Ball State University
School of Nursing
Baccalaureate Nursing Program
Handbook
2016-2017
Introduction

The contents of this Handbook are the policies and procedures of the School of Nursing and information vital to all Baccalaureate students and faculty. The Handbook is to be used as a reference document in conjunction with the University Undergraduate Catalog and School of Nursing published materials. The Baccalaureate Nursing Program Handbook is the product of the Baccalaureate Curriculum Committee. The Ball State University School of Nursing Baccalaureate Handbook is reviewed annually. Updates are ongoing as changes are implemented. Students are accountable for all information located within this handbook.

Welcome

Welcome to the Ball State University School of Nursing Baccalaureate Program! Ball State University School of Nursing has a long tradition of graduating nurses who excel in their chosen career path. We are thrilled you have chosen to partner with us. As a student in the School of Nursing, you will have the opportunity to truly immerse yourself in the profession of nursing.
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SECTION I: SCHOOL OF NURSING

Refer to Section 1 for history of the School of Nursing, organizational chart, accreditation, vision, mission statement, goals, philosophy of nursing, philosophy of education, organizing framework, and organizing framework concepts and definitions. LINK to Section 1

SECTION II: BACCALAUREATE NURSING PROGRAM

BACCALAUREATE PROGRAM OUTCOMES

1. Integrates knowledge, skills, and values from biological, psychological, social sciences, and arts in nursing practice.

2. Demonstrates basic organizational and systems leadership to promote patient safety and quality improvement.

3. Demonstrates an understanding of the basic research process by integrating evidence-based practice and clinical judgment, which will allow student to evaluate and improve patient outcomes.

4. Integrates use of information management and application of patient care technology in professional nursing.

5. Demonstrates a basic knowledge of health care systems, including the organization and financing of patient services, reimbursement structure, healthcare policies, and regulatory processes.

6. Utilizes effective inter/intraprofessional communication, collaboration, and change processes to provide evidence-based patient-centered care.

7. Integrates culturally appropriate health promotion and clinical prevention strategies across the lifespan, for individuals, families, groups, communities, and populations.

8. Exemplifies professionalism, professional values, honesty and ethical behaviors utilizing evidence-based knowledge, skills, and attitudes in professional nursing practice.

APPROVED 10/2014
BACCALAUREATE PROGRAM POLICIES AND INFORMATION

Basic Baccalaureate Nursing Program (Pre-licensure)

ADMISSION POLICIES & INFORMATION

http://cms.bsu.edu/academics/undergraduatetudy/catalog/current-year/collegesdeptprog/cast/nursing

PROGRESSION POLICIES

It is anticipated that students accepted into the baccalaureate nursing program will progress through the five semester nursing sequence in a timely manner. No prerequisite may be repeated more than once. This applies to transfer and Ball State credits.

1. **Minimum Requirements for NUR 230/231:**
   a. Total undergraduate grade point average of 3.00 or higher.
   b. Grade of C (2.00) or higher in ANAT 201, BIO 113, CHEM 101, NUR 228, PHYS 215, PSYS 100, SOC 100; departmental permission.
   c. Selection to enter NUR 230/231 by the Baccalaureate Admission and Progression Committee.
   d. NUR 230 is required to be parallel to NUR 231. Withdrawal from NUR 230 will require withdrawal from 231.
   e. Health clearance (physical examination and required immunizations) is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   f. Hepatitis B immunizations must be started BY THE REQUIRED DATE with proof submitted to the School of Nursing via Certified Profile. A student who refuses must sign a waiver and be counseled by a School of Nursing administrator as to options and consequences. (See Appendix)
   g. Signature on Informed Consent Form is required and must be submitted to CN 418 by the scheduled date. (See Appendix)
   h. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   i. Completion of the required criminal background check, HIPPA and OSHA training with satisfactory results. (See Appendix)
   j. Uploading of the Social Media Policy with signature to Certified Profile by the required date. (See Appendix).

2. **Requirements for NUR 330:**
   a. Grade of C (2.00) or higher in HSC 180, COMM 210, EDPS 270, NUTR 340, NUR 230 & 231; departmental permission; parallel with NUR 350. Statistics parallel or prerequisite.
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)
   e. Semester Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

3. **Requirements for NUR 350:**
   a. Grade of C (2.00) or higher in HSC 180, COMM 210, EDPS 270, NUTR 340, NUR 230 & 231; departmental permission; parallel with NUR 330. Statistics parallel or prerequisite.
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)
e. Semesterly Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

4. Requirements for NUR 340:
   a. Grade of C (2.00) or higher in NUR 330, 350; statistics; departmental permission. NUR 370 & NUR 322 parallel.
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

5. Requirements for NUR 370:
   a. Grade of C (2.00) or higher in NUR 330, 350; statistics; departmental permission. NUR 340 & NUR 322 parallel.
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

6. Requirements for NUR 402:
   a. Grade of C (2.00) or higher in HSC 180, NUR 322, 340, & 370; departmental permission. Parallel or prerequisite: NUR 404 and NUR 406.
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

7. Requirements for NUR 404/406:
   a. Grade of C (2.00) or higher in HSC 180, NUR 322, 340, & 370; departmental permission. Parallel or prerequisite: NUR 402
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS (See Appendix)

e. Semesterly Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

9. Requirements for NUR 423/425/430:
   a. Grade of C (2.00) or higher in NUR 402, NUR 404, and NUR 406; departmental permission.
   b. Health clearance is required BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Students may utilize the University Health Center in order to complete this requirement. Students will submit health clearance via Certified Profile (See Appendix)
   c. The student must present proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association (absolutely no on-line courses will be accepted) BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. Submit via Certified Profile (See Appendix)
   d. Criminal background check, HIPAA and OSHA training completed annually with satisfactory results BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS (See Appendix)
   e. Semesterly Disclosure of Criminal Background Form must be submitted to CN 418 BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. (See Appendix)

INFORMATION REGARDING CLINICAL COURSES (Pre-Licensure Students)
Enrollment in all baccalaureate nursing courses requires permission from the Baccalaureate Nursing Program, School of Nursing.

Orientation for Clinical Courses
Most of the clinical courses have a required orientation period during the first week of each semester. If orientation is required, students must attend the orientation lab in order to prepare for a specific clinical area. Students who do not attend the orientation period will be required to withdraw from the course.

Preparation for Clinical Courses
Students are required to prepare for clinical courses. The preparation required will be presented to students by course faculty. Students will not be permitted to care for patients when not appropriately prepared. Lack of preparation leads to unsafe patient care and is cause for an unsatisfactory clinical day.

Clinical Transportation
Students must have access to a car for use during all clinical experiences. Some clinical labs are located in Anderson, Elwood, Ft. Wayne, Greenfield, Indianapolis, Kokomo, Marion, Muncie, Portland, Richmond, and other areas as well in East Central Indiana.

RN to BS Admission and Progression (Post-Licensure)

RN-to-BS ADMISSION POLICIES (click to access)

PROGRESSION POLICIES

Required for ALL nursing courses:
1. Evidence of current unencumbered state RN licensure
2. Submit proof of current cardiopulmonary resuscitation (CPR) certification at Healthcare Provider level per American Heart Association or as accepted by current employer.
3. Proof of Varicella, Hep B, Tdap, TB, Influenza, and MMR vaccines as well as a physical exam
4. Background check completed annually with satisfactory result
5. Validation of annual Standard Precautions and HIPAA training. The Standard Precautions and HIPAA forms are located is located in the Community of RN-to-BS blackboard site
6. Signatures on Informed Consent, Entry Disclosure, and One Year Disclosure are required. The Informed Consent is located in the Community of RN-to-BS blackboard site

1. Requirements for NUR 302:
   a. Course enrollment will be based upon the date of acceptance into the RN to BS Track if more students apply for NUR 302 than the School of Nursing can accommodate.
   b. Prerequisites: with a grade of C (2.0) or better – A complete sequence of ANAT 201, BIO 113, CHEM 102, and PHYS 215, COMM 210, PSYS 100, SOC 100, EDPS 270, FCFN 340.
2. **Requirements for NUR 303/303L:**
   a. Grade of C (2.0) or better in NUR 302 if taken prior to NUR 303.
   b. Prerequisite or parallel: NUR 302.

3. **Requirements for NUR 322:**
   a. Prerequisite: NUR 302.
   b. Prerequisite or parallel: NUR 314, PSYSC 241 or SOC 382, statistics.

4. **Requirements for NUR 401/401L:**
   a. Grade of C (2.0) or better in NUR 302 and NUR 303.
   
   **NOTE:** After successful completion of NUR 302, NUR 303, and NUR 401, departmental credit or transfer credit is awarded for NUR 231 (3 hours), NUR 330 (4 hours), NUR 340 (4 hours), NUR 350 (4 hours), NUR 402 (4 hours), NUR 406 (4 hours), and NUR 408 (4 hours) for a total of 27 hours.

5. **Requirements for NUR 404/404L:**
   a. Grade of C (2.0) or better in NUR 401.
   b. Prerequisite: HSC 180.

6. **Requirements for NUR 405/405L:**
   a. Grade of C (2.0) or better in NUR 401.
   b. Prerequisite: HSC 180.

**INFORMATION REGARDING CLINICAL COURSES RN to BS (Post-Licensure)**

Preceptors and clinical experiences:

NUR 303: Health Assessment. 45 **clinical hours.** The faculty requires that the student find a nurse practitioner, physician or registered nurse with a bachelor’s of science degree that have access to clients across the life span. The clinical setting can vary and more than one preceptor can be used in order to have clients across the life span.

