to resolve the issue
- Student's reflection on the cause and prevention of future occurrences
- Faculty Review

Faculty and/or clinical faculty will review each occurrence event with the student, providing feedback and ensuring the issue is understood. This process should focus on learning and growth.

If the event reveals a pattern of behavior or potential for patient harm, the issue may be escalated to a performance improvement plan.

Depending on the nature of the event, faculty may assign additional learning resources or activities to reinforce the student's understanding of proper procedures.

If similar issues arise repeatedly without improvement, the clinical faculty may escalate the matter to the Baccalaureate Program Director for consideration of a PIP.

### Non-Escalation Clause

Events reported under this policy are considered low-risk and will not immediately trigger formal disciplinary measures unless the issue is recurring or escalates. This process is separate from the performance improvement plan protocol and is designed to foster a non-punitive learning environment.

**Confidentiality:** All occurrence reports are confidential and shared only with relevant clinical faculty. Reports will not be included in a student's academic record unless part of a more formal corrective action.

### Responsibilities

**Nursing Students:** Required to report occurrence events promptly and engage in reflection and corrective actions as necessary.

**Clinical Faculty:** Assist students in addressing and reporting minor incidents in a timely and constructive manner. Provide

feedback, guide students through the reflection process, and monitor for recurring issues that may require escalation.

### Disciplinary Consideration

This process is designed to address non-critical issues. However, persistent or more serious violations of safety protocols may lead to a performance improvement plan (PIP) at the discretion of the clinical faculty and program administration.

### Examples of Occurrence Event Criteria

Occurrence events typically involve non-critical issues, but they still warrant attention due to their impact on learning, professional development, and patient safety. The following examples qualify as occurrence events, focusing on lapses in behavior, professionalism, and patient safety:

- **Behavioral and Professionalism Issues**
  - Unprofessional Communication: Speaking disrespectfully to patients, staff, or peers, or using inappropriate language, even if it does not escalate into a formal complaint.
  - Failure to Maintain Patient Confidentiality: Discussing patient information in non-private areas or with individuals not involved in the patient's care, even if no identifiable information is shared.
  - Insubordination: Refusing or delaying to follow reasonable instructions from faculty, preceptors, or nursing staff, particularly when it affects team dynamics or patient care.
  - Tardiness or Absenteeism: Arriving late or being absent from clinical shifts without proper notification, creating disruptions in patient care, even if it is a one-time occurrence.
- **Patient Safety and Care Protocol Lapses**
  - Failure to Follow Patient Safety Protocols: Skipping or improperly performing safety checks, such as not verifying patient identity or neglecting to follow fall risk precautions, even if no harm occurs.
  - Inadequate Infection Control Practices: Failing to consistently adhere to hand hygiene protocols or proper use of personal protective equipment (PPE) in situations that pose potential, though minor, infection risks.
  - Medication Handling Mistakes: Mishandling non-critical medications (e.g., administering the wrong dose or at the wrong time), without resulting in patient harm, but which had the potential to cause an issue.
  - Improper Equipment Use: Incorrectly using medical equipment or devices in a way that does not cause harm but reveals a gap in the student's knowledge or skillset.
- **Inconsistent Professional Boundaries**
  - Overstepping Scope of Practice: Performing tasks outside of the student's authorized scope of practice without consulting faculty or supervising staff, even if it does not lead to immediate harm.
  - Failure to Delegate or Communicate: Not recognizing when to ask for assistance, delaying communication with staff about important patient care updates, or failing to escalate a concern in a timely manner.
- **Inappropriate Interpersonal Behavior**
  - Disruptive Behavior: Engaging in distracting or disruptive behaviors in clinical settings (e.g., excessive phone use, chatting inappropriately with colleagues) that negatively impacts focus and patient care.
  - Failure to Work as a Team: Demonstrating reluctance to cooperate with peers or clinical staff, leading to a disjointed team effort in patient care, even if the impact on patient safety is minimal.
- **Professional Attitude Lapses**
  - Lack of Initiative: Failing to take ownership of learning or tasks, requiring frequent prompting from staff or faculty to complete routine assignments, which could potentially delay patient care.
  - Defensive Attitude to Feedback: Reacting defensively or failing to accept constructive feedback on practice issues or professional behavior, which hinders growth and improvement.
  - These criteria emphasize the importance of professionalism, maintaining proper patient safety protocols, and responsible behavior in the clinical setting. Behavioral issues, while not always immediately harmful, can create unsafe or inefficient working environments and erode the professional standards expected of nursing students.

