



Roosevelt University Nursing Program

STUDENT HANDBOOK 2022 - 2023

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Message from the Director:

Welcome to the Nursing Program at Roosevelt University and the 2022-2023 academic year! The faculty and staff are eager to have you here and to assist you as you are moving forward with your nursing education. As Roosevelt University Community members, we live the mission of the institution in promoting mutual understanding valuing diversity and inclusion and taking action towards social justice. The past years in healthcare have shown the importance of the well-trained nurse and this rigorous program will prepare you to practice successfully in the profession of nursing. We are proud to have had Roosevelt graduates at the forefront of care during the pandemic as staff nurses, educators, and administrators.

The Bachelor of Science in Nursing Degree program is designed to prepare students for professional careers in the Healthcare field as Registered Nurses (RNs). Students will earn a Bachelor of Science in Nursing degree (BSN). In addition to the required Roosevelt University general education CORE, program coursework covers general sciences for the profession [life sciences, anatomy and physiology, chemistry organic biochemistry, microbiology, pathophysiology and pharmacology] as well as healthcare-specific courses [clinical nutrition, global health and healthcare ethics]. Introductory and advanced professional courses address the fundamentals of nursing care, mental health, maternal care, pediatrics, adult and critical care. This program prepares students to become registered nurses by taking the NCLEX-RN exam and obtaining licensure from the Illinois Department of Financial & Professional Regulation (IDFPR), and meets crucial national, state, and local needs for Baccalaureate-prepared nursing professionals.

This handbook will orient you to the policies and the procedures used in the Bachelor of Science in Nursing (BSN) program for didactic and lab courses and clinical experiences. Students should carefully read the material and ask the Director for clarification on any policy and procedures that are unclear.

This Student Handbook is effective Fall Term 2022 until the beginning of Fall Term 2023. It is provided to you as an important resource on policies and procedures followed in Bachelor of Science in Nursing (BSN) Program and is a supplement to the University Student Handbook. Students also should become familiar with the Roosevelt University (RU) policies in the RU [Undergraduate Academic Catalog](#).

We are here to assist you as you begin your course of study at Roosevelt. Please feel free to ask faculty for assistance as we want to help you to be successful in every possible way!

Use it as a guide and a reference. Of course, if you have any questions about the Handbook, please ask us for assistance.

Sincerely,

Cynthia M. Gonzalez, MSN, APRN, OCNS-C, CMSRN
Nursing Program Director
Roosevelt University College of Science, Health and Pharmacy
403 South Michigan Ave., Chicago IL 60605
[\(312\) 341-3500](tel:3123413500)

Nursing Student Handbook Use

The Roosevelt University *Nursing Student Handbook* contains information, policies and procedures specific to students enrolled in the Bachelor of Science in Nursing program. General University information, policies, and procedures can be found in the [Roosevelt University Student Handbook on the University Policies Page](#) and [Undergraduate Catalog](#) (collectively “University Student Policies”). The Nursing Student Handbook serves as a supplement for Nursing students who are expected to adhere to both University Student Policies and the policies in the Nursing Student Handbook. Any changes made to policies will be emailed to students via their official Roosevelt email account and become effective on the date of that email.

Questions, issues, or concerns and requests for assistance can also be brought to the Director of Nursing, Cynthia Gonzalez.

Nursing Professional Code of Ethics from the American Nurses Association

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2015

Handbook Acknowledgement

By signing your acknowledgement of receipt and understanding of the RU Nursing Student Handbook you attest that you have read, understood, and will abide by all Nursing Program policies as listed in this Handbook. Failure to do so is considered a violation of the Roosevelt University Code of Student Conduct.

Mission Statement

The Nursing Program at Roosevelt is grounded in commitment to social justice and caring for the patient's welfare. Healthcare globalization and varied populations mean that diversity, equity and inclusion is needed by nurses in order to provide high quality, safe care. By advancing educational access for a multi-cultural population of students, our Baccalaureate Nursing Program contributes to building a nursing workforce that meets the healthcare needs of cross-cultural communities. We stand ready to recruit, collaborate, and support a diverse group of students to meet society's need for nursing professionals. Our graduates are educated with strong healthcare values, respecting and reflecting the patient populations they serve. This improves the quality of care and accessibility to individual health care needs.

Non-Discrimination Statement

It is the policy of Roosevelt University to comply with federal and state laws that prohibit discrimination in the University's educational programs and activities. For additional information, please refer to the University's [Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation \(RU Policy No. 2.1\)](#) and the *Anti-Discrimination Policy and Procedure* in the [University Student Handbook](#).

Anti-Harassment Policy

Policies and procedures dealing with sexual harassment, discrimination, equal opportunity, and sexual assault can be found on the [University's Policies page](#) (RU Policy No. 2.1) and in the [Roosevelt University Student Handbook](#).

Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) protect the students' privacy and educational records. Information about FERPA is located on the [University's Policies page](#) and in the [Roosevelt University Student Handbook](#) under *Privacy Rights of Students*.

General Information

Emergency Notification/Procedures

The information provided below is specific to the Chicago Campus. Please refer to the [University Student Handbook](#) for Emergency Information including the following topics:

- Emergency Text Message Procedures
- Fire Procedures
- Emergency Evacuation Assistance
- Missing Student Notification Procedure
- Armed Violence/Active Shooter
- Lockdown/Shelter in Place
- Tornado

Contacting the Chicago Campus Safety Office

Chicago Campus Safety Office: WB LL, Phone– Ext. 2020, 312-341-2020, www.roosevelt.edu/campuses/campus-safety

Campus safety telephones are located in various locations within the building and parking lots and will connect directly to Campus Safety. Public telephones are also available in building hallways and can be used to dial 911 in the event of an emergency.

Students are encouraged to call Campus Safety for any concerns including assault, theft, loitering, suspicious behavior or packages, smoke, fire, or flooding. Additionally, students are encouraged to immediately report any non-emergencies that may affect security to the Campus Safety office. This includes lost keys, defective locks and broken windows.

Roosevelt University publishes a security report annually to inform its community of the security policy, procedures and crime statistics in compliance with the “Student-Right-To-Know and Campus Security Act of 1990.” This report is accessible at the Roosevelt University website, <http://www.roosevelt.edu/campuses/campus-safety>.

Fire

In case of fire, pull the nearest fire alarm and then call the fire emergency number, give your name and location, and follow instructions. Whenever an alarm is sounded, follow the posted evacuation procedures; assist in evacuating any persons with disabilities in the vicinity, and close doors behind you. Do not telephone to ask if you should leave. Follow all instructions given by the University’s designated fire wardens or evacuation team leaders.

