**Dean’s Welcome**

So you want to be a nurse!!! And I imagine you know about the ‘nursing shortage!’ Although the shortage of nurses has been cyclical in recent decades, the shortage the United States faces in the next ten years promises to be particularly acute and rooted in demographic shifts. Nurses are aging as a group, and they are not being replaced in sufficient numbers. However, nursing care is ESSENTIAL to the health and well-being of all Americans.

Upon its inception, the School of Nursing Executive team established a vision for the nursing programs that focuses on the philosophy of nursing leaders Madeleine Leininger and Patricia Benner. These philosophies involve concepts related to transcultural nursing and nursing novice to nursing expert. The nursing programs at National American University (NAU) employ these concepts through nursing education while providing opportunities for students to learn in a personalized, supportive environment. The goal of each program is to provide education which leads to nurses who can ensure quality of care.

The School of Nursing (SON) offers the Associate of Science in Nursing (ASN), the Bachelor of Science in Nursing (BSN), and the Master of Science in Nursing (MSN) degree programs. Program faculty and staff are committed to assist all students as they enter the career ladder of nursing and transform individual learning and interests into the professional world of service. Welcome to a career path in nursing that is truly a lifelong learning experience! Have a great journey!

Dodie Serafini, RN, BS, MSN, PhD(c), CNE
Dean, School of Nursing

**Preface**

The NAU SON student handbook has been designed to acquaint you with the policies, regulations, and services of the SON and specific nursing programs. It reflects input and cooperation from those who have an interest in the programs and the safety and welfare of students.

The NAU SON reserves the right to make changes in this handbook at any time at the discretion of the university/school and in its policies and regulations that contribute to the improvement of the university/school. Changes made will be provided in oral and/or written format to the student body. Students are required to inform themselves of and to comply with the NAU SON policies and regulations as stated and distributed. Failure to comply with the NAU SON policies and regulations may result in warning or dismissal from the programs.

National American University
School of Nursing
5301 South Highway l6
Rapid City, South Dakota 57701
(605) 721-5280
http://www.national.edu/

Note: The NAU SON student handbook is supplemental to the NAU student handbook (http://webapps.national.edu/Smart_Catalog/student_handbook/index.htm).
National American University School of Nursing

Contact Information
If you have questions regarding the nursing program such as admission status, transfer of credit, campus registration, and/or classroom assignments, please contact the nursing program at the site you attend.

**Albuquerque, New Mexico Campus**
BSN Program
4775 Indian School Road
Albuquerque, New Mexico 87110
(505) 348-3729

**Rapid City, South Dakota Campus**
BSN Program
5301 South Highway 16
Rapid City, South Dakota 57701
(605) 394-4878

**Bloomington, Minnesota Campus**
BSN Program
7801 Metro Parkway, Suite 200
Bloomington, Minnesota 55425
(952) 356-3690

**Sioux Falls, South Dakota Campus**
BSN Program
5801 South Corporate Place
Sioux Falls, South Dakota 57108
(605) 336-4601

**Denver, Colorado Campus**
ASN Program
1325 South Colorado Boulevard, Suite 100
Denver, Colorado 80222
(303) 876-7181

**Wichita West, Kansas Campus**
BSN and LPN Bridge to BSN Program
8428 West 13th Street North, Suite 120
Wichita, Kansas 67212
(316) 448-3184

**Online RN to BSN and Online MSN Programs**
5301 South Highway 16
Rapid City, South Dakota 57701
(605) 721-5288

**Zona Rosa, Missouri Campus**
ASN Program
7490 NW 87th Street
Kansas City, Missouri 64153
(816) 412-5596

**Overland Park, Kansas Campus**
BSN and LPN Bridge to BSN Program
10310 Mastin Street
Overland Park, Kansas 66212
(913) 981-8724
National American University School of Nursing

General Information
In general, the pre-licensure nursing program curriculum features a nursing foundational core, which contains general education courses. The nursing clinical core contains the nursing specific courses.

Associate of Science Degree in Nursing
The two-year pre-licensure ASN program at NAU Zona Rosa, Missouri and Denver, Colorado campuses are divided into two (2) cores: the nursing foundational core and the nursing clinical core.

1. Nursing Foundational Core/General Education Courses 27 credits
2. Nursing Clinical Core/General Education Courses 17 credits
   Nursing Clinical Core /Nursing Specific Courses 64 credits
   Total program credits 108 credits

Admission to the nursing foundational core is based on university admission criteria and does not guarantee admission to the nursing clinical core. Students should attend the nursing program foundational core orientation/advising session and sign necessary forms to ensure enrollment into the nursing foundational core.

Admission to the nursing clinical core is selective and highly competitive. Students who have completed nursing foundational coursework (general education courses) at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

Note that grades earned within the nursing clinical core/general education courses will not be applied toward cumulative grade point average (CGPA) for acceptance to the nursing clinical core.

Bachelor of Science Degree in Nursing
The four-year pre-licensure BSN program at NAU Albuquerque, New Mexico; Bloomington, Minnesota; Overland Park and Wichita West, Kansas; Rapid City and Sioux Falls, South Dakota campuses are divided into two (2) cores: the nursing foundational core and the nursing clinical core.

1. Nursing Foundational Core/General Education Courses 79.5 credits
2. Nursing Clinical Core*/Nursing Specific Courses 107.0 credits
   Total program credits* 186.5 credits

*Note that the LPN Bridge to BSN program offered at the Overland Park and Wichita West, Kansas campuses requires NS3315 LPN to RN Transition course (4.5 credits) for LPNs bridging into the BSN clinical core.
Admission to the nursing foundational core is based on university admission criteria and does not guarantee admission to the nursing clinical core. Students should attend the nursing program foundational core orientation/advising session and sign necessary forms to ensure enrollment into the nursing foundational core.

Admission to the nursing clinical core is selective and highly competitive. Students who have completed nursing foundational coursework (general education courses) at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

Note that the LPN Bridge to BSN program offered at the Overland Park and Wichita West, Kansas campuses requires NS3315 LPN to RN Transition course (4.5 credits) for LPNs bridging into the BSN clinical core. The LPN Bridge to BSN program only escrowed credits for LPNs bridging into the BSN clinical core.

**Admission/Application Process**

Nursing students should review NAU undergraduate and graduate catalogs and NAU and SON student handbooks for the nursing program admission/application process. In pre-licensure nursing programs, nursing clinical core applications are received and reviewed by the Decision Committee for Clinical Core Entrance. The committee makes the selections and decision letters are sent to all applicants.

**Advising**

Academic advising is provided by the university’s nursing program to help students succeed in the nursing program of studies. Academic advising routinely addresses academic issues, professional goals, financial, and social support of students.

Nursing foundational core advisors are present on all nursing program campuses. These advisors conduct orientation sessions and advising for the nursing foundational core students. When nursing students are admitted to the clinical core, nursing faculty members become student advisors.

Online RN to BSN and Online MSN academic advisors are assigned upon admission into the programs.

**Student Handbook**

The NAU SON student handbook is supplemental to the NAU student handbook ([http://webapps.national.edu/Smart_Catalog/student_handbook/index.htm](http://webapps.national.edu/Smart_Catalog/student_handbook/index.htm)). Nursing students should review and adhere to the NAU and SON policies and guidelines.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Welcome</td>
<td>1</td>
</tr>
<tr>
<td>Preface</td>
<td>1</td>
</tr>
<tr>
<td>Contact Information</td>
<td>ii</td>
</tr>
<tr>
<td>General Information</td>
<td>iii</td>
</tr>
<tr>
<td>Associate of Science Degree in Nursing</td>
<td>iii</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Nursing</td>
<td>iii</td>
</tr>
<tr>
<td>Admission/Application Process</td>
<td>iv</td>
</tr>
<tr>
<td>Advising</td>
<td>iv</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>iv</td>
</tr>
<tr>
<td>National American University</td>
<td>1</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Core Values</td>
<td>1</td>
</tr>
<tr>
<td>Purposes</td>
<td>1</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Vision</td>
<td>3</td>
</tr>
<tr>
<td>Core Values</td>
<td>3</td>
</tr>
<tr>
<td>Goals/Purposes</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Practice and Nursing Education</td>
<td>5</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>8</td>
</tr>
<tr>
<td>Associate of Science in Nursing Degree</td>
<td>8</td>
</tr>
<tr>
<td>Bachelor of Science in Nursing Degree</td>
<td>8</td>
</tr>
<tr>
<td>Master of Science in Nursing Degree</td>
<td>8</td>
</tr>
<tr>
<td>Guidelines for Student Conduct</td>
<td>9</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>9</td>
</tr>
<tr>
<td>Communication</td>
<td>9</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>9</td>
</tr>
<tr>
<td>FERPA – Right to Privacy</td>
<td>9</td>
</tr>
<tr>
<td>Guidelines for Classroom/Clinical Setting Behavior and</td>
<td>10</td>
</tr>
<tr>
<td>Expectations for Professional Conduct</td>
<td></td>
</tr>
<tr>
<td>Progression and Retention</td>
<td>12</td>
</tr>
<tr>
<td>Admission to the Clinical Core/Nursing Courses</td>
<td>12</td>
</tr>
<tr>
<td>Progression and Retention within the Nursing Program – Clinical Core</td>
<td>12</td>
</tr>
<tr>
<td>Exit from the Nursing Program – Clinical Core</td>
<td>12</td>
</tr>
<tr>
<td>Leave of Absence (LOA) – Clinical Core</td>
<td>13</td>
</tr>
<tr>
<td>Undergraduate Transfer</td>
<td>13</td>
</tr>
<tr>
<td>Graduate Transfer</td>
<td>13</td>
</tr>
<tr>
<td>Clinical/Simulation/Lab Experiences</td>
<td>15</td>
</tr>
<tr>
<td>General Information</td>
<td>15</td>
</tr>
<tr>
<td>Mandatory Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>16</td>
</tr>
<tr>
<td>Documentation related to Absences</td>
<td>16</td>
</tr>
<tr>
<td>Required Documentation for Clinical Experiences</td>
<td>17</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Clinical Assignments: Make – Ups</td>
<td>17</td>
</tr>
<tr>
<td>Injury/Infectious Disease</td>
<td>17</td>
</tr>
<tr>
<td>Latex Sensitivity and Other Allergies</td>
<td>18</td>
</tr>
<tr>
<td>Liability Coverage</td>
<td>18</td>
</tr>
<tr>
<td>Errors and Unusual Occurrences</td>
<td>18</td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>19</td>
</tr>
<tr>
<td>Guidelines and Additional Information</td>
<td>20</td>
</tr>
<tr>
<td>Digital Recording of Lecture</td>
<td>20</td>
</tr>
<tr>
<td>Evaluations: Student, Alumni, and Employer Surveys</td>
<td>20</td>
</tr>
<tr>
<td>NCLEX-RN® (State Board Licensing Exam)</td>
<td>20</td>
</tr>
<tr>
<td>Personal Property</td>
<td>20</td>
</tr>
<tr>
<td>Severe/Inclement Weather</td>
<td>20</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>21</td>
</tr>
<tr>
<td>Student Representation</td>
<td>21</td>
</tr>
<tr>
<td>Textbook and Study Materials</td>
<td>21</td>
</tr>
<tr>
<td>University Policies</td>
<td>21</td>
</tr>
<tr>
<td>National Student Nurses Association, Inc. © (NSNA)</td>
<td>22</td>
</tr>
<tr>
<td>NAU School of Nursing Policies and Procedures</td>
<td>23</td>
</tr>
<tr>
<td>Admission Criteria for the ASN Clinical Core</td>
<td>24</td>
</tr>
<tr>
<td>Admission Criteria for BSN and Articulation Policy for LPN to BSN Students</td>
<td>26</td>
</tr>
<tr>
<td>Admission Criteria for the Online MSN Program</td>
<td>29</td>
</tr>
<tr>
<td>Admission Criteria for the Online RN to BSN Program</td>
<td>30</td>
</tr>
<tr>
<td>Background Check</td>
<td>31</td>
</tr>
<tr>
<td>Clinical/Safe Practice Guidelines</td>
<td>32</td>
</tr>
<tr>
<td>Clinical Remediation Plan (CRP) Guidelines</td>
<td>34</td>
</tr>
<tr>
<td>Core Performance Standards (Functional Abilities)</td>
<td>36</td>
</tr>
<tr>
<td>General Grievance Policy and Procedure</td>
<td>37</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>38</td>
</tr>
<tr>
<td>Health Insurance Portability and Accountability Act (HIPAA) Compliance</td>
<td>39</td>
</tr>
<tr>
<td>Immunization Records and CPR Certification</td>
<td>40</td>
</tr>
<tr>
<td>Late Exam Policy</td>
<td>41</td>
</tr>
<tr>
<td>Preceptor Guidelines</td>
<td>42</td>
</tr>
<tr>
<td>Re-Entry Guidelines</td>
<td>44</td>
</tr>
<tr>
<td>Student/Graduate Reference Policy</td>
<td>46</td>
</tr>
<tr>
<td>NAU School of Nursing Forms</td>
<td>47</td>
</tr>
<tr>
<td>Acknowledgement of Receipt of Student Handbook</td>
<td>48</td>
</tr>
<tr>
<td>Acknowledgment of Policy Regarding Protected Health Information,</td>
<td>49</td>
</tr>
<tr>
<td>Confidentiality, and Security</td>
<td></td>
</tr>
<tr>
<td>Clinical Release Form</td>
<td>50</td>
</tr>
<tr>
<td>Clinical Remediation Plan (CRP) Form</td>
<td>51</td>
</tr>
<tr>
<td>Exit Interview Form – Campus Nursing Program</td>
<td>53</td>
</tr>
<tr>
<td>Exit Survey: Departure from Program prior to Completion</td>
<td>54</td>
</tr>
<tr>
<td>Online RN to BSN and Online MSN Program</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Advising Session – Nursing Clinical Core</td>
<td>55</td>
</tr>
<tr>
<td>Grievance Form</td>
<td>56</td>
</tr>
</tbody>
</table>
National American University

Mission Statement
National American University (NAU) welcomes students of diverse interests, cultures, and abilities and prepares them for careers in technical and professional fields by providing quality higher education in a caring and supportive environment.

The university builds learning partnerships with students and other institutions and organizations locally, nationally, and internationally through its private, regionally accredited system of campuses and education centers offering courses in traditional, accelerated, and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve an evolving global society.

Core Values
- A caring and supportive learning environment
- Quality instructional programs and services
- Technical and professional career programs

Purposes
1. Offer quality technical and professional degree programs as documented by institutional and academic assessment processes at the associate, bachelor’s, and graduate level, diplomas, certificates, and adult degree completion programs to traditional, adult, and international learners.
2. Provide a general education program to build awareness, abilities, and interests to empower lifelong learners as knowledgeable citizens of the global community.
3. Provide a collegiate experience through instructional and support services that creates a stimulating, caring, and supportive learner-centered environment in which students are encouraged to achieve the educational goals established by the university.
4. Promote learning and working environment by providing new technologies, methodologies, and practices that enhance and extend quality programs and services.
5. Prepare students to provide leadership and services for the employment needs of business, industry, and government worldwide.
6. Pursue communication, cooperation, and alliances with educational institutions, organizations, and associations on a local, regional, national, and international basis.
7. Respond to the ever-changing societal demands for personal and professional development and continuing education through flexible scheduling and convenient access via traditional, accelerated, and distance delivery methodologies.
8. Assist students in the development of ethical values and behaviors.
9. Foster an environment that encourages involvement by employees in the innovation and solution-seeking processes and provide an opportunity for personal and leadership development while promoting diversity in culture and perspective.
10. Provide a stable institutional environment where human, financial, and physical resources are sufficient to accomplish its educational and institutional goals as a sound basis for continued growth and development.

Adopted by the NAU Board of Governors, January 2012.
School of Nursing

Mission Statement
The School of Nursing (SON), as an integral part of National American University (NAU), is in concert with its mission, core values, and purposes. Consistent with the overall university mission, the SON mission is to prepare competent nursing graduates by providing a caring, diverse, and student-centered environment that fosters critical thinking and enhances holistic health care across the lifespan. The nursing programs offer career mobility through an articulated ladder approach to nursing education.

Vision
Maintain and mature the infrastructure of the SON and the practice of nursing education.

Core Values
- Offer high quality nursing education and collaborative community partnerships.
- Provide a caring and supportive learning environment for nursing students.
- Offer professional nursing programs leading to career advancement and professional development.

Goals/Purposes
1. Prepare learners to influence the delivery of healthcare services through safe and accountable clinical judgment.
2. Promote and facilitate (student-centered) lifelong learning opportunities responsive to the needs of students, graduates, faculty, community, and profession.
3. Commit to the advancement of nursing knowledge and application to health care by collaborating with faculty within and external to the university and with professionals in healthcare and community agencies.
4. Support and participate in activities that interpret and promote the role of the nurse, influence nursing practice, and the concept of caring.
5. Support efforts to recruit and retain students from diverse backgrounds and experiences who demonstrate potential for success in nursing.
6. Incorporate a holistic approach to culturally congruent care throughout the lifespan.

Philosophy
The SON derives its philosophy and purposes from the mission statement of NAU. The SON and its faculty believe that nursing education should enable students to acquire the knowledge and proficiencies necessary to practice culturally competent and congruent nursing care and meet the changing needs of society. The philosophy and conceptual model are based on the learning paradigms of Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). In accordance with these paradigms, the faculty believes that education is predicated on the following constructs derived from Benner’s Novece to Expert and Leininger’s Transcultural Nursing theories:

1. **Experiential**: student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The SON and faculty believe nursing education includes experiences and activities that promote learning in open learning climates where students may examine and discuss transitions in understanding, mistakes, or misconceptions in
actual clinical situations (Benner). Nursing is embraced as a discipline committed to the
importance of lifelong learning for the maintenance and advancement of knowledge.

The SON and faculty further believe culturally congruent care reflects an infinite number
of factors that affect wellbeing, which is important for today’s diverse society. It is
through culturally congruent care that nursing finds an infinite number of explored and
unexplored dimensions of care as a pursuit for enhanced knowledge, which may result in
predictable care outcomes (Leininger).

2. **Caring**: essential to nursing and nursing education; Benner (1984, 2000, 2001) and
practice is the invisible work of nursing, acknowledges a common human condition, and
is required to nurture and sustain human life.

The SON and faculty further embrace Leininger’s definition: “Care is the heart of
nursing; Care is power; Care is essential to healing (or well-being); Care is curing; and
Care is (or should be) the central and dominant focus of nursing and transcultural nursing
decisions and actions” (Leininger).

3. **Clinical Judgment**: qualitative distinction, evolves over time, integrative/dynamic;
Benner (1984, 2000, 2001). The SON and faculty believe Benner’s tenet that clinical
judgment is based on recognition of dynamic patient/ family/ community transitions
across time in response to conditions and associated treatment. The nurse’s clinical
judgment evolves over time as the nurse gains experience and further education in the
profession.

believe nursing education should embrace the care of clients as addressed within all
stages of health from wellness to death. Within the art of healing and comforting,
utilization of a holistic perspective should support and enhance human dignity. This
holistic perspective views cultural insight as a pivotal factor that directs and shapes
wellbeing within an individual, the family, and the community as a whole.

to form the eclectic conceptual framework. Specifically, Benner’s work on *Novice to Expert*
(1984) provides a framework for the SON. The SON programs are built upon various student
levels of education and experience and designed to enhance career mobility. Concepts of care
and culture based on Leininger are threaded throughout the curricula. The constructs:
experiential learning, caring, clinical judgment, and holistic health/illness/death provide
horizontal threads that serve as broad categories under which a variety of content can be
addressed. They are not considered mutually exclusive. It is recognized that the rapid evolution
of nursing science, practice, and education demands ongoing reexamination of categories and
concepts.
The SON and faculty believe nursing is a practice profession with a defined body of knowledge and outcomes. Nursing practice is embraced through education as holistic, caring in nature incorporating, and supporting lifelong learning.

