SCHOOL OF NURSING
BACCALAUREATE STUDENT HANDBOOK
2019-2020
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PREAMBLE

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY COMMITMENT

In addition to pursuing a policy of nondiscrimination, Aurora University is committed to a process of affirmative action in all areas of recruitment and employment of individuals at all levels. This policy extends to all employment practices, including but not limited to recruitment, hiring and appointment, selection for training, upgrading, promotion, demotion, job classification, assignment, working conditions, employee treatment, hours, compensation, benefits, transfer, layoff, termination, and all other terms, conditions, and privileges of employment. This policy extends to all individuals, both employed and potentially employed by Aurora University, and whether on full time, part-time, student, or temporary employee status. Questions, comments, inquiries, or complaints should be addressed to: University Affirmative Action Officer, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506-4892.

NON-DISCRIMINATION POLICY

Aurora University admits qualified students without discrimination on the basis of race, ethnicity, color, creed, national origin, religion, sex, disability, sexual orientation, age, family relationship, or status as a Vietnam Veteran to all the rights, privileges, programs, and activities, accorded or made available at the institution, including by not limited to administration of educational policies, activities, and services, financial aid programs, athletic programs, and student employment programs.

ACCREDITATION

The baccalaureate degree program in nursing at Aurora University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.
# AURORA UNIVERSITY SCHOOL OF NURSING ADMINISTRATION

<table>
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<th>Position</th>
<th>Contact Information</th>
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## Alignment of Missions, Visions, and Values of Aurora University and School of Nursing BSN Degree Program

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<tr>
<td><strong>Mission</strong></td>
<td>Aurora University-an inclusive community dedicated to the transformative power of learning.</td>
<td>To prepare a diverse population of professional nurses for ethical practice, transformational leadership, and life-long learning.</td>
</tr>
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<td><strong>Vision</strong></td>
<td>Aurora University will be known and experienced as an exemplary institution of higher learning. We will draw upon the values of integrity, citizenship, continuous learning and excellence to provide our students with life-changing educational experiences. As an inclusive and vibrant community, inspired by the traditions of the past, we hope students will find what matters and build their life around it. In this way, we will help create a promising future for our university and our students.</td>
<td>To prepare baccalaureate nurse generalists to transform healthcare deliver in a rapidly changing world.</td>
</tr>
<tr>
<td><strong>Values</strong></td>
<td>Integrity, Citizenship, Continuous learning, Excellence</td>
<td>Altruism, Autonomy, Human dignity, Integrity, Social Justice</td>
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Approved Fall 2017
BSN Degree Program Professional Standards

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)

The Roles for Which the BSN Degree Program is Preparing Its Graduates

Baccalaureate nursing generalist:
- Provider of care
- Designer/Manager/Coordinator of care
- Member of profession

Approved: Fall 2017

BSN Degree Program Goals

1. Prepare graduates to practice as baccalaureate generalists to be provider of direct and indirect care, designers, coordinators, and managers of care, and members of the nursing profession who are leaders and advocates for patients and the profession.
2. Prepare graduates to practice as baccalaureate generalists through a liberal education in the sciences and the arts and a comprehensive nursing curriculum based on established standards.
3. Prepare graduates to practice as baccalaureate generalists committed to lifelong learning, professional excellence, ethical practice, and integrity.

Approved: 05/10/2018

BSN Degree Program Student Learning Outcomes

1. Integrate knowledge from the liberal arts and sciences education into one’s professional nursing practice. (Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice)
2. Assume a professional nurse leadership role to assure quality nursing practice in the delivery of health services. (Essential II: Basic Organizational and Systems Leadership for Quality)
3. Integrate scholarly inquiry and research into evidence based nursing practice. (Essential III: Scholarship for Evidence Based Practice)
4. Ethically manage data, information, knowledge, and technology to achieve desired quality outcomes. (Essential IV: Information Management and Application of Patient Care Technology)
5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments. (Essential V: Health Care Policy, Finance, and Regulatory Environments)
6. Utilize multiple interprofessional and intraprofessional methods of communication to collaborate effectively in delivering safe, patient centered care throughout the lifespan and in a variety of settings. (Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes)
7. Perform competently, effectively, and ethically as a baccalaureate nurse to promote, maintain, and restore the health of vulnerable populations. (Essential VII: Clinical Prevention and Population Health)
8. Demonstrate caring and culturally sensitive behaviors that create an environment of respect for the dignity of patients, families, self and others. (Essential VIII: Professionalism and Professional Values)
9. Integrate critical thinking and professional values into the clinical decision making process. (Essential VIII: Professionalism and Professional Values)
10. Accept responsibility for lifelong learning, global citizenship and service in the nursing profession. (Essential IX: Baccalaureate Generalist Nursing Practice)
11. Articulate a personal philosophy of nursing which guides one’s practice as an educator, researcher, advocate, manager, and provider of care. (Essential IX: Baccalaureate Generalist Nursing Practice) Approved: Spring 2018
<table>
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<th>Mission</th>
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<th>Roles</th>
<th>Expected Student Learning Outcomes and Baccalaureate Essentials*</th>
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| To prepare a diverse population of professional nurses for ethical practice, transformational leadership, and life-long learning. | Prepare graduates to practice as baccalaureate generalists to be providers of direct and indirect care, designers, coordinators, and managers of care; and members of the nursing profession who are leaders and advocates for patients and the profession. | Baccalaureate nursing generalist  
  - Provider of care  
  - Designer/Manager/Coordinator of care  
  - Member of profession                                                                 | Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments.  
  *(Baccalaureate Essential V: Health Care Policy, Finance, and Regulatory Environments)*  
  Utilize multiple interprofessional and intraprofessional methods of communication to collaborate effectively in delivering safe, patient centered care throughout the lifespan and in a variety of settings. *(Baccalaureate Essential VI: Interprofessional Communication and Collaboration)* |
| Prepare graduates to practice as baccalaureate generalists through a liberal education in the sciences and the arts and a comprehensive nursing curriculum based on established standards. | Baccalaureate nursing generalist  
  - Provider of care  
  - Designer/Manager/Coordinator of care  
  - Member of profession                                                                 | Integrate knowledge from the liberal arts and sciences education into one’s professional nursing practice. *(Baccalaureate Essential I: Liberal Education Baccalaureate Generalist Nursing Practice)*  
  Integrate scholarly inquiry and research into evidence based nursing practice. *(Essential III: Scholarship for Evidence Based Practice)*  
  Integrate critical thinking and professional values into the clinical decision making process. *(Baccalaureate Essential VIII: Professionalism and Professional Values)* |
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<th>Objective</th>
<th>Baccalaureate nursing generalist</th>
<th><em>Course-level objectives flow from the expected student learning outcomes and Baccalaureate Essentials.</em></th>
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| Prepare graduates to practice as baccalaureate generalist committed to lifelong learning professional excellence, ethical practice, and integrity. | **Baccalaureate nursing generalist**  
- Provider of care  
- Designer/Manager/Coordinator of care  
- Member of profession | Assume a professional nurse leadership role to assure quality nursing practice in the delivery of health services.  
*(Baccalaureate Essential II: Basic Organizational and Systems Leadership for Quality)*

Ethically manage data, information, knowledge, and technology to achieve desired quality outcomes.  
*(Essential IV: Information Management and Application of Patient Care Technology)*

Perform competently, effectively, and ethically as a baccalaureate nurse to promote, maintain and restore the health of vulnerable populations.  
*(Baccalaureate Essential VII: Clinical Prevention and Population Health)*

Demonstrate caring and culturally sensitive behaviors that create an environment of respect for the dignity of patients, families, self and others.  
*(Baccalaureate Essential VIII: Professionalism and Professional Values)*

Accept responsibility for lifelong learning, global citizenship and service in the nursing profession.  
*(Baccalaureate Essential IX: Baccalaureate Generalist Nursing Practice)*

Articulate a personal philosophy of nursing which guides one’s practice as an educator, researcher, advocate, manager, and provider of care.  
*(Baccalaureate Essential IX: Baccalaureate Generalist Nursing Practice)*
HANDBOOK POLICY

This handbook is intended to provide students information and to provide answers to the most commonly asked questions posed by new and returning students as they progress through their undergraduate nursing program. The purpose of this handbook is to complement, NOT replace, the University Catalog.

Each student receives an electronic copy of the Aurora University School of Nursing Baccalaureate Student Handbook when they begin the program and each August when the Handbook is updated. It is the responsibility of the student to be knowledgeable and observe all policies and procedures related to the program they are pursuing, including those in the Handbook. In no case will a policy be waived or an exception granted because students claim ignorance or contend that they were not informed of the regulations or procedures.

All statements and policies published in this Handbook are in effect for the time period published on the cover of the Handbook. Faculty reserve the right to change statements and policies during the year the Handbook is in effect, with the provision that students are informed in writing of any changes. The Handbook is updated annually.

CLINICAL PLACEMENTS

Criminal background checks and drug screenings are required for entry into the nursing program. During the program, students may be required to repeat their criminal background checks and drug screenings for cause. The School of Nursing may not be able to place students into a required clinical setting if there are positive findings on the drug screening or criminal background check. As a result, a student may not be able to complete the requirements of the program. If at any time, a student’s education is interrupted and not continuous, a repeat drug screen, background check and fingerprints are required.

PROFESSIONAL RN LICENSURE

Aurora University School of Nursing prepares students for the NCLEX-RN, but does not have a role in issuing RN licenses in any state.

ILLINOIS RN LICENSES

Illinois RN licenses are issued by the Illinois Department of Financial and Professional Regulation (IDFPR) based on current Illinois laws and regulations. When completing the Illinois application for professional RN licensure, each graduate will be asked the following questions:

- Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
- Have you been convicted of a felony? If yes have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.
- Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition, (2) alcohol or other substance abuse, (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.
- Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
• Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.
• In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant’s Social Security number, and the licensee shall certify under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court. Are you more than 30 days delinquent in complying with a child support order?
• In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), “The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State, however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of the State.” (Proof of a satisfactory repayment record must be submitted.) Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?

For questions about one’s eligibility for a RN license go to the IDFRP Illinois Center for Nursing website at http://www.idfpr.com/profs/Nursing.asp

For information on felony convictions, see http://www.idfpr.com/FAQ/DPR/ForcibleFelonyPetitionNewAppsFAQ.pdf

WISCONSIN RN LICENSES
Wisconsin RN licenses are issued by the State of Wisconsin Department of Safety and Professional Services. The qualification for RN licensure is as follows:

1) An applicant is eligible for licensure as a registered nurse if the applicant complies with all of the following requirements:
   a) Graduates from a high school or its equivalent.
   b) Does not have an arrest or conviction record, subject to ss.111.321, 111.322 and 111.335, Stats.
   c) Graduates from any of the following:
      A board approved school of professional nursing.
      A comparable school of professional nursing.
   d) In lieu of meeting the requirement in par. (c), evidence of general and professional educational qualifications comparable to those required in this state at the time of graduation.
   e) Passes the NCLEX.

For further information, see https://dsps.wi.gov/pages/Professions/RN/Default.aspx
HEALTH REQUIREMENTS

CastleBranch

AU/GWC School of Nursing uses CastleBranch services to ensure all students meet health care organizations, School of Nursing, and university requirements for Illinois and Wisconsin. CastleBranch is a reputable, secure, online environment that the program uses to record and track the documents necessary for participation in clinical. All expenses incurred for the background check, online document tracker, immunizations, physical examination, drug screening and tuberculin (TB) tests are the responsibility of the student.

Drug Screen Policy

Nursing students must have a cleared drug screen on file in the School of Nursing by the first day of the school year. A cleared drug screen will be posted to your CastleBranch account. If a drug screen comes back positive, CastleBranch will attempt to contact the student for three (3) business days to discuss the results and ask the student to provide documentation showing they have a prescription or had a procedure that would cause the results to show positive. After three (3) days, CastleBranch will release the results to the School of Nursing. Failure to meet the deadline for drug testing may result in failure to start the nursing program. Use of alcohol or illegal drugs, or misuse of prescription drugs, are strictly prohibited in the classroom, clinical or laboratory setting.

“For Cause” Drug Screening

1. If faculty observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical or laboratory setting, the student will be removed from the educational setting and required to submit to an appropriate screening immediately.
2. If the behavior is noted in the clinical setting, the student will be removed from patient care. The student will have to submit to the agency’s drug screening and results will be shared with the Dean of the School of Nursing immediately.
3. If the behavior is noted on campus in either the classroom or laboratory setting the university’s campus security will be notified and the student will be transported to the contracted agency for drug testing.
4. If the result of the drug screening is negative, the student shall meet with the Dean of the School of Nursing within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the Dean of the School of Nursing will make a decision regarding return to the clinical, classroom and laboratory setting.
5. If the drug screen is positive, the Dean of the School of Nursing will withdraw the student from all nursing courses. The student will pay the costs associated with the “for cause” drug screening.
6. A student’s failure to comply with any aspect of the “For Cause” Drug Screening Requirement will result in the student’s withdrawal from the School of Nursing without option for readmission.

