



**Saint Xavier**  
UNIVERSITY

**BACHELOR OF SCIENCE  
IN NURSING  
SUPPLEMENTAL HANDBOOK**

---

2026-2027 EDITION

---



# Saint Xavier UNIVERSITY

## School of Nursing and Health Sciences

Dear SXU Undergraduate Nursing Students:

As the new Director of the Undergraduate Nursing Program and an SXU alumna myself, I am very excited to welcome all new and continuing students to the upcoming academic year! We hope that your student experiences will be filled with many diverse and exciting opportunities for both personal and professional growth.

I encourage you to take advantage of the many opportunities available to you, both inside and outside the classroom. Take advantage of the many resources you have available to you, including, but not limited to: faculty, staff, Student Success Program, and faculty advisors. Participate in a club, support our Cougar sports teams, and engage in the many on-campus activities we offer to meet new friends or just unwind and take care of yourself!

In the tradition of the Sisters of Mercy, the founders of this University, we are compelled to take Mercy into the world, to thirst for knowledge and personal responsibility, to be inspired by faith, to be principled leaders, and to be voices for dignity and respect. We are a community aspiring to become persons who think critically, communicate effectively, lead faithfully, and respond passionately. Not only are these ambitious goals set to guide our mission as a Mercy school, but they are also intended to serve collectively as a lifelong compass as we each navigate the world at large. Leaning into these tenets during our years at SXU and retaining and growing in each of them in the years that follow will prepare you to be compassionate nursing servant leaders.

I hope you find this student handbook a valuable resource in addressing your questions and concerns as a student majoring in a program within the School of Nursing and Health Sciences.

With so much in store for the year ahead, I could not be more excited to kick off a new school year! I am proud to be a Cougar and hope you are too.

Best wishes for a successful year ahead!

*Ileana Ramos*

Ileana Ramos, MSN, RN  
Director, Undergraduate Nursing Program

# SAINT XAVIER UNIVERSITY

## School of Nursing and Health Sciences School of Nursing

### Undergraduate Nursing Program

\* This handbook is a supplement to, not a replacement for, the **Saint Xavier University Catalog** and the **Saint Xavier University Student Handbook**. Consequently, Saint Xavier University nursing students are subject to the academic student policies and procedures found in the University catalogs and handbooks as well as the policies and procedures contained in this handbook. In instances where University-wide policies differ from those of the Nursing program, the policies of the Nursing program will take precedence.

The School of Nursing reserves the right to amend policies, procedures, and other program information as necessary. All changes will be communicated promptly.

### Related University Policies

*The policies below are governed by the Saint Xavier University Student Handbook. This handbook supplements those policies; where they differ, Nursing program policy takes precedence. Select a link to read the full University policy.*

Policy in this Handbook	Primary University Policy (click to view)
Student Rights / FERPA	<a href="#">Access to Student Information</a>
Mandatory Reporting / Title IX	<a href="#">Title IX of the Education Amendments of 1972</a>
Testing Modifications / Disabilities	<a href="#">Students with Disabilities</a>
Academic Dishonesty	<a href="#">Academic Integrity</a>
Mobile Technology Devices	<a href="#">Mobile Phones and Technology</a>
Faculty-to-Student Communication	<a href="#">Email and Electronic Communication to Students</a>
Substance Use / Drug Screen	<a href="#">Drug Policy</a>
Alcohol use	<a href="#">Alcohol Policy</a>
Health / Immunization requirements	<a href="#">Immunization Policy</a>
Student Employment	<a href="#">Student Employment</a>
Unprofessional Behavior / Conduct	<a href="#">Code of Student Conduct</a>

### **Student Consent for Audio and Video Recording**

Saint Xavier University is committed to quality education and training. With this focus in mind, it is routine that students are observed and evaluated directly or through video recording, which includes any analog or digital media designed to capture and store images and sound. I agree to allow audio and/or video recordings of activities that I participate in as a student clinician at Saint Xavier University. I understand that these recordings may be used for educational purposes. No identifying information about me (e.g., last name, address, phone number) will be disclosed.

### **Student Consent for Photographing**

I agree to allow photographs of the activities in which I participate as a student clinician at Saint Xavier University. I understand that these photos will have no identifying information about me (e.g., last name, address, phone number). These photographs will remain the property of Saint Xavier University. I waive any and all rights for recompense for the use of said photos.

### **Supplemental Handbook Acknowledgement and Understanding Form**

I have received the Saint Xavier University Bachelor of Science in Nursing Supplemental Handbook\*. I am responsible for the content contained herein, and I will read all future new policies set forth when notified. **By signing below, I affirm my acceptance of the policies stated on this page and within the handbook, and I understand and agree that all future updates added to this handbook throughout my enrollment in the undergraduate Nursing program will apply to me.**

**Student Signature**

**Student ID**

**Date**

---

## Table of Contents

Letter from the School of Nursing and Health Sciences .....	1
History of the Nursing Program.....	10
Undergraduate Nursing Program Administration and Staff .....	12
Mission and Vision.....	13
Baccalaureate Educational Program Options.....	13
Undergraduate Nursing Program Outcomes .....	14
Undergraduate Nursing Curriculum - Traditional Track .....	15
Undergraduate Nursing Curriculum - LPN to BSN Track .....	17
Undergraduate Nursing Curriculum - Accelerated BSN Track.....	16

## RIGHTS AND RESPONSIBILITIES: ADMISSION, PROGRESSION, DISMISSAL, AND GRADUATION

Student Rights.....	19
Admission Process into the Nursing Program .....	19
Progression Within the Nursing Program .....	19
Six Semester Completion .....	20
School of Nursing Grading Scale .....	21
Incomplete Grades .....	22
Withdrawal Policy.....	22
Academic Probation .....	23
Dismissal Process.....	23
Policy for Repeating Senior II Courses.....	24
Readmission of Students Dismissed from the Program .....	24
Grievance and Appeal Procedure .....	24
Graduation Requirements.....	24
NCLEX-RN Licensure Exam Information .....	25

## GENERAL ACADEMIC POLICIES

Class Attendance .....	25
Clinical Attendance Policy .....	25
Veteran Statement.....	26
Religious Holiday Observations.....	26
Examinations .....	27
Test-Taking Policy .....	27
Assignments .....	27
Mobile Technology Devices .....	28
Academic Dishonesty.....	28
Academic Advisement.....	29
Faculty-to-Student Communication.....	29
Social Media .....	29
Social Networking Policy.....	29
Essential Abilities and Behaviors Policy.....	30
Motor Skills .....	30
Sensory Skills .....	30
Cognitive .....	31
Behavioral and Social.....	31
Communication .....	31
Work Habits and Punctuality .....	31
Professional Conduct .....	32
Consequences of Unprofessional Behavior.....	32

## ACADEMIC SUPPORT SERVICES

The Center for Accessibility Resources.....	32
Academic Success Coaches.....	33
ATI Examination/NCLEX-RN Preparation Policy .....	33
ATI Testing Policy .....	33

## CLINICAL PLACEMENT REQUIREMENTS

Health Requirements.....	34
BLS Certification .....	34

Health Insurance .....	35
National Criminal Background Checks .....	35
Instructions for Requesting Background Checks .....	35
Assumption of Risk, Liability Release and Waiver Agreement .....	36
Professional Liability Insurance .....	37
Health Problem/Illness Policy.....	37
Substance Use Policy .....	37
Urine Drug Screen Requirement .....	38
Urine Drug Screen Procedure.....	38
Consequences.....	39

**CLINICAL PRACTICUM POLICIES**

Uniform Policy for Clinical/Lab/SILC Experiences .....	40
Procedure or Student Adverse Event at a Clinical Site.....	42
Travel Safety.....	43
Student Employment .....	43
Nursing Scholarship Opportunities.....	43
Opportunities for Academic and Professional Development.....	44
Undergraduate Curriculum Committee .....	44
Undergraduate Program Assessment .....	44

**SCHOOL OF NURSING ORGANIZATIONS**

Sigma Theta Tau, International Honor Society of Nursing Alpha Omicron Chapter.....	44
Student Nurses' Association (SNA) .....	45

**Appendix**

- Form A Petition for advanced placement credit in LPN/BSN option
- Form B Leave of Absence
- Form C Documentation of Unprofessional Behavior and/or Unsafe Practice
- Form D Remediation Plan
- Form E Clinical Occurrence form

## HISTORY OF THE NURSING PROGRAM

The rich traditions of the Nursing program at Saint Xavier University evolved from the commitment of the Sisters of Mercy to serve the city of Chicago. The Sisters arrived in Chicago in 1846 and immediately opened a boarding school for girls, Saint Francis Xavier Female Academy, and began nursing the sick in their home. In 1852, the Sisters were issued a charter for Mercy Hospital. As the hospital began to grow, the Sisters of Mercy recognized the need for trained women to care for the patients. To meet this need, the Mercy School of Nursing was opened in 1889 and received its charter in 1892 as the Mercy Hospital Training School.

In the 1930s, the Sisters of Mercy joined a new movement in nursing education, believing that collegiate preparation offered strong advantages to the profession of nursing. After graduating the class of 1935, the Mercy Hospital Training School merged its interests with those of Saint Xavier College. The first baccalaureate nursing program in Illinois was begun. It was a four-year collegiate program, offering students a basic liberal arts education combined with professional nursing experience, culminating in a Bachelor of Science degree. In May 1940, the Mercy School of Nursing of Saint Xavier College became the only college of nursing in Illinois and the 27th member school to be recognized nationally by the Association of Collegiate Schools of Nursing, which was the first official accrediting body for nursing. In 1958, the school was accredited by the National League for Nursing (NLN) and fully accredited by this organization until 2002, when the school selected the Commission on Collegiate Nursing Education (CCNE) as its new professional accrediting body. The school has been continuously fully accredited by an approved nursing organization since 1940.

Another significant change occurred during 1955-1956 under the leadership of Sister Mary Annette Walsh. In 1955, the school's name was officially changed from Mercy School of Nursing of Saint Xavier College to the Saint Xavier College School of Nursing. Over the next three years, Sister Annette managed the transfer of primary responsibility for the Nursing program from the hospital to the college, a transfer symbolized by its move to the South Side campus in 1958. In 1966, the Alpha Omicron Chapter of Sigma Theta Tau, the international honor society for nursing, was established at Saint Xavier.

Innovation and service blend in with the traditions of the Saint Xavier University Nursing program. The University Health Center was developed over a 30-year period, beginning in a small office in the nursing wing. Today, it is housed in the Driehaus Center and is managed and staffed by certified nurse practitioners who provide healthcare services to students, faculty, staff, and members of the surrounding community.

In 2018, the School of Nursing was reorganized as the School of Nursing and Health Sciences. Programs in communication sciences and disorders, exercise science, sports and fitness administration, and gerontology joined nursing. In 2018, the Nursing program was also re-designated for a fourth consecutive term in 2018 as an NLN Center of Excellence in Nursing Education, recognized for creating an environment that enhances student learning and professional development. Faculty provides an educational milieu

that promotes intentional caring with students from diverse backgrounds. In 2020, the Nursing program celebrated its 85th anniversary.

During its history, the Nursing program has responded to the changing needs of nursing students, the nursing profession, and the healthcare system. The traditions established over the years are the foundation for future program development, characterized by innovations and responsiveness to educational and healthcare needs. SXU nursing alumni are practicing in nursing education, administration, and service in a variety of healthcare settings throughout the United States and other countries. They bring with them a strong commitment to quality nursing care and service based on Mercy values and traditions.

## **The Saint Xavier University Nursing Pin**

Nursing pins have been awarded by SON for over 100 years to students who successfully complete the rigorous Nursing program. Each pin has signified history and legend that marks the recipient as part of a special school and tradition of nurses.