**Nursing Practice and Nursing Education**

A knowledge base reflective of the varying levels of nursing practice contributes to incorporating information to promote health, prevent disease, restore health, and promote adaptation across the lifespan. Nursing demands the ability to adapt to a changing environment in assessing, analyzing, planning, implementing, and evaluating nursing care.

Continued learning and application of facts and principles are necessary for effective clinical judgment in patient care settings. As providers of health services, nurses should be self-directive, creative, critical thinkers who strive for lifelong learning, regardless of their level of practice.

Within nursing, there are levels of practice within varying settings, which require different educational preparation. Educational preparation within each level of practice should build on previous knowledge to facilitate career mobility.

The NAU SON Associate of Science in Nursing (ASN) program prepares students to serve clients with complex care needs, which require judgment, independent decision making within the professional nurse role, and collaborative decision-making. The National League for Nursing (NLN) publication *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing* (National League for Nursing, 2010) provides guidelines for associate degree nursing education and practice.

The NAU SON Bachelor of Science in Nursing (BSN) curriculum was designed to provide a broad base of principles from science and liberal arts including additional specialized courses in leadership, healthcare delivery systems, community and public health nursing, health promotion, nursing research, and evidence-based practice. To ensure the program quality and integrity, the BSN program follows the standards set out in the American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing, 2008). The baccalaureate graduate enters the nursing profession as a nurse generalist with a strong foundation for developing specialized clinical practice and other advanced practice roles. The BSN graduates are prepared to function effectively in ambiguous, unpredictable, and complex environments; demonstrate critical thinking and flexibility; translate, integrate, and apply knowledge to enhance patient care quality and safety. The program graduates possess the skills and credentials necessary to pursue graduate education.

The NAU SON Master of Science in Nursing (MSN) program with emphasis in emerging technologies and interactive experiences was developed to prepare future educators for leadership in nursing education in a variety of settings. The MSN program utilizes the *Essentials of Master’s Education in Nursing* (American Association of Colleges of Nursing, 2011) to provide structure for the curriculum content. The program integrates theories specific to adult
learning, curriculum design, and evaluation of courses and programs, critical thinking and instructional design, and teaching strategies. This program provides students focused learning on how to teach online and use technology to teach nursing in innovative ways. The program graduates possess the skills and credentials necessary to work as nursing educators in all types of nursing programs. The MSN graduates are prepared to face challenges of today’s complex academic and healthcare environments, assume leadership roles in staff development, and participate in innovative programs in health education within a global environment.

The model above represents the organizing structure of NAU SON. The model illustrates the emphasis on lifelong learning throughout all programs in a culturally congruent context for all populations. Students enter the NAU SON at varying points in their careers (pre-licensure ASN, BSN, Online RN to BSN and/or Online MSN). Although students enter Benner’s (1984, 2000, 2001) continuum at different starting points (as a result of additional knowledge and experience), they continually move toward higher levels of competence. The implication for teaching and learning is emphasized by the constructs of caring, experiential, clinical judgment, and holistic health/illness/death.

References


*Adopted by the NAU School of Nursing Executive Committee, August 2011.*
Student Learning Outcomes

Associate of Science in Nursing Degree:
(Revised 2010-05-26)
1. Exhibit behaviors and characteristics congruent with the professional role.
2. Utilize skills to promote communication and collaboration in the healthcare environment.
3. Incorporate culturally sensitive information and care to promote health, prevent disease, restore health, and promote adaptation across the lifespan.
4. Create a safe and effective environment.

Bachelor of Science in Nursing Degree:
1. Synthesize knowledge from nursing, the arts, and sciences in the holistic practice of professional nursing.
2. Apply theory-based decision making related to safe, competent, and culturally congruent nursing care to individuals, families, and communities in diverse settings across the lifespan emphasizing the concept of caring.
3. Critically evaluate and utilize relevant findings of nursing research in professional nursing practice.
4. Demonstrate professional values and behaviors consistent with professional standards.
5. Assume responsibility for ongoing professional development in an ever-changing healthcare environment.

Master of Science in Nursing Degree:
(Revised 2011-01-11)
1. Analyze moral, ethical, and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.
2. Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession.
3. Utilize technological media to educate and communicate collaboratively with internal and external stakeholders throughout the global world.
4. Synthesize principles of education, innovative methodologies, and learning approaches to achieve curricular outcomes.
5. Model professional, scholarly, and leadership behaviors that foster clinical reasoning and lifelong learning.
Guidelines for Student Conduct

Academic Integrity
The SON follows university academic integrity guidelines outlined in the NAU student handbook. Please review academic integrity guidelines at the following link http://webapps.national.edu/Smart_Catalog/student_handbook/academic-integrity.htm.

One inclusion for Academic Integrity Procedure and Appeal applies to b:

b. If, after meeting with the student, the faculty member concludes that the student engaged in academic dishonesty or in cases where the faculty member chooses to move directly to the formal process, the faculty member will complete the Academic Dishonesty Form and submit it to the academic dean and the nursing program chair…
(http://webapps.national.edu/Smart_Catalog/student_handbook/academic-integrity-procedure-and-appeal.htm)

Communication
Effective communication is vital to ensure successful completion of the program. Students are responsible for communicating issues and concerns with course faculty and/or their academic advisor. Students are expected to communicate appropriately, adequately, truthfully, verbally, and in writing.

The ability to communicate effectively with peers and with healthcare teams in clinical settings is vital to the completion of the program and to the student’s future professional success.

Students are required to have current working phone numbers on file in the nursing program office to ensure the ability to contact students should clinical sites and time changes.

It is the responsibility of the student to remain apprised of the information in university catalogs, student handbook, and all other updates to policies and procedures. Students are responsible for reading information posted on student bulletin boards. Personal cell phones are not to be used in the classroom or clinical areas.

Confidentiality Statement
Any information, either written or oral, having any relevance to client care is considered strictly confidential. Discussion regarding clients is restricted to the proper professional environment under supervision of appropriate healthcare professionals.

Under no circumstance, is it appropriate to discuss one client with another client, nor to discuss a client case in a public area. Each clinical facility policy on privacy and confidentiality must be strictly adhered to. A breach of confidentiality may be grounds for dismissal from the nursing program.

FERPA – Right to Privacy
Please see the NAU catalogs (http://www.national.edu/programs/academic-catalog) and the NAU student handbook (http://webapps.national.edu/Smart_Catalog/student_handbook/right-to-privacy---ferpa.htm).
Guidelines for Classroom/Clinical Setting Behavior and Expectations for Professional Conduct

As the SON prepares students to work in a diverse community, students, faculty, and staff must collaborate and work together to accomplish the mission and goals of the SON and NAU. In support of the NAU and SON missions, the following guidelines are offered to describe acceptable behavior of students in the classroom and clinical settings:

1. Students should arrive for class on time and should remain in class. After class is already in progress, it is considered disrespectful and disruptive in nature to disturb the class. Students, who need to leave early, should alert their faculty and sit by the exit to prevent disruption from occurring.

2. Any portable electronic devices will not be utilized in the classroom and the clinical setting if they are not approved by faculty.

3. Students should be courteous and keep noise to a minimum in the hallways while waiting for peers to finish exams or while on break.

4. Students must pick up and dispose of their trash before leaving the classroom.

5. Chairs, tables, and/or desks must be returned to the proper position before leaving the classroom.

6. Students should exemplify professional behavior and follow the policies and procedures of the university and the SON, the clinical learning agency, the course syllabi, and the respective state Nurse Practice Act.

These guidelines are to be followed at all times to enhance an environment of learning. It is important that students respect their peers, faculty, and staff at all times. Respect is of great importance to the nursing profession.

At all times, students are required to conduct themselves in a caring, respectful, and courteous manner with clients, peers, faculty, and staff. Failure to do so represents unprofessional behavior. Examples of unprofessional behavior include but are not limited to:

- violation of the Health Insurance Portability and Accountability Act (HIPAA)
- client abandonment and/or neglect
- theft of property from a clinical agency, client, others, or NAU
- disorderly conduct
- verbal abuse that involves an expressed or implied threat to a person’s safety
- physical abuse of any person
- possession of a weapon
- possession of drugs or controlled substances
- identified with alcohol or illicit drug abuse
- physical or verbal abuse toward faculty and/or peers
- any behavior that constitutes misconduct as defined by the NAU student handbook and the NAU SON student handbook.

Consequences for unprofessional behavior will be at the discretion of the faculty and the program chair. The Student at Risk Form and an individual remediation plan will be completed and placed in the student’s file. A faculty member may remove a student from the classroom and/or clinical setting or refuse entry to the classroom and/or clinical learning area because of:
- unprofessional appearance
- poor or lack of preparation
- unsafe practice

Inability to participate in clinical will result in a grade of unsatisfactory for the day and may be considered an unexcused absence. The student will be suspended from all clinical settings pending the outcome of a disciplinary process. The student may appeal the dismissal. To begin the appeal, the student would follow the grievance policy and submit a *Grievance Form*. Students dismissed from the nursing program for professional misconduct will not be allowed reinstatement or re-entry to the nursing program.

Unprofessional behavior could warrant failing of a nursing course and/or clinical and in a serious situation, could result in dismissal from the program.

A violation of these guidelines would initiate an individual remediation plan by the faculty and/or program chair.
Progression and Retention

Admission to the Clinical Core/Nursing Courses
1. The nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next level or successive course.
2. All nursing courses must be taken through NAU.
3. Nursing prefix (NS) courses may only be repeated once by students.

Progression and Retention within the Nursing Program – Clinical Core
(Revised 2013-06-05)
1. Each clinical core student is assigned a full-time nursing faculty member for academic advising.
2. Progression in the nursing program will depend on achieving the following:
   a. Attendance of class and clinical experiences as necessary to meet objectives of the course.
   b. The student must complete all clinical hours necessary to satisfy clinical course objectives.
   c. A passing score with a grade of “C,” “P,” “S,” or better in all nursing courses. Failure to achieve a passing grade in a theory or clinical course will result in the failure of the associated theory or clinical course. Failure to achieve a passing grade in the theory portion of the course and a “P” or “S” in the associated lab, clinical, and/or preceptorship portions, will result in a failing grade of “F” for the course, in which case the student will be required to repeat the entire course.
   d. Completion of all written and clinical assignments.
   e. Completion of all standardized testing; this testing is at the student’s expense.
   f. Maintenance of all standards as outlined in the NAU and SON student handbooks.
3. A student who does not meet the requirements set forth above will not be permitted to progress from one quarter to the next in the program, unless the program chair and the SON associate dean determine that exceptional circumstances exist to permit the student’s progression. It is anticipated that such exceptions will rarely be granted and will only be granted in exceptional circumstances and when a student is on track in meeting course objectives.

Exit from the Nursing Program – Clinical Core
(Revised 2010-06-14)
1. Students bear the responsibility of notifying the program chair and the campus academic dean when they discontinue studies in a course or at the university.
2. A student exiting the nursing program for any reason must complete an Exit Interview Form and submit the completed form within seven (7) days of finalization of the course to the program chair for potential re-entry.
3. Students are not allowed to withdraw from nursing courses without written permission of the course faculty and the nursing program chair. Forms utilized for this process are Student at Risk and Exit Interview.
4. Students who do not complete an Exit Interview Form or submit the form within the required time will be at risk of not being withdrawn from the course and may subsequently receive a failing grade for the course(s) they have stopped attending. An official withdrawal results in a “W” with no bearing on grade point average. Among
other things, students can incur out-of-pocket expenses as described in the NAU refund policy.

5. If the student displays unsafe behavior in the nursing clinical core and fails the course:
   a. Completion of up to 60% of quarter, a “WF” will be given.
   b. After 60% of quarter has been completed, an “F” is given.

* Referenced from the NAU undergraduate catalog
(http://webapps.national.edu/Smart_Catalog/Undergraduate_catalog/grading-standards.htm).

Leave of Absence (LOA) – Clinical Core
(Revised 2013-06-05)
A student may apply in writing to the nursing program chair for a LOA when it is necessary for
the student to temporarily interrupt his/her progression in the program. The program chair has
the discretion and authority to approve or deny a LOA request and to determine if a course or
clinical component of a course can be successfully completed based on the number of days
absent.

When a LOA is granted, a specific time period for the LOA will be designated. The student may return without reapplying for re-entry at the end of the designated LOA period. Notwithstanding
the foregoing, if the student took a LOA for health reasons, the student must, prior to returning to
the clinical setting from a LOA, submit a written healthcare provider’s certification that the
student is fit to return to and safely perform in the clinical setting. A student not returning from
the granted LOA within the designated timeframe will be considered to have withdrawn from the
program, and the student must reapply to re-enter the program and may be required to start the
program over from the beginning.

Undergraduate Transfer*
(Not applicable to the Online RN to BSN program.)
All transfer courses must meet NAU guidelines as stated in the transfer credit section of the
NAU undergraduate catalog
(http://webapps.national.edu/Smart_Catalog/Undergraduate_catalog/transfer-of-credit.htm). All
science courses must have been completed within five (5) years upon application to the nursing
program/nursing foundational core.

* Although student transfer credits may complete the nursing foundational core, these transfer credits do not
guarantee admission into the nursing clinical core, which is highly competitive.

Graduate Transfer
(Effective 2012-10-01)
All transfer courses must meet NAU guidelines as stated in the transfer credit section of the
NAU graduate catalog (http://webapps.national.edu/Smart_Catalog/Graduate_catalog/graduate-
transfer-courses.htm). A total of nine (9) quarter-hours of graduate transfer credits are permitted
to be included in a student program of study. The following conditions apply:
   1. All such courses must have been completed at a regionally accredited institution of
      higher learning.
   2. All courses must be graduate level and relevant to the student area of study.
   3. Courses included in a program of study which were taken more than five (5) years prior
to the date of graduation must be repeated.
4. Transferred courses that replace core courses must be academically comparable to the NAU course it is intended to replace.

5. Any course to be transferred into a program of study must have been completed with at least a grade of “B.”

6. Only the following courses may be transferred into the MSN program of study:
   - Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy.
   - Evidence-Based Nursing Practice.
Clinical/Simulation/Lab Experiences  
(Revised 2013-06-05)

General Information  
Clinical experiences for students will be approached utilizing the scope of practice appropriate for the professional nurse. Clinical experiences will occur through face-to-face/direct instruction in the clinical site with nursing faculty or preceptors. In addition, NAU may offer clinical experiences through lab simulations to the extent permitted by the respective state board of nursing. As a supplement to clinical experiences, students will practice nursing skills with direct instruction/supervision through the use of technically designed scenarios with simulation models in the campus nursing skills/simulation laboratory.

Faculty will strive to provide a neutral clinical experience for students. This means that if a student is employed by a clinical site, NAU will strive to obtain another clinical site for the student. If this is not possible, the student must recognize and act consistent with his/her role as an NAU student during clinical hours.

Mandatory Attendance  
In most states, clinical hour requirements are mandated by respective state boards of nursing. Students should demonstrate behaviors that are consistent with professional nursing standards throughout their nursing education in order to be prepared for the responsibilities and demands of the professional nurse.

One of the professional requirements of a nurse is consistent attendance. In addition, clinical/practicum is an integral part of the learning process at NAU. Missed clinical hours are missed learning opportunities for a student and may cause a student to be unable to meet clinical course objectives.

As such, clinical attendance is mandatory for completion of the nursing program and eligibility to sit for national licensure examination. Clinical absences are unacceptable unless approved by the program chair or the chair’s designee.

Tardiness to a clinical is also unacceptable due to the missed learning opportunities for the tardy student and the disruption to the clinical faculty and other students. Students must attend the full scheduled clinical hours, unless prior arrangements have been made with the program chair or the chair’s designee. If a student is late for clinical hours, clinical faculty may decline to permit the student to participate in the clinical and the student will be deemed absent. Tardy students may also be required to complete additional coursework related to the missed learning opportunity resulting from the student’s tardiness. For example, clinical faculty may require a tardy student to write a paper on a designated topic and/or prepare and make a presentation to other students.

A student may be subject to dismissal from the program due to failure of the clinical experience if the student has (1) one or more unexcused absences or (2) missed more than ten percent (10%) of a clinical course, whether or not the absences are approved and found to be excused by the program chair. The program chair has the discretion and authority to
determine if a student’s clinical absence will be excused or not, and the program chair and
the SON associate dean have the discretion and authority to determine if a student will be
dismissed from the program due to clinical absences under these guidelines.

A student who has been or will be absent from clinical hours must complete a Notification of
Clinical Absence Form and, except in the case of an emergency, must submit that form to the
program chair within three (3) calendar days of the absence. In the event of an emergency, the
Notification of Clinical Absence Form must be completed and submitted as soon as possible.
The Notification of Clinical Absence Form is set forth in the Form section of this handbook.

After a student’s submission of a completed Notification of Clinical Absence Form, that form
will be reviewed and completed by the program chair. A clinical absence may be excused by the
program chair in his or her discretion, including for any reason listed in the Special
Circumstances section of this handbook.

Special Circumstances
Clinical absences may be approved by the program chair in special circumstances, including the
following:

2. Death of a student’s spouse or significant other, parent, child, sibling, grandparent, or
   grandchild.
3. Illness or a surgical procedure that prevents the student from attending clinical hours. If a
   student is going to miss clinical hours for health reasons, the student must notify the
   clinical faculty as soon as practicable, but at least one hour prior to the start of clinical
   hours. The student must contact the faculty personally unless an emergency prevents
   such contact, in which case the student must have another individual notify the faculty of
   the absence as soon as possible.
4. Religious holiday or observation that makes class attendance impossible.

Documentation Related to Absences
NAU may require a student to provide documentation verifying the reason for the student’s
absence.

In addition, if a student is absent for surgery, a serious illness, or a health condition that the
program chair believes could impact the student’s ability to safely perform in the clinical setting,
NAU may require the student to present a healthcare provider’s certification that the student is fit
to safely return to and perform in the clinical setting prior to permitting the student to return to
the clinical setting. NAU may also require such a certification if requested by a clinical site as a
condition of NAU placing students at the clinical site. The clinical faculty for a course may
permit a student to return to the clinical setting pending the provision of the healthcare provider’s
certification with the program chair’s approval, but the student may be removed from the clinical
setting at any time by the program chair if the requested provider certification has not been
provided.

If a student does not provide the requested documentation, the student’s clinical attendance
history and circumstances will be reviewed by the program chair, and the chair will determine, at
his/her discretion, whether the student may continue to participate in the clinical component of a course or not. A student’s inability to continue participating in the clinical component of a course due to the failure to provide documentation requested under this paragraph may be treated as a failure of the clinical experience.

**Required Documentation for Clinical Experiences**
Students must provide and maintain proof of current and existing immunization records, TB testing, CPR certification, and background check documentation prior to the beginning of each clinical course. Students will not be permitted to begin a clinical course without all required documentation submitted to the respective nursing program office. Failure to do so will result in the student failing the clinical course.

**Clinical Assignments; Make-Ups**
Clinical experiences are designed to help students meet learning objectives and progress in the program. The facility size, availability, patient census, student level, and theory content are considered by NAU when making clinical site assignments. Clinical site assignments are based, in part, on clinical site availability, and clinical hours may include days, evenings, and/or weekends and could potentially extend into quarter and holiday breaks at the discretion of the clinical education coordinator and the program chair.

