Heidelberg
UNIVERSITY

Nursing Student Handbook

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WELCOME TO THE HEIDELBERG NURSING PROGRAM

Dear Nursing Students,

The Heidelberg Nursing Program is designed to prepare you to think deeper and broader in order to identify health issues, solve problems, and address concerns of a specific or community population in need of care. The post-licensure nursing coursework offers flexibility through the asynchronous online format and convenient clinical arrangements. These nursing courses also provide flexibility for busy working nurses and/or individuals with families.

Due to the nature of the Bachelor of Science in Nursing degree (BSN), the 400-level nursing courses are shared by the post-licensure 1-2-1 students the RN-BSN nursing students. This variety of students will provide for diverse worldviews and richness of knowledge to share.

The BSN degree is specifically planned so you can build on knowledge from the liberal arts and from professional nursing education to expand your potential as a leader in the healthcare arena. Your education here will focus on improving leadership skills for managing nursing teams, departments, and healthcare organizations through quality initiatives and innovation.

The program is designed to inspire you to use your expanding knowledge to create groundbreaking changes and disseminate new information as agile professional and interprofessional advocates for patients and the larger global community. This program is designed to help you think more critically and act thoughtfully in order to serve globally.

Welcome to Nursing at Heidelberg! I am so glad you're here!

Karen Estridge, DNP, RN
Nursing Program Director

HANDBOOK

This Heidelberg University Undergraduate Catalog, Planner & Handbook, and this Nursing Program Handbook reference policies, procedures, and general information to assist students so they can successfully navigate through the nursing program to the BSN degree. This handbook discusses the various policies and offers information regardless of pathway (1-2-1 Pre-nursing or Post-licensure pathway). This handbook is updated annually. Communication will be timely if changes to this handbook affect enrolled students. Heidelberg University students may also access the undergraduate catalog and student handbooks for updates through the University website.

UNIVERSITY MISSION

Heidelberg University is a community of learning that promotes and nurtures intellectual, personal and professional development, leading to a life of purpose with distinction.

UNIVERSITY VISION

Heidelberg will be a welcoming, student-centered university where in-class and out-of-class learning is seamless and continuous. Both the undergraduate and graduate curriculums will effectively integrate liberal arts and professional preparation across disciplines to prepare our students to be global citizens who think critically, communicate effectively, and serve thoughtfully.

NURSING MISSION

The mission of the nursing program is to cultivate a community of learning that nurtures intellectual, personal, and professional development. This development of individuals promotes lifelong learning and preparation for living a life of purpose and distinction.

NURSING PHILOSOPHY AND CORE VALUES

The philosophy of the nursing program aligns with the mission and goals expressed by Heidelberg University. The nursing program integrates the liberal arts education tradition to equip nurses with skills needed to lead professional and interprofessional teams, and organizations in a variety of settings. Based on trust, promoted through **integrity** and demonstrated as acts of **advocacy,** an expectation of caring and compassion for human existence is valued.

Advancing the science of nursing improves the health of all individuals. Through **innovation** and creativity, the program goal is to educate individuals to become **agile leaders** in nursing who easily adapt and promote health for individuals, families, and populations of the world. The nursing program is committed to offering opportunities that prepare students to become global citizens who communicate effectively, think critically, serve thoughtfully, and champion social justice.

Nursing is an academic discipline, a practice profession, and a champion of interprofessional **collaboration**. Professional nursing incorporates the nursing metaparadigms that include person, environment, health, and nursing. The metaparadigm of person focuses on the individuality of the recipient of care. The metaparadigm of health refers to the person's level of wellness or quality of life. The environment is simply the point of care. Nursing references the knowledgeable, willing caregiver.

Professional values to be conveyed include patient **confidentiality** to respect privacy and self-determination, **punctuality** to build trust, **personal appearance** to display professionalism, and

projected sense of service through use of self to address the whole person with physical, psychological, social, or spiritual needs. These core values are consistent with the AACN.

Core and Professional Values

Core Program Values	Professional Values
Innovation	Confidentiality
Collaboration	Punctuality
Leadership	Personal appearance
Integrity	Projected sense of service
Agility	
Advocacy	

AACN Essentials For Baccalaureate Nursing

This nursing program is not yet accredited, but the process began Fall 2019. This post-licensure curriculum follows the AACN Essentials for Baccalaureate Nursing Education programs found online at https://www.aacnnursing.org/Portals/42/Publications/BaccEssentials08.pdf.