The Saint Xavier nursing pin is modeled after the Saint Xavier coat of arms, which was designed in the 1950s. The large gold pin consists of a combination of elements inspired by the family crest of Saint Francis Xavier, the University's patron saint; the Sisters of Mercy, the founders and sponsors of the University; and sacred Scripture. It is divided into two parts. The left side represents the Xavier shield or coat of arms. To this was added an open book as an appropriate symbol of the educational mission and spirit. The right side represents the Mercy shield. On the upper part is a cross, which is the symbol of the Religious Sisters of Mercy United States. This Mercy shield was adopted from the coat of arms of the Religious Order of Our Lady of Mercy.

The words, Via, Veritas, Vita surmount the shield in the University's coat of arms; these words come from Scripture and are Latin for "Way, Truth, and Life," recalling the works of Jesus who says, "I am the Way, the Truth, and the Life."

## **The Pinning Ceremony**

A ceremony is held at the completion of the program, during which students receive their nursing pins. **All baccalaureate nursing students who have met the graduation requirements for the BSN may participate in the pinning ceremony.** The event is co-sponsored by the Student Nurses' Association, the graduating class, and the School of Nursing.

Thank you to Sister Joy Clough for her historical research, which was used in part to write this brief history.

## Undergraduate Nursing Program Administration and Staff

Position	Email	Phone	Room
<b>Interim Dean, School of Nursing and Health Sciences</b>		X3750	E-205
<b>Interim Director of Graduate Nursing</b>		X3721	E-208
<b>Interim Associate Dean, School of Nursing and Health Sciences</b>			
<b>Director of Undergraduate Nursing</b> Ilena Ramos, MSN, RN	iramos@sxu.edu	X3727	E-206
<b>Clinical Placement and Recruitment Specialist</b> Jill Marceille, BA	marceille@sxu.edu	X3716	E-222
<b>Program Administrator</b> Patricia Griffin, MAOL, BS	patriciagriffin@sxu.edu	X3740	E-201
<b>Director, Simulation and Integrated Learning Center (SILC)</b> Jennifer Pietranczyk, RN, MSN	pietranczyk@sxu.edu	X3710	E-100
<b>Coordinator, BSN/ACC Program</b>			
<b>Administrative Assistant to the Dean</b> Kristin Randall, BA	randall@sxu.edu	X3757	E-203
<b>Coordinator, Clinical Process and Compliance</b> Rebecca Sotiros, BA	sotiros@sxu.edu	X3756	E-224

### MISSION AND VISION

Baccalaureate education in nursing prepares an individual for personal and professional growth. Through liberal education, baccalaureate-nursing graduates are prepared to participate in multifaceted environments. The core of knowledge within the program provides a foundation for thinking in critical and creative ways. The baccalaureate curriculum is designed to prepare the graduate to practice as a generalist independently or collaboratively with other health professionals in the areas of health promotion, risk reduction and illness management.

The goals of the program are to:

1. Develop the liberally educated professional nurse who is prepared to practice in entry-level positions in various settings.
2. Provide a foundation for personal and professional development.
3. Provide a foundation for graduate study in nursing.

This section contains the mission of the University and the mission and vision of the School of Nursing. Both the University and the School of Nursing remain dedicated to promoting the values of the Sisters of Mercy founded upon the ideals of education, service and compassion.

### University Mission

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates persons to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.

## **School of Nursing Mission**

The Nursing program embraces the mission of the University that is dedicated to the pursuit of academic excellence in the context of Mercy values. Through innovative and creative educational models that foster scholarship, compassion and lifelong learning, we educate exemplary nurses for professional practice in a diverse, global community.

## **BACCALAUREATE EDUCATIONAL PROGRAM OPTIONS**

### **Prelicensure Track**

This program prepares an individual to become a registered nurse. For full-time students, the program can be completed in four academic years. The graduate is prepared to practice as a generalist, independently or collaboratively, with other healthcare professionals in the promotion of health, risk reduction, and disease management and prevention. If an individual is transferring to Saint Xavier University from another college or university, it is important to note that it takes a minimum of five semesters as a full-time student to complete the nursing major. Full-time study is expected. If a student requires a part-time plan of study, the student must meet with the director of nursing to arrange a program plan. Students graduating from this program will receive a Bachelor of Science in Nursing (BSN) and are eligible to take the national licensing examination, the NCLEX-RN.

### **LPN to BSN Track**

The LPN to BSN option offers licensed practical nurses (LPN) the opportunity to earn a Bachelor of Science in Nursing in a reduced time frame and to qualify for the National Council Licensure examination for registered nursing (NCLEX-RN). In 1991, SXU's LPN to BSN option was the first such educational opportunity in Illinois for LPNs to earn their BSNs in a reduced time frame. It is integrated within the undergraduate nursing curriculum.

LPN students may receive twelve credits of advanced placement nursing credit for the following courses: NURS 349, NURS 333, NURSP 332 and NURS 383. This credit will be held in escrow until the student completes these required nursing courses with a grade of C or better and with cumulative and nursing grade point averages of 2.3 or better (see Form A-LPN-BSN option Advanced Credits). LPN-to-BSN students may be offered NURS 395 in an online format.

### **Accelerated BSN (BSN/ACC) Track**

The BSN/ACC option allows the student with an earned non-nursing baccalaureate degree to move through the baccalaureate pre-licensure program within a reduced time frame. Students in the BSN/ACC option begin coursework each May and can successfully complete the BSN program over four sessions in 15 months. Courses are offered only full time with short breaks between sessions.

## **Undergraduate Nursing Program Outcomes**

Within the tenets of professional nursing and highlighting the values expressed in the University and School of Nursing's mission statements, the graduates of our program will be able to:

1. Integrate and apply established and evolving disciplinary nursing knowledge and ways of knowing, including knowledge from other disciplines, liberal arts, and natural and social sciences.
2. Provide intentional person-centered care that is holistic, inclusive, compassionate, coordinated, evidence-based, and developmentally appropriate to protect, promote, and optimize health.
3. Promote population health across the evolving healthcare delivery continuum from prevention to disease management through collaborative activities with both traditional and non-traditional partnerships to address health policies and social determinants of health for the improvement of equitable population health outcomes.
4. Synthesize, apply, and disseminate research and evidence-based practice to improve health and transform healthcare.
5. Utilize established and emerging principles of safety and improvement science to enhance quality of care and to minimize risk of harm to patients and providers, through both system effectiveness and individual performance.
6. Effectively communicate and collaborate across professions and with care team members, patients, families, communities, and other support systems to promote high-quality, safe patient care and enhance the healthcare experience.
7. Coordinate the use of resources across the continuum of diverse healthcare systems to meet the evolving healthcare needs of individuals, families, communities and populations across the lifespan.
8. Use current technologies and informatics to gather data, inform decision-making, and provide, document, and evaluate outcomes of care in the management and improvement of the delivery of healthcare services, in accordance with best professional practice and regulatory standards.
9. Cultivate a professional identity that reflects nursing's characteristics and values of ethical behavior, accountability, civility, respect, collaborative disposition, excellence, compassion, service, hospitality, and integrity.
10. Participate in activities and self-reflection for professional and personal development that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the acquisition of nursing expertise and leadership development.

## Undergraduate Nursing Curriculum - Traditional Track

Sophomore I	Credits
NURS 102 The Professional Nurse: Roles and Concepts	1
<b>Semester Total</b>	<b>1</b>
Sophomore II	Credits
NURS 218 Concepts in Professional Nursing I	3
NURS 215 Pathophysiology	3
NURS 220 Holistic Assessment	3
NURSP 221 Introduction to Clinical Practice (45 hours)	1
<b>Semester Total</b>	<b>10</b>
Junior I	Credits
NURS 395 Concepts in Professional Nursing II (digital literacy)	3
NURS 349 Nursing Pharmacology I	3
NURS 333 Holistic Care in Nursing Practice I	3
NURSP 332 Clinical Practice I (135 hours)	3
<b>Semester Total</b>	<b>12</b>
Junior II	Credits
NURS 379 Concepts in Professional Nursing III	3
NURS 376 Holistic Care in Nursing Practice II	4
NURSP 377 Clinical Practice II (135 hours)	3
NURS 449 Nursing Pharmacology II	3
<b>Semester Total</b>	<b>13</b>
Senior I	Credits
NURS 399 Concepts in Professional Nursing IV (writing intensive)	3
NURS 383 Nursing Elective (Special Topics)	3
NURS 433 Holistic Care in Nursing Practice III	4
NURSP 434 Clinical Practice III (135 hours)	3
<b>Semester Total</b>	<b>13</b>
Senior II	Credits
NURS 475 Concepts in Professional Nursing V	3
NURS 478 Advanced Concepts in Nursing Practice	4
NURSP 479 Clinical Practice IV Capstone (180 hours)	4
<b>Semester Total</b>	<b>11</b>

**Total Nursing Credits: 60**

*Elective requirement: Can be taken any semester once prerequisites are met.*

## Undergraduate Nursing Curriculum - Accelerated BSN Track

Summer I	Credits
<b>NURS 102</b> The Professional Nurse: Roles and Concepts	1
<b>NURS 215</b> Pathophysiology	3
<b>NURS 218</b> Concepts in Professional Nursing I	3
<b>NURS 220</b> Holistic Care in Nursing Practice	3
<b>NURSP 221</b> Introduction to Clinical Practice	1
<b>NURS 333</b> Holistic Care in Nursing Practice I	3
<b>NURSP 332</b> Clinical Practice I (135 hours)	3
<b>Semester Total</b>	<b>17</b>
Fall	Credits
<b>NURS 395</b> Concepts in Professional Nursing II	3
<b>NURS 349</b> Nursing Pharmacology I	3
<b>NURS 376</b> Holistic Care in Nursing Practice II	4
<b>NURSP 377</b> Clinical Practice II (135 hours)	3
<b>Semester Total</b>	<b>13</b>
Spring	Credits
<b>NURS 379</b> Concepts in Professional Nursing III	3
<b>NURS 399</b> Concepts in Professional Nursing IV	3
<b>NURS 433</b> Holistic Care in Nursing Practice III	4
<b>NURSP 434</b> Clinical Practice III (135 hours)	3
<b>NURS 449</b> Nursing Pharmacology II	3
<b>Semester Total</b>	<b>16</b>
Summer II	Credits
<b>NURS 383</b> Nursing Elective	3
<b>NURS 475</b> Concepts in Professional Nursing V	3
<b>NURS 478</b> Advanced Concepts in Nursing Practice	4
<b>NURSP 479</b> Clinical Practice IV Capstone (180 hours)	4
<b>Semester Total</b>	<b>14</b>