Clinical site assignments and schedules will be made available to students once dates and times are secured with the contracted clinical sites. Clinical site assignments and schedules are tentative, however, and subject to change at the discretion of the clinical site, clinical education coordinator, and program chair.

Students generally will not be permitted to progress into the next quarter of the program with any outstanding missed clinical hours. If a student is absent from clinical hours, NAU will assist the student in identifying a suitable make-up clinical experience consistent with the objectives of the missed clinical experience. NAU cannot, however, guarantee that a make-up can be identified and completed by a student in time for the student to progress into the next quarter of the program. As such, students should avoid clinical absences and tardiness.

Please refer to Progression and Retention within the Nursing Program – Clinical Core guidelines for details.

**Injury/Infectious Disease***
Nursing faculty will provide instruction for Standard Precautions, Centers for Disease Control (CDC), and Occupational Safety and Health Administration (OSHA) guidelines. Student knowledge will be assessed prior to attending the initial clinical experience and annually thereafter. Students and faculty are expected to comply with these standards in all lab and clinical settings.

Students are responsible for obtaining and maintaining health insurance while they are in the program. Any costs associated with illness or injury are the responsibility of the student.
If a student sustains an injury or accidental exposure in the clinical facility, the student must notify the faculty immediately. An incident or occurrence report is completed per the clinical facility policy. Injury or accidental exposure that requires immediate treatment will be initiated at the clinical facility, if available. If emergent treatment is not available, the student will be sent to the nearest emergency room. Any non-emergent treatment can be sought at the student’s medical provider of choice.

Students are responsible for completing all treatments and follow-up procedures. Students are also responsible to submit any documentation requested by NAU under the Documentation Related to Absences section of this handbook set forth above.

* Please, see specific information for the Denver, Colorado ASN program.

**Latex Sensitivity or Other Allergies**
It is the student’s responsibility to inform faculty if the student has a known allergy to latex or any other allergy that may impact clinical or lab performance. A student also has a responsibility to inform faculty if the student suspects symptoms of latex sensitivity or another allergic reaction. Symptoms of a latex allergy or sensitivity may include but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis, and, rarely, shock.

**Liability Coverage**
NAU nursing students are covered by comprehensive liability insurance through NAU while acting in their normal scope of clinical duties. The normal scope of duties includes anything required, requested, or authorized by the university. Students are not covered by the university’s insurance when not acting within the student’s normal scope of student duties. There is no liability coverage when performing duties in a non-student role.

**Errors or Unusual Occurrences**
Medication errors or other unusual occurrences (e.g., needle sticks, accidents, etc.) must be promptly recorded on a written incident report for protection of the student and the client. The *Unusual Occurrence/Exposure Incident/Medication Error Form* must be completed promptly on discovery of the incident.
**Professional Appearance**

All students must present themselves in a professional manner at all times while enrolled in the nursing program. Students must be in compliance with the professional dress code guidelines at all times to remain in the clinical setting. The following guidelines are mandatory for students to remain in compliance with the professional dress code:

1. **Students are to wear the official nursing program uniform in all clinical settings unless setting or agency requires other clinical attire. Cultural preferences must be passed through the faculty for consideration.**
2. **A white lab coat with the NAU SON logo may be worn in the clinical setting. The lab coat will be clean with a pressed appearance.**
3. **Student identification (ID) is mandatory for clinical and must be in color including the student’s photo. The NAU student name badge must be worn anytime students are presenting themselves as nursing students of the nursing program. The name badge is to be worn on the left chest of the uniform or lab coat and always visible.**
4. **When at the clinical agency at any time other than the assigned clinical time (e.g. preparing for a clinical experience), a white lab coat with the NAU SON logo and student nursing ID badge must be worn over appropriate street clothes. Access to client records will be denied if the student is not in proper attire.**
5. **No jewelry is to be worn with the uniform except wedding rings, engagement rings, one pair of small post earrings, and a wristwatch. Necklaces must be kept under clothing and not be visible.**
6. **No visible facial or body piercing jewelry or tattoos are allowed in clinical setting/practicum. No objects of any type may be worn on the tongue.**
7. **Hair must be clean, worn off collar, and back from face while in uniform. Makeup should be subtle and in good taste. Neatly trimmed beards and mustaches are permitted.**
8. **Chewing gum is not allowed in the clinical setting or in the nursing laboratory.**
9. **The uniform must be clean and neat. Students will maintain personal hygiene, including oral care. Students will bathe daily and use deodorant to prevent offensive body odor and/or cigarette smell. No cologne, after-shave, and/or perfumes are permitted. Undergarments cannot be visible under the uniform.**
10. **Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, nail wraps, or extenders are not permitted.**
11. **Any portable electronic devices will not be utilized in the classroom and the clinical setting if they are not approved by faculty.**
12. **Absolutely no smoking while in student nursing uniform. The effects of the use of tobacco prior to or during the period of time when providing patient care can be offensive.**
Guidelines and Additional Information

Digital Recording of Lecture*
The student must consult course syllabi regarding recording of lecture. If recording is permitted, the faculty reserves the right to stop recording should it become obtrusive. Should the student allow other students to benefit from the recording or utilize the recording against the lecturer, the student will be counseled and will lose all privileges for recording lectures in the nursing program.

Students do not have permission from the SON to record pre- or post-test reviews.

Evaluations: Student, Alumni, and Employer Surveys
To measure student, alumni, and employer satisfaction, the following surveys are currently used within the NAU SON:
1. End of course survey: Students are provided with an online link for survey completion at the end of each course.
2. Program completion survey: Students are provided with an online link at the end of the respective program.
3. Alumni satisfaction survey: Email addresses are provided by students. The program administrative assistant emails an online link to graduates at six (6) months post-graduation.
4. Employer satisfaction survey: Email addresses are obtained by the program administrative assistant. The program administrative assistant emails an online link to the graduates and/or their employers at six (6) months post-graduation.

Please note that alumni and employer surveys/information may be obtained and collected through other communication channels.

NCLEX-RN® (State Board Licensing Exam)*
The licensing exam for professional nurses is a national exam, which is administered by the National Council of State Board of Nursing (NCSBN). The testing is available year around via computerized adaptive testing (CAT) through designated testing centers. The test may take up to six (6) hours to complete. The graduate is responsible for all costs associated with the exam. The fee charged to become licensed may vary from state to state. NAU is not responsible for any state board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated. Check program specifics page for information. Guidance for NCLEX-RN® application will be provided in the last quarter of nursing study.

Personal Property*
The university assumes NO responsibility for loss or damage to students’ personal property on university premises and/or in the clinical setting.

Severe/Inclement Weather*
During the year, a respective NAU campus may be closed, have a late start, or early dismissal due to weather and road conditions. If a NAU campus is closed due to weather, students are not
expected to report for class or clinical practice. The announcements will be on the local radio or TV stations. For details, contact the campus.

**Standardized Testing**
The SON has chosen to utilize a standardized Test of Essential Academic Skills (TEAS) as a pre-entrance examination. Standardized testing will be utilized throughout the nursing program for student studies, evaluation, remediation, and preparation for the NCLEX-RN® exams. Students will be required to take nationally normed tests throughout the curriculum. Please refer to Addendum A of this handbook for the Assessment Technologies (ATI) Institute testing policy and schedule.

**Student Representation**
All students are encouraged to provide input on decisions including admission standards, curriculum, assessment, and the teaching/learning process. Students are invited to become active in nursing student associations and organizations.

The following includes a sample of ways that students can become involved:
1. Participate in program completion and alumni surveys.
2. Provide honest and fair feedback to the faculty when asked to complete faculty and course evaluations at the end of a course (theory, lab, and clinical courses).
3. Volunteer for committee membership as available on the campus.
4. Provide input when peers are representing student/program issues at committee meetings.

**Textbook and Study Materials**
(Added 2013-01-07)

Prior to each nursing course, it is the student’s responsibility to purchase all required textbooks including study guides, workbooks, and case studies, etc. It is highly recommended that students retain all textbooks and study materials until completion of the nursing clinical core, as most of the materials are used in multiple quarters throughout the nursing program.

The edition of the textbooks and study materials on each cohort’s textbook list will be utilized throughout the nursing program. Re-entry nursing students may be required to purchase current textbook editions consistent with the re-entry cohort.

**University Policies**
Students with questions regarding affirmative action, equal opportunity, harassment, or information about any other university policies may refer to the current NAU catalogs (http://www.national.edu/programs/academic-catalog) or NAU student handbook (http://webapps.national.edu/Smart_Catalog/student_handbook/index.htm).

*Not applicable to the Online RN to BSN and Online MSN programs.*
National Student Nurses Association, Inc.® (NSNA)

The National Student Nurses Association guides nursing students in their professional development by providing educational resources, leadership opportunities, and career guidance (http://www.nsna.org/default.aspx).

Per NSNA, as students are involved in clinical and academic environments, ethical principles are a necessary guide to professional development. Please review and adhere to the Code of Academic and Clinical Conduct (http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf).
NAU School of Nursing
Policies and Procedures
National American University
School of Nursing
Associate Degree Nursing Program (ASN)

Subject: Admission Criteria for the ASN Clinical Core

Admission to the nursing foundational core is based on the National American University admission criteria.

Date: Revised June 27, 2012

Policy: Admission to the nursing foundational core does not guarantee admission in the nursing clinical core. Admission to the nursing clinical core is selective and highly competitive.

Completed applications must be received at least 90 days prior to the start of each nursing clinical core cohort. Spaces for the nursing clinical core are assigned on a competitive and space available basis for each admission period.

Acceptance is based on available resources and overall ranking in the following areas:

1. Admission to National American University (NAU) must be made before application to the nursing clinical core.
2. Students who have completed nursing foundational course work at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.
3. Criteria to be considered for acceptance into the nursing clinical core:
   a. Minimum cumulative grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished by the student.
   b. All nursing foundational courses must be completed by application.
   c. All science courses must have been completed within five (5) years of application to the nursing foundational core. All science courses must have been achieved with a minimum “C.”
   d. General education nursing clinical core courses (SC1201, SC1370, PS2000, SO1050, or PS1050) may be completed prior to acceptance into the nursing clinical core. They are not nursing foundational courses and will not be calculated into the nursing foundational core needed 2.8 CGPA.
4. State specific verification of active certification of a nursing assistant (CNA) must be on the completed application for admission into the nursing clinical core.
5. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from Assessment Technologies Institute (ATI) to the program of application. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six
months. Applicants may retake the test if desired in an attempt to gain a higher score with no less than 14 days between testing.

6. The following must be submitted with the application (the cost of the following items is student’s responsibility):
   a. Non-native English speaking students must provide evidence that they are in compliance with the university and the respective state board of nursing requirements for English competency.
   b. Successful background check through an agency selected by the NAU School of Nursing.
   c. State specific verification of active CNA must be on the completed application for admission into the nursing clinical core.
   d. Copy of current active CPR certification (American Heart Association for Healthcare Providers).
   e. Evidence of a health examination (current within six months of admission) completed and signed by a healthcare provider if applicable. Check with the respective program office.
   f. Evidence of active health insurance.
   g. Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies signed by a healthcare provider.
   h. Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken with five years) signed by a licensed professional.
   i. The ASN student applying to the nursing clinical core should review and sign the functional abilities form. The signature implies the student can meet the physical needs to support the physical duties required of a nursing student.
   j. Prior to applying to the nursing program clinical core, students must meet with the financial service representative at the respective campus to discuss program costs. This advising session will be documented in the student application packet.

The general education transfer courses for the nursing foundational core must meet the same NAU admission criteria. All nursing prefix (NS) courses must be completed at NAU.

Forms: Nursing Clinical Core Application and Financial Aid Advising Session
National American University
School of Nursing

Bachelor Degree Nursing Program (BSN)

Subject: Admission Criteria for BSN and Articulation Policy for LPN to BSN Students

Admission to the nursing foundational core is based on the National American University admission criteria.

Date: Updated January 7, 2013

Policy: Admission to the nursing foundational core does not guarantee admission in the nursing clinical core. Admission to the nursing clinical core is selective and highly competitive. Completed applications must be received at least 90 days prior to the start of each nursing clinical core cohort.

The criteria to be eligible for application to the clinical core of the BSN program:

1. Admission to National American University (NAU) must be made before application to the clinical core.
2. All foundational core courses must be completed by the clinical core application deadline.
3. Minimum cumulative grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished.
4. All required foundational core courses must be completed with a minimum grade of “C.”
5. All science courses must have been completed within five (5) years of application to the nursing foundational core.
6. Applicant must provide a copy of state specific verification of active certification of a nursing assistant (CNA), licensed vocational nurse (LVN), or licensed practical nurse (LPN).
7. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from Assessment Technologies Institute (ATI) to the program of application. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score with no less than 14 days between testing.

Acceptance is based on the overall ranking of the following items:

1. TEAS test scores.
2. CGPA of foundational core courses.
3. Students who have completed nursing foundational course work at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.
4. Prior completion of a bachelor’s or master’s degree in any program of study.
5. Grades from Human Anatomy and Physiology I and Human Anatomy and Physiology II.

The following items must be submitted with the application (the cost of the items is the student’s responsibility):
1. Completed application. Incomplete applications will not be considered for admittance.
2. Non-native English speaking students must provide evidence that they are in compliance with the university and the respective state board of nursing requirements for English competency.
3. Successful background check through an agency selected by the NAU School of Nursing.
4. State specific verification of active CNA, LVN, or LPN must be on the completed application for admission into the nursing clinical core.
5. Copy of current active CPR certification (American Heart Association for Healthcare Providers).
6. Evidence of a health examination (current within six month of admission) if applicable. Check with the respective program office.
7. Evidence of active health insurance.
8. Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies signed by a healthcare provider.
9. Prior to applying to the nursing program clinical core, students must meet with the financial service representative at the respective campus to discuss program costs. This advising session will be documented in the student application packet.

The following policy applies ONLY to the LPN Bridge to BSN program offered at the NAU Overland Park and Wichita West, Kansas campuses.

Date: Updated October 8, 2013

Policy: LPNs who desire to become professional nurses with a BSN degree will take the NS3315 LPN to RN Transition course. Admission for articulation is based on academic criteria and complies with Kansas State Board of Nursing policies, 1202 commission report, and follows recommendations of the Council for Nursing Articulation in Kansas.

All LPNs will make application for acceptance into the BSN program and complete the following requirements. Acceptance is based on available resources and overall ranking in the following areas:
1. Admission to NAU must be made before application to the nursing clinical core.
2. In-state applicant must be a graduate of a Kansas State Board of Nursing approved practical nursing school/program with a CGPA of 2.8 or above. Individual evaluation of credits will be accomplished by reviewing an official transcript from the previous nursing school/program and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU policy.
3. Out-of-state graduates from other state board of nursing approved practical nursing schools/programs will be evaluated individually by reviewing applicants’ official transcripts and course syllabi. Validation of nursing competencies in selected skill sets
will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU policy.

4. Current active unencumbered LPN license from any state within the United States.

5. The NS3315 LPN to RN Transition course, 4.5 credit hours, to be taken in the fall quarter. This course must be completed with a minimum grade of “C” to progress in the clinical core. Failure to meet this requirement will result in removal from the program.

6. Nine (9) credit hours will be held in escrow for the LPN bridging student. The student must successfully pass the first nursing courses NS3320D, NS3330, and NS3331 to have the nine (9) hours credits fully transferred/accepted into the program.

7. Students who have completed nursing foundational course work at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

8. Criteria to be considered for acceptance into the nursing clinical core:
   a. Minimum CGPA of 2.8 on all nursing foundational courses must be accomplished by the student.
   b. All nursing foundational courses must be completed by the clinical core application deadline.
   c. All nursing foundational core courses must have been achieved with a minimum grade of “C.”
   d. All science courses must have been completed within five (5) years of application to the nursing foundational core.
   e. All nursing foundational core courses may be transferred into the program.

9. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, TEAS. The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score with no less than 14 days between testing.

* For a new start BSN clinical core, the application timeline may be modified.

The general education transfer courses for the nursing foundational core must meet the same NAU admission criteria. All nursing prefix (NS) courses must be completed at NAU.

Forms: Nursing Clinical Core Application and Financial Aid Advising Session
Subject: Admission Criteria for the Online MSN Program

Date: Revised October 8, 2013

Policy: The Online MSN program reviews applications and admits students every academic quarter. Admission decisions are made and communicated in writing once the program application and admission requirements have been completed and reviewed.

1. Admission criteria include the following:
   a. Graduation from a baccalaureate degree program in nursing from an accredited institution (or approval of Online MSN program chair).
   b. Current active unencumbered registered nurse (RN) license from any state within the United States. Evidence of current licensure must be present in the student’s departmental file.
   c. Minimum cumulative grade point average (CGPA) of 3.0 or above on a 4.0 scale during the baccalaureate degree completion.

2. All nursing prefix (NS) courses must be completed through National American University online.*

3. All international nurses must have a current active unencumbered registered nurse license to practice (in the state of their choice in the United States) and an international professional evaluation of their prior education credentials.

* Only the following NS courses may be transferred into the MSN program of study: Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy and Evidence-Based Nursing Practice.

Apply online https://mycampus.national.edu/Applicant/ApplyOnline_Login.aspx.
Subject: Admission Criteria for the Online RN to BSN Program

Date: Revised October 8, 2013

Policy: The Online RN to BSN program reviews applications and admits students every academic quarter. Admission decisions are made and communicated in writing once the program application and admission requirements have been completed and reviewed.

1. Admission criteria include the following:
   a. Admission to National American University (NAU) before application to the Online RN to BSN program.
   b. Graduation from an associate degree program in nursing or a diploma nursing program.*
   c. Current active unencumbered registered nurse (RN) license from any state within the United States.* Evidence of current licensure must be present in the student’s departmental file. If the applicant is a recent graduate (has graduated less than 90 days) of an approved and/or accredited associate degree or diploma program and does not hold an RN license, the applicant will be accepted into the program pending receipt of passing the NCLEX-RN® exam. The student must take and pass the NCLEX-RN® exam within the first quarter of enrollment. If the student does not take or fails the NCLEX-RN®, the student will not be allowed to continue with enrollment the subsequent quarter. The student can, however, re-apply for admission and may be accepted upon successful completion of the NCLEX-RN®.
   d. Minimum cumulative grade point average (CGPA) of 2.8 or above from the graduated associate degree program in nursing or diploma nursing program.
   e. Minimum CGPA of 2.8 on all transferred general education courses.

2. All nursing prefix (NS) courses must be completed through NAU online.

*All international nurses must have a current active unencumbered RN license from any state within the United States and an international professional evaluation of their prior education credentials.

Apply online https://mycampus.national.edu/Applicant/ApplyOnline_Login.aspx.
Subject: Background Check

Date: Revised April 1, 2013

Policy: The National American University (NAU) School of Nursing (SON) requires a background check for each nursing student who meets the criteria for entry into the nursing clinical core of the nursing programs, with the exception of the Online RN to BSN and Online MSN programs. An annual background check may be required to satisfy state statutory requirements and/or clinical agency guidelines.

1. Each nursing student is required to submit to a national background check which may include but is not limited to the following:
   a. social security number verification
   b. criminal search (seven years or up to five criminal searches)
   c. employment verification to include reason for separation and eligibility for re-employment for each employer
   d. violent sexual offender and predatory registry search
   e. HHS/OIG list of excluded individuals/entities
   f. GSA list of parties excluded from federal programs
   g. United States Treasury, Office of Foreign Assets Control (OFAC), list of specially designated nationals (SDN)
   h. applicable state exclusion list, if one exists.

