



**Ohio Northern University  
Nursing Program**

**Student Handbook**

2022-2023

## **“IF” FOR NURSES**

If you can bring a special understanding,  
To those entrusted to your care,  
And meet the needs no matter how demanding,  
With patience and energy to spare.

If you can lend each task your full devotion,  
And always try to listen and to cheer.  
If you can learn to understand emotion,  
And comfort others just by being near.

If you look forward with anticipation,  
To meeting special challenges each day,  
If you can keep your faith and dedication,  
Whenever disappointment comes your way.

If you take pride in giving your profession,  
The finest skills and talents you possess,  
Then, all your dreams and goals will find  
expression,  
And, as a nurse, you’ll be a great success.

- Author Unknown

### **Special COVID-19 and Campus Safety Policies:**

Available at [www.onu.edu/covid-19](http://www.onu.edu/covid-19). Please review the updated safety plan and the implementation plan. All students will be required to comply with guidelines. In the lab setting, all students may be required to wear eye protection, masks, isolation gowns, and gloves since the environment requires working in an intimate space with others to perform skills and assessments. Our lab practice will reflect guidelines followed by our clinical agencies. In the clinical agencies, hospital policies and guidelines regarding PPE will be followed. Students should bring a supply of disposable or cloth masks to campus for lab experiences, carpooling, and entering and exiting clinical facilities. Clinical agencies currently require all staff and visitors to mask upon entry into the facility.

## 2022-23 Academic Calendar

### **Fall Semester 2022**

August 19-22	New student orientation
August 22	Classes begin
August 30	Last day to ADD a class or section
September 5	Labor Day – No classes
September 12	Last day to DROP a class or section
September 13	Beginning of “W” period for withdraws
October 10 – 11	Fall break
October 24	Start of registration for spring semester
November 11	Last day to withdraw “W” from a class
November 21 -25	Thanksgiving Break
December 16	Last day of final exams
December 21	Final grades are due
December 27	Transcripts available

### **J- Term 2023**

Jan. 5	J-term classes on campus begin
Jan. 5	Last Day to Add or Drop a class
Jan. 12	Last day to withdraw from a class
Jan. 14	J-term Saturday Classes on Campus
January 16	Martin Luther King Jr. Day (No Classes)
Jan. 20	J- term ends

### **Spring Semester 2023**

January 23	Classes begin
January 31	Last day to ADD a class or section
February 10	Last day to DROP a class or section
March 7-11	Spring Break
March 27	Start of registration for summer and fall
April 7	Good Friday (No Classes)
April 14	Last day to withdraw “W” from a class
April 25	Honors Day (No Classes)
May 19	Last Day of final exams
May 21	Commencement
May 24	Grades are due
May 26	Transcripts available

# INTRODUCTION

This handbook is written for students in the Nursing Program at Ohio Northern University (ONU). We are offering this information with the intention of helping smooth the path to the BSN degree.

The material included in this handbook intent is to supplement the materials represented by the University, and is not intended to replace the information from the University Catalog or the University Student Handbook.

## UNIVERSITY GENERAL LEARNING OBJECTIVES:

Beginning with matriculation and continuing throughout their educational experiences at Ohio Northern University, our students will demonstrate:

1. Effective written communication
2. Effective spoken communication
3. Critical and creative thinking
4. Knowledge of the physical and natural world
5. Knowledge of mathematics and statistics
6. Knowledge of human thought and culture
7. Knowledge of human society and the interactions between society and individuals
8. Knowledge of the principles of aesthetics
9. Knowledge of the principles of civics or ethics on a profession, community or global level
10. An understanding of diverse cultures

University General Learning Objectives Policy (University Catalog)

## NURSING PROGRAM PURPOSE/GOALS

Ohio Northern University's four-year academic program in Nursing leads to the Bachelor of Science in Nursing degree. The Nursing Program specifically aims:

1. To prepare practitioners for the beginning practice of professional Nursing.
2. To provide a base for the continuing development of the student as an individual, as a citizen, and as a professional practitioner of Nursing.
3. To provide a foundation for graduate study in Nursing.

## **ACCREDITATION**

Ohio Northern University Nursing Program has Full Approval status from the Ohio Board of Nursing (OBN). The Ohio Board of Nursing last site visit was February 20-21, 2019. (Ohio Board of Nursing 17 South High St., Suite 660, Columbus, Ohio 43215-3466, 614-466-3947)

The Baccalaureate of Science in Nursing Program at Ohio Northern University is accredited by the Commission on Collegiate Nursing Education (CCNE). (Commission on Collegiate Nursing Education, 655 K Street, NW, suite 750 Washington, DC 20001, Phone (202) 887-6791).

## **MISSION STATEMENTS**

### **OHIO NORTHERN UNIVERSITY MISSION AND VISION STATEMENT:**

Influenced by a unique history and an enduring affiliation with the United Methodist Church, Ohio Northern University's mission is to provide a high-quality learning environment that prepares students for success in their careers; service to their communities, the nation, and the world; and a lifetime of personal growth inspired by the higher values of truth, beauty, and goodness. The University's distinctive academic program includes mutually supporting liberal and professional education components that integrate practice with theory, complemented by excellent co-curricular offerings that enrich the Northern experience. To fulfill this mission, faculty and staff engage with students so they can learn to think critically, creatively, and entrepreneurially; communicate effectively; gain practical experience, solve problems collaboratively; and act as ethical and responsible members of a global community.

### **Vision 2021**

Ohio Northern University's vision is to be among the best private, comprehensive universities in the nation, known for programs of excellence and distinction, and recognized for effectively integrating arts and sciences disciplines, professional studies, high-impact learning, and civic engagement.

### **Core Values**

**Collaboration:** We encourage the development of unique collaborations that further distinguish the university.

**Community:** We are a community that strives to be "purposeful, open, just, disciplined, caring, and celebrative" (Boyer, 1990), and that is strengthened by engaging all members of the community in the life of the University.

**Diversity:** We value the core belief expressed in the University's motto, "Ex diversitate vires," "out of diversity strength," and provide experiences and programs that prepare graduates for success in a diverse nation and world.

**Excellence:** We aspire to achieve the highest standards of performance in our professional fields and our roles at the University.

**Faith:** We celebrate the University's historic relationship and active affiliation with the United Methodist Church and welcome persons of all faiths by providing a supportive environment for their moral and spiritual growth.

**Integrity:** We expect individuals to conduct themselves with honesty, trustworthiness, and respect for others.

**Service:** We encourage service to others and civic engagement, both as a commitment to community involvement and as a responsibility of democratic citizenship. (University Catalog)

## **NURSING PROGRAM MISSION:**

To address the health care needs and issues within a diverse and changing world, the nursing program at Ohio Northern University provides educational opportunities to a diverse population of qualified students who seek to acquire the knowledge and skills required for the practice of nursing as a Registered Nurse. The program actualizes this mission through integration of critical thinking in theory and practice principles to achieve evidence-based nursing practice inspired by a desire to contribute to the good of humankind. The development of the whole person reflects the emphasis of the University and prepares the student as a life-long learner in pursuit of knowledge and excellence in practice.

## **Vision Statement**

Committed to being an exemplary private baccalaureate-nursing program grounded in the sciences and liberal arts. Faculty and graduates are poised to become leaders whose actions and voices will transform the health needs of individuals, families and communities worldwide.

## **NURSING PROGRAM OBJECTIVES/GRADUATE OUTCOMES**

Graduates of the program will be able to:

1. Integrate a personal philosophy for nursing practice, based on the dignity, worth, and individuality of all human beings.
2. Assume responsibility and accountability for evaluating one's professional practice in relationship to accepted standards of nursing practice.
3. Synthesize theoretical principles applicable to professional nursing practice.
4. Utilize the nursing process to promote, restore, and maintain adaptation in individuals, families, groups and communities throughout the life cycle.
5. Assume responsibility and accountability for providing competent and comprehensive health care.
6. Collaborate and negotiate with patients/clients, the interdisciplinary health care team, and the public to ensure the optimal health and welfare of patients/clients.
7. Evaluate interpersonal communication and negotiation skills when communicating with patients/clients, families, groups and communities.
8. Incorporate pertinent research findings in refining and enhancing one's nursing practice.
9. Continue personal and professional career development.

## **NURSING PROGRAM PHILOSOPHY**

The nursing program philosophy is based upon a holistic view of the person who has inherent value, purpose, and dignity. The client is recognized as a whole through the integration, relationship, and functioning of the following domains; cognitive, spiritual/religious, social, physiologic, and affective. The person is in constant interaction with a changing environment. The capacity for individual growth is attained and maintained through adaptation.

Each person has the right and the opportunity to participate in his/her health and has the responsibility to determine the extent of health care he/she chooses to engage. Health is viewed as a dynamic process integrating among and between physiological, psychological, socio-cultural, spiritual, and developmental adaptive processes. The health experience is influenced by genetic inheritance, socio-cultural factors and adaptive capacity. The state of health of a person's life, at any given point throughout the lifespan, is relative to the ways in which a person adapts to a changing internal and external environment. The individual possesses the primary responsibility for health, and secondarily with the family, groups, and community.

Nursing, along with other members of the health professions shares in promoting and assisting individuals, families and communities and groups to promote and assure optimal health, quality of life, and to support the individual when health cannot be sustained. Collaboration with the interdisciplinary health team assists in the promotion of optimal health for individuals, families, groups, and communities.

The professional nurse works independently and interdependently in assuming responsibility and accountability for the nursing process and the outcomes of nursing interventions. In addition, the nurse responds to the ever-changing needs of individuals, families, groups, and communities within society, and to the impact, these changes have on the professional practice of nursing. In the nursing roles of provider of care, leader/manager of care, and member of the profession, the professional nurse has knowledge of the research process and uses research findings to modify practice and clarify judgments.

The primary goal of nursing is to assist patients/clients of all ages, in various environments with adaptive strategies contributing to optimal health that the individual or their families would normally initiate and perform unsupported if they had the necessary strength, judgment, and motivation. The nursing process is an analytical and purposeful process that is used in the practice of professional nursing to promote, restore, and maintain health. The nursing process is composed of five phases: assessment, nursing diagnosis, planning, implementation, and evaluation. Nursing education is based on a broad foundation in the humanities and sciences, which is necessary for an appreciation of the holistic nature of a person. Liberal educational courses provide a foundation to expand the students' knowledge of the science of nursing and facilitate the comprehension of complex concepts, skills and attributes/attitudes essential to the practice of nursing.

The educational process involves a dynamic interaction between students and faculty. The process provides structure and progression within the curriculum and creates an environment for the acquisition of and the mutual exchange of knowledge and evaluation of instructional methods. The need and ability to learn continue throughout life. Through the process of learning, the individual is capable of changing and adapting. Faculty considers the students' personal interests, potential, and cognitive style in teaching-learning methods.