**Total Nursing Credits: 60**

## Undergraduate Nursing Curriculum - LPN to BSN Track

Sophomore I	Credits
<b>NURS 102</b> The Professional Nurse: Roles and Concepts	1

<b>Sophomore I</b>	<b>Credits</b>
<b>Semester Total</b>	<b>1</b>
<b>Sophomore II</b>	<b>Credits</b>
<b>NURS 218</b> Concepts in Professional Nursing I	3
<b>NURS 215</b> Pathophysiology	3
<b>NURS 220</b> Holistic Assessment	3
<b>NURSP 221</b> Introduction to Clinical Practice (45 hours)	1
<b>Semester Total</b>	<b>10</b>
<b>Junior I</b>	<b>Credits</b>
<b>NURS 395</b> Concepts in Professional Nursing II (digital literacy)	3
<b>Semester Total</b>	<b>3</b>
<b>Junior II</b>	<b>Credits</b>
<b>NURS 379</b> Concepts in Professional Nursing III	3
<b>NURS 376</b> Holistic Care in Nursing Practice II	4
<b>NURSP 377</b> Clinical Practice II (135 hours)	3
<b>NURS 449</b> Nursing Pharmacology II	3
<b>Semester Total</b>	<b>13</b>
<b>Senior I</b>	<b>Credits</b>
<b>NURS 399</b> Concepts in Professional Nursing IV (writing intensive)	3
<b>NURS 433</b> Holistic Care in Nursing Practice III	4
<b>NURSP 434</b> Clinical Practice III (135 hours)	3
<b>Semester Total</b>	<b>10</b>
<b>Senior II</b>	<b>Credits</b>
<b>NURS 475</b> Concepts in Professional Nursing V	3
<b>NURS 478</b> Advanced Concepts in Nursing Practice	4
<b>NURSP 479</b> Clinical Practice IV Capstone (180 hours)	4
<b>Semester Total</b>	<b>11</b>

**Total Nursing Credits: 48**

### **LPN-BSN Track: Advanced Credits**

1. Upon completion of the following courses with a grade of C or better and with cumulative and nursing grade point averages of 2.3 or better, students will be eligible to apply for 12 semester hours of advanced credit:
2. NURS 102- The Professional Nurse: Roles and Concepts (1 CREDIT HOUR)
3. NURS 218- Concepts in Professional Nursing I (3 CREDIT HOURS)
4. NURS 215- Pathophysiology (3 CREDIT HOURS)
5. NURS 220- Holistic Assessment (3 CREDIT HOURS)
6. NURSP 221- Introduction to Clinical Practice (1 CREDIT HOUR, 45 hours, lab/clinical)
7. NURS 395- Concepts in Professional Nursing II (3 CREDIT HOURS)

## **BSN/LPN Advanced Credits:**

Students in the LPN-BSN Track may receive credit for the following 12 credit hours of nursing coursework. See Appendix Form A.

### **NURS 349- Nursing Pharmacology 1 (3 CREDIT HOURS)**

Course Description: This course provides an introduction to concepts necessary for safe medication administration. Basics of pharmacokinetics, administration techniques, drug classifications, and dosage calculations are covered. The role of the nurse in patient education and the use of current resources is emphasized.

### **NURS 333- Holistic Care in Nursing Practice 1 (3 CREDIT HOURS)**

Course Description: This course focuses on concepts fundamental to the practice of nursing from a theoretical evidence base. A conceptual approach is used to explore knowledge and skills as they apply to patients with basic health alterations across the lifespan. Emphasis is placed on therapeutic communication, health promotion, safety, clinical judgment, and nursing interventions.

### **NURSP 332- Clinical Practice 1 (3 CREDIT HOURS, 135 hours, clinical/simulation)**

Course Description: Concepts essential to the provision of nursing care and application of nursing skills are explored and applied to clients in diverse clinical settings. The evidence-based knowledge gained at the Junior 1 level forms a basis for clinical reasoning and decision-making as students develop their nursing skills.

Professional behavior, patient safety, and appropriate use of resources will be demonstrated in the administration of medications and application of nursing interventions.

### **NURS 383- Nursing Elective- Special Topics in Nursing (3 CREDIT HOURS)**

Course Description: This course presents varying subject matter related to current trends and issues in professional nursing, dependent upon student interest and faculty resources.

## **RIGHTS AND RESPONSIBILITIES: ADMISSION, PROGRESSION, DISMISSAL, AND GRADUATION**

### **Student Rights**

As noted in the [SXU Student Handbook](#), the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, establishes rights for eligible students and their parents with respect to records maintained by the University, and additionally, the School of Nursing.

In addition to the University requirements, SON has adopted the following academic requirements, which must be achieved by the student.

### **Admission Process into the Nursing Program**

Refer to [www.sxu.edu](http://www.sxu.edu) for current [Freshman Admission \(sxu.edu\)](#) and [Transfer into Nursing \(sxu.edu\)](#) information.

### **Progression Within the Nursing Program**

#### **BSN Traditional and LPN to BSN Students (Freshman Entry and Transfer)**

Nursing students in their first and second years are enrolled in liberal arts and science courses as well as courses supporting the nursing major. Students admitted to the University as pre-clinical nursing majors must comply with Nursing program requirements to progress in the Nursing program.

Progression into the Sophomore II semester (nursing courses) requires the following: a cumulative GPA of 2.75 at Saint Xavier University and supportive courses (PSYCH 101, PSYCH 204, 199, SOC/ANTH, COMM 101, ENG 120, MATH 135, PE 124) and a GPA of 2.5 or better in all science courses (BIOL 202, 203, 206, and CHEM 109). Students may repeat a science course only once and may repeat only one science course. These courses must be completed by May 30 for fall Sophomore II start and by December 15 for spring Sophomore II start.

Progression into the Junior I semester (clinical nursing courses) requires a grade of C or better in NURS 102, NURS 215, NURS 218, NURS 220, NURSP 221 and supportive courses. A student in the baccalaureate pre-licensure track shall remain enrolled within the track to which they were admitted.

**BSN/ACC Students:** Progression into the nursing courses requires completion of all science (BIOL 202, 203, 206, and CHEM 109) and supportive courses (PSYCH 101, 199, 204, SOC/ANTH, COMM 101, MATH 135, PE 124).

A student in the accelerated baccalaureate pre-licensure track who receives a grade of D or W will be given an option by the program coordinator to move to the baccalaureate pre-licensure track and remain in that track until program completion. The student will be responsible for all future tuition and University fees. BSN/ACC students who are placed on probation must meet with a BSN/ACC advisor and the ABSN program. A transition from the accelerated track to the traditional program does not count against the student's academic standing or progression within the Nursing program.

## **Six Semester Completion**

The student is exposed to NURS 102 in their first year of the program. The SON begins tracking BSN students when they enter the second semester of their sophomore year. Prior to that, students may need to step out or repeat/take additional courses in an effort to obtain the needed GPA for entry into nursing courses (2.75 required GPA). Once a student is enrolled in SOPH II level courses, the student has up to and including six semesters to complete the Nursing program.

## **Mandatory Reporting**

Saint Xavier University is a community that respects the dignity and worth of each person regardless of race, color, ethnicity, creed, religion, gender, gender identity, abilities, age, sexual orientations, nationality, or immigration status and is committed to fostering a diverse, civil and inclusive community in which its students can learn and grow. As a member of the SXU community, it is expected that students uphold the following values:

- Everyone deserves to feel respected.
- Everyone is responsible for treating members of the SXU community with dignity, civility and respect.
- Everyone is expected to be courteous, engaged, attentive and empathetic in order to help sustain a safe and inclusive environment for all.

Additionally, all members of the SXU community have a responsibility to help SXU be a respectful, inclusive community free from discrimination, bias, bullying and harassment by reporting instances that are not in line with our core values.

Mandatory Reporting Forms on SXU Website:

Bias Incident Report Form: Please use this form to report behavior that discriminates, stereotypes, excludes or harasses anyone in the community that is motivated by prejudice against an individual or group of people based on personal characteristics or identity, including but not limited to: age, gender, gender identity, race, ethnicity, sexual orientation, religion or disability.

Sexual Misconduct Report Form: Please use this form to report sexual harassment, stalking, relationship violence, or sexual assault.

Incident Report Form: Please use this form to report behavior that violates the University Code of Conduct, such as behavior involving alcohol, drugs, obscene language, threats, damage to property, vandalism, theft, etc.

In addition to these forms, you may contact the Office of the Dean of Students directly by visiting Room L-103 of the Warde Academic Center, emailing [deanofstudents@sxu.edu](mailto:deanofstudents@sxu.edu), or calling 773-298-3123. In line with our mission, core values, and Catholic Mercy identity, we expect all members of the University community to act toward one another with sensitivity, consideration, understanding, appreciation, tolerance, and active concern for the welfare of others. Please consider how you can positively contribute to our inclusive learning community.

## School of Nursing Grading Scale

- The Nursing program grading scale is:

Numerical score	Grade	Grade point awarded
93-100	A	4.0
85- 92	B	3.0
77- 84	C	2.0
70- 76	D	1.0
0- 69	F	0.0
- A grade of at least a C is necessary for satisfactory completion of all nursing courses and those courses supportive of nursing. For additional information regarding supportive courses for nursing, refer to the Undergraduate Academic Catalog. Departments providing supportive courses may have established specific policies applying to their offerings.
- Students enrolled in nursing courses must maintain an overall grade point average (GPA) of 2.3 and a nursing grade point average (NGPA) of 2.3. Students whose NGPA falls below 2.3 are placed on academic probation within the Nursing program. Students whose overall GPA falls below 2.3 will not be allowed to take nursing courses.
- The NGPA is calculated only on those nursing courses required in the undergraduate Nursing program of studies. NURS 102 and NURS electives count in that calculation. For additional information, refer to the Undergraduate Academic Catalog.
- Students must successfully complete all required level nursing courses before progressing to the next level.
- Students enrolled in co-requisite theory and clinical/lab courses who are either unsuccessful or withdraw from either course must repeat both the theory and the clinical/lab courses. Because the clinical/lab courses are co-requisite to the theory course, the withdrawal from both/all courses will be counted as one W.
- Students are required to have a cumulative 77% average on course examinations in theory courses with a concurrent clinical practicum to successfully pass the nursing course, in addition to other courses as noted in their syllabus.
- Students who receive a D will meet with their nursing academic advisor to discuss strategies for success. See Appendix Form D Remediation Plan.

## **Incomplete Grades**

When acceptable circumstances prevent a student from completing course requirements prior to the end of a term, the student must initiate the process of an **Incomplete (I)** as outlined in the Undergraduate Academic Catalog. Incomplete grades are assigned only for work in progress and at the discretion of the faculty member. Students who receive an Incomplete in a required nursing course will not be allowed to progress to a sequential semester's nursing course unless the Incomplete has been replaced with a grade of C or better by the start of the sequential semester. The faculty member who serves as the instructor for the course determines the completion date for the I.

## **Withdrawal Policy**

**A course may be repeated only once. A grade of W counts toward the limit allowed for repeats of a course. A student who exceeds this unit will be dismissed from the program. Withdrawing from any course may delay program completion.**

Students must notify the course faculty, nursing advisor, and director of the program in writing using University email when:

1. A withdrawal takes place in any course specific to the major.
2. The student does not wish to register for a scheduled course.

The written notification should explain the reason for the withdrawal. The student is also responsible for following the Drop-Add/Withdrawal University policy found in the Catalog. Note: If receiving financial aid, it is recommended that the student contact the Office of Financial Aid to clarify the impact of course withdrawal on financial aid.

## **Leave of Absence (LOA)- Semester Withdrawal**

Students who request a leave of absence must submit written notification using their University email, along with the Leave of Absence (LOA)- Semester Withdrawal Form (See Appendix Form B) to the Director of Nursing. The communication should explain the reason for the withdrawal and the date of possible/expected return. Note: If receiving financial aid, it is recommended that the student contact the Office of Financial Aid to clarify the impact of leave of absence and semester withdrawal on financial aid.

## **Compassionate and Medical Withdrawal**

A student may request a Compassionate or Medical Withdrawal from the University in extraordinary cases in which a serious and significant personal situation or illness prevents them from continuing their classes and functioning as a student, and for which the regular University withdrawal process is not appropriate.

Please refer to the Medical and Compassionate Withdrawal Policy. If the Dean of Students approves Medical and Compassionate Withdrawal, this withdrawal does not count toward allotted withdrawals.

