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Introduction

This handbook provides information about major policies, procedures, and guidelines for the School of Nursing.

Please become very familiar with the handbook. However, remember that it is not a substitute for the counseling available through the School of Nursing Student Services Office and faculty mentoring.

In addition, you should read University Regulations. This reference provides information for all Purdue students on the structure, policy, regulations, and procedures of the University that govern their relationship to the University in both academic and personal progress toward their ultimate educational goal. University Regulations may be found at http://www.purdue.edu/studentregulations/

Welcome!

We are delighted you are on the path to join over 6,000 graduates who are making a difference in the health and wellbeing of individuals, families, and communities. Purdue nurses have a long and respected history of excellence in clinical practice, scholarship, and leadership in the profession.

As a student in the School of Nursing and the College of Health and Human Sciences, you have the opportunity to experience diverse courses in liberal arts, science, and nursing as you gain the education and competencies you need to provide high quality care in a dynamic healthcare environment. Opportunities to learn with emerging professionals from other disciplines are important to your future role in healthcare.

Our faculty and staff are committed to supporting your educational and professional development journey and join me in welcoming you to the School of Nursing.

Hail Purdue!

Jane Kirkpatrick, PhD, RNC-OB, ANEF
Associate Dean, College of Health and Human Sciences
Head, School of Nursing
School of Nursing Philosophy

The philosophy of Purdue University School of Nursing reflects our beliefs about the role and the education of the professional nurse.

Professional Nursing Practice

Nursing science is advanced through inquiry, research and scholarly activities and by evidence-based practice.

The professional nurse is a self-directed, accountable individual participating in collaborative relationships with other members of the healthcare team and consumers in diverse populations. The professional nurse assumes the role of client advocate, care provider, consultant, collaborator, leader, change agent, and educator. Care is provided throughout the lifespan in all settings and healthcare systems. Care of physical, psychosocial and spiritual needs is essential to the promotion, protection, and maintenance of health. The professional nurse is engaged in the community and conforms to the laws and code of ethics governing professional standards of nursing practice and accepts personal responsibility for lifelong learning.

Professional Nursing Education

The School of Nursing conceptualizes nursing education from baccalaureate preparation through the doctoral level. Nursing education is a collaborative process among students, faculty and the community. It draws from the fields of physiological, technological and social sciences, and liberal arts to support the acquisition of knowledge and skills needed for nurses to meet client, organization, and system needs. Course, clinical, and residency experiences from baccalaureate through doctoral preparation are designed to enhance clinical reasoning, critical thinking, research and scholarly activities to prepare future nurse leaders and scientists.

Approved by faculty March 6, 2017
Baccalaureate Program

The central mission of the Purdue University School of Nursing is to prepare a generalist practitioner capable of providing professional nursing care to individuals and families with diverse health needs in a variety of settings. There are two program options to obtain a baccalaureate degree in nursing from Purdue:

1) An 8 semester generic Bachelor of Science in Nursing (BSN) program which encourages individual growth and development while providing a sound foundation in utilizing nursing research and quality improvement in the clinical setting and for pursuing graduate education in nursing.

2) A 4 semester Second Degree Accelerated Baccalaureate Program which is for individuals who hold a baccalaureate degree in another field and want to pursue a BSN. This dynamic program is designed to build on the strengths and diversity of the students’ previous degree.

Plans of study for these options may be found at www.purdue.edu/hhs/nur

The Purdue University School of Nursing curriculum provides each student with a firm foundation in the liberal arts, supportive sciences, and professional education. Education of the professional nurse is enriched by a diverse faculty who are clinical experts and scholars.

Baccalaureate Program Goals

1. Provides safe, quality, client-centered, evidence-based, compassionate nursing care in a variety of healthcare settings.
2. Uses critical thinking/clinical reasoning consistent with that of the registered nurse.
3. Contributes to quality improvement for the purpose of optimizing patient outcomes.
4. Identifies the impact of personal strengths, challenges, and values on the intra- and interprofessional teams and care of individuals, families, and communities.
5. Uses information and technology to communicate, support, and provide quality care across the health care continuum.
6. Demonstrates leadership to improve outcomes in a variety of settings.
7. Assimilates professional, ethical, and legal principles consistent with that of the registered nurse in a dynamic healthcare system.
Nursing Student Organizations

Nursing student organizations are a vital part of the School, providing opportunities in fellowship, personal and professional growth, leadership, and service.

Diversity in Nursing Association (DNA)
The purpose of DNA is to provide support and encouragement to diverse students in nursing, as well as other prospective minority students who plan to enter the nursing profession. Membership is open to any student who has been admitted to the School of Nursing.

Nurses Christian Fellowship (NCF)
Nurses Christian Fellowship is a division of Inter-Varsity Christian Fellowship. NCF advocates quality nursing care that includes the spiritual dimension. NCF aims to deepen and strengthen the spiritual lives of nursing students through Bible study, prayer, and Christian fellowship. Membership is open to any student in the School.

Nursing Student Council
The Student Council serves as a liaison for communications between students and faculty, coordinates activities between classes and organizations within the School, and represents the School in campus-wide activities.

The council includes 18 members: 16 with voting privileges and two non-voting faculty members. Each class is represented by four voting members who are chosen by petition and class election. Officers of the council are president, vice president, secretary, and treasurer.

Nursing Students Without Borders (NSWB)
The purpose of Nursing Students Without Borders is to help medically underserved communities in Second and Third World countries.

The mission is to collaborate with the host community members in strengthening the health education system, increasing access to healthcare resources, and distributing material donations to global communities while expanding the world view and experiences of the nursing student.

Purdue Student Nurses Association (PSNA)
PSNA is a local chapter of both the Indiana Association for Nursing Students (IANS) and the National Student Nurses Association (NSNA).

PSNA assists in the preparation of nursing students for professional careers and allows for interaction with each other as well as with faculty members. Professional nurses present topics related to health care and various fields of nursing practice at meetings throughout the academic year.

Sigma Theta Tau International (STTI)
STTI is the International Honor Society of Nursing, which recognizes superior achievement and the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to the ideals of the profession. Invitations are extended to junior students only.

Student Ambassadors
Ambassadors receive extensive training to serve as representatives of the Nursing student body at official School and University functions. They interact with potential students; current Nursing students, faculty, and staff; Nursing alumnae; and dignitaries from Purdue, the local community, and beyond.

Students will have the opportunity to petition to become Ambassadors at the beginning of every Spring Semester.
Study Abroad Programs

The Purdue Office of Programs for Study Abroad offers hundreds of international study programs in countries around the world. These programs offer direct Purdue credit and participants may apply campus-based financial aid to program fees. The School of Nursing currently offers several opportunities each year.

Opportunities vary according to disciplinary focus, foreign language ability, and length of stay desired. Half of the programs have no foreign language requirement.

Cooperative Program

The School of Nursing began a Cooperative Program in the summer of 2014. A description of the program and eligibility requirements can be found on the School of Nursing website.

Mandatory Enrollment Requirements

In order to safeguard the health of students and clients, the following mandatory requirements have been established for School of Nursing students.

Physical Examinations and Vaccinations

Students must have a physical examination prior to attending their first clinical course in the sophomore year. This examination must be performed by a health professional (physician or nurse practitioner) and must include documentation of current immunizations:

1. Tetanus/diphtheria/pertussis (Tdap)
2. Measles/mumps/rubella (MMR), titer required
3. Varicella (chickenpox), titer required
4. Hepatitis B series, titer required
5. Polio
6. Influenza, must be updated annually each fall by 30 days after vaccination becomes available
7. Mantoux TB test, Interferon-gamma release assays blood test (GFT-GIT or T-SPOT) or chest x-ray must be done in May or June prior to beginning sophomore year and annually every May or June thereafter. In addition other immunizations or screenings may be added as required by our affiliating agencies.

Students must have another physical examination prior to the senior year. Immunizations must be updated if needed.

In order to insure that documentation is submitted in a timely manner, the physical examinations, TB test, and immunizations (if needed) must be performed in May or June.

The deadline for submission of the appropriate documentation is July 1. Students who do not have records submitted by that date will not be allowed to attend clinical until proof of all requirements has been provided to the School of Nursing.

Malpractice Insurance

For the protection of the student, malpractice insurance must be obtained for the sophomore, junior, and senior years. This insurance is obtained through the School’s group policy. * The cost is included in the student fee that will appear on your bill every fall semester for your sophomore, junior, and senior years.

* IMPORTANT NOTE:
  The School of Nursing’s group policy insurance does not cover accidental injury to a student that may occur before, during, or after classes or clinical activities. Students are not covered by the University when they travel to and from clinical sites in private automobiles. The University only provides insurance when a student is riding in an approved University-owned and properly authorized vehicle. Students also need to be
aware that the malpractice insurance only provides coverage for liability while practicing as a student in Purdue University School of Nursing activities within the school, facility and Indiana State Board of Nursing guidelines

**CPR Certification**
You must be certified in either the American Heart Association’s or American Red Cross’ Basic Life Support (BLS) for Healthcare Providers, or the National Safety Council’s Basic Life Support for Healthcare and Professional Rescuers. A copy of your CPR Certification card, which shows certification through both semesters of the upcoming school year, must be turned in to the secretary for Student Services. If your current certification expires prior to the end of the next spring semester you must be recertified and submit a new card by July 1.

**Health Insurance**
All students are required to carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student.

**Background History**
Any student whose name appears on the ISDH Indiana Nurse Aid Registry or the DHHS Office of Inspector General List of Excluded Individuals/Entities, or who has been convicted of a sexual offense involving a minor (Zachary’s Law, P.L. 11-94) will be unable to meet the clinical requirements of the nursing program. These lists are consulted annually. A criminal history check revealing certain crimes may preclude students from fulfilling clinical requirements and/or impact the ability to apply for licensure. The Indiana State Board of Nursing now requires full disclosure of any criminal issues even if these were dealt with via a diversion agreement. This initial check is done prior to sophomore year clinical.

**Drug Testing**
All students prior to participation in a clinical course in the program will be required to complete a negative drug screen at the designated time and place and at the expense of the student before engaging in any clinical activity. Any student that tests positive for drugs may be precluded from fulfilling clinical requirements. Please refer to the full policy in this handbook. Please note that if a valid result is not received for any reason, a repeat of the drug screen may be required at the student’s expense.