2. The SON will provide students with contact information for an approved agency to conduct the background check. The student is responsible for the cost of the background checks.

3. The initial background check must be completed no earlier than six (6) months prior to commencement of the clinical portion of the nursing program but with sufficient time for review by the SON.

4. The SON may deny admission and/or progression in the nursing clinical core of the program to any student whose background may pose a threat to an individual, the university, the nursing profession, or the community or is otherwise unacceptable to clinical agencies. In addition, a student may be denied admission into the nursing clinical core or progression in the nursing program for any of the following reasons:
   a. Arrests, charges or convictions, or a criminal history that may limit employment possibilities in certain careers or prohibit licensure as a nurse.
   b. Failure to disclose a criminal history.
   c. Pursuant to the clinical experience agreement, university policy, or legal requirement.

Forms: Consent to Release of Background Information (located in the Nursing Clinical Core Application)
Subject: Clinical/Safe Practice Guidelines

Not applicable to the Online RN to BSN and MSN programs.

Date: Revised April 9, 2012

Policy:

A. Safe practice is defined as behavior that demonstrates the knowledge, skill, judgment, and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon others (clients, families, co-workers, peers, and faculty) or self.

1. Faculty have the professional obligation to safeguard patient well-being and to protect student rights. Faculty are expected to:
   a. specify expectations in measurable terms.
   b. assess significant behaviors.
   c. give frequent, constructive feedback.
   d. provide experience appropriate to students’ level of experiences.
   e. document student endeavors.
   f. identify all areas in which expectations are not being met.

2. Students are expected to:
   a. assume responsibility for own actions.
   b. prepare in advance for clinical experience.
   c. report unsafe practice.
   d. apply safety measures to nursing interventions.
   e. function within guidelines and policies of the institution in which they are practicing.
   f. maintain personal, physical, and emotional stability.
   g. communicate appropriately, adequately, truthfully, verbally, and in writing.
   h. recognize own limitations and the need for appropriate supervision.
   i. provide appropriate care for all individuals regardless of age, sex, race, or diagnosis.
   j. judiciously protect information of a confidential matter.

B. A student who exhibits unsafe behaviors will be removed from the clinical setting and fail the course. The student may also be dismissed from the program.

A student whose behavior is unsafe or likely to become unsafe will be given feedback via a clinical evaluation tool and/or a Clinical Remediation Plan (CRP). A CRP outlining the problem and steps to be taken to resolve the problem will be created. This plan may include clinical skills lab review, clinical practice, or counseling. Students have the right to have input into the plan. The faculty or the student may also ask for input from a consulting faculty. Copies of warnings and contracts will be given to the nursing program chair and the student’s academic advisor.
Students have the right to appeal in accordance to the university’s policy.

C. Guidelines for clinical evaluation will be presented in each course.

Forms:  *Clinical Remediation Plan (CRP) Form*
National American University
School of Nursing

Subject: Clinical Remediation Plan (CRP) Guidelines
Not applicable to the Online RN to BSN and MSN programs.

Date: Revised April 9, 2012

Policy: The clinical remediation plan (CRP) is a written contract initiated and implemented by faculty and/or the nursing program chair. This contract is a means of communication to students who are at risk of failing a clinical course by:
- not meeting established clinical standards at the expected level of the student's progression or
- violating established standards of practice for professional nursing.

Purpose:
The CRP communicates to the student verbally and in writing the following:
- areas of serious concern, a plan of action, and a time frame in which the plan goals should be accomplished, and
- confirmation that the student has or has not overcome the deficiencies and met the clinical objectives in the specified time frame.

Implementation:
The CRP is utilized when the faculty and/or the nursing program chair have significant concerns that the student does not demonstrate safe practice and/or professional conduct as defined in the National American University (NAU) School of Nursing (SON) student handbook. This written contract is intended to address student behavior(s) that indicate(s) "a pattern that is unsafe or likely to become unsafe" in more depth than the formative and summative clinical evaluation tools provide. The written plan outlines the behavior and steps to be taken to resolve it. The plan becomes a part of the student’s permanent record.

This CRP may be implemented at any time before, during, or after the student's current clinical assignment. It may include clinical skills lab review, clinical practice, or counseling.

Upon receiving the CRP, the student will be given the opportunity to provide verbal and written input into the plan. The meeting will include the student and faculty member and/or nursing program chair. The nursing program chair, faculty advisor, and/or other NAU representative(s) may be included in this initial meeting and subsequent meetings with the student.

Resolution:
As noted on the CRP, the student and faculty and/or nursing program chair will meet for a follow-up conference. At that time, the faculty and/or nursing program chair will identify if the
student "has overcome deficiencies and now meets objectives" or "has not overcome deficiencies and does not meet objectives."

A student who does not overcome the deficiencies or meet the objectives will fail the specified clinical course. The policies and procedures presented in the NAU undergraduate catalog and the NAU SON student handbook communicate to the student program expectations, professional conduct, course failures, reentry, and the appeal/grievance process.

The student has the right to appeal/grieve in accordance with NAU and SON policies.

**Forms:**  [Clinical Remediation Plan (CRP) Form](#) and/or [Grievance Form](#)
Subject: Core Performance Standards (Functional Abilities)

Date: Updated October 25, 2013

Policy: National American University (NAU) strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limits major life functions. All faculty, staff, and students of the university are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make needs known. The system student services office is the designated office at NAU that maintains disability-related documents, certifies eligibility for services and determines and provides reasonable accommodations for students with disabilities. It is located at 5301 South Highway 16, Rapid City, South Dakota 57701.

All requests for accommodation, documentation reports, and inquiries should be forwarded to:

Dr. Meg Whiston
System Director Learner Services
System ADA Coordinator
5301 South Highway 16
Rapid City, SD 57701
(605) 721-5328
mwhiston@national.edu

Forms: Core Performance Standards for Admission and Progression (located in the Nursing Clinical Core Application)
National American University
School of Nursing

Subject: General Grievance Policy and Procedure
SON specific policy and procedure.

Date: Revised July 9, 2013

The National American University (NAU) School of Nursing (SON) is committed to promptly addressing student concerns in accordance with its mission and core values.

1. If a student has a concern or complaint, the student should first seek resolution by communicating directly with the person with whom the student has the grievance.

2. If the student is unable to resolve the concern after communicating with the other person, the student may submit a completed Grievance Form to the nursing program chair, who will attempt to meet with the student and the other person within four (4) business days of receipt of the Grievance Form. The program chair will issue a decision within two business days (2) after the meeting. If the program chair is unavailable, an associate dean will act in place of the program chair.

3. The student may appeal the decision of the program chair to the dean of the School of Nursing, who will review the decision, including all pertinent information, and issue a decision to all parties within four (4) business days of the appeal. If the dean is unavailable, an associate dean will act in place of the dean.

If the student feels that the SON has not adequately addressed the student's concerns, the student may contact the appropriate state agency listed in the university’s undergraduate catalog.

Forms: Grievance Form
Subject: Grading Policy

Date: Updated November 12, 2013

Policy: Faculty members will communicate their course grading procedure in writing on the course syllabus. The cumulative grade point average (CGPA) reflects all courses/grades to date.

The following grade/percentage points are used by the School of Nursing:

- A  94-100%
- B  86-93%
- C  78-85%
- D  66-77%

There is no rounding of percentages when calculating grades or evaluations.

Grading Scale

**A** - Outstanding mastery of course materials and objectives. Written work, discussions, and presentations display an excellent presentation of the cognitive levels of knowledge, comprehension, application, analysis, synthesis, and critical thinking skills. Writing is scholarly with accuracy, coherence, and citation.

**B** - Good mastery of course materials and objectives with movement toward exemplary scholarship. Course work displays a good presentation of the cognitive levels of knowledge, comprehension, application, analysis, synthesis, and critical thinking skills.

**C** - Average in mastery of course materials and objectives. Course work displays a basic presentation of the cognitive levels of knowledge, comprehension, application analysis, synthesis, and critical thinking skills. Work demonstrates a need for more thought, reflection, and review of literature.

**D** - Deficient in mastering of course materials and objectives. Application of content in written work, discussions, and presentations demonstrate limited acquisition of knowledge.

**F** - Unacceptable performance.
Subject: Health Insurance Portability and Accountability Act (HIPAA) Compliance

Date: Revised April 9, 2012

Policy: HIPAA is a federal law established in 1996 to ensure patient privacy through safeguarding data integrity, confidentiality, and security of protected health information (PHI).

Goals of HIPAA are to establish the right of individuals to maintain insurance coverage with employment changes, establish the Privacy Rule, and increase patients’ rights over their own medical records and PHI. The Privacy Rule provides national standards for privacy of individually identifiable health information. The transmission of PHI for any reason other than treatment, payment, or operations requires the patient’s authorization. This applies to medical records and health information of any format (oral, written, or electronic) created by and/or maintained by health care providers.

National American University School of Nursing must meet HIPAA requirements in clinical and institutional areas by implementing, maintaining, and using appropriate administrative, technical, and physical safeguards to prevent the improper use or disclosure of all PHI:

a. Students and faculty will comply with current HIPAA regulations to ensure the confidentiality of all health or health-related information.

b. HIPAA regulations will be followed in all areas that involve PHI.

c. All students will be familiar with HIPPA policies and procedures in each of their clinical settings.

d. Current guidelines will be available to students and faculty at all times in the nursing program office.

e. If the student violates the Privacy Rule, an entry will be noted in the student’s record. A second violation will result in failure of the clinical course and possibly dismissal from the program.

f. If a clinical facility prohibits a student from returning to a clinical experience due to a violation of the Privacy Rule, the student will be dismissed from the program.

For details regarding HIPAA compliance, please refer to [http://www.hhs.gov/ocr/privacy/](http://www.hhs.gov/ocr/privacy/).

Forms: Acknowledgement of Policy Regarding Protected Health Information, Confidentiality, and Security
Subject: Immunization Records and CPR Certification
Not applicable to the Online RN to BSN and Online MSN programs.

Date: Updated November 12, 2013

Policy:
1. All immunizations and CPR (American Heart Association for Healthcare Providers) certification must remain current and up-to-date.
2. The student must provide a photocopy of current CPR certification card and immunization documentation to the nursing department or the student will not be permitted to enter the clinical areas. There are no exceptions.
3. A month prior to the start of a new quarter, a statement is sent to students who have immunizations or CPR certification that will expire during the upcoming quarter.

Forms: Influenza Vaccination Form and Tuberculosis Screening Form
National American University  
School of Nursing

Subject:  Late Exam Policy

The School of Nursing follows the university guidelines outlined in the National American University (NAU) student handbook. Please review Examinations section of the NAU student handbook (http://webapps.national.edu/Smart_Catalog/student_handbook/examinations.htm).

Note that all requests for exam extensions must be approved by the nursing program chair/faculty prior to the scheduled exam time.
National American University
School of Nursing

Subject: Preceptor Guidelines

Date: Revised April 9, 2012

Policy:
1. Course faculty responsibilities:
   a. assume responsibility for the coordination of the student’s clinical experience; match student to preceptor.
   b. provide the preceptor with the course syllabus, course outcomes, objectives, and specific directions on how to assist the student in meeting these objectives; provide preceptor with the appropriate evaluation tools.
   c. establish and maintain effective communication between preceptor and student.
   d. monitor student progress in achieving course objectives and provide ongoing feedback.
   e. meet with the preceptor and student to discuss student’s progress and share ideas/suggestions. There will be at least one face-to-face meeting as well as contact via telephone or email.
   f. maintain responsibility for the final evaluation and grade for the student.
   g. provide the student the opportunity to evaluate the experience.
   h. discuss with the student any information received from the student’s evaluation of the experience.

2. Preceptor’s responsibilities:
   a. complete a Preceptor Letter of Agreement.
   b. discuss learning needs with faculty and student related to course.
   c. orient student to practice setting including identification of faculty policies and procedures.
   d. serve as a role model, practitioner, teacher, and mentor.
   e. provide ongoing supervision and direction of student, at the direction of the faculty, consistent with the learning objectives.
   f. assist student in professional development, with opportunities to explore the nursing role.
   g. demonstrate ways in which the professional nurse interacts collaboratively.
   h. provide ongoing feedback to faculty and student regarding performance and expectations.
   i. contact course faculty with the formal evaluation of the student’s progress at the end of the experience.

3. Student responsibilities:
   a. adhere to all clinical facility policies and procedures.
b. adhere to all university policies and procedures identified in the National American University (NAU) catalogs and the NAU School of Nursing (SON) student handbook; failure to exhibit integrity, ethical conduct, or compliance with professional standards may warrant dismissal from the program.

c. comply with health and other professional requirements of the clinical facility prior to the start of the experience.

d. maintain professional appearance and behavior.

e. attend all agreed upon days for experience; notify preceptor and faculty if unable to attend; comply with NAU and SON policies on attendance.

f. communicate effectively with preceptor and course faculty.

g. seek feedback regarding completion of objectives.

4. Nursing preceptor policy:

a. NAU defines preceptors as qualified individuals who work one-to-one with students in the management or clinical area to promote attainment of student learning outcomes. Preceptors are licensed registered nurses who have a minimum of a baccalaureate nursing degree and at least two years of professional experience. Preceptors are not nursing program faculty and not considered in determining faculty to student ratios.

b. Preceptors are utilized only in designated nursing courses and serve as role models and mentors. Preceptors do not replace faculty but work closely with faculty in facilitating student success. Nursing program faculty maintain the responsibility for final student evaluation and student grades.

c. Course faculty are responsible for developing guidelines specific to their course for preceptor use.

5. Faculty responsibilities for utilization of preceptors in their course:

a. Faculty will discuss with agency personnel the coordination of clinical and identification of preceptors.

b. Each preceptor will be provided with a copy of the course syllabus and directions on how to assist students in fulfilling course outcomes.

c. Faculty will meet with students and preceptor to discuss student’s progress, ensure communication between the university and facility, and exchange idea/suggestions to meet course outcomes.

d. Faculty will maintain a written record of the specific dates/times student and preceptor will be working together.

e. Faculty will provide the final student evaluation and assignment of grade.

f. Faculty are responsible for ensuring a clinical contract in effect between NAU and the facility.

g. Faculty will ensure preceptor has signed a Preceptor Letter of Agreement.

h. Faculty are responsible for ensuring all student files are up to date (i.e., confidentiality statements, immunizations, etc.)

i. Faculty are responsible for ensuring that preceptor and student complete the appropriate evaluations.

Forms: Preceptor Letter of Agreement and Preceptor Data Form.
National American University  
School of Nursing

**Subject:** Re-Entry Guidelines  
SON specific guidelines. Not applicable to the Online RN to BSN and Online MSN programs.

**Date:** Updated January 7, 2013

**Policy for re-entry to the campus nursing program/clinical core:** All nursing courses are sequential, and the successful completion of each course is a prerequisite for the next level or successive course. Any student who has interrupted progression for one quarter or more in the nursing program and not on approved leave of absence (LOA) will need to apply for re-entry. Students may apply for re-entry once, and re-entry is not automatic:

1. Re-entry applications are reviewed on an individual basis, and the campus nursing faculty reserves the right to deny re-entry.
2. Re-entry is allowed on a space available basis as determined by the campus nursing faculty and program chair.
3. The campus nursing faculty and program chair may specify criteria necessary for re-entry*
4. Students whose absence from the associate-level nursing program exceeds two (2) quarters and do not have an approved leave of absence must return to the pool of candidates and apply to the nursing program through the competitive review process.
5. Students whose absence from the baccalaureate-level nursing program exceeds two (2) quarters and do not have an approved leave of absence must return to the pool of candidates and apply to the nursing program through the competitive review process.

**Process for re-entry to the campus nursing program/clinical core:** For a student to be considered for re-entry to the nursing program, a plan for re-entry must be completed with the Exit Interview Form (see Exit from the Nursing Program – Clinical Core guidelines).

1. Students will be sent a letter and a Re-Entry Form.
2. For the associate-level nursing program, completed Re-Entry Forms must be returned to the program administrative assistant within two (2) months from the last day of the quarter that was not completed.
3. For the baccalaureate-level nursing program, completed Re-Entry Forms must be returned to the program administrative assistant within six (6) months from the last day of the quarter that was not completed.*
4. Students will be called to set up a re-entry meeting with the nursing program chair/faculty representative, and a re-entry contract will be drawn up.
5. If the student was in academic suspension status when she or he left the university, she/he will be required to appeal her/his status to the Campus Academic Standards Committee and her/his re-entry is conditional upon a successful appeal with the committee.
6. Student will return to an appropriate educational pool of candidates upon pending decision of the program chair.
* For the baccalaureate-level nursing program at the Bloomington, Minnesota campus, completed Re-Entry Forms must be returned to the program administrative assistant within two (2) months from the last day of the quarter that was not completed (due to twice a year admission).

Forms: Re-Entry Form and Re-Entry Process Letter/Clinical Core
Subject: Student/Graduate Reference Policy

Date: Revised March 31, 2010

Policy: Faculty and staff are often asked to provide references for students and graduates. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the education records of university students including information that may be disclosed in a reference, whether written or verbal.

To comply with FERPA requirements, faculty and staff may not disclose information from a student’s education record without first obtaining the student’s written consent to such disclosure. References may only be provided by using the Student/Graduate Reference Request and Student/Graduate Reference Forms adopted by the School of Nursing.

Procedure:
1. The student or graduate submits the Student/Graduate Reference Request to the nursing program administrative assistant.
2. The administrative assistant completes the Student/Graduate Reference Form using the student or graduate’s clinical rubric and comments from his/her most recent clinical rotation.
3. The nursing program chair signs the completed form after verifying its accuracy.
4. A copy of the signed form is placed in the student or graduate’s file.
5. The administrative assistant mails the completed form directly to the parties listed in the Student/Graduate Reference Request.

Forms: Student/Graduate Reference Request and Student/Graduate Reference.
NAU School of Nursing

Forms
National American University
School of Nursing

Acknowledgement of Receipt of Student Handbook

I hereby certify that I am 18 years of age or older and competent to sign my own name. I also certify that I have read and completely understand the contents of the National American University School of Nursing student handbook before affixing my signature.

Student Name (printed): __________________________________________________________

Student Signature: ___________________________Date: __________________________

Witness (presenter of handbook information): ______________________________________

Witness Signature: ___________________________Date: __________________________
National American University  
School of Nursing

Acknowledgment of Policy Regarding Protected Health Information, Confidentiality, and Security

- Protected Health Information (PHI) includes patient information based on examination, test results, diagnosis, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually identifiable information that includes, but is not limited to, the patient’s name, account number, birth date, admission and discharge dates, photographs, and health plan beneficiary number.
- Student learning activities in the clinical, laboratory, and/or simulation setting include access to protected and confidential medical records, case histories, medical reports, images, raw test results, and medical dictation. Although patient identification may be removed, all healthcare information must be protected and treated as confidential.
- Clinical core nursing students and responsible faculty are given access to patient information in multiple healthcare settings throughout the nursing program.