Readmission Following a Positive Drug Screening

1. Students who are withdrawn from the School of Nursing for reasons related to a positive drug screen must submit a letter to the Dean of the School of Nursing requesting readmission to the Nursing Program.
2. Applicants must include documentation from a therapist specializing in addiction behaviors indicating status of recovery and/or documented rehabilitation related to the substances used or abused. Documentation must include a statement by the Therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting.
3. If readmitted, the student will be subjected to random drug screening and/or to “for cause” drug screening at the student’s expense for the duration of his or her studies in the School of Nursing.
4. If the student has positive results on a drug screening after readmission to the School of Nursing, the student will be dismissed from the School of Nursing with no option for readmission to the program.

Fingerprinting

All students are required to complete a fingerprint scan as part of the criteria for participating in clinicals at health care facilities in Illinois.
**Additional Steps**

1. Register at [www.ibtfingerprint.com](http://www.ibtfingerprint.com) to complete fingerprint scan.
2. Select IL, select digital fingerprinting and access the online scheduling link.
3. Application category: select **UCIA Applicant** from the Agency Name drop down box.
4. Employer category: select **Aurora University-Nursing** from the Employer Name drop down box.
5. Select your appointment day and time.
6. Payment method: Select billing & use account number: **ILCB001** *(Billing will be invoiced to CastleBranch; you do not pay the fingerprint facility when scanned)*
7. Print and bring confirmation form and valid driver’s license to the appointment.

Results will be sent to Aurora University

**Background Check**

Your CastleBranch account is established when you place your first order for the Background Check package. If you already have an account with CastleBranch from another school or organization, you will still need to purchase the Aurora University packages, as they specifically match our requirements and we cannot access accounts from other schools/organizations.

It is important to completely disclose all background information to the school and the healthcare setting, even for crimes that have been expunged. Failure to fully disclose and accept accountability may result in losing opportunities to participate in clinical. Any convictions found in your background check will be reviewed by the School of Nursing and forwarded to the clinical site. Flagged background checks will be reviewed individually; however, placement in clinical is not guaranteed. Each clinical facility determines if a student may participate in clinical. For details about convictions that may impact clinical placement, contact the School of Nursing at 630-844-5130.

*Please note that CastleBranch will not process an Illinois Statewide Criminal Search request before receiving the signed release form. The downloadable Illinois State Police release form will be provided online during the ordering process. The applicant signed form can be faxed to 910.343.9731 or emailed to expedite@castlebranch.com*

**IMMUNIZATIONS**

Students in clinical rotations in health care facilities are at higher risk than the general population for acquiring communicable diseases. Any student who has one of these diseases may, in turn, infect other personnel and clients/patients. Thus, healthcare facilities require evidence of immunization or natural immunity against those diseases that can be prevented.

Nursing students must provide proof of immunity for the following diseases upon entrance into the School of Nursing.

A. Measles (Rubeola) – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per Center for Disease Control & Prevention (CDC) for Healthcare Workers guidelines. If positive, requirement is complete.

B. Mumps – Titer to prove immunity. Report must include the lab value with a reference range if negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.

C. Rubella – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.

D. Hepatitis B – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.

E. Varicella – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.

F. Tetanus, Diphtheria & Pertussis (Tdap) – Must remain current (Vaccine every 10 years) for duration of the program. Booster may be Tdap or Td.
G. Influenza – Must be completed annually by 10/15 for Fall admission (applicants must get the current vaccine which is not available until mid-August) & by 12/15 for Spring admission and include the following:
   • Administration date
   • Name of facility (ie, Walgreens, Northwestern, etc.) or name of who administered vaccine (ie, RN, MD)

H. Hepatitis A & Polio (Optional) – Document vaccine history

TUBERCULIN (TB) TEST

Students must submit documentation of negative evidence of TB Test. All subsequent tests must be completed annually (every year).

Acceptable negative evidence includes one of the following:

Initially (Upon Admission to the SON)
   • 2 step TB test*
   • QuantiFeron Gold blood test
   • T-Spot test
   • IGRA blood test

Annually
   • 1-step TB Test (only if completed prior to annual expiration of 2 step TB test/a 2 step will be required if the previous year’s TB exam has expired.)
   • QuantiFeron Gold blood test
   • T-Spot test
   • IGRA blood test

If you test positive for TB, you must have a chest x-ray completed, clearance from a healthcare provider, and submit the symptom free TB questionnaire, which is available to download in Castle Branch.

Proof of immunity must be up to date in the student’s Castle Branch account for the School of Nursing at all times. Students who do not have current documentation of their immunization status can be administratively withdrawn from clinical courses.

In addition to immunization status, students must complete and upload the following documents to Castle Branch:

1. School of Nursing Certificate of Health Examination and Immunity (physical examination) completed within the past 6 months.
2. Proof of Health Insurance – updated annually
3. American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate for Health Care Provider (infant, child and adult, 1 man/2-man rescue, airway obstruction). Students must keep this certification current throughout enrollment in the nursing program and upload renewal of CPR certification prior to the expiration date.
4. A cleared Criminal Background check.*
5. A cleared fingerprinting background check. **
6. A cleared Drug Screen. ***

*, **, and *** The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the background check and drug screen. As a result, a student will not be able to complete the requirements of the program.

*If anything changes regarding criminal background status while in the program, a student must notify the Chair/Assistant Dean immediately or jeopardize being dismissed from the program.

***Students with a “for cause” positive drug screening result will not be allowed in the clinical setting.

CPR and TB must remain current during the academic year while in nursing school.
**Attendance policies**
The faculty of the School of Nursing is committed to the development of professional values and behaviors in students. Regular and punctual attendance at scheduled classes is a reflection of professional conduct; therefore, students are required to attend class, be on time, and be prepared to actively participate in class. Missed content/classes are the responsibility of the student. Preparation is essential for effective participation.

**Didactic Class Attendance Policy**
Students are required to attend all didactic classes. Additionally, she/he must be on time, be prepared, and actively participate. In the event of an unforeseen circumstance in which the student is unable to attend class, it is the student’s professional responsibility to notify the instructor via email prior to class.

Any absence will require appropriate documentation which may include a letter from a health care provider, obituary, letter of jury duty or other supporting documentation, such as AU wellness note, as requested by the course instructor. In the event that a student acquires three or more absences with appropriate documentation, the program chair/assistant dean will be notified to determine the course of action. The student will be responsible for any missed content and/or assignments.

A student who is absent from a didactic class without supporting documentation may be referred to the Professional Practice Review Committee of the School of Nursing for possible disciplinary action.

**Lab/Clinical Attendance Policy:**
Students are required to attend all lab/clinical sessions. Additionally, students must be on time, be prepared, and actively participate. In the event of an unforeseen circumstance in which the student is unable to attend lab or clinical, it is the student’s professional responsibility to notify the instructor via email prior to class.

Any absence will require appropriate documentation which may include a letter from a health care provider, obituary, letter of jury duty or other supporting documentation, such as AU wellness note, as requested by the course instructor. A student who is absent from lab/clinical without supporting documentation may be referred to the Professional Practice Review Committee of the School of Nursing for possible disciplinary action. In addition, the course coordinator will be responsible for student make up assignment for any missed clinical. The assignment will be proportional to the loss of clinical time and the clinical instructor will be responsible for grading the assignment.

**Tardiness: in Class**
Tardiness is defined as not being present and ready to begin at the start of class/clinical/lab.

Students are required to be in class on time. This applies to didactic classes, clinical rotations, and laboratories. Tardiness will be recorded for each class session. Three instances of being tardy for a didactic class will result in a referral to the Professional Practice Review Committee of the School of Nursing for possible disciplinary action.

**Tardiness: in Clinical and/or Lab**
One instance of being tardy for a lab or clinical may result in referral to the Professional Practice Review Committee of the School of Nursing for possible disciplinary action. Instructors shall communicate tardiness to the Lab and/ or Course Coordinator.

**Any unresolved PPRC referrals may lead to course failure.**

*Updated and Reviewed 06/2019*

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**TRANSFERRING BETWEEN GWC AND AURORA CAMPUSES**
Prior to enrolling in nursing courses, nursing students are admitted to the nursing program at the GWC campus or the Aurora campus. Students are expected to complete the nursing program on the campus where they were first admitted. No transfers in nursing between campuses are allowed.
STUDENT ATHLETE POLICY

The School of Nursing (SON) supports and encourages students to be involved in campus life to the greatest extent possible, including athletics. However, the nature of the nursing program does preclude our following the general polices set forth for student athletes.

All student athletes must follow the SON attendance policies for didactic, lab and clinical. Because of this, the student athlete must work closely with the SON faculty to avoid unexcused absences. While we realize participation in university sponsored events may result in occasional student absences, the SON attendance policies must be enforced consistently across all nursing students.

The excused absence policy at Aurora University places the majority of the responsibility on student athletes. First, student athletes identify potential conflicts with classes; labs, and/or clinical by comparing their sport schedule with their class/lab/clinical schedules. Because the SON creates the clinical and lab schedules prior to the beginning of the semester, student athletes must provide the Clinical Coordinator for the School of Nursing with their practice and game schedule and Travel Letter, highlighting the potential conflicts, as soon as they are accepted into the program or as soon as the schedule has been published.

All students are also required to be in class on time. Tardiness to classroom sessions, lab and clinical is not acceptable and will be recorded for each class/lab/clinical session. Chronic tardiness will lead to a referral to the Professional Practice Review Committee for disciplinary action.

In the case of the SON program, it is not possible for students to use Course by Special Arrangement to make up for lost class time. Didactic class work can be made up as long as absences are not excessive by SON policy, missed labs can only be made up with the prior permission of the Simulation and Lab Coordinator, and the lab instructor assigned to the student. Missed clinical experiences should not occur. A clinical or lab absence may result in course failure.

Unscheduled absences related to post conference play must be approved ahead of time, in no more than 48 hours, by each faculty member who teaches the student athlete. This communication should be in written email for to avoid misunderstandings. It is the responsibility of the student athlete to make up the work within the agreed upon time frame. At no time are student athletes permitted to miss class or class related requirements for practice or workouts.

The SON faculty is committed to working with our student athletes so they are successful in athletics and in nursing; however, this is dependent upon excellent communication between student athlete and faculty.

Reviewed 06/2019

TESTING/GRADING POLICY

A student who fails to attend a scheduled examination/quiz without PRIOR notification will receive a grade of zero for the examination/quiz. Notification of absence must occur by email directly to the course instructor. The student will contact the course instructor for rescheduling within two (2) business days of the originally scheduled examination/quiz. The student will take the examination/quiz by special arrangement with the instructor.

Format for make-up examination/quiz may differ from the original examination/quiz (e.g., short answer or essay). The make-up examination/quiz, containing different items dealing with the same general topic, must be taken before the next class period. If it is not or if arrangements are not made to make up this work, a score of zero will be recorded for that examination/quiz. At the discretion of the course instructor, there may be point deductions from a rescheduled examination/quiz.

Exam review will occur up to one (1) week following the exam through posted office hours NO EXAMS may be reviewed following this one-week parameter. No phones or computers will be allowed during test review.
In order to accurately assess a student’s progress during the examination process, no sharing of information or using notes allowed, unless specifically authorized. Failure to follow the guidelines established for the examination/quiz will result in a score of zero (0) for that examination/quiz.

Multiple-choice tests are graded using Scantron technology. The only answers that will be accepted will be those entered on the Scantron sheet. Students will not be given extra time during the test to fill in the Scantron bubbles.

TESTING GUIDELINES
The School of Nursing uses the same test guidelines as the NCLEX in order to prepare you and minimize the stress you may feel when taking the NCLEX.

1. Students will be assigned seats.
2. Only items allowed are two number 2 pencils.
3. All personal items including phones, Fitbit and Smart watches will need to be stored in backpacks or with the professor.
4. No personal calculators allowed. You must use a calculator provided by the SON.
5. Wireless ear plugs (NOT EAR BUDS) are allowed.
6. NO food or water bottles allowed.
7. Scratch paper will be provided.
8. You are not allowed to leave the room.

Due to the length of AU SON exams we do not provide breaks during the testing process.

The following items are to be placed in the designated area, but may be accessed when class is over (unless otherwise instructed):

1. Cell/mobile/Smart phones, tablets, all watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices.
2. Bags/purses/wallets
3. Coats/hats/scarves/gloves/hoodies
4. Medical aids/devices
5. Food or drink, gum/candy
6. Lip balm

MEDICATION DOSAGE CALCULATION EXAM POLICY
To meet course objectives, students must be able to administer medications in the clinical setting. Prior to students administering medication in the clinical setting, they must show evidence of proficiency in medication dosage calculations. Students demonstrate proficiency by passing the SON medication dosage calculation proficiency exam in NUR 3110, NUR 4300 and NUR 4800.

Students will have a maximum of three (3) attempts to pass an SON medication dosage calculation proficiency exam specific to each course with a 92%. Students who do not pass the specified SON medication dosage calculation proficiency exam will not administer medications in clinical and risk not being able to meet the course objectives.

