

BSN Nursing Student Handbook

Department of Nursing
Fresno Pacific University

September 17, 2019

Acknowledgement of Receipt and Review of Handbook

This handbook is for undergraduate students in the BSN program at Fresno Pacific university. The handbook provides information regarding policies and procedures of the program. Students are responsible for using the handbook as a source of guidance regarding questions with respect to both academic and non-academic policies and procedures. All students are required to sign and submit a signed and dated copy of this page of the handbook before completion of the first week of classes within the program.

Changes in the information in this handbook may be implemented immediately throughout the academic year. Any changes in program policy or procedure will be communicated via email to the student's FPU email address.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

The most current Fresno Pacific University *BSN Student Handbook* is available at <http://nursing.fresno.edu>. I understand that this document describes policies and procedures applicable to myself with respect to my participation in the BSN program at Fresno Pacific University. I also understand that it is my responsibility to ensure I am aware of changes in policies that occur during my progression through the program. I acknowledge that I am responsible for:

1. reviewing the handbook in its entirety
2. reviewing and understanding changes made to the handbook while I am enrolled in the BSN program

ACKNOWLEDGEMENT OF RIGHT TO CHANGE

Fresno Pacific University reserves the right to change any of the rules and regulations of the university, including those associated with the BSN program, at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes may apply not only to prospective students but also to those already enrolled in the university.

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1. Program Philosophy, Mission, Goals, and Outcomes

1.1. Philosophy

As Fresno Pacific University nursing faculty, we share the vision of the university to lead Christian education with academic excellence, innovative programming, and spiritual education. We frame nursing education with the components of nursing: caring, empathy, integrity, altruism, autonomy, compassion, safe and outstanding care, while using critical thinking, evidence-based practice, and prayer.

We believe there are six Cs at the core of nursing: Compassion, Competence, Confidence, Conscience, Commitment, and Comportment. Sister Simone Roach's Theory (1984) describes these six C's that help us guide this new generation of nurse healers. As nurses, we are an extension of Christ's hands in healing the heart and soul. We are healers.

We believe in holism of the nurse – a nurse must care for their own mind, body and spirit to connect with the people they care for and work beside.

As nurses we care for all people. This encourages our students to embody Christ-centered values. Advancing the science of nursing and nursing practice improves health in individuals, communities, and the world.

Using evidence-based nursing and education enables nurses to practice and engage in scholarly research and to translate that knowledge into healthcare and the health sciences to improve the health of all human beings.

By providing a diverse and global perspective, we raise the social consciousness of the student, encouraging them to become health care leaders who continue lifelong learning and passing of knowledge to the next generation of nurses. This raises the profession.

1.2. Mission of the BSN Program

The prelicensure BSN program mission is shared with that of the nursing department at FPU.

Nursing Mission

Nursing is an art and a science that identifies, mobilizes, and develops strengths of nurse and client through acquired knowledge, professionalism, skills, and competence rooted in evidence-based practice.

We develop nursing professionals equipped with the VALUES, KNOWLEDGE, and SKILLS to improve health for all through leadership and service. We accomplish this mission by:

- Providing the highest quality education in nursing to our traditional undergraduate, RN to BSN and Family Nurse Practitioners, recognizing that our students come from diverse backgrounds, life experiences, and have varied learning styles.
- Creating an inclusive community of learning grounded in liberal arts, Christian values, and evidence-based nursing practice.
- Making available to our community and public agencies the expertise of the nursing faculty in teaching primary and research functions, contributing to the intellectual and economic development of the local area, the nation and the world.
- Engaging students in research and all activities of learning to extend the knowledge of nursing science.
- Cooperating with all entities: the government, our healthcare service partners, and our parent institution to transfer our knowledge to the nursing student and make superb nurses who will work to eliminate health disparities and advocate for vulnerable populations.

By doing the above we will offer a continuum of education from beginning nurse through advanced practice nurse, encouraging career advancement based on the interests and needs of our community, state, nation and world.

As a community of nurse scholars, we believe expert faculty with varied areas of expertise are required to carry out the educational mission of the department. The faculty is committed to designing, implementing, and teaching the curricula through which our students of varying cultural and ethnic backgrounds develop critical thinking, clinical judgement, decision making skills, cultural sensitivity, and professional nursing values in an ever increasingly complex healthcare system. We are committed to providing a challenging yet supportive environment that prepares our graduates to serve in leadership roles and engage in political, social, ethical, economic, and policy issues that affect our profession and our practice.

1.3. Goals of the BSN Program

The prelicensure BSN program goals are shared with those of the nursing department at FPU:

- Prepare highly educated, competent, and dedicated nurses who are ready to enter the workforce
- Foster excellence in teaching and learning
- Disseminate and contribute to scholarly evidence-based nursing and healthcare
- Provide Christian-based service to the ourselves, our clients, our profession, and other communities of our world.

1.4. The Graduates of the BSN Program will:

1. Integrate theory and research-based knowledge and skills from arts, humanities, and sciences to develop a foundation for professional and personal life;
2. Demonstrate knowledge and understanding of nursing science and theory;
3. Demonstrate clinical competence and skills as a baccalaureate generalist;
4. Demonstrate analytical inquiry for evidence-based health care practice to improve the quality of care;
5. Demonstrate compassionate, spiritual, ethical, culturally sensitive, and professional clinical decision-making skills;
6. Use inter-professional communication and collaboration for improving client-centered health outcomes across the life span;
7. Utilize system engineering and information management to facilitate health promotion, disease prevention, and maintenance of health in delivering patient- and population-based services;
8. Demonstrate professional leadership through advocacy directed toward influencing health care policy to improve the health care system;
9. Evaluate and enhance one's own professional values within the context of altruism, autonomy, human dignity, integrity, social justice, and conflict resolution.
10. Understand the role and responsibilities of a professional nursing leader in the health care system by embracing the value of lifelong learning;
11. Engage in the care of self in order to care for others.