**Initial each to accept the policy.**

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<tr>
<th>Initials</th>
<th>Policy</th>
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<tbody>
<tr>
<td>1.</td>
<td>PHI, regardless of medium (paper, verbal, electronic, image or other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring, or otherwise directly related to the learning activity</td>
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<td>2.</td>
<td>Protected health information is to be kept confidential and secure in all learning settings and clinical agencies.</td>
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<td>3.</td>
<td>Protected health information is not to be discussed in public areas or situations under any circumstances.</td>
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<td>4.</td>
<td>Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Teaching/learning and case study materials will be used in accordance with healthcare facility policies.</td>
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<td>5.</td>
<td>Data will not be accessed on patients for whom students and faculty have no “need to know” care responsibilities.</td>
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<td>6.</td>
<td>A computer ID and password access may be assigned to individual students and/or the assigned supervising faculty. All IDs and passwords are the responsibility of the assigned individual and not to be shared.</td>
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<td>7.</td>
<td>Healthcare facility specific privacy policies may vary. Compliance with HIPAA policies in each setting is expected throughout the nursing program.</td>
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<td>8.</td>
<td>Breach of patient confidentiality is grounds for immediate dismissal from any clinical agency.</td>
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<td>9.</td>
<td>Immediate dismissal from a clinical experience may result in additional School of Nursing or National American University sanctions including dismissal from the nursing program.</td>
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<td>10.</td>
<td>In order to maintain professional boundaries, “friending” on any social media site is prohibited between faculty and current students. Students are prohibited from posting proprietary or confidential information regarding the school, clinical site, clinical staff, or patients in any social media platform.</td>
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</tbody>
</table>

- I agree to comply with above and other policies of the clinical agency to which I am assigned.
- I understand that state and federal laws govern the confidentiality and security of Protected Health Information, and that unauthorized disclosure is a violation of law and may result in civil and criminal penalties.
- I understand that failure to comply with these policies may result in my removal from any or all assigned clinical agencies, disciplinary action, and/or dismissal by the School of Nursing and National American University.

Student Name (printed): ___________________________________________ Initials: __________
Student Signature: __________________________________________________________ Date: _________
Witness Name (printed): ____________________________________________________ Date: _________
Witness Signature: __________________________________________________________ Date: _________
National American University  
School of Nursing  
Clinical Release Form

Clinical affiliates of National American University (NAU) may request that specific student information is released to them in order for students to participate in clinical education in their facility. Your signature on this form allows NAU to release copies of these documents from your file to the clinical facility. This may include but is not limited to:

- immunization records
- results of TB skin tests or results of chest x-rays
- background checks.

NOTE the clinical facilities may require nursing students to provide health-related information beyond of what is requested for admission into the nursing program. For instance, clinical agencies may request evidence of additional immunization or vaccination such an annual flu vaccination. Students should self-disclose requested information in order to participate in clinical education at the respective clinical facility.

Student Name (printed): __________________________________________________________

Student Signature: ___________________________   Date: _______________
National American University
School of Nursing

Clinical Remediation Plan (CRP)

Initial Conference

Student Name: ______________________________________    Student Signature: ____________
Course: ___________________________________________   Faculty Signature: ________________
Clinical Area: _______________________________________   Program Chair Signature: __________
Date: ______________________________

Areas of concern:

Plan of action (skills, knowledge and affect that must be demonstrated to meet objectives):

Time frame (to accomplish the plan goals):
Follow-Up Conference

Student Name: ______________________________________    Student Signature: _____________
Course: ___________________________________________    Faculty Signature: ______________
Clinical Area: _______________________________________    Program Chair Signature: __________
Date: ______________________________

Outcome:  
_____ Has overcome deficiencies and now meets objectives.
_____ Has not overcome deficiencies and does not meet objectives.

Comments on Pass/Fail status:
National American University
School of Nursing

Exit Interview Form – Campus Nursing Program

1. Reason for exiting the program:
   Student: ____________________________________________________________
   Program: __________________________________________________________

2. Review of performance (if appropriate):
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

3. Plan for a student success as identified by a student:
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

4. Plan for remediation (if appropriate) as identified by the program faculty:
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

Student Signature: ___________________________ Date: ________________
Faculty Signature: ___________________________ Date: ________________
Program Chair Signature: ______________________ Date: ________________
National American University  
School of Nursing  

Exit Survey: Departure from Program prior to Completion

___Online RN to BSN Program    ___Online MSN Program

In order to better understand why students leave the program at National American University (NAU), we would appreciate it if you take a few minutes to complete this brief exit survey. Listed below are reasons frequently shared by students explaining why they leave a college or university. Please read the three categories below. Under the corresponding category indicate your reason(s) for not enrolling this quarter. After you have finished, please number your responses in the order of significance: one (1) being the most significant reason for not returning. Feel free to add additional comments below. Completion of this form is required prior to re-entry. Thanks for your contribution.

1. Life circumstances including things such as health issues, unexpected life event, unanticipated time needed to meet the needs of family and friends, unplanned financial pressures, work demands, etc. Please describe: ____________________________________________________________

2. Work commitments including things such as a new job, taking on new roles, required increase in work hours, competing pressures of work and school, etc. Please describe: ____________________________________________________________

3. Program reasons including things such as online method of learning does not accommodate learning style/preferences, computer confidence/competence, evolving career aspirations, advising, technical support, program content no longer relevant to aspirations, performance concerns. Please describe: ____________________________________________________________

Do you plan to return to NAU program? Y  N

Anticipated date of return: ______________________________________________________________

If you plan to return, what will contribute to your successful completion of the program? ______________________________________________________________

What can we at NAU do to help you be successful? ______________________________________________________________

Additional comments: ______________________________________________________________

Return by email attachment to SON administrative assistant tfarrar@national.edu or by mail:
National American University
School of Nursing
5301 South Highway 16
Rapid City, SD 57701

Student Name (printed): ______________________________________________________________

Student Signature: ______________________________________________________ Date: _____________

CC: student file, program chair, advisor
National American University  
School of Nursing  

Financial Aid Advising Session - Nursing Clinical Core  

Please schedule an appointment with a financial service representative at the ____________ campus to discuss the financial aid resources available to you as a nursing clinical core student at National American University. This must be completed prior to __________ (date).  

This form must be signed by both you and the financial service representative and returned to the nursing program office no later than __________ (date).  

Student Name (printed): ________________________________  

Student Signature: ________________________________  Date: ________________  

Financial Service Representative Name (printed): ________________________________  

Financial Service Representative Signature: __________________  Date: ________________
National American University  
School of Nursing  

Grievance Form

Student Name: _________________________________________________________________________________

Student ID Number:  __________________________________________________________ ____________________

Address: ______________________________________________________________________________________

Phone Number: _________________________________________________________________________________

Email Address: __________________________________________________________ ________________________

- Concern: Please be specific – use dates, times, places, who, what, when, where, why, and how. Be factual, accurate and unemotional.

- Resolution sought: Explain exactly the outcome you are seeking.

- Sign and date the concern.

Student Signature: ___________________________________________ Date: ______________________

Resolution:

Please return the form to the nursing program chair.
Release of Photographic Image
I hereby give National American University (NAU) the right to use, reproduce, and to permit the use to others, etc., of all photographic and simulation images and negatives, etc. taken of me for educational, publication, or marketing purposes including use on the Internet, without further compensation and consenting that all of this material shall be solely and completely the property of NAU.

I hereby certify that I am 18 years of age or older and competent to sign my own name. I also certify that I have read and completely understand the contents of the above release before affixing my signature.

Student Name (printed): ________________________________    Student Signature: __________________________

OR

I do not give the above stated right to NAU ____________________________

Simulation Center (Skills Lab)
During your participation in courses at the NAU Simulation Center, you will likely be an observer of the performance of other individuals in managing medical events. It is also possible that you will be a participant in these activities. Due to the unique aspects of this form of training, you are also asked to maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios.

By signing below, you acknowledge to having read and understood this statement and agree to maintain the strictest confidentiality about any observations you may make about the performance of individuals and the simulation scenarios.

Audiovisual Digital Recording
I am hereby informed that there is continuous audiovisual digital recording in rooms in the NAU Simulation Center. I consent to continuous audiovisual digital recording while I am in the simulation center. I understand that, unless authorized by me, I will NOT be specifically identified and that the recordings will be shown only for educational purposes. No commercial use of the audiovisual recordings will be made without my written permission.

Release for Still Photographs and Videotapes
I authorize faculty and administrators of NAU to publicly show still photographs (slides or prints) and/or videotapes depicting me during the course of training at the NAU Simulation Center. I understand that, unless otherwise approved by me, I will NOT be specifically identified, and the photographs will be shown only for educational purposes. No commercial use of the photographs (slides or prints) and/or videotapes will be made without my written permission.

I have read all of the above and agree to the terms under confidentiality of information and audiovisual recording.

Student Signature: ___________________________________________    Date: ________________________

I have read and completely understand the contents of the above categories, and I am competent to sign my own name.

Student Name (printed): ___________________________________________________________________________

Student Signature: __________________________________________________    Date: ________________________
# National American University
## School of Nursing
### Immunization Record

**Student Name:** ______________________________________________

**Birth Date:** __________________

**Instructions**

**MMR Documentation**

- **MEASLES (RUBEOLA)**
  - 2 doses of live vaccine given on or after the first birthday; must be given at least 30 days apart with the second dose after age 15 months.
  - OR serologic test showing positive titer
  - May substitute MMR

- **MUMPS**
  - 2 doses of live vaccine given on or after the first birthday; must be given at least 30 days apart with the second dose after age 15 months.
  - OR serologic test showing positive titer
  - May substitute MMR

- **RUBELLA**
  - 1 dose of live vaccine given on or after the first birthday.
  - OR serologic test showing positive titer
  - May substitute MMR

**1st Immunization:** ________ mo/day/yr

**2nd Immunization:** ________ mo/day/yr

**OR Serologic Test:** ________ mo/day/yr

**Results:**
- ☐ positive
- ☐ indeterminate
- ☐ negative

**VARICELLA (Chicken Pox)**

- If confirmed, disease history, serologic test is required. If negative, vaccination with 2 varicella vaccines is strongly recommended.

- **1st Immunization:** __________ mo/day/yr
- **2nd Immunization:** __________ mo/day/yr

**OR Serologic Test:** __________ mo/day/yr

**Results:**
- ☐ positive
- ☐ indeterminate
- ☐ negative

☐ **DECLINE**: I decline the Varicella vaccine and understand I am susceptible to chicken pox. I understand the risks of being susceptible to infections and blood borne diseases and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future.

**Declination Signature:** ___________________________________________    **Date:** __________________

**TDAP**

- The CDC recommends that healthcare providers who have direct patient contact should receive a single dose of Tdap as soon as feasible if they have not previously received it.

**TETANUS-DIPHTHERIA** (Initial series and booster every 10 years)

- **Immunization:** __________    ☐ Td    ☐ Tdap

**VARICELLA (Chicken Pox)**

- If confirmed, disease history, serologic test is required. If negative, vaccination with 2 varicella vaccines is strongly recommended.

- **1st Immunization:** __________ mo/day/yr
- **2nd Immunization:** __________ mo/day/yr

**OR Serologic Test:** __________ mo/day/yr

**Results:**
- ☐ positive
- ☐ indeterminate
- ☐ negative

☐ **DECLINE**: I decline the Varicella vaccine and understand I am susceptible to chicken pox. I understand the risks of being susceptible to infections and blood borne diseases and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future.

**Declination Signature:** ___________________________________________    **Date:** __________________

**HEPATITIS B**

- The CDC strongly recommends Hepatitis B vaccination (includes 3 vaccines and post vaccine titer) for all health care professionals. A signed declination must be completed if this applicant declines vaccine.

- **1st Immunization:** __________
- **2nd Immunization:** __________
- **3rd Immunization:** __________

**OR Serologic Test:** __________

**Results:**
- ☐ positive
- ☐ indeterminate
- ☐ negative

☐ **DECLINE**: I decline the Hepatitis B vaccination at this time. I understand I may choose to receive the vaccine at any time in the future.

**Declination Signature:** ___________________________________________    **Date:** __________________

* Can be deleted per program requirements.

**Healthcare Provider Name (printed):** ___________________________    **Phone Number:** __________________

**Healthcare Provider Signature:** ___________________________    **Date:** __________________
National American University
School of Nursing

Influenza Vaccination Form

Return this form no later than (month, date, year). If form is not received by said date, it may affect your ability to attend clinical experiences.

Student Name: ________________________________________________

Date of Birth: _________________

DECLINE: I decline the influenza vaccine and understand I am susceptible to influenza. I understand the risks of being susceptible to influenza and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future. I also understand that I will adhere to the practices and policies of the clinical agency regarding non-vaccination.

Declination Signature: _________________________________________    Date: _________________________

Influenza Immunization Date: ___________________

Notes:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Healthcare Provider Name (printed): ________________________________________________________________
Address:____________________________________________________________________________________
Phone Number: ____________________________________________________________
Healthcare Provider Signature: ___________________________ Date:__________________

Please attach documentation here:
(if received other than at healthcare provider’s office)
National American University  
School of Nursing  

Laboratory Equipment/Supply Checkout Release

I accept responsibility for the use of the National American University laboratory equipment and supplies. In the event an item(s) is/are lost, stolen, or damaged while issued to me, I agree to replace said item(s) at my expense.

An incomplete grade (I) will be assigned for the course until restitution is made.

I, the undersigned, acknowledge that I have read and understood the above release.

Student Name (printed): ______________________________________________________

Student Signature: ____________________________ Date: _________________

This signed form must be on file in the nursing program office and is enforced during the time the student is enrolled in the nursing clinical core at National American University. Students who do not sign the form will be ineligible to check out equipment or supplies from the nursing department.
National American University
School of Nursing

Notification of Clinical Absence

A student who will be absent from clinical hours for any reason must complete the student section of this form and submit the completed form to the program chair within three (3) calendar days of the absence. In the event of an emergency, the student must complete and submit the form as soon as possible following the absence. The program chair will then complete the chair’s section of the form, and the completed form will be placed in the student’s record and a copy sent to the student and clinical faculty for the missed clinical hours.

If a student is absent for two (2) or more consecutive clinical shifts for health-related reasons, the student may be required to submit documentation from a healthcare provider certifying the student’s ability to safely return to the clinical setting. NAU may prohibit a student from returning to the clinical setting until such documentation has been provided.

Questions about clinical attendance guidelines or this form should be directed to the program chair.

To be completed by student:

Student First and Last Name: ____________________________________________________________
NAU Campus: ______________________________________________________________
Email Address: ________________________________________________________________
Phone Number: ________________________________________________________________
Course Number: ________________________________________________________________
Didactic Faculty: ________________________________________________________________
Clinical Faculty: ________________________________________________________________
Faculty Advisor: ________________________________________________________________
Date(s) Absent from Clinical: ______________________________________________________
Reason for absence(s) (be specific): ________________________________________________
Checks all that apply: ____________________________________________________________

Student Signature: ____________________________ Date: __________

61
To be completed by program chair:

Absence(s) Excused or Not:

_____ Excused

_____ Excused, provided student produces satisfactory documentation as set forth below:
   _____ Documentation verifying reason for absence; and/or
   _____ Health provider certification of fitness required to return to clinical setting.

_____ Not excused

Clinical make-up session location(s), date(s), and faculty:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Comments (if any):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Program Chair Signature: ________________________________ Date: __________
National American University
School of Nursing
___________________ Campus

Nursing Clinical Core Application

Date: __________________

Name: ____________________________________________

Former Name(s): ____________________________

SSN: _______________________________

Address: ____________________________________________

Date of Birth: ____________________________

Street Address or Apartment/Unit #

State: _______       ZIP Code: _______

City

Home Phone: (          ) _____________________

Work Phone: (          ) __________________

Cell Phone: (          ) _______________________

Email Address: ______________________________

(It is the applicant’s responsibility to contact the nursing program if your address changes prior to the date when decision letters are sent out.)

Please circle the program for which you are applying:

ASN Clinical Core       BSN Clinical Core

Have you ever been dismissed, disciplined, or placed on probation from a college or university?    Yes    No

If yes, explain: ________________________________________________

List Healthcare Worker License

- CNA
  Certification Number
  State
  Expiration Date

- LPN/LVN
  Certification Number
  State
  Expiration Date

Please list any additional active license or certification information:

- License/Certification Number
  State
  Expiration Date

- License/Certification Number
  State
  Expiration Date
Please list all colleges and universities you have attended (including NAU) – if needed, please submit multiple copies of this page:

School Name: ___________________________ City/State: ___________________________

Did you graduate?  Yes  No  
Degree: ____________  Dates Attended  To: ________  From: ________

School Name: ___________________________ City/State: ___________________________

Did you graduate?  Yes  No  
Degree: ____________  Dates Attended  To: ________  From: ________

School Name: ___________________________ City/State: ___________________________

Did you graduate?  Yes  No  
Degree: ____________  Dates Attended  To: ________  From: ________

Employment

List your present position, if any. Then list, in chronological order, all the positions you have held in the past year (attached resume is acceptable). If needed, please submit multiple copies of this page.

Employer: _______________________________________________________________

Job Title: ___________________________ From: ________  To: ______________________

Employer: _______________________________________________________________

Job Title: ___________________________ From: ________  To: ______________________

Employer: _______________________________________________________________

Job Title: ___________________________ From: ________  To: ______________________

Employer: _______________________________________________________________

Job Title: ___________________________ From: ________  To: ______________________
Emergency Contact Information

Person to notify in case of an emergency:

Name: ___________________________________________  Relationship: ______________________________

Phone #: ______________________________ Other Phone #: __________________________________

Consent to Release of Background Information

I ACKNOWLEDGE THAT MY ACCEPTANCE INTO the nursing program clinical core at National American University (NAU) is dependent upon meeting all admission requirements. One of those requirements is to be free of any criminal history that would indicate a potential for violence against another person or substance abuse. I release university officials from any potential claim or liability related to the appropriate use of this information.

I have been advised about the background check policy required for the nursing program. If I have engaged in past criminal activities listed in the policy and it is made known to the NAU nursing program office, I may be subject to termination from the nursing program.

I understand that State Boards of Nursing may reject any application to sit for the state licensing exam based on a previous criminal record. I understand this may include criminal activities that are not listed in the policy. I am advised to contact the State Board of Nursing in the state in which I plan to practice for further clarification of their policy.

This consent and release is effective as of the date signed and it will remain effective until further notice. The university is not required to notify me when the request will be submitted to any law enforcement unit and is not limited to the number of such requests.

By my signature below, I acknowledge and agree that I consent to the access and release of any records maintained by any local, county, state, or national law enforcement unit including but not limited to the State Bureau of Investigation and the Social and Rehabilitation Services Child Abuse and Neglect Central Registry. I also agree to incur the cost of the investigation.

Student Name (printed): __________________________________________________________

Student Signature: ___________________________________________  Date:____________________
Core Performance Standards (Functional Abilities)

National American University strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limit major life functions. All faculty, staff and students of the university are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make needs known. The system student services office is the designated office at National American University that maintains disability related documents, certifies eligibility for services, and determines and provides reasonable accommodations for students with disabilities. It is located at 5301 South Highway 16, Rapid City, SD 57701.

All requests for accommodation, documentation reports, and inquiries should be forwarded to:

Dr. Meg Whiston  
System Director for Learner Services  
System ADA Coordinator  
5301 South Highway 16  
Rapid City, SD 57701  
(605) 721-5328  
mwhiston@national.edu

Core Performance Standards for Admission and Progression

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, develop care plans.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small places.</td>
<td>Moves around in patient rooms, work spaces, and treatment areas; administer cardio-pulmonary procedures (CPR). Ability to lift 25 pounds or more 3 or more times daily.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory abilities sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarm, emergency signals, auscultatory sounds, and cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.</td>
</tr>
</tbody>
</table>

If you are unable to perform any of these activities, please circle the issue or issues which you cannot perform and attach an explanation.

Your signature below indicates that you have read and understand the Core Performance Standards (Functional Abilities) requirements and can perform them, unless otherwise indicated.