The mission of the nursing program is to educate students for excellence in academic achievement, to work within diverse and changing roles as professional nurses, and be committed citizens of the world.

The program objectives integrate theoretical and empirical knowledge from the humanities and the sciences. Furthermore, the program objectives integrate nursing knowledge and skills in designing and implementing care to clients in local, regional, and global environments.



## DEFINITION OF TERMS

**Adaptation-** method of change in structure, function, form or behavior to create balance between person and environment.

**Client-** an individual, family, group, community or population that seeks the advice or services of a health care professional qualified to provide service. (Patient may be used interchangeably for the term client)

**Community-** a collection of people in a common location with diverse cultures and beliefs that are interdependent, sharing some attributes in their lives and meets a wide variety of needs

**External environment-** clients are in a constant exchange of matter, energy (local, regional, and global) in order to attain balance. Influences on the environment include cultural, social, biophysical, political and economic.

**Family(s) -** network of individuals who influence each other's lives. The true essence of family is defined by the client and can take many forms.

**Group(s) -** Two or more interconnected individuals working together for a common purpose.

**Health-** dynamic and holistic phenomenon with balance between person and environment that is best viewed on a continuum with no single point described as wellness or illness.

**Holistic-** recognizing that comprehensive care encompasses physical, mental and spiritual aspects of the client, with interpretation that the sum is greater than the individual parts.

**Individual-** a unique person with basic needs influenced by the environment. Individuals come from diverse backgrounds and are members of a larger network that influences beliefs and values.

**Independently-** being assertive, and assuming responsibility and accountability for actions.

**Interdependently-** function as a member of a team in collaboration to reach a common goal in the care of clients.

**Internal environment-** condition(s) that exist within an individual including physical, psychological and spiritual components that interact with one another and the external environment.

**Leader-** The process of giving, analyzing information, inspiring people to accomplish established goals, and serving as a mentor.

**Maintain-** Interventions and behaviors that support the individual's level of wellness.

**Manager-** Collaborate, communicate and coordinator of resources through planning, organizing and directing to accomplish specific objectives for client(s) including health counseling and health teaching.

**Member of the Profession-** progresses through change from a basic provider of care to a more advanced provider with a level of complexity that includes evidence based practice in the roles of provider of care, leader/manager of care and member of the profession. A Member of the Professional demonstrates professional behavior, which includes serving as a mentor for other nurses.

**Nursing Clinical Judgment-** Integration of knowledge from humanities, biological, social and behavioral sciences to provide health care based on previous relevant education and experiences. This cognitive process includes creativity, problem solving, and decision making to provide safe, effective, competent, efficient care to clients.

**Nursing Process-** An interpersonal, caring, continuous sequence of phases that organize the activities of nursing into an effective decision making framework in order to maximize optimal health of individuals, families, groups and communities.

**Optimal Health-** The ability to adapt to illness and to reach the highest level of functioning.

**Promote-** Interventions and behaviors that increase the level of wellness (optimal health).

**Provider of care-** The nurse employs clinical judgments based upon systematic nursing assessment and development of a plan of care, which includes health counseling and health teaching to enhance optimal health. The provider of care communicates plan of care with the patient/client and members of the health care team.

**Quality of life-** as defined by the individual, a sense of peace, tranquility and satisfaction with current state of balance between person and environment.

**Research-** a systematic process of inquiry, data collection or experimentation aimed at the discovery and interpretation of facts, theories and practical applications to enhance existing knowledge and generate new knowledge.

**Restore-** Interventions and behaviors that returns the individual to former level of health.

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**Reviewed 6/26/17**

**Reviewed 5/29/18**

**Reviewed 5/14/19**

**Reviewed 6/11/20**

**Reviewed 6/8/21**

**Reviewed 6/2/22**

## **ADMISSION CRITERIA AND PROCEDURES:**

To begin the admission process students must submit an application to the University, ACT or SAT scores and an official transcript sent from the high school(s) of graduation, or GED scores. Applicants are processed when test scores, transcripts, and the application materials have been received. On the application, students should list Nursing as their area of interest. Measures of academic performance (GPA, class rank, standardized tests), recommendations, participation in community and extra-curricular activity, hobbies, interests, honors, awards, and a personal statement are considered.

## **PROGRAM REQUIREMENTS**

Ohio Northern believes that certain functional abilities and performance standards are necessary for the safe practice of professional nursing. These include:

- “A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of physical or mental disability” (ORC Rule 4723-5-12 (16))
- the ability to see, hear, touch, smell and distinguish colors;
- the ability to speak and write with accuracy, clarity, and efficiency;
- manual dexterity (gross and fine movements);
- the ability to learn, think critically, analyze, assess, solve problems, and reach judgments, and;
- emotional stability and the ability to accept responsibility and accountability.

Students will need to demonstrate continuous satisfactory application of these functions and competencies during their course of study in Nursing Program. Students should consider their ability to demonstrate these functions and competencies when applying for admission to the nursing program of Ohio Northern University.

## **NOTICE TO PROSPECTIVE OR CURRENT NURSING STUDENTS**

**You are at risk if you have been convicted of a prior felony and/or misdemeanors. You may not be able to participate in clinical education experiences in acute care systems or other clinical sites; therefore, preventing you from completing the program. A criminal record may also prevent you from taking the licensing exam (NCLEX) and obtaining a license to practice professional nursing.**

**The application for licensure (NCLEX) will ask you if within the last five years, have you been diagnosed with or have you been treated or hospitalized for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder? Having a psychiatric illness is not a violation of the nursing law. The basis for Board action would be an illness that impairs one’s ability to practice safe nursing.**

## **Criteria for Direct Admission to the Pre-Licensure BSN Nursing Program:**

- Meet the general admission requirements of Ohio Northern University.
- Graduation from an accredited high school program or its equivalent with a cumulative grade point average (GPA) of 3.3 on a scale of 4.00 or higher (or GED).
- Fall 2022, ACT/SAT optional. If not taken, cumulative GPA must be at least a 3.6 with a minimum GPA of 3.3 in sciences
- Minimum ACT score of 23, composite SAT score of 1130.
- 2 units of mathematics.
- 6 units of natural sciences, including Biology and Chemistry.
- **Criminal background check and drug screening (negative) is required before clinical nursing courses.**

## **Criteria for In- Direct Admission to the Pre-Licensure BSN Nursing Program:**

- Meet the general admission requirements of Ohio Northern University.
- Fall below the direct admission requirements for a direct admission into nursing and enter the university as a general studies student.
- Designated as a General Studies/Nursing student
- Complete nursing and core courses with a grade of C or better with no withdraws during freshman year and fall semester of sophomore year.
- Complete and submit application to Director of Nursing for a change of major.
- Progression will be based on space availability.

## **College Credit Plus (CCP) Program:**

Students entering Ohio Northern University with college credit (option A or B) from the Ohio Post-Secondary Options or College Credit Plus Program must have transcripts sent directly from the issuing institution to Ohio Northern. Credits to be transferred must be graded C (2.00) or higher. Ohio Northern is a participating university in the previous Post-Secondary Program and the current College Credit Plus Program. Contact the Admissions Office for additional information.

## **Transfer:**

Ohio Northern welcomes transfer students from junior colleges, community colleges, and other accredited institutions to pursue majors in undergraduate colleges.

The transfer policy for the BSN is handled under the general university standards for transfer applicants (University Catalog).

## **Transient Credit policy**

The Nursing Program follows the University Policy (University Catalog).

### **Advanced Placement (AP)**

The university grants credit for College Entrance Examination Board Advanced Placement Tests to those high school students achieving at least the minimum score established by the department in which credit is being sought. Test results should be sent to the university registrar. Final decision rests with the director of the program or school. (University Catalog)

### **College-Level Examination Program (CLEP)**

The university grants credit under the College-Level Examination Program of the College Entrance Examination Board for students to earn college credit by subject level examination prior to enrollment at ONU. (University Catalog)

### **Disabilities Policy:**

No qualified person shall, on the basis of disability, be denied admission to Ohio Northern University or be subjected to discrimination in recruitment or admission by Ohio Northern University; or be excluded from participation in or denied the benefits of any program or activity of Ohio Northern University. A qualified disabled person is a disabled person who meets the academic and technical (i.e., non-academic admissions criteria essential to participation in a program or activity) standards requisite to admission to Ohio Northern University or participation in its programs and activities.

Ohio Northern University does not make pre-admission inquiries as to whether an applicant for admission is disabled. However, Ohio Northern University may in connection with its voluntary efforts to overcome the effects of limited participation in the University's programs by disabled persons, invite applicants, on a voluntary basis, to indicate whether and to what extent they are disabled.

After admission, Ohio Northern University may make inquiries on a confidential basis as to disabilities that may require accommodation. Disabled students admitted to Ohio Northern University who require accommodation of a disability should request such accommodation in writing from the dean of the college to which the student was admitted. Requests for reasonable accommodation will be honored unless they impose an undue hardship on Ohio Northern University.

No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities privileges, advantages, or accommodations of any place of public accommodation owned or leased by Ohio Northern University.

### **Review of Military Education and Skills Training Policy**

If an applicant has experience in the armed forces of the United States, or in the National Guard or in a reserve component:

1. The applicant must meet all the criteria in the admissions policy.
2. The director of nursing and the office of the Dean of the College of Arts and Sciences will review the applicant's military education and skills training from the submitted official Joint Services Transcript.

3. The applicant will provide course material or objectives as required by the director of nursing and the office of the Dean of the College of Arts and Sciences that are to be considered for review and/or advanced credit.
4. Credit will be awarded in areas that are substantially equivalent military education or skills training that match the program curriculum.

### **Policy for Progression/Program Completion within the Nursing Major:**

All students must meet the following criteria to progress to the next nursing course and complete the nursing program:

#### **Program Progression**

- Students must meet and follow the Academic Standing policy of The Getty College of Arts and Sciences and Nursing;
- A student must receive a grade of “C or higher” and a Satisfactory evaluation in the clinical portion of all clinical nursing courses to receive a passing grade (A, B, or C) in the course, students unsuccessful (W, D or F) must repeat both sections;
- A letter grade of “C” or above is required as a passing grade (W, D or F are failing grades) for identified general education courses, all identified other required courses and all nursing courses. Students who do not meet this requirement must repeat deficient coursework with a “C” or better before progressing in the program. No exceptions will be made;

#### **ONU Re-Entry**

Re-Entry Students;

Re-admission will be subject to approval of the dean of the college of application for reentry, the vice-president for student affairs, and the office of the controller. A student who has not been enrolled at ONU for one year or longer will, upon re-entry, be under the graduation requirements as specified in the catalog issued in the academic year of reentry. This request must be made at least 15 weeks prior to the start of the semester in which they would like to re-enter the program.