2. Admission Policies and Policies for Granting Credit

2.1 Application and admission to the BSN program

Effective date:

Responsible entity:

Last reviewed and approved:

A student may declare intent to apply to the BSN program upon application for admission to FPU.

The FPU BSN program admits new undergraduate students once per year. Mid-way through the sophomore year at FPU, the prospective BSN student may apply for admission into the BSN program. The BSN program accepts applications from November 1 through November 21. Students will be informed of conditional acceptance by the third week of December.

Prior to applying to the BSN program, the potential applicant should understand that the program represents a very time-intensive commitment. In addition, the applicant should ensure he/she is familiar with the standards described in this handbook, including physical and mental health standards and criminal background standards.

Important information for undocumented individuals

Applicants who are not U.S. citizens or permanent residents, do not hold a visa, or have not applied for legal residency should be aware that the California Board of Registered Nursing accepts both Social Security Numbers as well as Individual Taxpayer Identification Numbers in applying for licensure. If an individual is undocumented at the time of application for licensure, he or she must be willing to obtain an ITIN or SSN to take the licensure exam (RN-NCLEX) to become a Registered Nurse, as well as go through the DACA work permit process. Other forms of identifying information are not accepted.

Irrespective of application for licensure, applicants should understand that a lack of documentation may impact one's ability to be employed as any given employer may maintain a distinct set of requirements for employment.

Criteria for Consideration for Admission

Criteria for consideration for admission into the BSN program are described below. Meeting these criteria does not guarantee admission to the program.

1. Completion of the application for admission. The application is accessible at nursing.fresno.edu.
2. Completion, within the previous 18 months, of at least 15 units as a traditional undergraduate at FPU
3. Possession of an FPU institutional GPA no less than 3.0
4. Completion of the following courses with a minimum grade of C in each course

CHEM 1XX	Introduction to chemistry and biochemistry
BIOL 2XX and BIOL 2XXL	Human anatomy and physiology I
BIOL 2XX and BIOL 2XXL	Human anatomy and physiology II

5. Completion of the Test of Essential Academic Skills (TEAS) assessment with a composite score of equal to or exceeding 70%. Students receiving a score of less than 70% may retake the exam once, but this must be done prior to application to the program. For additional information on the TEAS, see www.atitesting.com.

Admission Process

Students meeting the criteria and conditions described in this document, should apply to the program by completing the steps below:

1. complete and submit the BSN Nursing Program Application form (accessible online at <http://nursing.fresno.edu/>)
2. complete and submit at least one BSN Nursing Program Reference form

3. complete and submit the BSN Nursing Program Application Statement of Intent
4. submit the appropriate transcripts if any course prerequisites were completed at institutions other than FPU

Applications are initially reviewed to ensure that applicants meet the criteria described above. Qualified applicants are then grouped into tiers based on TEAS performance, overall institutional GPA, and performance in the program prerequisite courses. Within each tier, applicants are evaluated based on evaluation of the statement of intent and letter(s) of reference. After applicants have been ranked in this manner, the program will, as part of evaluation of the applicant, request an interview with highly ranked applicants. Upon completion of the interview, a recommendation will be made regarding whether to extend an invitation to the applicant to join the incoming nursing program class. Interviews will continue to be conducted and invitations extended on the basis of the initial ranking of applicants. The process will continue until the incoming nursing program class is filled.

Admission to the Program is Conditional

Admission into the BSN program is conditional on the following:

1. Completion of the following courses
 - Microbiology (BIOL 340 and BIOL 340L) with a minimum grade of C
 - Professional roles and theories of nursing (NURS XXX) with a minimum grade of B
2. Evidence of CPR certification. CPR certification must be maintained throughout the program course of study; the American Heart Association's CPR Healthcare Provider is accepted. Evidence of certification must be submitted prior to enrolling in NURS courses (excluding sophomore-level NURS NNN courses). Online certification is not accepted.
3. Completion of all health clearance requirements (see section 3.2, Physical and Mental Health Standards, below);
4. Completion of a criminal background check by an approved vendor (see 3.1, below). The program will not accept an applicant with a felony conviction or with any type of under the influence conviction.

In addition, prior to admission to the BSN program, the applicant must provide documentation of:

1. A physical examination
2. A negative PPD/TB skin test or clearance after positive results.
3. Completion of drug screen through a program-approved screening service
4. Evidence of current immunizations for:
 - Tetanus, Diphtheria, and Pertussis
 - Measles, Mumps, and Rubella (MMR)
 - Hepatitis B
 - Varicella Influenza
 - Influenza vaccine

International Applicants

An international applicant is any applicant who is neither a US citizen nor a permanent resident (Green Card holder).

The TOEFL or IELTS are required of international applicants whose native language is not English. The minimum TOEFL score is 100 (Internet-based). The minimum IELTS band score is 7. Students may request a TOEFL/IELTS waiver.

Note that substantial costs may be associated with the translation service required to map international coursework to institutional coursework. The cost(s) of these services are borne by the applicant. Consult the Registrar's Office for specifics.

The University makes no guarantees of employment for any BSN program graduates regardless of citizenship or residency status.