## **Academic Probation**

Students entering Junior I (traditional) or Session II (accelerated) nursing courses will be placed on probation in the Nursing program if they fail to maintain an NGPA of 2.3 on a scale of 4.0 or if they receive a grade of D in a required nursing course. Students are allowed only one semester of **academic probation** in the program.

1. Students placed on **academic probation** will be notified in writing of their probationary status by the Director of Nursing.
2. Students on **academic probation** must maintain an NGPA of 2.3 and earn a C or better in all nursing courses. Failure to do so will result in dismissal from the Nursing program.
3. Students placed on academic probation are required to follow up for assistance with an assigned Academic Success Coach.
4. BSN/ACC students who are placed on probation will meet with their BSN/ACC advisor and the coordinator of the BSN/ACC program to determine progression.

## **Dismissal Process**

Students will be **dismissed** from the Nursing program if they:

1. Receive a grade of F in any nursing course.
2. Fail to raise nursing GPA to 2.3 after a semester of academic probation.
3. Fail to receive a grade of C or better in a nursing course that is repeated because of an initial grade of D or W. If a nursing course is not successfully completed a second time, the student will be dismissed from the program. A nursing course may be repeated only once. Only one nursing course may be repeated. **A grade of W counts toward the limit allowed for repeating nursing courses. A student who exceeds this limit will be dismissed from the program.**
4. Fail to meet the substance use policy.

The School of Nursing reserves the right to dismiss students from the Nursing program where the student's personal integrity, clinical judgment, or conduct demonstrates unfitness to continue education in the profession of nursing. A student's integrity and conduct will be judged according to the requirements of this Handbook and the Code for Ethics as adopted by the American Nurses Association. This is a separate and significant basis for the School of Nursing to dismiss a student from the program. Depending on the issues presented, dismissal on this basis may, but need not, be preceded by remediation, sanctions, or other attempts to address the identified issues through interventions short of dismissal.

In addition, where a nursing student is substantiated to have violated the University's Student Code of Conduct, those findings may form the basis for dismissal from the School of Nursing, including in circumstances where the findings do not result in dismissal from the University itself. The Dean or designate, after appropriate consultation within the School of Nursing, will notify the student in writing of dismissal based on the student's unfitness due to personal integrity, clinical judgment, or conduct issues. A student dismissed on this basis has the same appeal rights as in other instances involving dismissal from the School of Nursing.

The Director of Nursing will notify students of their **dismissal** from the Nursing program by SXU email. Upon **dismissal**, the student will be required to withdraw from all nursing courses immediately, including clinical assignments. It will be the student's responsibility to register for other University courses that may be available and to address any financial aid responsibilities.

### **Policy for Repeating Senior II Courses**

If a student is unsuccessful at the Senior II level and is repeating NURS 478 and NURSP 479, the student is also expected to enroll in the NURS 475 Concepts in Professional Nursing course as an audit course if they have successfully completed this course in the prior semester. This allows the student to enroll and complete the requirements for Capstone, Comp Predictor, and VATI.

### **Readmission of Students Dismissed from the Program**

Readmission of students to the undergraduate Nursing program is rare and considered on an individual basis. A student who is dismissed or leaves the Nursing program and wants to seek readmission must submit a request in writing to the Director of Nursing. The deadline for fall semester readmission is April 1, and the deadline for spring readmission is November 1. The director will share the letter with the Student Management Committee.

Decisions by the committee will not be made on receipt of the letter, but likely the following semester, requiring the student to sit out of nursing courses for one semester. Once a readmission decision is made, the decision is final and will be communicated to the student in writing.

### **Grievance and Appeal Procedure**

A student who believes that an incorrect **final** grade has been received in a course or that a policy has been applied inappropriately has the right to grieve the final grade or the policy decision. Individual assignment grades cannot be appealed. Refer to the University Grievance and Appeal Process.

### **Graduation Requirements**

1. Candidates for the Bachelor of Science in Nursing (BSN) in the traditional track, BSN/ACC, and LPN to BSN option must meet all of the University requirements for graduation as well as all of the requirements for the nursing major.
2. Students are responsible for having a 2.3 cumulative nursing grade point average (NGPA) and meeting all University and program requirements for graduation.
3. Application for graduation must be made through the Office of Records and Registration during the student's final academic year. Deadlines for filing are published in the Academic Calendar. It is the responsibility of the student to note the deadline and to submit the completed form on time.
4. Students need 120 credits to graduate from SON.
5. All required standardized testing and support programs in nursing must be completed. A standardized comprehensive test is administered during the last semester of the

senior year. If the student achieves below the passing level, they must follow the criteria identified in the syllabus testing policy.

6. The application process for the NCLEX-RN will be reviewed during the student's last semester. All students will have a faculty coach to guide and support the student in the NCLEX-RN preparation process. Students are responsible for completing the application process and for all costs related to this process. The director's signature indicates only that the student has graduated.

### **NCLEX-RN Licensure Exam Information**

As a graduate of the Nursing program, students are eligible to apply for the National Council Licensure Examination, known as the NCLEX-RN. Students need to complete an application for the state in which they plan to practice. The application must be signed by the Director of Nursing. In addition, they must pay the established testing fees online. Students who plan to apply for licensure in Illinois must also submit verification of fingerprint processing from a vendor approved by the state of Illinois.

### **Testing Modifications for NCLEX Candidates with Disabilities:**

Graduates who have had accommodations for tests while in the Nursing program may be eligible for testing accommodations on NCLEX-RN. The request for accommodations is part of the Illinois application and/or the jurisdiction in which they are seeking licensure. It is the student's responsibility to contact the Center for Accessibility Resources a minimum of six months before sitting for the NCLEX exam.

## **GENERAL ACADEMIC POLICIES**

### **Class Attendance**

Students are expected to attend and be on time for all scheduled class sessions, whether face-to-face or offered remotely. Classroom activities are essential to learning and to the application of knowledge.

Anticipated absences must be discussed with the instructor prior to the absence. It is the student's responsibility to obtain class notes and assignments missed due to absence. In addition, the student is responsible for knowing and meeting all course requirements, including tests, assignments, ATI proctored exams, and class participation as indicated by the course syllabus and course instructor.

### **Clinical Attendance Policy**

Attendance at all on-campus laboratory/simulation and off-campus clinical experiences is mandatory as part of the requirements for completion of the BSN degree. Practicum experiences include all hands-on experiences occurring in any clinical setting, such as a hospital or healthcare agency, and all experiences that take place in the Simulation and Integrated Learning Center (SILC), including clinical preparation and simulation activities.

Students who miss a clinical/SIM/lab experience must fulfill the required clinical contact hours and demonstrate clinical competency to pass the clinical experience and the course. If absence is unavoidable, you, the student, assume responsibility for contacting your

clinical instructor immediately.

**No call/no show to clinical constitutes a failure.** This is defined as when you do not attend clinical/SIM/lab and fail to contact your clinical instructor via cell phone, text message, or email **within the first hour of the start of the clinical experience.**

Students are expected to be **ON TIME** for every clinical/SIM/lab experience. This means that the students are in uniform, with all pre-clinical assignments completed and in the designated meeting place, prepared to receive assignments from the instructor at the scheduled time.

Tardiness will not be tolerated. One tardy will result in a verbal warning. A second tardy will result in a clinical absence. Tardiness is defined as being 10 minutes late to clinical/SIM/lab.

**A maximum of ONE absence from one practicum experience (clinical/SIM/lab)** may be made up per course.

Clinical makeup will be assigned by the clinical instructor and course coordinator to meet learning objectives. **If you miss more than one clinical/SIM/lab, you will not meet course objectives.**

Makeup assignments and activities may include any or all of the following:

- Time at the clinical/community agency.
- On-campus clinical makeup in SILC during finals week.
- Written/presentation assignment.

The assignment will be due on the date and time assigned by the clinical faculty and clinical course coordinator. **Failure to complete the clinical makeup time will result in an F for the course and dismissal from the program.**

The student is required to submit the **Clinical/Lab Absence Form** to the clinical or lab faculty **within one week of the absence.** The form is available on the Undergraduate Clinical Canvas site. The completed form will be kept on file by the faculty for the remainder of the semester.

### **Veteran Statement**

Saint Xavier University is a proud participant in the Yellow Ribbon GI Education Enhancement Program -- a provision of the post-9/11 Veterans Educational Assistance Act of 2008. Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these circumstances, in advance, if possible, to the instructor.

### **Religious Holiday Observations**

Regular attendance at class and clinicals is a student obligation. A student is responsible for all work, including tests and written assignments, of all class meetings. Reasonable accommodations will be made by faculty for students requesting to miss class, clinicals, exams, and written assignments due to the observance of religious holidays. Therefore, it is your obligation as a student to notify your course faculty **in writing using your SXU email within**

**the first week of the official start of classes** of foreseen conflicts with class or clinical attendance, tests, and assignments related to your religious observances. At that time, you should review dates for exams, courses, and clinical assignments and meet with the faculty to plan your absence and an alternate assignment.

If your request is denied, you may appeal in writing, outlining the date, time, and practices of the religious observance related to your request, **no later than two weeks before the religious observance**. Your appeal should also include the response from the course coordinator outlining the denial. Your appeal should be addressed to the director of the Nursing program.

## **Examinations**

Students are required to be present for all scheduled examinations. Students must notify the course faculty **prior to the scheduled exam time** if they are ill or have appropriate extenuating circumstances preventing them from taking the exam.

Course faculty have the following options regarding missed examinations:

1. Maintain the required exam date and assign a grade of zero for the missed examination.
2. Administer the examination at another time to be determined.
3. Administer an alternate form of the examination (e.g., an essay or case study).
4. Administer the same examination, but lower the grade received on the makeup exam.

**It is the responsibility of the student** to speak with the course faculty within 24 hours of the missed examination to discuss these options. Failure to do so may jeopardize satisfactory course completion.

## **Test-Taking Policy**

**Honesty and ethical behavior are values of the nursing profession. Therefore, we wish to provide an atmosphere that encourages appropriate behavior. The following rules apply during testing.**

1. Phones are not allowed.
2. Students may be required to show SXU photo identification prior to the start of the examination.
3. Only basic, standalone calculators may be used for mathematical calculations per individual course policy. This means that calculators on phones, clipboards, or programmable calculators will not be allowed. Also, covers must be off all calculators.
4. All books, notebooks, book bags, purses, etc., are to be placed in the front of the classroom during tests.
5. No hats or caps may be worn during a test, except for religious head coverings. Nothing should obscure the face.
6. All students are expected to remain in the classroom until they have finished the test.
7. Room setup and seating arrangements are at the faculty's discretion.
8. Exams that are administered via computer will require the use of a lockdown browser such as Respondus. Instructions will be given in advance regarding the required software that must be downloaded to personal laptops and the need for periodic updates of such browsers by students.
9. No smartwatches or smart glasses.

## **Assignments**

Unless the course syllabus provides alternative guidelines, all academic papers are to follow the American Psychological Association guidelines for formal papers. “The Publication Manual of the American Psychological Association, 7th Edition, 2019” is the manual of style for all nursing written assignments. All papers are expected to be free of grammar, punctuation, and spelling errors. Students who experience difficulty with written communication are encouraged to seek assistance from the University Writing Studio located in the Learning Center (Room L-110).

All assignments must be completed and submitted on the specified due date. Students should carefully follow the calendar printed in the course syllabus. Arrangements for an extension of time for assignment completion must be made before the assignment's due date. Extensions will only be given at the discretion of the faculty member for serious reasons. If assignments are submitted after the specified due date, the course faculty has the option to:

1. Accept the late assignment with no penalty.
2. Maintain the required due date/time of the assignment and lower the grade.
3. Require an additional assignment.
4. Change the assignment.
5. Refuse to accept the assignment and assign a grade of zero.