#### **Re-Entry after Failure or Withdrawal of a Nursing Course**

- When a failure (D or F) or withdrawal (W) has occurred in a nursing course, a re-entry application must be submitted to the Director of Nursing. This request must be made at least 15 weeks prior to the start of the semester in which a student would like to re-enter the program.
- Re-Entry is based on space availability, faculty recommendation, and program approval.

### **DISMISSAL FROM THE NURSING PROGRAM-**

- An accumulation of two (2) failures (W, D or F) in nursing courses may result in dismissal from the nursing program;
- Students with three failures (W, D or F) in nursing courses will be dismissed from the program

Students must pass BIOL 1131, 2361, BIOL 2461, and CHEM 1201 with a letter grade of C in their freshman year to progress

### **Program Completion**

Students must attain the following to meet the requirements for program completion:

- complete every nursing core major requirements, required other courses and general education courses identified in the nursing curriculum;
- complete all nursing and required core courses with a letter grade of “C” or higher;
- maintain good academic standing;
- meet university GPA requirement for graduation
- meet Getty College of Arts and Sciences Bachelor of Science basic and graduation requirements

Graduates of the program are eligible to take the National Council Licensure Examination for licensure (NCLEX) as a Registered Nurse.

### **Maintenance of Class Records- University Policy**

1. Class records as described in this section shall be maintained for at least three years. Class records for faculty not returning are to be turned over to the Director of Nursing or, in the case of the colleges of Law and Business Administration, the office of the dean.
2. For purposes of this section, class records shall include;
  - a. Records of examination and quiz scores;
  - b. Copies of examination and quiz scores;
  - c. Notes taken by an instructor from oral examinations;
  - d. Attendance sheets if used for any reason in grade calculations;
  - e. Work products of independent study/research/artistic projects if used for any grade calculations;
  - f. Written reports, papers, and laboratory notebooks if used for any reason for grade calculations;
  - g. Written evaluations of instructors or evaluations from outside (e.g., off-site products) evaluators;
  - h. Class syllabi;
  - i. Electronic grade books and related files;This list is meant to be illustrative and not exclusive.

3. Class records as defined above which are returned to the students become the student's

responsibility to maintain as a permanent record. Students are responsible for picking up materials that are made available to them or are returned to the class/students. An instructor only needs to maintain records not picked up by students for one additional semester beyond the end of the course.

## **Library**

The Heterick Memorial Library (1968) provides information resources and services to support course offerings and foster independent study. An open stack arrangement allows easy access to nearly all of the material in the collections. The centrally located facility is named for Dr. Robert Hynton Heterick, and Frances Felker Heterick.

The library provides books and periodicals, both in print and electronic form. Collections of CDs, DVDs, videotapes, and microforms are also available. Facilities include individual study carrels, study rooms, a conference room, microform reading and printing devices, copy services, and audiovisual equipment.

WiFi access is provided throughout the building and numerous power and wired network connections are available.

Computer services include a cluster of 32 computers, all of which are connected to the campus local area network. The Spar/Wintzer Music Media Lab provides computer facilities for music students. The library also maintains POLAR, the University's on-line catalog, as well as offering over 200 computerized services, more than 9000 electronic journals, and a growing number of electronic books over the campus network.

Local collections are supplemented by efficient interlibrary loan services, including OhioLink, a statewide resource-sharing networks.

Librarians are available to help students and faculty identify appropriate sources of information and to use the catalog and other bibliographic materials. Instructional lectures are offered to classes and groups upon requests.

## **Expenses**

The Nursing Program will follow Ohio Northern University's statement regarding **Expenses, Payment, and Refunds** in the University Catalog.

## **Requirement – Laptop Computer**

Program requires student to have personal laptop for class and testing. Students are required to purchase a computer that meets the minimum standards as posted on the [ONU IT Support Page](#). Safe Exam Browser Security must be loaded on the computer prior to starting their first nursing class and students can take their laptops to IT for assistance in loading the software.

## **Transportation to Clinical Sites**

Students are also required to have transportation to their clinical sites beginning in the sophomore year.

## APPROXIMATE EXTRA COSTS FOR NURSING STUDENTS

### **Traditional Nursing Program**

Drug Screening approximately \$20.00 **every 6 months** starting fall semester sophomore year (subject to change) Cost 3 yrs.  
\$120.00

#### **Admission & First Year**

Approximate Total Cost of Books for 1<sup>st</sup> year curriculum \$2000.00  
\*ATI (1<sup>st</sup> payment) \$1008.34  
Laboratory supplies may be purchased for use next fall \$150.00  
National Student Nurses Association dues new member (optional) \$40.00

#### **Second Year**

Lab Fee \$260.00  
Approximate Total Cost of Book for 2<sup>nd</sup> year curriculum \$2400.00  
\*ATI (2<sup>nd</sup> payment) \$1008.33  
Uniform (Per Uniform) \$39.00  
Lab and clinical supplies Stethoscope, scissors, etc. (if not purchased yet) \$150.00  
National Student Nurses Association renewal (optional) \$45.00  
Annual Criminal Background Check- BCI & FBI (subject to change) \$55.00

#### **Third Year**

Approximate Total Cost of Books for 3<sup>rd</sup> year curriculum \$1800.00  
Lab Fee \$260.00  
\*ATI (3<sup>rd</sup> payment) \$1008.33  
National Student Nurses Association renewal (optional) \$45.00  
Annual Criminal Background Check- BCI & FBI (subject to change) \$55.00

#### **Fourth Year**

Lab Fee \$180.00  
Approximate Total Cost of Books for 4<sup>th</sup> year curriculum \$650.00  
Liability Insurance \$50.00  
ONU Nursing Pin \$60.00-\$1000.00  
National Student Nurses Association renewal (optional) \$45.00  
NCLEX Fee (Not associated with the program) approximate \$300.00  
Annual Criminal Background Check- BCI & FBI (subject to change) \$55.00

**\*No Refunds available for ATI**

#### **Advising**

Students enrolled the Nursing Program are assigned a member of the Nursing faculty as an academic advisor. Students are required to meet with the academic advisor each semester to discuss course selections and address concerns. The student is responsible for knowing program requirements and making an appointment for a conference with their advisor prior to

pre-registration.

### **Communication Skills Center**

Clear expression of ideas both oral and written, is a standard Ohio Northern endorses for its students. To help meet and maintain that standard, the university provides the services of its Communication Skills Center. It is designed to strengthen the student's work in basic writing and oral communication courses and to reinforce those communication skills throughout the student's entire academic career.

Individual assistance is provided to help students master writing skills and develop skills in organizing and delivering oral presentations. Mock interviews are available for students entering the job market. In addition, the Communication Skills Center offers reference materials, written and oral communication models, and recording facilities. The Communication Skills Center, located conveniently on the second floor of Heterick Memorial Library, is staffed by communication professionals and student tutors.

### **Counseling**

Counseling services are available to students through the University Counseling Center. Refer to University Catalog.

### **Financial Assistance**

Financial aid is available through the University. Refer to the University Catalog for more information. Information may be obtained by contacting the University Financial Aid Office.

Each student's education at Ohio Northern University is partially subsidized by the university's endowment, by the annual giving of alumni, by the United Methodist Church, and by other interested persons and organizations.

Ohio Northern offers scholarships to encourage superior students to select this university. Students with limited financial resources are also assisted by the University with grants and with loan and work opportunities.

### **Grade Appeals Procedure**

Nursing follows the **Grade Appeal Procedure** outlined in the Catalog and University's Student Handbook. (University Catalog), complete policy in University Student Handbook). Nursing follows the University procedure for non-academic violations found in Disciplinary Procedure for Non-Academic Violations process in the University Student Handbook.

## **Student Grade Appeals Procedure: Appendix G**

1. A student has the right to appeal a final course grade which the student feels is unfairly or erroneously assigned. The student must first discuss the grade with the faculty member(s) who assigned the grade no later than the fifth (5<sup>th</sup>) class day after the final grade for the course was assigned/posted. If the student is still convinced that the grade is an unfair evaluation of the student's performance in the course, the student may appeal the grade. The appeal must be made in writing within two (2) class days to the director of the program or the director of the school if a director of a program does not exist. A response will be provided to the student within two (2) class days. If the matter has not been resolved by the director to the student's satisfaction, the student must appeal within two (2) days to the dean of the college in which the course is offered. Upon receipt of the written appeal, the dean will inform the Grade Appeals Committee that a grade appeal procedure has been initiated.
2. The Grade Appeals Committee shall be elected in each college at the beginning of each academic year and shall be composed of the following members: Four faculty members of the College, one Student Senate member of the College, one person selected from the Faculty or student body by the appealing student, and one Faculty member from the department involved or college where no departments exist.
3. Grade appeals shall be handled only by the college in which the course is offered. The committee will review the written statements of the student and information supplied by the faculty member, chair and dean, determine if the grade was assigned unfairly or erroneously and make a recommendation to the faculty member within four (4) class days. All discussions and written statements concerning the circumstances of the grade appeal are to be kept confidential by all of the persons involved in the appeals process. Notice of the appeal and the action taken need not be treated confidentially.
4. The faculty member has the sole responsibility to determine the final grade for the course. The director of the program, director of the school, the dean and the Grade Appeals Committee may only make recommendations to the faculty member. The faculty member must inform the student of his/her decision relative to the recommendation of the Grade Appeals Committee within two (2) class days. In the event that the faculty member does not follow the recommendation of the Grade Appeals Committee, the Grade Appeals Committee shall issue a letter to the student giving the findings of the Grade Appeals Committee. The Registrar shall place the letter issued by the Committee in the student's permanent records file, and make publicly available at the written request of the affected student.
5. The student has the responsibility to promptly initiate the appeals procedure at each step so that any appeal requested is completed within the timeframe set forth above.

### **Nursing Policy Related to Student Issue/Concern (Grievance)**

If a student has an issue or concern in a nursing course or with a faculty member, the student is required discuss the issue with the instructor/faculty member first. If no resolution is reached, the student contacts the Director of Nursing. If resolution has not occurred, the office of the Dean of the Getty College of Arts & Sciences needs to be contacted by the student. If a satisfactory solution has not occurred, the student needs to contact the office of Vice President of Academic Affair.

### **Official Complaint**

Nursing defines an official complaint as a complaint reported (Completion of the Nursing Education Dissatisfaction Form) to the Ohio Board of Nursing.