* IMPORTANT NOTE:
Students will sign a background check and drug screen disclosure statement annually. Failure to disclose any changes or issues which have occurred since the initial background check and/or previous disclosure may result in dismissal from the School of Nursing.

**Alcohol and Controlled Substance**
Students who are engaged in clinical work at a practicum site may be required to submit to random tests for illegal use of controlled substance as a provided by the law or regulations of the affiliating agency. In addition, the school has a “for cause” testing policy, please see the “Reasonable Suspicion Drug And Alcohol Policy And Testing Guidelines For Nursing Students” found in this handbook.

**Mobile Device Requirement**
A mobile device is required for nursing students, starting at the sophomore level. You may use any type of mobile device (e.g. BlackBerry, iPhone/iPod Touch, Palm OS, or Windows Mobile/Pocket PC/Smartphone) you wish as long as you can load the required programs to your mobile device. Sophomores and juniors will be provided a unique ID number to download the required software package. Seniors will continue to use the software purchased earlier in their curriculum.
Purdue University School of Nursing Uniform Dress Code

A professional appearance in the clinical setting is expected of all students enrolled in the Purdue University Baccalaureate Nursing Program. Students should adhere to the uniform policies and expectations of the clinical agency in which they are participating in a clinical experience.

- Clothing and/or uniforms worn to the clinical setting must be well-fitting, sized appropriately, clean and in good repair.
- Students order uniforms from the School of Nursing approved supplier in the semester preceding their first clinical experience. For most students this occurs in the spring of their Freshman year.
- If the student’s size changes during the course of their study, the student is expected to purchase a new uniform of appropriate size and fit.

School of Nursing Picture Identification:
- A School of Nursing Picture Identification will be created for the student by the School of Nursing at the start of the Freshman year.
- The picture identification must be worn to every clinical experience.
- The picture identification should be worn just below the shirt collar so that the picture and name are consistently visible.

Hair:
- Hair must be of natural color.
- Hair must be restrained away from the face.
- Hair should be worn so it does not fall into or contaminate the workspace.
- Beard and/or mustache must be neatly groomed.

Cosmetics:
- Cosmetics must be natural-looking.
- No lotions, colognes or perfumes should be worn to the clinical area.

Nails:
- Nails must be trimmed so that the nail is not visible from the palm side of the hand.
- No nail polish or artificial nails may be worn.

Jewelry/Adornments:
- Wristwatch with a second hand or a digital watch marking seconds should be worn to every clinical experience.
- Engagement ring and/or wedding band is the only permissible rings that may be worn.
- No other jewelry may be worn.
- Earrings must be small. Only gold, silver or white studs are permitted.
- No more than two earrings may be worn per ear.
- No other piercings may be worn. No nose, tongue or eyebrow rings are permissible.
- Tattoos must be covered and not visible through clothing.

Clothing Requirements Vary by the Clinical Location

For all clinical locations:
- Pants must sit at the natural waistline.
- Pants should be hemmed to appropriate length. Pants must not be long enough to touch the floor.
- Skirt length should fall just below the knee. Skirt length should not touch the floor.
- Underwear must not be visible above the waistband.

For Hospital, Long-Term Care or Rehabilitation Clinical:
- School of Nursing charcoal gray scrub top and pant or skirt.
- Gray or black socks or hosiery
- Black, leather, closed-toe, closed-heel, athletic-style shoe without colored design.
- Optional black or white long-sleeve turtle neck or crew neck shirt under scrub top.

For Public Health and/or Mental Health Clinical:
• Black School of Nursing Polo Shirt. Polo shirt must be tucked in or longer than waist-length.
• Black or khaki dress pants (no denim pants permitted).
• Black socks or hosiery.
• Black, closed-toe, closed-heel street shoes.

**Lab Coat:**
• White School of Nursing Lab Coat, washable permanent-press fabric
• Mid-thigh length
• ¾ or full sleeve

**Professional Attire:**
• Well-pressed professional shirt or sweater. Shirt must be tucked in or longer than waist-length.
• Dress pants or skirt.
• Closed-toe, closed-heel street shoes.

1Students who will graduate in May 2017 may opt to continue to wear white shoes (with white socks) purchased prior to the change in uniform policy in 2015.
School of Nursing
Additional Expenses

The following itemizations show the approximate expenses nursing students are expected to incur for the academic year (in addition to the University fees and tuition, room and board, miscellaneous and travel expenses normally allocated).

**Freshman Year**
- Books, packets, downloadables $1000
- Immunizations (if needed) 150
- *Student clinical fee (per semester) 200

**Sophomore Year**
- Books, packets, downloadables $1500
- Uniforms 250
- * Student clinical fee (per semester) 200
- Physical examination, immunizations (if needed) 200-300
- CPR certification (for Health Care Providers) 40-60
- Transportation (to and from clinical facilities) 150
- Watch (second hand), stethoscope 150
- Criminal history background check 50
- Drug Screen 40

**Junior Year**
- Books, packets, downloadables $1500
- Uniforms 250
- * Student clinical fee (per semester) 200
- TB skin test (Mantoux) 20
- CPR Recertification 40
- Transportation (to and from clinical facilities) 300

**Senior Year**
- Books, packets, downloadables $1500
- Uniform (Public Health) 50
- * Student clinical fee (per semester) 200
- Physical exam, immunizations (if needed) 100-200
- CPR Recertification 40
- Transportation (to and from clinical facilities) 150
- Cap and Gown Rental 20
- Baccalaureate Degree Pin (optional and cost varies depending on selection) 60-300
- Senior pictures and class composite 40-150
- R.N. Licensure Expenses (fee based on Indiana, other states will vary) 250

* Clinical fee: Students will be assessed a clinical fee every semester to cover expenses incurred for clinical experiences and supplemental instruction. The fall semester fee also covers the cost of liability insurance.

**Second degree students** will be assessed a $396 per semester fee.
Financial Assistance / Nursing Scholarships / Awards

All financial aid for students at Purdue is processed through the Division of Financial Aid (DFA) located on the third floor of Schleman Hall of Student Services (SCHL), the building just south of the Johnson Hall of Nursing.

Most types of aid are based on financial need and satisfactory academic progress. Financial aid may be in the form of grants, fee remissions, scholarships, outside awards, or loans.

Specific financial aid questions can best be answered by the highly trained individuals in the DFA. Staff members are available Monday through Friday from 8 a.m. to 5 p.m. at 765-494-5050. The office also has a walk-in service program in SCHL Room 305 during these same hours. An email inquiry service allows you to ask questions and communicate with financial aid counselors. The email address is facontact@purdue.edu. Urgent questions are best handled via a phone call or personal visit.

There are a number of University-wide scholarships based on information you submit through FAFSA. If additional information is required, Purdue will contact those students being considered for such scholarships as Trustees Scholarship, Presidential Scholarship, Marquis Scholarship and Purdue Promise. While these are first awarded at the time of admission, they are renewable based on meeting each award’s criteria.

Nursing Scholarships
A number of scholarships have been established specifically for students in the nursing program. Most of these are awarded on the basis of need and scholastic performance. They are primarily administered through the Division of Financial Aid. Your academic advisor is also a good person with whom to talk about scholarship opportunities.

Names and photos of past scholarship and award winners are shown on the screen on the south wall of Johnson Hall of Nursing, first floor.

School Awards
The School of Nursing has several awards that recognize nursing student achievements. They include:

Ethel Crockett Epple Award
Established in 1975 by Ethel Crockett Epple’s son, Robert “Doc” Epple, this award is given annually to the outstanding senior nursing student who has demonstrated safe, competent, professional nursing care. A cash award and plaque are presented to the student.

Epple Outstanding Achievement Award
Award is given annually to an outstanding senior nursing student. A cash award and plaque are presented.

Epple Student Service Award
Recognition given to a student who has demonstrated outstanding leadership and service to the School.

Delta Omicron Sigma Theta Tau Merit Nursing Scholarship
The Delta Omicron Chapter of Sigma Theta Tau offers a scholarship to a nursing student. The recipient is selected by the Delta Omicron Board.

Academic Honors
Students can distinguish themselves scholastically each semester.

- Dean’s List for any semester, to be cited one must:
  1. Have at least 12 hours included in the cumulative GPA.
  2. Have at least 6 hours included in the semester GPA.
  3. Attain at least a 3.5 cumulative GPA.
  4. Have at least a 3.0 current semester GPA.
Semester Honors, to be cited one must:
1. Have at least 6 hours included in the semester GPA.
2. Attain at least a 3.5 semester GPA.
3. Have at least a 2.0 cumulative GPA.

To be considered eligible to receive honor cords to wear during commencement, students are required to complete a minimum of 65 credit hours included in the graduation index for the baccalaureate degree, with a minimum graduation index in the upper 90th percentile of the graduates in each school, provided the index is at least 3.30.

The upper ten percent of the May graduates in each of the University’s various schools receive their degrees with distinction. Of the graduates who thus qualify, the upper three-tenths of the baccalaureate graduates receive their degrees with highest distinction.

Commencement / Career Planning / Alumni Opportunities

Commencement
Commencement ceremonies are held in Elliot Hall of Music. Seating is limited. Candidates for graduation will receive ticket and commencement information from the Office of the Registrar during their final semester at Purdue.

Recognition Ceremony
School of Nursing graduates are honored in a May or August Recognition Ceremony on commencement day. Nursing faculty and staff, as well as family members and friends, are invited to celebrate with seniors and graduate students at this special event. A highlight of the ceremony is the presentation of the Purdue University School of Nursing pin to each graduating senior. The graduates should wear their black-and-gold nursing pin with pride, as it is an indication and symbol of accomplishment.

Several awards also are presented at the ceremony. The recipients are selected by the School of Nursing Student Affairs Committee or the Graduate Admission Committee.

NCLEX Examination
Following successful completion of the program of study, the nursing graduate may apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered nurse (RN). Purdue Nursing graduates consistently pass the NCLEX at/or above the national average.

There are specific requirements for eligibility to take the examination. Any person who applies to the Indiana State Board of Nursing for a license to practice as a registered nurse must not have been convicted of a crime that has a direct bearing on the person’s ability to competently practice or have committed an act that would constitute a ground for disciplinary sanction under Indiana statutes. In addition upon applying for licensure the individual must report information about whether or not they have: 1) been arrested, 2) entered into a diversion agreement, 3) been convicted of, 4) pled guilty to, or pled nolo contend to any offense, misdemeanor or felony in any state.