Nursing Program Ceremonial Events

Attendance at Nursing Program Ceremonial events is considered mandatory.

White Coat Ceremony

The White Coat Ceremony formally welcomes second-year students to the Nursing Profession as colleagues dedicated to patient care. The presentation of the white coat represents passage into the nursing profession, with all the associated rights, opportunities and responsibilities. During the ceremony, students recite the Nursing Oath, committing their professional careers and practices to excellence in nursing. Along with first year students, faculty, staff, family and friends may be invited to attend the event.

Pinning Ceremony

The Pinning Ceremony is a distinct and special ceremony recognizing nursing students who have completed their nursing school curriculum. The pinning ceremony has [roots](#) in the 12th century when knights who aided the sick and infirm were given a Maltese cross to wear. Today’s pinning ceremony is closely tied to an award given to legendary nurse [Florence Nightingale](#). Known as the mother of modern nursing, she was awarded the Red Cross of St. George in the 1860s for her tireless work during the Crimean War. To share this honor, Florence presented a medal of excellence to her brightest graduates. We celebrate our graduates by presenting them with a Roosevelt University Nursing Pin to proudly wear as our representatives in the nursing community.

Commencement Ceremony

The Roosevelt University Nursing Program participates in one commencement ceremony per year each Spring. Summer and Fall graduates will participate in the Spring commencement ceremonies

Students who plan to graduate and/or participate in the annual commencement ceremony must file the appropriate graduation forms with the Registrar's Office including the [graduation application form](#).

Parking and Transportation Policy

The Roosevelt University Nursing Program requires that all students provide their own transportation during their nursing clinical experiences. The Program cannot guarantee that students will be placed at sites within area public transportation. Transportation expenses such as gasoline, tolls, insurance, parking, and other automotive services are the student's responsibility.

Access to Campus Facilities

All University facilities, unless otherwise noted, are open to faculty, staff and students during the hours of operation. Each department establishes its office hours within the building hours listed below. Building and office hours are subject to change.

Any individual, excluding current students, under the age of 18, is not allowed on campus unless accompanied by an adult. Local authorities may be contacted to assist an unaccompanied child if deemed necessary by university personnel.

Although the University strives to provide an open, academic environment, loiterers are required to leave when requested by Campus Safety and University officials.

Access to Campus Facilities

Access to the University facilities may be reduced due to COVID-19. Students are notified when classes and labs are meeting in person and when attendance is expected. Students who wish to use the campus for independent studying may use the various areas in the main campus that are open. Normal business hours for each department in the Nursing program are 9:00 AM to 5:00 PM. All departments are open for online appointments during this time, in addition to in-person services. Students who require assistance in person should make an appointment.

COVID-19 University Policies

Students are required to comply with all current University policies related to COVID-19, including, but not limited to: compliance with the COVID-19 vaccination policy, truthful response to screening questions and temperature check before entering campus and refraining from entering campus if any symptoms are present; wearing a mask or cloth face covering at all times while on campus when required (masks with valves not permitted); complying with any social distancing requirements; leaving furniture in place to promote social distancing; regular use of hand sanitizer and disposable sanitizing wipes to reduce surface spread of infection. Policies change based on changes in state and local guidance. Students should review the [COVID-19 Addendum to the Student Code of Conduct](#). Additional information regarding the University response to COVID-19 is found at the University COVID-19 website: <https://blogs.roosevelt.edu/coronavirus/>. All COVID-19 policies are in place and are strictly enforced in order to reduce the spread of COVID-19, but students enter campus at their own risk and should inform the Director of Nursing, Professor Gonzalez, if they cannot come to

campus for any COVID-related reason. Accommodations will be made, such as a remote make-up opportunity or the option to complete the requirement at a time when COVID-19 is no longer a risk.

Student Resources

Academic Calendar

The University academic calendar for the can be found [HERE](#).

Approved Course Electives

Elective courses allow students to develop areas of personal interest or expand their understanding of a subject outside the core curriculum. Nursing students must complete elective courses in Humanities and Social Sciences as described in the [BSN Degree Map](#).

Bookstore

In addition to the Bookstore, located on the first floor of the Wabash building, the University also offers a virtual textbook service where you can order textbooks on-line and have them delivered to your home. The link to the Bookstore can be found [HERE](#).

Course Curriculum

The BSN curriculum is described in the [Degree Map](#) and is structured to enable students to complete all of the requirements for a four-year Bachelor's degree in Nursing in three academic years, utilizing Fall, Spring and Summer terms. In the first year, students take several foundational science, social science, and humanities courses. The Nursing-focused curriculum begins in the first semester with NURS 100, Foundations of Professional Nursing and builds through the second and third year with clinical lecture, lab and experiential courses in the NURS course series. Transfer students who have been found to meet all prerequisites and have been admitted to the second-year cohort must complete the introductory Nursing courses in their first summer term. The Second- and Third-year curriculum is scheduled in a Block format, with the exception of elective courses that students select. Courses in the Second and Third academic year are taken in the order described in the Degree Map, unless approval has been given by the Director of Nursing.

Course Registration

Students must meet with their advisor prior to each term to register for courses.

Technology Support

Students should refer to Policies and Resources on [Blackboard](#) for information on Technology Support at Roosevelt University.

Mode of Communication

The primary mode of communication within the Nursing Program is through the Roosevelt University email system. The primary mode of communication regarding course-specific information is through Blackboard. It is the student's responsibility to regularly and frequently check email and Blackboard.

Library and Learning Resources

Access to the electronic learning resources Roosevelt students can be accessed [HERE](#). Printed texts and materials can be found in the Library.

Learning Commons

The Learning Commons is located in the Library. It provides accommodations and academic support for Roosevelt University students. Information regarding services and hours is available [HERE](#).

Reasonable Accommodation Process

Roosevelt University will engage in an interactive process with qualified individuals with disabilities who request accommodations for such disabilities, in a manner consistent with applicable federal, state, and local law. Roosevelt University BSN Program reserves the right to deny admission to any applicant who cannot meet the BSN Program Essential Functions, with or without reasonable accommodations. In the event that an enrolled student develops and/or demonstrates a disability that was not apparent when admitted and which adversely affects their ability to meet Essential Functions, the Program will engage in an interactive process to support the student. If the student cannot meet Essential Functions with reasonable accommodations, the Nursing Program will refer the matter to the University's Office of the Dean of Students and the University reserves the right to dismiss the student from the program.