### **National Student Nurse Association**

All students are encouraged to become members of the National Student Nurse Association. This is a voluntary activity.

### **Scholarships**

The Reva L. Clarke Memorial Nursing Scholarship was established by family and friends in memory of Reva L. Clarke to assist students pursuing a Bachelor of Science in Nursing degree.

The Metzger-Sheridan Nursing Scholarship was established by the Metzger-Sheridan family to assist students pursuing a Bachelor of Science in Nursing degree. The students in the Nursing Program are notified when both the Reva L. Clarke Memorial Nursing Scholarship and Metzger-Sheridan Nursing Scholarship are available.

### **Student Health Services**

Student health services are available to nursing students and are listed in the University Catalog. The University Physician and a Nurse Practitioner hold regular office hours Monday through Friday in the Student Health Center. In addition, registered nurses are on duty M-F 8:00 a.m. – 4:30 pm. During summer semester, a registered nurse is on duty Monday – Friday with limited hours. Additional information can be found in the University Catalog.

### **Student Records**

The Ohio Northern University recognizes its responsibility to protect students and former students against improper disclosure of information. The University will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA), that relate to the retention and disclosure of information about students and former students. The complete policy can be located in the University Student Handbook.

## **Disclosure of Personally Identifiable Information in Education Records**

### **With Consent**

The University will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Written consent must be obtained from students who are at least eighteen years old or from the students' parents or legal custodian, if the student is under eighteen years old. Educational records, with the exception of those social disciplinary records involving misconduct under ONU's Student Code of Conduct, will not be disclosed to either parent of a student who is at least eighteen years old without that student's consent. Social disciplinary records may be disclosed to the parent claiming the student as a dependent for tax purposes. Educational records will also be disclosed to persons who have power of attorney for the student.

### **Without Consent**

In addition to directory information, the University will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;
- Authorized agents of the state or federal government in connection with an audit or evaluation of federally or state supported programs;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Accrediting organizations in order to carry out their accrediting functions;
- To comply with a lawfully issued court order or subpoena (the University will make reasonable efforts to notify the student prior to compliance with the subpoena);
- To appropriate persons in relation to a health and safety emergency, as specifically determined by the University, in accordance with FERPA;
- To an alleged victim, the final results of any disciplinary proceeding conducted by the University, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense. The disclosure will be made regardless of whether the alleged perpetrator was found to have violated any University policy with respect to the alleged crime or offense;
- To third parties, the final results of any disciplinary proceeding conducted by the University, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense, only when the alleged perpetrator has been found to have violated any University policy with respect to the alleged crime or offense. No victim or witness names will be disclosed without their prior written consent;
- To comply with a court order obtained under the USA PATRIOT Act for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student;
- To disclose to a student's parent information regarding any violation of law or of University rule or policy as to alcohol or other drugs' use or possession, if the

student is under age 21 at the time of the disclosure and the University determines that such alcohol/drug use or possession constitutes a disciplinary violation;

- To disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and,
- To the U.S. Citizenship and Immigration Services (USCIS)/Department of Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the University to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the University to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.
- To the National Student Clearinghouse to function as the university's agent in matters including but not limited to:  
FELP loan deferment,  
Reporting enrollment to the NSLDS, and other related enrollment and degree verification services

### **Directory Information**

Directory information will be disclosed by the University without prior written consent. Students may direct the University not to disclose their directory information by notifying the Office of the Registrar in writing, within two weeks of the first day of the fall term. Requests to withhold directory information will remain in effect until rescinded in writing by the student.

At Ohio Northern University, directory information includes the following:

- Student name;
- Home and local address and telephone numbers;
- Major fields of study and college of enrollment;
- Degrees, honors, awards, and dates received;
- Class (year of study);
- Dates of attendance;
- Most recent institution previously attended;
- Previous degrees earned and granting institutions;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Enrollment status (enrolled, withdrawn, full or part-time);
- Name and address of parent(s);
- Student email address; and,
- Student picture.

## **Records of Disclosures**

The University shall maintain within the student's education records a record for each disclosure request and each disclosure, except for the following:

- Disclosures to the student;
- Disclosures pursuant to student's written consent;
- Disclosures to school officials with a legitimate educational interest;
- Disclosures in order to comply with a lawfully issued court order or subpoena;
- Disclosures to comply with a court order obtained under the USA PATRIOT Act; and,
- Directory information.

## **Students' Rights with Respect to Education Records**

### Inspection

A student has the right, upon written request, to review the materials that are contained in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admission, to which the student has waived the right to inspection and review;
- Employment or job placement records;
- Honors information, to which the student has waived the right to inspection and review; and,
- Education records containing information about more than one student, in which case the University will only permit access to that part of the record pertaining to the inquiring student.

Students wishing to review their records must make a written request to the Office of the Registrar specifying which records they wish to review. The Registrar will make the education records available within forty-five (45) days of receipt of the request. Unless the student has an outstanding financial indebtedness to the University, copies of student education records can be made at the student's expense at prevailing institutional rates.

### Amendment

Students who believe that their education records contain information that is inaccurate, misleading, or is otherwise in violation of their privacy or other rights may request an amendment of the records. Students wishing to amend their records should submit a request for the amendment in writing to the Office of the Registrar. The request should clearly identify what records the student wants to amend and the reasons supporting the amendment. Within a reasonable amount of time, the Registrar will notify students of the decision regarding their request. If the education record is not amended pursuant to the student's request, the Registrar will inform the student of the student's right to request a formal hearing.

## **Formal Hearing**

Requests for formal hearings must be made in writing to the Vice President for Academic Affairs or Vice President for Student Affairs and Dean of Students, who, within a reasonable period, will inform the concerned student of the date, place and time of the hearing. Students may present evidence relevant to issues raised and may be assisted by any person of their choice.

The panel for the hearing will consist of the Vice President for Academic Affairs, the Vice President for Student Affairs and Dean of Students and the Academic Dean of the student's college. In the event that one of these individuals is the party alleged to be responsible for the disputed contents of the record, the President will appoint an alternate member to the panel.

The panel shall base its decision only upon the evidence presented at the hearing. Panel decisions are considered final and will consist of a written statement summarizing the evidence presented, the findings of the panel, and its decision. The written statement will be delivered to all parties concerned.

If the decision is in favor of the student, the education records will be amended according to the decision of the panel. If the panel finds against the student, the student has the right to place a statement commenting on the information in the record and that the student disagrees with the panel. The statement will be maintained as part of the student's education records and released whenever those records are disclosed.

Any student who believes that the adjudication of the student's request for amendment was unfair or not in keeping with the provisions of FERPA may make a written request for the assistance of the President of the University. In addition, students who believe the university is not in compliance with FERPA may file a complaint with the:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

## **STUDENT ACADEMIC CONDUCT**

The **Nursing Program** follows Ohio Northern University's Student Academic Conduct as defined in the University's Catalog and ONU Student Handbook with the additions of Ohio Board of Nursing Administrative Nursing Code related to student conduct in the clinical environment, and the American Nurses Association Ethical Code of Conduct while in the Clinical Environment.

## Ohio Northern University

### CODE OF STUDENT ACADEMIC CONDUCT

#### PREAMBLE

January 31, 2007

Ohio Northern University, a United Methodist-related institution of higher learning, seeks to graduate students imbued with Christian ideals, accomplished in scholastic achievement, inspired with a desire to contribute to the good of mankind, and committed to a way of life that will result in a maximum of personal and social growth.

Ohio Northern University students have an obligation to maintain the highest standards of ethical conduct. The University expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The University also expects cooperation among administrators, faculty, staff, and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders.

A major objective in maintaining minimum standards of academic conduct is to ensure fairness, honesty and integrity in the evaluation of student performance. Instructors should be confident that their evaluation methods would not be willfully invalidated by students intending or attempting to misrepresent the skill, achievement, or ability either of themselves or of others. Students, on the other hand, should be confident that a fair comparison of their work with that of other students has not been subverted by unethical conduct. Nevertheless, academic offenses may occur in connection with written examinations or other written work submitted for evaluation or in the performance of laboratory work and use of university computers. A listing of specific offenses covered by this Code is provided in Section I below.

Handling of alleged breaches of this Code begins in the college, usually with the faculty member in whose course of study the alleged offense occurred. Each college has its own procedures for deciding the validity of an allegation and for appealing a decision in connection with that allegation. College of Arts and Sciences Code of Academic Student Conduct are found in the University's Student Handbook. The final college decision will be by the dean or a body to which the dean has delegated responsibility and authority.

Either the charged student or the complainant may not wish to accept the decision on the validity of the allegation; or the student may accept the decision but not the sanction imposed. In the first instance, an appeal of the decision on the validity of the allegation may be carried to the University Committee on Academic Conduct. The Committee on Academic Conduct will be composed of five full-time faculty members, no more than two from any one college, who shall be elected for two-year terms at the regular May faculty meeting. In the second instance, an appeal of the sanction may be filed with the Vice President for Academic Affairs.

The University Committee on Academic Conduct will consider appeals in accord with procedures detailed in Section II, Part B, below. A decision of the University Committee on

Academic Conduct may be appealed to the Vice President for Academic Affairs. The Vice President for Academic Affairs may sustain the Committee decision, making it final, or may return a recommendation to the Committee. The Committee's subsequent decision is final.

Several degrees of sanction may be imposed, ranging from written warning to dismissal from the University. If an offense involves a violation of law, the University may take additional actions as appropriate.

This Code of Student Academic Conduct sets forth the following: (1) the minimum standards of academic conduct for the various offenses that are expressly prohibited; (2) the procedures for adjudicating any alleged breach of this Code; and (3) both the sanctions and the policies relating to those sanctions that may be imposed for any breach of this Code.

## Section I - ACADEMIC OFFENSES

No student shall engage in any form of improper or unethical conduct, as expressly set forth in this Section.

Furthermore, in any particular course, no student shall engage in any form of improper or unethical conduct designated as such by the faculty member in charge of that course even though it is not specifically included in the listing below. Faculty members are encouraged to enumerate matters of this kind and to clarify them for their students.

A. Examination offenses include, but are not limited to, the following:

1. Taking unauthorized materials into or out of the examination room.
2. Leaving the examination room without authorization before completing an examination.
3. Talking in the examination room without authorization.
4. Discussing the examination outside the examination room during the course of the examination.
5. Attempting to observe the work of another student.
6. Taking an examination for another person, or permitting someone else to do so.
7. Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor.