1st-Attempt Students who do not pass the specified SON medication dosage calculation proficiency exam on the first (1st) attempt are required to complete instructor assigned remediation.

2nd-Attempt Spring Students who do not pass the specified SON medication dosage calculation proficiency exam after the second (2nd) attempt are required to meet with the course instructor for remediation.

3rd-Attempt Students who do not pass the specified SON medication dosage calculation proficiency exam after a third(3rd) attempt will fail the lab/clinical or “Z” portion of the course, which will result in a course failure.
ATI POLICY & PROCEDURES

What is ATI?
- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.

Modular Study:
ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement course work. These may be assigned during the course and/or as part of active learning/remediation following assessments.

Tutorials:
ATI offers many unique online tutorials. The tutorial Nurse Logic for instance teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

Assessments:
Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Remediation:
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s test report called their individual performance profile will contain a listing of the topics to review. From their test results, the student can remediate these topics to review by using a focused review, which containing links to ATI review modules, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written remediation templates as required.

ATI Procedure
Each student must take the assigned ATI RN Mastery Content Proctored Exam during the second half of each semester. To be able to take the exam you must complete the following.

1. Take the assigned Practice Exam (You are to remediate on the score received the first time)
2. Create a focused review by using the “Three Critical Points Method” and complete the remediation on what you have missed.
   a. Print out your assessment report when you complete the assignment.
   b. Find topics to review on your report.
   c. Review each missed item, following the links given to your ATI review modules (books).
   d. Reflect on what you have read about the missed topic. Use your textbook and class notes to look up missed items to gain more in depth information about the topic.
   e. Decide upon the three most important things to know about the topic
   f. Write these three important points to remember in bulleted form, just like you may see in the ATI books. Keep it short, simple, and focused on just that missed item. Utilize a composition notebook.
   g. Include the NCLEX Category of Client Need for each item missed. This is how you are tested for NCLEX according to the Test Blueprint detailing content in each category.
3. Bring your actual remediation (Composition Notebook) and assessment printout to the Proctored Exam. If you do not have your remediation completed you will not be allowed to take the exam and will receive a zero for your score.
4. You must achieve a level 2 benchmark. Your score will comprise 5% of your total grade.
   a. If you reach a level 2 or above, no remediation is necessary.
   b. If you do not reach a level 2 benchmark, you must remediate over the topics as described above that you missed on the Content Mastery Proctored Exam. This is your ticket to take the final exam. If this is not completed, you may not take the final exam and will be in jeopardy of failing the course.
5. Only your initial score will be applicable to your grade.

**ATI Assessment Exam**

ATI Content Mastery Proctored exams are given in specific nursing courses to prepare the student to be successful with NCLEX and to assess the extent to which content in the course has been learned. ATI content mastery proctored exams are worth 5% for the course grade in those courses with an ATI exam. (The exception is NUR 4500 – OB is 2% and Peds is 2%) Grades will be assigned as follows:

- Level 3 – 100% of 5% plus 1% for exceeding the benchmark = 6%
- Level 2 – 100% of 5% = 5%
- Level 1 – 50% of 5% = 2.5%
- Below Level 1 - 0% of 5% = 0%
GRADING POLICY

At the end of the course, letter grades are awarded as defined in the AU Undergraduate Catalog. The grading scale in the School of Nursing is:

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91.50-100</td>
</tr>
<tr>
<td>B</td>
<td>83.50-91.49</td>
</tr>
<tr>
<td>C</td>
<td>77.00-83.49</td>
</tr>
<tr>
<td>D</td>
<td>69.50-76.99</td>
</tr>
<tr>
<td>F</td>
<td>69.49-BELOW</td>
</tr>
</tbody>
</table>

- Students who receive a 77% or below on any exam is required to meet with the course faculty member to discuss the exam and remediation. *Lack of follow through may prevent you from participating in the next exam, which in turn may cause a failure.*
- Students that receive an 83% or below are encouraged to meet with faculty to discuss exam and remediation.
- A minimum average of 77% on course exams is required to pass the course before other assignment grades are added to the total. The total course grade must be 77% or above to pass the course.

There will be no rounding up of grades for any course grades.

FEEDBACK TO STUDENT REGARDING EXAMINATION SCORES & GRADES

No grades will be given to a student via phone or posted on any faculty door. Grade notification will be communicated via Moodle.

No grades will be posted until a minimum of twenty-four hours after the last section of this course has taken the exam.

ACADEMIC PROBLEM SOLVING

Problems are best resolved at the level on which they occur. If you are having a problem in one of your courses, go to course faculty and talk it over with her/him. The faculty will want to hear your views and concerns and will welcome an opportunity to talk with you. Most academic problems can be resolved at this level.

If the problem is not resolved with the faculty, then bring it to the AU Chair of the School of Nursing or the GWC Assistant Dean and she/he will work with you to achieve resolution. It is important to follow this procedure in resolving problems. You will learn more about the chain of command in the leadership course. It is important to respect the organizational structure so that problems can be resolved at the level on which they occur.
ACADEMIC WARNING

The School of Nursing is consistent with the University policy regarding academic warning and dismissal (see the AU Undergraduate Catalog). When a student’s work/behavior falls below acceptable standards, the instructor will send an Academic Warning to the appropriate administrative offices and to the student. The student will be notified by email that an Academic Warning has been entered. The student should use this opportunity to meet with the instructor to discuss the problem and plan corrective action.

ACADEMIC INTEGRITY

Aurora University’s core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University’s Code of Academic Integrity (henceforth, the Code) prohibits dishonest and unethical behaviors, regardless of intent. See the current AU Undergraduate Catalog for further information on the AU code of academic integrity.

GRADE APPEAL POLICY

The School of Nursing abides by the AU grade appeal policy and procedure (see the current AU Undergraduate Catalog).

FORMAL COMPLAINTS

The School of Nursing follows the Student Complaint process outlined on the AU website at www.aurora.edu/complaint.
PROFESSIONAL CONDUCT POLICY

Purpose: The School of Nursing program prepares students for professional practice. Adherence to expected professional conduct prepares students for acclamation to the professional community, and protects patients, faculty, students, and health care staff of undue stress.

Policy: All students enrolled in an Aurora University School of Nursing program are expected to adhere to the following guidelines, in both the classroom as well as in clinical practice. Failure to do so will result in completion of a document of concern with potential consequences.

1. Adhere to the Aurora University “Code of Academic Integrity,” as stated in the Aurora University Handbook.
2. Demonstrate respect and courtesy with faculty, peers, clients, families, and health care staff in all interactions (in person and electronically).
   a. Use the person’s preferred name and title, i.e., Professor Smith, Dr. Smith.
   b. All e-mail communication should be written in professional and respectful manner.
   c. Texting is discouraged to communicate important concerns. If an immediate response is desired, please use the telephone to communicate concerns.
3. Keep all scheduled commitments with faculty except in cases of illnesses and family emergencies.
4. Demonstrate evidence of the assigned preparation for class, skills laboratory, and clinical practice.
5. Incorporate appropriate suggestions for clinical and academic improvement into learning experiences.
6. Demonstrate initiative and motivation in the classroom and clinical practice areas.
7. Complete assignments on time. Initiate appropriate and timely action when you cannot meet this obligation.
8. Conduct self in a respectful, non-disruptive manner in the academic environment. Cell phone use other than for academic purposes in the classroom is strictly prohibited. Computer use in class is for the sole purpose of classroom activity and note taking.
9. Participate in all classroom and clinical discussions and show a positive attitude in class.
10. Specific to clinical practice:
    a. Verbally notify the clinical instructor of your own absence or tardiness at least two hours prior to the beginning of the shift (or as indicated in your course syllabus).
    b. Maintain client confidentiality and comply with HIPAA regulations. (See confidentiality policy.)
    c. Comply with health care agency policies, procedures, and ANA Standards of Practice.
    d. Arrive to the clinical unit at least 10 minutes prior to scheduled shift (or as indicated by the clinical instructor).
    e. Provide competent, compassionate, and respectful patient care.
       i. Do not perform patient care that exceeds your educational preparation.
       ii. Do not make patient care decisions that exceed your knowledge level or course expectations.
       iii. The instructor must be present to begin patient care.
    f. Ask appropriate questions of clinical instructors and the health care team when uncertain regarding patient care.
    g. Notify clinical instructor of mistakes in a timely fashion, and take appropriate action.
PROFESSIONAL PRACTICE REVIEW COMMITTEE

The Professional Practice Review Committee (PPRC) serves as a sub-committee to the Faculty Committee and consists of a cross sectional representation of the faculty. As deemed necessary, the PPRC will convene to review all problematic issues. Its main purpose is to review and recommend to the Chair, Undergraduate Nursing, Aurora campus/Assistant Dean, Undergraduate Nursing, GWC campus action to be taken following referrals. A systematic review of all problematic issues in a timely and consistent manner is beneficial to the student, School of Nursing and all the parties involved. The benefits of this review process are:

- To ensure a fair and consistent review of defined problematic incidents across all students and third parties.
- To ensure that safe and therapeutic nursing care is provided to the clients served.
- To ensure due process for the student.

Procedure:

1. A problematic incident is defined as any Student Handbook violation that includes **unsafe, unethical or illegal behavior**. Below is a list (not exhaustive) of problematic incidents that warrant review by the PPRC. A faculty member may bring a problematic incident to the PPRC if they consider the incident is serious enough to warrant peer review. Causes include (but are not limited to):
   1. Failure to adhere to Attendance Policies
   2. Academic Dishonesty
   3. Failure to adhere to Aurora University School of Nursing policies/procedures
   4. Failure to adhere to Clinical agency policies/procedures
   5. Dismissal from a clinical experience
   6. Unsafe clinical practice which is so grave as to seriously jeopardize the health and safety of a patient, agency employee, or another person.
   7. An incident, which involves a gross breach of ethical conduct, behavior that violates the Illinois/Wisconsin Nurse Practice Act, the ANA Code of Ethics, HIPAA regulations or any other statute which governs the practice of nursing.

2. After initial discussion of the identified problematic incident with the Chair, Undergraduate Nursing, Aurora campus/Assistant Dean, Undergraduate Nursing, GWC campus, the faculty member contacts via telephone the Chair of the PPRC and requests a committee review of the incident.

3. The Chair of PPRC then requests a written summary statement about the incident from the faculty member and the student (APPENDICES C & D). The statement is to be submitted to the Committee Chair within two working days. In addition, the PPRC may request both the faculty and the student to be personally interviewed by the committee member(s).

4. The PPRC will then meet to review the written documentation and make recommendations for a course of action. Immediately following the committee’s review, a verbal report will be provided to the Chair, Undergraduate Nursing, Aurora campus/Assistant Dean, Undergraduate Nursing, GWC campus. This will be followed by a written report (summarizing the committee’s conclusions and recommendations). This report is to be placed in the student’s file at the School of Nursing. The Committee Chair will prepare the report.

5. The Chair, Undergraduate Nursing, Aurora campus/Assistant Dean, Undergraduate Nursing, GWC campus will notify the student and Faculty(s) involved about the actions that will be taken in regards to the student’s progression following the PPRC review.

Reviewed 06/10/2019
PROGRAM PROGRESSION

To be eligible for progression to successive courses in the nursing major, the student must meet the following requirements:

1. A minimum average of 77% on course exams is required to pass the course before other assignments are added in. The total course grade must be 77% to successfully pass the course.
2. If a student withdraws from a nursing course, they must pass it successfully the second time. A student may only withdraw from two different nursing courses.
3. If a student fails a nursing course, they must successfully pass it a second time. If the student is unsuccessful the second time, they will be dismissed from the program. The student may not be the same course a third time. Two nursing course failures will result in dismissal from the program.
4. Complete all nursing 3000 and 4000 courses within four years from the start of junior level nursing courses.

PROGRAM/COURSE WITHDRAWAL

The Aurora University Regulations and Policy Catalog allows students to withdraw from courses. See the Aurora University Regulations and Policy Catalog for specific policies related to course withdrawal(s).

The School of Nursing Baccalaureate Student Handbook has program-specific policies regarding nursing course withdrawals.

• Students in the nursing program who desire to withdraw from a nursing course must complete a School of Nursing Course Withdrawal Form. See Appendix N-Course Withdrawal Form
• Students who withdraw from a nursing course may request to repeat the course a second time by submitting a written request to the AU Undergraduate Nursing Chair or GWC Undergraduate Assistant Dean; and
• Students who withdraw from a nursing course may be allowed to repeat a course, if space permits; and
• There is a limited number of students who can be enrolled in a nursing course; and
• Students who withdraw from a nursing course and desire to repeat the course are not guaranteed future enrollment in the course.

LEAVE OF ABSENCE

The Aurora University Regulations and Policy Catalog states, in part, “Students who have begun their coursework at Aurora University and must interrupt their course of study for more than one term (excluding summer) must file a Leave of Absence (LOA) form with the registrar in order to be able to resume studies/”

• School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for more than one term (excluding summer) and does not have an approved LOA from the registrar will be dismissed from the nursing program.
• School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) must file a Program Leave Form with the School of Nursing. See Appendix O-Program Leave Form. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) and does not have an approved School of Nursing Program Leave will be dismissed from the nursing program.”
• Students who desire to return to the nursing program after a LOA or Program Leave may be able to resume enrollment in the nursing program, space permitting. There is a limited number of students who can be enrolled in the nursing program.
DISMISSAL FROM PROGRAM OF STUDY POLICY

Students are expected to comply with all University and School of Nursing rules, regulations, and policies. As pre-professionals, students are expected to comply with the State Nurse Practice Act and the ANA Code of Ethics.