NUR 401: Applied Nursing Concepts. 45 **clinical hours.** The faculty requires that the student have clinical hours focusing on clients across the life span with acute, chronic and disabling crises. The clinical hours will be in home health care agency, pediatric rehabilitation setting and other agencies such as a group home, Hospice, ER and others.

NUR 404: Community Health. 45 **clinical hours.** The faculty requires that the student have clinical hours in community setting(s) such as women’s shelter, school nursing, group homes, local or state public health dept., and others. Some of the clinical hours will be allotted to the “Population Focused Project” and also attending a public policy meeting.

NUR 405: Management and Leadership: 45 **clinical hours.** The faculty requires that the student work with a nurse manager, above the level of charge nurse. Some clinical hours will also be allotted to attend a State Board of Nursing meeting (or equivalent type of meeting per negotiation with faculty) and clinical option experience.

Course Sequence:
If the prerequisite courses are met, students may take two of the NUR courses per semester (3 semester sequence) or enroll in course one per semester (6 semester sequence).

**PLANS of STUDY**
Baccalaureate Programs

**PLAN OF STUDY FOR MAJOR IN NURSING:** [BACCALAUREATE PROGRAM: Basic](PLAN_OF_STUDY_FOR_MAJOR_IN_NURSING_BACCALAUREATE_PROGRAM_BASIC)
Requires a minimum of eight semesters of study. Click on the link to see the current plan of study.

**PLAN OF STUDY FOR MAJOR IN NURSING:** [SECOND BACCALAUREATE NURSING](PLAN_OF_STUDY_FOR_MAJOR_IN_NURSING_SECOND_BACCALAUREATE_NURSING)
19-Month Clinical Nursing Program. Click on the link to see the current plan of study.
PLAN OF STUDY FOR MAJOR IN NURSING: Baccalaureate Program: **Degree in 3**

**Baccalaureate Track**
Requires a minimum of eight semesters of study. Click on the link to see the current plan of study.

PLAN OF STUDY FOR MAJOR IN NURSING: **LPN TRANSITION TO BSN**
INFORMATION GOES HERE. Click on the link to see the current plan of study.

PLAN OF STUDY FOR MAJOR IN NURSING: **RN-to-BS Program**
Click on the link to see the current plan of study.

**Required Textbooks & Electronic Devices/Software (Pre- & Post-Licensure Students)**


**Required for Pre-licensure Baccalaureate students:**

See individual course syllabi for textbook requirements

The student will need to keep Anatomy and Physiology texts.

IPADs and the bundled e-books are required beginning in NUR 230/231. (See Course Syllabi)

*It is the expectation that ALL textbooks from previous nursing courses will be kept throughout the curriculum.*

**Required for RN-to-BS Post-Licensure Baccalaureate students:**

See individual course syllabi for textbook requirements

**CLINICAL AND ASSESSMENT FEES (Pre- & Post-Licensure Students)**

Students are required to purchase uniforms and other equipment for clinical/laboratory experiences.

Clinical fees have been established to provide financial support for the unique activities necessary for essential learning opportunities for students. Money from this account is utilized for: Media equipment, software for clinical modules, consumable supplies such as syringes, needles, alcohol, pads, etc., laundry, other equipment for student practice in NSITC, etc.

Fees may be charged for assessment activities. “Assessment of student learning within the University’s undergraduate academic programs is an essential means of identifying areas for growth and improvement in those programs. Therefore, the colleges, departments, and schools of the University will engage in programmatic assessment” *(Faculty and Professional Personnel Handbook, current edition).*

**ESTIMATED COST OF BACCALAUREATE DEGREE IN NURSING**

**Current Academic Year Tuition & Fees**

NOTE: Ball State University tuition and fees is subject to change.**

*(See Appendix)*

**LIABILITY INSURANCE (Pre- & Post-Licensure Students)**

Malpractice Student Nurse Policy: Each baccalaureate student in a clinical course pays the designated amount billed, to be covered under Ball State University’s umbrella for liability insurance each term.

$1,000,000 per each claim is the limit of liability

$3,000,000 aggregate (the total amount that may be paid by the insurance company in any policy year)
COMMUNICATION (Pre- & Post-Licensure Students)

BLACKBOARD
Students are responsible for announcements and information posted on the individual class and community blackboards.

ELECTRONIC MAIL
The School of Nursing uses ONLY the student’s Ball State University email address for information and instructions. Students need to check their BSU e-mail frequently for messages from the School of Nursing regarding registration, permission slips, dates, announcements from the School and/or course faculty, etc.

ADVISING PROGRAM
When a student completes 30 or more semester hours or has declared a major, he/she is assigned to a faculty advisor in his/her major. The Student Advising Handbook is available in the Advising Resource Center or online at: http://cms.bsu.edu/academics/advising/academicbasics/advisinghandbook

As part of the advising program, each student has access to the BSU DegreeWorks Report that assists the student in planning his/her own academic progress. The name of the student’s nursing advisor is also on this report. Nursing students may obtain this report on any computer. Go to the following website: https://prodcas.bsu.edu/cas-web/login?service=https%3A%2F%2Fmy.bsu.edu%3A443%2Fportal%2Flogin

If students need to meet with their nursing advisor, students can make an appointment with the advisor through email or phone contact. When contacting an advisor, students must utilize their BSU email account. Emails will not be answered from accounts other than the BSU account. Students need to include their full name and student ID number in the email.

To prepare for your advising session students should bring: Student Advising Handbook; BSU DegreeWorks Report; Ball State University ID. NOTE: Students should call or email the faculty advisor to schedule an appointment. Due to faculty advisor schedules, unannounced drop-in appointments are discouraged.

Questions about University Core Curriculum should be addressed in Upper Division Advising. For further information on advising, go to the following Web site: http://cms.bsu.edu/academics/advising

STUDENTS’ PERMANENT FILES
Permanent records are maintained on all baccalaureate nursing students, as required by the Indiana State Board of Nursing, in a secure location. Students may make an appointment with the Nursing Office to review the student’s permanent record.

SENIOR ASSESSMENT REQUIREMENT (Pre-Licensure Students ONLY)
Graduating senior students are required to complete the HESI RN Exit Exam on the scheduled date. Fees paid in NUR 423, NUR 425, and NUR 430 will pay for this exam. However, if students fail to reach the benchmark set by the School of Nursing on first attempt, student will be required to repeat the exam at their own expense. Other senior assessments include Exit Survey and SITC Survey. Students are required to attend an NCLEX-RN review course at the end of the semester. Students are responsible to pay for this review.

BACCALAUREATE NURSING GRADING SCALE (Pre- & Post-Licensure Students)
The School of Nursing utilizes the grading system established by the University with grades A, B, C, D, and F, including the plus and minus format. The grading scale for the School of Nursing for required courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>92-94.9</td>
</tr>
<tr>
<td>B+</td>
<td>90-91.9</td>
</tr>
<tr>
<td>B</td>
<td>87-89.9</td>
</tr>
<tr>
<td>B-</td>
<td>84-86.9</td>
</tr>
<tr>
<td>C+</td>
<td>81-83.9</td>
</tr>
<tr>
<td>C</td>
<td>78-80.9</td>
</tr>
</tbody>
</table>

95-100 = A
92-94.9 = A-
90-91.9 = B+
87-89.9 = B
84-86.9 = B-
81-83.9 = C+
78-80.9 = C (2.00)
Due to the professional and safety qualities necessary in nursing, a grade of C- or lower is unacceptable in all required nursing courses.

Pre-licensure courses:

<table>
<thead>
<tr>
<th>NUR 228</th>
<th>NUR 322</th>
<th>NUR 402</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 230</td>
<td>NUR 330</td>
<td>NUR 404</td>
</tr>
<tr>
<td>NUR 231</td>
<td>NUR 340</td>
<td>NUR 406</td>
</tr>
<tr>
<td></td>
<td>NUR 350</td>
<td>NUR 423</td>
</tr>
<tr>
<td></td>
<td>NUR 370</td>
<td>NUR 425</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 430 (Tier 3)</td>
</tr>
</tbody>
</table>

RN to BS courses:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
<th>Third semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 302</td>
<td>NUR 322</td>
<td>NUR 405</td>
</tr>
<tr>
<td>NUR 303</td>
<td>NUR 401</td>
<td>NUR 404 (Tier 3)</td>
</tr>
</tbody>
</table>

**EXAMINATIONS**

It is the policy of the School of Nursing that examination scores must average 78% or higher before other scores are averaged into the total score. There is no curving or rounding of scores. Individual nursing classes have examination policies (including make-up) and will be found in the individual class syllabi.

**CLINICAL PERFORMANCE AND PROFESSIONALISM including CLINICAL FAILURE: PRE-LICENSEURE**

**STUDENT PERFORMANCE EVALUATIONS**

Clinical/Campus Labs

Clinical labs (including, but not limited to, an agency, home visit, community site, and other experiences) and campus labs (including, but not limited to, orientation, simulation, demonstration, practice, competencies, and others) are evaluated as “clinical lab.” Satisfactory preparation, clinical performance, and professionalism are required in all.

**CLINICAL PREPARATION**

Students are accountable and responsible for completing satisfactory clinical lab preparation as required by the course syllabus/clinical grade. Lack of clinical lab preparation will be cause for an unsatisfactory clinical day. If a student receives an unsatisfactory clinical day due to lack of preparation, the student will complete required assignment and return for post conference for the day at instructor’s discretion. Note: All unsatisfactory agency hours will be made up as designated by the course instructor.