B. Written work offenses include, but are not limited to, the following, which are expressly prohibited in the absence of prior written approval of the instructor or instructors involved:

1. Resubmission of work - Submitting work which has been previously submitted for credit.

2. Plagiarism - Submitting work done wholly or partly by another, including the unattributed copying of all or parts of a published work.
  3. Prohibited sources - Consulting material or persons contrary to the directions of the instructor.
  4. Improper collaboration - Engaging in any discussion, joint research, or joint effort of a kind expressly prohibited by the instructor.
  5. Deception - Misrepresenting the authenticity of sources, citations, or principles in any written work.
  6. Other misconduct - Engaging in any other improper conduct as specified by the instructor.
- C. Improper Knowledge of Contents of an Examination - No student shall knowingly acquire unauthorized knowledge of an examination or any part of an examination, or solicit, offer, or give information about any part of an examination.
- D. Improper Laboratory Work or Computer Use - Offenses involving improper work in a laboratory or improper use of a computer may include those offenses listed above as examination offenses and written work offenses and will also include all instructions and rules specified by either the course instructor or the Director of Computer Users Services.
- E. Misrepresentation- No student shall make any deliberate misstatement of a material fact relevant to academic matters, such as misrepresenting the inability to take an examination because of illness.

## Section II- RESOLUTION AND ADJUDICATION PROCEDURES

### A. College Procedures

1. The initial responsibility for dealing with violations of the Code of Student Academic Conduct lies with the individual faculty member in whose classroom or course of study the offense occurred unless college policy requires otherwise. Each college shall establish and promulgate processes for resolving and adjudicating alleged breaches of the Code.
  - a. It is desirable that any violation of the Code receive prompt action by the faculty member through immediate imposition of sanctions or referral to an appropriate college committee. No charges may be brought later than thirty days from the time of reasonable opportunity for knowledge that the alleged offense occurred.
  - b. If the college procedure provides for an initial decision on the validity of the allegation and a determination of the sanction by a committee or other body

or person, a process for appeal and preliminary review of the decision and sanction must be provided.

- c. If the college procedure provides for an initial decision on the validity of the allegation and a determination of the sanction by faculty member, the procedure must further provide for both (1) a process for appeal and preliminary review and (2) a final college decision by the dean of the college or by a body to which the dean has delegated responsibility and authority for such final college decision.
- d. The faculty member in whose classroom or course of study the alleged offense occurred shall provide notice of the charges to the dean of the college in which the alleged offense occurred (and the dean of the student's college of registration, if different). The faculty member may review a student's file for previous record of Code violations in the dean's office and may consult with the dean of the student's college of registration. The faculty member may use the existence of previous charges in consideration of charges to be recommended.
- e. The faculty member, or other body as set forth in college policy, shall prepare a letter stating sanctions to be, applied sanctions (1), (2), or (3), or recommended, sanctions (4) or (5) or (6), (see C.1 below), one copy to the student, one copy to the dean of the college in which the course is offered, and one copy to the dean of the student's college of registration (if different).

## 2. Appeal from college action

- a. If either the charged student or the complainant is not satisfied with the decision reached through the college procedures, an appeal from the decision may be filed with the University Judicial Board. Appeal must be filed within ten school days following the decision.
- b. If either the charged student or the complainant is not satisfied with the sanction established through the college procedures, an appeal may be filed with the Vice President for Academic Affairs within ten school days following establishment of the sanction. The authority of the Vice President for Academic Affairs shall be to (1) sustain the college decision or (2) remand the matter, with recommendation, to the person or body within the college which made the decision. Following review of the Vice President's recommendation, a final and binding establishment of sanction shall be made by the person or body to which the matter was remanded.

## B. Appeal to University Committee on Academic Conduct

1. The University Committee on Academic Conduct shall consider appeals based upon a study of all relevant documents and materials considered in the college adjudication procedures and upon a hearing conducted in accord with the following:

- a. The hearing shall be convened within ten school days following receipt of appeal, provided, however, that upon timely application by one of the parties the Committee may, by majority vote, grant such extensions as it deems desirable and are accepted by both parties.
  - b. The hearing should be conducted so as to best ascertain the truth and carry out the spirit of the Code. The hearing shall be conducted in a fair and impartial manner but shall not be bound by rules of evidence or formal rules of procedure other than those set forth in this Code.
  - c. The hearing shall be open unless the charged student requests it be closed.
  - d. Each party, charged student and complainant may have one member of the University community speaking in the individual's behalf. Each party is allowed to have another person present at the hearing to provide advice and consultation but not to address the Board except at its request.
  - e. Witnesses may be presented by either party for direct examination and cross-examination.
  - f. The hearing shall be tape recorded, and the recording shall be made available to either party upon request.
  - g. If either party fails to appear when the case is called for hearing, the Committee in its sole discretion may discuss the appeal with or without prejudice to either party, bring the matter before the Committee again, or sustain the appealed decision if the charged student does not appear.
  - h. After completion of all presentations and receipt of all relevant documents and materials, the Committee shall deliberate privately and reach a decision.
  - i. An appealed decision shall be sustained when three-fifths of the members find, beyond a reasonable doubt, that the charged student has violated the Code.
2. The Committee shall prepare a written opinion ten class days after receipt of relevant documents and materials from the college or after adjournment of the hearing. One copy of the opinion shall be provided for each of the following: (1) the University Committee on Academic Conduct file, (2) the charged student, (3) the dean of the college in which the alleged breach of the Code occurred, if different, (4) the Vice President for Academic Affairs, (5) the Vice President for Student Affairs, (6) the faculty member in charge of the course or other complainant, and (7) the University Registrar, if the sanction imposed affects the student's academic record or eligibility to continue as a student.

3. The Committee shall have the opportunity to overturn the decision arrived at in a college and the resulting sanction, but it may not alter sanctions imposed if it upholds the decision of the college.
4. If either the charged student or the complainant is not satisfied with the decision of the Committee, an appeal may be filed with the Vice President for Academic Affairs within ten class days. The authority of the Vice President shall be to (1) sustain the Committee decision, thus making the decision final and binding, or (2) remand the matter to the Committee with recommendation. Following review of the Vice President's recommendation, a final and binding decision shall be made by the Committee.

### C. Sanctions

1. Sanctions may include, but are not limited to, the following: (1) warning—a written notice that continuation or repetition of conduct found wrongful may be cause for more disciplinary action; (2) censure—a written reprimand for breach of the Code, including the possibility of more severe disciplinary sanctions if there is further violation of any part of the Code; (3) repeating of relevant course requirements or lowering of grade on relevant course requirements by discounting the examination paper or other evaluation instruments in which the violation occurred in part or in its entirety in the determination of the final grade for the course; (4) administrative withdrawal from the course without claim for financial recompense; (5) suspension—ineligibility to continue in the University for a specified period of time not to exceed one calendar year; and (6) dismissal—ineligibility to continue in the University, normally with no opportunity for readmission. Sanctions of suspensions and dismissal imposed in accordance with this Code are Academic sanctions.
  - a. Sanctions at the level of (4), or (5), or (6) as identified in C.1. are to be recommended to the student's college, if different from the college in which the conduct occurred, for its action.
2. If discounting the evaluation instrument is the chosen sanction (see C.1. (3), above) either the charged student or any appeal body in these procedures may cause a letter to be placed in the University Registrar's files or attached by the Registrar to the student's transcript, such letter to provide explanatory information relative to the grade.
3. Sanctions will be imposed while the appeal is pending, unless the University Committee on Academic Conduct, upon considering a request for stay of sanction, rules that sanction is to be deferred until final decision has been reached.

### D. Secondary Sanctions

If the offense determined through the procedures above involves a violation of any local, state, or national law, a full report of all evidence and actions taken shall be

communicated to the Vice President for Academic Affairs for possible additional action. In such cases, additional sanctions may be imposed, including expulsion of the student from the University, remanding the subject to proper law enforcement officials for legal action, or other such steps as may seem appropriate and reasonable.

### Section III - ENFORCEMENT

In all cases where there has been a finding of a violation by the student, the student's college dean, or other appropriate University official, shall administer the recommended sanction.

### Section IV - THE RELATION OF COLLEGE STANDARDS TO THE OHIO NORTHERN UNIVERSITY CODE OF STUDENT ACADEMIC CONDUCT

In all respects, this Code shall be taken as stating the minimum requirements applicable in all colleges of the University. College standards may supersede this Code only insofar as they are more rigorous than this Code.

### **NURSING PROGRAM STUDENT BEHAVIOR EXPECTATIONS**

Students of Ohio Northern University are expected to act and provide safe nursing care in a professional, responsible, accountable, and honest manner at all times. A student who fails to manifest professionalism, responsibility, accountability, and/or honesty may be asked to leave the nursing program. Students are not allowed to fraternize with any patients/clients at any time or in any setting. Failure to comply with the policy on Professional Conduct and Ethical Codes of Conduct policy may be grounds for dismissal from the program.

### **NURSING PROGRAM POLICY RELATED TO STUDENT CONDUCT IN THE CLINICAL ENVIRONMENT & PROVIDE SAFE NURSING CARE**

Ohio Northern University **Nursing Program Policy of student conduct** while providing nursing care as defined by **OHIO BOARD OF NURSING ADMINISTRATIVE NURSING CODE (Rule 4723-5-12). \*\*\*\*\*Section C revised and effective Feb. 1, 2014 (last reviewed 12/19/16)**

1. A student shall, in an accurate and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall accurately and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.

5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
  - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B) (21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not:
  - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
  - a. Engage in behavior to seek or obtain personal gain at the patient's expense;
  - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
  - a. Engage in sexual conduct with a patient;
  - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - d. Engage in verbal behavior that may reasonably be interpreted as seductive or demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - a. Sexual contact, as defined in section 2907.01 of the Revised Code;
  - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body and drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances that impair the ability to practice.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11), and (C)(12), of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about the patient, for non-health care purposes other than fulfilling the student's assigned clinical responsibilities.

Prior Effective Date: 02/01/2014

Five Year Review Date: 02/26/2026

The [Ohio Board of Nursing website](http://www.nursing.ohio.gov): www.nursing.ohio.gov .

## **ETHICAL CODE OF CONDUCT IN THE CLINICAL ENVIRONMENT**

### **Ethics Policy**

The faculty of the Nursing program recognizes the American Nurses Association Code of Ethics "...as a collective expression of nursing conscience and philosophy." The faculty expects each student to use the code as a guide of general principles regarding ethical conduct to evaluate nursing action.

### **Code for Nurses**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professions and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

### **UNSAFE PRACTICE**

- An act or behavior of the type, which violates the Ohio Nursing Practice Act.
- An act or behavior, which violates *The Essentials of Baccalaureate Education For Professional Nursing Practice*.
- Any act or behavior which places in jeopardy or has the potential to threaten the physical, mental, emotional, or environmental safety of the client, a faculty member,

another student, or any other person within the settings of classroom, clinical or laboratory experiences.