From A Single Clinical Experience

Students may be dismissed from a single meeting of a clinical experience, when, in the judgment of the instructor:

1. A student is unprepared and/or under prepared.
2. A student engages in unsafe clinical practice, or potentially unsafe clinical practice, demonstrated by but not limited to:
   a. Inability to apply theoretical learning to a particular client care situation.
   b. Failure to follow instructions in the administration of medication and/or the provision of nursing care.
   c. Impairment of mental function or health, which jeopardizes or threatens to jeopardize the ability to fulfill clinical responsibilities.
   d. Impairment of mental function or health, which jeopardizes or threatens to jeopardize the health and/or safety of client(s).
   e. Appearance and/or behavior, which indicates abuse or improper use of regulated substances, drugs, or alcohol.
   f. Untruthful charting and/or verbal reporting of care administered and/or procedures performed.
   g. Failure to adhere to HIPAA regulation
3. Failure to adhere to the established dress code.
4. Failure to provide proof of immunizations, CPR certification, a cleared criminal background check, cleared fingerprinting background check, and cleared urine drug screen. Current documentation must be up-to-date in the students Castle Branch Account at all times to be able to attend clinical.

Dismissal from a single clinical experience will result in a referral to the Professional Practice Review Committee.

From A Clinical Course

Students may be dismissed from a clinical course under certain conditions. These include but are not limited to:

1. An incident of unsafe clinical practice, which is so grave as to seriously jeopardize the health and safety of a patient, agency employee, or other person.
2. An incident, which involves a gross breach of ethical conduct, behavior that violates the Illinois or Wisconsin Nurse Practice Act, the ANA Code of Ethics, HIPAA regulations or any other statute, which governs the practice of nursing.
3. At the request of the clinical agency.
4. Failure to provide proof of immunizations, CPR certification, a cleared criminal background check, cleared fingerprinting background check, and cleared drug screen. Current documentation must be up-to-date in the students Castle Branch Account at all times.

Dismissal from the clinical segment of a course automatically results in a course failure.

From The School of Nursing

The School of Nursing abides by the AU Academic and Social Expectations as published in the AU Student Handbook and reserves the right to dismiss any student for cause during any term. Causes for dismissal are, but not limited to:

1. Students who fail/withdraw from a nursing course the second time, will be dismissed from the nursing program.
2. Conviction of any crime under the laws of any jurisdiction of the United States: (a) which is a felony; or (b) which is a misdemeanor, an essential element of which is dishonesty, or (c) of any crime which is directly related to the practice of the profession, or (d) fail a criminal background check.
3. A pattern of practice or other behavior, which demonstrates incapacity or incompetency to practice.
4. Engaging in dishonorable, unethical or unprofessional conduct or a character likely to deceive, defraud or harm the public.
5. Unlawful sale, distribution of, or use of any drug, narcotic, or prescription device, or unlawful diversion of any drug, narcotic or prescription device.
6. Habitual or excessive use or addiction to alcohol, narcotics, stimulants, or any other chemical agent or drug, which results in a nurse’s inability to practice with reasonable judgment, skill or safety.

CLINICAL & LAB POLICIES

The program does not use preceptors, mentors, guides, or coaches. Instead, qualified full-time or adjunct faculty are available to students while in clinical and are responsible for all clinical teaching, student supervision, and student evaluations.
DRESS CODE

Students are expected to abide by the School of Nursing’s dress code and maintain a professional and business-like appearance while in lab and clinical areas. This means that:

1. Agencies may have dress codes more restrictive than the School of Nursing requirements. Students will comply with the dress code of the agency in which clinical learning activities are scheduled, if stricter.
2. Hairstyle, color and length should portray a professional appearance. Hair should be neat, clean and worn off the shoulder. Extremes in color or un-natural colors are not permitted.
3. Beards, mustaches and sideburns are to be clean and neatly trimmed.
4. Nails should be rounded and short; artificial nails are strictly forbidden per health care institutional infection control policies. Gel Nail polish is not allowed. Nail color should be neutral tones. Black, dark or bright nail colors are not permitted.
5. Personal hygiene should be immaculate.
6. Clothing must be professional, clean, pressed and in good condition. Clothing must be loose fitting.
7. Jewelry should be kept to a minimum and pose no risk of injury to either patients or the wearer. This includes earrings (no more than one stud per ear), necklaces and rings. Bracelets are not allowed.
8. Facial or tongue rings/studs are forbidden. All tattoos must be covered during the clinical rotation.
9. Heavily scented perfumes, colognes, aftershaves, lotions, and deodorants are to be avoided.
10. Gum chewing is not acceptable on the clinical units.
11. Smoking/vaping is not permitted at or near the clinical units.

CLINICAL ATTIRE

Students are expected to wear the AU School of Nursing uniform. The uniform and professional appearance consists of:

1. Navy Blue Cherokee V-neck cardigan warm up jacket.
   a. Women’s – ORDER CODE 4350 or WW 310
   b. Men’s – ORDER CODE 4450 or WW 360

Aurora University School of Nursing Patch (purchased in the bookstore) will be sewn on the right sleeve, 2 inches below the shoulder seam of the Navy Blue Cherokee V Neck cardigan warm up jacket.

2. White Cherokee Scrub top
   a. Women’s scrub top – ORDER CODE 4700
   b. Unisex scrub top – ORDER CODE 4777 or 4876 or 71
   c. Men’s scrub top – ORDER CODE 6070 or 695

Aurora University School of Nursing Patch (purchased in the bookstore) will be sewn on the right sleeve, 2 inches above the bottom of the sleeve of the White Scrub top.

3. White or Navy Blue Cherokee Uniform pants or skirt
   a. Women’s pants – ORDER CODE 4101 or 4005
   b. Men’s pants – ORDER CODE 4000 or 0190
   c. Unisex pants – ORDER CODE 4100 or 35
   d. Women’s skirt – ORDER CODE – 4509, IN506 or 14231

Other required uniform pieces (to be purchased on your own):

4. Nursing shoes: Clean, white leather or vinyl shoes in good condition. Minimal color logo is permissible. Clogs, Crocs and sandals are not permitted. Shoes must have a back to them.
ALTERNATE CLINICAL ATTIRE
On selected occasions, students may appear in alternate clinical attire. Alternate attire and professional appearance consists of:

1. Navy blue or khaki colored dress pants with a plain white polo shirt (no logo).
2. Jeans are not acceptable.
3. Exceptions may apply in some practicum courses or in some clinical agencies.

*In lieu of the AU name pin, identification badges may be required in and provided by some clinical agencies.

Reviewed 06/01/19

CLINICAL AND LABORATORY SECTIONS INFORMATION
Students are assigned to clinical and laboratory sections. Such assignments are based on maximum learning opportunities, available sections and sites, size and facility constraints. Students may not get the section they desire. Other constraints include clinical agencies that change service areas that are available to students. Students should be prepared to go to a different clinical agency during different hours than they originally requested or planned. Students are expected to provide their own transportation to and from clinical agencies and are responsible for all travel expenses, including parking costs. Usage and possession of cell phones on clinical units are not allowed by the clinical agencies. A Special Circumstances form may be completed to request consideration for clinical placement/scheduling due to conflicts with athletic commitments and/or other special circumstances except work related. Submitting this form does not guarantee that an exception will be made. (See Appendix-M)

PROFESSIONAL BEHAVIOR IN THE CLASSROOM AND CLINICAL AREAS
Nursing students are expected to exhibit professional behaviors both in the classroom and in the clinical areas. Examples of these behaviors include being respectful when the faculty member and/or fellow students are speaking; refraining from initiating discussions that are argumentative and disruptive to the class; and demonstrating accountability for own actions in the classroom and the clinical areas. In turn, the faculty is also expected to design learning opportunities that foster a climate of mutual respect and caring. Each clinical experience is an opportunity for both faculty and students to provide empathetic, sensitive and compassionate care for individuals, families, groups and communities. Disruptive or disrespectful behaviors may result in dismissal from the class by the faculty member.

Nursing students should check with each instructor to see if his/her lecture can be audio taped; otherwise, cell phones, beepers, or other electronic devices should be turned off in the classroom.
CORE PERFORMANCE STANDARDS POLICY

Purpose:
Students enrolled in the Bachelor of Science in Nursing (BSN) Program are required to complete experiences in a variety of clinical settings and environments. In accordance with Americans with Disabilities Act (ADA, 1990; 2008), the School of Nursing has established the following core performance standards required of students in the BSN program.

Policy Statement:
Nursing students must demonstrate, with or without reasonable accommodations to policies and practices, the ability to perform the Core Performance Standards listed below during their nursing education.

<table>
<thead>
<tr>
<th>Core Performance Standards</th>
<th>Standard</th>
<th>Examples of Necessary Activities (Not All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Relationships</td>
<td>Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups.</td>
<td>Establishment of rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution Peer accountability.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room and in small spaces.</td>
<td>Movement about patient’s room, workspaces and treatment areas. Administration of rescue procedures – cardiopulmonary resuscitation.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient for providing safe, effective nursing care.</td>
<td>Calibration and use of equipment Therapeutic positioning of patients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for monitoring and assessing health needs.</td>
<td>Ability to hear monitoring device alarm and other emergency signals. Ability to discern auscultatory sounds and cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in patient care.</td>
<td>Ability to observe patient’s condition and responses to treatments.</td>
</tr>
</tbody>
</table>
### Procedure:

1. The School of Nursing will consider for progression applicants who demonstrate the ability to learn and perform the Core Performance Standards identified in this document.

2. The School of Nursing must ensure the health, safety, and security of all clients/patients.

3. Eligibility to enter or continue in the program will be based on scholastic accomplishments, as well as physical and emotional capacities to perform the core performance standards necessary to meet the requirements of the program’s curriculum.

4. The standards are used to assist each student in determining whether accommodations or modifications are necessary. The School of Nursing must determine whether accommodations can reasonably be made. Applicants and current students are responsible for making disabilities known and formally seeking accommodations. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the School of Nursing must determine, on an individual basis, whether the necessary accommodations or modifications can be made reasonably. Reasonable accommodation might include:
   - a. Assuring that facilities are readily accessible for use by individuals with disabilities
   - b. Restructuring or altering clinical experiences
   - c. Modifying academic program plans
   - d. Modifying examinations including location, timing and testing conditions
   - e. Giving supplementary learning materials
   - f. Providing qualified readers or interpreters

5. Students are required to sign the following statement following admission to the School of Nursing:

   I, __________________, understand that I must demonstrate mastery of the core performance standards described above prior to graduation. If I have a disability and need an accommodation, I agree to provide appropriate documentation of the disability to the Aurora University Center for Disability Resources with a request specifying the desired accommodations.

   This request must be presented in a timely manner prior to the need for accommodation to permit the request to be processed by the Director of Student Disability Services in collaboration with the School of Nursing. The School of Nursing will determine if any recommended accommodation will fundamentally alter the Program of study.

   Signature ___________________________________ Date _________________________________

   Contact the School of Nursing at 630-844-5130 if you have any questions about the Core Performance Standards and requirements stated above. Questions regarding disability certification and/or requests for accommodation should be directed to the Center for Disability Resources at 630-844-5454. Aurora University is committed to prohibiting discrimination based on disability.

   Reviewed 05/2019
SAFETY GUIDELINES FOR CLINICAL SETTINGS

- Listen to your intuition. If you perceive that you are in an unsafe environment, leave that environment as soon as possible and seek safety.
- Report any unusual occurrences to your faculty member immediately.
- Park in the institution’s parking facility and in well-lighted areas.
- Before entering an elevator or stairwell, evaluate the area. Do not enter if you feel it is unsafe.
- Carry phone numbers with you, i.e., faculty’s cell phone and School of Nursing.

GUIDELINES SPECIFIC FOR COMMUNITY ACTIVITIES

- Know where you are going. Find the site before starting your travel.
- Become familiar with the neighborhood, building or home where you will have your experience.
- Keep your car in good operating condition and with sufficient gas to complete the trip.
- Place valuables, cell phone, purse and personal items in the trunk prior to arriving at your destination.
- Take with you only that which is necessary for the experience.
- Keep your car doors locked at all times.
- Know what you are willing to leave behind if you perceive yourself to be in an unsafe environment.
- Carry phone numbers with you, i.e., instructor’s cell phone and School of Nursing.