## **Mobile Technology Devices**

Mobile technology devices include but are not limited to smartphones, smartwatches, smartglasses, laptops, netbooks, and tablets. Mobile technology devices may be used in clinicals, simulations, and classrooms if permitted by the agency and course faculty. Features such as accessing or posting to social media, text messaging, use of device camera, and the use of the internet for purposes other than educational purposes are strictly prohibited. See the University [Mobile Phones and Technology policy](#). Violation of this will result in unprofessional behavior action.

## **Academic Dishonesty**

Academic honesty and integrity are critical to any educational institution. It is highly valued in the profession of nursing. Faculty expect students to do their own work. Students will not give or receive assistance during quizzes, examinations, or other class work.

One form of academic dishonesty is **plagiarism**. Plagiarism is intellectual theft. It is defined as including, without limitations, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using any work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own (i.e., Chat GPT or any other resources utilizing artificial intelligence). It also includes using other people's work available on the internet. When in doubt about rules concerning plagiarism, students should consult the faculty for assistance.

Cheating, plagiarism, and dishonesty of any kind are very serious matters and will incur serious consequences. Any student involved in dishonesty or academic misconduct may

**fail the course or be dismissed from the program.** As noted above, “failure in a nursing course will result in dismissal from the School of Nursing.” The University policy on academic dishonesty will be followed. Refer to the current [Saint Xavier University Catalog](#) for academic policies and the [statement on academic integrity](#).

## **Academic Advisement**

Academic advisement is a critical component in the student’s educational program. Each nursing student is assigned a nursing faculty member as their academic advisor upon entry into Sophomore II nursing courses. Prior to that, students will be advised through the Student Advising Center.

All undergraduate nursing students are responsible for making regular contact with their nursing advisor. Students are responsible for monitoring their own educational progress using their program plan and program evaluation on Academic Planning. Nursing faculty advisors are available by appointment for consultation regarding academic requirements, academic support, nursing pre-registration, program evaluation review, study plans for the NCLEX-RN, and additional issues a student may have.

Academic advising is a shared responsibility between the student and the advisor. Advisors, whether staff or faculty, work to inspire students by building relationships, empowering self-awareness and reflection, connecting students with appropriate resources, fostering professional development, and supporting various college-to-career pathways. Although advisors provide guidance and recommendations, students are ultimately responsible for making academic decisions and satisfying degree requirements.

## **Faculty-to-Student Communication**

Announcements from administration, faculty and staff in the Nursing program will be posted on SXU’s Canvas in the School of Nursing Undergraduate Clinical site (SON-UGC) and within individual courses. It is highly recommended that students check Canvas announcements at least **once daily**.

Email is considered the official means of communication in SONHS. SXU provides central email services to support the educational activities of the University and to serve as a means of official University communication. SONHS expects that students will actively maintain their SXU email account and check their email on a frequent and consistent basis. **Students are required to use their SXU email for all SONHS- and University-related communication.** This ensures messages are not received as spam and aids in identification. Students who choose to forward their email to a private, unofficial address outside their University address do so at their own risk.

## **Social Media**

The use of social media and other electronic communication is expanding as the number of social media outlets, platforms, and applications available continues to increase, according to the National Council of State Boards of Nursing (2018). But these media present special concerns for privacy and confidentiality. Social media is defined as “websites and other online means of communication that are used by large groups of people to share information and to develop social and professional contacts” (dictionary.com, OED). The personal use of social media by SON students must follow professional guidelines as outlined in the Nursing Program

Handbook and the [American Nurses Association](#). It is essential to keep in mind that information about students and patients is protected.

## **Social Networking Policy**

First and foremost, consider the professional image a nurse/student would like to portray. If in doubt, do not post. Students must present a professional and positive image of the profession of nursing, the SXU Nursing program, and themselves, while respecting the rights of patients, faculty members, clinical practice facilities, and other students.

Appropriate use of social media includes protection of:

- Health information.
- Educational record information.
- Confidential personal information.
- Confidential, private or trademarked information.
- Copyright or intellectual property.
- Clinical experiences that include identifiable information related to patients or Nursing program-affiliated clinical facilities.

Responsible use of social media must include:

- Refraining from the use of disparaging, bullying or intimidating information.
- Observing ethically prescribed professional nurse-patient boundaries.
- Maintaining privacy settings.
- Separating personal and professional information.
- Informing appropriate authorities of breaches.

## **Consequences**

- Violation of the SONHS social networking policy or the SXU Student Code of Conduct will result in immediate disciplinary action by the Nursing program and/or the University that may include dismissal from the Nursing program.
- Violation of the social networking policy may subject the student to legal proceedings and/or liability.

Please refer to the following sites for more information:

[American Nurses Association - Social Networking Principles Social Media Policy](#)

## **Essential Abilities and Behaviors Policy**

The mission statements of Saint Xavier University and the School of Nursing, as well as the tenets of professional nursing, identify the essential abilities and behaviors that must be demonstrated by all those who apply for admission to or who are enrolled in the undergraduate program. The sustained adherence to and demonstration of these essential abilities and behaviors are critical to the attainment of success, both academically and professionally. The abilities and behaviors include, but are not limited to, the following:

### **Motor Skills**

Students need to have sufficient strength and motor function in order to be able to execute gross and fine motor movements required in the domain of nursing care or nursing activity, such as:

- Assisting with turning and lifting patients.

- Administering cardiopulmonary resuscitation (CPR).
- Assisting with ambulation.
- Handling small equipment such as syringes.

## **Sensory Skills**

Students need to have sufficient sensory/perceptual ability in order to be able to monitor and assess patients while performing nursing care or nursing activities, such as:

- Visual acuity to read calibrations and make physical observations.
- Hearing acuity for auscultatory sounds, alarms, and verbal communication.
- Tactile ability to determine vital signs and skin temperature.
- Olfactory ability to detect odors.

## **Cognitive**

Students must demonstrate cognitive abilities necessary for professional nursing, including but not limited to:

- Ability to read and understand written documents in English.
- Ability to solve problems involving measurement, calculations, reasoning, analysis, and synthesis.
- Ability to comprehend three-dimensional and spatial relationships.
- Ability to engage in critical thinking in academic and clinical activities.

## **Behavioral and Social**

Students must have the ability to demonstrate behavioral and social skills necessary for professional nursing, including but not limited to:

- Ability to relate to patients, faculty, other healthcare professionals, and students with respect, integrity, and honesty.
- Ability to work constructively in stressful and changing environments.
- Ability to exercise sound judgment, adaptability, and the willingness to give and receive feedback in a professional manner.
- Ability to complete the responsibilities in their program of study in a timely manner.
- Ability to demonstrate empathy for the situations and circumstances of others.
- Ability to demonstrate emotional and mental health necessary to safely engage in the practice of nursing.

## **Communication**

Students must have the ability to demonstrate the communication skills necessary for professional nursing, including but not limited to:

- Ability to communicate in standard English effectively and sensitively, verbally, in writing, and electronically, and with patients and their families as well as with other students, staff, faculty, professionals, agency personnel, and those relevant to their areas of study.
- Ability to demonstrate clear, appropriate, and respectful expressions of ideas and feelings.
- Ability to articulate information to patients in a manner that is understandable by patients, families, peers, faculty, and other healthcare providers.
- Ability to collaborate effectively with peers, faculty, and healthcare team members across disciplines.

## **Work Habits and Punctuality**

Students must demonstrate work habits necessary for professional nursing, including but not limited to:

- Ability to complete classroom and clinical assignments at the required time.
- Ability to adhere to classroom and clinical schedules and policies.

## **Professional Conduct**

Students must possess the ability to reason morally and practice nursing in an ethical manner. They must be willing to abide by professional standards of practice and professional licensure regulations. Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, commitment to learning, and respect for diversity.

Students who fail to follow the Professional Conduct policy or engage in behavior that is inappropriate for a student nurse will have the behavior documented by the faculty member who observes the occurrence. **See Appendix Form C: Documentation of Unprofessional Behavior and/or Unsafe Practice.**

### **Consequences of Unprofessional Behavior**

When problem behaviors are identified, the involved faculty member will counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and the time frame for resolution. The student's unacceptable behavior and the specific counseling will be documented by the faculty with a copy placed in the student's file in SONHS. In addition, the faculty member will notify the Director of Nursing. The student will be given a copy of the documentation submitted to their file. A copy of the form is found in the Appendix Section.

If the behavior violates the Saint Xavier University Student Code of Conduct, the process identified in the Saint Xavier University Student Handbook through the Office of the Dean of Students will be followed.

If the behavior from the infraction does not change within the given time frame, or there are multiple occurrences of unprofessional behavior during the duration of a course, students will be subject to dismissal from the Nursing program.

### **Health Insurance Portability and Accountability Act (HIPAA)**

With the enactment of the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**, the idea that patients have the right to privacy and confidentiality became more than just an ethical obligation of healthcare providers, students, and healthcare organizations. It became the law. The right to privacy is essential and it is important to patients and families.

**Under no circumstances should you ever release or remove confidential patient information outside of the hospital/healthcare agency or discuss it with anyone unless it is needed for the treatment of the patient.** The student is responsible for [reviewing the content](#).

Documentation of Unprofessional Behavior and/or Unsafe Practice found in Appendix Form C.

## **ACADEMIC SUPPORT SERVICES**

### **The Center for Accessibility Resources**

The Center for Accessibility Resources coordinates the provision of reasonable accommodation for students with documented disabilities. Any student with a documented disability who needs accommodations should contact the Center for Accessibility Resources at ext. 3308, Warde Academic Center Room A-219. The student has an obligation to self-identify that they have a documented disability and need accommodation. It is the student's responsibility to discuss specific accommodation needs with their faculty at the beginning of each semester.

### **Academic Success Coaches**

The Academic Success Coaching program was initiated to provide an additional layer of support for nursing students at SXU. Two part-time coaches are available to meet with individual students (in person or via zoom) to identify and address students' areas of opportunity. The academic success coaches offer expert insights regarding study strategies, test-taking techniques, and identification of resources. In addition to one-on-one appointments, the academic success coaches offer targeted workshops throughout the semester that address areas identified by faculty and students when further support is warranted.

### **ATI Examination/NCLEX-RN Preparation Policy**

The Assessment Technologies Institute® (ATI) is a comprehensive online program designed to support nursing student learning. All undergraduate nursing students are required to participate in ATI except for ABSN students, who pay a one-time fee at the beginning of their program.

ATI will be paid in four installments (Sophomore II, Junior I, Junior II, and Senior I semesters). The fee will automatically be assessed for students entering nursing courses and will appear on the tuition statement from the University. ATI resources assist students in increasing retention of core concepts and nursing interventions necessary for nursing practice. This package will also assist students in becoming well-prepared for taking the licensing examination after graduation. ATI resources are integrated across the nursing curriculum. In each course, faculty will determine how to best utilize the testing package and will provide this information in the course syllabi. Students are required to complete the exams as scheduled.

### **ATI Testing Policy**

**Purpose:** To establish consistent policy and procedures and a purposeful approach related to ATI assessment in both the traditional baccalaureate Nursing program and the accelerated program.

**Policy:** The following information provides detailed instructions, guidance and policy regarding ATI practice assessments, content mastery assessments (CMA), RN comprehensive predictor examinations, and active learning and remediation within the

traditional baccalaureate Nursing program and the accelerated program.

### **Assessment Technologies Institute®**

Assessment Technologies Institute® (ATI) is an assessment-driven review program designed to enhance student success. The comprehensive program offers multiple assessment and remediation activities. These include an assessment indicator for academic success, critical thinking and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the Nursing program content, assist students in preparing more efficiently, as well as increasing confidence and familiarity with nursing content. ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement coursework, and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

The Content Mastery Assessments are standardized assessments that will help the student identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that will be scheduled during particular courses in the curriculum, as outlined below.