**CLINICAL EVALUATION**

Because of the professional accountability required in nursing, students must demonstrate satisfactory nursing performance in the clinical setting. Students in the nursing major are evaluated by instructors in the various clinical settings. Evaluations are satisfactory or unsatisfactory based on the clinical and course outcomes, which the student receives at the beginning of each course. In addition to a passing [C: 78% (2.00) or better] theory grade, satisfactory clinical performance is required of the student to successfully complete any clinical course. Should the student's clinical performance be evaluated as unsatisfactory, a grade of F will be given for the course.

The student will receive weekly, mid-term, and final clinical evaluations. Clinical evaluation is based on the ANA Scope of Practice/Standard and the Indiana State Board of Nursing’s Standards for Competent Practice of Registered and Licensed Practical Nursing.

The faculty will determine whether a student’s clinical conduct and actions are appropriate to the welfare of the patient. Should it be determined that a student’s conduct in clinical has been observed to be detrimental to health and safety of the patient or others in the setting, the faculty will dismiss the student from the clinical, and the student will receive an unsatisfactory clinical day. The unsatisfactory clinical day will be required to be made up with a satisfactory clinical day. **The make-up lab will not delete the unsatisfactory clinical day for the course.** If another unsatisfactory clinical day occurs, the student will fail the nursing course with a grade of F.
One unsatisfactory clinical day due to unsafe or potentially unsafe actions(s), lack of professional behaviors, and/or unprofessional communication with patients and others may result in clinical failure of the course with a grade of F.

Examples of unprofessional actions and lack of accountability which may result in an unsatisfactory clinical day include, but are not limited to:

1. Failure to call in to the unit to report absence or lateness.
2. Reporting late to the clinical site.
3. Failure to follow School of Nursing uniform policy.

Unsafe/unsatisfactory clinical performance is behavior that places patient or others in either physical or emotional jeopardy. Severe actions which demonstrate unethical or unprofessional conduct per nursing practice standards may result in automatic course failure or dismissal from the nursing program at one occurrence. These include, but are not limited to:

1. Failure to perform assigned patient care.
2. Failure to accept responsibility for one’s own actions.
3. Lack of preparation to perform procedures/care assigned for that day.
4. Impaired judgment due to drugs, alcohol, or lack of sleep.
5. Lack of respect for patients and others.
6. Inconsistent assessments and patient care.
7. Poor clinical decision making.
8. Failure to change behaviors in response to feedback.
9. Unprofessional or ineffective communication with patients, faculty, and others.
10. Verbal abuse, including profanity, or physical abuse of a patient, colleague, faculty, staff, or other. This behavior includes disrespectful comments or retorts, yelling, or threats to wellbeing.
11. Grossly inappropriate or unprofessional conduct such as theft, fighting, carrying weapons, falsifying data, etc (http://cms.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode/appendixo).
12. Omission or commission of acts which result in patient injury or jeopardize patient safety.
13. Failure to recognize or acknowledge errors.
14. Failure to maintain patient confidentiality.
15. Failure to follow policies/procedures for the organization in which the clinical experience is occurring.
16. Failure to demonstrate respect in all interactions.
17. Dishonesty.
18. Functioning outside the legal boundaries of nursing practice.
19. Failure to follow the Indiana State Nurse Practice Act.
20. Failure to perform/document critical assessments prior to nursing action.
21. Failure to report critical incidents.

These are examples of professional misconduct. Individual courses may hold more stringent clinical guidelines. If the instructor determines that a student’s continued presence in a situation or setting constitutes a safety hazard for the patient or the student, the student will be removed from the clinical situation/setting.

POLICY ON DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM
A student may be dismissed from the program if:

- There are failures (didactic and/or clinical) in two clinical courses.
- Unsafe practice and/or unprofessional behavior, defined as:
  - An act or behavior of the type which violates the Indiana Nursing Practice Act.
  - An act or behavior which violates the Code for Nurses of the American Nurses Association.
  - Any act or behavior which violates School or agency policy.
  - Any act or behavior which places in jeopardy or has the potential to threaten the physical, mental, emotional, or environmental safety of the patient, a faculty member, another student, or any other person within the settings of classroom, clinical or laboratory experiences.
  - Any act, knowledge, or practice for which the student is not authorized, not oriented or trained for the behavior, or where the behavior is carried out without appropriate assistance or supervision.
- Dishonesty.
- Violation of confidentiality of client and/or agency information
READMISION TO NURSING COURSES:

A written request for reentry into the program must be received in CN 418 School of Nursing or sent as an email attachment to the Baccalaureate Program Director and the Baccalaureate Program Coordinator by the required date. If the Baccalaureate Admission and Progression Committee approve the request after individual consideration based on clinical space availability, the Baccalaureate Program Director and the Baccalaureate Program Advisor will plan readmission on an individual basis. The student will receive written notification of reentry status.

Uninterrupted progression through the program is not guaranteed, as the student will not be following the original planned track of nursing courses. Priority for limited space in classes will be given to those in the uninterrupted sequence of classes.

GRADE APPEAL PROCESS
See Student Rights and Community Standards - Grade Appeal Process.
http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/67GradeAppeals.aspx.

A copy of the Appeal and the decision will be placed in the student’s permanent file.

GRIEVANCES AND CHAIN OF COMMAND
For grievances or appeals related to grades or related to illness/hospitalization refer to the policies in the Baccalaureate Nursing Program Handbook. For any other grievances or concerns, the appropriate chain of command to be followed is:

1. Meet with the faculty person most directly involved with the concern.
2. If the issue is not resolved, schedule a meeting with all faculty members for the specific course.
3. If the issue remains unresolved, schedule a meeting with the Associate Director, Baccalaureate Program.
4. If the issue remains unresolved, schedule a meeting with the Director, School of Nursing.

RN-to BS POST-LICENSURE CLINICAL POLICIES

RN-to-BS Post-Licensure: CLINICAL FAILURE POLICY

1. Students enrolled in the professional program of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student’s conduct and actions are appropriate to patient welfare. Should it be determined that a student’s conduct in clinical areas has been observed to be detrimental to patient health and/or safety, the faculty may dismiss a student from the course with a grade of F and dismiss the student from the School of Nursing.
2. Repetition of a required clinical nursing course will be permitted one time and for only one course if the course was not successfully completed.
3. A student who has a SECOND clinical course failure shall not be eligible to earn a Bachelor of Science degree with a major in nursing from Ball State University, and is encouraged to make an appointment with the Baccalaureate Program Director of the School of Nursing to discuss continuing his/her education in another field or at another institution.

RN-to-BS Post-Licensure: READMISION TO NURSING COURSES

1. Students who unsuccessfully complete a nursing course (grade of C- or lower) must contact the Baccalaureate Program Director and the RN-to BS-Coordinator in writing to request approval for readmission.
2. A recommendation from course faculty will be sought to determine any requirements to be met for re-entry into the course.
3. If the Baccalaureate Admission and Progression Committee approves the request after individual consideration, the Baccalaureate Program Director will plan readmission on an individual basis.
4. Priority for limited space in classes will be given to those in the uninterrupted sequence of classes. The date of the receipt of the letter will determine placement on a waiting list if the Baccalaureate Admission and Progression Committee approves the request. The student will receive written notification of re-entry status.

APPEALS
All appeals to the Baccalaureate Admission and Progression policies must be made to the Baccalaureate Program Director and RN to BS Coordinator, School of Nursing.
THE LEARNING CENTER
Many services are available through The Learning Center, NQ323. Information about The Learning Center can be found at the following Web site:
http://www.bsu.edu/universitycollege/learningcenter/

DISABLED STUDENT POLICIES
It is the student’s responsibility to notify the faculty if course adaptations or accommodations are needed because of a disability, if the student has emergency medical information, or if special arrangements need to be made in case the building must be evacuated.

To request an accommodation, the student must submit official medical and psychometric documentation to verify a disability to the Director of the office of Disabled Student Development. The Director of the office of Disabled Student Development will provide a letter to verify the disability, list appropriate accommodations, and describe options for the administration of accommodated tests. The student will present this letter to the faculty and the original letter will be placed in the student’s permanent file.

Protocols for students with disabilities are at the following site:
http://www.bsu.edu/dsd/

COMPLIANCE
No requirement can go overdue at any time while in the School of Nursing- even if you are not currently in classes, (summer, for example). All materials are to be submitted PRIOR to their due date. Ramification for failure to maintain compliance will range from receiving an unsatisfactory clinical day for each day out of compliance up to possible dismissal from classes.