2.2 Criminal Background Check Policy

To conform both to national guidelines and to state regulations (SB139), the BSN program requires that applicants clear a criminal background check before entering the program. Unless exempt by statute, students are responsible for the cost of criminal background check as part of the preliminary selection process. Prior to enrollment in the program, the program will provide specific instructions regarding completing the background check. The student is advised to contact the California Board of Registered Nursing if he/she has any concerns regarding criminal history and its potential to impact licensure.

2.3 Physical and Mental Health Standards

Completion of the BSN program is associated with substantial attendance and participation requirements. These demands require that the student be in both good physical and mental health. The student should understand that his/her role as a student nurse will require walking, bending, lifting, and standing for extended periods. A student should have the ability to lift 50 pounds and push and pull 200 pounds. The student must also meet specific requirements as mandated by the clinical sites. If a student requires accommodation or is unable to comply with these standards, he/she should meet with the program director to raise his/her concerns.

2.4. Transfer Policies

The BSN program preferentially accepts students who have completed their undergraduate coursework, including program prerequisites, at FPU. The program will consider applications from transfer students on a case-by-case basis only when a transfer student has met the other criteria for applications apart from #2 (completion, within the previous 18 months, of at least 15 units as a traditional undergraduate at FPU) and #3 (possession of an FPU GPA no less than 2.8). A transfer applicant must have a cumulative transfer GPA of at least 3.0 and must meet all course prerequisites for the program either through, for each course, transfer of the equivalent course or through completion of the course at FPU.

Transfer Credits

The institution has a standardized process for awarding transfer credits for coursework at other institutions. This includes policy and process for evaluation of transfer courses from “approved higher educational institutions” and from foreign institutions. Refer to the “Registration & Academic Policies” section of university catalog (accessible at catalog.fresno.edu) for specifics.

2.5 Policy for Granting Credit for Prior Experience

The “Registration & Academic Policies” section of university catalog (accessible at catalog.fresno.edu) describes the process by which students who “feel they have a background in a particular field equivalent to that covered in a required FPU course” may challenge the course by examination. The university must acknowledge that the course is eligible for challenge. The University Registrar provides the appropriate form to initiate the course challenge process (<https://www.fresno.edu/students/registrar-office/forms>).

2.6 Policy for Granting Credit for Previous Education and Experience Associated with Military Service (SB 466 compliance)

Student applicants will receive credit, within the field of nursing, for education and experience associated with military service. Such credit can be obtained by challenge in theory and/or clinical performance as appropriate. Credit may be applied to varying extents toward course completion.

Students interested in pursuing the challenge option should use the form provided by the University Registrar at <https://www.fresno.edu/students/registrar-office/forms> to initiate the course challenge process.

2.7 LVN Previous Education/Experience Policy

Licensed vocational nurses (LVN) with prior nursing education and experience may receive credit toward course completion by challenge in theory and/or clinical performance as appropriate. Credit may be applied to varying extents toward course completion.

Students interested in pursuing the challenge option should use the form provided by the University Registrar at <https://www.fresno.edu/students/registrar-office/forms> to initiate the course challenge process.

2.8. Athlete Policy

The program includes substantial demands with respect to clinical hours and is relatively inflexible with respect to accommodating clinical absences. Nursing students are not permitted to participate in university athletics and are discouraged from participation in other time-demanding co-curricular activities for the duration of their enrollment in the program.

In exceptional circumstances, the program will consider, on a per-student basis, a request to waive the above policy. Any such request must be made in writing to the program director.

Approval of such a request will only occur *in writing* after a meeting is held with the potential student athlete, the corresponding coach(es), and the institutional athletic director. The approval document should explicitly describe how clinical hours will be fulfilled, how clinical absences will be minimized, and the limitations which will be in place with respect to athletic time commitments while the student is in the program. The document will further indicate an *explicit* understanding that the institutional policy regarding absences associated co-curricular and athletic activities is, in this instance, inapplicable.

3. Satisfactory Academic Progress Policies and Procedures

Satisfactory academic progress within the BSN program is different and in addition to the university's satisfactory academic progress. A student placed on warning or academically disqualified from the university is on warning or disqualified from the BSN program. However, a student who has been academically disqualified from the BSN program may be of sufficient academic progress to continue in good standing with the university.

3.1. Performance Standards in Program

In addition to meeting the university standards for satisfactory academic progress, BSN student must meet the following academic program standards to progress within the program. Failure to do so will result in "nursing academic warning" and may lead to academic disqualification. University standards for satisfactory academic progress are published in the university undergraduate catalog under the registrar's website.

1. achieved at C or higher in all NURS courses completed in the most recent semester
2. maintains a GPA, across all NURS courses, of at least 2.8
3. maintains a cumulative GPA, across all FPU courses, of at least 2.8

3.2. Academic Warning in Program

Once placed on nursing academic warning, a student may progress through the curriculum only with the explicit approval of the program director on a course-by-course basis.

Placement on nursing academic warning may occur without concurrent placement on the university's academic warning.

Two nursing academic warning periods are permitted during the entire enrollment of a student in the BSN program; a third warning period is not permitted and will lead to academic disqualification from the BSN program.

A student may withdraw from a course only once.

3.3 Academic Disqualification from the Program

The university maintains standards for academic progress – accessible in the university catalog on the registrar's website. The university standards exist and are enforced independent of the standards specific to this program. A student who has been academically disqualified from the university is disqualified from the BSN program. However, a student who is disqualified from

the program may be of sufficient academic progress to continue in the university in another program.