### **RN Comprehensive Predictor Examination**

This 180-item proctored test offers an assessment of the student's comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership, and community health nursing. The percentage of questions from all major NCLEX® client-need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential, and physiological adaptation) will be similar to the percentage of questions on the NCLEX-RN®. This test will generate the following data: individual score (% correct), predicted probability to pass NCLEX-RN®, national and program means, individual scores (% correct) within content topic categories, topics to review, and individual scores (% correct) within an outcome (thinking skills, nursing process, priority setting, NCLEX-RN® client-need categories, clinical areas, QSEN, NLN competency, and BSN essentials). The student has 180 min (three hours) to complete this assessment.

## **CLINICAL PLACEMENT REQUIREMENTS**

Saint Xavier University nursing students are required to provide evidence of compliance with health requirements including and not limited to: documentation of a recent physical examination, proof of immunizations and/or immunity against a variety of diseases, proof of COVID-19 vaccine and any booster(s) received, QuantiFERON-TB Gold tuberculosis screening, a criminal background check, BLS CPR certification through the American Heart Association, and proof of comprehensive health insurance coverage. Students will complete a random drug as directed by the clinical compliance staff. Student requirements may be added or amended as needed for compliance with clinical agency contracts.

### **I. Health Requirements**

Prior to beginning nursing courses, students will attend a Health Requirements Orientation session with the School of Nursing clinical coordinator. Students will receive instructions for

ordering a background check, a pre-paid drug test, and an online medical document account. All mandatory requirements must be completed prior to the last date to withdraw with a 100% refund (14<sup>th</sup> day).

Students who are not compliant with health and mandatory requirements, drug screen testing, criminal background check, and BLS certification by the designated date each semester will be placed on registration hold and may incur a late fee of \$100. If a student is not compliant by the beginning of class, the student will be dropped from the clinical and co-requisite course and will not be able to participate in those courses that semester. A student does need to be aware that vaccine exemptions may result in clinical partner agencies refusing to accept the exempted student into their settings and may limit clinical placement options and program progression.

### **Nursing students are required to provide:**

- Verification of current comprehensive health insurance via **an Attestation Form** saved in the student's individual online compliance account.
- Annual documentation of a QuantiFERON-TB Gold tuberculosis test OR a yearly analysis of symptoms, in addition to a negative chest X-ray on file.
- Proof of current Tdap vaccine (Tetanus, Diphtheria, Pertussis).
- Receipt of annual influenza immunization. Submit documentation as instructed.
- Documentation of completed COVID-19 vaccination series.
- Verification of annual HIPAA and Infection Control training completion in the student ATI Skills Module 3.0.

In addition, students are required to complete a 10-panel chain of custody urine drug screen. Students who have a positive drug screen will not be enrolled in nursing courses while the matter is being investigated.

## **II. BLS Certification**

All students must have current BLS Healthcare Provider certification through the American Heart Association (AHA). Certification must be valid for the entire upcoming semester

## **III. Health Insurance**

Students should be aware that if they become ill or injured during a clinical experience, they may be required to seek appropriate medical care at a healthcare facility. **The cost of the medical care is the responsibility of the student.** Consequently, all students are required to provide evidence of comprehensive health insurance coverage prior to beginning their nursing courses and for each enrolled semester. Students will read, sign, and upload the **Attestation to Maintain Healthcare Insurance Form** into their student online compliance account to meet the health insurance requirement for the BSN program.

## **IV. National Criminal Background Checks**

Acceptance into the Saint Xavier University Nursing program is on a conditional basis pending a clear criminal background history. In addition, on an annual basis, all students enrolled in the Nursing program are required to purchase a renewal of their national criminal background check. The background check must be completed through the vendor designated by the School of Nursing. It is the responsibility of each student to pay the fee for the screening directly through the compliance vendor's account.

## Instructions for Requesting Background Checks

Upon notification of conditional admission or readmission to the SXU Nursing program, students will order a national criminal history background check directly through CastleBranch (current compliance vendor). The background check is part of a bundled requirement package that students are required to purchase in their Sophomore I semester. Failure to order the tracking package may result in denial from the program.

The background check run by the compliance vendor CastleBranch (current vendor) includes the following: State of Illinois criminal records analysis (upon signed consent by the student), residency history check, search of both the Nationwide Database Sex Offender Index and the Nationwide Healthcare Fraud and Abuse Records Database.

Before July 1 of each year, all returning students must complete the annual criminal background renewal, which includes a county criminal search of current residence and a search of the Nationwide Database Sex Offender Index. The current cost for annual background check renewal is approximately \$25 (subject to change). The renewal is purchased by students through their CastleBranch account using the package code SF69re. After entering payment information, students will be asked to provide personal identification information and data for each required search included in the package.

Students have an ongoing duty to report any incidents that may compromise their previously completed background check and/or eligibility for licensure. Matters involving student criminal incidents must be promptly reported to the program director of the School of Nursing.

The Saint Xavier University Nursing program requires each student to complete a form pertaining to disclosure titled “**SXU School of Nursing Student Legal Disclosure Form**” at the beginning of the BSN program. The completed form will be uploaded to the student's online requirement account. The form to be signed is downloaded from the student's online compliance account.

Pursuant to state law and best practices for the profession, an applicant for a license to practice as a registered nurse must **not** have: (a) committed an act that constitutes grounds for disciplinary sanctions under state law and/or (b) been convicted of a crime that has a direct or substantial bearing on an individual's ability to practice nursing competently and in accordance with licensure and certification requirements.

While a criminal history is not an automatic bar to consideration for admission to and progression in the Nursing program, each applicant's history will be reviewed individually. Serious crimes, such as crimes of violence, dishonesty, or violation of drug laws, are particularly disfavored. Applicants are advised that the clinical affiliation partners -locations of most NURSP off-campus coursework- retain the discretion to determine whether the results of an individual's criminal background check will preclude placement at their site. SON has no control over third-party clinical sites, and the school makes no guarantee that it can place a student at a particular site, with or without a criminal history.

Candor about the applicant's criminal history is highly important. An individual's failure to disclose relevant and pertinent information will result in the withdrawal of acceptance or, in the case of an accepted or matriculated student, dismissal from

the Nursing program. In addition, individuals accepted and enrolled in nursing programs have an ongoing duty to report any changes in one's status, such as arrests, pleas, or convictions that occur after the initial background check. SON will review whether the charges may have a direct or substantial impact on a student's ability to practice nursing competently and in accordance with licensure and certification requirements.

## **V. Assumption of Risk, Liability Release and Waiver Agreement**

Students in SONHS clinical courses must carefully review and sign an Assumption of Risk Liability Release and Waiver Form. Students who choose not to sign the agreement cannot participate in clinical coursework, which may delay the student's program progression. It is the responsibility of each student to review the document available in the student's online compliance account and upload a signed copy of the document to their individual compliance account.

### **Professional Liability Insurance**

Professional liability insurance is required for all students enrolled in a clinical nursing course. Insurance is provided through a group policy at Saint Xavier University. Students are billed each semester they are enrolled in clinical courses. The University policy does not cover students in personal employment-related conditions or in any clinical experience not arranged by way of NURSP course enrollment.

### **Health Problem/Illness Policy**

At the beginning of each semester, it is the responsibility of each student to inform the clinical faculty of any health problems that could in any way have an impact on safe clinical performance. In addition, **the Director of Undergraduate Nursing should be notified in writing**. The student might be asked to present a statement from their healthcare provider certifying that the student is physically able to participate in clinical experiences without restrictions.

Students with symptoms or signs of infectious and/or communicable diseases must immediately inform their clinical faculty to allow evaluation of possible limitations of clinical course activities. The safety of the client must be protected. Therefore, if a student has been ill, a written statement from a healthcare provider may be required before returning to clinical.

**Clinical agencies may have policies that differ from the above. Students must also abide by those policies. It may be possible that progression and graduation will be delayed as a result of prolonged absence from coursework.**

### **Substance Use Policy**

The School of Nursing requires all nursing students to be free from chemical

impairment during participation in any aspect of the Nursing program, including classroom, laboratory, or clinical settings. The chemically impaired student is defined by the Nursing program as one who tests positive for or has used or abused any drug that is not legally obtainable or any drug that is legally obtainable but is used by a person or in a manner not authorized by the terms of a legal prescription.

The policy includes alcohol, which is legally obtainable but not appropriately used. **Note that marijuana, which may be legally obtainable, is currently illegal under federal law. Therefore, SONHS maintains a zero-tolerance policy with regard to all use of cannabis and marijuana in all forms.**

Saint Xavier University recognizes that students may choose to use alcohol or other drugs. SXU takes seriously issues related to the use of substances since these behaviors can affect the student's academic life, health status, and future life goals. Substance use poses a significant risk to the individual student as well as the academic community, including the patients within our care. Substances cause significant alterations in behavior and physiologic homeostasis and pose potential threats to the well-being of the SXU community as a whole.

SONHS demands that students respect and abide by the laws of the state of Illinois, the mandates of the Drug-Free School and Workplace Act of 1989, and the [Alcohol](#) and [Drug Policies](#) of SXU.

The University and SONHS will provide information on support programs for treatment and recovery from substance abuse. This policy is in the best interest of the safety and health of all students, instructors, affiliating agencies, and patients, and is consistent with the contractual arrangements with the affiliating agencies.

In accordance with University regulations regarding controlled substances as stated in the handbook, it is the responsibility of each student to refrain from the illegal manufacture, distribution/sale, purchase, possession or use of drugs when on SXU premises or while engaged in SXU-related business. Students must also comply with SXU policy regarding the consumption and use of alcoholic beverages. Students are prohibited from attending any class, laboratory, or clinical experience while under the influence of alcohol or if the presence of illegally used drugs can be detected in the student's system. Any student found to have violated this policy will be subject to immediate disciplinary action, up to and including dismissal from the Nursing program.

### **Urine Drug Screen Requirement**

All students will be required to have a random drug screen prior to beginning clinical experiences in the sophomore semester. Additional drug screens may be required:

1. When the instructor determines there is reasonable cause.
2. When required by a clinical agency. Students will be required to pay for all drug screenings required while in the BSN program.

Drug testing is administered as directed; testing may occur at the SXU Health Center or at an outside testing laboratory site. Students need to follow the drug test instructions carefully and test within the required date range. The student will assume all costs involved in the testing and transportation to the testing site. Nursing faculty

and/or administration determine the need to know of involved persons.

## Urine Drug Screen Procedure

### Collection

A 10-panel urine drug screen will be collected and will test for: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphene.

### Results

All urine drug screen specimens are sent to an outside laboratory for testing. Certain results may first be reviewed by an independent physician called a medical review officer (MRO). Once results are released to the student's online compliance account, SON staff and administration, as well as the student, will have access to the final report.

### Negative Results

Negative results are automatically uploaded into student online compliance accounts.

**Dilute Specimens:** If the lab report returns a finding of "dilute specimen," a student will be required to pay for a second drug test for re-testing. Dilute specimens are not acceptable.