ANNUAL CRIMINAL BACKGROUND CHECK, HIPAA AND OSHA TRAINING
Upon admission to the program and annually thereafter at the beginning of the academic year, students are required to submit official state and federal documentation for criminal background checks via Certified Background Check as well as complete the required HIPAA and OSHA training. Students are required to pay for the costs of the background checks and the HIPAA and OSHA training. FAILURE TO COMPLETE BY THE STATED DATE MAY RESULT IN THE STUDENT BEING DROPPED FROM THE PROGRAM. (See Appendix)

SEMESTERLY DISCLOSURE FORM
After initial entry into the program, all students are required to submit a semestery disclosure of criminal background to CN 418. FAILURE TO COMPLETE BY THE STATED DATE MAY RESULT IN THE STUDENT BEING DROPPED FROM THE PROGRAM. (See Appendix)

INITIAL HEALTH CLEARANCE REQUIREMENTS FOR NURSING STUDENTS
Initial Health Clearance for Entry into Nursing Program: Students are required to complete a physical examination and the required immunizations for entry into the program. Students may utilize the University Health Center to complete these requirements. Students will submit ALL required documentation of said requirements via Certified Profile by the required date OR THE STUDENT MAY BE DROPPED FROM THE PROGRAM. (See Appendix)

ANNUAL HEALTH CLEARANCE FOR NURSING STUDENTS
Students who are progressing through the program are required to complete an annual TB test and an influenza vaccination. Students may utilize the University Health Center to complete these requirements. Students will submit ALL required documentation of said requirements via Certified Profile by the required date OR THE STUDENT MAY BE DROPPED FROM THE PROGRAM. (See Appendix)

CPR REQUIREMENTS FOR NURSING STUDENTS (Upon admission the program and renewed per policy)
Students must present proof of current cardiopulmonary resuscitation (CPR) certification at the Healthcare Provider level per American Heart Association BY THE SCHEDULED DATE OR THE STUDENT MAY BE DROPPED FROM THE CLASS. NOTE: Must be the American Heart Association Healthcare Provider course ONLY. No other courses will be accepted. Online course cards WILL NOT be accepted. CPR cards are INVALID until signed by the student! Students must copy both front and back of the SIGNED card and submit via Certified Profile. Please renew no later than one month before your certification expires. (See Appendix)

SOCIAL MEDIA POLICY REQUIREMENTS (Upon admission to the program and renewed annually)
Students must submit signed copy yearly indicating they have read and understand compliance with the policy via Certified Profile by the required date or the student MAY BE DROPPED FROM THE PROGRAM (See Appendix)
ILLNESS/HOSPITALIZATION POLICY
Whenever a student has been ill for two or more consecutive days involving class and/or clinical experiences or has been hospitalized, a release form completed and signed by the physician and/or therapist must be submitted to the course faculty prior to the student's return to classes or laboratories. The physician/therapist is to stipulate any limitations that the student may have as a result of the illness on the release form. To return to the laboratory setting, there can be NO RESTRICTIONS noted. See Appendix for the MEDICAL RELEASE FORM. Additional forms can be obtained on the Community of Baccalaureate Nursing Students on Blackboard.

NOTE: The course instructors have the authority to refuse re-admittance to classes and clinical laboratories if they, in their professional judgment, believe the student cannot fulfill the course objectives and assignments because of the nature of the illness or the identified limitations.

ILLNESS/HOSPITALIZATION POLICY APPEAL PROCEDURES
Step One:
The student will meet with the course instructor(s) to discuss the decision. The decision will be given to the student verbally within one hour following the meeting.

The student will be instructed that she/he may appeal the decision by making an appointment to see the Director of the School of Nursing or designee. This appointment should be made for the next day or two.

The course faculty shall communicate in writing the decision to the Director or designee within one school day. A copy of this decision will be placed in the student’s permanent file and a copy mailed to the student at this time.

Step Two:
The Director of the School of Nursing, or designee, shall meet with the student two school days after the decision was made. The Director's decision will be given to the student verbally within one hour following the meeting.

After the meeting, the Director or designee shall communicate the recommendation in writing to the instructor(s) within one school day and a copy of the decision will be placed in the student’s permanent file.

Step Three:
If the grievance is not resolved, the student may appeal to the Dean of the College of Applied Sciences and Technology.

INCIDENT REPORTING
Nursing students may be exposed to body fluids, potentially infectious material, or be involved in other types of incidents, such as falls or back strain, during the clinical rotation. All incidents must be reported to the clinical instructor immediately. (See appendix)

INFORMED CONSENT AND BACKGROUND CHECK RN to BS students (Post-Licensure Students)
The School of Nursing maintains agency contracts with all clinical agencies used by nursing students in the education programs. The agency contracts enable students to have clinical experiences in various agencies.

The following changes affect ALL NURSING STUDENTS as follows:

1. All nursing students are required to sign an INFORMED CONSENT form. Each student is required to:

   Go to the Community of RN-to-BS Students site on Blackboard
   Select “Informed Consent RN to BS Form.” Print this form. Read carefully and initial each statement. Complete, date, and sign the form as indicated. Upload to Certified Profile.

2. All nursing students are required to complete a Criminal Background Check. The criminal background check will be required annually and is completed at the student’s expense.
Background Check Instructions for RN-to-BS Post-Licensure Students:

Go to www.certifiedbackground.com
Follow the directions below...

1. On the right side of the page under Order Now, click on Students
2. Enter the package code AL51 (or AL51R for renewal)
3. The background check will include EVERY state and county you have lived in for the past 7 years. If you have lived abroad, this would include international addresses.
4. List any name(s) that you have used in the last 7 years.
5. IMPORTANT: List all states and counties (or addresses), with dates, where you have resided during this 7 year time period. Also, list state/county and date where you have received any citation/arrest during this time period. In the NOTES box at the bottom of the order screen, the dates and states/counties you write on the Disclosure form must match with the states/counties that will appear on your criminal background check.
6. It is the student's responsibility to review their criminal background check once it is complete to check for accuracy
7. If you have questions before submitting your background check, contact: Jennifer Criss, jncriss@bsu.edu 765-285-5599

NOTE: Once you submit the background check, you cannot make changes without contacting Certified Background 1.888.666.7788 ext. 7194 or customerservice@certifiedbackground.com
Once your background check has been submitted, the School of Nursing cannot make any changes for you. All changes are made by Certified Background. Be sure to use the correct package code when ordering your background check. You CANNOT use a code that you have used for a background check required by your employer from Certified Background. Our code AL51 (or AL51R for renewal) is specific to OUR requirements. This is a 7 year background check. It is going to cost more for this background check than it will for your yearly background check.

3. All students ALSO are required to complete Disclosure of a Criminal Background Form annually.
   Go to the Community of RN-to-BS Students site on Blackboard
   Select “Disclosure of Criminal Background Form.” Print this form.
   Complete, date, and sign the form in black ink.
   Upload to Certified Profile.

UNIFORM POLICIES for PRE-LICENSURE STUDENTS
The uniform for students is to reflect a positive image of our profession. The basics of a positive image are good hygiene, neatness, and social acceptability. In addition, there are safety and infection control concerns that must be considered. Any student wearing the Ball State University name-tag represents our school. Students will receive an unsatisfactory clinical day and be dismissed from the clinical unit for unacceptable dress. The student will be required to make up the missed clinical time. The make-up lab will not remove the unsatisfactory day. When going to the clinical facility for assignments, clinical observation experiences, or for clinical where scrubs are worn, students must wear student uniform and Official Ball State University Photo Identification Tag

Uniform
The required uniform will be purchased ONLY from Meridy’s Uniforms. See uniform and place orders at: www.meridys.com. or via phone at: 1-800-237-9164. Be sure to tell the salesperson you are a nursing student in the Ball State University School of Nursing program. Utilize the Ball State School of Nursing order code given to you upon admission to the Nursing program. (See the Community of Baccalaureate Students Blackboard site for details.)

Required
Zip Top with Red Trim
Navy Drawstring Unisex Pants or Aline skirt
Navy or black crew socks; knee-high hose or white pantyhose
Clean black leather or vinyl shoes-NO fabric. Must have a covered heel, a toe-box and no open slits or vent holes. (See the Community of Baccalaureate Students Blackboard site for details.)

Optional
White or navy crewneck or turtle neck shirt (worn underneath the required zip top)
V-Neck Warm up Jacket – Navy – ONLY
Uniform Requirements for Public Health and Psychosocial Nursing
See Syllabus for NUR 350 & NUR 404 for modifications

Uniform Patch:
All tops and warm up jackets MUST have a Ball State University Patch permanently attached on the lateral side of the LEFT SLEEVE. This patch must always be clearly seen when in uniform. NOTE: Patches will come attached to your uniform; however additional patches are available to be purchased through Meridy's.

Equipment
1. Official Ball State University Photo Identification Tag
2. Watch with second hand and second markings
3. NUR 230 and NUR 231 equipment packs
4. Littman Classic 3 Stethoscope
5. ADC Blood Pressure Cuff
6. Ball point pen with black ink

Jewelry/Adornments (Pre- & Post-Licensure Students)
Wristwatch with sweep hand and sixty second markings is required.
Plain wedding bands are the only allowable rings.
Medical Alert Bracelet or Necklace
No piercings/jewelry may be worn (e.g. no ear, nose, tongue, or eyebrow rings)
No other jewelry may be worn.
Tattoos/Body Art must be covered and not visible through clothing. Bandages are to be used if necessary to cover any body art.

Hair (Pre- & Post-Licensure Students)
Hair must be clean, off the collar and controlled (may not hang over face).
No large, fluffy, or ornamental accessories.
Small, simple, neutral-colored hair accessories are acceptable.
Hair coloring should remain in the realm of what can be genetically transmitted.
Beards or moustaches must be neatly groomed.

Perfumes and Scents/Cosmetics (Pre- & Post-Licensure Students)
Students will not wear ANY perfumes, colognes or scented products, etc., while in the class, lab, or clinical setting. Students who disregard this rule may be sent home.
Natural-looking cosmetics are allowed

Nails (Pre- & Post-Licensure Students)
Nails are to be neatly trimmed, clean, and not extend beyond the finger tips.
No nail polish.
No false or sculptured nails or nail tips may be worn.

UNIFORM POLICIES for RN-to-BS (POST-LICENSURE STUDENTS)
The RN-to-BS student’s uniform will conform to the clinical agency standards. If the student has concerns that affect compliance, the clinical preceptor must pre-approve the change.

Lab coat
The student is to wear a white lab coat with their BSU name tag. If for any reason this policy is not acceptable, modifications would be at your preceptors/facilities discretion.