Eligibility requirements in other states may vary. You may request a copy of eligibility requirements by contacting the Board of Nursing in the state in which you are seeking licensure.

The state of Indiana, according to Indiana Code 25-1-5-11, requires that an individual who applies for a license or who holds a license issued by the Indiana State Board of Nursing shall provide the individual’s Social Security number to the agency [Indiana State Board of Nursing]. This means that to be licensed in Indiana one must have a valid social security number. Any student who does not have a valid social security number is not eligible to be licensed in the state.

Career Planning
School of Nursing graduates have an excellent job placement record. Workshops held during the year help students prepare resumes, develop interviewing techniques, and polish job-seeking skills. The School of Nursing
also keeps current files and posts information about job opportunities and graduate school programs. An annual School of Nursing Career Fair allows students to meet face-to-face with recruiters from health care institutions across the United States. The Purdue Center for Career Opportunities also offers placement information and services.

Alumni Opportunities
The College of Health and Human Sciences Alumni Association is an active member of the Purdue Alumni Association. As a member of the Purdue Alumni Association, a portion of your membership dues is shared with the College to support activities and events hosted by the HHS Alumni Board. Membership in the Purdue Alumni Association is open to all alumni and friends – be sure to tell them HHS sent you!

Events are held annually, specifically for Nursing alumni and for all HHS alumni. Events include conferences and lectures; alumni awards; Spring Fest; and serving on the Alumni Board, to name a few. We hope that you will choose to get involved and stay connected.
Resources

The School of Nursing is housed in the 18,095-square-foot Helen R. Johnson Hall of Nursing. The School prides itself on keeping its facility clean, neat, and professional looking. Anyone entering the building is expected to cooperate with these standards.

Center for Nursing Education and Simulation (CNES)

The Center for Nursing Education and Simulation (CNES), located on the first floor of Johnson Hall, is available to all nursing students, as an environment that attempts to mimic realistic healthcare environments. The CNES is home to high fidelity simulators, which offer life-like experiences such as breathing, talking, and lung and heart sounds, as well as other static manikins which aid in learning general nursing skills. Clinical classes are held at various times in the CNES, but students are welcome to visit during non-class times and get assistance with skill development or to work on class projects with other nursing peers. The CNES is committed to providing active learning opportunities that will aid the students in skill development and other learning needs.

Center for Nursing History, Ethics, Human Rights, and Innovations

The Center for Nursing History, Ethics, Human Rights, and Innovations (Room 221) promotes leadership and advocacy by students, faculty, staff, alumni, and the community through learning, discovery, and engagement in historical, ethical, and human rights issues influencing health care in the 21st century. It promotes scholarship and teaching in these areas, with an emphasis on issues associated with technological, sociopolitical, cultural, economic, and scientific developments influencing healthcare.

Nursing Center for Family Health (NCFH)

The NCFH, a nurse managed clinic serving Purdue faculty, staff and retirees located in the Lyles-Porter building primarily provides health and wellness activities. It is a clinical site for graduate and undergraduate nursing students and a cadre of other College of Health and Human Sciences students. Students gain experiences in health promotions, ambulatory healthcare and interprofessional education. While NCFH is the home base for operations, staff and students complete health screening activities at many locations across campus. NCFH is collaborating with PUSH on several projects focused on student health.
North Central Nursing Clinics

Established in July 1995 by the School of Nursing, the Family Health Clinic in Delphi has developed a history and reputation for offering quality healthcare in the community for over twenty years. The initial grant from the Indiana State Department of Health was to demonstrate the efficiency of nurse-managed clinics in providing primary healthcare and improving community health with a focus on rural medically underserved and vulnerable populations. The clinic then expanded opening a satellite location in Monon in 2006. In January 2016 the clinic in Burlington opened. The 4th clinic opened in Wolcott in June 2016. In March 2009, the Family Health Clinic received Federally Qualified Health Center (FQHC) designation and established a community-based board of directors. In June 2014 the clinic received the National Committee for Quality Assurance Patient-Centered Medical Home (PCMH) Level 2 designation. In 2015 4,989 individual patients were seen for a total of 12,985 patient encounters.

Information Technology at Purdue (ITaP)

Purdue University uses the Blackboard Learning System, an online course environment that allows faculty to deliver course materials, communicate with students, and create learning activities. Students in many courses submit assigned homework and papers through Blackboard.

ITaP has a Student Advisory Council to get student input on IT matters, to share information, to help ITaP communicate with student body, to engage student population, and to help develop communications plans.

myMail is a university provided e-mail service that is available by default for all students. Visit the ITaP website for instructions about how to use POP/IMAP for your Purdue e-mail if you would like to use an e-mail client like Outlook or Thunderbird.

PAL2.0/3.0 is offered as a means of using the wireless network at Purdue if you bring a laptop to campus. Policies regarding the use of a laptop vary from course to course.
Purdue Libraries

Purdue Libraries has an extensive online catalog that draws from all major data bases and offers a full menu of other services. Libraries may be accessed at www.lib.purdue.edu by using your Purdue Student I.D.

Online Writing Lab

The Online Writing Lab (OWL) at Purdue University https://owl.english.purdue.edu/owl/ houses writing resources and instructional material, and provide these as a free service of the Writing Lab at Purdue. Students, members of the community, and users worldwide will find information to assist with many writing projects. Teachers and trainers may use this material for in-class and out-of-class instruction.

The Purdue University Writing Lab and Purdue Online Writing Lab (OWL) assist clients in their development as writers—no matter what their skill level—with on-campus consultations, online participation, and community engagement. The Purdue Writing Lab serves the Purdue, West Lafayette, campus and coordinates with local literacy initiatives. The Purdue OWL offers global support through online reference materials and services.
School of Nursing Policies

Student Services Mission Statement
The Office of Student Services provides guidance, support, and resources to nursing students, as well as to parents, prospective students, and to the School of Nursing faculty and staff. We are committed to supporting each student in developing and implementing an individualized plan for academic success and career development.

Academic Advising and Counseling
Each student has an assigned academic advisor for the entire program. You will work with your advisor to plan your course of study and seek their help with any academic questions or problems. Advisors assist in planning schedules and must approve the courses that students select at registration. They have information about schedules, electives, and course requirements.

Academic advisors are prepared to inform students about extracurricular activities available at the School of Nursing and at Purdue. They also can provide support and guidance throughout the college years and beyond. In the School of Nursing Student Services Office, printed materials are available on a wide variety of subjects including nursing career options, taking the NCLEX examination, post-graduate opportunities, other schools on campus, and student services available on campus.

The staff in the Office of the Dean of Students also is available to offer help with personal, academic, or other problems. You are encouraged to seek help as soon as you recognize the need.

Scheduling Priorities
1. Students in the normal sequence of the curriculum have priority for spaces in the NUR courses.
2. Students who are off-sequence will be considered only if space and scheduling are available. Selection for limited spaces in NUR courses will be based on the current GPA.
3. Students who must repeat a nursing course will be re-enrolled in that course as space is available. This may mean extending their program because of space and scheduling limitations.

Attendance: Students are expected to be present for every class in which they are enrolled. All matters relative to attendance, including the make-up of missed work, are to be arranged by the student after consulting with the instructor. Only the instructor can excuse a student from classes or course responsibilities. In the event of an illness, accident, or emergency, the student should make direct contact with the instructor before a class or examination takes place. If the instructor cannot be reached in person or by telephone, the student should leave a message with the instructor’s secretary or voice mail. At the beginning of the semester the instructor will indicate the policy for handling class absences and the effect of absences on course grades. In the case of the need for an extended absence, the student should also contact the Office of the Dean of Students.

Academic Dishonesty: Every student must respect the right of all to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all student must adhere to a standard of academic conduct, demonstrating respect for themselves, their fellow students, and the educational mission of Purdue University. As a student in the Purdue School of Nursing:
- I will not represent someone else’s work as my own (plagiarism)
- I will not cheat, nor will I aid in other’s cheating
- I will be honest in my academic endeavors
- I understand that if I am found responsible for academic misconduct, I will be subject to academic misconduct procedures and sanctions as noted in the Student Code of Conduct.

After careful investigation of any case of academic dishonesty, including a hearing with the offender, a penalty will be imposed if appropriate. Generally, a first offense will result in penalties ranging from failure on an examination in which cheating was detected to failure in a course in which cheating or plagiarism was detected. A second offense will, in most cases, result in dismissal from the School of Nursing.
OSHA [Occupational Health and Safety Administration] Policy
Nursing students may be exposed to blood and other body fluids of patients/clients during clinical experiences. In an effort to avoid transmission of infectious diseases, the School requires that all students receive instruction in the use of universal precautions before the first clinical experience requiring direct patient/client contact and annually thereafter. Universal precautions must be followed at all times and failure to adhere to this policy may result in failure of the course and dismissal from the School.
Academic Standards Policy

PURPOSE: To establish guidelines/academic standards for the students enrolled in the Purdue University School of Nursing Program.

GENERAL INFORMATION: Scholastic Indexes - The University, as described in the Academic Procedures Manual, determines the course grades and their interpretations, the weighted values (4.00 grading scale) and the indexes. Courses having non-weighted grades of pass and satisfactory are given as credit only.

POLICY:
I. The scholastic standing of the undergraduate students in the program leading to a baccalaureate degree in nursing shall be determined as identified in this document.
   A. The graduation index (cumulative index) is the average of all weighted grades received in all courses taken.
   B. The semester index is the average of all weighted grades received in each semester or summer session.
   C. The science core index is the average of all weighted grades received in:
      1. BIOL 20300, 20400, 22100
      2. CHM 11100, 11200
   D. The nursing level indexes are the average of all weighted grades received in all NUR courses in each level. Level I includes those required at the freshman and sophomore level; Level II, those required at the junior level; and Level III, those required at the senior level.
   E. Excluded from the indexes are grades in courses taken at another institution. A course taken at a Purdue University regional campus will be entered with a grade. The science core index for students who transfer to Purdue from another university will incorporate the applicable science courses taken at the university from which the student transferred.
   F. Failing, not passing, or unsatisfactory grades may be given for the following conditions:
      1. Failure to meet course objectives.
      2. Academic dishonesty (refer to Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals).
      3. Unsafe clinical behavior.