Academic program dismissal from the BSN program is the removal of a student from enrollment in the BSN program due to the student meeting one or more of the dismissal criteria below. Academic dismissal from the BSN program means a student can no longer register for NURS courses associated with the BSN program. Dismissal from the program does not necessarily imply dismissal from the university.

Dismissal criteria:

1. C- or lower in three NURS courses,
2. C- or lower with two efforts to complete the same NURS course, or
3. failure to meet probationary requirements while on nursing academic probation.

3.4. Appeal of Academic Disqualification

The BSN program follows university policy and procedure for academic appeals. Please see the Registrar's Office for additional information on how to appeal an academic disqualification.

3.5. Readmission After Academic Disqualification from the BSN Program

Students may regain eligibility for readmission according to the university policies found in the catalog. The BSN student should work with the appropriate advisor and the nursing program director in requesting support for readmission. Extenuating circumstances and evidence of academic success will be considered.

A student is ineligible for reenrollment if he/she was dismissed from any nursing program for any of the following: positive drug screen, criminal background issue, unsafe clinical practice, or a violation of an academic integrity policy.

The student must initiate the appeal by submitting a petition form found on the Registrar Office's website.

In addition, the student must request, in writing, a remediation contract specifying actions that must be completed and/or conditions that must be met prior to readmission and/or upon readmission; a specific time frame must be established for each such action or condition.

Students are eligible for readmission solely on a space-available basis.

For a student to remain in good standing after readmission, the terms of the remediation contract must be completed by the student within the time frame(s) specified within the contract.

4. Professional Behavior

4.1. Student Conduct and Professional Standards

Institutional guidelines regarding student conduct are articulated in the Undergraduate Student Handbook.¹ In addition, students in the nursing program are expected to adhere to the standards described in this document. This section of the document describes general standards of conduct for students in the program. Refer to “Clinical policies and standards” for program guidance for students while enrolled in clinical nursing courses (i.e., those courses which involve the student training at a clinical site).

4.2. Attendance and Participation

Every professional culture has formal and informal expectations during meetings. For the purposes of the nursing program, meetings are defined as regularly scheduled class periods and individual meetings scheduled with an instructor. Since meetings are designed to facilitate work best done corporately, you are expected to attend and be on time for *all* meetings. In professional cultures, it is not acceptable to miss a meeting without informing the appropriate person(s), regardless of the reason. The same is true for us. Anytime you will not be able to attend a meeting you must notify the instructor in advance, regardless of whether the absence is excused or unexcused. Excusable reasons for missing a meeting are illness and emergencies. Failure to plan ahead does not constitute an emergency. To be prepared for a meeting, you should arrive with your textbook (when appropriate) and with a means of taking notes, whether “by hand” or electronically.

Professional cultures have expectations, whether formal or informal, for use of technology in meetings. These expectations vary based on variables such as meeting length and meeting objectives. Since our meetings are relatively brief and engagement is key to our educational objectives, sending or receiving text messages, or engaging in other social media interactions during a class is not appropriate.

4.3. Student Communication: Feedback

Students may participate with program faculty in the development of program policies and procedures. Students are encouraged to particularly consider those policies and procedures related to the student learning experience within the program.

Students provide program-related feedback, including raising issues and voicing complaints, through a variety of routes. These include, but are not limited to:

1. the nursing student council and the nursing student representative
2. direct communication with the program director and/or program faculty
3. completion of the IDEA SRI survey at the end of each NURS course
4. utilization of institutionally defined routes for communication

¹ accessible at <https://handbook.fresno.edu/undergraduate/values-behavioral-standards>

4.3.1. The Nursing Student Representative

During the third week of the fall semester, the program director will convene a meeting of the entire nursing student population. The meeting agenda will include election (by vote) of three students who will act as the nursing student council. The nursing student council is responsible for:

- holding meetings open to the nursing student body at least once per semester; these meetings should serve, at least in part, as times when student input is solicited regarding student-related concerns;
- deciding which member of the nursing student council will act, in the upcoming academic year, as nursing student representative; and
- acting as points of contact for students within the program to communicate concerns.

The student representative is expected to be present, and to represent student-related concerns at nursing program meetings. The first nursing program meeting of each month has, as a standing agenda item, an opening for the nursing student representative from the TUG-BSN program to communicate concerns and provide feedback.

4.3.2. The IDEA SRI Survey

To assist in the evaluation and improvement of teaching and learning practice, individual courses are evaluated by students at the end of each course using the *IDEA Student Ratings of Instruction (SRI)*. The *SRI* is the primary instrument used by FPU to obtain student feedback on course and instructional satisfaction and effectiveness. The *SRI* measures students' perception of achievement of the effectiveness of faculty instructional strategies in relation to course instructional goals. It offers data for the purpose of 1) encouraging faculty consideration in fostering instructional improvement, 2) facilitating faculty evaluations, and 3) providing an indirect measure of student learning. Results from these evaluations assist in evaluation of both faculty and curriculum. Faculty-specific and program-specific *SRI* data support change in instructional practices, with the aim of improving student learning.

4.4. Professional Attire and Appearance

Effective date:

Last reviewed and approved: --

The prelicensure nursing student represents both the university and the nursing profession. At all times while on campus or in the clinical setting, students are expected to adhere to the following guidelines with respect to professional appearance:

1. Hair - Must be pulled back away from face. Hair should be tied back into a ponytail or bun if it touches the shoulder. Facial hair must be kept groomed, clean, and neat. No unnatural hair colors, or styles that draw attention.
2. Nails - Must be clean, short, and manicured. Artificial nails are not allowed. Nail polish is not permitted.