- Any act, knowledge or practice for which the student is not authorized, not oriented or trained for the behavior, or where the behavior is carried out without appropriate assistance or supervision.
- Violation of confidentiality of client and/or agency information.
- Not administering medications, treatments, and care responsibly according to guidelines provided by the Nursing Program and agency.

## **NURSING PROFESSIONAL BOUNDARY STATEMENT**

It is vital to have ethical and professional boundaries between the professional roles of nurse and patient and nurse educator and student. To stay within these professional boundaries at ONU, students, nurse educators, faculty members, and teaching assistants may only accept small token gifts of no more than \$10.00. The same rule applies to area nurses regarding patients. No cash or gift cards are to be accepted. A student may not receive a gift from a patient without first checking with his or her clinical faculty or teaching assistant. Gifts of gratitude such as cards, written notes, a cup of coffee, and other token gifts can be accepted. If a group would like to honor a faculty member or teaching assistant with a more significant gift, please consider a donation to a charitable organization in that person's name.

## **NURSING PROGRAM UNIFORM REQUIREMENTS**

The uniform for students is to reflect a positive image of our profession. The basics of a positive image are good hygiene, neatness, and social and professional acceptability by clinical agencies. In addition, there are safety and infection control concerns that must be considered. Any student wearing the Ohio Northern University nametag represents our school.

- The uniform consists of the black colored scrubs with ONU logo embroidered on the top (clean and ironed) and a black scrub jacket if desired. The Ohio Northern Patch must be secured affixed to the left sleeve of your uniform. Shoes are to be all black or all white, close toed, secured at all times, clean, and good repair.
- A solid black or gray mask must be worn (small ONU logo permitted) to all clinical agencies. Students will be responsible for transporting their eye protection to all clinical experiences. PPE requirements will be followed as per agency policy.
- Artificial nails are not permitted in the facilities or agencies used for clinical assignments. Unpolished, bare nails should be kept clean, short and trimmed and not more than ¼ inch length. Gel, shellac, or regular nail polish is NOT permitted.
- Students will receive an **unsatisfactory clinical day** and be dismissed from the clinical unit for unacceptable dress. The student will be required a make up for the missed clinical time (which is determined by the clinical faculty in collaboration with the course coordinator). The makeup will not remove the unsatisfactory day.
- Students may wear one band type ring (no elevated settings), watch, and one pair of stud earrings if ears are pierced in the **lobe** of the ear only. Body art and body piercing

are not to be visible in the clinical setting, and should either be removed or adequately covered such that they are not visible.

- When going to the clinical facility for assignments, clinical observation experiences, or for clinical experiences, students must wear the appropriate student uniform and official Ohio Northern University name badge. In addition, students must have the following:
  - Watch with sweep second hand with sixty second markings
  - Bandage scissors
  - Littman Select type stethoscope
  - Pens: Black ballpoints
  - Small pocket notebook
  - No electronics are permitted in clinical agencies, including but not limited to cell phones, computers.

Hair should be a natural color (no fantasy or neon colors) neat and worn above the collar in a style becoming to the person.

Established beards are to be clean and neatly trimmed. Males without beards are to be clean-shaven. At all times during clinical experiences, students must adhere to the accepted uniform. ONU will abide by clinical agencies dress code.

Clinical site policies may be more restrictive.

### **Policy for Faculty Evaluation of Students Course Evaluation**

The methods of evaluation are described in every nursing course syllabus. The criteria for evaluation will be reviewed at the beginning of each nursing course. Should the student have a question regarding an evaluation, the student is encouraged to discuss the evaluation with the instructor.

The clinical instructor will evaluate the student's performance using the Clinical Evaluation Form. Feedback from clinical preceptors may also be obtained as a method of clinical evaluation. The form is made available to the student to read, add comments if desired, sign, and date. The Clinical Evaluation Form is then placed into the student's file at the end of each semester.

### **RESPONSIBILITIES OF FACULTY TEACHING A NURSING COURSE**

Faculty teaching a nursing course shall:

- A. Provide a syllabus or outline to each nursing student that includes:
  1. The title of the course
  2. The number of theory hours, if applicable;
  3. The number of laboratory hours, if applicable;
  4. The number of clinical hours, if applicable;
  5. The course description

6. The course objectives or outcomes;
  7. The teaching strategies including the job title, credentials or other information describing the background of an individual providing course content, whose qualifications are directly related to the course;
  8. The methods of evaluation;
  9. The name of the faculty who will be teaching the course;
  10. The name of teaching assistants that will teach the course, or provide instruction in laboratory or clinical settings, as directed by faculty; and
  11. The required textbooks and other bibliography of learning resources;
- B. Design and implement teaching strategies that will assist a nursing student to meet the course objectives or outcomes;
- C. Direct and supervise the activities of a teaching assistant, if utilized; and
- D. Evaluate each nursing student's achievement and progress with input from the teaching assistant or preceptor if utilized.
- E. Follow the guidelines, procedure and policies of ONU and the Getty College of Arts and Sciences

### **FACULTY AND INSTRUCTIONAL PERSONNEL IN A CLINICAL SETTING**

A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants, or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.

Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program.

All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience.

The faculty member providing direction shall;

1. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;
2. Communicate clinical objectives or outcomes to:
  - a. The student;

- b. The teaching assistant and preceptor, if utilized; and
- c. The staff at the clinical site;
3. Provide for orientation of each student to the clinical site, including introduction to the staff;
4. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
5. Provide for supervision of each student in accordance with Ohio Law
6. Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.

The faculty member may assign an observational experience as appropriate to meet course objectives.

The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings were necessary to ensure the safe delivery of nursing care.

The teaching assistant or preceptor providing supervision of a nursing student shall at least:

1. Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student:
2. Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
3. Clarify with the faculty member;
  - a. The role of the teaching assistant or preceptor;
  - b. The responsibilities of the faculty member;
  - c. The course and clinical objectives or outcomes;
  - d. The clinical experience evaluation tool; and
4. Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

A preceptor shall provide supervision to no more than two nursing students at any one time, providing the circumstances be such that the preceptor can adequately supervise the practice of both students.

Information regarding Nursing policies can be found at the OBN website:

[www.nursing.ohio.gov](http://www.nursing.ohio.gov).

- The Nurse Practice Act (Scopes of Practice of RN and LPN in particular)
- Chapter 5, Nursing Education Program
- Chapter 4, Standards of Practice
- Chapter 13, Delegation
  - Also, the "brochure" on Delegation and Standards
- Licensure application information

## **GENERAL POLICIES**

**HEALTH FORM.** The completed health form must be submitted to the ONU Student Health Center **before** the first day of class which has a clinical component or established date. This information is **required** before beginning clinical.

**IMMUNIZATIONS.** All students are expected to submit to the ONU Student Health Center proof of vaccination and/or immunity for all required immunizations **before** the first day of classes with a clinical component or established date. This information is **required** before beginning clinical.

The health form lists the following requirements:

DPT (Must be within last 10 years)

Mantoux Test (chest x-ray if positive result)

Two Step #1 Date

#2 Date

Varicella Zoster (Chicken Pox) (2), proof of immunity by titer

Measles-Mumps-Rubella (MMR)

First (childhood)

Second

Hepatitis B

First injection

Second injection

Third injection

If no Hepatitis B vaccination given, refusal at the bottom of the Health Form must be signed.

The routine flu vaccination is required for all clinical rotations. Facility protocol will be followed. Students will be notified of the dates the vaccine is available at the Health Center the beginning of fall academic term.

The Mantoux is an annual requirement. It is the student's responsibility to maintain a current Mantoux test. A copy of the test results must be submitted to the ONU Health Center and the Director of Nursing. The course/clinical faculty will request proof of current test results

**COVID-19 Vaccine:** In addition to routine vaccination requirements to participate in clinicals, nursing students must provide proof of COVID-19 vaccination to our clinical partners. Religious and medical exemptions are not accepted by all clinical partners. Therefore, an up-to-date COVID-19 vaccination status is required to guarantee participation in the clinical experiences that are necessary to progress in the program and graduate.

**If students have not submitted the Ohio Northern University Nursing Program Record of Physical Examination/Immunizations, CPR certification, background check, and negative drug screening report the student will not be permitted to participate in the clinical experience, and will also receive an unsatisfactory for the time missed.**

**ACADEMIC DISHONESTY.** Academic dishonesty reflected by cheating, plagiarism, and falsifying records may be grounds for dismissal from the nursing program. The Nursing Program accepts and supports the Ohio Northern University College of Arts and Sciences Code of Academic Student Conduct policy on academic dishonesty.

**Absences (Classroom/Clinical).** Excused absence for illness or funerals of family members follows the University Policy. Absence from class and/or clinical may affect the student's grade and ability to pass the course. Absences of greater than 10% of clinical and/or class time may result in course failure. Class or clinical absence for extenuating circumstances will be reviewed with the course faculty member and the Director of Nursing.

### **CANCELATION OF CLINICAL EXPERIENCE**

Nursing follows ONU's policy for severe weather. The course coordinator of clinical nursing courses in conjunction with the Director of Nursing and clinical faculty will make the determination to cancel the clinical experience for severe weather. At the beginning of each clinical nursing course, the course coordinator will develop a plan/procedure for student notification.

**PROCEDURE FOR REPORTING ABSENCE.** When absence from any assigned clinical/lab session is necessitated, immediately phone the instructor and leave a message including your name, phone number, date, and time of call.

- In the event you are unable to reach the instructor, call the Nursing office (419-772-3944) and leave the message as well as the clinical/lab instructor's name. **If the clinical/lab site is on campus, follow the above procedure.**
- If the clinical/lab site is off campus, contact the assigned **agency first**, and then follow the above procedure. On return to clinical/lab session, the student must plan clinical/lab session make-ups with the clinical/lab instructor. Failure to notify the clinical unit and instructor of lateness or absence will result in an unsatisfactory clinical day. All clinical and laboratory absences must be made up at the discretion of the nursing faculty and consultation with the Director of Nursing.

**CPR CERTIFICATION.** You will be required to be CPR Certified by the American Heart Association (Healthcare Provider). AHA is the only universal approved course for clinical institutions. Proof of CPR must be submitted to the Nursing Program prior to the first day of clinical. Renewal is **every two years**, and is the responsibility of every student to maintain current proof of CPR and submit a copy to the Nursing Office. The course/clinical faculty will request to see proof of CPR.

**If proof of CPR has not been submitted to the Nursing Program the student will not be able to participate in the clinical experience, and will receive an unsatisfactory for the time missed.**

### **WRITTEN PAPERS**

APA format is required for written papers in the Nursing Program. The following is the source: *American Psychological Association (Current Issue). Publication Manual of the*

*American Psychological Association (Current Ed.).* Washington, DC: American Psychological Association.