II. Academic Requirements for a baccalaureate degree in nursing include the earning of a grade of C or better (not C-) in all required and selective courses. According to the Indiana State Board of Nursing Regulations (2011) this includes, but is not limited to: anatomy, physiology, chemistry, microbiology, nutrition, English, communications, psychology, sociology, and statistics to be a candidate for the registered nurse licensing exam.

III. The faculty requires that all candidates for the degree will have met the following requirements:
   A. Achieve a minimum graduation index of 2.00 as required by the university.
   B. Achieve an average of 2.70 or better in the science core index to progress to the junior courses (Level II). Beginning students are required to complete at least nine (9) credit hours of the science core courses at the West Lafayette campus. Students beginning the curriculum with AP, transfer, and/or dual credit for some of their science courses may have this requirement reviewed by the Undergraduate Program Director on a case by case basis.
   C. Achieve an average of 2.75 or better in all nursing level indexes to progress to the next nursing level and achieve an average of 2.75 or better in Nursing level III to graduate.
   D. Nursing courses must be taken in the sequence indicated in the curriculum plan. A student must complete the entire level of nursing courses before progressing to the next level.
   E. Should a student fail to meet the 2.70 science core index or 2.75 Nursing level index requirement, the following will occur:
      1. The student will be mandated to repeat a course or courses in the science core or nursing level within one semester to achieve the required GPA. (unless extenuating circumstances, i.e., illness or injury)
      2. The student will lose placement in clinical rotation and preference for placement will be given to students meeting the GPA requirement.

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3. When the GPA is achieved, the student will progress as space is available. Reentering the clinical rotation may require two semesters to achieve.

F. Failure to complete the nursing course sequence jeopardizes student progression. The student will progress only as space is available.

IV. Scholastic Deficiencies
   A. Academic probation: The student who earns below a C in a required or selective course (a C-, D, F, WF or IF) is placed on School of Nursing probation.
   B. Academic dismissal: A student shall be dismissed from the school of nursing under the following conditions.
      1. Receipt of the third C-, D, F WF or IF grade in required or selective non-nursing course.
      2. Receipt of the second C-, D, F, WF or IF grade in a repeated nursing course.
      3. Receipt of a C-, D, F, WF or IF grade in a second

V. Readmission to the school of nursing occurs only rarely and will be considered on an individual basis. Applicants for readmissions compete with the entire pool of candidates for admission to the School. This pool is extremely competitive.

**Progression Policy Addendum for the Second Degree Accelerated Program**

Nursing courses must be taken in the sequence indicated in the curriculum plan. A student must earn at least a grade of C in each nursing course before progressing in the nursing sequence.

- Failure of a nursing course in the second degree program results in the student’s dismissal from the program. The student can re-apply to the second degree program for the following year. There is no guarantee that a spot will be available.
- If the student re-applies, only one nursing course may be repeated, and it may be repeated only one time. A second nursing course failure results in final dismissal from the program.
- Courses required for the baccalaureate degree curriculum cannot be taken on a pass/not pass option.
Professional Behaviors Policy
Undergraduate and Graduate Students

Introduction

The nursing profession insists its members be responsible, accountable, self-directed, ethical and professional in behavior. Nursing has earned the public’s trust by holding firm to these behaviors. The process of becoming a professional begins with you entering Purdue’s nursing program. Students demonstrate professionalism by attending and being punctual for classes and clinical experiences, by exhibiting courteous behavior, and by being prepared for and being fully engaged in class/clinical assignments/activities.

The University’s Student Code of Conduct that establishes expected behavior for all students notes, It is the responsibility of all Purdue students to live by this code, not out of fear of the consequences of its violation, but out of personal self-respect. Additionally, the School of Nursing faculty believe student integrity, trustworthiness and honesty are vital concerns linked to positive patient outcomes and patient safety.

The foremost privilege and responsibility of a professional nurse is to selflessly serve patients/clients. Given such an important privilege and responsibility, nursing students are expected to conduct themselves in a manner commensurate with a health professional. Most nursing students arrive on campus with a well-developed value system that is further refined as they progress through their college experience in general and their professional education in particular. As a result, while there is little emphasis on disciplinary procedures, there are certain behaviors, such as dishonesty, lack of personal responsibility, and substance abuse, which will not be tolerated and will receive swift and decisive attention. So there is no ambiguity with regard to unprofessional and unacceptable behaviors, this policy and the policy on alcohol and drugs use address behaviors that fall into these categories.

Students should not only demonstrate appropriate professional and ethical behaviors but should also expect such behaviors from fellow students. As it is the responsibility of a professional nurse in practice to adhere to standards of practice, requirements of the law, and to report unprofessional, unethical, or unlawful behaviors, it is the responsibility of students in the nursing program to report suspicious actions or behaviors of others. Students who observe unprofessional or unethical behaviors are encouraged to address the situation directly with their fellow student and are responsible to report the conduct or behavior to the course faculty or program head. These conversations are considered confidential.

While at Purdue, nursing students are engaged in a number of professional relationships and therefore have obligations to different individuals and groups. These groups include patients and their families, other health professionals, the profession itself, fellow students, community partners, clinical facility staff, university personnel and other campus organizations in which the student participates.

Approved by Faculty 05.08.12; Revised by Faculty 05.10.17
The School’s clinical partners also speak to professional behavior expectations as noted in the following excerpt from the agreement between the School of Nursing and an affiliated clinical agency. 

Affiliating Agency reserves the right in its sole and absolute discretion to exclude from its facility any students whose work or conduct may reflect discredit to the Affiliating Agency or the program [School of Nursing] or whose progress is not satisfactory to Affiliating Agency.

As a health professional program, the School of Nursing has a responsibility to state nursing licensing boards to attest that students professional preparedness and character warrant their applying for licensure at the conclusion of the educational program. Licensure protects the public from harm by setting minimal qualifications and competencies for safe entry-level practice.

Professional Behaviors Required of Nursing Students

1. **Nondiscrimination**: nursing students shall provide care to patients/clients without discriminating based on race, creed, color, sex, age, national origin, sexual orientation or disability. Nursing students shall demonstrate respectfulness of patients'/clients' values, culture and religion. Becoming culturally competent in delivering health care means students need to understand their own world views and those of the patients/clients they encounter. Adapting to different cultural beliefs and practices and communicating respect for others viewpoints is part of being culturally competent. Students are expected to obtain cultural information and apply it to their practice.

2. **Confidentiality**: nursing students shall be educated about and adhere to HIPAA policies. Health records may not be removed from a health care institution. Students may extract information from the record to direct care and will be instructed by faculty how to handle de-identified information. Students must follow organizational policy about copying parts of the chart.

3. **Relationship building**: students should always strive to establish a therapeutic and caring relationship with patients/clients. This professional relationship is based on a trust and mutual respect that must not be violated. Failing to be prepared for clinical, failing to assess and evaluate a patient’s/clients’ status, and failing to institute a nursing intervention for which the student has taken responsibility is a violation of this trust.

4. **Representation**: nursing students shall accurately represent themselves as being a student to others including, but not limited to, colleagues, faculty members, representatives of the University and their affiliates, partner institutions, community partners, patients/clients, nurses and other members of the health care team. Proper representation is important for any student work regardless of how it is communicated (in writing, orally, or posted on some medium such as YouTube).

5. **Assessment of personal competence**: nursing students shall seek consultation and supervision whenever their ability to carry out patient/client care is inadequate because of lack of knowledge or experience. Failing to obtain instruction or supervision when implementing nursing procedures or practices for which one lacks the educational preparation, ability, knowledge or experience is unethical.

6. **Personal responsibility**: nursing students must take responsibility for their own actions and set a high standard for self and work to achieve established goals. Misrepresentation of physical presence or participation in clinical experiences is unethical. One must also take responsibility for using sound judgment when ill if status would put others at an unacceptable exposure risk. This is particularly

Approved by Faculty 05.08.12; Revised by Faculty 05.10.17
important when working with individuals with compromised immune systems, pregnant women, and newborns and their families. If you have reason to believe you have been exposed to a contagious illness, have active symptoms or were diagnosed with an infectious disease, notify your clinical faculty member to determine your best action. Personal responsibility also includes reporting unethical or inappropriate behavior of fellow students or colleagues that may jeopardize patient safety.

7. **Professional demeanor:** nursing students are representatives of Purdue University School of Nursing and must realize their behavior may positively and negatively affect the judgment of others about the School. Nursing students are expected to be thoughtful and professional when interacting with faculty and staff, patients/clients and their families, other students, the public, and all members of the health care team. When acting as a Purdue nursing student, professional behavior is required both on and off campus, in digital environments and on social media.

**Expected Student Behaviors include, but are not limited to:**

- Using critical thinking skills in determining one’s actions in the clinical setting
- Demonstrating empathy in the care of others
- Accepting responsibility for one’s own actions, including preparing sufficiently for class and clinical
- Being respectful of other students and faculty by not engaging in activities that might disrupt class including but not limited to cellphone use, inappropriate web browsing, and side conversations
- Adhering to the School’s dress code and having a neat, clean appearance. This includes responding promptly when feedback is given by a faculty member that one’s dress, jewelry or hygiene (including fingernails) is outside the bounds of the dress code
- Attending (arriving and leaving as scheduled) orientations, class, and clinical
- Taking exams as scheduled and completing assignments on time, including patient/client care
- Responding appropriately and in a timely fashion to constructive criticism and feedback from faculty, clinical site staff, and peers
- Giving prior notification in writing or voice mail to faculty if unable to meet commitments and following up with faculty regarding potential make-up requirements
- Dealing with others (peers, faculty, staff, patients/clients and their families) in an honest, respectful, sensitive and nonjudgmental manner that communicates respect for individual differences
  - Nonuse of inappropriate language, gestures or remarks
  - Nonuse of intimidation, coercion or deception in working with patients/clients, families, staff, other students, faculty, and university staff
- Demonstrating teamwork and helping behavior for colleagues that exemplifies an assertive, rather than aggressive approach
- Respecting others’ space and time through actions such as turning off cell phones, avoiding disruptive sidebar conversations, and refraining from texting others in class and clinical settings
- Recognizing nurses and nursing students have professional boundaries and it is possible to be either over-involved or under-involved with patients. *As a health care professional, a nurse strives to inspire the confidence of clients, treat all clients and other health care providers professionally, and promote the clients’ independence. Clients can expect a nurse to act in their best interest and to respect their dignity. This means that a nurse abstains from obtaining personal gain at the client’s expense and refrains from inappropriate involvement in the client’s personal relationships* (NCSBN, 2011, p. 2).
- Recognizing it is unethical to disparage to anyone the professional competence, knowledge, qualifications or services of a colleague. The manner in which one expresses criticism should reflect
the demeanor of aspiring professionals. Faculty are open to receiving and responding to constructive suggestions. Concerns should be expressed to the appropriate faculty member. This presents an opportunity to refine one’s skill at providing feedback to others. When possible, discussion should occur in person rather than email because of the inability to amplify or clarify messages. This discussion should happen in a timely manner to allow for appropriate action to be taken by the receiving party.