3. Clothes - Blouse and slacks or skirt for female students. Skirt dress must touch top of knees or longer. Shirt and slacks for male students. No jeans, colored jeans, shorts, t-shirts, low-cut shirts. Must be clean and professional looking.
4. Jewelry - Must be professional, not excessive, or get in the way of caring for patients. Dangling earrings, long necklaces, bracelets, and more than one ring per hand are not acceptable. Nose rings or piercings must be removed before clinical can be attended. Tongue studs are not allowed.
5. Makeup - natural colors are allowed. False lashes are not allowed.
6. Cleanliness - is required. Body odor is not acceptable.
7. Perfume and cologne – Perfume or cologne are not acceptable.
8. Tattoos – Tattoos must not be visible.

4.5. Confidentiality and Social Media

Students may be required to, on a per-site basis, sign a confidentiality. Irrespective of such a confidentiality statement, the student should understand the he/she is responsible for keeping confidential all patient-related information, ranging from identities, diagnoses or other clinical specifics, to conversational content.

Students are expected to adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA). Violation of a HIPAA requirement may lead to dismissal from the BSN program. As HIPAA is law, violation may also lead to criminal charges from the district attorney and/or government-imposed fines.

Students should understand that sharing confidential information on social media (e.g., Facebook, Instagram, etc.) is not acceptable. Such confidential information includes, in addition to data described by HIPAA, identifying information for faculty, photographs of faculty or staff, and identifying information for BSN program staff or clinical site staff.

4.6. Video or Audio Recording

Professional behavioral standards always show respect for the person. Before recording anyone, the professional is required to ask the permission of the person(s) involved. This standard applies to all situations in the classroom, laboratory, and clinical environments, including removing, using, redistributing online work from the instructor or other students, and the recording of phone conversations.

4.7. Academic integrity

The university catalog describes expectations with respect to honesty and integrity:

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Fresno Pacific University seeks to take a restorative approach to actions of academic dishonesty. Academic dishonesty is a serious violation of university rules and policy, but it is seen primarily as an indication of broken relationship and a separation between the

offender (student) and the university community. It also jeopardizes the growth and learning of the individual and is a disadvantage to those people who do their work with integrity. The offense and response to it are seen as an opportunity for constructive learning and growth and for the offender to be restored to the community. This restorative approach emphasizes acceptance of responsibility for harm done and searches for responses and consequences that facilitate learning and restoration.

The student is responsible for reading and understanding the definitions of what constitutes a violation of academic integrity found in the catalog and maintaining the highest standards in their own work. All information on violations and the policies and processes that follow violations are found in the catalog.

4.8. Sexual harassment/Non-Discrimination

The FPU Student Handbook defines the policies, support systems, and rights for complainant and respondents in reports of discrimination or sexual harassment. These policies apply to all students.

The FPU Student Handbook specifies that:

*“All university employees (faculty, staff, and administrators) are considered to be **“responsible employees”** and are expected to immediately report actual or suspected gender-based discrimination, harassment, sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking to an appropriate official.”*

In addition to university employees, nursing students will be working with non-university employees at off-campus clinical sites. Should an FPU student experience discrimination, sexual harassment, or related concerns while at a clinical site in the context of any of the clinical NURS courses, the student should immediately report his/her concerns to the FPU nursing prelicensure program director. In addition, the student should feel free to report his/her concerns through the procedures specific to the clinical site of concern as well as to any external agencies as appropriate.

4.9. Student Communication: Grievances (including grade appeals)

Policy and procedures for communicating academic grievances are described in the University Catalog. The catalog is available via a searchable, online interface at catalog.fresno.edu.

The catalog includes policy and procedure for grade appeals under the “Grade Reporting and Appeals” section of the “Registration and Academic Policies” component of the catalog.

The catalog includes policy and procedure, including appeal process, for student-faculty dispute resolution under the “Student-Faculty Dispute Resolution” section of the “Registration and Academic Policies” component of the catalog.

The catalog includes policy and procedure for requesting exceptions to published university academic policy under the “Petitions/Appeals” section of the “Registration and Academic Policies” component of the catalog.

The university undergraduate student handbook, available online, describes policies² associated with Title IX compliance, discrimination, and harassment. In addition, the University Catalog identifies the Title IX Compliance Coordinator. Any complaints of discrimination or harassment, or grievances associated with non-discrimination policies and Title IX, can be communicated to the Title IX Compliance Coordinator. See also section 6.1 of this handbook.

Occasionally a student may find cause to question the action of a professor regarding requirements of a course, teaching effectiveness, comments made in a class that seem derogatory or inflammatory, criticism of the student, general performance or sanctions given for academic dishonesty. Students should first discuss their concerns with the instructor. If the student and faculty member cannot resolve the issue satisfactorily or if the student does not feel comfortable speaking directly with the instructor the student should consult with the program director for in that, who will attempt to resolve the issue. Decisions may be appealed to the department chair or dean of the appropriate school for a final resolution (Nursing Faculty Handbook).

5. Clinical/Lab Policies and Procedures

5.1 Clinical Equipment and Accessories

You must have your own stethoscope, pen light, reflex hammer, and pen.

You must have a watch with resolution to the second.

You must have on hand a clinical notebook.

You should have at least one resource for looking up guidelines. This could be a book, an app, or online website you have access to.