School Identification Name Tag
Students are required to have a name tag made identifying themselves as a Ball State University School of Nursing RN-to-BS Student. The pin will be a white background with blue or black lettering and will read as follows:

BALL STATE UNIVERSITY
STUDENT NAME INSERTED HERE, RN
RN-BS STUDENT

NOTE: Jewelry/Adornments, Hair, Perfumes and Scents/Cosmetics, & Nails for post-licensure students conform to the above requirements for the pre-licensure students
Religious, Racial, Gender-Specific or Ethnic Attire (Pre-Licensure and Post-Licensure Students)
Reasonable accommodations, including those related to religious practices, may be provided pursuant to state and federal law and in accordance with Ball State University’s Equal Opportunity and Affirmative Action Policy. Any student of the University who has questions about application of this dress code to their particular circumstances, or who may wish to pursue a reasonable accommodation, is encouraged to contact the Baccalaureate Program Director.

STUDENT ETHICS: ACADEMIC HONESTY & PLAGIARISM (Pre- & Post-Licensure Students)

AMERICAN NURSES’ ASSOCIATION CODE OF ETHICS FOR NURSES
The School of Nursing abides by the American Nurses’ Association (ANA) Code of Ethics for Nurses as well as the Scope & Standards of Practice. Students are held to these standards in all aspects of the clinical experience. (See Required Texts for more information.)

CONFIDENTIALITY
Breach of confidentiality is serious error and the student will automatically receive an unsatisfactory day. Breach of confidentiality may result in course failure.

ACADEMIC MISCONDUCT AND PLAGIARISM
Plagiarism in written work is evidence for a grade of F. Further ramifications may occur. You may access the University Student Academic Ethic Policy here: Student Academic Ethics Policy

SOCIAL MEDIA POLICY
Students must submit signed copy yearly indicating they have read and understand compliance with the policy. (See Appendix)

FRATERNIZATION
During and following your clinical experience, fraternization with clients previously unknown to you is inappropriate and professionally unethical. In addition, students are not to buy items/gifts for clients nor should items/gifts be accepted from clients. Students are not to give personal phone numbers, addresses, or information related to other students to clients/families/significant others

STUDENT FINANCIAL ASSISTANCE (Pre-Licensure Students)
See the Community of Baccalaureate Students Blackboard Site for more information

DEPARTMENTAL HONORS IN NURSING (Pre-Licensure Students)
See the Community of Baccalaureate Students Blackboard Site for more information

ACADEMIC HONORS IN WRITING (Pre-Licensure Students)
See the Community of Baccalaureate Students Blackboard Site for more information

COOPER SCIENCE AWARD (Pre-Licensure Students)
The Cooper Science Award is given to one nursing student per year. The award is based on specific criteria that is available in CN418B

NURSING ASSOCIATIONS (Pre- & Post-Licensure Students)
See the Community of Baccalaureate Students Blackboard Site for more information (Pre-Licensure Students)
See the Community of RN-to-BS Students Blackboard Site for more information (Post-Licensure Students)

STUDENT REPRESENTATION ON COMMITTEES IN THE SCHOOL OF NURSING (Pre- & Post-Licensure Students)
Students have the opportunity of participating in decisions that affect their education by serving on committees within the School of Nursing. Any student interested in serving on the Baccalaureate Curriculum Committee should contact the School of Nursing Baccalaureate Program Coordinator.
WRITTEN REFERENCES FOR STUDENTS
Students may ask faculty to write references letters for jobs, scholarships, grants, awards, and other opportunities related to the role of nursing student. To request a reference letter the student must:
Submit a dated and signed letter of consent for release of information to the faculty member for each reference or recommendation letter request to avoid violation of the Family Educational Rights and Privacy Act of 1974.
The student’s letter must contain the specific name and address of the person to whom the reference letter is to be sent.
The student’s letter must state the type of information to be released.
The student’s letter must contain the date by which the reference must be sent.
Submit the reference form to the faculty.

A photocopy of the student’s signed letter of consent for release of information and the completed reference form or letter will be placed in the student’s permanent file. (Note: Consent forms are found within the appropriate Community of Baccalaureate Students or the Community of RN-to-BS Students on Blackboard.)

ELIGIBILITY FOR STATE LICENSURE (Pre-Licensure Students Only)
The Indiana State Board of Nursing evaluates eligibility of nursing school graduates to become licensed in Indiana. Graduates wishing to apply for registered nurse (RN) licensure in another state must apply to the State Board of Nursing in that state. For information about contacting the state boards of nursing, go to the following Web site: www.ncsbn.org and look up state.

Graduates of the baccalaureate nursing program are typically eligible to take the National Council Licensure Examination - RN for licensure (NCLEX-RN) to practice as registered nurses provided they have a) completed the prescribed curriculum, b) met the requirements of a state accredited program of registered nursing that only accepts students who have a high school diploma or its equivalent as determined by the board, and c) be professionally competent to engage in the practice of nursing. Computerized testing is used for NCLEX-RN. Graduating senior students will receive information about specific testing procedures.

Any person who applies to the Indiana State Board of Nursing for licensure to practice as a registered nurse must answer the following questions in the application process:

Has disciplinary action ever been taken regarding any health license, certificate, registration, or permit that you hold or have held in any state or country?

Have you ever been denied a license, certificate, registration, or permit to practice as a nurse or any regulated health occupation in any state or country?

Have you ever:
been arrested;
entered into a diversion agreement;
been convicted of;
pardoned guilty to; or
pled nolo contendere to any offense, misdemeanor or felony in any state (except minor traffic violations resulting in fines)?

Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or as another health care professional?

Have you ever had a malpractice judgment against you or settled any malpractice action?

Are you now being, or have you ever been treated for drug or alcohol abuse?

(For further information contact the Indiana Professional Licensing Agency at 317-232-2960)
APPENDICES
PRE-LICENSE STUDENT INSTRUCTIONS FOR BALL STATE UNIVERSITY – NURSING

Certified Profile is a document tracking system used by the School of Nursing to monitor student compliance. Students are responsible for the following:

- Opening a Certified Profile Account per instructions from the School of Nursing
- Completing ALL initial requirements, annual requirements and semesterly requirements and uploading documents to your profile in a timely manner
- Failure to maintain compliance will result in consequences which may range from an unsatisfactory clinical day up to dismissal from the program

CertifiedProfile is a secure platform that allows you to order your medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

- Required Personal Information
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- Immunizations
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.
- Payment Information
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Go to: www.CertifiedBackground.com and enter package code: AT52im – Medical Document Manager ONLY
You will then be directed to set up your CertifiedProfile account.

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.

INITIAL HEALTH CLEARANCE (Upon admission to the program)

Physical Examination
Physical exam must be completed on the Ball State University School of Nursing physical form.
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student. Follow directions given at the orientation meeting.

Measles, Mumps & Rubella (MMR)
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titers for all 3 components (lab reports required)
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student.
Varicella (Chicken Pox)  
- There must be documentation of one of the following:  
  - 2 vaccinations  
  - Positive antibody titer (lab report required)  

Student must submit documentation via Certified Profile by the required date. This is a one-time submission. All documentation must be complete before the start of your first semester as an admitted nursing student.

Hepatitis B  
- There must be documentation of one of the following:  
  - 3 vaccinations  
  - Positive antibody titer (lab report required)  
  - Declination Waiver  

Student must submit documentation via Certified Profile by the required date. This is a one-time submission. All documentation must be complete before the start of your first semester as an admitted nursing student.

Tetanus, Diphtheria & Pertussis (Tdap)  
- There must be documentation of a Tdap booster within the past 10 years.  

Student must submit documentation via Certified Profile by the required date. This is a one-time submission. All documentation must be complete before the start of your first semester as an admitted nursing student.

TB Skin Test  
- There must be documentation of one of the following:  
  - 1 step TB Skin test  
  - If positive results, provide a clear Chest X-Ray (lab report required)  

Student must submit documentation via Certified Profile by the required date. All documentation must be complete before the start of your first semester as an admitted nursing student.

ANNUAL HEALTH CLEARANCE (Due EVERY Year)  
TB Skin Test (Done upon admission and renew every August.)  
- There must be documentation of one of the following:  
  - 1 step TB Skin test  
  - If positive results, provide a clear Chest X-Ray (lab report required)  

Student must submit documentation via Certified Profile by the required date upon admission and annually thereafter.

INFLUENZA (Annually)  
- Submit documentation of a flu vaccination administered during the current flu season. Documentation must include date of administration: vaccine manufacturer, lot number, expiration date; location of administered (e.g., left forearm); and signature of healthcare provider.  

Student must submit documentation via Certified Profile by October 15th annually.

CPR AND SOCIAL MEDIA POLICY REQUIREMENTS (Upon admission to the program and renewed per policy)  
CPR Certification (must maintain certification)  
- Must be the American Heart Association Healthcare Provider course ONLY. No other courses will be accepted. Online course cards WILL NOT be accepted. NOTE: CPR cards are INVALID until signed by the student!  

Students must copy both front and back of the SIGNED card and submit via Certified Profile. Please renew no later than one month before your certification expires.

Social Media Policy Form  
Submit the social media policy form  
Student must submit copy of signed form via Certified Profile by the required date.

I NEED HELP!!! If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.

NOTE: Certified Profile sets all due dates to ensure individual student compliance with all annual requirements. The expectation is that students will remain compliant and complete all requirements within the required time frame. Annual Requirements: It is the student’s responsibility to read all emails from Certified Profile and complete tasks promptly. Failure to comply will result in an unsatisfactory clinical day initially. Further consequences may occur if the student remains non-compliant.
Students are also required to complete the Certified Background Check and HIPAA/OSHA Training upon admission and annually every August. The following will explain Certified Background Check.

CertifiedBackground.com
Student Instructions: Pre-Licensure Students

Background Check Required
The Ball State University School of Nursing requires that each student purchase a background check through CertifiedBackground.com. In addition, students will be complete the HIPAA and OSHA training modules.