- Abiding by Purdue University Code of Honor and Regulations Governing Student Conduct. Academic honesty is an expectation of students in the School of Nursing as it is for all Purdue students. Experience suggests that some students may not appreciate that academic honesty is viewed by faculty in the same light as honesty in professional nursing practice. The School’s philosophy, guidelines, and procedures for assuring academic honesty and for dealing with alleged incidents of academic dishonesty are consistent with those of the University. Refer to: Academic Integrity: A Guide for Students available on the Office of Dean of Students website. A number of examples of academic dishonesty are spelled out in this document, including providing answers to others during an exam or allowing others to copy a paper or assignment. If academic dishonesty occurs in any form, immediate and appropriate disciplinary actions, as seen fit by School of Nursing faculty and the Office of the Dean of Students, will be taken.

- A Student Honor Pledge was voted on by Student Government and endorsed by the University Senate Spring 2017. All students are expected to uphold the pledge stating, As a Boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together we are Purdue.

Review of Unprofessional Behaviors

A faculty member may conduct or ask for a review of a student’s conduct. Potential consequences of unprofessional behavior include reduction in a grade, failure in the course/clinical, dismissal from the School of Nursing, and expulsion from the University. The School may dismiss a student from the nursing program if the student’s character does not reflect professional tenets of nursing, such as cheating, lying or falsifying patient information. An academic action may be overturned on an appeal through the Grade Appeal Process only if the academic action was arbitrary or capricious, meaning that not all the important facts were considered.

All behaviors inconsistent with those articulated in this policy will be documented and such documentation will remain a part of the student’s record throughout the nursing program. An accumulation of four minor occurrences, or any occurrence that potentially places the client, self or others in immediate danger, will result in a full review of the student’s record. A faculty member may request a review for a single unsafe/unsatisfactory occurrence that does not create potential danger if the faculty member believes the behavior is significant enough to warrant a review.

To further clarify circumstances for action, the following examples are provided.

A student may be removed from the clinical site for any of these behaviors

- Failure to come to clinical prepared including inadequate knowledge of treatment, medications, or plan of care
PURDUE UNIVERSITY
WEST LAFAYETTE, INDIANA
SCHOOL OF NURSING

EFFECTIVE DATE: May 10, 2017      REVIEW DATE: May 2022

Social Media Policy

PURPOSE:

The School of Nursing goes supports the use of social media to reach audiences important to the University such as students, prospective students, alumni, faculty, staff, practice partners, and healthcare professionals. The University presence or participation on social media sites is guided by university policy. This policy applies to School of Nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

GENERAL INFORMATION:

Social media are defined as mechanisms for communication and information gathering/sharing designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, MySpace, Snapchat, and Instagram.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.”

POLICY:

• Protect confidential, sensitive, and proprietary information: Do not post or share confidential or proprietary information about the university, faculty, staff, students, clinical facilities,
patients/clients, or others with whom one has contact in the role of a Purdue University School of Nursing student.

- Respect copyright and fair use. When posting or sharing, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University’s Libraries site or seek consultation through the Copyright Office, located within the Libraries, https://www.lib.purdue.edu/uco/.
- Do not use Purdue University or School of Nursing marks, such as logos and graphics, on personal social media sites. Do not use Purdue’s name to promote a product, cause, or political party or candidate.
- Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration.
- It is expected that during clinicals and classes use of a smartphone/tablet and other devices employed for social media will be used only as authorized by faculty and facility policy.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (smartphones/tablets, notebooks, etc.) shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape, photograph or voice record professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped, photographed or voice recorded without written permission of the patient/client and of the facility.
- Be aware of your association with Purdue University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Purdue’s behalf, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

PROCEDURE/CONSIDERATIONS:

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting or sharing. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Purdue University student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
Guidelines for Resolving Problems

Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be resolved by direct communication between the student and the professor. In order to facilitate the problem-solving process, it is suggested that the student take the following steps:

1. Speak with the professor and academic advisor as soon as a problem or concern arises.
2. Ask questions in class.
3. Seek help from the professor on an individual basis.
4. Do not ignore the situation, wait until the last minute, or expect someone else to initiate resolution of your problem.

Procedure for Resolving Student/Faculty Conflicts
Conflict should be resolved where the conflict originates if possible, and a Conflict Resolution Form available in the Student Services office reflects that philosophy. At any step, you may be asked to meet any and all of the faculty you have spoken with already.

You are encouraged to resolve conflicts in the following manner:

Step 1. Schedule an appointment to talk with the professor of the course. Meet with the professor and obtain signature on Conflict Resolution Form. If conflict cannot be resolved at this level, proceed to Step 2. If the differences are resolved the process is concluded.

Step 2. Schedule an appointment with the Course Coordinator. Meet with the Course Coordinator and obtain signature on Conflict Resolution Form. If conflict cannot be resolved at this level, proceed to Step 3. If the differences are resolved the process is concluded.

Step 3. Schedule an appointment with the Undergraduate Program Director. Meet with the Director and obtain a signature on Conflict Resolution Form. If the difference is resolved, the process is concluded. If the conflict cannot be resolved, proceed to Step 4.

Step 4. Schedule an appointment with the School of Nursing Head. Because some issues may be time sensitive, an appointment with the Associate Head may substitute. Unless the conflict violates Commission on Collegiate Nursing Education (CCNE) standards or procedures, the decision of the Head/Associate Head is final. After obtaining the appropriate signature, file the form with your advisor.

Grade Appeals
University policy states: “The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprices, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.”

Information about the appeal process may be obtained in the Office of Student Services, School of Nursing.

All-Campus Emergency
In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Any such changes will be posted on the course website or can be obtained by contacting the instructor via email or phone.
Student Drug Testing Policy Prior To Participation In Clinical Activities

INTRODUCTION
This policy applies to all Purdue University (“University”) students admitted to the School of Nursing program (“Program”) and is effective immediately. All University students admitted to the Program are required to complete clinical coursework at a hospital, clinic, nursing home, or other healthcare facility in order to complete their degree requirements. The purpose of this policy is to notify students and faculty of the University’s requirement that all students in the Program submit to a drug screen as outlined in this policy and test negative before engaging in clinical activity associated with the Program (“Clinical Activity” or “Clinical Activities”).

The University’s Alcohol-and-Drug-Free Campus Workplace Policy prohibits the unauthorized use, possession, sale, conveyance, distribution, and manufacture of controlled substances, as well as being under the influence of legally prescribed drugs that prevent an individual from performing the essential functions of his or her job or where the individual poses a direct threat while using those drugs. Clinical agencies affiliated with the University also have drug and alcohol policies and are requiring that nursing students comply with their drug testing policies in a similar manner to their employees (5 or 10 drug panel testing). Safety in the delivery of care to patient/client populations is the basis for drug testing. Clinical sites have the right to refuse any student for clinical placement based on concerns about that student’s ability to deliver safe practice.

It is the policy of Purdue University to comply with federal and state laws and regulations dealing with the usage and detection of drugs. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies, including but not limited to, the Alcohol-and Drug-Free Campus and Workplace Policy, Executive Memorandum C-44, and the School of Nursing Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines for Nursing Students. This policy is in addition to any drug and alcohol testing policies and procedures at the clinical sites, and while students are engaging in clinical activities at hospitals, clinics, nursing homes, or other facilities on behalf of the Program, the drug and alcohol testing policies and procedures of the hospital, clinic, nursing home, or facility will govern.

Definitions
For the purposes of this policy, in addition to the defined terms in the Introduction, the following terms shall have the following meanings:

A. “Drugs” means all of those drugs included in the current Medical Professional Panel Drug Screen. These may include, but are not limited to:
   a. Amphetamines (including Methamphetamine)
   b. Barbiturates
   c. Benzodiazepines
   d. Cocaine
   e. Metabolites
   f. Cannabinoids (THC, Marijuana)
   g. Methadone
   h. Opiates (Codeine, Morphine, Heroin, etc.)
   i. Phencyclidine (PCP)
   j. Propoxyphene
   k. Narcotics
   l. Meperidine
   m. Oxycodone

B. “Student” means any student enrolled in the Program at the University.
C. “Medical Review Officer (MRO)” is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has knowledge of substance abuse

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disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

D. "Test positive for Drugs" is the level identified by the MRO in accordance with guidelines established for healthcare workers.

POLICY AND PROCEDURES

All Students prior to participation in a clinical course in the Program will be required to complete an Acknowledgment and Consent to Testing form (see Appendix B), submit to a Drug screen at the designated time and place and at the expense of the student, and test negative for Drugs before engaging in any Clinical Activity. The testing policies and procedures of the testing facility are to be followed for split-specimen urine specimens. If the testing is at a Purdue University School of Nursing facility, the testing will be completed by an outside contracted agency according to their established procedures.

The specimens will be sent to the laboratory for testing. The laboratory will test the primary specimen for Drugs, and if it tests positive based on cut-off levels established by the lab, the lab will perform a confirmation test of the primary specimen. If the confirmation test is positive, the lab will report the positive test result to the MRO describing which Drugs were detected. The MRO will contact the Student who tested positive, and the Student may provide an explanation for the positive test result. The MRO may request verification for any prescription medications. The Student may elect by verbal or written request to have the remaining portion of his or her split specimen sample tested, at his or her own expense. The Student must request this testing from the MRO within 72 hours of being notified of his or her confirmed positive test result, unless the MRO concludes that the Student had a legitimate explanation for failing to do so.