Applicants/Students with Academic Accommodations

Students who require academic accommodations must follow the procedure described in the [Roosevelt University Student Handbook](#) for requests for accommodations. Accommodations are provided for students on a term-by-term basis. Students who have been granted accommodations will be provided a letter from the Learning Commons that details their specific accommodations for that term ("Accommodation Letter"). The student is obligated to share their Accommodation Letter with the faculty member at the beginning of the term or as soon as the student receives the letter.

It is possible for a student to have been granted an accommodation by the Learning Commons, but to decline to exercise that accommodation in a particular class or for a particular activity. Thus, students retain the right to determine when to exercise their accommodations, but it is also the student's responsibility to communicate their intentions in a timely manner.

In all cases, a student must allow 5 working days after the faculty is informed of their request for accommodations for that accommodation to be arranged. A student who fails to notify the faculty member of their desire to use an accommodation within this time period may not receive accommodations for that particular activity.

TeleHealth

All current students can access licensed medical doctors and licensed therapists using their computer, phone, or other mobile devices from anywhere in the United States. Information regarding TimelyCare services and hours is available [HERE](#).

General Program Information

Accreditation

Bachelor of Science in Nursing Accreditation

Accreditation: Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in Nursing at Roosevelt University IL is accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education

655 K Street, NW, Suite 750

Washington, DC 20001

(202) 887-6791

On March 3, 2021, the Higher Learning Commission approved Roosevelt University's Change of Control Application to acquire selected assets of Robert Morris University Illinois (RMUI). This approval also extended Roosevelt's accreditation related to the acquisition of RMUI which included the nursing program.

University Accreditation

Roosevelt University is fully accredited by the Higher Learning Commission (HLC). The HLC is an independent corporation and is one of six regional institutional accreditors in the United States. Regional accreditors evaluate an institution's effectiveness in fulfilling its educational mission using a set of quality standards, also known as the criteria for accreditation, evaluating and accrediting institutions as a whole. Along with assessing formal educational activities, the HLC also evaluates governance and administration, student services, student learning, financial stability and institutional resources, institutional integrity, and relationships with internal and external constituencies. Accreditation is an indicator of quality, an important benefit to both prospective students and institutional stakeholders. Following a comprehensive evaluation and campus visit in 2015, Roosevelt's institutional accreditation was reaffirmed for 10 years.

Admissions Policies

Admission to Roosevelt University Bachelor of Science in Nursing Program is granted on a competitive basis and requires applicants to complete a comprehensive application. Admission to the Nursing Program is based on a thorough review of the application, including results from high school, transfer of credit, ACT/SAT/TEAS scores, and work experience. Admissions decisions and notification are conducted on a rolling basis. [Admissions policies and procedures](#) are posted on the Nursing Program website.

Transfer Student Policy

Transfer applications are accepted for students who have completed required undergraduate coursework and may be eligible for advanced standing in the first-year cohort or for placement in the second-year cohort. Transfer admission policies and procedures are posted on the [Nursing Program website](#).

Essential Functions for Admission, Promotion and Graduation

Applicants to the RU BSN Program should review these Essential Functions carefully. Offers of admission are contingent upon applicant attestation that they are capable of complying with the Essential Functions.

Bachelor of Science in Nursing Essential Functions

In order for safe nursing practice to occur and for students to be qualified to participate in and complete the Nursing program, all nursing students must be able to perform the following essential

functions. The program will provide qualified disabled students with reasonable accommodations that are necessary to enable them to meet the nursing care standards required of them. The American Association of Colleges of Nursing (AACN) and the National Council of State Boards (NCSBN) have defined a thorough list of competencies necessary for the professional practice of nursing.

These competencies were defined from an extensive study of practicing nurses and can be defined in general terms as:

1. Ability to see, hear, touch, smell, and distinguish colors.
2. Oral and writing ability with accuracy, clarity, and efficiency.
3. Manual dexterity, gross and fine movements.
4. Ability to learn, think critically, analyze, assess, solve problems, and utilize judgement.
5. Emotional stability and ability to accept responsibility and accountability.

All educational programs are dedicated to principles of non-discrimination. This includes a commitment not to discriminate against qualified disabled applicants and students. However, in order to meet a key program requirement of clinical training in the hospital setting, students must meet requirements established by the hospital which include being able to move without the use of assistive devices like a wheelchair or a cane, crutches or a walker. If a student requires such a device, they may not be able to complete all aspects of training and may not be eligible for degree completion. If a student cannot perform the function in the manner indicated, he or she will not necessarily be precluded from participating in the program, but will need to be able to perform the essential functions with or without reasonable accommodation. Specific functional abilities for nursing students are identified below.

Functional Ability	Standard	Examples of Required Activities
Cognitive/Conceptual Abilities	<p>The student must be able to thoroughly, efficiently and reliably:</p> <ul style="list-style-type: none"> • Recall information from reading material, lecture, discussion, patient evaluation; • Interpret information from reading material, lecture, discussion, and patient evaluations. • Apply information from reading material, lecture, discussion, patient evaluation; • Analyze information from reading material, lecture, discussion, and patient evaluations. • Synthesize information from reading material, lecture, discussion, and patient evaluations. • Evaluate or form judgments about information from reading material, lecture, discussion, and patient evaluations. • Ability to react effectively in an emergency situation. • Ability to gather data, to develop a plan of action, establish priorities 	<ul style="list-style-type: none"> • Calculates accurate medication dosage given specific patient parameters. • Analyzes and synthesize data and develop an appropriate plan of care. • Collect, prioritize needs and data. • Recognize an emergency situation and respond effectively to safeguard the patient. • Transfer knowledge from one situation to another. • Accurately process information on medication containers, and medication records. • Understand medical records and policy and procedure manuals.

	and monitor and evaluate treatment plans and modalities.	
Affective/Interpersonal/Emotional /Behavioral	<p>The student must be able to:</p> <ul style="list-style-type: none"> • Establish professional, trusting, empathetic relationships with a variety of individuals. • Demonstrate respect and engage in non-judgmental interactions regardless of individuals' life-styles and cultures. • Accomplish work effectively in groups. • Meet externally determined deadlines. • Be present at required activities in classroom, lab and clinical settings. • Attend to cognitive, communication and psychomotor tasks for as long as four, and up to eight hours at a time. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student code. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Skills sufficient to demonstrate good judgment based on diagnosis. • Adapt to environmental changes.
Sensory Abilities	<p>The student must be able to:</p> <ul style="list-style-type: none"> • Have sensory/perceptual ability to monitor and assess clients. 	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, and auscultatory sounds. • Visual acuity to read calibrations, assess color such as cyanosis, pallor or redness. • Tactile ability to feel pulses, temperature, and palpate veins. • Olfactory ability to detect smoke or noxious odor.