EXPENSES AND FEES FOR CLINICAL & LAB

1. A laboratory fee is assessed for all clinical and laboratory courses each semester.
2. An ATI testing fee is assessed during each of the four semesters of the nursing program.
3. Nursing students should plan to purchase the following equipment for use during clinical practicum courses:
   a. School patch x 2
   b. School of Nursing uniform
   c. Watch that has a sweep second hand or its equivalent
   d. Stethoscope
   e. White leather or vinyl shoes
   f. Quicklite: Push button Switch (Pen light with batteries)
   g. 5.5 Bandage scissors
   h. Gait belt
   i. Adult BP cuff w/case
   j. AU/GWC name badge (order from Administrative Assistant)
   k. Kelly Forceps or Hemostat
   l. Other supplies as needed
4. A fee is paid by the student directly to Castle Branch for a drug screening, criminal background check, fingerprinting and immunization tracker, repeat costs if registration is not continuous.
5. A fee is paid by the student for random urine drug screening if needed.
6. The cost of the official School of Nursing pin is included in your fees your last semester.
7. A fee is paid directly to Castle Branch for FBI Background Check and fingerprinting required for National Council Licensure Exam (NCLEX-RN)
8. A fee is paid to the State of Illinois (Continental Testing) or Wisconsin to register for NCLEX-RN testing.
9. A fee is paid to Pearson Vue for administration of NCLEX-RN.
10. A fee is paid to the state/Continental testing that you tested in, once you pass NCLEX to obtain your license.
11. Additional costs may be incurred for parking and transportation to clinical sites.
12. Additional costs may be incurred for certain clinical opportunities.
LIABILITY INSURANCE

Aurora University provides, at no additional cost, liability insurance coverage to students enrolled in clinical nursing courses.

STUDENT INJURY OR EXPOSURE IN CLINICAL AREA

Students are responsible for their own health insurance and must remain enrolled in a health insurance plan while attending the School of Nursing. Students injured while at school or clinical are responsible for the cost for any medical treatment.

Students exposed to potential or actual blood borne pathogens are required to comply with clinical agency polices on reporting such incidents. Students must be counseled appropriately regarding presentation and management of blood borne pathogens exposure. Faculty are responsible for submitting a written report to the Chair, Undergraduate Nursing Aurora campus/Assistant Dean Undergraduate Nursing, GWC of any clinical incident for inclusion in the student’s records.

POLICY STATEMENT REGARDING STANDARD PRECAUTIONS AND EXPOSURES

To eliminate or minimize occupational exposure to all blood borne pathogens, the most significant being Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV), the School of Nursing faculty and students will follow the recommendations set by the Center for Disease Control and Prevention (CDC) and are adapted for application from requirements set by federal law (OSHA 1910: 1030) For the most recent guidelines, please see the Occupational Safety and Health Administration website at www.OSHA.gov.

POLICY FOR FOLLOW-UP OF SIGNIFICANT EXPOSURE TO BLOOD/BODY FLUIDS

If a student experiences significant exposure to blood/fluids during the clinical experience, the following actions are to be implemented.

1. The student will immediately report the significant exposure to the instructor and will follow the clinical agency’s protocol for exposure/injury.
2. It is recommended that the student immediately receive a screening test for HBV, HCV and HIV at the agency where the exposure occurred, if possible.
3. It is recommended that the student receive a physician evaluation and counseling which provides the student information on the Center for Disease Control and Prevention (CDC) recommendations.
4. The student will complete the School of Nursing “Significant Exposure Report”, Appendix F. This report will be placed in the student’s file.
5. As with all healthcare expenses, payment for treatment is the responsibility of the student.

Reviewed 06/10/2019
HIPAA
(HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT)

Purpose:
To protect privileged and confidential health information.

Policy Statement:
Information regarding clients is highly privileged and confidential. Information about clients should never be discussed casually or released to anyone. The HIPAA Privacy Rule holds violators accountable, with civil and criminal penalties if they violate patients’ privacy rights. Breach of confidentiality may result in dismissal from the AU nursing program.

Protected Health Information Includes:
If any ONE of the following items is present, the information is considered “Protected”.
- Name
- Social Security Number
- Medical record or account number
- Street address, city, state, zip code
- Names of relatives or household members
- Employers or Health plan numbers
- Birth date (except for year) or date of death
- Admission or discharge date
- Vehicle numbers and license plate number
- Photographs and biometric identifiers (i.e. finger prints and voiceprints)
- Any other unique identifying characteristics

Procedure:
1. All students and faculty will sign this confidentiality statement and agree to abide by this statement.
2. All students will complete the ATI HIPAA module annually. Upon receiving a passing grade, they will upload their score to their Castle Branch account.
3. This policy statement will be read and signed at least annually.
4. Students and faculty are prohibited from printing, photocopying, taking photos even if the patient or family insists, or removing client information in any form from the clinical area, or as agency policy indicates. Clinical papers will not identify any person, agency, or agency personnel by name.
5. Students and faculty are prohibited from posting any information regarding their clinical experiences on any social media including, but not limited to: Facebook, You Tube, MySpace, Twitter, Snapchat, Linked-In, AllNurses.com, Blogs, etc.
6. Students and faculty who violate the confidentiality policy will be subject to an investigation and possible dismissal from the nursing program.
7. Persons inquiring whether or not someone is a client should be informed that you cannot release such information.
8. AU nursing students and faculty must maintain a professional relationship with clients, fellow students and faculty.

I have read this Confidentiality Statement and agree to abide by this statement. Failure to comply may result in immediate dismissal from the School of Nursing, Aurora University.

________________     _____________________________
(Date)                    (Student’s Signature)
______________________________
(Student’s Printed Name)

Please Note: It is the student’s responsibility to be knowledgeable about HIPAA.

PENALTIES

The HIPAA Privacy Rule holds violators accountable, with civil and criminal penalties if they violate patient’s privacy rights. Simple violation of HIPAA can result in fines up to $25,000 per person, per year.

Federal criminal penalties of up to $250,000 and one year in prison can be issued for using Protected Health Information (PHI) for commercial advantage, personal gain or malicious harm.

07/2016
IDENTITY PROTECTION

Aurora University is committed to informing and educating its students, faculty and staff in the prevention of identity theft. To promote this program and in accordance with the Family Education Rights and Privacy Act (FERPA) which requires that colleges and universities protect the privacy of student records an student identity, it is Aurora University’s policy to not release certain information to anyone other than the student unless the student has given us express written permission to do so. AU/GWC policies and procedures related to FERPA may be located in the AU/GWC Undergraduate Catalog.

NURSING SKILL AND SIMULATION LABS POLICY & PROCEDURE GUIDELINES

Purpose:
The purpose is to provide a safe and effective learning experience for all students, staff and faculty using the Nursing and Simulation Labs (NSL).

Policy:

Students, staff and faculty are required to follow the guidelines below as they relate to use of the Nursing and Simulation Labs.

1. All students must know and practice within the safety guidelines at all times while using the NSL. Failure to adhere to general guidelines may result in disciplinary action and referral to the Professional Practice Review Committee. A copy of this guideline will be available in the labs and simulation rooms. All students will receive a copy during their NSL orientation. All students must read and agree to the terms of this policy and procedure guide.

2. All labs are locked unless occupied by faculty, staff and/or student workers. There must be a faculty, staff member or designated Lab Assistant present in order for students to use the labs. Unsafe behavior will not be tolerated and should be reported immediately to faculty or NSL staff.

3. Students should be knowledgeable in the care, handling and proper use of equipment prior to using it. Equipment and supplies are to be used only for their intended purposes. No equipment is to be removed from any lab unless authorized by a faculty or staff member. Please report any malfunctioning, broken, or low inventory items to a faculty member or the NSL staff.

4. Unauthorized children and personnel are not allowed in the labs at any time. Only students within the AUSON are permitted to use the labs and the lab equipment.

5. Access to the doorways in the labs will be free from obstruction at all times.

6. Manikins are to be treated with the same care and respect as live patients.

7. General Guidelines
   a. Food and Drink
      i. No food or drink (except water) is permitted in the lab.
      ii. Simulation Labs: No food or drink (except water) is allowed.
      iii. Control Room: No food or drink is allowed.
      iv. All spills must be reported immediately to the NSL staff.
   b. ABSOLUTELY NO ink pens, felt tipped markers, iodine, or betadine near the manikins. These can PERMANENTLY stain task trainers and manikins.
   c. All students will practice proper hand washing technique upon entering the NSL and while using the equipment and manikins within the NSL. This helps to keep manikins and equipment clean, reinforces the habit of hand washing, and decreases the chance of cross contamination.
   d. Learners will wear exam gloves during any contact with simulated body fluids or manikins.
   e. Students are responsible for cleaning up after they practice. All used lab equipment should be returned to its original location and all lab and manikin stations should be returned to their proper set up. Beds should be placed in the lowest position with brakes on and upper side rails up. Over bed tables should be cleaned up wiped down and trash thrown away. Bed linens should be straightened and manikins dressed and covered. Due to time constraints, nursing students are not required to clean up after simulation, unless instructed to do so by the simulation lab instructor.
   f. The NSL is not a health center and may not be used for clinical diagnosis or treatment of students or anyone else.
   g. Cell phone use is strictly prohibited and cell phones should be powered off and kept in backpack or bag during the lab session. Failure to comply may result in cell phone being removed from students’ possession until after the lab session is finished.
h. Disruptions during class may result in a student or students being asked to leave class. Student(s) are responsible for all material that may be missed if asked to leave the lab period.

i. At the discretion of the Instructor a student may be referred at any time to the Professional Practice Review Committee.

8. Safety
   a. All sharps used in the NSL will be disposed of in the sharps containers located in the labs. If a sharps container is full, please notify the NSL staff.
   b. Students will be instructed in proper body mechanics prior to practice and demonstration. Use caution when practicing lifting skills. Do not lift the manikins without assistance.
   c. Accidents and injuries should be reported immediately to faculty or NSL staff and a lab incidence form should be completed immediately and given to Lab Coordinator and Course Coordinator.
   d. Nursing students should report any physical limitations to the lab faculty as soon as possible so that necessary precautions may be taken. Faculty will make reasonable accommodations according to the AU Disabilities Policy. (Nursing students should also refer to the Core Performance Standards Policy in the Student Handbook of the Department of Nursing.)

9. Preparation for Lab
   a. Report to lab on time and dress appropriately: required uniform, including hair, jewelry and shoes.
   b. Nursing students will adhere to the dress code policy on page 47 during all labs and testing.
   c. Nursing students are to have their equipment such as stethoscope, watch, gait belt and any other equipment that is required or necessary for the intended skill being demonstrated or validated during the scheduled lab period.
   d. Bring ALL required assignments: ATI Pre/Post-test, Active Learning Template (ALT) to class on the scheduled lab day.
   e. View all required skills videos, tutorials, complete, ALT, Pre/Post V test PRIOR to the assigned skill demonstration, and scheduled lab.
   f. Nursing students are expected to come to lab prepared. This includes watching the ATI procedure videos and any additional content in the skills module, reading of the patient care skills in the textbook and workbook or any additional skill checklist as assigned. The instructor has the right to NOT permit student to attend lab session if unprepared or without appropriate clinical attire for the scheduled lab period.
   g. Successful completion of skills and simulation lab assignments and a successful validation of all skills are required.
   h. In the event of non-compliance of the above policy, the instructor will elevate concerns to the course coordinator and the student may receive a Student Action Plan & Learning Contract and/or referred to the Professional Practice Review Committee.
   i. Failure to comply with a Student Action Plan & Learning Contract may result in referral to the Professional Practice Review Committee and/or course failure.
   j. Initial skill validation will occur in class the week after each skill is introduced.
   k. Students are expected to practice the skill prior to their scheduled lab time to ensure that they can perform the skill proficiently.
   l. Any student who does not complete the skill validation during the allotted time, does not perform the skill using confidence, or lacks proficiency, will need to complete the remediation process, including a peer reviewed practice, prior to retesting.
   m. Retesting will be scheduled with your lab instructor. Retesting may need to occur during open lab times. Student must provide evidence that they have completed the Remediation Template and completed a peer reviewed remediation at the time they are scheduled to retest.
   n. If a student is unsuccessful a second time they should review the skill with their instructor, repeat the remediation process with a peer, and schedule to retest. The student may test with another instructor during open labs.
   o. Students will only receive 3 attempts to pass each skill validation. Failure of the third attempt will result in an unsatisfactory grade in the lab and result in failure of 3100, 3110, or 3260.
   p. Completion of skill in the skills lab MUST occur prior to the student performing skill/task in any clinical situation.

*AU campus Open Lab: See Posted Lab Schedule outside Alumni 231 for Open Lab Hours and Nursing Student Lab Worker Hours. Lab hours also available by appointment if needed.