About CertifiedBackground.com
CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.
To order your background check from CertifiedBackground.com, please follow the instructions below.

Instructions
1. Go to www.CertifiedBackground.com and click on “Students.”
2. In the Package Code box, enter package code: AT52 (initial) or AT52R (renewal)
3. Select a method of payment: Visa, MasterCard or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Once your background check is complete, please provide your organization with the password in order to share your background check results.

NOTE: Additional counties lived in outside of the current county of residence will be automatically searched for $13.00 per county. Additionally, maiden names will be searched for duplicate charges.
POST-LICENSURE STUDENT INSTRUCTIONS FOR BALL STATE UNIVERSITY – NURSING-RN-to-BS

Certified Profile is a document tracking system used by the School of Nursing to monitor student compliance. Students are responsible for the following:

- Opening a Certified Profile Account per instructions from the School of Nursing
- Completing ALL initial requirements, annual requirements and semesterly requirements and uploading documents to your profile in a timely manner
- Failure to maintain compliance will result in consequences which may range from an unsatisfactory clinical day up to dismissal from the program

Certified Profile is a secure platform that allows you to order your medical document manager online. Once you have placed your order, you may use your login to access additional features of Certified Profile, including document storage, portfolio builders and reference tools. Certified Profile also allows you to upload any additional documents required by your school.

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Immunizations**
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.
- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and enter package code: **AL51im – Medical Document Manager ONLY**
You will then be directed to set up your Certified Profile account.

Your results will be posted directly to your Certified Profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3–5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.

**INITIAL HEALTH CLEARANCE (Upon admission to the program)**

**Physical Examination**
Physical exam must be completed on the Ball State University School of Nursing physical form.
Student must submit documentation via Certified Profile by the required date.

**Measles, Mumps & Rubella (MMR)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titers for all 3 components (lab reports required)

Student must submit documentation via Certified Profile by the required date. This is a one-time submission. All documentation must be complete before the start of your first semester as an admitted nursing student.
Varicella (Chicken Pox)
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab report required)
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student.

Hepatitis B
- There must be documentation of one of the following:
  - 3 vaccinations
  - Positive antibody titer (lab report required)
  - Declination Waiver
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student.

Tetanus, Diphtheria & Pertussis (Tdap)
- There must be documentation of a Tdap booster within the past 10 years.
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student.

Informed Consent
- Complete form found on the Community of RN-to-BS Students Blackboard site. EACH statement must be initialed by student.
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student.

Entry Into Program 7 year Disclosure of Criminal Background Form
- Complete form: http://nursing.iweb.bsu.edu/forms2/
Student must submit documentation via Certified Profile by the required date. This is a one-time submission.
All documentation must be complete before the start of your first semester as an admitted nursing student.

CPR Certification (must maintain certification)
- Must be the American Heart Association Healthcare Provider course ONLY. No other courses will be accepted. Online course cards WILL NOT be accepted.
Students must copy both front and back of the SIGNED card and submit via Certified Profile. Please renew no later than one month before your certification expires.

TB Skin Test
- There must be documentation of one of the following:
  - 1 step TB Skin test
  - If positive results, provide a clear Chest X-Ray (lab report required)
Student must submit documentation via Certified Profile by the required date.
All documentation must be complete before the start of your first semester as an admitted nursing student.

RN License
- Submit copy of RN License Information from the State Board of Nursing website.
- Must include expiration date of license
Student must submit documentation via Certified Profile by the required date.
All documentation must be complete before the start of your first semester as an admitted nursing student.

HIPAA and OSHA Training
- Submit verification form or certification from current place of business
Student must submit documentation via Certified Profile by the required date.
All documentation must be complete before the start of your first semester as an admitted nursing student.
CPR AND SOCIAL MEDIA POLICY REQUIREMENTS (Upon admission to the program and renewed per policy)

CPR Certification (must maintain certification)
-Must be the American Heart Association Healthcare Provider course ONLY. No other courses will be accepted. Online course cards WILL NOT be accepted. NOTE: CPR cards are INVALID until signed by the student!
Students must copy both front and back of the SIGNED card and submit via Certified Profile. Please renew no later than one month before your certification expires.

Social Media Policy Form
Submit the social media policy form
Student must submit copy of signed form via Certified Profile by the required date.

Social Media Policy Form
Submit the social media policy form

ANNUAL HEALTH CLEARANCE (Due EVERY Year)
TB Skin Test
-There must be documentation of one of the following:
-1 step TB Skin test
-If positive results, provide a clear Chest X-Ray (lab report required)
Student must submit documentation via Certified Profile by the required date set at 11 months after initial TB test.

Influenza (Annually)
-Submit documentation of a flu vaccination administered during the current flu season. Documentation must include date of administration: vaccine manufacturer, lot number, expiration date; location of administered (e.g., left forearm); and signature of healthcare provider.
Student must submit documentation via Certified Profile by October 15th annually.

RN License
-Must include expiration date of license
Student must submit documentation via Certified Profile by the required date.

CPR AND SOCIAL MEDIA POLICY REQUIREMENTS (Upon admission to the program and renewed per policy)
CPR Certification (must maintain certification)
-Must be the American Heart Association Healthcare Provider course ONLY. No other courses will be accepted. Online course cards WILL NOT be accepted. NOTE: CPR cards are INVALID until signed by the student!
Students must copy both front and back of the SIGNED card and submit via Certified Profile. Please renew no later than one month before your certification expires.

Social Media Policy Form
Submit the social media policy form
Student must submit copy of signed form via Certified Profile by the required date.

HIPAA and OSHA Training
-Submit verification form or certification from current place of business
Student must submit documentation via Certified Profile by the required date.

I NEED HELP!!!! If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.
Students are also required to complete the Certified Background Check upon admission and annually every August. The following will explain Certified Background Check.

CertifiedBackground.com
Student Instructions: Post-Licensure Students RN-to-BS

Background Check Required

The Ball State University School of Nursing requires that each student purchase a background check through CertifiedBackground.com.

About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

Instructions

4. Go to www.CertifiedBackground.com and click on “Students.”
5. In the Package Code box, enter package code: AL51 (initial) or AL51R (renewal)

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Once your background check is complete, please provide your organization with the password in order to share your background check results.
BACCALAUREATE INFORMED CONSENT

The Ball State University School of Nursing (the "School of Nursing") maintains legal contracts with clinical organizations and agencies ("agencies") in order to allow nursing students to practice nursing for the required clinical nursing courses. The School of Nursing and students must maintain compliance with agency policies, such as nursing standards of practice, health, CPR, drug screens, and criminal background requirements.

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to (i) the risks involved in nursing and health care and (ii) the requirement that I follow the policies and procedures of the School of Nursing and agencies in which I will be working as a nursing student.

SCHOOL OF NURSING and PROFESSIONALISM

___ 1. I understand I must follow all policies and procedures established by the School of Nursing. These policies include, but are not limited to, policies in nursing course syllabi, the School of Nursing's Baccalaureate Nursing Program Handbook, and Ball State University’s Code of Student Rights and Responsibilities. I understand some policies and procedures only apply to students in the School of Nursing and not to Ball State students in general due to professional requirements applicable in the nursing profession.

___ 2. I understand that when I am in uniform and/or participating in nursing and agency activities, I represent the School of Nursing and Ball State University and will demonstrate professionalism at all times.

___ 3. I understand I must follow the nursing code of ethics and standards of practice of the Indiana State Board of Nursing, the American Nurses Association, and the International Council of Nurses.

___ 4. I understand I am responsible and accountable for providing safe patient care. This includes, but is not limited to, satisfactory preparation for all labs, including patient care.

___ 5. I will make every effort to maintain the confidentiality and privacy of clients, including, without limitation, abiding by all requirements of the Health Insurance Portability and Accountability Act (“HIPAA”) and regulations promulgated thereunder, and abiding by the privacy and security policies of agencies in which I work as a nursing student. I understand that this precludes, among other things, discussing, messaging, emailing, posting photos, or in any way communicating with anyone on any social networking site or otherwise, relating to any clinical experience I have as a student in the nursing program.

___ 6. I understand that, in order to obtain a degree in nursing from Ball State University, I must complete certain clinical placements with outside health care agencies and that such outside health care agencies apply their own criteria and make decisions as to whether to accept students for clinical placements. I understand that the School of Nursing does not guarantee that I will obtain such a clinical placement and that my inability to obtain or complete the requirement clinical placement(s) will prevent me from obtaining a degree in nursing from Ball State University.

MY HEALTH and SAFETY

___ 1. I understand there are health and safety risks inherent to the nursing profession and the healthcare system.

___ 2. I understand I could become ill by being exposed to any of a number of illnesses such as Hepatitis, HIV, and other infectious and/or communicable diseases. I will follow the Standard Precautions developed by the Centers for Disease Control and Prevention and the Standard Precautions adopted by the department of health of the state in which I am completing my practicum obligations. I understand and acknowledge that there is no known cure for some diseases at this time. I understand that the Standard Precautions are intended to help protect me, my patients, my family members, and other health care workers from infections and/or communicable diseases.

___ 3. I understand I am at risk for injury by sharp objects (needles, glass ampules, etc.). I will follow established procedures to help prevent injuries. If I am involved with a needle stick or other accident or incident while caring for a patient, I agree to follow the most current protocol recommended by the Centers for Disease Control and Prevention and to cooperate fully with any established agency protocol for such incidents.