If the Student declines the opportunity to discuss a positive test result with the MRO or fails to contact the MRO within three days of notification, the MRO may report the Drug test as positive to the School of Nursing Office of Student Services, the Office of the Dean of Students, and the clinical site. If the MRO is not able to contact the Student within ten calendar days of the date on which the MRO received the confirmed positive test result from the laboratory, the MRO may report the Drug test as positive to the School of Nursing Office of Student Services, the Office of the Dean of Students, and the clinical site.

If a student provides an explanation for a positive Drug test result, the MRO will determine whether a valid medical explanation exists. If a determination is made in the MRO’s discretion that there is a legitimate medical explanation, the Drug test results will be recorded as negative and reported to the School of Nursing Office of Student Services and the clinical site. If the MRO determines that there is not a legitimate medical explanation, the Drug test results will be recorded as positive and reported to the School of Nursing Office of Student Services, the Office of the Dean of Students, and the clinical site.

By participating in the Drug screening process, the Student is authorizing release of the Drug test results in accordance with this policy.

Consequences

A. Refusal to Test
   If a Student fails to produce the requested sample by the date and time designated, the student will be will be treated as if the test result was positive.

B. Negative Test Result
   If the Drug test is negative, the Student will be allowed to participate in Clinical Activities.

C. Positive Test Result
   Any Student who engages in conduct prohibited by this policy, tests positive for Drugs, or who does not comply with any notice, request, or procedure provided for hereunder, shall be withdrawn from all clinical courses, and may be subject to discipline pursuant to the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals, up to and including dismissal from the Program. If the Student is
not dismissed from the Program, the Student will not be permitted to participate in Clinical Activities until the Student undergoes the rehabilitation process set forth below. In addition, future participation in Clinical Activities is dependent on the length of time needed for the rehabilitation process and space availability as described below.

**Rehabilitation**

If the Student is not dismissed from the Program, the Student will be required to sign a Student Agreement (See Appendix A) to undergo a professional evaluation by Counseling and Psychological Services (CAPS) or by a mutually agreed upon independent, certified drug and alcohol counselor for evaluation and treatment at the Student’s expense. The Student must complete the treatment prescribed by the approved counselor at the Student’s expense. Upon completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the School’s Associate Head. If the counselor reports that the Student successfully completed the treatment plan and is ready to engage in Clinical Activities, the Student will be tested for Drugs at the Student’s expense. If the Drug test is positive, the Student will be dismissed from the Program. If the Drug test result is negative, the Student can submit a written request to engage in Clinical Activities and will be eligible to enroll in clinical coursework depending on space availability and acceptance by clinical sites. Because of the time that is required to complete treatment and testing, it is possible that the Student will be delayed and need to re-work his/her plan of study with an academic counselor.

After a Student has completed the required treatment plan prescribed by the certified drug and alcohol counselor, has a negative Drug screen and is participating in Clinical Activities, unannounced Drug testing will occur periodically until the Student graduates from the Program. The Associate Head will notify the Student of the designated time and place for the Drug screening which will be completed, at the Student’s expense, on the day of notification. If a positive Drug screen occurs, or if the Student fails to complete a Drug test as requested or otherwise comply with this policy, the Student will be dismissed from the Program.

An unlicensed Student will need to report violations of this policy in accordance with applicable laws in the state in which seeking licensure. Any professional licensed Student who violates this policy may be reported to the Indiana State Nurses Assistance Program/Indiana Board of Nursing or the Attorney General’s Office as indicated by ethical and legal parameters specified in the Nurse Practice Act.

**Confidentiality**

The University will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all Drug test results confidential to the extent possible. Drug test results will be released in accordance with this policy and applicable federal and state laws and regulations.

**Grievance and Appeal Procedures**

Pursuant to the University’s Bill of Student Rights, any student can seek redress for any complaints related to the application or enforcement of this Policy through applicable University grievance policies and procedures, including Program appeal procedures.

**Access to Records**

The University will maintain records relating to this policy as required by law. Upon written request to the Associate Head, a student will be provided copies of records pertaining to his or her Drug tests. The University may charge the student a reasonable fee for copying these records.

**Questions**

Questions about this policy should be directed to the Associate Head.

*Approved by Faculty 02/17/12*
Reasonable Suspicion Drug And Alcohol Policy And Testing Guidelines For Nursing Students

INTRODUCTION

Substance abuse is a major issue on college campuses. Possible causes of substance abuse by college students include peer pressure and stress. Substance abuse is also an issue in the medical profession. Doctors, nurses, and other medical professionals have high stress jobs and easy access to prescription drugs. In the university setting, nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive client care. Because an impaired nursing student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice.

Purdue University (the “University”) and the School of Nursing are committed to providing a quality education for students admitted to the School of Nursing program. In order to protect the integrity of the program and the nursing profession and to safeguard the welfare of nursing students and patients receiving treatment from students, this policy addresses drug and alcohol testing of nursing students involved in clinical activities based on reasonable suspicion of drug or alcohol use.

The purpose of this policy is to notify students and faculty of the University’s rules and testing procedures and to provide assistance and due process for students who test positive for drugs or alcohol. This policy applies to all students admitted to the School of Nursing program (“Program”) at Purdue University and is effective immediately. While students are engaging in clinical activities at hospitals, clinics, nursing homes, or other facilities on behalf of the Program, the drug and alcohol testing policies and procedures of the hospital, clinic, nursing home, or facility will govern. The testing of nursing students based on reasonable suspicion of drug or alcohol use while engaged in program sponsored clinical experiences (e.g. nursing clinics) will be completed through an independent agency contracted by the program.

It is the policy of Purdue University to comply with federal and state laws and regulations dealing with the usage and detection of drugs and alcohol. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies, including but not limited to, the Alcohol-and Drug-Free Campus and Workplace Policy, Executive Memorandum C-44.

Definitions

For the purposes of these guidelines, the following terms shall have the following meanings:

A. “Drugs” means all of those drugs included in the current Medical Professional Panel Drug Screen. These may include, but are not limited to:
   1. Amphetamines (including Methamphetamine)
   2. Barbiturates
   3. Benzodiazepines
   4. Cocaine
   5. Metabolites
   6. Cannabinoids (THC, Marijuana)
   7. Methadone
   8. Opiates (Codeine, Morphine, Heroin, etc.)
   9. Phencyclidine (PCP)
   10. Propoxyphene
   11. Narcotics
   12. Meperidine
   13. Oxycodone

B. “Student” means any student enrolled in the School of Nursing program at Purdue University.

C. “Medical Review Officer (MRO)” is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse
disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

D. “Test positive for drugs” is identified by the MRO in accordance with guidelines established for healthcare workers.

E. “Test positive for alcohol” means an alcohol test that is at or exceeds the Department of Transportation Guidelines for blood, breath, or saliva testing depending on the test used by the given agency, e.g. blood alcohol content of 0.04 or greater (DOT Guidelines)

POLICY
Purdue University prohibits the use or possession of alcohol and the use or unlawful possession of drugs during any clinical activity associated with the Program (“Clinical Activity” or “Clinical Activities”). Further, students may not test positive for drugs or alcohol.

Students will be tested for the use of alcohol and drugs upon “reasonable suspicion.” Reasonable suspicion is defined to mean that the student’s instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the Clinical Activity or which poses a direct threat to the safety of others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes, but is not limited, to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others. While it is not the intent of the University to monitor students’ behavior outside of the Program, students’ use or suspected use of drugs and alcohol outside of the Program may affect their behavior during Program Clinical Activities and lead to a reasonable suspicion drug or alcohol test. The Program will bear the cost of the screening for reasonable suspicion.

Faculty members are encouraged to consult with other faculty members, if possible, to validate the basis for reasonable suspicion testing. If drug use or alcohol abuse is suspected, the faculty member should take the following steps:

Remove the student from the Clinical Activity:
1. Confront the student in a private setting and in the presence of a witness, if possible;
2. Discuss the suspicious behavior with the student and allow the student to explain;
3. Decide whether reasonable suspicion exists for drug and/or alcohol testing;
4. Make arrangements for drug and/or alcohol testing, if necessary, or allow the student to return to the Clinical Activity if reasonable suspicion does not exist.

If the faculty member determines that reasonable suspicion exists for a drug and/or alcohol test, the student must submit to a drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the faculty member. The testing policies and procedures of the facility are to be followed. If the agency is a Purdue University School of Nursing facility, then the testing will be completed by the outside contracted agency according to their established procedures. If necessary, the faculty member should make transportation arrangements for the student to the testing site. A student tested for drug or alcohol based on reasonable suspicion will not be allowed to participate in Clinical Activities until the conditions described in Part VI are met.

If a student is asked to submit to a drug or alcohol test in accordance with this Policy, the involved faculty member will immediately, or within one business day for evening or weekend occurrences, notify the Director of Student Services. The faculty member will also make a written report to the Director of Student Services within two working days of the event describing the student’s conduct, names of witnesses, and a summary of the events that led to a reasonable suspicion drug or alcohol test using the Faculty Report of Reasonable Suspicion of
Drug/Alcohol Use form. The Director of Student Services will notify the Director of Undergraduate Programs and the Office of the Dean of Students for appropriate action.

**Consequences**

A. Refusal to Test
   If a student fails to produce the requested sample at the date and time designated, the student will be allowed 30 minutes to reconsider the decision and the Director of Undergraduate Studies shall be contacted immediately. Students who refuse to take the test after the 30 minute waiting period will be treated as if the test result was positive.

B. Negative Test Result
   If the drug or alcohol test is negative, no action will be taken, and the student will be allowed to participate in all Clinical Activities. The student will be allowed to make-up any missed Clinical Activities.

C. Positive Test Result, Other Violations, and Self-Admission
   If a drug or alcohol test is positive, if a student violates this Policy in any other manner, or if the student admits a drug or alcohol problem, the Director of Student Services will initiate a written notice to the student of a hearing, delivered by the most effective method to the student’s address as it then appears on the official records of the University.