*GWC campus Open Lab: See posted Lab Schedule outside the lab. Lab hours also by appointment if needed.

q. The completed skills check sheet will be uploaded to the Lab Moodle Clinical Skills Checklist Folder at the end of the semester. You cannot take your final exams until the document is submitted to the Moodle folder.
10. Lab absence: If a student has to miss a scheduled lab due to an emergency or illness it is the student’s responsibility to notify the instructor along with the lab coordinator of the reason for the absence within 1 hour of the lab start time. The student must take the following steps to arrange a make-up lab time:
   a. Obtain permission from the instructor of the lab they wish to reschedule.
   b. Obtain permission from their assigned instructor.
   c. Obtain permission from the lab coordinator.
   d. Complete a lab absence form (APPENDIX G) and have it signed by the assigned instructor and make-up lab instructor. Turn in the completed, signed form to the Simulation Lab Coordinator.
   Failure to complete or comply with any of the above listed requirements will initiate a student action plan (APPENDIX I) as follows:

   1st time offense: Verbal warning and initiation of FIRST Student Action Plan between instructor and student
   2nd time offense: Verbal warning with SECOND Student Action Plan or possible direct referral to the Professional Practice Review Committee
   3rd time offense: Referral to the Professional Practice Review Committee

11. Confidentiality
   a. Students at Aurora University School of Nursing will be participating in clinical laboratory competencies in the form of simulations.
   b. The content of these simulations is to be kept confidential to maintain the integrity of the learning experience for all students.
   c. Students will work side by side with each other and will witness each other’s performance. It is unethical and violates the School of Nursing policy for students to share information regarding student performance with any person(s) outside the simulation laboratory.
   d. Students will sign a laboratory confidentiality agreement (APPENDIX H) at the beginning of each semester.

Revised 05/2019

STUDENT NURSING COMMITTEES & ORGANIZATIONS

The School of Nursing offers students the opportunity to take part in a variety of organizations and committees. Students are encouraged to become active and involved both on campus and within the School of Nursing. Such involvement offers students an additional learning experience in leadership and professionalism, enables faculty to write more informed reference letters, and captures the attention of prospective employers.

STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES

Students are encouraged to participate in the governance of School of Nursing by serving on the Faculty, Assessment and Curriculum Committees. Student input into the policies, planning, and operation of the School of Nursing is strongly valued. Student representatives will serve on the Faculty Committee, Assessment Committee and on the Curriculum Committee. Student representatives are selected each Fall Term in cooperation with the officers of the Student Nurses’ Association.

FOCUS GROUPS

Focus groups will be held on an ad hoc basis. All nursing students will be invited to meet with the School of Nursing administration. The focus groups’ discussions will provide an assessment feedback forum for student input in program quality.
AMERICAN ASSOCIATION FOR MEN IN NURSING (AAMN)

The School of Nursing is proud to announce the official recognition of its new chapter of the American Association for Men in Nursing beginning Spring 2019. The purpose of AAMN is to provide a framework for nurses, as a group, to meet, to discuss and influence factors, which affect men as nurses. Their objectives include:

- Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health cares.
- Support men who are nurses to grow professionally and demonstrate to each other and to society the increasing contributions being made by men within the nursing profession.
- Advocate for continued research, education and dissemination of information about men’s health issues, men in nursing, and nursing knowledge at the local and national levels.
- Support members’ full participation in the nursing profession and its organizations and use this Association for the limited objectives stated above.

Membership is open to all students enrolled in the School of Nursing.

NATIONAL STUDENT NURSES ASSOCIATION

The AU/GWC Student Nurses Association is a constituent of the Student Nurses Association of Illinois/Wisconsin and the National Student Nurses Association. The purposes of each chapter are:

- To promote integrity among nursing students.
- To promote communication with the University and the community.
- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- To aid in the development of the whole person, and their professional role, and their responsibility for the health care of all walks of life. (AU/GWC SNA Constitution).

Membership is open to all students enrolled at AU or GWC campuses. Participation in this organization provides an excellent opportunity to prepare for the important transition from student nurse to professional nurse. As students work within the organization, valuable skills in communication, collaboration, delegation, and leadership are gained.

These Chapters represent the School of Nursing in the AU or GWC Student Association Council. A faculty member from the School of Nursing on each campus serves as the chapter advisor for their campus by providing support and guidance.

SIGMA THETA TAU (Lambda Upsilon At Large Chapter)

Aurora University co-hosts with Benedictine University the Lambda Upsilon At Large Chapter of Sigma Theta Tau International Honor Society in Nursing. Sigma Theta Tau International is a prestigious organization of leaders and scholars in nursing. The honor society is committed to improving the health of the public by advancing nursing science. Sigma Theta Tau sponsors nursing research, produces various publications, and hosts scholarly programs on the international, national, regional, and local levels. Outstanding senior students are nominated by faculty to participate in the honor society.

Membership in the Society is offered to pre-licensure nursing students who achieve high academic achievement as well as potential for leadership and scholarship in nursing. The inductee must have completed at least half of the required nursing curriculum, a minimum 3.0 grade point average in nursing courses and be in the upper one-third of the senior class (Senior 1 & Senior 2 both campuses).

PINNING CEREMONY

Each graduating class for each campus plans a pinning ceremony to celebrate their completion of the nursing program. An advisor is appointed to assist students with planning for this event. Students may participate in the pinning ceremony when they have completed the nursing program and/or are eligible to participate in the University’s commencement ceremony.
SCHOOL OF NURSING AWARDS

Nursing awards are presented annually to students prior to graduation. Students and the nursing faculty participate in the selection of those individuals who exemplify the characteristics recognized by the award.

Sharon Beverly Award
This award is presented in cooperation with the Delta Phi Alpha Sorority to the nursing major from either campus who most exemplifies spirit, determination, and leadership. Sharon was a nursing major who persisted toward her degree despite the hardship of a full leg amputation due to bone cancer. Tragically, Sharon died before achieving her goal, but left us all with the lingering spirit of who she was and what she achieved.

Clinical Excellence Award
Clinical excellence in the School of Nursing is defined by understanding of the role of the professional nurse and by demonstrating cultural competence, interprofessional collaboration, and leadership in the care of the clients. This award is presented to the one student on the AU campus and one student on the GWC campus who most exemplifies the values of the nursing program Altruism, Autonomy, Human Dignity, Integrity and Social Justice.

Gertrude Banaszak Award
This award is presented to a student who is finishing the baccalaureate degree. Mrs. Banaszak was the Director of Copley Memorial Hospital School of Nursing, the forerunner to the Aurora University School of Nursing. The award recognizes commitment to the nursing profession and excellence in the pursuit of higher education, characteristics of Gertrude Banaszak’s career.

John Alexander Leadership Award
The School of Nursing was dedicated in the memory of John Alexander on May 22, 1982 one year after his death. At the ceremony, Dr. Alexander was remembered as a man who believed “rights imply a responsibility, opportunities and obligations possess a duty.” Dr. Alexander is remembered as “steady, plain speaking, modest, deliberate, kind, honest, and generous. “In 1976, he was awarded an honorary Doctor of Laws degree by Aurora University in recognition of his selfless work to better his community, care for his family, and promote the University’s mission. The John Alexander Award for leadership is an award given to a student in nursing from either campus who exemplifies the characteristics for which Dr. Alexander is best remembered.

Dean’s Award
The Dean’s Award was developed to encourage students to achieve a high RN Predictor score for NCLEX Eligibility criteria include the following:

- An ATI RN predictor score of 69.3% or higher, or ATI Pulse Score of 92% or higher.
- A cumulative nursing GPA of 3.0 or higher

The award will include:

- A certificate of achievement for outstanding performance
- The ability to include the award on professional resumes
- A professional reference from the School of Nursing Dean to be used in the job search process
RESOURCES

ACADEMIC SUPPORT SERVICES

A variety of academic support services is available to students on the Aurora/GWC Campus. Although some of the frequently used services are identified here, students are referred to the Aurora University Student Handbook (or A Book) for a complete listing of the support services. Services are free to Aurora University students.

AURORA CAMPUS

Campus Safety: In an emergency, dial ext. 5-5-5- or 911. For non-emergency situations, call 630-844-6140 or ext. 6140 from a campus phone. The Campus Safety Department exists to provide a quality service derived from the expectations of our community and dedication to excellence. The officers apply specialized knowledge and skills in providing a caring response to the security and safety needs of our community. The Campus Safety Administrative Office is located on campus. Please feel free to stop in anytime with questions or concerns, or call from any campus phone at ext. 6140 (non-emergency), (off-campus 630-844-6140).

Academic Support Center: The Academic Support Center provides assistance to students having academic difficulties. The Center offers: one-on-one professional math and writing tutoring to all registered Aurora University students: commuter or resident, part-time or full-time, undergraduate or graduate. If you are having trouble with specific course material (e.g. Nursing, Pathophysiology or Mathematics), they can provide you with a peer tutor at no cost.

Career Services: Career Services help students and alumni with all aspects of the career exploration and career development process, including exploring career options, finding meaningful internships, job search, interviewing skills, resumes, cover letters and thank you notes, communications and networking and career transitions. You can contact them at 630-844-5403 or email career@aurora.edu.

Crouse Center for Student Success: The Crouse Center works with students to help them make the transition to college life and prepare for successful futures. Academic advising and career services staff assist with scheduling classes, exploring a major, plan for graduation and prepare for life after college.

Computer Laboratories (Dunham Hall): The main campus has three PC laboratories located in Dunham Hall rooms 101, 102 and the Library. Students are directly linked to the Internet, providing fast access to the World Wide Web and other Internet sites.

The Nursing Skills Laboratory: There are three nursing labs housed in Alumni Hall, the Nursing Assessment Laboratory in Alumni Hall room 233, and the Nursing Skills Laboratory in Alumni Hall 231 and the Simulation Laboratory in Alumni Hall 236. The Nursing Skills laboratory may be utilized during posted open laboratory hours or by appointment.

Charles B. Phillips Library: The Charles B. Phillips Library is located on the main campus in Aurora and serves the distance campuses as well. Phillips Library houses a collection of more than 82,000 books and 6,500 multimedia materials. Electronics resources include 110,000 ebooks and an online catalog networked with 80 academic and research libraries in the state. More than 80 indexes and online databases provide current students, faculty, and staff with access to 37,000 unique periodical titles. Over 80 online subject research guides are also available. Phillips Library is open 102 hours a week, seven days a week when classes are in session, and offers a variety of services the campus community.

Counseling Services: Counseling Services provides a nonjudgmental environment in which to talk with a professional about emotional, social or psychological concerns. The Counseling Center is located on campus. Please feel free to stop in any time or call from any campus phone at ext. 5416 (off campus 630-844-5416).

Wellness Center: The mission of the Wellness Center at Aurora University is to maximize student, faculty and staff’s well-being, and to encourage the establishment of lifestyle behaviors that promote healthful living. The Wellness Center is located on campus and can be reached at ext. 5434 (off campus 630-844-5434).

GEORGE WILLIAMS COLLEGE

Campus Safety: In an emergency, dial 911. For non-emergency situations, call 262-245-8509.

The Campus Safety Department exists to provide a quality service derived from the expectations of our community and dedication to excellence. The officers apply specialized knowledge and skills in providing a caring response to the security and safety needs of our community. The Campus Safety Administrative Office is located on campus in (Weldensall Administration Building). Please feel free to stop in anytime with questions or concerns.

Student Resource Center: The Student Resource Center offers free services to all registered GWC students, faculty and staff. The Center offers: orientation to AU/GWC technology, instruction to the on-line library system, databases and request procedures, tutoring, writing assistance, coaching in test taking skills, and computer software training.
**Peer Tutoring:** Peer tutoring in writing, math, and science is available to students on both campuses. If you would like to make an appointment for tutoring, please email scottlibrary@gwc.aurora.edu. GWC students are also able to utilize the services of the Academic Support Center on the AU campus, including tutoring and writing assistance; there are resources for accessing services remotely. The Academic Support Center office on the AU campus is open six days a week and can be reached via the web at http://aurora.edu/asc or by calling (630-844-5520.

**Computer Laboratories (Meyer Hall):** The GWC campus has PC laboratories located in Meyer Hall. There are also PCs available in Beasley Hall and on the second floor of the Scott Library. Students are directly linked to the Internet, providing fast access to the World Wide Web and other Internet sites.

**The Nursing Skills Laboratory:** There are two nursing labs housed in Winston Paul, the Nursing Skills Laboratory in Winston Paul 103 and the Simulation Laboratory in Winston Paul 104. The Nursing Skills Laboratory may be utilized during posted open laboratory hours or by appointment.

**Scott Library:** The library is the premier destination for scholarly, credible sources. High quality sources increase the likelihood of producing a high quality paper. In conjunction with Phillips Library on the AU campus, Scott Library on the GWC campus (located in Lowrey Hall) provides similar services. Books are available at Scott Library, as well as through our campus exchange with AU’s Phillips Library and via I-Share. Scholarly and popular journals as well as ebooks can be located through the library DATABASES (http://libguides.aurora.edu/databases). Librarians are a valuable resource available to help students with any research questions. Please do not hesitate to “Ask a Librarian” (look for the green CHAT button on the library homepage), or call Scott Library at (262) 245-8541. Questions about Scott Library resources, hours, or tutoring services should be directed to Dr. Julie Beyers at jbeyers@gwc.aurora.edu or by calling (262) 245-8531.

**Campus Counseling:** GWC students are eligible for free counseling services. Services are confidential and can be accessed by contacting Dr. Julie Beyers at jbeyers@gwc.aurora.edu or by leaving a confidential voicemail at (262) 245-8531.