Student Name (printed): ____________________________

Student Signature: ____________________________ Date: ______________
**Immunization Record**

Student Name: ___________________________ Birth Date: __________

<table>
<thead>
<tr>
<th>Instructions</th>
<th>MEASLES (RUBEOLA)</th>
<th>MUMPS</th>
<th>RUBELLA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MMR</strong></td>
<td>• 2 doses of live vaccine given on or after the first birthday; must be given at least 30 days apart with the second dose after age 15 months.</td>
<td>• 2 doses of live vaccine given on or after the first birthday; must be given at least 30 days apart with the second dose after age 15 months.</td>
<td>• 1 dose of live vaccine given on or after the first birthday.</td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
<td>• OR serologic test showing positive titer</td>
<td>• OR serologic test showing positive titer</td>
<td>• OR serologic test showing positive titer</td>
</tr>
<tr>
<td><strong>May substitute MMR</strong></td>
<td></td>
<td></td>
<td>• May substitute MMR</td>
</tr>
</tbody>
</table>

1st Immunization: ______ mo/day/yr  
2nd Immunization: ______ mo/day/yr  
OR Serologic Test: ______ mo/day/yr  
Results: ☐ positive  ☐ indeterminate  ☐ negative

**TDAP** The CDC recommends that healthcare providers who have direct patient contact should receive a single dose of Tdap as soon as feasible if they have not previously received it.

**TETANUS-DIPHTHERIA** (Initial series and booster every 10 years)  
1st Immunization: ______ mo/day/yr  
2nd Immunization: ______ mo/day/yr  
OR Serologic Test: ______ mo/day/yr  
Results: ______

**VARICELLA** (Chicken Pox) If confirmed, disease history, serologic test is required. If negative, vaccination with 2 varicella vaccines is strongly recommended.

1st Immunization: ______ mo/day/yr  
2nd Immunization: ______ mo/day/yr  
OR Serologic Test: ______ mo/day/yr  
Results: ______

☐ DECLINE*: I decline the Varicella vaccine and understand I am susceptible to chicken pox. I understand the risks of being susceptible to infections and blood borne diseases and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future.

Declination Signature: ___________________________________________ Date: _______________________

**HEPATITIS B** The CDC strongly recommends Hepatitis B vaccination (includes 3 vaccines and post vaccine titer) for all health care professionals. A signed declination must be completed if this applicant declines vaccine.

1st Immunization: ______ mo/day/yr  
2nd Immunization: ______ mo/day/yr  
3rd Immunization: ______ mo/day/yr  
OR Serologic Test: ______ mo/day/yr  
Results: ______

☐ DECLINE*: I decline the Hepatitis B vaccination at this time. I understand I may choose to receive the vaccine at any time in the future.

Declination Signature: ___________________________________________ Date: _______________________

* Can be deleted per program requirements.

Healthcare Provider Name (printed): ___________________________ Phone Number: ______________

Healthcare Provider Signature: ___________________________ Date: _______________________

*DECLINE* I decline the Varicella vaccine and understand I am susceptible to chicken pox. I understand the risks of being susceptible to infections and blood borne diseases and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future.

DECLINATION SIGNATURE: ___________________________________________ Date: _______________________

*Can be deleted per program requirements.*
Return this form no later than (month, date, year). If form is not received by said date, it may affect your ability to attend clinical experiences.

Student Name: ____________________________________________________________ Date of Birth: ______________________

☐ DECLINE: I decline the influenza vaccine and understand I am susceptible to influenza. I understand the risks of being susceptible to influenza and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future. I also understand that I will adhere to the practices and policies of the clinical agency regarding non-vaccination.

Declination Signature: ___________________________________________ Date: ______________________

Influenza Immunization Date: ______________________

Notes:
_________________________________________________________________________________________
_________________________________________________________________________________________

Healthcare Provider Name (printed): _________________________________________________________
Adress:___________________________________________________________________________________
Phone Number: ___________________________________________________________________________
Healthcare Provider Signature: _____________________________________________________________ Date:__________________

Please attach documentation here:
(if received other than at healthcare provider’s office)
Tuberculosis Screening Form

Return this form no later than (month, date, year). If form is not received by said date, it may affect your ability to attend clinical experiences.

Student Name: ________________________________________ Date of Birth: ________________

**Tuberculin Skin Test (Mantoux)** Two Step Mantoux test (negative TST from last 12 months will count as first step, second step within past 90 days, OR negative TST two consecutive years, one within the last 12 months).

<table>
<thead>
<tr>
<th>TST Test 1</th>
<th>TST Test 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Manufacturer:</td>
</tr>
<tr>
<td>#1 Date Placed:</td>
<td>#2 Date Placed:</td>
</tr>
<tr>
<td>Date Read:</td>
<td>Date Read:</td>
</tr>
<tr>
<td>mm of induration:</td>
<td>mm of induration:</td>
</tr>
<tr>
<td>Interpretation</td>
<td>Interpretation</td>
</tr>
<tr>
<td>□ positive</td>
<td>□ positive</td>
</tr>
<tr>
<td>□ indeterminate</td>
<td>□ indeterminate</td>
</tr>
<tr>
<td>□ negative</td>
<td>□ negative</td>
</tr>
</tbody>
</table>

OR

**QuantiFERON-TB Test:** Can be substituted in place of the Two Step Mantoux.

Blood Test: __________________ (mo/day/year)

Results:
□ positive
□ indeterminate
□ negative

OR

**Positive Results:** If positive TST, QuantiFERON, or history of TB is reported, a chest x-ray must be obtained and a copy of the chest x-ray report attached.

**Past Positive**
Date: ________________

**Chest X-Ray (DO NOT SEND X-RAYS)**
Date: ________________
Result: ________________

Healthcare Provider Name (printed): _____________________________________________________________

Address: __________________________________________________________________________________

Phone Number: _______________________________________________________________________________

Healthcare Provider Signature: ___________________________________________ Date: ________________

Tuberculin Skin Test (Mantoux) Two Step Mantoux test (negative TST from last 12 months will count as first step, second step within past 90 days, OR negative TST two consecutive years, one within the last 12 months).
Completion of this form with your signature constitutes consent to review all application materials submitted to make a decision regarding admission to the nursing clinical core. It is the responsibility of the applicant to ensure that all parts of the application are received prior to or on the date required. Failure to do so will result in the application not being considered for the program. It is the responsibility of the applicant to ensure that the program has a current address in order to receive the notification letter.

Return the completed form to the nursing program office at the address indicated. If you have questions or need other information, please include it in a separate letter to the nursing clinical core application or call your nursing program chair.

National American University admits students of any age, religion, race, sex, sexual orientation, cultural background, or national and ethnic origin to all of the programs, activities, rights, and privileges generally accorded or made available to students at the university. It does not discriminate on the basis of these characteristics in the administration of its educational policies, admissions policies, scholarship and loan program, or other university-administered programs.

No qualified disabled person shall be excluded from participation in, be denied the benefits, or otherwise be subjected to discrimination under any university-related program or activity.

I certify that my answers are true and complete to the best of my knowledge.

Student Name (printed): __________________________________________________________________________

Student Signature: ___________________________________________________________________________ Date: ________________
### National American University
School of Nursing

**Preceptor Data Form**

**SECTION I. NAME, EDUCATION, EXPERIENCE**

Full Name: ________________________________________________________________

Current Position: _________________________ Year/Months in Position: ________________

Agency: _______________________________ Years at Current Agency: ________________

<table>
<thead>
<tr>
<th>Original Nursing Education Program</th>
<th>Degree</th>
<th>Graduation Date</th>
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<table>
<thead>
<tr>
<th>Other Colleges or Institutions Attended (nursing or related fields)</th>
<th>Degree</th>
<th>Graduation Date</th>
</tr>
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<tbody>
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<td></td>
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</table>

**COMPLETE EITHER SECTION IIA OR IIB OR BOTH:**

#### SECTION IIA. CURRENT SPECIALTY CERTIFICATION

<table>
<thead>
<tr>
<th>Name of Specialty Certification</th>
<th>Certifying Organization</th>
<th>Certification Valid Through</th>
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</table>

#### SECTION IIB. DEMONSTRATED EXPERTISE

Describe your area of expertise in your area of clinical practice (copy current resume or vita is optional)

<p>| |</p>
<table>
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</table>

#### SECTION III. LICENSURE

<table>
<thead>
<tr>
<th>State of Licensure</th>
<th>Licensure Number</th>
<th>Expiration Date</th>
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</tbody>
</table>
National American University  
School of Nursing  

Preceptor Letter of Agreement

Preceptor Full Name: ________________________________ Current Position: ________________________________

Number of Years/Total Practice: ______________________________________________________________________

RN License Number and Nursing Degree: ________________________________

Agency: ____________________________________________ Years at Current Practice: ______________

I, __________________________________________________________________________________________

(Preceptor’s Name)

am employed by _______________________________________________________________________________

(Name of Site)

and agree to act as a preceptor for student ________________________________ enrolled in the nursing course

_________________________________________________ for the period beginning ______________

(Course Name) (Month/Year)

through ______________. (Month/Year)

I have a copy of the preceptor guidelines and understand that I should receive pertinent course and student evaluation materials for the course I am precepting.

I understand there is no remuneration or fringe benefits attached to this role.

Preceptor Signature: ____________________________________________ Date: _________________________

Work Unit: ____________________________________________ Phone: ________________________________

Home Address: ____________________________________________ Phone: ________________________________

Email: ____________________________________________

Faculty Signature (course): ________________________________ Date: ________________________________

Program Chair Signature: ________________________________ Date: ________________________________

For the nursing student matched with the preceptor, the student completes the following area:

I understand that I am responsible for meeting the standards in policies/procedures of the agency; maintaining professional appearance and behavior; and providing safe client care. I understand that I will be expected to: 1) keep the assigned preceptor and faculty informed about my learning needs in relationship to course objectives; 2) obtain assistance appropriately; 3) communicate frequently with the preceptor and faculty; and 4) seek feedback regarding progress and completion of course requirements.

Student Signature: ____________________________________________ Date: _________________________

Course: ________________________________________________________________________________________

For the nursing student matched with the preceptor, the student completes the following area:

I understand that I am responsible for meeting the standards in policies/procedures of the agency; maintaining professional appearance and behavior; and providing safe client care. I understand that I will be expected to: 1) keep the assigned preceptor and faculty informed about my learning needs in relationship to course objectives; 2) obtain assistance appropriately; 3) communicate frequently with the preceptor and faculty; and 4) seek feedback regarding progress and completion of course requirements.

Student Signature: ____________________________________________ Date: _________________________

Course: ________________________________________________________________________________________
National American University
School of Nursing

Re-Entry Form

Student Name: ____________________________________________

Address: ________________________________________________

Phone: _________________________________________________

Email: _________________________________________________

**Reason for Re-Entry Request:**

Withdrawal: _____ Quarter: _____ Year: _____

Failure: _____ Quarter: _____ Year: _____

Course Name(s) and Numbers(s): ______________________________________________________

___________________________________________

**Quarter Requesting Re-Entry:**

Quarter: _____ Year: _____

Please describe your detailed plan for improvement or continued growth which you believe will prepare you for success if retained:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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____________________________________________________________________________________

____________________________________________________________________________________

Student Name (printed): ____________________________________________

Student Signature: ________________________________________________ Date: _____________
National American University
School of Nursing

Re-Entry Process Letter/Clinical Core (sample)

(Date)

First Name - Last Name
Street Address
City, State Zip Code

Dear (student first name):

The intent of this letter is to explain the re-entry process into the National American University (NAU) Associate of Science (ASN) or Bachelor of Science (BSN) Clinical Core. Enclosed also please find a Re-Entry Form. The Re-Entry Form allows you to provide the nursing program your most current contact information, in addition to other information necessary for considering your re-entry.

Re-entry applications are reviewed on an individual basis. The nursing faculty and program chair reserve the right to deny re-entry if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, and/or more than one (1) failure from any nursing program.

The Re-Entry Form must be completed and returned to the program administrative assistant within two months for the ASN-level nursing program or within six months for the BSN-level nursing program from the last day of the quarter which was not completed. Please provide as detailed information as possible, as this Re-Entry Form will assist the nursing program chair in developing a re-entry contract if a position is offered to you. The re-entry contract will be discussed at a meeting with you and the nursing program chair/faculty representative.

If, at the time of withdrawal, you were considered in academic suspension status, an appeal to the Campus Academic Standards Committee is required. Re-entry is conditional upon a successful appeal to the committee.

Should you have any further questions, please contact me.

Sincerely,

Name of Program Chair
Nursing Program Chair
National American University
Campus
Street Address
City, State Zip Code
Phone Number
Email
MEMO TO:

Student: _______________________________________________________________ Date: __________________

Course Faculty: ___________________________________ Course: ____________________________

This memo is to inform you that:

_______ Your score on the last exam was below the passing score. You are advised to contact your academic advisor and the course faculty to determine the resources available to assist you in the mastery of this content.

_______ Your mid-term grade or clinical evaluation (circle one or both) is/are below passing and you are in jeopardy of failing this course. Contact your academic advisor and the course faculty for assistance.

_______ You are having problems that may jeopardize your successful completion of the course as specified.
At Risk Student Discussion

Student Challenges:

Student Plan of Action:

Faculty Plan of Action:

Student Signature: ____________________________________________________ Date: ____________

Course Faculty Signature: ____________________________________________ Date: ____________

Program Chair Signature: ____________________________________________ Date: ____________

Contact your academic advisor and the course faculty for assistance.

Original:  Student Record
CC:          Advisor File
CC:          Student

DISTRIBUTE AS CONFIDENTIAL INFORMATION
Student/Graduate Reference Request

Student/Graduate Name (printed): ____________________________________________
Student ID Number: ______________________________________________________

I consent to the disclosure of information from my education records, including the clinical rubric and comments, maintained by National American University to the person(s) designated below in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

I understand that I have the right to (1) consent to the disclosure of my education records; (2) inspect any written records disclosed pursuant to this consent; and (3) revoke this consent at any time by delivering a written revocation to the School of Nursing.

Student/Graduate Signature: ___________________________ Date: ____________

| Name: __________________________ | Name: __________________________ |
| Address: ______________________ | Address: ______________________ |
| ______________________________ | ______________________________ |
| ______________________________ | ______________________________ |

| Name: __________________________ | Name: __________________________ |
| Address: ______________________ | Address: ______________________ |
| ______________________________ | ______________________________ |
| ______________________________ | ______________________________ |

| Name: __________________________ | Name: __________________________ |
| Address: ______________________ | Address: ______________________ |
| ______________________________ | ______________________________ |
| ______________________________ | ______________________________ |

| Name: __________________________ | Name: __________________________ |
| Address: ______________________ | Address: ______________________ |
| ______________________________ | ______________________________ |
| ______________________________ | ______________________________ |
Student/Graduate Name: ________________________________

Dates of Attendance: ___________________________ to ___________________________

Comments listed on student/graduate’s clinical rubric for the ___________________________ quarter:
(academic term/year)

Completed by: ________________________________ Date: ____________________

Program Chair Signature: ___________________________ Date: ____________________

Mailed to:
Name: ________________________________
Address: ________________________________

Mailing Date: ________________________________
National American University
School of Nursing

Tuberculosis Screening Form

Return this form no later than (month, date, year). If form is not received by said date, it may affect your ability to attend clinical experiences.

Student Name: _____________________________________________ Date of Birth: ____________________

| Tuberculin Skin Test (Mantoux) Two Step Mantoux test (negative TST from last 12 months will count as first step, second step within past 90 days, OR negative TST two consecutive years, one within the last 12 months). |
|---|---|
| **TST Test 1** | **TST Test 2** |
| Manufacturer: ________ | Manufacturer: ________ |
| #1 Date Placed: ________ | #2 Date Placed: ________ |
| Date Read: ________ | Date Read: ________ |
| mm of induration: ________ | mm of induration: ________ |
| Interpretation | Interpretation |
| ☐ positive | ☐ positive |
| ☐ indeterminate | ☐ indeterminate |
| ☐ negative | ☐ negative |

OR

| QuantiFERON-TB Test: Can be substituted in place of the Two Step Mantoux. |
|---|---|
| **Blood Test:** _________________ (mo/day/year) |
| Results: | |
| ☐ positive | |
| ☐ indeterminate | |
| ☐ negative | |

OR

| Positive Results: If positive TST, QuantiFERON, or history of TB is reported, a chest x-ray must be obtained and a copy of the chest x-ray report attached. |
|---|---|
| **Past Positive** | |
| Date: _________________ | |
| **Chest X-Ray (DO NOT SEND X-RAYS)** | |
| Date: _________________ | |
| Result: _________________ | |

Healthcare Provider Name (printed): _____________________________________________________________

Address: ____________________________________________________________________________________

Phone Number: ________________________________________________________________________________

Healthcare Provider Signature: _____________________________ Date: _________________
Date of Incident: ____________________________________________________________

Time of Incident: ___________________________________________________________

Location of Incident: ________________________________________________________

Name of Student/Employee: ________________________________________________

Briefly and objectively describe the events of the exposure/incident/medication error: (actual/potential)

Physician notified: ____ Yes / ____ No  Name Orders (if applicable)

Describe the evaluation and any treatment following the exposure/incident/medication error: (actual/potential)

Follow-up Required and Person Responsible: ___________________________ Date: ________

Incident Report Filed at: (Clinical Facility/Institution)

Signature of Person Preparing Report: ________________________________ Date: ________

Signature of Clinical Faculty: ________________________________ Date: ________

Signature of Course Faculty: ________________________________ Date: ________

Signature of Nursing Program Chair: ________________________________ Date: ________

CC to: Student
       Nursing program chair/incident report file
NAU School of Nursing
Albuquerque, New Mexico

Albuquerque Rio Grande

City of Albuquerque (Public Domain Photo Credit: Bill Tondreau)
http://www.cabq.gov/city-photos/
National American University
School of Nursing

Albuquerque, New Mexico Campus: BSN Program Specifics

New Mexico Nurse Practice Act
National American University (NAU) is not responsible for the New Mexico State Board of Nursing or any state’s board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated.

See below the eligibility criteria for the licensure application pursuant to the New Mexico State Nursing Practice Act (http://nmbon.sks.com/uploads/FileLinks/67319fd61b0b4da28dfa2111728a4d46/RN_LPN_Exam_Nov2012_3.pdf)

Information concerning licensure can be obtained by contacting:
New Mexico Board of Nursing
6301 Indian School Road NE, Suite 710
Albuquerque, New Mexico 87110
(505) 841-8340

Background Check
The New Mexico Department of Health (NMDOH) regulations require all persons providing patient care to pass a background check as defined in the New Mexico Caregivers Criminal History Screening Act (CCHSA), http://dhi.health.state.nm.us. The required background check is conducted and regulated by NMDOH.

Professional Appearance
All nursing uniforms including shoes are campus specific. All uniforms will be loose enough to provide ease of movement in clinical activities. Slack length must be at the top of the shoes. Attire will cover cleavage, the midriff, and underwear. Students may wear a plain black or white pullover shirt under scrub top if desired. Soft-soled (rubber soled) low-heeled shoes will be worn. Shoes are to be clean and in good repair. Shoes must have enclosed toe and heel.

Student Drug Testing
Students participating in clinical training will be required to submit to a urine drug test. Nursing faculty will inform students of the specific requirements of the clinical site. The clinical site may require the test results before a student may participate in training and may require drug testing at any time. If a student causes a delay in testing, the clinical time missed by the student will be considered an unexcused absence. The student is responsible for the cost of any drug test.
In the event of a *positive* drug test, the student may challenge the findings, if permitted by the clinical site. A student with a substantiated *positive* drug test will be referred to the nursing program chair for progression determination or dismissal from the program.
Mississippi National River & Recreation Area

National Park Service Photo (Public Domain)
http://www.nps.gov/miss/
Minnesota Nurse Practice Act
Completion of the nursing program does not guarantee eligibility to take the licensure examination. See 148.211 Licensing

Professional Appearance
Students will follow the guidelines on professional appearance in the SON student handbook. Clinical uniforms are scrubs with white shoes and a lab coat. Students who wish adaptations to the uniform for cultural and/or religious reasons need to visit with the nursing program chair prior to entering the first clinical.