### Positive Results

**With a valid prescription,** certain legally prescribed medications may cause a positive result. These positive results will be reviewed by the MRO. The MRO will contact the student using the phone number provided on the urine drug screen form. The student must provide a valid prescription to the MRO, who will then validate the drug screen as being negative and will release the results to the student's online compliance account. **Failure of the student to return the MRO's phone calls in a timely fashion may result in a delay or inaccurate results being reported to the online compliance account. Students may be required to pay for a new drug test in this situation.**

**Without valid prescription/illegal substance:** The MRO will review the positive result and contact the student. If it is determined that the student does not have a valid prescription or the positive result is from an illegal substance, the MRO will first offer the student to have the second specimen of the split sample (see "Collection" above) sent to a different laboratory for testing. If the student does not wish for the second sample to be tested, the MRO sends the positive drug test report to the student's online compliance account. If the student does want to send the split specimen, the MRO facilitates this. Once the second result returns, the MRO will inform the student, and the results will be released to the student's online compliance account. The student is responsible for all costs associated with testing the split specimen.

### Consequences

- Any student who has a verified positive drug screen result will be required to withdraw from all nursing courses. The student is encouraged to seek treatment and recovery.

- Marijuana is still currently illegal under federal law, and therefore SON maintains a zero-tolerance policy with regard to all use of cannabis and marijuana in all forms, including with a medical prescription.

A student who is dismissed from the Nursing program for a positive drug or alcohol screen may seek readmission following a one-year period. Any student readmitted will be subject to random drug and breathalyzer screenings throughout their remaining time in the Nursing program.

Any student who refuses to submit to a drug or breathalyzer screening shall be ineligible to complete their enrolled course. This will result in failure and dismissal from the Nursing program.

Students cannot attend clinical while a drug screen is under review by the MRO; this also applies to any student tested for cause. Students who suspect they have an alcohol or drug problem are encouraged to voluntarily seek treatment and recovery.

Alcohol and drug consumption can result in a medical emergency. Students, staff, and faculty should help immediately by calling 911 or visiting the nearest hospital emergency room. Treatment should be communicated according to University policy. In addition, the dean of SON shall be notified. All such referrals are confidential.

## **CLINICAL PRACTICUM POLICIES**

Affiliation agencies for clinical experiences are chosen by the SON to meet curriculum objectives. Student placement assignments are managed by the clinical placement specialist. **Students must provide their own transportation to and from the clinical site and as needed throughout the clinical experience.**

**Placements are randomly assigned, and consideration of transportation cannot be considered when assigned to a practicum location.**

Students enrolled in clinical nursing practicums **are required** to complete mandatory annual competencies in Infection Control, Healthcare Policy, HIPAA. This requirement is fulfilled by successful completion of ATI Skills Modules 4.0 in student ATI accounts. The transcript of completion will be uploaded into the student's online compliance account.

**Clinical agencies may have additional policies that the student must fulfill.**

The following general policies must be followed in all clinical settings:

1. Needles are not to be bent or recapped. Dispose of the intact needle per agency policy.
2. Follow the clinical agency's protocol for soiled linen and surfaces contaminated with blood.
3. Always wash hands and exposed skin after exposure.
4. Eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses are prohibited in areas where there is a reasonable likelihood of occupational exposure.
5. Use an antiseptic cleanser when hand-washing facilities are not available.
6. **Always use personal protective equipment when there is a possibility of exposure.** Students are required to bring their own safety goggles for use at the clinical site where required.
7. Review each clinical agency's policy and procedures on infection control and bloodborne pathogens.

8. In the event of an exposure incident (i.e., needle stick), follow the Policy for Follow-up for Accidental Exposure to Bloodborne Pathogens per agency and file the Clinical Occurrence Form with the SON Office (Appendix E).

### **Uniform Policy for Clinical/Lab/SILC Experiences**

Clinical attire and appearance guidelines are provided to promote professionalism, safety, and infection control prevention. The following policy is to be implemented for any practicum experiences. Practicum experiences include all hands-on experiences that may occur in the clinical setting, such as a hospital or healthcare agency, and all experiences that take place in the Simulation and Integrated Learning Center (SILC), including clinical prep activities and simulation activities.

Uniform guidelines by level are as follows:

#### **NURSP 221 Introduction to Clinical Practice (Sophomore II level)**

1. Solid black scrub top and pants
2. White lab coat customized for SXU\*
3. SXU name badge
4. Additional required equipment
  - Stethoscope
  - Watch with a second hand
  - Penlight

#### **NURSP 332 Clinical Practice 1 (Junior 1 level)**

#### **NURSP 377 Clinical Practice 2 (Junior 2 level)**

#### **NURSP 434 Clinical Practice 3 (Senior 1 level)**

#### **NURSP 479 Clinical Practice IV-Capstone (Senior 2 level)**

1. Uniform, clean, and pressed.
  - a. Gray scrub top (various style options available) customized for SXU\*
  - b. Gray scrub pants (various style options available) customized for SXU\*
  - c. SXU name badge (name pin containing first name and first initial of last name) \*
  - d. Unisex snap-front warm-up jacket customized for SXU (optional)\*
2. SXU name badge (name pin containing first name and first initial of last name)\* and hospital-issued ID badge, if applicable.
3. Professional uniform shoes: white, black, or gray. Full leather or solid material upper with rubber sole. No sandals, slides, Crocs™. Shoes with mesh, such as athletic shoes and shoes with holes/openings, are to be avoided due to safety concerns.
4. Solid color socks - preferably white, black, or gray.
5. Long-sleeved/ shirts are not allowed under the SXU scrub top. If keeping warm is a concern or there is a need to cover tattoos, please purchase the clinical coat/warm-up

jacket customized for SXU.

6. Personal coats/outerwear/sweatshirts/hoodies/etc. are not allowed to be worn over uniforms in clinical settings. If keeping warm is a concern, or there is a need to cover tattoos, please purchase the clinical coat/warm-up jacket customized for SXU.
7. Hair is to be natural in color without bright colors (pink, blue, purple, etc.). Hair is to be pulled up and off the neck and face in order to avoid touching hair during care. Restrain hair with a neutral color tie or headband. The head band should be white, black, or gray. Head covers of black, gray, or white may be worn for religious purposes and should be secured so as to avoid contact or interference of patient care. Hats, hoodies, and other hair coverings are not allowed.
8. Facial hair is to be neatly trimmed and should not impact patient care. Facial hair may impact the fit of certain types of personal protective equipment (PPE), such as N95 respirators.
9. Nails must be natural, trimmed, and no longer than fingertip length. No nail polishes, gels, artificial nails or other nail products that adhere to or cover the nail are allowed.
10. Jewelry is to be minimal.
  - Allowed:
  - Watch
  - Wedding band (if applicable)
  - One small stud earring per ear. All other piercings, including multiple ear piercings, facial piercings, and other body piercings that are visible, must be removed, covered, or have a clear spacer in place.
11. Tattoos should be covered if possible
12. Cologne, perfume, or highly fragrant lotions are not to be worn when in the clinical setting. Additional required equipment to be brought for all experiences:
  - Stethoscope
  - Watch with a second hand
  - Penlight
  - Bandage scissors
  - Pen(s) with black ink
  - Safety goggles (must fit over prescription eyeglasses, as applicable)
  - Agency-provided identification/credentials (as applicable)

*\* These components are required to be purchased through Working Class Uniforms. Information on how to order will be provided during clinical orientation.*

The current vendor is:  
**Working Class Uniforms**  
9525 S. Cicero Avenue  
Oak Lawn, IL 60453 708-424-4747

Failure to follow these guidelines will result in removal from the experience and count as a clinical absence. Please see the Undergraduate Clinical Attendance Policy for further details on missing a clinical experience.

### **Procedure or Student Adverse Event at a Clinical Site**

**Definition of Adverse Event:** An accident, occurrence, or unexpected event that occurs while the student is engaged in clinical activities that may result in an injury requiring medical attention. The event may jeopardize the individual and may require medical/surgical intervention, prescription drug treatment, or immunization therapy to prevent further degeneration of the condition. Examples include but are not limited to:

student exposures (any diseases reportable to the Illinois Department of Public Health such as tuberculosis or measles); transferable insect exposure such as head lice, scabies, or bed bugs; concerning injury that causes significant pain or bruising or that breaks the skin; and any bites, human or animal.

### **Procedure:**

1. Students should report any adverse event (e.g., exposure or injury) to their clinical faculty instructor/supervisor as soon as possible after the occurrence and always on the same day of the occurrence.
2. Upon notification, the clinical faculty instructor/supervisor should notify the appropriate SON director. If the director is unsure where to refer the student or believes the student could be treated at the Saint Xavier University Health Center, the director will contact the Health Center for assessment and advice. If it is after hours, Public Safety can page the on-call Health Center representative.
3. The Health Center director will gather necessary detailed information about the incident to determine if the Health Center is the most appropriate treatment center for the student to receive care or if the student needs to be referred to an urgent care facility, emergency room, or their own primary care physician. The extent of injury and the individual's insurance coverage will be factors in determining where the student can receive the most cost-effective and appropriate care.
4. A SON Occurrence Report should be filled out by the clinical faculty instructor within one business day. All communication and referrals should be documented in a SON Occurrence Report. See Appendix for **Clinical Occurrence Form E**.
5. Some insurance plans will cover the cost of testing and treatment. The injured student is responsible for all costs associated with testing and treatment from an adverse event at a clinical site.
6. The completed SON Occurrence Report is submitted to the director of the Nursing program for record-keeping.

### **Travel Safety**

Safety measures for students traveling to and from affiliated clinical agencies include the following:

- Assume responsibility for acquiring information about the security systems within Saint Xavier University and affiliated agencies.
- Carry on your person the phone numbers of the following sources: Saint Xavier University, affiliating agencies, fire and police departments, and emergency medical care.
- Be prepared to care for clients safely.
- Arrive and depart from an agency at a time that coincides with others; do not arrive early or leave late.
- Have access to a map or navigation app.
- Map out directions before going to and returning from affiliated agencies.
- Keep the car in good condition. Have enough gas for travel. Look inside the front and back seats before entering a car.
- Drive with doors locked and windows rolled up.
- Lock valuables discreetly in the trunk of the car or take them with you.

### **Student Employment**

A student in the Nursing program who is employed should consider the influence of employment on class attendance, clinical performance, and the ability to complete

assignments. It is highly recommended that students work no more than 20 hours per week. **The student may not wear the school uniform or school ID pin while at their place of employment.**

## **NURSING SCHOLARSHIP OPPORTUNITIES**

A number of scholarships have been established specifically for students in the Nursing program. Most of these are awarded based on academic performance, student achievement, and/or financial need. Information regarding scholarships will be posted on the undergraduate clinical Canvas page and on the [University Scholarship webpage](#).

## **OPPORTUNITIES FOR ACADEMIC AND PROFESSIONAL DEVELOPMENT**

The Nursing program has standing committees that provide student representation. Nursing students serve on these committees as non-voting members. Student volunteers are solicited annually to represent their peers and to keep their classmates informed of committee actions. Meetings are usually held once per month. Students' participation and input are valued, and students are encouraged to become involved in committee activity by volunteering.

Descriptions of the committees and their functions are as follows:

### **Undergraduate Curriculum Committee: (One junior, one senior, and one SON student major, per bylaws revision)**

Functions of the committee are to review recommendations and requests on undergraduate curricular matters from the dean, faculty and students. They review the outcomes and design of the undergraduate program for consistency with the Nursing program, mission, vision and goals; oversee the development and refinement of courses, programs and other curricular components; present curricular recommendations to the total faculty for final approval; and collaborate with the Graduate E-Curriculum Committee to enhance articulation with graduate nursing programs.

### **Undergraduate Program Assessment: (One undergraduate student)**

Functions of the committee are to ensure that the Nursing Program Evaluation Plan is reviewed regularly and is consistent with the strategic plans of the University and Nursing program and with accreditation standards; oversee implementation of the Nursing Program Evaluation Plan by designated groups; collect data from appropriate individuals or groups and maintain evaluation reports; collaborate with individuals and groups to analyze, interpret and derive recommendations based on evaluation data; disseminate the evaluation findings to the appropriate individuals or groups; conduct evaluation research to support decision-making within the Nursing program; and collaborate with the directors of undergraduate and graduate nursing who oversee the organization of activities to promote the success of students on licensure and certification exams.