**CODE OF ACADEMIC STUDENT CONDUCT.** Nursing follows the College of Arts and Sciences Student Conduct Policy. In addition, the students in the Nursing Program are expected to follow the American Nurses Association Code of Ethics (is in your student handbook) and Chapter 4723-5-12 of the Revised Code (also in your student handbook) as standards for safe nursing care.

**CLINICAL AGENCIES.** Clinical experiences are arranged in various agencies. Transportation is the student’s responsibility. Clinical times and sites will vary. Students will be required to travel to the clinical agencies. The Nursing Program at Ohio Northern University reserves the right to make final decisions regarding clinical site assignments.

**GRADING SYSTEM.** The grade scale, which determines the letter grade assigned for all Nursing courses, is as follows:

92-100%.....	A
83-91%.....	B
75-82%.....	C
68-74%.....	D
Below 68%.....	F

**“C” grading criteria is applied to nursing courses. Students must achieve a “C” or higher to be considered a passing grade. Students must pass testing in the course with a 75% or greater average in order to be successful in the course (even if overall total points for the course exceed 75%). No rounding of grades will be performed.**

**ILLNESS.** If a student becomes ill during class, the student needs to make the instructor aware. The student has the option to use the Student Health Services available to all students on Ohio Northern University campus.

**Illness at the clinical site.** The student must notify the clinical instructor if he/she becomes ill during the clinical experience. It is the student’s option to return to campus and use Student Health Services or seek other medical treatment at his or her own expense.

Any major changes in health status **MUST** be reported to your advisor and clinical instructor and may require having another physical examination or written consent from a health care provider to continue the program and clinical experience.

Students who are injured in the clinical agency are to inform the clinical instructor and may report to the Student Health Service. However, it is not required and a student may go to a doctor of his or her own choice at his or her own expense.

**STUDENT HEALTH INSURANCE.** It is recommended that all students who attend Ohio Northern University have health insurance coverage from an American Insurance Co.

**EXTEND A PAW:** Nursing students are encouraged to give back to the community and embrace civil engagement. All nursing students must participate in Extend a Paw volunteer hour. **Twenty Extend a Paw hours are required prior to graduation. Completed documentation must be submitted for hours to be counted. Annual documentation must be submitted by April 15th.**

Note: Extend-a-Paw hours may be required for some nursing courses.

### **COURSE and CLINICAL EXPECTATIONS:**

1. Students are expected to perform all previously learned skills satisfactorily and to apply knowledge from previous courses to care of the client in the clinical settings.
2. Students are required to follow agency policies and procedures and to seek faculty guidance as questions arise.
3. Students are enrolled in a professional program and are responsible and accountable for safe clinical performance, which includes confidentiality of patient/client and agency information.
4. Satisfactory clinical/lab performance is required for the student to pass the course.
5. The student will be required to make-up as determined by the instructor all unsatisfactory labs. The make-up lab, however, will not erase the original unsatisfactory clinical lab. Multiple unsatisfactory labs may result in course failure.
6. The faculty will determine whether a student's clinical conduct and actions are appropriate to the welfare of the client. Should it be determined that a student's conduct in clinical has been observed to be detrimental to health and safety of the client or others in the setting, the faculty may dismiss the student from the clinical.
7. An unsatisfactory clinical day may result in clinical failure of the course with a grade of F. A student may receive an unsatisfactory clinical day due to lack of professional behaviors and communication with client, staff, colleagues, and/or faculty. If the student receives two unsatisfactory clinical days or an overall unsatisfactory clinical evaluation of written work, client care, or professional conduct, the student may receive a clinical failure and a course grade of F for the semester regardless of the didactic grade.
8. One unsatisfactory clinical day due to unsafe to potentially unsafe action(s), which includes confidentiality of all patient/client and agency information may result in clinical failure.
9. Lack of preparation will be cause of an unsatisfactory clinical day. If a student receives an unsatisfactory clinical day due to lack of preparation, the student may be required to complete additional work (this may include lab practice) within a designated time frame.
10. Weekly clinical evaluations will be completed by the clinical instructor and are to be read and initialed by the student each week. Students are encouraged to make an appointment to meet with faculty when questions arrive. Midterm and final conferences with the clinical faculty are required.
11. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student. (May result dismissal from the program)

12. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impair ability to practice.
13. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
14. "A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of physical or mental disability". (ORC Rule 4723-5-12 (16))

## CONTROLLED SUBSTANCE POLICY

### Alcohol

If a student (during nursing clinical experience) exhibits signs or behaviors of alcohol consumption, the student will be asked to leave the clinical area. Student will receive an Unsatisfactory for the clinical experience. Student may be dismissed from the nursing program. Student will be informed not to drive. The Nursing Program follows ONU's policy on Alcohol. Refer to the University Student Handbook.

In addition, to meet clinical agencies requirement all Nursing students will have **routine drug screening every six months (e.g. September & March)** when in courses or preparing for courses with clinical experiences. In the event of a diluted or positive test result, the student may refute the results by:

- a. Providing verification of prescribed medication that may result in a positive result
- b. Retest at the student's expense; and provide the results to the Director of Nursing
- c. In the event of a second positive test result the student **will be** dismissed from the program.

### *Illegal Drugs*

If a student (during nursing clinical experience) exhibits signs or behaviors of use of illegal drugs, the student will be asked to leave the clinical area. Student will receive an Unsatisfactory for the clinical experience. Student will be informed not to drive. Student is required to have a **negative drug screening (at the student's expense)** before returning to clinical experience(s). If the drug screening is positive, the student may not return to the clinical experience, **which will result in dismissal from the program.** Nursing follows ONU's policy on illegal drugs.

It is the recommendation/requirement of the Nursing Program the student seeks help and advice from the University physician, a physician of their choice, or the University Counseling Center.

Any evidenced conduct of misuse or abuse of any drug (alcohol, controlled substance, or dangerous drugs) will result in charges brought through the Student Conduct process.

The Division of Student Affairs offers programs on alcohol and other drug use and prevention to the entire University community.

A drug is any chemical that changes the mental state and that is used for that effect by a person. Drugs include, but are not limited to, alcohol, tobacco, prescription medication, controlled substances, other legal drugs, illicit drugs, such as cannabis, cocaine, heroin or

methamphetamines, and other substances such as gasoline, fluorocarbons and anabolic steroids.

**COURSE EVALUATION-** Students will be given the opportunity to evaluate the course, the clinical experiences, and the faculty at the end of each nursing course in an anonymous manner. The information from the evaluation is to be used by the instructor as a guide for improvement of the course.

**CRIMINAL BACKGROUND CHECK-** All students are required to maintain on file official documentation for criminal background checks in the Nursing Office, Mathile 124. Prior to the first clinical course and annually, State and Federal background check results must be received and on file for students to attend any clinical experience. Students are required to pay for the costs of the background checks. Students must sign a waiver to have the criminal background check results sent to Nursing. State background checks must be completed annually.

### **COURSE DESCRIPTION**

There will be three bracketed number after the title of the course; first number is the number of class/lecture hours per week, second number is the campus lab hours per week (if no campus lab hours then a zero will be placed), third number is the number of clinical hours per week (if no clinical hours then a zero will be placed).

Example (2-0-0) means two lecture hours, no campus lab hours, no clinical hours.

#### **1101 -Professional Concepts (1+0+0)**

1 Credit

An entry level course that introduces students to concepts, theories and issues relevant to the nursing profession. The dynamics of the evolving role of nursing professional ethics and selected historical events and figures are discussed. Introduces conceptual framework of the nursing curriculum.

Enrollment is restricted to nursing majors. Offered spring semester. Must be enrolled in one of the following Fields of Study: Nursing.

#### **2101 -Physical Assessment (2+3+0)**

3 Credits

Aspects of routine well-adult health assessment and physical examination are presented and demonstrated. Nursing techniques of inspection, palpation, percussion and auscultation are demonstrated and practiced. Emphasis is placed on differentiating normal from abnormal findings.

Therapeutic communication techniques and caring behaviors are integrated with assessment skills.

Enrollment is restricted to nursing majors. A lab fee is charged. Offered fall semester. Prerequisite(s): (NURS 1101 Minimum Grade of C and BIOL 2311 Minimum Grade of C and CHEM 1201 Minimum Grade of C) Co-requisite(s): BIOL 2321. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Critical and Creative Thinking.

#### **2201 –Pathophysiology (3+0+0)**

3 Credits

The basis of human diseases and disorders and the interaction of environmental, biological, behavioral, and pharmacologic consequences to the disease process. Microbiological concepts applied to the understanding of normal and pathological body processes. Emphasis on the effects of degenerative,

metabolic and neoplastic diseases and disorders occurring in the following body systems: immunologic, nervous, hematologic, cardiovascular, respiratory, endocrine, gastrointestinal, reproductive, skeletal, integumentary and special senses. Offered spring semester. Prerequisite(s): (NURS 2101 Minimum Grade of C and BIOL 2321 Minimum Grade of C). Co-requisite(s): NURS 2301 and NURS 2501. Must be enrolled in one of the following Fields of Study: Nursing.

### **2301 -Fundamentals of Nursing (2.5+3+6)**

5 Credits

Foundation of fundamental nursing skills and related concepts basic to safe clinical practice. Concepts will be applied to nursing care in selected settings. Application of the nursing process for beginning clinical practice will be emphasized. Documentation, use of concept maps, health adaptation, teaching, learning and therapeutic communication are emphasized to promote development of nursing judgment. Basic concepts of drug therapy are introduced. Evidence based practice is explored in the clinical experience. Enrollment is restricted to nursing majors. Offered spring semester. Prerequisite(s): (NURS 2101 Minimum Grade of C and BIOL 2321 Minimum Grade of C). Co-requisite(s): NURS 2201, NURS 2501. Must be enrolled in one of the following Fields of Study: Nursing.

### **2501 -Pharmacology (3+0+0)**

3 Credits

Principles of pharmacology including pharmacokinetics, pharmacodynamics, drug interactions, common side effects and the misuse of medications. Selected drug classifications related to the neurological, circulatory, respiratory, endocrine, immune, gastrointestinal and urinary systems and processes. Offered spring semester. Prerequisite(s): (NURS 2101 Minimum Grade of C and BIOL 2321 Minimum Grade of C). Co-requisite(s): NURS 2201, NURS 2301. Must be enrolled in one of the following Fields of Study: Nursing.