Adopted from:

Davidson, S. (1994) The Americans with disabilities act and essential function in nursing Programs, Nurse Educator, 19(2), 31-34.

Data adapted from "A Validation Study: Functional Abilities Essential for Nursing Practice" by Carolyn J. Yocom, National Council of State Boards of Nursing.

National Council of State Boards of Nursing website for more information:

http://www.ncsbn.org/regualtion/nursingpractice_nursing_practice_licensing.asp

Students with documented disabilities who may require accommodation to meet these essential functions should contact the [Learning Commons](#) by emailing learningcommons@roosevelt.edu for assistance.

Time Limit for Completion of Program

Students must complete required Science Specialization and Non-Nursing Support courses within eight years, and all nursing courses (NURS) within four years. If a student is unable to meet this timeframe, the student will be dismissed from the program.

Leave of Absence

Students who wish to take a leave of absence (LOA) for personal, medical, or other reasons must submit this request to the Director of Nursing. The LOA may be granted for up to one calendar year. If the LOA is for longer than one calendar year, the student must notify the Nursing Director they wish to extend their leave. If a student is taking an LOA for greater than 2 years, they would need to restart the application process to enter the Nursing Program as new student. Students taking an LOA must return all University-owned materials (i.e., Roosevelt ID). Students returning to the curriculum after a leave of absence or deceleration for any time period greater than or equal to two (2) terms may need to complete all of the Nursing Program's normal admission and entry protocols prior to returning to the program, including but not limited to a background check and drug test.

Course Withdrawal

Students considering course withdrawal should consult with their Advisor. A course withdrawal will be entertained only because of extraordinary non-academic circumstances. A student withdrawing from coursework will work with their advisor to determine if a leave of absence would be the most appropriate option. Withdrawal from a course will likely result in delayed graduation and may affect financial aid.

Please see [Course and credit information](#) in the University Academic Catalog. The tuition refund schedule can be found [on the Course and Term Deadlines web page](#).

Standards

To maintain enrollment and successfully graduate from the Nursing program, a student must adhere to all of the University's and Program's policies and procedures, including its various standards (*e.g.*, conduct, essential functions, grade, and other academic standards). Those policies, procedures, and standards are generally located in four places: (1) the University undergraduate Academic Catalog, (2) the University Student Handbook, (3) the University Policies page, and (4) this Nursing Student Handbook. Below is a summary of those standards and the potential consequences for violating them.

As required by the University, violations of Academic Integrity will be reported to the Office of the Provost. Potential violations of the University Code of Conduct will be reported to the Office of Student Rights and Responsibilities. Additionally, any violations of Nursing Program Standards (*e.g.*, Essential Functions or Professionalism Standards) will result in referral to the Nursing Progression Committee. If the Promotion Committee determines that a Nursing Essential Function or other Nursing Program Standard as listed in this Handbook has been violated, it may issue a sanction. Possible sanctions include but are not limited to: warning, behavioral probation, suspension, or dismissal from the BSN Program. Dismissal is the only Promotion Committee decision that is appealable. Appeals must be made to the Co-Dean of the College of Science, Health and Pharmacy as described under "Appeals Procedure for Student Dismissals by the Promotion Committee."

Student Conduct Standards

The Roosevelt University Student Code of Conduct is available in the [Roosevelt University Student Handbook](#). All students of Roosevelt University, including Nursing Students, are held to these standards of student conduct, as well as to the Nursing Program's standards of student conduct (including but not limited to its illicit drug policies and conduct standards described in the Essential Functions).

A student who is reasonably believed to have violated a conduct standard will be reported to the University's Office of the Dean of Students and subjected to the University's conduct process.

Alcohol, Cannabis and Illicit Substance Policies

Students enrolled in the Nursing Program are expected to follow Roosevelt University's Code of Student Conduct policy on alcohol and illicit substance use. This policy can be found in the [Roosevelt University Student Handbook](#).

In addition, students enrolled in the Nursing Program are expected to follow the Program's alcohol, cannabis and illicit substance policies. Drug screens are required prior to matriculation and throughout the Roosevelt University Nursing educational experience. Random drug screens may be conducted throughout the curriculum. Some rotation sites have additional drug screen requirements with which students must comply. Students will be notified when they have been selected for a drug screen via their official Roosevelt email and will be given detailed instructions on how to comply. All expenses associated with drug screens after matriculation are paid by the College unless a student tests positive for any illicit substances; in the event that a student tests positive, they are responsible for the cost of the test and any subsequent tests that are required.

Faculty and/or Preceptor Response to Suspected Intoxication

If a preceptor or faculty member observes or receives information that a student is using or may be under the influence of any substance, (e.g., cannabis, alcohol, drugs (illicit and/or prescription) while in the classroom or at an experiential site, they must take the following steps and/or follow their institution-specific policy:

1. Contact the Director of Nursing and/or the University Dean of Students.
2. Remove the student from the classroom or experiential site.
3. Meet with the student in private and inform them of the behavior or performance that has been observed. When possible, the faculty and/or preceptor should include another person in the meeting (e.g., another faculty member or clinician) to serve as an independent observer and witness. During the meeting, the faculty member or preceptor should ask the student to disclose all alcohol or drugs that they have taken.
4. The clinical preceptor or Director of Nursing may call 911 for transportation for the student to the nearest hospital emergency department.
5. The student may be subject to a drug and alcohol screen at the discretion of Director of Nursing or the hospital if sent to the emergency department. The student must release results of any such drug/alcohol screen to the University. Refusal to take the drug and alcohol screen or release the results will be considered as admission of a positive test. A diluted specimen result must be retested immediately or will be considered a positive test.
6. If the test is positive for drugs or alcohol, or if a student refuses testing or refuses to release the results of the tests to the College of Science, Health and Pharmacy, the student shall be subject to immediate suspension pending an investigation through the Office of Student Rights and Responsibilities.
7. If the test is negative, the student shall be referred to the Director of Nursing.
8. The faculty member or clinical preceptor will document, in writing, the behavior(s) or the performance issue/concerns observed including dates, times and names of all parties involved. This written documentation must be provided to the College of Health, Science and Pharmacy. All written documentation and drug testing results are to be placed in the student's file.