Registration as a Public Health Nurse
The BSN program prepares the graduate to register as a Public Health Nurse (PHN) in the state of Minnesota by offering coursework including theory and clinical practice in public health nursing. Graduates are responsible once they are licensed to apply for registration with the Minnesota State Board of Nursing.

Sequence of Courses
All 3000 level nursing courses must be completed prior to 4000 level nursing courses. All nursing courses proceed in a sequence for all students admitted to the clinical core cohort.

Please see Chapter 95, article 2, Sec. 2. [135A.157] Students are hereby notified that arrests, charges, or convictions of criminal offenses may limit employment possibilities in nursing and may limit their ability to obtain federal, state, and other financial aid. Students are encouraged to investigate these possibilities.
https://www.revisor.mn.gov/statutes/?id=135a.157
Colorado Nurse Practice Act
Completion of the nursing program does not guarantee eligibility to take the licensure examination. The eligibility criteria for the licensure application pursuant to the Colorado State Nurse Practice Act can be obtained at http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251631690394.

Injury/Infectious Disease
Students are covered by worker’s compensation insurance for clinical injury or exposure to infectious disease when placed in the clinical setting by National American University (NAU) and the student is not receiving remuneration from the clinical agency. **Students are not covered while at college.** Any students suffering an injury or exposure to infectious disease while in the clinical agency should complete the following steps:

1. If a student sustains an injury or accidental exposure in the clinical area, he/she must notify the faculty immediately.
2. An incident or occurrence report is completed by the clinical faculty per the agency policy.
3. The injury or exposure must be reported to clinical faculty to NAU – Denver campus.
4. Injury or accidental exposure that requires immediate treatment will be initiated at the clinical facility if available.
5. If emergent treatment is not available, the student will be sent to the nearest emergency room.
6. NAU does not designate specific medical providers. Therefore, any non-emergent treatment can be sought at the medical provider of choice.
7. Do not voluntarily make payments, assume obligations, or incur expenses, except at your own cost.

Mental Health Counseling
Students will have access to local mental health services via their student portal, or they may contact the dean of student services for a written listing of local service providers.

Professional Appearance
(Revised 2013-08-08)
The program requires that ear gauge holes must have solid plugs. Shoes should have enclosed toe and heel and be made of solid or synthetic material that is spill/puncture resistant. Shoes are to be clean and in good repair.
Advisement
The Online MSN program has a dedicated advisor to assist students enrolled in the program. The nursing student advisor is available for academic advising related to the nursing program courses. Graduate studies academic coordinators are also available as stated in the National American University (NAU) graduate catalog.

MSN Capstone Project and NAU Institutional Review Board (IRB) Policy
Students propose and complete a capstone project that may require IRB approval to assure human subject protection.

It is morally and ethically imperative that the rights and welfare of research subjects be protected. In accordance with federal, as well as applicable state regulations, NAU has established an IRB and the policies and procedures for research involving human subjects, or data or materials derived from humans. Safeguarding the rights and welfare of human subjects utilized in research protects not only the individual subject but also the researcher and the institution sponsoring the research project.


Definitions
For purposes of this policy, "Human Subject/Participant" is defined as "a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." "Research" is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge."

IRB Procedures
In order to approve proposed research protocols, the IRB shall determine if the research is exempt or non-exempt. In the case of non-exempt research the IRB shall ensure that all of the following requirements are satisfied:

- Risks to subjects are minimized by using tests or procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risks, and whenever appropriate, use tests or procedures already being used for learning, diagnostic, or treatment purposes.
• Risks to subjects are reasonable in relation to the anticipated benefits, if any, to subjects, and the importance of knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB shall consider only those risks and benefits that result from the research (as distinguished from risks and benefits of interventions subjects would receive even if not participating in the research).

• Selection of the subjects is equitable. In making this assessment, the IRB shall take into account the purposes of the research and the setting in which the research will be conducted.

• Voluntary informed consent will be sought from each prospective subject or the subject’s legally authorized representative, in accordance with, and to the extent required by Title 45 Code of Federal Regulations, Part 46.116 (see Informed Consent).

• Informed consent will be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117.

• Where appropriate, the research plan makes adequate provision for monitoring the data collected to attempt to insure the safety of subjects. If any serious breach in the procedure or harmful event occurs with a subject it should be reported to the IRB as soon as possible.

• Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards must be included in the study to protect the rights and welfare of these subjects.

In conformity with Federal Regulations, the IRB will determine which of three separate avenues for review of research involving human subjects will be utilized:

• Full IRB Review. Research involving more than minimal risk to the subject requires review by the full IRB using current scientific and ethical standards. All research using children or vulnerable populations requires review by the full IRB.

• Expedited Review. Research involving no more than minimal risk and in which the only involvement of subjects will be in one or more of the categories defined by Federal Policy 46.110 requires review by the chair and selected members of the IRB.

• Exempt Review. Research of minimal or no risk as defined by Federal Policy 46.101b requires review by the IRB chair only. Some types of activities are specifically exempt from IRB review. They include:
  o Non-intrusive observation of subjects in public places.
  o Data-gathering from class members for classroom purposes (e.g., class exercises, course evaluations).
  o Needs assessment or evaluation data intended to remain within the university community.

All persons seeking IRB approval will utilize the same application form.

Reference
The IRB guidebook, published by the federal Department of Health and Human Services, may be used by the NAU IRB to assist it in making determinations within the university’s IRB policies and procedures.
**MSN Graduate Portfolio Guidelines**

The professional nurses should be aware of their need for continuous lifelong learning. By developing a portfolio of professional competency, the graduate-prepared nurse learns to value growth. Not only does this portfolio demonstrate recent accomplishments, it also provides a framework by which the graduate-prepared nurse can pursue evidence-based practice throughout the career. The artifacts contained herein are key indicators of a commitment to continuous pursuit of educational and professional excellence.

The MSN student learning outcomes (SLOs) guide and inform the MSN graduate curriculum. These competencies are designed to identify a nurse who is able to effectively perform the duties of a professional educator. Graduates of this program have met these outcomes and will be equipped to be leaders. The artifacts in this section are exemplars of student accomplishments related to the following five SLOs:

1. Analyze moral, ethical, and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.
2. Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession.
3. Utilize technological media to educate and communicate collaboratively with internal and external stakeholders throughout the global world.
4. Synthesize principles of education, innovative methodologies, and learning approaches to achieve curricular outcomes.
5. Model professional, scholarly, and leadership behaviors that foster clinical reasoning and lifelong learning.

At the prescribed time in each course, submit the designated artifact from that course to the appropriate Dropbox. Ensure that the artifacts are edited based on faculty and/or appropriate peer feedback. These artifacts are to be your best work.

<table>
<thead>
<tr>
<th>Course</th>
<th>Assignment</th>
<th>MSN SLOs</th>
</tr>
</thead>
</table>
| MT6200 Leading the Organization I: Communication, Culture, and Change | Final paper | Outcome #1: Analyze moral, ethical, and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.  
Outcome #5: Model professional, scholarly, and leadership behaviors that foster clinical reasoning and lifelong learning. |
| NS6115 Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy | Final paper | Outcome #1: Analyze moral, ethical, and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.  
Outcome #2: Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession. |
<p>| NS6140 Online Nursing Education | Video description of Quality and Safety Education for Nurses (QSEN) | Outcome #3: Utilize technological media to educate and communicate |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Assignment</th>
<th>MSN SLOs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>learning activity</td>
<td>collaboratively with internal and external stakeholders throughout the global world.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcome #4: Synthesize principles of education, innovative methodologies, and learning approaches to achieve curricular outcomes.</td>
</tr>
<tr>
<td>OR</td>
<td>Collaborative simulation</td>
<td>Outcome #3: Utilize technological media to educate and communicate collaboratively with internal and external stakeholders throughout the global world.</td>
</tr>
<tr>
<td>NS6150 Simulation in Nursing Education</td>
<td></td>
<td>Outcome #4: Synthesize principles of education, innovative methodologies, and learning approaches to achieve curricular outcomes.</td>
</tr>
<tr>
<td></td>
<td>Final paper</td>
<td>Outcome #4: Synthesize principles of education, innovative methodologies, and learning approaches to achieve curricular outcomes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcome #5: Model professional, scholarly, and leadership behaviors that foster clinical reasoning and lifelong learning.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All program outcomes.</td>
</tr>
</tbody>
</table>

**Content**

- A current copy of your most recent nursing license
- An up-to-date and current quarter resume
- Two signed letters of reference
- All learning artifacts to include the strategic plan
- Most recent version of the personal philosophy of education

All assignments should be free of typographical and grammatical errors; this may even require correcting previous portfolio documents. Do not include pages that show faculty member comments or evaluations. The portfolio should be APA formatted, 1” margins, 12 pt. Times New Roman. Organize the portfolio according to sequence of the courses.

**Submission**

Submit the final portfolio assignment in the Dropbox by week 9 in the NS6250 course. The faculty and/or designee will review the portfolio and advise a student of any necessary revisions.
If revisions are needed, they must be completed before the final grade is assigned. The portfolio is evaluated on a satisfactory/unsatisfactory scale.

**Program Completion Length**

A student is expected to complete the graduate degree within seven (7) years of beginning graduate study at National American University, with the exception of the MSN program in which the expected length of study is five (5) years. Credits taken in the program, which were completed more than seven years (five years for MSN) prior to graduation, will be reviewed by a committee composed of the SON dean, dean of graduate studies, program chair, and graduate faculty. The criterion for accepting or rejecting these credits as part of the student’s program is based on the relevance of the material at the time of review. If the committee does not validate a course or courses, the student must retake the appropriate graduate course(s) as part of his/her program of study.

**Progression**

To progress in the Online MSN program, the following will be achieved:

1. Complete courses as per program schedule.
2. Achieve a grade of “B” or better in all nursing courses.
3. Maintain progression standards as outlined in the NAU graduate catalog.

**Sequence of Courses**

Some nursing courses are sequential requiring successful completion of some courses before enrolling in others. Course sequence is identified on the status sheets provided to the student by advisors and communicated in the NAU graduate catalog under course descriptions.

**Student Representation**

All students are encouraged to provide input on decisions including admission standards, curriculum, assessment, and the teaching/learning process. Students are invited to become active in nursing student associations and organizations:

1. Participate in program completion and alumni surveys.
2. Provide honest and fair feedback to the faculty when asked to complete faculty and course evaluations at the end of a course.
3. Volunteer for committee membership as available for the program.
4. Provide input when peers are representing student/program issues at committee meetings.
Graduate Transfer
(Effective 2012-10-01)

All transfer courses must meet NAU guidelines as stated in the transfer credit section of the NAU graduate catalog (http://webapps.national.edu/Smart_Catalog/Graduate_catalog/graduate-transfer-courses.htm). A total of nine (9) quarter-hours of graduate transfer credits are permitted to be included in a student program of study. The following conditions apply:

1. All such courses must have been completed at a regionally accredited institution of higher learning.
2. All courses must be graduate level and relevant to the student area of study.
3. Courses included in a program of study which were taken more than five (5) years prior to the date of graduation must be repeated.
4. Transferred courses that replace core courses must be academically comparable to the NAU course it is intended to replace.
5. Any course to be transferred into a program of study must have been completed with at least a grade of “B.”
6. Only the following courses may be transferred into the MSN program of study:
   - Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy.
   - Evidence-Based Nursing Practice.

University Policies
Students with questions regarding affirmative action, equal opportunity, harassment, or information about any other university policies may refer to the current NAU graduate catalog (http://webapps.national.edu/Smart_Catalog/Graduate_catalog/index.htm) or NAU student handbook (http://webapps.national.edu/Smart_Catalog/student_handbook/index.htm).
Mount Rushmore National Memorial

National Park Service Photo (Public Domain)
http://www.nps.gov/moru
National American University
School of Nursing

Online RN to BSN Program Specifics

Advisement
The Online RN to BSN program has a dedicated advisor to assist students enrolled in the program. The nursing student advisor is available for academic advising related to the nursing program courses. Academic advisors are also available as stated in the National American University (NAU) student handbook.

Exit/Re-Entry
(Revised 2010-06-14)
Students who wish to interrupt their education for one or more quarters must apply for a program exit and complete an Exit Survey Form through the Online RN to BSN program student advisor. A student who leaves NAU Online RN to BSN program without completing the exit process for more than one normal academic term must reapply for admission if they decide to return. This re-entry will only be granted up to two academic quarters unless the student contacts the Online RN to BSN program advisor and submits another request. A request can only be renewed one time.

Observation Experiences
(Updated 2013-06-03)
The program requires observation experiences in at least two courses (NS4050 and NS4155). The observation experiences are an integral part of the learning process at NAU. The following guidelines pertain to all students related to observation experiences:

1. The student will be responsible for finding observation experiences in their communities. The observation experience proposed by the student will be approved by the course faculty.
2. During the observation experiences, the student will not provide any hands-on care to individuals, nor practice nursing as defined by the respective state Nurse Practice Act.
3. One observation experience (NS4050) will be conducted in a public health or community agency. The student will be responsible for meeting any requirements set forth by the agency or institution for student observation experiences (i.e. background check, immunizations, health assessment documentation).
4. The student will be responsible for adhering to any agency/institution policies while a guest of the agency/institution.
5. The student will demonstrate professional behavior and professional dress while conducting an observation experience. Professional dress will be defined by the agency/institution in which the observation experience will occur.
6. It is the student’s responsibility to inform course faculty if they have a known allergy to latex. The student will need to arrange an observation experience accordingly.
Progression
To progress in the Online RN to BSN program, the following will be achieved:
1. Complete courses as per program schedule satisfying pre-requisite course requirements.
2. Achieve a grade of “C” or better in all nursing courses.
3. Maintain progression standards as outlined in the NAU student handbook.

Sequence of Courses
Some nursing courses are sequential requiring successful completion of some courses before enrolling in others. Course sequence is identified on the status sheets provided to the student by advisors and communicated in the NAU undergraduate catalog under course descriptions.

Student Professional Portfolio
Purpose of the professional portfolio is to demonstrate:
1. development of self-assessment and self-reflective skills
2. documentation of professional development and accomplishments
3. application of course content to practice role
4. attainment of program learning outcomes.

By the end of the nursing program, students will have completed each of the portfolio assignments listed in each course of the Online RN to BSN program. Students will begin their portfolio with a brief statement of learning and professional growth resulting from the completion of the Online RN to BSN program.

Students will describe their personal development (with supporting examples) addressing each program outcome listed below:
1. Synthesize knowledge from nursing, the arts, and sciences in the holistic practice of professional nursing.
2. Apply theory-based decision-making related to safe, competent, and culturally congruent nursing care to individuals, families, and communities in diverse settings across the lifespan emphasizing the concept of caring.
3. Critically evaluate and utilize relevant findings of nursing research in professional nursing practice.
4. Demonstrate professional values and behaviors consistent with professional standards.
5. Assume responsibility for ongoing professional development in a constantly evolving healthcare environment.

Storage of the portfolio artifacts is the student’s responsibility. All portfolio assignments must be submitted for successful completion of the program. The entire portfolio must be submitted in NS4400D or NS4060D as a graduation requirement. Each student must complete the required portfolio assignment for the successful completion of each nursing course.

Student’s portfolio should have a table of contents that lists all of the assignments and artifacts contained within the portfolio. The following grid details each assignment that will be included and which outcomes are demonstrated within the included assignment or artifact.
### Portfolio Content Grid
**Online RN to BSN Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Portfolio Assignment</th>
<th>Outcomes Met</th>
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<tbody>
<tr>
<td>NS3026D Concepts and Challenges in Professional Nursing</td>
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<tr>
<td>NS3050D Pathophysiology in Practice</td>
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<td>NS3225D Nursing Theory and Healthcare Delivery Models</td>
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<td>NS3250 Ethics and Issues in Contemporary Nursing</td>
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<td>NS3305D Evidence-Based Practice and Research in Nursing</td>
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<td>NS4000D Issues in Transcultural Nursing</td>
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<td>NS4050D Public Health and Community Nursing</td>
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<td>NS4060D Caring for Vulnerable Populations</td>
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<td>NS4150D Information Technology in Nursing</td>
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<td>NS4350D Quality Management in Nursing and Healthcare</td>
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<tr>
<td>NS4400D Leadership and Management in Nursing</td>
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</table>

### Content
- A current resume.
- Professional career path paper. Initiated in NS3026D and refined throughout the program curriculum.
- Portfolio assignments from each of the online nursing courses. This should be a student’s research paper and/or project for each course.
- Completed portfolio content grid which allows students to document how they have achieved the expected student outcomes for the Online RN to BSN program.
- A two-page reflection paper reviewing the student’s professional and personal growth through the Online RN to BSN program. Reflect upon how students have met the five (5) program outcomes.

### Format
The final portfolio is submitted in the electronic format. The cover sheet should include the following:
- student full name
- telephone number
- email address
• professional employment title
• date of submission.

_The portfolio must be submitted in a single Word document._ All assignments should be free of typographical and grammatical errors; this may even require correcting previous portfolio documents. Do not include pages that show faculty member comments or evaluations. The portfolio should be APA formatted, 1” margins, 12 pt. Times New Roman. Organize the portfolio according to sequence of the courses. Please include course numbers. Pictures, notes, letters from colleagues, artifacts from the student’s professional work environment, or other special artifacts may be added to the portfolio to show student grown through the academic journey in the Online RN to BSN program.

*Submission*
Submit the portfolio to the faculty in week five of NS4400D or NS4060D (whichever course is taken in the latter part of the program). The faculty and/or designee will review the portfolio and advise a student of any necessary revisions. If revisions are needed, they must be completed before the final grade is assigned. The portfolio is evaluated on a satisfactory/unsatisfactory scale.

**Student Representation**
All students are encouraged to provide input on decisions including admission standards, curriculum, assessment, and the teaching/learning process. Students are invited to become active in nursing student associations and organizations:
1. Participate in program completion and alumni surveys.
2. Provide honest and fair feedback to the faculty when asked to complete faculty and course evaluations at the end of a course.
3. Volunteer for committee membership as available for the program.
4. Provide input when peers are representing student/program issues at committee meetings.

**Transfer**
All transfer courses must meet NAU guidelines. Nursing major core credits of the Online RN to BSN program must be earned through NAU online.

**University Policies**
Students with questions regarding affirmative action, equal opportunity, harassment, or information about any other university policies may refer to the current NAU undergraduate catalog (http://webapps.national.edu/Smart_Catalog/Undergraduate_catalog/index.htm) or NAU student handbook (http://webapps.national.edu/Smart_Catalog/student_handbook/index.htm).
Tallgrass Prairie Ranch House

National Park Service Photo (Public Domain)
http://www.nps.gov/tapr/
NCLEX-RN® (State Board Licensing Exam)
The licensing exam for professional nurses is a national exam, which is administered by the National Council of State Boards of Nursing (NCSBN). The testing is available year round via computer adaptive testing (CAT) through designated testing centers. The test may take up to six (6) hours to complete. The graduate is responsible for all costs associated with the exam. The fee charged to become licensed may vary from state to state.

National American University (NAU) is not responsible for the Kansas State Board of Nursing or any state’s board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated.