   This hearing will occur within ten days, if possible, of the incident, and will include the relevant faculty member(s), the Director of Student Services, the Director of Undergraduate Programs, a student representative elected from the student body (collectively the “Panel”), a representative from the Office of the Dean of Students, and the student.

   At this meeting, the student will be allowed to give an explanation for his or her conduct. The parties will discuss available drug or alcohol counseling and academic consequences. This Panel will execute the Program sanctions.

   At a minimum, students who violate this policy will receive a zero for the missed Clinical Activity when the student was removed for testing and undergo a professional evaluation. The student will be required to sign a Student Agreement to undergo a professional evaluation by Counseling and Psychological Services (CAPS) or by a mutually agreed upon independent counselor to determine drug dependency or alcoholism and a treatment plan at the student’s expense.

   If the student refuses to sign the Agreement, the student will be allowed ten business days to reconsider and a second meeting will be held with the student and the Panel. If the student still refuses to sign the Agreement, the student will be subject to any action deemed appropriate by the Panel, including but not limited to being dismissed from the program.

   During treatment, the student will receive a semester grade of I (incomplete) or W (withdraw) for missed Clinical Activities and clinical courses depending on the amount of course work completed, the amount of time remaining in the semester, the ability of the student to complete the course requirements, and the estimated length of treatment.

Within five working days following each hearing, the Director of Student Services will notify the student, in writing, of the decision of the panel. The student may also be subject to discipline pursuant to the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals.

1. The student will not be allowed to participate in Clinical Activities until the student fulfills all terms of the Agreement and submits a written request for reinstatement in Clinical Activities to the Director of Student Services. The Panel will decide whether the student may resume participation in the Program.
The student must provide evidence indicating the student’s ability to return to the Program as directed by the faculty committee. The Panel may request a written recommendation from CAPS or a rehabilitation counselor that the student is able to return to the Program. In addition, the student must test negative for drugs and/or alcohol. Upon approval of reinstatement by the Panel, the student may resume participation in Clinical Activities.

2. A second positive drug or alcohol test or violation of this Policy will result in a hearing to determine whether the student should be dismissed from the Program and may also subject the student to discipline in accordance with the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals.

Confidentiality
The University will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will be released in accordance with applicable federal and state laws and regulations.

Grievance and Appeal Procedures
Pursuant to the University’s Bill of Student Rights, any student can seek redress for any complaints related to the application or enforcement of this Policy through applicable University grievance policies and procedures, including Program appeal procedures.

Access to Records
The University will maintain records relating to these guidelines as required by law. Upon written request to the Director of Undergraduate Studies of the Program, a student will be provided copies of records pertaining to his or her drug or alcohol tests. The University may charge the student a reasonable fee for copying these records.

Questions
If you have any questions about these guidelines please contact the Director of Undergraduate Programs.

Approved by Faculty 05/10/06
Revised 07/06/12
Safety and Technical Standards Policy

PURPOSE:
To validate the academically accepted undergraduate and graduate student’s ability to meet cognitive, affective, and psychomotor requirements of the curriculum with or without academic adjustments and/or auxiliary aids and services, consistent with Title II of the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973.

PREAMBLE:
The Purdue University School of Nursing (PUSON) will make appropriate academic adjustments to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities. The School has established technical standards in an effort to provide a framework to balance several competing interests:

i. The rights of applicants and students
ii. The safety of students, their co-workers and patients
iii. The significant clinical component of the School curricula
iv. The requirements imposed on the School by the Commission on Collegiate Nursing Education, the accreditation body, and by clinical agency agreements allowing the School to place students in various health care organizations for clinical education.

v. The conditions for licensure of School graduates.

These competing interests and the nature of nursing educational activities may prevent some prospective students with disabilities and students with disabilities from qualifying for enrollment or continued enrollment and may limit access to the academic program of the School of Nursing.

SCOPE:
This policy applies to all prospective and current undergraduate and graduate students in the School of Nursing.

POLICY:
Full acceptance into the School of Nursing is two-tiered and based on two independent processes:

1. Academic acceptance based on established criteria and review of application
2. Receipt and approval of the “Safety and Technical Standards” form (attached)

Current students must continue to meet these safety and technical standards throughout the program. Students who are no longer able to meet the standards MUST notify their academic advisor immediately or face dismissal from the nursing program. If a student’s inability to satisfy a technical standard is of a temporary nature, every reasonable effort will be made to rearrange the student’s schedule in such a way as to provide the opportunity for satisfactory completion of the curriculum. In some cases, this may require students to extend their plans of study.

PROCEDURE:

1. Initial Verification
   a. Admitted students will be asked to complete, sign and date the Safety and Technical Standards Nursing Student Acknowledgement and Consent Form prior to Summer Transition, Advising and Registration (STAR).
   b. This process does not preclude the student from being evaluated by the Disability Resource Center, Office of Dean of Students.
   c. Students for whom there is no clear decision point about ability to meet safety and technical standards will be presented to the School of Nursing Admissions Committee for further discovery.

2. Yearly Verification
   a. Current students must continue to meet these safety and technical standards throughout the program. Students who are no longer able to meet the standards MUST notify their academic advisor immediately or face dismissal from the nursing program.

3. Episodic Verification
a. If a student is injured, becomes ill, or encounters any situation that changes her/his ability to meet the technical standards, the School of Nursing Student Services Office may request health care provider verification of the student’s continued ability to meet the standards.

b. A copy of the “Safety and Technical Standards” form and a cover memo for the health care provider to verify that they student can meet the safety and technical standards will be provided to the medical practitioner by the student.

c. The student will return the health care provider-completed and signed form to the School of Nursing Student Services Office.

d. The Student Affairs Committee will review the verification and evaluate any request for academic adjustments and/or auxiliary aids and services to determine the adequacy of the supporting documentation and the reasonableness of the requested academic adjustments and/or auxiliary aids and services and then follow the same process as outlined for initial verification.

e. Until a final decision is made, a student whose ability to meet the safety and technical standards is being considered under this process will not be allowed to participate in clinical courses.

Disputing the Decision
A continuing student may appeal, in writing, the decision to the Head of the School of Nursing within ten (10) working days from the student’s receipt of notice of the decision. The decision of the Head on appeal shall be final.

Misrepresentation
Any identified misrepresentation, falsification, or material omission of information by the applicant discovered during the acceptance process and deliberation or failure to disclose a change in status may exclude the student from continued clinical or classroom participation or immediate dismissal.

Please refer to these descriptors in completing the Safety and Technical Standards Nursing Student Acknowledgement and Consent Form.

1. Essential physical/neurological functions
Nursing students must be able to accurately observe close at hand and at a distance to learn skills and to gather data (e.g., observe an instructor’s movements, a patient’s gait or verbal response, a chemical reaction, a microscopic image, etc.). Students must possess functional use of the senses that permit such observation.

Essential Functions Clinical Examples

- **Tactile:**
  - Feel vibrations
  - Feel differences in sizes, shapes
  - Detect temperature
  - Feel differences in surface characteristics
  - Detect environmental temperature

- **Tactile ability sufficient to perform physical assessments, examinations and procedures:**
  - Palpate pulses, detect fremitus
  - Palpate vein
  - Identify body landmarks
  - Skin turgor, rashes
  - Skin temperature
  - Check for drafts
  - Detect deviations in skin temperature, solutions, and environment.

- **Visual:**
  - See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
• See objects up to 20 feet away (e.g., client in a room)
• See objects more than 20 feet away (e.g., client at end of hall)
• Use depth perception to distinguish elevation
• Use peripheral vision
• Distinguish color (e.g. color codes on supplies, charts, bed)
• Distinguish color intensity (e.g. flushed skin, skin paleness)

• Visual acuity sufficient to:
  • Observe changes in skin condition including distinguishing change in skin integrity, breathing patterns (including absence of respiratory movement), and color intensity such as the ability to identify cyanosis.
  • Identification of allergic responses such as skin rashes.
  • Access patient information on computer screens.
  • Read very fine print on medication labels, monitor strips, equipment calibrations
  • Draw up correct quantity of medication into syringe
  • Read accurately IV infusion pump screens, LED output on electronic devices and monitors
  • Distinguish tissue swelling, IV infiltration

• Hearing:
  • Hear normal speaking level sounds (e.g. person-to-person report)
  • Hear faint voices
  • Hear faint body sounds (e.g., blood pressure sounds, assessment placement of tubes)
  • Hear in situations when not able to see lips (e.g., when masks are used)
  • Hear auditory alarms (e.g. monitors, fire alarms, call bells)
  • Perceive origin of sound
  • Assess changes in heart, breath, abdominal, vascular sounds.
  • Take blood pressure
  • Recognize electronic device alarms
  • Monitor multiple patients in an ICU

• Smell:
  • Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
  • Detect smoke
  • Detect gases or noxious smells
  • Detect odors exhibited by body fluids which may be indicative of disease processes

2. Essential motor skills
Nursing students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within each program. Candidates must be able to display motor capabilities and mobility to execute the various tasks and physical maneuvers that are required within each program. Candidates must be able to display motor function sufficient to fulfill the professional roles toward which each program educates.

Essential Functions Clinical Examples
• Gross Motor Skills:
  • Move within confined spaces
  • Sit and maintain balance
  • Stand and maintain balance
  • Reach above shoulders (e.g. IV poles)
  • Reach below waist (e.g., plug electrical appliance into wall outlets)
  • Stoop and squat
  • Administer medication via all routes including intravenous therapy.
Institute appropriate nursing interventions to stabilize a patient’s condition and/or prevent complications.