9. Any Nursing student who displays behaviors consistent with being under the influence of a substance or is found to be in possession of alcohol, cannabis or an illicit drug while on campus will be reported to Campus Safety, the University Dean of Students Office and the Director of Nursing

Consequences of a Positive Test or Presumed Positive Test

1. Information obtained in drug screens may prohibit students from completing introductory or advanced practice experiences and thus may delay graduation or may result in dismissal from the program.
2. Students who do not consent to a drug screen, refuse to provide information necessary to conduct a drug screen, do not provide samples within the specified time frame, or provide false or misleading information or samples in regard to the drug screen will be treated as if a positive drug screen result was reported.
3. Failure to comply with a drug screening, positive test results and presumed positive test results are considered University Code of Conduct violations and will be reported to the University Dean of Students office and are also a failure to meet the Essential Function, and will be handled as described in this Handbook.
4. Drug screen results will be disclosed to experiential rotation sites if requested.

Academic Integrity Standards

All students are expected to adhere to the standards set forth in the University's Academic Integrity Policy is available on the [University's Policies page](#). That Policy addresses the University's expectations with respect to academic dishonesty (*e.g.*, cheating, recycling, plagiarism, fabrication, and unauthorized collaboration). As discussed below, a student's integrity obligations are also reinforced through the Nursing Program's requirement that students meet all of the Essential Functions.

Professionalism Standards

Appearance, attitude and professional behavior are important elements of the student's preparation and professional success. Students are expected to dress, speak, and exhibit professional behavior at all times. Nursing students are held to the same standards as professional nurses. Therefore, nursing students are required to demonstrate appropriate conduct in the classroom/clinical/lab setting or anywhere they are representing RU and the nursing profession. Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing. Students are to be accountable for their own actions and take responsibility for their own learning. We are a diverse university and nursing students must treat others with etiquette and courtesy. Courtesy is based upon respect and mutual regard for one another.

Refer to the RU Student Handbook for additional information. The following are examples of behaviors that will result in disciplinary action:

1. Rude, demeaning and/or profane conversations/comments
2. Disrupting the classroom or lab or clinical setting by inappropriate behaviors
3. Bullying others
4. Intimidating or being aggressive to others
5. Recording in class, lab, or the clinical setting without express permission to do so
6. Violating HIPAA/confidentiality at the clinical site

7. Any cellphone use during class, lab, or clinical
8. Willful and wanton disregard to follow the policies and procedures of the university or clinical faculty
9. Comments that are derogatory toward a person's culture, race, age, gender, sexual identity, or socioeconomic status
10. Failure to address Nursing faculty or preceptors with their proper title of "Dr." or "Professor"

Professional Dress and Grooming

Appropriate dress includes a required uniform (Roosevelt University green scrubs) starting the second academic year. Nursing uniforms may be purchased through the University Bookstore. Students must wear clean uniforms to all nursing major and science classes and clinical/externship experiences. Therefore, it is recommended that students purchase at least two uniforms. Students are also required to wear leather or other impervious enclosed, rubber-soled shoes which can be purchased on their own.

Additionally, the following are unacceptable:

- Wearing elaborate jewelry (e.g., bulky and large).
- Visible piercings, other than one small earring in ear lobes.
- Visible tattoos
- Excessive perfumes/colognes, elaborate hair styles, excessive cosmetics
- Chewing gum
- Long and artificial fingernails
- Smoking when in uniform
- Sandals, open-toe, heeled shoes

General Appearance, Hygiene & Manners:

- Personal hygiene must be maintained, i.e., oral, general skin care, and deodorant
- Shoes and clothes must be clean, ironed, and neatly worn at all times
- Hair must be secured so as not to fall forward

Professional Behavior During Sessions with Guest Lecturers and Speakers

In order to display professional courtesy at all times while guests are on campus and to project professionalism and respect, students should:

- Use electronic devices (i.e., laptops, tablets) only for educational purposes and refrain from other uses.
- Refrain from using cell phones in the classroom. If needed, the students should excuse themselves from the classroom to take an emergency phone call.
- Make all efforts to avoid disruptions to guest speakers.
 - Remove any needed belongings from the classroom for outside class hours
 - Arrive on time and leave at the appropriate time
 - Avoid conversations in the hallway that may be disruptive

Attendance Standards

It is essential that students of the Nursing Program experience meaningful learning in the classroom, lab and clinical area for attainment of stated program competencies. In each nursing course, all learning activities have been planned to provide each student with optimum exposure to theoretical content and practical experience. To ensure each student has the opportunity to participate in each planned learning activity and demonstrate satisfactory competency, attendance at each course

session is therefore essential. Students are expected to be on time for class, lab, and clinical activities. Tardiness may result in the student not being permitted to participate in activities, at the instructor's discretion, depending on what content has been missed. In such cases, the student will be considered absent. Promptness and attendance are expected professional behaviors.

If a student is unable to participate in a scheduled class, lab/simulation, examination or assignment, it is the student's responsibility to notify the course instructor via email or phone as soon as possible, preferably before the scheduled class session is to begin. The faculty member will determine if the student will be excused from the activity. More than one excused absence per course per term will impede a student's ability to keep up with and make up required course material, which may lead to a student receiving an incomplete until missed assignments, exams and clinical experiences can be completed as per the Examination and Assignment Make-Up Policy below. An unexcused absence will lead to a student receiving a zero for any missed activity, exam or clinical experience, which may result in course failure, which is grounds for dismissal. A student with extenuating personal circumstances or extended illness may apply for a Leave of Absence as described in this Handbook.

Examination and Assignment Make-up Policy

For excused absences, the course instructor will determine how and when the student will make up any missed course requirements. In general, make up sessions for labs and exams are offered in Finals Week following final exams, based on instructor availability. Up to one make-up session for clinical experience may also be scheduled in Finals Week following final exams; if necessary, make-up sessions may occur at a later date, with all scheduling dependent on instructor and clinical site availability. If all missed clinical experiences are not made up before the start of the next term, the student will be referred to the Progression Committee for review and the student may have delayed progression. Students are responsible for timely follow-up with the instructor for make-up of any material or activities missed due to an excused absence.

Unexcused absences are not entitled to make-up opportunities and will result in a score of 0 for the missed assignment or exam, which may lead to course failure and dismissal (see Academic Standing and Dismissal Standards below.)