## **SCHOOL OF NURSING ORGANIZATIONS**

**Sigma Theta Tau, International Honor Society of Nursing Alpha Omicron Chapter**

The Saint Xavier University Nursing program was granted a charter for the Alpha Omicron Chapter of Sigma Theta Tau International in 1968. We are one of the oldest chapters in the honor society.

The **purposes** of the international organization, Sigma Theta Tau, are to recognize superior achievement and leadership in professional nursing; foster high professional standards; encourage creative work; and strengthen commitment to the ideals and purposes of the profession.

**Membership** in the organization is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduate nurses with a baccalaureate or higher degree who have demonstrated marked achievement and leadership in the field of nursing are eligible for membership consideration.

**Qualifications for membership as an undergraduate** include completing at least half of the nursing curriculum, ranking in the upper 35% of the class, meeting the expectation of academic integrity, and achieving academic excellence (minimum grade point average of 3.0 on a 4.0 system).

**Membership is available by invitation** through the Eligibility Committee of the chapter. Invitations to submit membership applications are sent to eligible students each spring. Membership acceptance assumes an embrace of the purposes of the society and the responsibility to participate in achieving goals consistent with the professional and scholarly character of Sigma Theta Tau. **Yearly induction** of student and community members is held in the spring of each year. Students may obtain additional information and assistance in the application process from the faculty counselors.

The society participates in sponsoring a variety of programs, some of which feature local and national nursing leaders, supporting research activities, and recognizing nurses for outstanding research, practice, leadership, mentorship, and teaching. These programs are open to all nurses and nursing students as well as the general public.

### **Student Nurses' Association (SNA)**

The Saint Xavier University Student Nurses' Association (SNA) is a professional organization that provides for interaction among students preparing for a career in the nursing profession. The organization serves as the official representative of the students. It is a means of communication with other nursing students, faculty, state organizations, and national organizations. All students who are declared nursing majors are eligible for membership. There is a modest annual membership fee.

The Student Nurses' Association is an affiliate of the Student Nurses' Association of Illinois (SNAI), which is an affiliate of the National Student Nurses' Association (NSNA). The SNA email address is [sna@sxu.edu](mailto:sna@sxu.edu). The advisors for the SNA are Professor Joanna Kwak (ext. 3735) and Dr. Megan Pet (ext. 3730).

# SAINT XAVIER UNIVERSITY

School of Nursing

## FORM A: Petition for Advanced Placement Credit in Nursing/LPN-BSN Option

<b>First Name</b>		<b>Last Name</b>	
<b>Date</b>		<b>SXU # ID</b>	
<b>Current Semester</b>		<b>SXU Email</b>	

**Petition:** To receive \_\_\_\_\_ hours of NURS 204: IAI/AP Nursing Elective (Advanced Placement in Nursing)

*NOTE: Twelve (12) is the maximum number of semester hours that may be awarded through Nursing Courses.*

### Reasons or Circumstances:

1. I am a \_\_\_\_\_ graduate of \_\_\_\_\_  
Year Practical Nursing Program

2. I am a licensed practical nurse in the state of \_\_\_\_\_

License Number: \_\_\_\_\_

3. I have completed 14 semester hours in nursing at Saint Xavier University with a minimum NGPA of 2.3.

4. My cumulative grade point average at Saint Xavier University is \_\_\_\_\_ (Minimum 2.3 required)

**Student Signature** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
LPN/BSN Advisor

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
Director of Nursing

**Date:** \_\_\_\_\_

**Copy sent to:** Records and Advising

**Date:** \_\_\_\_\_

**Original Copy:** Student Advising Folder

**Date:** \_\_\_\_\_

**Form B- Undergraduate Student Leave of Absence Form**

**Student Information**

<b>Date:</b>	<input type="text"/>	<b>Student ID:</b>	<input type="text"/>
<b>Name:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text"/>
<b>Zip Code:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<b>Cell Phone:</b>	<input type="text"/>	<b>School Email:</b>	<input type="text"/>

**Academic Information**

<b>Current Semester:</b>	<input type="text"/>
<b>Semester on Leave:</b>	<input type="text"/>
<b>Anticipated Return:</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: <input type="text"/>
<b>Program:</b>	<input type="checkbox"/> Undergraduate Nursing <input type="checkbox"/> Graduate Nursing <input type="checkbox"/> Gerontology

**Reason for Leave of Absence**

**Signatures**

Student Signature: _____	Date: _____
Advisor Signature: _____	Date: _____
Program Director Signature: _____	Date: _____

**Note:** Student program plans are subject to revision and may be adjusted to reflect new program requirements. Leave of absence may extend program completion time and placement in practicum.

## Form C- Documentation of Unprofessional Behavior/Unsafe Practice

### Student Information

<b>Student Name:</b>	<input type="text"/>	<b>Student ID:</b>	<input type="text"/>
<b>Course Number and Name:</b>	<input type="text"/>		
<b>Semester and Year:</b>	<input type="text"/>	<b>Date of Occurrence:</b>	<input type="text"/>
<b>Date of Meeting:</b>	<input type="text"/>	<b>Location:</b>	<input type="text"/>

### Outcome 1: Communication and Collaboration

*Demonstrate effective communication, negotiation, and collaboration skills with diverse clients and colleagues.*

**The student exhibits a deficiency in the following:**

- Demonstrates inaccurate or incomplete verbal/written communication.
- Is verbally abusive and/or exhibits threatening, coercive, or violent behavior.
- Engages in distracting conduct while faculty or speakers are delivering a lecture.
- Demonstrates ineffective communication skills with faculty, peers, and/or healthcare team.
- Loudly and frequently interrupts the flow of class with inappropriate questions or interjections.
- Inappropriate use of electronic devices (texting, email, or social media in class or clinical).

### Outcome 2: Professional Accountability

*Demonstrates accountability in nursing practice based on professional values of respect, caring, and justice.*

**The student exhibits a deficiency in the following:**

- Trend of tardiness, leaving class abruptly or early, or excessive or unexcused absence.
- Does not maintain confidentiality in clinical work or where otherwise required.
- Is unable to achieve therapeutic nurse-client relationships characterized by rapport, empathy, and respect.

### Outcome 3: Culturally Sensitive Care

*Provides competent care that is culturally sensitive and respectful to the healthcare needs of diverse populations.*

**The student exhibits a deficiency in the following:**

- Failure to carry out psychomotor/technical skills in a safe manner.
- Act of omission in client care that is contrary to established protocols and guidelines.
- Does not come to clinical prepared to provide safe care.
- Attempts activities without adequate preparation or assistance.

## Outcome 4: Lifelong Learning

*Commits to lifelong learning and professional development.*

**The student exhibits a deficiency in the following:**

- Is resistant, defensive, and/or non-responsive to improvements.
- Appears unaware or is indifferent to their deficiencies and the need to improve.
- Does not accept constructive criticism or take responsibility for errors.

## Outcome 5: Policy Compliance

*Follows the policies established within the University, the School of Nursing, course syllabi, and the healthcare agencies.*

**The student exhibits a deficiency in the following:**

- Needs repeated reminders of responsibilities regarding University or clinical site policies.
- Trend of late exams, assignments, and/or missed assignments.
- Exhibits inappropriate professional dress, appearance, and/or behavior.
- Is unwilling to address their own unethical conduct or that of others associated with the program.
- Misrepresents or falsifies actions, assignments, or information.
- Has violated University drug and alcohol policy.

## Notifications

<b>Student notified by issuing faculty on date:</b>	_____
<b>Lead course faculty notified by issuing faculty on date:</b>	_____
<b>Director of Nursing notified by issuing faculty on date:</b>	_____

## Faculty Comments

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Comments

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Nursing Program Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form D- Remediation Plan

Student Name: \_\_\_\_\_

### Identification of Issue

### Steps to be Taken

*If required, list specific actions, resources, or interventions to address the identified issue.*

### Time Frame for Reevaluation

### Signatures

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Nursing Program Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SAINT XAVIER UNIVERSITY

School of Nursing

## Form E- Clinical Occurrence Form

This form is used to report an occurrence involving a student engaged in a scheduled clinical or course-related activity. The purpose is to assist with identification and management of clinical practice occurrences, adverse events, errors, and near misses. The entire form must be completed and signed by both the student and clinical/course faculty.

### Report Information

<b>Date of Report:</b> _____	<b>Date of Occurrence:</b> _____
<b>Time of Occurrence:</b> _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<b>Agency/Location:</b> _____
<b>Address:</b> _____	
<b>Program of Study:</b>	<input type="checkbox"/> Undergraduate Nursing <input type="checkbox"/> Graduate Nursing <input type="checkbox"/> Gerontology
<b>Course Number:</b>	_____
<b>Instructor/Supervisor:</b>	_____

### Category of Occurrence

- Error (Incident that had potential to place a client at risk or harm, or resulted in actual harm)
- Near Miss (Event that could have resulted in accident, injury, or illness but did not, whether by chance or timely intervention)
- Other: \_\_\_\_\_

### Type of Occurrence

<input type="checkbox"/> Medication error	<input type="checkbox"/> Inappropriate/inadequate communication
<input type="checkbox"/> Needle stick	<input type="checkbox"/> Violation of HIPAA
<input type="checkbox"/> Unprepared for providing client care	<input type="checkbox"/> Environmental safety issue
<input type="checkbox"/> Blood/body secretion exposure	<input type="checkbox"/> Equipment/device malfunction
<input type="checkbox"/> Fall event	<input type="checkbox"/> Failure to follow agency/program policy
<input type="checkbox"/> Outside of scope of practice	<input type="checkbox"/> TB exposure
<input type="checkbox"/> Injury to body	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Change in client condition	

### Individual Information

<b>Who received injury:</b> <input type="checkbox"/> Client <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Other
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
<b>English is predominant language:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>Status:</b> <input type="checkbox"/> Harm <input type="checkbox"/> No Harm <input type="checkbox"/> Death <input type="checkbox"/> Other
<b>Age:</b> <input type="checkbox"/> 0-5 <input type="checkbox"/> 6-12 <input type="checkbox"/> 12-15 <input type="checkbox"/> 15-20 <input type="checkbox"/> 21-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-35 <input type="checkbox"/> 36-40 <input type="checkbox"/> 41-45 <input type="checkbox"/> 46-50 <input type="checkbox"/> 51-55 <input type="checkbox"/> 56+ <input type="checkbox"/> Unknown

## Student Involved in Occurrence

<b>Name:</b>	Last: _____ First: _____ MI: _____
<b>Address:</b>	Street: _____ City, State, Zip: _____
<b>Phone:</b>	Home: _____ Work: _____ Cell: _____
<b>SXU ID Number:</b>	_____

## Client/Visitor/Other Involved (if applicable)

<b>Name:</b>	Last: _____ First: _____ MI: _____
<b>Address:</b>	Street: _____ City, State, Zip: _____
<b>Phone:</b>	Home: _____ Cell: _____

## Facts of Occurrence

*Describe fully the events that resulted in the incident. Explain what happened, how it happened, whether an injury occurred as a result, and name any equipment, personnel, or other factors.*

## Injury Description (if applicable)

*Explain who was injured and the nature and location of the injury. Describe fully, including parts of the body affected.*

## Signatures

Student Signature: _____ Date: _____	Faculty Signature: _____ Date: _____
Director of Nursing Program Signature: _____ Date: _____	