### **3101 -Medical Surgical Nursing I (2.5+3+6)**

5 Credits

Builds on the concepts of Fundamentals of Nursing. Acquisition and application of nursing knowledge and nursing skills with adult clients and their families who are experiencing acute and chronic health alterations in selected clinical settings. Clinical judgment, nursing process, health adaptation, teaching-learning and therapeutic communication are emphasized. Evidence based practice is integrated into this clinical experience. Offered fall semester. Prerequisite(s): (NURS 2301 Minimum Grade of C and NURS 2501 Minimum Grade of C and NURS 2201 Minimum Grade of C). Co-requisite(s): NURS 3231, NURS 3301. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Scientific and Quantitative Literacy.

### **3231 -Older Adult Nursing (2+0+0)**

2 Credits

This course applies knowledge and the nursing process in caring for the gerontological population in selected settings and focuses on issues related to the phenomenon of aging. Gerontological nursing models are explored. Exploration of ethical issues related to aging and concepts of research in aging. Evidence based practice is applied. Offered fall semester. Prerequisite(s): (NURS 2301 Minimum Grade of C and NURS 2501 Minimum Grade of C and NURS 2201 Minimum Grade of C). Co-requisite(s): NURS 3101, NURS 3301. Must be enrolled in one of the following Fields of Study: Nursing.

**3301 -Transcultural Healthcare (2+0+0)**

2 Credits

To broaden an understanding and perspective of health and illness of differing sociocultural populations. Transcultural health care will introduce cultural influences which affect an individual's attitude toward institutional healthcare and the use thereof, and will identify culturally competent nursing interventions for the professional nursing student. Examines culturally based beliefs and values, preventive and therapeutic health practices and caring behaviors in diverse cultural and ethnic groups. Classroom and experimental activities address cultural assessment, awareness and competence. Offered fall semester. Prerequisite(s): NURS 1101 Minimum Grade of C. Co-requisite(s): NURS 3101, NURS 3231. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Diversity-Human Interaction, Integration Across Disciplines.

**3351 -Nursing Research 1 and Informatics (3+0+0)**

3 Credits

Historical developments and methodologies of nursing research as it relates to nursing practice. Development of an understanding of the research process and research proposals. Interpretation of research reports and critiquing research literature. Exploration and examination of computer technology, basic information systems, and the use of cyber technology as it relates to a variety of health care environments and nursing practice. The impact of these technologies on nursing clinical practice, nursing administration, education and research are discussed. Offered spring semester. Prerequisite(s): NURS 3231 Minimum Grade of C and (NURS 3101 Minimum Grade of C or NURS 310 Minimum Grade of C) and (NURS 3301 Minimum Grade of C or NURS 303 Minimum Grade of C) and (STAT 1561 Minimum Grade of C or STAT 156 Minimum Grade of C or STAT 142 Minimum Grade of C). Co-requisite(s): NURS 3441, NURS 3501. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Scientific and Quantitative Literacy.

**3441 -Mental Health Nursing (2+0+4)**

3 Credits

The acquisition and application of new knowledge of mental health nursing. The use of the nursing process with clients experiencing mental health alterations in selected care environments. Gain skill, refine therapeutic communication techniques, and work with clients and family members in promoting therapeutic interpersonal relationships. Evidence based practice is applied in this clinical experience. Offered spring semester. Prerequisite(s): (NURS 3101 Minimum Grade of C and NURS 3231 Minimum Grade of C and NURS 3301 Minimum Grade of C). Co-requisite(s): NURS 3351 NURS 3501. Must be enrolled in one of the following Fields of Study: Nursing.

**3501 -Nursing Care of the Developing Child and Family (3.5+0+6)**

5 Credits

Application and acquisition of knowledge development in the specialty area of maternity and pediatric nursing. Emphasis will be placed on nursing process, teaching/learning and health promotion and health maintenance in these populations. Students will care for clients in a variety of settings. Evidence based practice is applied in this clinical experience. Enrollment is restricted to nursing majors. Offered spring semester. Prerequisite(s): (NURS 3101 Minimum Grade of C and NURS 3231 Minimum Grade of C and NURS 3301 Minimum Grade of C). Co-requisite(s): NURS 3351, NURS 3441. Must be enrolled in one of the following Fields of Study: Nursing.

**3801 -Topics in Nursing**

1 to 4 Credits

The practice and principles of specialized topics in non-acute nursing care. Topics include but are not limited to oncology, nursing care, end of life nursing care and neurological nursing care. May be repeated as the topic varies. Enrollment is restricted to nursing majors. Prerequisite(s): NURS 3101 Minimum Grade of C. Must be enrolled in one of the following Fields of Study: Nursing. This course is repeatable.

#### **4101 -Community Health Nursing (2.5+0+6)**

4 Credits

Nursing care and public health principles for families and communities. Introduction of health care policy. Epidemiology, health promotion and prevention strategies and interventions are presented. Health promotion (primary, secondary, tertiary prevention) is emphasized along with emerging community health issues and nursing interventions. Clinical leadership and management roles are explored. Evidence based practice is integrated into this clinical experience. Offered fall semester. Prerequisite(s): (NURS 3351 Minimum Grade of C and NURS 3501 Minimum Grade of C and NURS 3441 Minimum Grade of C). Co-requisite(s): NURS 4201, NURS 4401. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Informed Ethical Responses.

#### **4201 -Leadership and Management in Nursing (2+0+0)**

2 Credits

Leadership and management theory/principles for professional nursing practice in key leadership and management areas. Health care policy, finance and regulatory environments are discussed. Current issues and trends (national, state, and local) in nursing and health care illustrate the practical application of leadership/management theory to practice and create a framework to identify, explore and analyze issues. Offered fall semester. Prerequisite(s): (NURS 3351 Minimum Grade of C and NURS 3501 Minimum Grade of C and NURS 3441 Minimum Grade of C). Co-requisite(s): NURS 4101, NURS 4401. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Informed Ethical Responses.

#### **4351 Nursing Research 2 (3+0+0)**

3 credits

Expounding upon NURS 3351, this course is designed to explore the role of the nurse in research applications, research methods, and evidence-based care of clients. Focus will be on discussion of varied research methods, literature review and the writing process, project selection and development, review of the institutional review board (IRB) process, and professional poster preparation.

#### **4401 -Medical Surgical Nursing II (2.5+3+6)**

5 Credits

Builds on concepts on previous clinical courses. Emphasizes the role of the Baccalaureate nurse in the care of the adult with acute and chronic illness across the lifespan. This course will combine complex medical surgical topics specific to the adult client. Uses the nursing process, clinical judgment principles and leadership experiences to coordinate and plan care for patients in acute care settings. Evidence based practice is integrated into this clinical experience. Offered fall semester. Prerequisite(s): (NURS 3351 Minimum Grade of C and NURS 3441 Minimum Grade of C and NURS 3501 Minimum Grade of C and BIOL 2151 Minimum Grade of C) Co-requisite(s): NURS 4101, NURS 4201. Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Effective Communication Non-Writing.

#### **4801 -Topics in Nursing**

1 to 4 Credits

The practice and principles of specialized topics in nursing care in acute settings. Topics to be covered include but are not limited to emergency/urgent nursing care and ICU nursing care. May be repeated as

the topic varies. Enrollment is restricted to nursing majors. Prerequisite(s): NURS 4401 Minimum Grade of C. Must be enrolled in one of the following Fields of Study: Nursing. Unlimited repeats permitted.

**4981 -Transition to Professional Practice: Nursing Capstone (2.5+0+14)**

6 Credits

Students evaluate achievement of graduate outcomes. Integration of theory and practice. Provides direct nursing care and makes clinical judgments based on thorough assessment and evidence-based practice. Synthesis of content from previous courses. A scholarly project is required. Offered spring semester. Prerequisite(s): (NURS 4101 Minimum Grade of C and NURS 4201 Minimum Grade of C and NURS 4401 Minimum Grade of C). Must be enrolled in one of the following Fields of Study: Nursing. Course Attributes: Critical and Creative Thinking, Effective Communication Non-Writing, Effective Communication Writing.

Nursing Program Updated 3/31/21  
Example Semester Model Schedule (Reflects General Ed. & Support Courses)

Fall	Credits	Spring	Credits
ENGL 1221 Writing Seminar	3	NURS 1101 Professional Concepts (1T)	1
CHEM 1201 Chemistry for the Health Sciences	5	BIOL 2361 Anatomy & Physiology I (T) BIOL 2461 Anatomy and Physiology 1 (L)	3 1
TREX 1001 Transitions Experience	3	Fine Arts	3
BIOL 1151 Medical Terminology	1	CAMS 1301 Presentational Speaking or CAMS 2321 Group Dynamics and Team Interaction or CAMS 2331 Health Communications	3
BIOL 1131 Principles of Human Biology	4	Humanity (3 of 4) (Religion, History, Philosophy, Literature)	3
		PSYC 1001 Psychology	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>

Fall	Credits	Spring	Credits
NURS 2101 Physical Assessment (2T, 3L)	3	NURS 2301 Fundamentals (2.5T, 3L, 6C)	5
BIOL 2371 Anatomy & Physiology II (T)	3	NURS 2501 Pharmacology (3T)	3
BIOL 2471 Anatomy and Physiology II (L)	1		
BIOL 2151 Microbiology for Nurses	3	NURS 2201 Pathophysiology (3T)	3
STATS 1561 Statistics for Professionals 1	3	Diversity Seminar – *Gen Ed Requirement	3
PSYC 2151 Developmental Psychology	3		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14</b>

Fall	Credits	Spring	Credits
NURS 3101 Medical Surgical Nursing 1 (2.5T, 3L, 6C)	5	NURS 3501 Nursing Care of the Child and Developing Family (3.5T, 6C)	5
NURS 3231 Older Adult (2T)	2	NURS 3351 Nursing Research & Informatics (3T)	3
NURS 3301 Transcultural Health (2T)	2	NURS 3441 Mental Health Nursing (2T, 4C)	3
BIOL 2531 Nutrition	3	Humanity (3 of 4) (Religion, History, Philosophy, Literature)	3
Humanity (3 of 4) (Religion, History, Philosophy, Literature)	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>

Fall	Credits	Spring	Credits
NURS 4401 Medical Surgical Nursing II (2.5T, 3L, 6C)	5	NURS 4981 Transition to Professional Practice: Nursing Capstone (2.5T, 14C)	6
NURS 4101 Community Health Nursing (2T, 4C)	3	NURS 4351 Nursing Research 2 (3T)	3
NURS 4201 Leadership and Management (2T)	2	Elective	3
Elective	3		
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>12</b>

\* T= Theory hours, L= Lab course, C = Clinical hours

There are 120 credit hours listed (54 credit hours in nursing and 66 credit hours of other required courses outside the major). All General Education, Arts & Sciences and Nursing major requirements must be fulfilled.

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