Eligibility criteria for the licensure application pursuant to the Kansas State Nurse Practice Act can be found at the Kansas State Board of Nursing web site http://www.ksbn.org/npatoc.htm including the qualification of applicants and the following statues:

In compliance with the KS Nurse Practice Act 60-2-107. Student policies: each nursing education program shall have a written policy providing information to any student who may be subject to licensure denial under K.S.A. 65-1120, and amendments thereto. The information shall be provided before admission to the nursing education program. In compliance with this statute, K.S.A. 65-1120 is included:

65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.
(a) Grounds for disciplinary actions. The board may deny, revoke, limit, or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner, or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a certificate of qualification or authorization, if the applicant, licensee, or holder of a certificate of qualification or authorization is found after hearing:
(1) to be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification, or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner, or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes
Annotated and acts amendatory thereof or supplemental thereto;
(3) to have committed an act of professional incompetency as defined in subsection (e);
(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;
(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
(6) to be guilty of unprofessional conduct as defined by rules and regulations of the board;
(7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;
(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited, or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation, or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8) or (9) to have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:
(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406 and amendments thereto.
(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under section 5 and amendments thereto.
(C) A copy of the record of a judgment assessing damages under K.S.A. 2002 Supp. 60-4405 and amendments thereto.
(b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct such investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.
(c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 21-3805 and amendments thereto.
(d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board’s proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.
(e) Professional incompetency defined. As used in this section, “professional incompetency” means:
(1) One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board;
(2) repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or
(3) a pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.
(f) Criminal justice information. The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

Two additional statutes of importance related to licensure include:

65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

65-1116. Licensure of practical nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

For additional information concerning licensure, go to the following links:
- Kansas State Board of Nursing: http://www.ksbn.org/.

Nursing Articulation in Kansas
Nursing educators and administrators in Kansas have supported the advancement of nurses through formalized articulation workgroups since 1992. The Report of the Council for Nursing Articulation in Kansas (2012) is available at the Kansas State Board of Nursing web site http://www.ksbn.org/cne/NursingArticulation.pdf.

The NAU School of Nursing (SON) participates in the nursing articulation plan in Kansas with the LPN Bridge to BSN program. Admission criteria, program policies, and plan of study are communicated to the students through the university channels of communication including but not limited to the NAU public web site, the NAU undergraduate catalog, the NAU SON student handbook, and the BSN foundational core information packet.

Professional Appearance
All nursing uniforms including shoes are campus specific. All uniforms will be loose enough to provide ease of movement in clinical activities. Slack length must be at the top of the shoes. Attire will cover cleavage, the midriff, and underwear. Students may wear a plain black or white pullover shirt under scrub top if desired. Soft-soled (rubber soled) low-heeled shoes will be worn. Shoes are to be clean and in good repair. Shoes will have enclosed toe with leather uppers.

Student Drug Testing
Students participating in clinical training may be required to submit to a drug test. Nursing faculty will inform students of the specific requirements of the clinical site. The clinical site may require the test results before a student may participate in training and may require drug testing at any time. If a student causes a delay in testing, the clinical time missed by the student will be considered an unexcused absence. The student is responsible for the cost of any drug test.

In the event of a positive drug test, the student may challenge the findings, if permitted by the clinical site. A student with a substantiated positive drug test will be referred to the nursing program chair for progression determination or dismissal from the program.
National American University
School of Nursing

Rapid City and Sioux Falls, South Dakota Campuses: BSN Program Specifics

South Dakota Nurse Practice Act
Completion of the nursing program does not guarantee eligibility to take the licensure examination. The eligibility criteria for the licensure application pursuant to the South Dakota State Nurse Practice Act can be obtained at http://doh.sd.gov/Boards/nursing/Licensure.aspx.

Professional Appearance
All uniforms will be loose enough to provide ease of movement in clinical activities. Pant length must be at the top of the shoes. All uniforms will be a standard uniform as decided by the South Dakota BSN faculty. Check with the program administrative assistant for specifications. Attire will cover cleavage, midriff, and underwear. Students may wear round or turtleneck, short sleeve Tee shirt under scrub top if desired; color will be determined by faculty. Soft-soled (rubber soled), low-heeled shoes will be worn. Shoes are to be clean and in good repair. Further instructions for appropriate shoes will be available from the program administrative assistant. Sandals, platform shoes, “crocs,” or other shoes are not acceptable.

Professional Language and Speech
Student shall speak professionally and avoid any terminology that is sexual, prejudicial, insulting, sarcastic, or vulgar in nature.

Sequence of Courses
All 3000 level nursing courses must be completed prior to 4000 level nursing courses. All nursing courses proceed in a sequence for all students admitted to the clinical core cohort.
NAU School of Nursing
Zona Rosa, Missouri

Harry S. Truman National Historic Site

National Park Service Photo (Public Domain)
http://www.nps.gov/hstr/
Eligibility for Licensure Application
The licensing exam for professional nurses is a national exam, which is administered by the National Council of State Boards of Nursing (NCSBN). The testing is available year round via computer adaptive testing (CAT) through designated testing centers. The test may take up to six (6) hours to complete. The graduate is responsible for all costs associated with the exam. The fee charged to become licensed may vary from state to state.

National American University (NAU) is not responsible for the Missouri State Board of Nursing or any state’s board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated.

See below the eligibility criteria for the licensure application pursuant to the Missouri State Nursing Practice Act (http://www.moga.mo.gov/statutes/C335.HTM):

Section 335.046: License, application for--qualifications for, fee--hearing on denial of license.
335.046. 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma, and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for
licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120, RSMo, and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120, RSMo.

4. The board shall not deny a license because of sex, religion, race, ethnic origin, age, or political affiliation.

Section 335.066: Denial, revocation, or suspension of license, grounds for, civil immunity for providing information—complaint procedures.

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit, or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit, or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit, or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation, or bribery in securing any certificate of registration or authority, permit, or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition, or other compensation by fraud, deception, or misrepresentation;

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation, or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(7) Impersonation of any person holding a certificate of registration or authority, permit, or license, or allowing any person to use his or her certificate of registration or authority, permit, license, or diploma from any school;
(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency, or country upon grounds for which revocation or suspension is authorized in this state;

(9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(11) Issuance of a certificate of registration or authority, permit, or license based upon a material mistake of fact;

(12) Violation of any professional trust or confidence;

(13) Use of any advertisement or solicitation which is false, misleading, or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(14) Violation of the drug laws or rules and regulations of this state, any other state, or the federal government;

(15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160, RSMo, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association, or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's
110

license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.

9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.

10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

Information concerning licensure can be obtained by contacting:
Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, Missouri 65102
(573) 751-0681
http://www.pr.mo.gov/nursing.asp

Students are responsible for reviewing full rules and regulations and insuring compliance.

ACEN Accreditation
The NAU-Zona Rosa Associate of Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN)*.

* Formerly NLNAC, National League for Nursing Accrediting Commission.

Information concerning accreditation can be obtained by contacting:
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
http://acenursing.org/

Professional Appearance
Rubber soled shoes are to be white or black, leather with enclosed toe and heel. Sandals, platform shoes, or clogs are not acceptable. Shoes must be kept clean.

Neutral colored heels are to be worn with dress/skirts. White socks are to be worn with slacks.

Exceptions to the standard dress code may be necessary or allowed for clinical experiences in different clinical settings (i.e. mental health, pediatrics). The course faculty must approve all exceptions.
Any student who does not conform to the uniform policy will be asked to leave the clinical facility will result in a “U” for the day. Trends in failure to follow policy will result in an “F” every time thereafter.
National American University
School of Nursing

Pre-Licensure Professional Nursing Program
Assessment Technologies Institute Testing Policy

What is ATI?
- Assessment Technologies Institute (ATI) is an assessment-driven review program designed to lower program attrition and increase student pass rates on the nursing licensing exam.
- The ATI comprehensive program is utilized throughout the students’ enrollment in the clinical core of the nursing program at National American University (NAU).
- The ATI comprehensive program includes books and online review modules with embedded media, online practice, and proctored testing over the major content areas in nursing.
- ATI tools assist students to prepare more intentionally, increase confidence, and improve familiarity with content and computerized NCLEX-RN® testing.
- The ATI comprehensive program is not used as High Stakes Testing. Students will not fail a class nor be denied advancement based on an ATI score alone.

How will ATI be used in the School of Nursing (SON)?
NAU is committed of providing educational resources designed to assist undergraduate nursing students to prepare and be successful on the NCLEX-RN® examination. These resources include:
- During the first quarter of the clinical core of the nursing program, students will complete the Self Assessment Inventory and the Critical Thinking Entrance test. The Self Assessment Inventory is not proctored and can be done outside of class on any computer with Internet access. This assessment helps students identify their learning styles and work habits. The Critical Thinking Test is a proctored diagnostic exam that is taken in the first and last quarters of the program to assess critical thinking progression.
- Participation in the ATI Comprehensive Assessment and Review Program (CARP) incorporates Content Mastery Series Tests throughout the curriculum, content area review modules, and the RN Comprehensive Predictor Exam prior to graduation. This program is intended to help students prepare systematically for the NCLEX-RN® and become familiar with the content and testing process. There are a series of Content Mastery Series Tests that students take (listed in Tables 1 and 2). In addition, some of these Mastery Tests have practice tests. The practice tests have rationales provided to learn from the tests and will assure that students are ready to take the Mastery Test. Practice tests can be taken multiple times. It is important to know that these practice tests are available for students to complete in an independent study format. The Mastery Tests will be evaluated based upon the proficiency level students obtain as well as the plan for improvement students may need to complete.
- The RN Comprehensive Predictor Exam. This 180-item 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-RN® client need categories (management of
care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological therapies and parental 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 Topics).

How should students use their ATI materials?
ATI materials include soft cover review books, online review modules with embedded media, and Internet resources. Students can augment their learning by using these resources as a way to help study throughout the course. Students can use ATI materials after completing the assigned textbook reading to further prepare for class. Students who prepare for the tests and those who remediate will benefit most from this educational testing package. Students will also receive an ‘online practice code’ to complete non-proctored testing. In addition, students may need to complete a mastery online proctored test during certain nursing courses. See Tables 1 and 2. This proctored test will identify how the NAU student did in comparison to other nursing students from around the country and help to diagnose strengths and areas for improvement in content areas.

When does ATI testing occur?
Students in the undergraduate pre-licensure registered nursing major will take ATI Mastery Tests pertaining to the major content areas throughout the curriculum. The ATI test or tests will generally be given at the end of the nursing course. The test will be scheduled outside of lecture class time and the student is required to attend. Testing will take place on campus, will be proctored, and the testing schedule will be provided early in the course.

What is a proficiency level?
Expert professors from around the Unites States have agreed upon the ATI scores in each Content Mastery Series Test that relate to different levels of proficiency. NAU uses the proficiency level as a way to decide what if any plan for improvement may be necessary. Proficiency levels are defined below:

- **Proficiency Level 3**: Indicates a student is likely to exceed NCLEX-RN® performance standards in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
- **Proficiency Level 2**: Indicates a student is fairly certain to just meet NCLEX-RN® performance standards in this content area. Students are encouraged to engage in continuous focused review to improve their knowledge of this content.
- **Proficiency Level 1**: Indicates a student is likely to just meet NCLEX-RN® performance standards in this content area. Students must develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of knowledge of this content. Refer to Plan for Improvement.

What is the benchmark for ATI Content Mastery Scores and Testing?
- **Proficiency Level 2** will be the recommended benchmark for all Content Mastery Series Tests.
- Students who do not achieve the recommended benchmark on the first proctored Content Mastery Series Test in a content area must complete a plan for improvement (see Plan for Improvement).
- Students who have not achieved at or above the benchmark may repeat the proctored test as part of their plan for improvement.
How can students prepare for Content Mastery Series Testing?

- Take the online non-proctored practice test. Students are only able to take an online non-proctored assessment once in a 48-hour period.
- Students can create focused reviews after completing online practice assessments.
- Students can complete application exercises from review modules for topics covered in class.

How can students remediate following an unsuccessful Content Mastery Series Test?

- The purpose of the plan for improvement is to correct or improve a deficiency in a specific content area that has been identified by the ATI Content Mastery Series Test.
- Students are encouraged, in conjunction with faculty, to develop a plan for improvement.
- See Mastery Assessment Algorithm.
- See Plan for Improvement.

What about the Focused Assessments?
There are Focused Assessments that address certain topic areas that students will take in nursing courses. For these Focused Assessments, students will only receive a percent score; the proficiency level is not reported. Students will have the rationale appear as they are taking this Focused Assessment. No practice tests or plan for improvement is required with these assessments.

What about the RN Comprehensive Predictor Exam?

- The RN Comprehensive Predictor Exam will be administered as indicated in Tables 1 and 2.
- Students achieving ≥82% (probability of passing NCLEX-RN®) will not be required to take a second test. A plan for improvement is required if the individual adjusted score is <82% (probability of passing NCLEX-RN®).
- See RN Comprehensive Predictor Exam Algorithm.

References


NCLEX-RN® is a registered trademark of the National Council on State Boards of Nursing, Inc. (NCSBN)
Table 1. An ATI exam is required in the following nursing course of the ASN program:

<table>
<thead>
<tr>
<th>ATI Exam</th>
<th>Quarter</th>
<th>NS Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking – Entrance</td>
<td>I</td>
<td>NS1010</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>II</td>
<td>NS1030</td>
</tr>
<tr>
<td>Leadership in Nursing</td>
<td>IV</td>
<td>NS2031</td>
</tr>
<tr>
<td>Nutrition</td>
<td>IV</td>
<td>NS2031</td>
</tr>
<tr>
<td>Adult Medical-Surgical Nursing</td>
<td>IV</td>
<td>NS2031</td>
</tr>
<tr>
<td>Maternal Newborn Nursing</td>
<td>V</td>
<td>NS2011</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>V</td>
<td>NS2011</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>V</td>
<td>NS2021</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>VI</td>
<td>NS2040</td>
</tr>
<tr>
<td>Community Health Nursing</td>
<td>VI</td>
<td>NS3011</td>
</tr>
<tr>
<td>Critical Thinking – Exit</td>
<td>VI</td>
<td>NS3011</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>VI</td>
<td>NS3011</td>
</tr>
</tbody>
</table>

Table 2. An ATI exam is required in the following nursing course of the BSN program:

<table>
<thead>
<tr>
<th>ATI Exam</th>
<th>Quarter</th>
<th>NS Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking – Entrance</td>
<td>I</td>
<td>NS3326D</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>III</td>
<td>NS3360</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>IV</td>
<td>NS3343</td>
</tr>
<tr>
<td>Community Health Nursing</td>
<td>V</td>
<td>NS4043</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>V</td>
<td>NS4043</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>VI</td>
<td>NS4143</td>
</tr>
<tr>
<td>Nutrition</td>
<td>VI</td>
<td>NS4143</td>
</tr>
<tr>
<td>Adult Medical-Surgical Nursing</td>
<td>VII</td>
<td>NS4243</td>
</tr>
<tr>
<td>Maternal Newborn Nursing</td>
<td>VII</td>
<td>NS4300</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>VII</td>
<td>NS4300</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>NS4310</td>
</tr>
<tr>
<td>Critical Thinking – Exit</td>
<td>VIII</td>
<td>NS4310</td>
</tr>
<tr>
<td>Leadership in Nursing</td>
<td>VIII</td>
<td>NS4400D</td>
</tr>
</tbody>
</table>

- Course faculty will coordinate scheduling of computer-administered assessments. Completion of the designated ATI examination(s) is required.
- Each student is required to take the ATI RN Comprehensive Predictor examination in the computer lab on a date to be specified by the faculty.
- The expected minimum level of achievement on the RN Comprehensive Predictor exam is 82% (probability of passing NCLEX-RN®). Students who do not achieve a score that reaches 82% will also be required to complete non-proctored ATI assessments. The faculty will determine which of these assessments will be required.
National American University
School of Nursing

Pre-Licensure Professional Nursing Program
Content Mastery Series Testing Algorithm

Adult Medical-Surgical, Community Health, Fundamentals of Nursing, Leadership in Nursing, Mental Health, Nursing Care of Children and Maternal Newborn, Nutrition, and Pharmacology.

Student will:
- Complete the online practice assessment for each content area. Students must wait 48 hours between attempts.
- Use ‘individual performance profile’ to guide study of the review modules in preparation for the proctored Content Mastery Series Testing.
- Take proctored Content Mastery Series Testing.

Student achieves a Proficiency Level 2 or higher on the proctored Content Mastery Series Testing.

Review suggested content areas from the Assessment in Review Modules.

Student achieves below Proficiency Level 2 on the proctored Content Mastery Series Testing.

Student schedules an appointment with a course faculty within first (1) week after exam to discuss results and plan for improvement.

Plan for improvement strategies and guidelines:
1. Review suggested content areas from the Assessment in Review Modules.
2. Complete additional online practice exams and complete any other assessments recommended by course faculty.
3. Complete the Plan for Improvement Form.
4. Submit a copy of the online practice exam results to course faculty.
5. If recommended, schedule to take the second proctored Mastery Assessment with the course faculty.

Student takes second proctored Mastery Assessment on scheduled date.
National American University
School of Nursing

Pre-Licensure Professional Nursing Program
RN Comprehensive Predictor Exam Algorithm

Students will:
- Take the online practice assessment for each content area achieving a minimum of 82% probability of passing NCLEX-RN®.
- Study the Topics to Review prior to taking the proctored assessment.
- Take proctored assessment bringing a copy of the score report from online non-proctored practice test as ‘admission ticket’.

Student achieves ≥ 82% probability of passing on proctored assessment.

Student achieves < 82% probability of passing on proctored assessment.

Student must provide evidence of a plan for improvement prior to taking second proctored assessment.

Student takes second proctored assessment.

Student achieves ≥82% probability of passing on second proctored assessment:
No additional plan for improvement is required.

Student achieves < 82% probability of passing on second proctored assessment:
Additional plan for improvement will be required.

Student may take optional second practice exam.
Initial all and sign below:

_____ I have received a copy of and have read the Assessment Technologies Institute (ATI) testing policy as well as the *RN Comprehensive Predictor Exam Algorithms*.

_____ I understand that it is my responsibility to utilize all the review modules, DVDs, and online resources available through the Assessment Technologies Institute’s Comprehensive Assessment and Review Program.

Student Name (printed): ________________________________________________

Student Signature: __________________________ Date: _________________
National American University  
School of Nursing  

Pre-Licensure Professional Nursing Program  
Assessment Technologies Institute Plan for Improvement

ATI Assessment: __________________________________________________________

- The student and faculty will identify the topics to review.
  - The faculty has highlighted those topics on the individual performance profile that fell below the *Proficiency Level 2*.
  - The student will create a *Focused Content Review* report that will assist the student in identifying which topics need review (results tab).
- The appropriate ATI materials and textbooks should be used to review the topics.
- Additional opportunities for improvement recommended by the faculty.
  - Take the *Learning System* practice and/or final assessment (tutorial tab).
  - Practice assessments can be taken multiple times.
- Student will schedule second meeting with the faculty/advisor. A second proctored test may be scheduled.

Student’s plan for improvement (list what you completed to improve your proficiency level):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Follow-up meeting (evaluation of student activities):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Student Name (printed): _______________________________________________________

Student Signature: ______________________ Date: ______________

Faculty/Advisor Signature: ______________________________________________________
National American University
School of Nursing
Pre-Licensure Professional Nursing Program
Focused Content Review

TOPIC (Condition):

Presenting signs and symptoms:

Diagnosis (lab findings, diagnostic procedures):

Nursing diagnosis and interventions (prioritize):

Complications (signs/symptoms, lab values):
Client education (diet, what to monitor, what to report):

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