5.2 Clinical Uniform

During clinical hours the uniform approved by FPU will be worn and worn in the correct manner. The clinical uniform conforms to the following guidelines:

1. Shirt and pants - Program-specified tunic and pants and worn. The program logo is affixed as a patch to the left upper chest region of the top. This uniform will be worn in all inpatient facility’s clinical rotations. For mental and community health clinical rotations the uniform consists of the program-specified polo shirt, with the program logo affixed to the left upper chest region of the shirt, and black pants.
2. Fresno Pacific University Student Identification Card - Must be clearly visible in the upper right-sided chest area. The clinical site may require you to wear an alternative name badge.

² <https://handbook.fresno.edu/undergraduate/title-ix-discrimination-harassment-sexual-misconduct-sexual-assault-datingdomestic>

3. Shoes - Must be clean, neutral, supportive shoes that cover the entire foot. Athletic shoes are okay. No brightly colored shoes or designs. Closed-toe shoes are recommended.

The clinical site may have uniform standards that extend or supersede the above standard. Any individual in a supervisory role relative to the student, including faculty and the clinical coordinator, has the liberty to have you leave the site for the remainder of your currently-scheduled shift if you have chosen to violate any of the uniform standards. A second violation may result in a non-passing grade for the clinical practicum.

5.3 Clinical Absences

Arriving to a clinical setting in a condition which compromises the health and safety of patients and coworkers is not acceptable. A student who arrives at a clinical setting with a fever, contagious illness, or impairment of required essential functions will be sent home.

Show up on time for clinical! Every day. Showing up late for clinical is unprofessional behavior. You must show up on time ready to go with all your tools.

Should a student miss a scheduled clinical, he/she will be required to complete a make-up assignment. Failure to notify the clinical instructor appropriately may result in a non-passing grade for the clinical practicum.

First Clinical Absence

Irrespective of the reason, this assignment is required for the first clinical absence. Students may not attend another clinical day to make up the first clinical absence.

The make-up assignment/presentation will be on a content topic/concept as assigned by the instructor responsible for the course. Criteria for the presentation are *described in the course syllabus*. The presentation will be submitted prior to the last week of the semester.

Presentation Procedure:

The student will present (not read) to available faculty at the end of the semester prior to final exams. The student must provide a printed brochure/handout/poster designed by the student and a printed copy of the outline of the presentation. The student *must provide* a digital copy of the presentation *in PDF format, on a USB memory stick, on the day of the presentation*.

Second Clinical Absence

A second clinical absence will require completion of a second presentation (following the above guidelines) along with attendance at a make-up clinical at an appropriate facility as assigned by the faculty member responsible for the course.

Third Clinical Absence

Three or more clinical absences constitutes failure to meet the clinical objectives of the course. The student will receive an F as the final letter grade for the course.

5.4 Clinical Evaluation

For each clinical course, the course syllabus provides a description of the process of clinical evaluation associated with that course.

5.5 Drug Screening

All students in the BSN program are subject to drug and/or alcohol use screening both prior to enrollment and at will through the university-designated vendor. The student is responsible for the cost of all screenings while applying to, and while enrolled in, the BSN program.

The BSN program maintains a zero-tolerance policy with respect to any form of substance abuse.

Should a screening result, prior to admission to the program, indicate use of an illegal drug or controlled substance without a legal prescription, student admission to the nursing program will be denied.

Any evidence of substance abuse while enrolled in the BSN program will lead to administrative dismissal from the program.

Applicants and students are advised that, upon obtaining evidence of substance abuse (including a positive screening result) by a licensed/registered professional, the program will make a report to the appropriate professional licensing agency, the state attorney general, or other appropriate entity.

5.6 Criminal Activity Subsequent to Enrollment

Students who are convicted of, plead guilty to, or otherwise are found judicially guilty of any crime subsequent to enrolling in the program should immediately notify the program to determine whether the criminal finding will adversely impact the student's ability to complete the program or obtain licensure.

Clinical sites may decline to accept a student with a positive criminal background check. The program has no responsibility to arrange alternative clinical placements if a student is unable to secure a suitable clinical placement due to the outcome of criminal background screening.

5.7 Clinical Standards: Safety

A nursing student failing to apply safe clinical practice methods is subject to immediate removal from the clinical site at the discretion of the preceptor.

A nursing student failing to apply safe clinical practice methods is subject to disciplinary action. Such action, at the minimum, will be a written report describing the nature of the occurrence and complemented by a written student statement describing (i) how the occurrence occurred and (ii) how the occurrence might be avoided in the future. At the maximum, disciplinary action will be immediate removal/dismissal from the course and the program. The disciplinary action taken will depend on the nature of the incident as determined by the preceptor, the nursing faculty, and by the Dean of the School of Natural Sciences.

5.7.1 Restrictions on activities and functions of the pre-licensure student

Pre-licensure students may not administer medication nor perform any invasive procedures unless the instructor is present in the immediate clinical setting.

Furthermore, an FPU prelicensure student is prohibited from performing any of the following:

- administering conscious sedation
- administering IV chemotherapeutics
- defibrillation (excluding employing an auto defibrillator in a BLS course)
- passing instruments in the sterile field in an operating room
- drawing ABGs (excluding if an arterial line is present)
- removing arterial lines or venous sheaths
- receiving telephone orders from a physician or otherwise take or note a physician's orders
- administering emergency drugs during a code
- starting an IV on pediatric patients below five years old
- performing vaginal exams
- be considered as a "licensed personnel" while checking insulin, heparin, blood products, or any medications requiring two licensed personnel

5.8 Use of Devices in a Clinical Setting

Use of cell phones and/or other electronics to engage in social media interactions or any other communications with friends/family while in a clinical setting is prohibited.