Student Absence Notification

A student who experiences a non-academic emergency situation (e.g., prolonged personal illness, serious illness or death of immediate family member) may request faculty notification through the University Dean of Students office using this [form](#). Requests must be made within 10 business days after the student has returned to classes, require supporting documentation and are subject to verification by the Dean of Students office. Each instructor will determine whether or not to deem the absence excused or unexcused and students must work with faculty to determine how best to complete missed coursework.

Grading Standards

All nursing (NURS) courses utilize the grade scale below. Students must obtain a minimum of a 78% to pass. There is no rounding of grades.

A= 93-100

B= 85-92

C= 78-84

D=68-77

F= 67 & below

Promotion Standards

Promotion is defined as progression from one Academic Year to the next Academic Year. Each Academic Year is defined as Fall Term through Summer Term. Academic Standing and Promotion Standards for Academic Year one follow the University Undergraduate Catalog, except that Nursing students must earn a grade of Pass or C or above in the NURS courses taken in Academic Year One and must complete all required courses. For Academic Years Two and Three, students must meet ***all*** of the following:

- a. No outstanding grades of Withdraw or Incomplete
- b. No NURS courses with a grade below C or Fail in Pass/Fail courses
- c. Cumulative grade point average of at least 2.0.

Academic Standing Standards

Each Nursing student has an academic standing determined by their Roosevelt University cumulative grade point average and individual course grade performance. Student progression through the Nursing Program requires satisfactory completion of all didactic coursework as well as course-specific standards for Dosage Calculations and HESI Examinations, as described below. More details are found in relevant course syllabi.

Dosage and Calculations Exams

Beginning in Academic Year 2, a dosage and calculations exam (math test) is administered at the beginning of all NURS Clinical courses. A score of 90% or higher is required to pass in order to be cleared to pass medications in the clinical setting. If a student does not meet the 90% passing score, the student is required to attend a one-hour tutoring session with a nursing faculty member before taking a second exam. If a student does not achieve a passing score of 90% on the retake exam, the student is required to attend an additional two-hour tutoring session with a nursing faculty member before attempting the exam a third time. Failure to pass the Dosage/Calculation exam after three attempts will result in a grade of F in the course and may result in dismissal from the Nursing Program.

HESI Exams

The HESI examination is a required component of NURS 230, 270, 290, 360 and 395. This exam is scheduled by the nursing faculty and taken on campus. Students receive a HESI grade reflecting the percent correct, as well as a HESI Composite Score, which is described below.

- The HESI Composite Score represents a composite number which reflects the student's ability to apply nursing concepts within specific content areas. The HESI Composite Score is also used to assess student preparedness for the Nursing Licensure Examination (NCLEX). A Composite Score of 900 is the recommended benchmark score. If a student fails to achieve a HESI score of at least 900 on the first attempt, a student may re-take the exam following a minimum of 4 hours of tutoring remediation (more may be required based on the initial HESI exam score) through the HESI program as assigned and monitored by a Nursing faculty member. If at least two weeks remain before finals week, the re-take must occur within two weeks of the original exam. If less than two weeks remain before finals week, the student will receive an Incomplete, and the re-take will occur at the start of the next term.
- If a student achieves the minimum Composite Score of 900, their HESI grade (% correct_ will contribute 10% to the final grade in NURS 230, 270, 290 and 360. If the HESI is retaken due to achieving a Composite Score below 900 as described above, the new HESI grade (%)

correct) replaces the first score and the course grade will be recalculated and changed if warranted.

- The HESI Exit Examination serves as the final exam in NURS 395. This course's entire class grade is reflective of the HESI grade (% correct) received on the final exam, provided the student achieves a Composite Score of at least 900. Students will be allowed two attempts to achieve a passing Composite Score of 900. If a student fails to achieve a score of 900 after two attempts, they will be given an Incomplete in the course and allowed five weeks to remediate with an outside NCLEX review course, which must be pre-approved by the Director of Nursing. Following submission of proof of completion of the approved review course, the student will be allowed to schedule a third HESI Exit Examination, which will be taken at the student's expense. Students must adhere to the plan put in place by the Director of Nursing and sign a testing agreement. If a student does not achieve a Composite Score of 900 on the third attempt, they must take and pass at least five of six Kaplan Computer Adaptive Tests at their own expense. NCLEX approval will be provided only after a passing score is achieved.

Nursing Progression Committee

The Nursing Progression Committee is responsible for providing decisions regarding academic standing, progression and dismissal when students fail to meet Academic Standing Standards, Essential Functions, Promotion Standards, or any other Nursing Standards or policies as listed in this Handbook. The Nursing Progression Committee provides any necessary communication to a student's Roosevelt University email account.

Academic Standing and Dismissal Policy

The University's Academic Standing Policy (which is located in the University Undergraduate Catalog) applies to students in their First Year. Additionally, First Year Nursing student are held to the following policies with regards to their performance in their Science Specialization Courses and Non-Nursing Support Courses. The following Academic Standing and Dismissal policies also apply to all Nursing students in the Second or Third Academic Year of the Nursing Program.

To be in "**Good Academic Standing**" in the Nursing Program, students must meet each the following criteria. Failure to meet any one of the following criteria will result in referral to the Promotion Committee for review.

- Maintain a cumulative University GPA of 2.0 or above. Failure to meet this requirement is grounds for dismissal from the Program.
- Earn a grade of Pass or C or higher in every NURS course. Failure to meet this requirement is grounds for dismissal from the Program.
- Earn a grade of C- or above in every Science Specialization and Non-Nursing Support course. Any student who earns a grade below C- in one of these courses must retake that course and earn a grade of C- or above. The Science Specialization and Non-Nursing Support courses are pre-requisites to other courses in the Nursing curriculum, and as such, failure to earn a grade of C- in these courses will likely result in delayed progression.

Procedure for Potential or Actual Loss of Good Academic Standing for Nursing Students

When a student is at risk of failing or fails to meet any of the requirements for good academic standing (including if the student earns a low grade as described in the academic progression framework), the student will be alerted and contacted through the EAB system and receive an email from the Nursing Progression Committee that indicates: (1) the aspect of academic standing at issue, (2) the consequence for violating that standard, and (3) any appeal rights available to the student. The following consequences shall apply:

1. Academic Concern: A Nursing student who is earning less than a grade of C in any required course at midterm, has more than one excused absence in any course or any unexcused absences, or has any missing assignments meets criteria for Academic Concern. Students receiving an Academic Concern notification must meet with their instructor(s) to discuss what the student must do to succeed in the course. Students may also be referred for academic counseling and support.
2. Academic Probation: A Nursing student will be placed on “Academic Probation” as described in this Handbook if they: (a) earn a final grade less than C in any NURS course, or a grade less than C- in any Science Specialization or Non-Nursing Support Course in any, or (b) earn a GPA lower than 2.0 in any term or cumulatively.