- **Fine Motor Skills:**
  - Pick up objects with hands
  - Coordinate eyes and hands/fingers with speed and accuracy in making precise movements
  - Grasp small objects with hands (e.g., IV tubing, pencil)
  - Write with pen or pencil
  - Key/type (e.g., use a computer)
  - Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
  - Squeeze with fingers (e.g., eye dropper)
  - Adjust environment when providing patient care
  - Calibrate equipment
  - Draw up solution/medication in a syringe
  - Twist objects with hands
  - Take vital signs, including blood pressure, pulse, temperature, respiratory rates
  - Use pulse oximeter, and electrocardiogram.
  - Insert catheters
  - Pick up or grasp small objects used in patient care, use eye dropper
  - Transmit information via electronic means

- **Physical Endurance:**
  - Stand (e.g., at client side during surgical or therapeutic procedure)
  - Sustain repetitive movements
  - Maintain physical tolerance for entire work shift
  - Perform cardiopulmonary resuscitation (e.g. move above patient to compress chest and manually ventilate patient) Stand/walk to complete clinical day (e.g., 8/12 hour shift)
  - Complete assigned clinical practice within an acceptable time period

- **Physical Strength:**
  - Push and pull 25 pounds (e.g., position clients)
  - Support 25 pounds of weight (e.g., ambulate client)
  - Lift 25 pounds (e.g. pick up a child, transfer client)
  - Move light objects weighing up to 10 pounds (e.g., IV poles)
  - Use upper body strength (e.g., perform CPR, physically restrain a client)
  - Squeeze with hands (e.g., operate fire extinguisher)
  - Position patients
  - Use transfer techniques in moving and lifting patient in all age groups and weights.
  - Assist with ambulation.

- **Mobility:**
  - Twist
  - Bend
  - Stoop/squat
  - Move quickly (e.g., response to an emergency)
  - Climb (e.g., ladders/stools/stairs)
  - Walk
  - Maneuver in small spaces*
  - Move independently from room to room
  - Twist, bend, stoop, engage in procedures and direct patient care

*While healthcare agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.*
3. **Essential communication skills**
Nursing students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written and verbal material.

**School of Nursing Essential Functions Clinical Examples**

- Teach (e.g. client/family about health care)
  - Explain procedures
  - Give oral reports (e.g., report on client’s condition to others)
  - Interact with others (e.g., health care workers)
  - Speak on the telephone
  - Influence people
  - Direct activities of others
  - Convey information through writing (e.g., progress notes)
  - Communicate with patients/clients, family members and health care providers regarding the individual’s plan of care.
  - Read and comprehend printed materials and documents.
  - Document clearly and correctly on patient’s medical record for legal documentation.
  - Transmit information through written documents that use good grammar, syntax, spelling, and punctuation.
  - Access laboratory data via automated information system.
  - Clarify the meaning of non-verbal communication.
  - Use physical touch as a therapeutic non-verbal intervention.
  - Present oral reports
  - Clarify physician orders

4. **Essential judgment skills**
Nursing students must exercise good judgment and promptly complete all responsibilities required of each program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisite for all programs.

**School of Nursing Essential Functions Clinical Examples**

- Interpersonal abilities essential to interact with individuals, families, and groups from diverse social, emotional, cultural and intellectual backgrounds
- Make judgments based on scientific knowledge and thorough assessment of individual patient situations
- Practice in a manner that is non-judgmental and non-discriminatory
- Function as a contributing member of an interdisciplinary team
- Recognize that decision making occurs in an environment of uncertainty and ambiguities
- Demonstrate capacity to make sound decisions when under stress
- Deliver nursing care within accepted timeframe allowing others to complete their responsibilities to patients
- Create climate in which patients feel comfortable and able to make informed decisions about their health care
- Practice safe care in high stress and/or ambiguous environments such as ICU, Emergency Department, mental health facilities and the community

5. **Essential intellectual and cognitive skills**
Nursing students must be able to measure, calculate, reason, analyze, synthesize, integrate, remember and apply and evaluate information. Creative problem-solving and clinical reasoning require all of these intellectual abilities. In addition, many candidates must be able to comprehend three dimensional relationships and understand the spatial relationship of structure.
Essential Functions Clinical Examples

- **Reading:**
  - Read and understand written documents
  - Read and understand English printed documents (e.g. policies, protocols, standards of care)
  - Read measurement marks

- **Arithmetic Competence:**
  - Read and understand columns of writing (e.g., flow sheet, charts)
  - Read digital displays
  - Read graphic printouts (e.g., EKG)
  - Calibrate equipment
  - Convert numbers to and/or from Metric System
  - Read graphs (e.g., vital sign sheets)
  - Tell time
  - Measure time (e.g., count duration of contractions, etc.)
  - Count rates (e.g., drips/minute, pulse)
  - Use measuring tools (e.g., thermometer)
  - Read measurement marks (e.g., measurement tapes, scales, etc.)
  - Add, subtract, multiply, and/or divide whole numbers
  - Compute fractions (e.g., medication dosages)
  - Use a calculator
  - Write numbers in records
  - Use measurement tools recognized as central to the care of patients/clients.
  - Perform dosage calculations in a time frame to deliver safe care
  - Assess and monitor patient status

- **Analytical Thinking:**
  - Transfer knowledge from one situation to another
  - Process information
  - Evaluate outcomes
  - Problem solve
  - Prioritize tasks
  - Use long term memory
  - Use short term memory
  - Handle multiple tasks and problem solve simultaneously.
  - Assimilate and apply knowledge acquired from multiple learning experiences
  - Seek supervision and consultation in a timely manner

- **Critical Thinking:**
  - Identify cause-effect relationships
  - Plan/control activities for others
  - Synthesize knowledge and skills
  - Sequence information
  - Analyze assessment data in determining nursing diagnoses.
  - Prioritize tasks
  - Comprehend and apply abstract concepts

6. **Essential emotional coping skills**
Nursing students must have the emotional health to fully use their intellectual ability, exercise good judgment and complete all responsibilities requisite to the delivery of patient care. Students must be able to develop mature, sensitive and effective relationships with patients and colleagues and be adaptable, flexible and able to function in the face of uncertainty.
Essential Functions Clinical Examples

- Interpersonal Skills:
  - Negotiate interpersonal conflict
  - Respect differences in clients
  - Establish rapport with clients
  - Establish rapport with co-workers
  - Show respect for the differences in patients/clients and co-workers.
  - Function as a member of an interdisciplinary team (e.g. consult, negotiate, share)
  - Establish rapport with patients/clients
  - Participate in partnered and group efforts in classroom and clinical learning activities.
  - Practice in a manner that is non-judgmental and non-discriminatory.
  - Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds

- Emotional Stability:
  - Establish therapeutic boundaries
  - Provide client with emotion support
  - Adapt to changing environment/stress
  - Deal with the unexpected (e.g., client going bad, crisis)
  - Focus attention on tasks
  - Monitor own emotions
  - Perform multiple responsibilities concurrently
  - Handle strong emotions (e.g., grief)
  - Function effectively under stress
  - Assume responsibility/accountability for own actions
  - Provide patient/family with emotional support
  - Adapt effectively to changing environments and increasing tension levels in a variety of situations (e.g. learning, patient care, emergencies)

Approved by Faculty 02/24/10
Introduction
The policies and procedures for the CNES have been established to:
1) Provide a safe, clean and well-maintained environment.
2) Protect and maintain costly equipment.
3) Provide all users with an optimal learning environment.

It is expected that all involved in classrooms, clinical skills and simulated-based learning experiences will adhere to these guidelines. The guidelines do not cover all situations and will be amended as needed.

The mission of the CNES is to provide a safe supportive environment for nursing students to develop competence in professional nursing practice.

Philosophy
The CNES is dedicated to supporting the vision, mission and philosophy of the School of Nursing at Purdue University. The CNES strives to design learning activities that replicate realistic clinical situations to assist students in developing critical thinking, clinical reasoning and clinical judgment. Faculty will provide students with feedback through debriefing of their performance and will empower students to self-analyze their performance during the reflective process.

Goals
The student goals of the CNES are to:
- Develop clinical competence
- Advance patient safety and quality health care
- Develop cohesive intra-professional and inter-professional teamwork
- Utilize and enhance communication skills
- Apply critical thinking in the nursing process to arrive at clinical judgments and actions
- Develop professional behavior based on ethical, legal, and regulatory standards
- Enhanced self-confidence while refining skill performance

Lab Conduct/Behavior
A. Participant Conduct
1. The CNES is considered a clinical site when participating in simulated-based learning experiences. All policies in the course syllabus and nursing student handbook regarding clinical expectations apply.
2. Participants must wash their hands or use hand sanitizer before entering the simulation room.
3. All patient and participant information within the simulation-based learning experience is confidential and any inappropriate viewing, discussion, or disclosure of this information outside the CNES is considered a breach of confidentiality and a violation of professional behavior per Purdue School of Nursing policy.
4. The CNES is a learning environment. All simulation-based learning experiences, regardless of their outcome, will be treated in a professional manner. The culture of the CNES is to be one of attentiveness and respect for all involved.
5. All users of the CNES will display professional conduct at all times. This includes refraining from foul language and/or remarks or behavior that could be considered inappropriate.
6. Food and drink are not allowed in the simulation rooms at any time.
7. While participating in simulation-based learning sessions cellphones are permissible exclusively as a resource for reference materials. At no time will cellular phones and/or tablets be used to record video or photography.

B. Equipment
8. Equipment is for the exclusive use of meeting specified objectives. Misuse of equipment, property or environment may result in grade deduction or clinical failure.
9. Any equipment malfunction or abuse must be reported to the senior scholar or lab coordinator immediately.
10. Any areas utilized while in the CNES are to be cleaned up prior to leaving.
11. All sharps used in the CNES will be disposed of in the approved sharps containers. If a sharps container is full, please inform your instructor or a CNES staff member. No trash will be disposed of in the sharps containers and no sharps shall be disposed of in the trash.
12. Products in the CNES may contain LATEX. Please notify your faculty member if you have an allergy upon entering the Center.
13. The manikins simulate actual patients. Participants will treat the manikins as they would a live person with dignity and respect. This includes:
   a. Hand hygiene prior to contact.
   b. Patient privacy as per clinical.
   c. Communication courtesies and teaching as per clinical.
   d. Manikins left covered with linens straightened and bed low position with rails up prior to leaving the room.

C. Dress Code
14. Adherence to the dress code is expected. Participants must be in uniform, or wearing a lab coat, to participate in simulated-based learning experiences.
15. Participants are expected to come to simulated-based learning experiences with assigned preparation completed and with required equipment and supplies.

D. Access
16. Students are not to be in simulator, debriefing, or control rooms without a faculty member or CNES staff member present or with permission from CNES director.

Faculty Approval: 10.16.15

University Smoking Policy

Smoking is prohibited on the West Lafayette campus, except in designated outdoor smoking areas. Smoking is also prohibited in all vehicles owned or leased by Purdue University both on and off the campus.

Hospitals and other healthcare institutes typically have a no smoking on premises policy.