5.9 Clinical Standards: Illness and injury, accidents and incidents, pregnancy, physical activity restriction

Mental and physical fitness standards

Apart from physical standards described above, the student may also be required to meet specific requirements as mandated by the clinical sites. The university is not responsible for identifying an alternative clinical site if the student is unable to meet physical fitness requirements of a university-associated clinical site.

If a student experiences onset of a new physical or mental health issue potentially compromising his/her ability to perform in a clinical setting, the program may require release from the student's healthcare provider before the student is allowed to attend clinical experiences.

Illness

Should a student become ill during a clinical experience, the student will:

1. notify the clinical instructor immediately
2. relinquish care for the assigned patients with the clinical instructor or to the facility staff
3. communicate with the clinical instructor regarding whether the student is going home or seeking medical care
4. ensure the clinical instructor has a means to contact the student

Injury

If a student is injured during a clinical experience, the student will:

1. notify the clinical instructor immediately, or ask another student to do so
2. contact the clinical instructor immediately to determine whether the clinical experience can be safely completed or the student needs to leave to seek medical attention if the injury is less severe
3. per the guidance of the clinical instructor, seek medical attention at the clinical facility, the nearest facility, or activate the EMS if the injury is severe
4. report the injury to the facility supervisory staff so that the injury can be documented and required reports can be completed. Any expenses incurred with the diagnosis and/or treatment of a student injury are the financial responsibility of the student until determined otherwise
5. inform the faculty member responsible for the course about the disposition of the injured student and the student's availability to return to the clinical site. Medical clearance may be required for injuries that are more serious
6. arrange for clinical make-up experiences, as needed, through the faculty member responsible for the course in coordination with the clinical coordinator

Accidents and Atypical Incidents

Should a student be involved in any atypical incident (e.g., a medication error, an accident not associated with injury, ...), the student should:

1. notify the clinical instructor immediately
2. notify the faculty member responsible for the course immediately

Pregnancy

Students experiencing pregnancy may wear a maternity-style uniform.

Students experiencing pregnancy should understand that pregnancy should not interfere with meeting course objectives. Irrespective of whether there are concerns about meeting course objectives, the student should inform the program director early during a pregnancy. The program director will, in consultation with faculty, provide a recommendation regarding whether either withdrawal or receiving an incomplete is advisable.

Physical Activity Restriction

Students subjected to physical activity restriction at the advice of a physician should understand that such restriction should not interfere with meeting course objectives. If there are concerns about meeting course objectives, the student should consult with faculty or the Dean for the School of Natural Sciences regarding whether either withdrawal or receiving an incomplete is advisable.

5.10 Clinical Site Standards

The clinical site has established policies and guidelines, including HIPAA guidelines. In addition to the standards described in this document, you must familiarize yourself with, and abide by, the policies and guidelines of the clinical site. Violating clinical site policies or guidelines may result in *immediate* removal from the clinical site and a failing grade in the clinical course.

5.11 Costs Associated with Completing Clinical Coursework

You are responsible for completing all necessary requirements prior to starting a clinical. The requirements may include, but are not limited to, background checks, providing proof of immunizations, or participating in site-specific trainings.

You are responsible for costs associated with participating in a clinical. Such costs may include food, travel, and other personal expenses.

5.11.1 CPR Certification

All students in the program must maintain current certification from the American Heart Association for CPR and Emergency Cardiovascular Care at the Healthcare Provider level. The course must include Basic Life Support (BLS) training leading to a obtaining an AHA BLS Healthcare Provider course completion card.

5.12 Interacting with your Clinical Instructor

Some guidelines on interacting with your clinical instructor:

1. **Be polite and professional at all times.** Consider clinical a trial run for a job. Consider it a job interview. Furthermore, you represent the FPU nursing program. Your attitude and behavior reflect on all nursing students at FPU. Remember, the individuals you work with today may, at some point, be interviewing you, be supervising you in a work capacity, or may have an incredible opportunity that you want to be involved with. Make them think of you and FPU positively from this clinical experience.
2. **Realize the clinical instructor is doing you a favor, and make it as easy as possible for them.** Don't make them do unnecessary things for you. Be polite to all staff at the clinical site. *You are not their priority.* Think of small things you could do to show appreciation for the time the clinical instructor is investing in training you.
3. **Don't be too timid.** It's normal to be nervous, but you must get in there and see patients to ever get over your nerves. If you act timid, scared, or shy, your clinical instructor may not develop trust in you. Take initiative! Ask questions. Take notes. Look things up. Have some good books, references, or apps on your smart phone. (If you choose to use an app on your phone, ensure you clearly explain that you are checking a medical app, not texting, so you don't appear rude. Remember that personal smart phone use is not allowed unless you are referencing medical information.)
4. **Do your best to keep up with your clinical instructor's pace.** Remember, your preceptor is most likely being evaluated on their productivity. Don't interrupt your clinical instructor's flow. Instead, note your clinical instructor's organizational patterns for care;

attempt to use this knowledge later as you provide patient care. Appreciate the clinical instructor's time and need to be efficient.

5. **Don't "correct" your clinical instructor in front of the patient** (unless it is a life-threatening mistake). Prelicensure students should, instead, attempt to use good judgement and *ask* the instructor for guidance. Postlicensure students: consider making a note and asking a polite question later.
6. **If you don't know the answer, say, "Let me get back to you on that."** Then look it up and remember to get back to your clinical instructor. This will develop trust with them, and they will notice!
7. **Find ways to be helpful.** Do some things for the clinical instructor so he/she will be less burdened while training you. Don't bother them with things you could do or find out for yourself easily. Also, keep in mind the things your clinical instructor appreciates or likes.