Dismissal Policy

A student may be dismissed from the Nursing Program for any of the following reasons:

- (a) fail to meet promotion standards
- (b) earn a grade less than C in any NURS course
- (c) earn an F grade in any Science Specialization or Non-Nursing Support courses
- (d) earn less than a C- in two or more courses in a single term or earn a GPA of less than 2.0 in any term or cumulatively
- (e) fail to comply with the terms of probation set forth by the Nursing program
- (f) are unable to complete the Nursing Program within four (4) years of starting the second Academic Year in the Nursing Program, or within eight (8) years of taking Science Specialization and Non-Nursing Support Courses.
- (g) have two or more violations of Essential Functions, conduct standards, or integrity standards, or
- (h) have an egregious violation of Essential Functions, conduct standards, or integrity standards.

Academic/Behavioral Probation

Probation is defined as a period of time during which a student's academic or behavioral progress will be closely monitored by the Director of Nursing. Probation is a serious matter and should serve as official notice to the student that their academic or behavioral performance must improve during the probationary period in order to remain eligible for continued enrollment. The terms of probation may include but are not limited to: prohibiting the student from serving as an officer of an official club or organization; prohibiting the student from engaging in College-related extracurricular activities; requiring periodic meetings with their Advisor or the Director of Nursing, requiring the student to meet with the co-Dean regarding professionalism expectations in the College.

Appeals Procedures

In the subsections below, we address various situations that may give rise to disciplinary action or dismissal from the College of Science, Health and Pharmacy, and the corresponding student appeal rights for those situations. If you have concerns not addressed below and are looking for guidance on how to resolve them, please consult the Director of Nursing or the Policy and Procedure on Student Grievances located in the back of this Handbook at [Appendix A](#).

Appeal Procedures for Student Conduct

A student who wishes to appeal a determination that they have violated the University Student Code of Conduct may follow the University Student Code of Conduct Appeals process, as outlined in the University Student Handbook. Decisions by the Nursing Progression Committee for violations of Nursing Essential Functions are not appealable except for dismissals as described under “Appeals Procedure for Student Dismissals by the Promotion Committee.”

Appeal Procedures for Grades

A student who wishes to appeal a final grade decision (including a grade decision that was made as a result of a violation of the Academic Integrity or Essential Functions Standards) should avail themselves of University’s Final Grade Policy and Appeals Procedure, located on the [University’s Policies page](#). Students are advised to consult with their Advisor for guidance regarding the proper channel for appeals.

Appeal Procedures for Integrity

A student who wishes to appeal a determination relating to integrity may follow the University’s Academic Integrity Policy and Appeals Procedure, located on the [University’s Policies page](#). Students are advised to consult with the Associate Dean of Students for guidance regarding the proper channel for appeals.

Appeal Procedures for Student Dismissal by Promotion Committee

Students may appeal dismissal from the Nursing Program on the following grounds: failure to follow Nursing progression policy or other pertinent University or College policies.

To appeal in this manner, the student must submit to co-Dean Wentz-Hunter, within three (3) business days from receiving the decision of dismissal from the Promotion Committee, a written appeal that specifies the grounds for appeal and provides information and documentation, if any, supporting the appeal. The co-Dean will make a final decision and no further dismissal appeals shall be available thereafter.

Appeal Procedures for Reinstatement

A student who was academically dismissed may petition for reinstatement on the following grounds:

- Identification and resolution of personal challenge(s) that led to academic difficulty
- Other significant change in the student’s situation that will support success.

Petition must be submitted no sooner than a full term following the term in which they were dismissed. Any student who is not able to complete the full course of study within the ***Time Limit for Completion of Program***, as described in this Handbook, will be required to restart the full course of study if readmitted. The procedure for petition is as follows:

1. The student should provide the ground(s) for petition for reinstatement, along with evidence supporting this ground.
2. The student should write a narrative addressing their plan for their academic success. If appropriate, this narrative should discuss the student's academic problems that occurred, the steps the student has taken or will take to avoid these problems again and describe the resources that the student will use to meet academic goals.
3. The narrative, plus the statement of ground for petition and accompanying evidence, should be submitted to the Director of Nursing via university email, who will review the petition and provide it to the Promotion Committee for consideration.
4. The Promotion Committee shall make every effort to send a recommendation on readmission to the co-Dean so within one week. The Dean will make a final decision and no further appeals shall be available thereafter.
5. Timeframe for petitions: Materials must be received by the Director of Nursing one full term prior to the term in which the student wishes to be reinstated. Please refer to the University [Academic Calendar](#).

APPENDIX A

Student Complaints and Grievances

In the event that a student disagrees with an action or policy of an instructor, course coordinator, staff member, or the actions of another student, the student is to consult the University's ***Policy and Procedure on Student Grievances*** (RU Policy No. 3.5), which is available on the [University's Policies page](#).

In any situation where a student observes a student, staff member, faculty member, or any other person exhibiting concerning behaviors (*e.g.*, emotional distress, extreme classroom disruption, suicidal or homicidal thoughts, threats of harm, discrimination, harassment, bullying), the student should also contact the Behavioral Assessment Team at bat@roosevelt.edu or (312) 341-2323. For more information, please see: <https://www.roosevelt.edu/contact/report-concerning-behavior>.

APPENDIX B

Nursing Program Clinical Experiential Policies and Expectations

Clinical Affiliates for BSN Program*

Mount Sinai Hospital Medical Center

2750 W. 15th Place
Chicago, IL 60608

Schwab Rehabilitation Hospital

1401 S California Ave
Chicago, IL 60608

Northwestern Memorial Hospital

251 E Huron Street
Chicago, IL 60611

Weiss Memorial Hospital

4646 N. Marine Dr.
Chicago, IL 60640

Humboldt Park Health

1044 N. Francisco Ave.
Chicago, IL 60622

*Clinical sites may be added or changed based on our needs and the hospital's ability to accommodate students

Placement at Clinical Sites

Only students in good academic standing will be placed in a clinical site. Placement of students into clinical sites also depends upon availability of clinical sites and completion of clinical clearance process. Students must pass the Calculations Exam to be eligible for participation in clinical experiences as described under Academic Standing Standards in this Handbook.