**Wellness:** If you are ill and need a referral for local health services, contact Dr. Julie Beyers at jbeyers@gwc.aurora.edu or by leaving a confidential voicemail at (262) 245-8531.
DISABILITY POLICY

The School of Nursing follows the Disability Policy stated in the AU and GWC Undergraduate Catalog.

DISABILITY SERVICES

Disabilities services at Aurora University are coordinated through the Office for Students with Disabilities (OSD), located in Charles B. Phillips Library.

Students requesting accommodations should read the Aurora University Policy for Students with Disabilities. We also recommend reading the U.S. Department of Education publication, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities.

http://www.ed.gov/about/offices/list/ocr/transition.html#reproduction
The website for the Academic Support Center is http://www.aurora.edu/asc.
An additional website available to students is http://www.aurora.edu/disabilityresources.
The Academic Support Center provides test-proctoring services for students with disabilities and students who have missed an exam. The ability to “make-up” a missed exam is a privilege that must be approved by the instructor. The Academic Support Center serves as a proctor location for the missed exam in instances when the instructor does not have the ability to proctor the test within the academic department.

### General Testing Information

- If a computer is required for the exam, students will use the Academic Support Center computers; personal laptops are prohibited.
- No personal belongings may be taken into a testing room. This includes coats, hats, purses, keys, cell phones, Smart Watches, backpacks, etc.
- Student cell phones must be turned off or put on vibrate and left with the ASC staff.
- Students should use the restroom prior to starting the exam; excused breaks are not allowed unless they are an approved accommodation through the disability office.
- If a student is caught cheating, the testing will cease, the instructor will be notified and testing privileges in the ASC may be revoked.
- Finals week make-up exams are limited to students who miss their exam and receive their instructor’s permission to make up the exam. Students wishing to take their exam early must make alternative arrangements with their instructor.

### Testing Services

**Testing Services are located on the 2nd Floor of Phillips Library at the AU campus.**  
(630) 844-6871

**Testing Services are arranged through Dr. Julie Beyers at the GWC campus**  
(262)245-8531
UNIVERSITY EMERGENCY PROCEDURES

Students are encouraged to be aware of measures that Aurora University has taken to create a safe learning environment. All classrooms and labs have a deadbolt lock installed in entry doors. The university has also installed location maps in each room on campus. These maps include the floor plan of the floor on which the room is located; the name and address of the building; emergency exits for the building; and safety zones in the cases of severe weather. As the university puts in place other safety procedures or plans, the campus community will be notified. Please remember that it is important for everyone to report suspicious or threatening objects, people, or conditions to Campus Safety. In emergencies call 630-844-5450 or 911 or x555 (if calling from on campus); in non-emergency situations call 630-844-6140 or x6140 (if calling from on campus). Campus Safety at the GWC campus is 262-245-8509.

INCLEMENT WEATHER

AU personnel always monitors the weather closely. In case of inclement weather, watch the university website or register for the university text messaging service for updates on campus closings. Clinical sessions are not held when the university is closed. Safety, however, is always our first goal. Please do not drive to clinical or class if you feel the road conditions in your area are unsafe. Students who cannot make it safely to class or clinical are asked to contact their instructor early, so your instructor knows your situation.
APPENDIX A-PERMISION FOR RELEASE OF INFORMATION

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act (FERPA), the School of Nursing at Aurora University requires your written consent before disclosing any personal information. Your consent to share this information may be withdrawn in writing at any time, so long as such documents are specific as to information covered, dated and signed.

I, __________________________________________________________________________, Print Name

Hereby give Aurora University’s School of Nursing permission to release the following information to clinical agencies and organizations used by the School of Nursing to assist in my education:

- Social Security Number
- Immunization Records
- Proof of Health Insurance
- CPR Certification for Health Care Professionals
- Drug Screen Results
- Criminal Background Check Results
- Fingerprinting Background Check Results
- Birthdate
- Phone number
- Address

____________________________________________________              _________________________
Student Signature                                                                 Date
APPENDIX B-STUDENT LEARNING CONTRACT

1. I understand that I am responsible for my own learning and that I must participate actively in my education.
2. I understand that I must maintain a 77% average on exams prior to any other assignment grades being added to the grade.
3. I understand that my grade in each course may be derived in part from written exams, service learning, and clinical practicum evaluation as outlined on the course syllabus.
4. I understand that classes will not be graded on a curve and that there are no extra credit assignments.
5. I understand that my success in nursing classes is dependent upon the practical application of concepts, not the memorization of lecture material.
6. I understand that I am accountable for adhering to the School of Nursing attendance policy and that my grade may be affected by absenteeism during the term.
7. I understand that I am responsible for seeking faculty input and guidance if I become concerned about my grade in a particular course at any point during the term.
8. I understand that I am responsible for adhering to the School of Nursing “Health and CPR Policies” and that I must remain current and provide written documentation in order to participate in any clinical and/or community service activities.
9. I understand that I am responsible for notifying my clinical instructor, in confidence, of any physical and/or psychological condition that could affect my safety or my ability to provide safe patient care.

I, the undersigned, am responsible for reading all of the course syllabi during the 2019-2020 academic term and accept responsibility for knowledge of the contents.

Student Signature: _______________________________ Date ___________

Print Name ________________________________
1. Explain problematic incident.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

2. Course Number and Title:

3. Date and time of occurrence:

4. Student:

5. Clinical Agency and Unit (if applicable):

_____________________________________________________________________________________
_____________________________________________________________________________________

Instructor’s Name (Print)           Instructor’s Signature            Date
Explain problematic incident:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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______________________________ ____________________________  __________
Student’s Name (Print)        Student’s Signature        Date
Professional Incident Review by the Professional Practice Review Committee

Date of PPRC Review: ______________________

1. Student: ________________________________ 2. Faculty: _________________________________

3. Type of Occurrence: __________________________________________________________________

4. Date/Time of Occurrence: _____________________________________________________________

5. Clinical Agency and Unit (if applicable): _______________________________________________

6. Course Number and Title: _____________________________________________________________

7. Reviewers:
   Name
   1. ________________________________ 2. ________________________________
   3. ________________________________ 4. ________________________________

Summary Points of PPRC Review:

Recommendations/Actions to be taken (both short term and long term) & notification of results to:

Student:

Clinical Agency (if Applicable):

Faculty:

SON Policy/Procedure Change:

Dean:

Other: ____________________________________________

Chair, Professional Practice Review Committee Date Director Date

k:\MASTERS/Prof Prac Review Com Forms.doc Revised 06/10/19
APPENDIX F-EXPOSURE/INJURY/INCIDENT REPORT

Please Check One of the Following:

☐ Exposure Report    ☐ Injury Report    ☐ Incident Report

Student’s Name: _________________________________________________________________

Date of Report: ________________  ID Number: _________________________________

Local Address and Telephone: _____________________________________________

permanent Address and Telephone: _________________________________________

( )____________________________  ( )_____________________________________

Date and Time of Report of Incident to Faculty: __________________________________

Agency/Facility and Department/Floor/Unit Where Issue Occurred: ____________________________

____________________________________________________________________________________

Type and brand of device involved in incident: _____________________________________________

Description of Issue:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

The above-named student has been advised of the current policies and procedures for significant exposures consistent with current laws and regulations.

Faculty’s Signature  Date

Student’s Signature  Date

Program Chair/Assistant Dean Signature
1. In the event of a lab absence, please complete the following information:

- Name: ________________________________________________________
- Lab Assigned: ________________________________________________
- Date of Absence: _____________________________________________
- Reason for Absence: ___________________________________________

2. Please contact the lab instructor of the lab you would like to attend to make-up your missed lab.

- Date of Make-Up Lab: _________________________________________
- Instructor Name: _____________________________________________
- Instructor Signature and date: _________________________________

Student name____________________ has attended lab on ____________ to make up for the lab absence noted above.

Instructor Signature: ______________________________ Date: ____________

PLEASE RETURN TO YOUR ASSIGNED LAB INSTRUCTOR

GM: Rev. 06/17
I agree to adhere to the following guidelines:

- All simulated patient/patient information is confidential and any inappropriate viewing, discussion, or disclosure* of this information is a violation of this agreement. *Please note disclosure of information includes sharing information any format, which includes social network sites.
- All information is privileged and confidential regardless of format: video recordings, electronic, written, overheard or observed
- The nursing lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner.
- The students involved in the scenario should have everyone’s respect and attention. Situations simulated in the lab are used as a learning tool and no discussion of the action(s) of fellow students should take place outside of the lab.
- A debriefing session will be provided for all simulation experience to facilitate the learning experience. It is each student’s responsibility to participate in all areas of the simulation including the debriefing session.

Any inappropriate discussion or disclosure of information is a violation of this agreement and will result in an academic warning and referral to professional practice.

I acknowledge that I fully understand that the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and serious consequences may occur if I violate this agreement.

Signature: ____________________________ Date: __________________
APPENDIX I-LABORATORY STUDENT ACTION PLAN & LEARNING CONTRACT

Student Name: ___________________________ Date: _______________________________

The purpose of the Student Action Plan is to:

- Provide the student with specific, individualized, and mutually agreed upon activities to strengthen performance in the skills lab and clinical setting.
- Promote professional responsibility and accountability.
- Provide additional opportunities to practice and apply skill competency to promote student success and achievement.

The faculty will determine the area(s) that needed strengthening and remediation. **Students will develop a plan with the faculty to practice and refine their skills and schedule remediation within ONE week.**

**Professional Development**

- **Proper Uniform:** Clinical Uniform, proper shoes and ID badge
- **Required pre/post-tests, checklist and necessary supplies**
- **Tardiness/repetitive tardiness**
- **Absenteeism without proper notification, follow-up and make-up session**
- **Violating confidentiality**
- **Repetitive failure of skills return demonstration and failure to remediate within ONE week**

**Comments:**

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Clinical Skills

**Skill(s) requiring remediation:**

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

**Comments:**

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________
Skills Lab/Clinical Faculty Recommendation:

1. Student to complete required remediation process and all components of skills module tutorial prior to the scheduled return demonstration of the skill.
2. Student to schedule time during open lab to practice a minimum of one (1) hour with peer review while student worker is present to ensure all necessary equipment is available for practice of the skill(s).
3. Student and peer are required to sign in on lab attendance sheet when practicing with a peer for the remediation process.
4. Student to make an appointment with Lab Instructor to arrange return demonstration of skill competency:

Remediation Plan Execution Process:

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

This is the student’s:  □ First action plan  □ Second action plan

Student Signature: ___________________________________ Date ____________________________
Skills Lab/Clinical Faculty Signature: ______________________ Date ____________________________
Course Coordinator Signature: ________________________ Date ____________________________

Action plan must be initiated immediately and remediation must be completed successfully within one (1) week.

GM: rev 5.19
APPENDIX J-LETTER OF RECOMMENDATION REQUEST FORM

PLEASE GIVE THIS FORM TO THE INDIVIDUAL FROM WHOM YOU HAVE REQUESTED A RECOMMENDATION.

THIS FORM MUST BE FILLED OUT BY PERSON REQUESTING LETTER:

Name ___________________________ Student ID Number __________________________
Address/City/State/Zip ____________________________________________________________
Telephone: Home __________________________ Cell _________________________________
Email ____________________________________________________________________________
Purpose of Recommendation Letter ________________________________________________

I waive the right to see this recommendation (check one)   □ Yes   □ No

LETTER OF RECOMMENDATION INFORMATION:

Name of Institution ________________________________________________________________
Contact Name _________________________________________________________________
Contact’s Title ________________________________________________________________
Address/City/State/Zip __________________________________________________________
Date Needed _________________________________________________________________
Signature ___________________________ Date __________________

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I hereby consent to the use of my photograph, image, voice, written and/or verbal statements (materials) by Aurora University in its publications, videotaping, advertisements, brochures, websites, etc. I agree that Aurora University may use my photo with or without my name for lawful purposes including the above. I further acknowledge that there is no agreement or promise on the part of the university to compensate me in any way for the use of my materials in said manner. I hereby release the university from any and every claim, demand, right, or cause of action of whatever kind or nature, either in law or equity, arising from the use of my materials.

I also authorize the use of any information I provide to the university with regard to my career, personal life and accomplishments for use in promotional materials.

In witness, whereof, I have set here my hand and signature on ___________________________ _______

__________________________________________________
(PRINT NAME)

___________________________________________________
(SIGNATURE)
AURORA UNIVERSITY
SCHOOL OF NURSING

APPENDIX L- STUDENT NURSING BACCALAUREATE HANDBOOK AGREEMENT

Aurora University School of Nursing Baccalaureate Student Handbook provides information regarding policies and procedures in effect for the Nursing Program. Please initial each statement and sign and date your name below.

________ I acknowledge that I have received a copy of Aurora University School of Nursing Student Handbook.

________ I agree that I have read this handbook in its entirety. I understand it is my responsibility to ask questions about the contents of the School of Nursing Student Handbook and to have those questions answered to my satisfaction.

________ I understand that failure to follow any of the policies in the School of Nursing Student Handbook may result in my dismissal from the Nursing Program.