## **Occurrence Event Form**

### **North Park University School of Nursing and Health Sciences Baccalaureate Nursing Program Occurrence Report**

Name of Student:

Name of Faculty:

Course:

Date of Report:

Date of Occurrence:

Description of Occurrence:

Evaluation Plan:

Student Signature:

Faculty Signature:

Course Coordinator Signature:

Date copy sent to Selection and Progression Chair:

Date copy sent to Baccalaureate Program Director:

# Clinical Incident Policy Guidelines and Procedures

## 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.**

## Clinical Incident Form: North Park University School of Nursing

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: \_\_\_\_\_

## Grade Appeal Form for the School of Nursing and Health Science- Page 1

Prior to initiating this formal grade appeal, it is understood that the student will have consulted with the instructor assigning the grade, presenting the student's rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal by submitting the form below.

In the case of a grade appeal, the Selection and Progression committee will consider an appeal if one of the following can be demonstrated:

- made an error in the calculation of the grade or has made an error in reporting the grade to Student Services.
- Student Engagement approved and documented accommodations were not met.
- made an arbitrary or prejudiced evaluation of the student.
- created and enforced course policy that is arbitrary or discriminatory.
- failed to notify (or to make a reasonable attempt to notify) the student of course requirements, policies, and/or penalties.
- failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives.
- infringed upon the contractual rights of the student as explained in the course syllabus, the Catalog, or other University policy documents.
- violated the civil or human rights of the student as defined by law.

Timing, according to the grade appeal policy: The appeal is to be submitted no later than five (5) calendar days after official grades are posted. However, it is in the student's best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

**Name of Student:**

**Student ID#**

**Student E-mail:**

**Phone numbers for ready accessibility:**

**Cell Phone #**

**Permanent Home Phone #**

**Name of Adviser:**

I am appealing a final course grade of (enter grade) that I received in NURS (enter course number and name)

**Course faculty:** (enter faculty name).

**Reason(s)** for my grade appeal indicated by checking the appropriate reason(s) below:

- ☐ A significant violation of clearly established written policies (specify exact source, e.g., syllabus, student handbook, etc.).
- ☐ The result of improper procedures (specify exactly).

Discriminatory practice (specify exactly).

**Explain in detail the reason(s) for the appeal you checked above and the process that you have already taken:**

**Student's signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Grade Appeal Form for the School of Nursing and Health Science- Page 2

The student may submit additional materials as indicated below:

- ☐ I choose to submit additional evidence of my performance, noted here or attached.
- ☐ I request that the following pertinent materials be obtained by the review committee from the course faculty

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This section is completed by the Chair of the Selection and Progression Committee

Chair of Selection and Progression Committee receipt of the above appeal /evidence on (date): \_\_\_\_\_

Chair of Selection and Progression consultation with the instructor on (date) \_\_\_\_\_

- ☐ in person
- ☐ phone
- ☐ electronically
- ☐ hard
- ☐ copies

Selection and Progression committee will provide exact details of information and any other evidence acquired:

Within 5 business days from the meeting of the Selection and Progression Committee meeting the student & faculty will be informed of the Selection and Progression's decision and review of additional evidence sought (as checked & then explained below):

Selection and Progression Committee recommendation based on evaluation of appeal [check decision below]:

- ☐ Assigned grade remains
- ☐ Course instructor is asked to reconsider grade based on the information gathered. This reconsidered grade will be final
- ☐ Grade change to (enter new grade) is warranted

Chair of Selection and Progression Committee Signature & Date \_\_\_\_\_

Baccalaureate Program Director Signature & Date \_\_\_\_\_

A copy of this document will be kept in the student's electronic file.



## References

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