Students are responsible for transportation to a variety of clinical site locations both in the city and suburbs of Chicago. Clinical rotations will vary throughout the course of the program to provide students with diverse learning experiences.

Health Requirements and Background Check

When working with patients and samples an inherent risk of exposure to potential diseases and pathogens exists. All students are required to maintain health care coverage that is needed in case of accidents or mishaps during training.

The following documentation must be uploaded into the Program's computerized immunization software system and must be complete before a student can begin clinical rotations. Failure to upload a complete medical record by the deadline provided will result in a delayed start and may result in delayed graduation. Complete physical examination by a licensed health care provider.

- Current health insurance card emailed to the Nursing Director
- Titers demonstrating immunity to MMR, Hep B and Varicella
- Criminal background check
- Drug screen
- Current CPR certification
- Blood Borne Pathogens (BBP) training certification
- Immunizations
 - Tdap (within 10 years)
 - MMR (2 MMR vaccines or positive titer)
 - Varicella (vaccine or positive titer) or health care provider documentation of varicella (chicken pox) or herpes zoster (shingles). Either of them is acceptable documentation for immunity.
 - Hepatitis B (3 vaccines and titer) (requires 3 doses to be completed over 6 months)
 - TB 2- Step or QuantiFERON Gold (current within one month of clinical start date)
 - Influenza immunization, as soon as available each Fall, no later than October 31.

Professionalism Standards for Students on Clinical Rotations

Violation of any of the following standards will be subject to disciplinary action, up to and including dismissal by the Progression Committee.

- Students must always identify themselves as nursing students to patients and their family members.
- Students must not post on social media any photos or other content that represents or refers to a clinical rotation site, patients or health care providers, even if the name or photo of the site, patients or providers are not included in the post.
- Students must adhere to and provide care in a manner consistent with the Patient's Bill of Rights as posted at the clinical facility.
- Students must act in a manner consistent with the Code of Ethics for the Licensed Practical or Registered Nurse.
- Students must adhere to all other policies included in this Appendix.

Safe Practice Guidelines for Clinical Rotations

The guidelines below are to be followed for all hospitals and other sites where RU students go for patient experiences. It is up to each student to know what is allowed and not allowed by our program and communicate this as needed to staff and leaders in clinical settings.

Every nursing program has different policies and practices. Staff often do not recall the specifics for each. Students are responsible for knowing and adhering to these guidelines.

1. Students must be accompanied by instructor or staff nurse for all dressing changes, invasive procedures, and medications administered.
2. Students MAY NOT administer medications or draw blood samples from central venous catheters, including PICC lines. Central line dressings can be changed unless not permitted by the clinical site; however, the instructor or staff nurse must be with the student changing a central line dressing, including PICC lines.
3. Students may perform straight catheterization procedures or indwelling cath (Foley) insertions with an instructor or staff nurse unless not permitted by the clinical site. **In-dwelling cath insertions are not allowed at Northwestern Medicine Facilities.**
4. Students may administer medications in the presence of instructor or staff nurse (NUR 290 and above) with the exceptions of #5, 6, and 7 below. Students may not administer ANY medications without instructor or staff nurse supervision. Students must never administer medications that someone else has taken from the wrapper or drawn up in a syringe.
5. Students may not administer IV PUSH medications.
6. Students may not administer investigative/research medications
Students
7. Students may not administer HIGH ALERT MEDICATIONS:
 - a. Opioids/narcotics (except at certain clinical sites under instructor/nurse supervision)
 - b. Heparin (except via subcutaneous route under instructor/nurse supervision)
 - c. Insulin (except via subcutaneous route under instructor/nurse supervision)
 - d. IV electrolytes
 - e. Warfarin
 - f. Neuromuscular blocking agents
 - g. Sedative agents
 - h. Chemotherapy

HIPPA Compliance Policy

Students must comply with the Health Insurance Portability and Accountability Act (HIPAA) in every setting involving patients such as clinical rotations and patient care volunteer experiences.

The Health Insurance Portability and Accountability Act (HIPAA) provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. However, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Title I protects health insurance coverage for workers and their families when they change or lose their jobs. Title II requires the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers.

Protected Health Information

Protected Health Information (PHI) is any information held by a covered entity which concerns health status, provision of health care, or payment for health care that can be linked to an individual.

Examples of PHI include the following (list is not inclusive):

- Name
- Dates (other than year) directly related to an individual (not DOB)
- Phone numbers
- Email addresses
- Social Security number
- Medical record number
- Health insurance beneficiary numbers
- Account numbers

Student Responsibilities

RU students must comply with HIPAA guidelines during classroom and clinical experiences. Students have a legal and ethical responsibility to maintain patient privacy, to not disclose any written, verbal, or electronic protected health information.

Violations of HIPAA include the following but not limited to:

- Collecting written information that identifies the patient by name
- Obtaining records from the patient care unit without authorization
- Discussing patients for purposes other than patient care or educational requirements
- Discussing patients outside of the clinical or educational setting
- Accessing records of any patient not assigned to the student for any reason other than when necessary for patient care

Penalties

Any student who has been found to act in violation of HIPAA policy will be subject to disciplinary action (up to and including dismissal) from RU, in addition to any action taken by law enforcement. Potential legal consequences for violating HIPAA that can be applied by federal law enforcement agencies such as:

- Deliberate release of PHI can result in up to a 1-year jail sentence & \$50,000 fine
- Accessing PHI under false pretenses can result in up to a 5-year jail sentence & \$100,000 fine
- Releasing PHI with intent to sell or use for commercial advantage can result in up to a 10-year jail sentence & \$250,000 fine

Complying with HIPAA When Completing Clinical Assignments

Forms shall not include patient identifiers that can be paired with a second identifier or information from the patient record or information on the assignment that could lead to knowledge of private patient information. This includes: patient names, initials, dates of birth, in some cases gender, and account numbers. Students may not take photos of anything on the clinical unit, in a patient room, or from a computer screen. Copies of documents from the computerized record are not allowed. If patient information is needed for a plan of care the student may write notes that include the findings but not patient identifiers with the information.

Nursing Student Handbook Acknowledgement Form

I _____ [print name] attest that I have read and understood, and will abide by all Nursing Program Policies, Standards, and Essential Functions as listed in this Handbook. I acknowledge that failure to do so is may result in consequences up to and including dismissal.

Student Signature

Date