___ 4. I understand I am at risk for orthopedic injury or other physical injuries in simulation and clinical laboratories. I will follow the proper procedures for performing tasks involved in nursing duties, including, but not limited to, patient transfers, lifting, bending, and other physical activities, in order to help prevent injury to me and others.
5. I understand the School of Nursing requires that I inform the School of any medical condition that could impact my ability to perform the nursing requirements of the nursing program, such as pregnancy or contraction of a communicable and/or infectious disease. I have been informed and understand that certain health conditions may increase my health risk in relation to care giving activities for patients with bacterial and viral diseases. I understand that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions. I agree to seek sound medical advice in connection with any changes in my health status.

6. I agree to inform the School of Nursing of any course adaptations or accommodations that I may need on account of disability and to cooperate fully with the accommodation review process through the Office of Disabled Student Development.

7. I understand that my participation in the nursing program will require study based in a variety of clinical settings and cultural and environmental situations, such as home visits, clinics, providers’ offices, hospitals, extended care facilities, schools, day care centers, and other public and private facilities. I will follow agency policies and procedures related to these activities. I understand that these policies and procedures are intended to promote my safety in addition to facilitating agency programs.

8. I understand that if I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases, I may discuss my concerns with School of Nursing faculty and/or with University Counseling Center professionals. If I am unable to alleviate these concerns, the University may recommend that I pursue a career other than nursing.

9. I understand I will be required to provide my own transportation to and from clinical agencies and sites. I may be required to maintain health insurance while participating in a practicum program.

10. I understand I will not be compensated for my services at a clinical agency or site, nor will I be reimbursed by the agency or the University for my parking, meals and other expenses at clinical agencies and sites. I will be responsible for paying for these expenses out of my own pocket.

11. I understand that a clinical agency or site may require me to obtain and maintain health insurance through the duration of my clinical placement and that I am not automatically enrolled in any health insurance plan by reason of being enrolled as a student at Ball State University. I further understand that working in a health care setting may expose me to risk of injury in connection with assisting with patient care and being in the immediate vicinity of ill patients and that Ball State strongly encourages all of its students and, in particular, its nursing students, to obtain and maintain health insurance.

Printed Name

Date

Signature

Business Affairs Reviewed 4.20.12
Baccalaureate A&P Approved: 2.24.12
HEALTH CLEARANCE, CPR, and CRIMINAL BACKGROUND CHECKS

The Ball State University School of Nursing (the "School of Nursing") maintains legal contracts with clinical organizations and agencies ("agencies") in order to allow nursing students to practice nursing for the required clinical nursing courses. The School of Nursing and students must maintain compliance with agency policies, such as nursing standards of practice, health, CPR, drug screens, and criminal background requirements.

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to health clearance, CPR, drug screening, and criminal background checks as a nursing student.

____ 1. I understand I must have a physical exam prior to entering the baccalaureate nursing program, and I must obtain the immunizations specified by the School of Nursing. I understand that, as evidence that I have had the physical and these immunizations, I must submit the School of Nursing physical form as well as documentation of these immunizations to Certified Profile by the deadline established by the School of Nursing or I will be dropped from any nursing class(es) in which I am enrolled.

____ 2. I understand that I must either begin Hepatitis B immunizations or sign a waiver form by the deadline established by the School of Nursing. If I do not either provide evidence that I have obtained Hepatitis B immunizations or the Hepatitis B immunization waiver to Certified Profile by the deadline established by the School of Nursing, I will not be permitted to attend clinical lab(s) thereafter – which will result in unsatisfactory clinical days until I have fulfilled this requirement and may lead to my dismissal from the nursing program.

____ 3. I understand that I must provide proof of tuberculosis testing on an annual basis while I am a student in the nursing program. The appropriate TB documentation must be submitted to Certified Profile by the deadline established by the School of Nursing or I will be dropped from the nursing class(es) in which I am enrolled.

____ 4. I understand I must submit documentation that I have completed a CPR training program approved by the School of Nursing (the only currently-approved programs is the American Heart Association's "Healthcare Provider") to Certified Profile by the deadline established by the School of Nursing or I will be dropped from the nursing class(es) in which I am enrolled.

____ 5. I understand I must submit to and pay all fees and costs related to Indiana and federal criminal background checks and drug screenings that the School of Nursing and any clinical agency to which I may be assigned require from time to time. Currently, the School of Nursing requires criminal background checks for all students prior to admission into any nursing program and annually thereafter while still enrolled. I understand and agree that the results of my criminal background checks and drug screenings may be shared with appropriate School of Nursing personnel and other appropriate University employees or representatives, including, without limitation, the Dean of the College of Applied Sciences and Technology, the Director of Student Rights and Community Standards, and the Executive Director of University Compliance; and the results may also be shared with appropriate representatives of any clinical agency to which I am assigned. I may also be required to meet with University and/or agency employees or representatives to discuss these results. I understand that unsatisfactory results from any criminal background check or drug screening may lead to my dismissal from the nursing program, based either on (i) my failure to meet School of Nursing standards, or (ii) my inability to complete a clinical agency placement assignment that is a prerequisite to the completion of a School of Nursing degree due to the clinical agency's refusal to accept me (or allow me to continue) in a clinical nursing course at the agency.

____ 6. I understand that if my name is on the Indiana Sex and Violent Offender Registry or a similar registry maintained by any other state, or if I am required to register on the Indiana Sex and Violent Offender Registry or a similar registry maintained by any other state, the School of Nursing will deny me admission or, if I was previously admitted, will dismiss me from the nursing program. I further understand if my name is on the Medicare/Medicaid Exclusion list, the School of Nursing will deny me admission, or, if I was previously admitted, will dismiss me from the nursing program.
7. I understand that I may be denied admission into the nursing program or become subject to disciplinary action subsequent to my admission if, either prior to admission or while a student in the program, I engage (or have engaged) in any of the following conduct, if the School of Nursing determines that such conduct has a direct bearing on my ability to obtain a nursing degree or practice as a registered nurse:

- Conduct that would violate any standard of professional practice applicable to registered nurses under Indiana law (currently, Indiana Code Section 25-1-9-4) or constitute unprofessional conduct under Indiana State Board of Nursing regulations (currently, 848 IAC 2-2-3)
- Conduct that would violate either the American Nurses Association Code for Nurses or the International Council of Nurses Code for Nurses
- Conduct that would violate the Ball State University Code of Student Rights and Responsibilities [Note: violations of the Code of Student Rights and Responsibilities are normally handled under Office of Student Rights and Community Standards disciplinary procedures, and don’t also result in School of Nursing disciplinary action, except for conduct that may have a bearing on whether a student is qualified to complete the nursing program or practice as a registered nurse.]
- Conduct that violates the criminal laws of the State of Indiana or that results in a felony or misdemeanor charge and/or conviction, or entry into a diversion program in any jurisdiction, except for minor violations of traffic laws or other infractions for which the maximum penalty is a fine
- Failure to disclose in writing to the Director of the School of Nursing, or her/his designee, promptly following its occurrence, any act or conduct described in this paragraph 7

8. I understand that the Director of the School of Nursing, or her/his designee, will make the initial determination whether I should be denied admission into the nursing program or be subject to disciplinary action subsequent to my admission for any of the conduct described in paragraph 7; provided, however, she/he will offer me the opportunity to meet with her/him prior to making such a determination to explain and/or provide any mitigating circumstances regarding the conduct. If the Director of the School of Nursing, or her/his designee, determines that I should be denied admission into the nursing program or I should be subject to disciplinary action subsequent to my admission that includes suspension or dismissal from the nursing program for any of the conduct described in paragraph 7, I may appeal such determination to the Baccalaureate Admission and Progression Committee (the “BAP Committee”) within five (5) calendar days following my receipt of the written decision of the Director or her/his designee. My appeal must be in writing and set forth the basis or bases of my appeal. The BAP Committee will conduct an informal hearing on my appeal, following procedures developed by the Committee and communicated to me. I will be allowed to attend the entire hearing, except during the Committee’s deliberations. The BAP Committee will decide whether to uphold, overturn or modify the decision of the Director of the School of Nursing, or her/his designee. The BAP Committee’s decision will be communicated to me in writing and will be final.

9. I understand that any disciplinary action subsequent to my admission that includes suspension or dismissal from the nursing program will not take effect until I have exhausted my right of appeal as described in paragraph 8 (or the time limit for filing an appeal has expired without an appeal having been filed). Notwithstanding the foregoing, the Director of the School of Nursing, or her/his designee, has the authority to temporarily suspend me from participation in the nursing program, including any clinical nursing courses, pending completion of the appeal process if she/he determines that my continued participation (i) would represent a risk or threat to my own health and safety or the health and safety of the University community or the general public, or (ii) would pose a threat of disruption to the University’s educational process. I also understand that, independently of any disciplinary action taken by the University or the nursing program, if as a result of any conduct described in paragraph 7 a clinical agency to which I am assigned refuses to accept me or to allow me to continue in a clinical nursing course, the Director of the School of Nursing or her/his designee may temporarily suspend me from participation in the program, including any clinical nursing courses, pending completion of the appeal process.

10. I understand that health care agencies that I am seeking to obtain clinical placements with, or with which I may have begun clinical placements, may request documentation that I have completed the health clearance checks or background checks referenced in items 1 through 6 above and other third-party health or background checks and may also request to be informed of any disciplinary case that may be initiated against me by Ball State University or the School of Nursing ("Student Background Documentation"). I understand that such records may be "Educational Records" under the Family Educational Rights and Privacy Act and, with that understanding, specifically agree to allow the School of Nursing to provide to any health care agency at which I have informed the School of Nursing I intend to perform a clinical placement any and all such information and documentation then in the possession of the School of Nursing as to any Student Background Documentation.