________ I understand that I will be informed in writing of any change in policy that occurs prior to the next scheduled handbook revision and will be required to resign this signature page.

________ I have read and understand the Grievance/Grade Appeal policy.

________ I have read and understand the Leave of Absence and withdrawal policy.

__________________________________   __________________
Student (Signature)     Date

__________________________________
Student (Print Name)

Permission to Survey Future Employer

I hereby give permission to Aurora University/George Williams College to contact and survey my future employer(s) as part of the Nursing Program’s graduate assessment process. I understand that this information will be considered confidential and will be used only for purposes of evaluating the quality of nursing education at Aurora University/George Williams College.

__________________________________   __________________
Student (Signature)     Date

__________________________________
Student (Print Name)
Directions: Please read each statement and the referenced policy (if applicable) in the Aurora University School of Nursing Student Handbook, initial each statement, and sign your name and date at the bottom.

I have read and agree and understand that I must demonstrate mastery of the core performance standards described in the manual each semester.

I have read and agree to abide by the Aurora University/George Williams College Student Learning Contract.

I have read and agree to abide by the Aurora University/George Williams College Laboratory & Simulation Agreement.

I have read and agree to abide by the ATI Policy.

I have read and agree to abide by the Aurora University/George Williams College Photo/Media Release Form.

I agree to abide by the patient’s right to confidentiality and agree to maintain confidentiality regarding all aspects of clinical situations (HIPAA).

I authorize Aurora University/George Williams College to release requested information for clinical requirements to clinical agencies as required, including, but not limited to: Immunization records, background check information, proof of student health insurance coverage, and CPR for Healthcare Providers.

I give permission for the college to keep copies of my assignments to show progression in the nursing classes for the purpose of accreditation. I understand that I may revoke this at any time and rescind my permission.

____________________________________   __________________
Student (Signature)      Date

____________________________________________
Student (Print Name)
This form must be completely filled out.

Student Name: __________________________________________________________

Address (while at school): _________________________________________________

Student ID #: __________________________________________________________

Date completed: _________________________________________________________

Clinical courses – check appropriate courses.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Junior 1</th>
<th>NUR 3100</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Junior 2</td>
<td>NUR 3110</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 3400</td>
<td>O</td>
</tr>
</tbody>
</table>

| Senior 1 | NUR 4200  | O |
|          | NUR 4300  | O |

| Senior 2 | NUR 4500  | O |
|          | NUR 4800  | O |

Please explain your request in detail. Request due to athletics/school activities MUST have schedule attached.

Work schedules will not be considered.

General request will be considered, but NOT guaranteed.
School of Nursing
Course Withdrawal Form

Policies
The Aurora University Regulations and Policy Catalog allows students to withdraw from courses. See the Aurora University Regulations and Policy Catalog for specific policies related to course withdrawal(s).

The School of Nursing Baccalaureate Student Handbook has program-specific policies regarding nursing course withdrawals. See the Student Handbook for specific policies related to nursing course withdrawals and program progression. In addition, the School of Nursing Baccalaureate Student Handbook states,

- Students in the nursing program who desire to withdraw from a nursing course must complete a School of Nursing Course Withdrawal Form; and
- Students who withdraw from a nursing course may request to repeat the course a second time by submitting a written request to the Nursing Chair or Assistant Dean; and
- Students who withdraw from a nursing course may be allowed to repeat a course, if space permits; and
- There is a limited number of students who can be enrolled in a nursing course; and
- Students who withdraw from a nursing course and desire to repeat the course are not guaranteed future enrollment in the course.

Application for School of Nursing Course Withdrawal

Name___________________________________ Student ID________________________
Mailing Address____________________________________________________________
City__________________________________ State _______Zip Code _________________
Cell Phone__________________________________ E-Mail Address______________________________

Course from which you are requesting a withdrawal: ______________________
☐ Fall Term 20___
☐ Spring Term 20____

I understand that by withdrawing from this nursing course, I am not guaranteed future enrollment in the course.

Student Signature ___________________ Date ____________

Nursing Chair/Assistant Dean Signature ___________________ Date ____________
Policies
The Aurora University Regulations and Policy Catalog states, in part, “Students who have begun their coursework at Aurora University and must interrupt their course of study for more than one term (excluding summer) must file a Leave of Absence (LOA) form with the registrar in order to be able to resume studies.”

The School of Nursing Baccalaureate Student Handbook states, in part,
- “School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for more than one term (excluding summer) and does not have an approved LOA from the registrar will be dismissed from the nursing program.”
- “School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) must file a Program Leave Form with the School of Nursing. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) and does not have an approved School of Nursing Program Leave will be dismissed from the nursing program.”
- Students who desire to return to the nursing program after a LOA or Program Leave may be able to resume enrollment in the nursing program, space permitting. There is a limited number of students who can be enrolled in the nursing program.”

Application for School of Nursing Program Leave

Name___________________________________ Student ID________________________
Mailing Address____________________________________________________________
City__________________________________ State _______Zip Code _________________
Cell Phone__________________________________
E-Mail Address______________________________
Semester you are request a program leave:
☐ Fall Term 20___
☐ Spring Term 20___

I understand that taking a program leave from the nursing program for one semester means I may be able to resume my enrollment in the nursing program, space permitting.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Nursing Chair/Assistant Dean Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
ADDENDUM A:

STUDENT INJURY OR EXPOSURE IN CLINICAL AREA

Students are responsible for their own health insurance and must remain enrolled in a health insurance plan while attending the School of Nursing. Students injured while at school or clinical are responsible for the cost for any medical treatment.

Students exposed to potential or actual blood borne pathogens are required to comply with clinical agency polices on reporting such incidents. Students must be counseled appropriately regarding presentation and management of blood borne pathogens exposure. Faculty are responsible for submitting a written report to the Chair, Undergraduate Nursing Aurora campus/Assistant Dean Undergraduate Nursing, GWC of any clinical incident for inclusion in the student’s records. The Chair, Undergraduate Nursing Aurora campus/Assistant Dean Undergraduate Nursing, GWC will inform Aurora University's risk management office immediately of any incidents in clinical.

10/29/19 Original in student handbook, page 34
## ADDENDUM B:
Aurora University
School of Nursing

### Alignment of Missions, Visions, and Values of Aurora University and School of Nursing BSN Degree Program

<table>
<thead>
<tr>
<th></th>
<th>Aurora University</th>
<th>School of Nursing BSN Degree Program</th>
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</thead>
<tbody>
<tr>
<td><strong>Mission</strong></td>
<td>Aurora University is an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and examined lives. Our singular goal is to empower our students to achieve lasting personal and professional success.</td>
<td>To prepare a diverse population of professional nurses for ethical practice, transformational leadership, and life-long learning.</td>
</tr>
<tr>
<td></td>
<td>Revised Fall 2019</td>
<td>Approved 5/10/2018</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>Aurora University will be known and experienced as an exemplary institution of higher learning. We will draw upon the values of integrity, citizenship, continuous learning and excellence to provide our students with life-changing educational experiences. As an inclusive and vibrant community, inspired by the traditions of the past, we hope students will find what matters and build their life around it. In this way, we will help create a promising future for our university and our students.</td>
<td>To prepare baccalaureate nurse generalists to transform healthcare delivery in a rapidly changing world.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved: 5/10/2018</td>
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<tr>
<td><strong>Values</strong></td>
<td>Integrity</td>
<td>Altruism</td>
</tr>
<tr>
<td></td>
<td>Citizenship</td>
<td>Autonomy</td>
</tr>
<tr>
<td></td>
<td>Continuous learning</td>
<td>Human dignity</td>
</tr>
<tr>
<td></td>
<td>Excellence</td>
<td>Integrity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Justice</td>
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<td></td>
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<td>Approved: Fall 2017</td>
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### BSN Degree Program Professional Standards
<table>
<thead>
<tr>
<th>The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)</th>
</tr>
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<tbody>
<tr>
<td>Reviewed and Re-approved: Fall 2017</td>
</tr>
</tbody>
</table>

**The Roles for Which the BSN Degree Program is Preparing Its Graduates**

<table>
<thead>
<tr>
<th>Baccalaureate nursing generalist:</th>
</tr>
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<tbody>
<tr>
<td>• Provider of care</td>
</tr>
<tr>
<td>• Designer/Manager/Coordinator of care</td>
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<tr>
<td>• Member of profession</td>
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</tbody>
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Approved: Fall 2017

**BSN Degree Program Goals**

1. Prepare graduates to practice as baccalaureate generalists to be providers of direct and indirect care; designers, coordinators, and managers of care; and members of the nursing profession who are leaders and advocates for patients and the profession.

2. Prepare graduates to practice as baccalaureate generalists through a liberal education in the sciences and the arts and a comprehensive nursing curriculum based on established standards.

3. Prepare graduates to practice as baccalaureate generalists committed to lifelong learning, professional excellence, ethical practice, and integrity.

Approved: 5/10/2018

**BSN Degree Program Student Learning Outcomes**

1. Integrate knowledge from the liberal arts and sciences education into one’s professional nursing practice. *(Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice)*

2. Assume a professional nurse leadership role to assure quality nursing practice in the delivery of health services. *(Essential II: Basic Organizational and Systems Leadership for Quality)*

3. Integrate scholarly inquiry and research into evidence-based nursing practice. *(Essential III: Scholarship for Evidence Based Practice)*

4. Ethically manage data, information, knowledge, and technology to achieve desired quality outcomes. *(Essential IV: Information Management and Application of Patient Care Technology)*

5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments. *(Essential V: Health Care Policy, Finance, and Regulatory Environments)*

6. Utilize multiple interprofessional and intraprofessional methods of communication to collaborate effectively in delivering safe, patient-centered care throughout the lifespan and in a variety of settings. *(Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes)*

7. Perform competently, effectively, and ethically as a baccalaureate nurse to promote, maintain, and restore the health of vulnerable populations. *(Essential VII: Clinical Prevention and Population Health)*
8. Demonstrate caring and culturally sensitive behaviors that create an environment of respect for the dignity of patients, families, self and others. (Essential VIII: Professionalism and Professional Values)

9. Integrate critical thinking and professional values into the clinical decision making process. (Essential VIII: Professionalism and Professional Values)

10. Accept responsibility for lifelong learning, global citizenship and service in the nursing profession. (Essential IX: Baccalaureate Generalist Nursing Practice)

11. Articulate a personal philosophy of nursing which guides one’s practice as an educator, researcher, advocate, manager, and provider of care. (Essential IX: Baccalaureate Generalist Nursing Practice)

Reviewed and approved by faculty: October 25, 2019

10/29/19 Original in student handbook, pages 9-10.
Petition for Readmission after Being Dismissed from the BSN Program

1. A student dismissed from the nursing program has the right to petition for readmission.
2. A written letter requesting readmission into the program must be made in writing to the Dean of the School of Nursing within thirty (30) days of written notification of dismissal from the program.
3. Petitions will be considered on an individual basis.
4. There is no guarantee of readmission.
5. If a student is readmitted, an individualized progression plan will be developed which may include remedial study.
6. Readmission is based upon meeting admission criteria, space availability, student motivation, past performance, and faculty recommendation.
7. All previous nursing coursework older than four years will not be accepted.

11/7/2019
ADDENDUM D:
Aurora University School of Nursing
School of Nursing Baccalaureate Student Handbook: 2019-2020
Addendum to the Drug Screen Policy

The current drug screen policy states:
Nursing students must have a cleared drug screen on file in the School of Nursing by the first day of the school year. A cleared drug screen will be posted to your CastleBranch account. If a drug screen comes back positive, CastleBranch will attempt to contact the student for three (3) business days to discuss the results and ask the student to provide documentation showing they have a prescription or had a procedure that would cause the results to show positive. After three (3) days, CastleBranch will release the results to the School of Nursing Failure to meet the deadline for drug testing may result in failure to start the nursing program. Use of alcohol or illegal drugs, or misuse of prescription drugs, are strictly prohibited in the classroom, clinical or laboratory setting.

The revised drug screen policy states:
Nursing students must have a cleared drug screen on file in the School of Nursing by the first day of the school year. A cleared drug screen will be posted to your CastleBranch account. If a drug screen comes back positive, CastleBranch will attempt to contact the student for three (3) business days to discuss the results and ask the student to provide documentation showing they have a prescription or had a procedure that would cause the results to show positive. After three (3) days, CastleBranch will release the results to the School of Nursing Failure to meet the deadline for drug testing may result in failure to start the nursing program. A positive drug screen result may result in failure to start the program. Effective 1 January 2020, the recreational sale and use of marijuana became legal in the state of Illinois. This new law does not impact the current Aurora University Alcohol and Drug-Free Workplace policy, which states that the university prohibits the unlawful manufacture, dispensation, distribution, sales, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or while conducting university business or activities. Use of alcohol, cannabis, or illegal drugs, or misuse of prescription drugs, are strictly prohibited in the nursing classroom, clinical or laboratory setting. The School of Nursing has a Zero-Tolerance policy for the use of cannabis. Routine and “for cause” drug screens will include screening for the use of cannabis.

Revised and Approved by the School of Nursing
1/10/2020