6. Student Resources

6.1. Student Support Services

6.1.1 The Academic Success Center

The Academic Success Center exists to provide free resources and services to help all population students to achieve higher levels of academic performance at Fresno Pacific University. All of our tutors are professionally trained to work with the unique needs and talents of individual students and to equip them to develop the knowledge and skills needed to become confident, independent, and active learners. Underlying our services is the belief that students working with students is beneficial for everyone involved in the learning process.

6.1.2. Disability Access

Fresno Pacific University values the diversity of students with disabilities and is committed to providing equal access and opportunity for all students. Students with documented disabilities can expect to have their privacy protected while being assured of reasonable and appropriate accommodations for all educational experiences. The Office of Disability Access and Education serves as the liaison between faculty and students in the coordination of academic accommodations and services.

6.1.3 Student Life

In addition to quality academics, Fresno Pacific University is committed to providing its students with valuable services and formative experiences. Student Life provides information, opportunities and services that aid the holistic development of students and their ability to succeed in today's job market. Services are offered in the areas of counseling, career development, disability services, health services, residence life, commuter life, housing, leadership and spiritual development. The College Hour chapel program and outreach ministries also enhance students'™ potential as vital members of society and the Kingdom of God.

6.1.4 Counseling

The On-Site Counseling Program is an FPU subsidized confidential, professional counseling service available to TUG, Degree Completion and graduate students who are experiencing personal obstacles to their academic success. For a modest co-payment, On-Site counselors are available by appointment, both on campus and in off-site locations (including the Visalia Center), to assist students with relationship problems, adjustment issues, grief and sadness, worry and anxiety, and unhealthy coping patterns. For more information, please call 559-453-8050 or e-mail OSCP.admin@fresno.edu.

6.1.5. Health Services

Fresno Pacific University's Health Center recognizes wellness as the best possible God-given state of being. Wellness is more than lack of disease. It is balanced life wholeness. Wellness is achieved through nurturing the physical, spiritual, social and mental areas of our lives. Health services supports all areas, but primarily addresses disease prevention and health promotion.

FPU also offers an online wellness magazine, [Student Health 101](#). Scroll down for more links and additional magazine issues.

Most services at the FPU Health Center are available at little to no charge to students.

6.2 Professional Nursing Organizations of Interest

- California Board of Registered Nursing: <https://www.rn.ca.gov/>
- Nurses Association: <http://www.nursingworld.org/>
- National League for Nurses: <http://www.nln.org/>
- National Student Nurses Association: <http://www.nsna.org/>
- Sigma Theta Tau International: <http://www.nursingsociety.org/>
- American Academy of Nursing: <http://www.aannet.org/home>
- Robert Wood Johnson Foundation: <http://www.rwjf.org/>
- American Association of Colleges of Nursing:
<http://www.aacn.nche.edu/students/financial-aid>

7.0 The 30-unit Option for Licensed Vocational Nurses (NON-DEGREE)

Per Section 1429 of the California Code of Regulations, the BRN requires that the prelicensure nursing program at FPU describe and offer a 30-unit option for LVNs interested in licensure.

Advice and guidance for individuals considering this option

Exercising this option only establishes eligibility to apply for licensure in the State of California. Exercising this option does not have a direct bearing on obtaining a BSN degree: exercising this option does not, in itself, lead to conferral of an Associate's Degree or a Bachelor's Degree.

The student is advised that employment via this option may be limited. Some hospitals and other clinical sites may require that an RN have either an ADN or a BSN for employment.

The option only applies to the State of California. The student is advised that exercising this option has no bearing on licensure in states other than California.

Applying for licensure via the 30-semester option

If a nursing student in the program is presently licensed in California as a licensed vocational nurse, he or she can establish eligibility to apply for licensure as a registered nurse by completing the steps enumerated below. Note that it is the responsibility of the applicant, upon completion of the 30-unit option, to submit evidence to the board, including a transcript, of successful completion of the requirements described above. The 15-unit science admission requirement must be completed successfully with C or greater; NURS XXX Professional Role Development and Nursing Theory must be completed successfully before beginning the 30-unit option.

1. requesting and completing an in-person meeting with the program director to conduct an analysis of the applicant's academic deficiencies in order to define the prerequisite courses required in order to begin the coursework of the 30-semester unit option
2. successful completion of the following courses:³
 - NURS nnn – Nursing research (3 U)
 - NURS nnn – Health assessment (2 U)
 - NURS nnn – Health assessment lab (1 U)
 - NURS nnn – Mental health nursing (2 U)
 - NURS nnn – Mental health nursing practicum (2 U)
 - NURS nnn – Public health nursing (3 U)
 - NURS nnn – Public health nursing practicum (2 U)
 - NURS nnn – Nursing leadership (2 U)
 - NURS nnn – Nursing leadership practicum (1 U)
 - NURS nnn – Nursing care of the adult and elder II (2 U)
 - NURS nnn – Nursing care of the adult and elder II practicum (3 U)
 - NURS nnn – NCLEX Review (1 U)

³ Note that although the prelicensure program curriculum is established, the Registrar's Office has not yet assigned course numbers for the new program-specific NURS-prefixed courses.

- NURS nnn – Nursing informatics and economics (2 U)
- NURS nnn – Nursing care of the critically ill (2 U)
- NURS nnn – Nursing care of the critically ill practicum (2 U)

For the intent and purpose of the 30-unit option, the above courses shall be considered beyond courses equivalent to the first year of professional nursing courses.

3. the applicant meets all the other requirements set forth in section 2736 of the California Code of Regulations.