________________________  __________________________
Printed Name Date

Signature
Disclosure of Criminal Background Checks (7 years) are required to be submitted to the nursing program at the time of entry and annually thereafter, or more frequently, as required by agencies. Students must disclose in writing to the Director of the School of Nursing, or her/his designee, promptly following its occurrence of any new pending charges, a conviction of, or entry into a diversion program for a felony or misdemeanor other than a minor traffic offense, including without limitation, the following:

- driving under the influence (DUI or DWI)
- sex crime
- Medicare/Medicaid exclusion (abuse or fraud)
- battery
- theft

Students who have been admitted to the program and who have new pending charges are not permitted in clinical settings, and are required to withdraw from the clinical courses. Drug screens and further background checks may be required by clinical agencies. All checks and screens are at the student's expense.

_____ I have read and understand I am required to follow the above policy.

POLICY ON DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM

A student may be dismissed from the program if:

- I fail (didactic and/or clinical) two clinical courses.
- I exhibit unsafe practice and/or unprofessional behavior, defined as:
  - An act or behavior of the type which violates the Indiana Nursing Practice Act.
  - An act or behavior which violates the Code for Nurses of the American Nurses Association.
  - Any act or behavior which violates School or agency policy.
  - Any act or behavior which places in jeopardy or has the potential to threaten the physical, mental, emotional, or environmental safety of the patient, a faculty member, another student, or any other person within the settings of classroom, clinical or laboratory experiences.
  - Any act, knowledge, or practice for which the student is not authorized, not oriented or trained for the behavior, or where the behavior is carried out without appropriate assistance or supervision.
  - Dishonesty.
  - Violation of confidentiality of client and/or agency information.

_____ I have read and understand I am required to follow the above policy.

_____ I understand that I may not discuss, email, or post on any social network any information or pictures related to any clinical experience I have while a Ball State nursing student.

__________________________________

Print Name

_____________________

Date
Ball State University School of Nursing (SON) students are expected to follow professional guidelines set forth by the University, Indiana State Board of Nursing and the American Nurses Association (ANA). Social media usage has grown tremendously in the last few years. Ball State University SON students are expected to be professional at all times while representing the SON and the University. This includes the appropriate use of social media.

Policies:
1. Nursing students must not transmit or place online individually identifiable patient or university information.
2. Nursing students must observe ethically prescribed professional patient-nurse boundaries. This also includes professional boundaries between student and University faculty and staff. There will be no “friending or following” of any patient or University faculty and staff while a student in the University.
3. Nursing students must be aware that patients, colleagues, institutions, and employers may view postings.
4. Nursing students need to take advantage of privacy settings and seek to separate personal and professional information online.
5. Nursing students must report content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Professional behavior will be adhered to in the online environment as well as clinical setting.

Guidelines:
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nursing student-patient relationship or the nursing student-University faculty and staff relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, clinical sites, co-workers, peers, faculty or staff, even if they are not identified by name.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Consequences:
1. Students who use social and electronic media inappropriately may face consequences ranging from receiving an unsatisfactory clinical day up to and including expulsion from the SON program.
2. Additionally, improper use of social media by nursing students may violate state and federal laws regarding patient privacy and confidentiality. Such violations may result in civil or criminal penalties, or both, including fines and possible jail time. The student may face personal liability. Nursing students may be individually sued for defamation, invasion of privacy, or patient abuse.

Statement of Understanding:
By signing below, I hereby declare I have read the policy regarding social and electronic media. I am also declaring I will follow the policy and guidelines while I am in the role of nursing student in the Ball State University School of Nursing. I understand the potential consequences if I use social and electronic media inappropriately.

______________________________
Signature

______________________________
Date

Ball State University
School of Nursing
MEDICAL RELEASE FORM

Name ________________________________ Date __________________

Diagnosis __________________________________________

Date Hospitalized: From ___________________________ To ___________________

Surgery_________________________________________ Date___________________

Date released to return to class and/or clinical ______________________________

RECOMMENDATIONS:

__________ May return to CLASS only

__________ May return to CLASS with restrictions *

__________ May return to CLASS and CLINICAL with no restrictions**

**For a student to participate in clinical, the student must have no restrictions.

*Identify any limitations or restrictions

___________________________________________________________________________

___________________________________________________________________________

Please CHECK all of the following that are pertinent.

__________ This student may lift patients.

__________ This student may sit in class or work on computer for 3 to 5 hours.

__________ This student may stand for long periods of time.

__________ This student may climb stairs.

__________ This student may give emotional support to clients.

___________________________________________________________

Date __________________________ Healthcare Provider

Approved 2/5/86; Reviewed by Dr. Bullis, Health Center, 2003-04
NAME:____________________________________  DATE:________________________

CLASS/COURSE WHERE INCIDENT OCCURRED______________________________________

_____________________________________________

_____________________________________________

PART OF BODY INJURED____________________________________________________________

IF THE INCIDENT WAS A NEEDLE STICK, COMPLETE THE FOLLOWING:

THE NEEDLE WAS (circle one)          STERILE                NON-STERILE

On this date, I accidentally perforated my skin with a needle. I have been advised by a member of the nursing faculty or staff to treat the affected area as outlined in the Universal Precautions Procedure and to go to the Ball State University Health Center for evaluation and treatment within the next 24 hours.

Nursing Student Signature

Faculty/Staff Signature

For Faculty/Staff ONLY:

Send 1 copy to BSU Health Center. _____________________________________________ initial

Send 1 copy to Associate Director and appropriate course faculty of the Baccalaureate Nursing Program. _______________________________ initial

Put 1 copy in Sim Lab folder marked INCIDENT. _________________________________ initial

Put original in student’s permanent file in CN 418: ____________________________ Initial
MANAGEMENT OF A BLOOD-BORNE PATHOGEN EXPOSURE INCIDENT

Management of Occupational Exposures to Hepatitis B, Hepatitis C, and HIV and Recommendations for Post exposure Prophylaxis

Updated U.S. Public Health Service Guidelines, 2001 http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm
http://www.cdc.gov/ncidod/dhqp/gl_occupational.html

Step One: Attend to the exposure and immediately notify a supervisor.

Provide immediate care to the exposure site.
Wash exposed area thoroughly with soap and water.
Flush eye or mucous membrane (mouth) for 15 minutes.
Supervisor assesses the situation to determine if all emergency medical needs have been met.
Supervisor determines if additional clean-up steps are necessary to decontaminate the area.

Step Two: Document the identity of the exposed individual, the route of exposure, and the circumstance of the exposure incident.

Document exposed individuals name and social security number.
Document detailed description of the exposure.
Document equipment used.
Document procedures followed.
Document information regarding the source individual.
The above information will be analyzed by supervisor to determine if changes need to be made in procedures or equipment availability. Information regarding the source individual will be utilized during the medical evaluation.
Documented when the exposed individual last received blood-borne pathogen training.

Step Three: Seek immediate medical evaluation through Ball State University Health Center or agency designee.

The Director of the Health Center or an agency designee will meet directly with the person who experienced the exposure to determine what medical evaluation steps need to be taken.
At this time it will be determined whether or not the exposed individual has been previously vaccinated for Hepatitis B, and if not should then be offered the Hepatitis B vaccine or a post exposure prophylaxis for HBV.
Additionally, the exposed individual will be offered free of charge an opportunity to be tested for the presence of HIV antibodies. The exposed individual must provide written consent for testing or may decline to be tested at all.
If the source individual of the exposure is known, there may be an attempt to obtain consent from the source individual to determine the presence of HIV or HBV in the source individual. The source individual may decline to be tested. After the medical evaluation, the exposed individual will be given a medical opinion in writing regarding the exposure incident.
All records of the exposure will be confidentially kept thirty (30) years post-employment.
No disclosure of these records will be made without the exposed person’s consent.
I understand that, due to my clinical exposure to blood and other potentially infectious material, I may be at risk for acquiring Hepatitis Virus (HBV) infection. It is recommended that I be vaccinated with Hepatitis B vaccine for a self-paid charge via private physician or at the University Student Health Center. I understand that the HBV vaccination series may not be effective. I also understand that, by declining this vaccine, I am at continued risk of acquiring Hepatitis B, a serious disease.

__________________________________________  _______________________
Signature                                      Date
## Estimated Cost of Attendance

<table>
<thead>
<tr>
<th>Freshman – 1&lt;sup&gt;st&lt;/sup&gt; Semester</th>
<th>Freshman – 2&lt;sup&gt;nd&lt;/sup&gt; Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition &amp; Fees</strong></td>
<td><a href="#">Click on Link</a></td>
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<tr>
<td><strong>Tuition &amp; Fees</strong></td>
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<tr>
<td><strong>Sophomore – 1&lt;sup&gt;st&lt;/sup&gt; Semester</strong></td>
<td><strong>Sophomore – 2&lt;sup&gt;nd&lt;/sup&gt; Semester</strong></td>
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<tr>
<td><strong>Nursing Program Fee</strong></td>
<td><a href="#">Click on Link</a></td>
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<tr>
<td><strong>Clinical Nursing Program Fee</strong></td>
<td><a href="#">Click on Link</a></td>
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<td><strong>Certified Profile</strong></td>
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<tr>
<td><strong>CPR First-Time Certification</strong></td>
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<td><strong>Uniform, Shoes, &amp; Equipment</strong></td>
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<td><strong>Health Clearance (Physical/Immunizations/TB)</strong></td>
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<tr>
<td><strong>IPAD (cost depends on model chosen)</strong></td>
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<td><strong>CPR Re-Certification</strong></td>
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<td><strong>Senior – 2&lt;sup&gt;nd&lt;/sup&gt; Semester</strong></td>
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*Estimated cost. Subject to change.*