PROGRAM OUTCOMES FOR STUDENT LEARNING

Upon completion of the undergraduate nursing program, the student will be able to:

1. Navigate complex nursing practice situations through integration of concepts, skills, and the values of humanism from a liberal education.
2. Lead transformative care for patients across the lifespan by minimizing risk, fostering quality improvement, and stimulating innovative initiatives.
3. Appraise theory-guided research to identify practice issues and support adoption of best practices in the delivery of patient care.
4. Provide efficient patient care using scientific technologies and information management systems to identify health alterations and complex care needs in a variety of healthcare settings.
5. Advocate for policy, finance, and regulation changes that foster improved processes for patient care in local and global health care delivery systems.
6. Communicate for collaboration across healthcare professions to provide comprehensive patient-centered care.
7. Employ principles of prevention and health promotion to provide culturally competent care to individuals, families, communities, and populations.
8. Apply personal values, learning values, and professional values that promote innovation, quality improvement, and a culture of excellence in professional nursing practice.
9. Provide comprehensive care to diverse recipients across the continuum of healthcare environments using elements of baccalaureate nursing education, professional standards, and principles of social justice.

TEACHING – LEARNING

Education is delivered via a mix of seated and online learning environments conducive to learning through flexibility and challenges to the student's knowledge base. The responsibility for learning belongs to the student, is and aided by meaningful, supportive instruction through clarity of instructions, availability and responsiveness of faculty, and respectful interactions between faculty, students, and peers. An environment is created in which students can freely ask questions, expand their knowledge base, and develop new critical and creative thinking patterns that promote leadership and innovation.

COMMUNICATIONS

It is best for students to be diligent in communicating with faculty regarding assignments, due dates, submissions, clinical experiences, or shareable personal situations that may impede progress in a course.

The faculty are accessible via email, cell phone, or office phone. Expected responses to emails will be dependent on the time sent. For instance, an email sent to faculty outside of normal University hours may delay faculty response until the next business day, which consequently postpones responses over weekends or holidays. For urgent needs however, cell phone texting may be accepted within posted hourly parameters per course faculty. Respect for personal time and normal waking hours is expected. The Program Director will maintain a campus office Monday- Friday for scheduled appointments and/or walk-in visits. Office hours are posted on the office door for scheduled office presence.

Virtual office hours will be posted in the syllabus of each course, as well as on the Canvas Learning Management System for students to log in to see and talk with faculty. In addition, private virtual office hours or phone conversations may be arranged based on student needs and faculty schedules.

PROGRAM DESCRIPTIONS

The Bachelor of Science in Nursing Degree is a generalist degree administered by the Nursing Program within the School of Health Sciences, Behavioral, and Natural Sciences.

1. **1-2-1 Pre-licensure Consortial Pathway**. The partnership with Terra State Community College via the 1-2-1 Consortium leads to a BSN degree. Per the consortial agreement, transcripts and financial records are maintained by Heidelberg University, the home institution. The first-year students are considered *pre-nursing or nursing candidates* at Heidelberg. Upon admittance, students then study as *pre-licensure* nursing students for years 2 and 3 at Terra State Community College. The consortium allows for seamless articulation from the AAS degree to the BSN pathway. Licensure or deemed as eligible to take the RN-NCLEX examination is required for students to enter into the online portion of *post-licensure BSN* coursework. Students within the 1-2-1 Pre-licensure program will receive an AAS degree from the consortial school.

2. **RN-BSN Completion Pathway.** This pathway is designed for practicing registered nurses to earn their BSN degree, following met prerequisites for entry and degree requirements. These nurses are licensed individuals who have earned an associate degree in nursing and desire a BSN degree.

HYPE REQUIREMENTS

1-2-1 Pathway: First year only
1. Attend 4 of the 6 HYPE *speakers* in the first year on campus and attend 10 *sessions* with at least 1 in each area of the HYPE Skills: Communication, Collaboration, Conflict Management, Values, Job Search Skills, and Work Styles

Transfer/CCP Students with Minimum Once Semester
Students attending Heidelberg for ONE semester prior to transitioning to Terra State Community College must attend 2 speakers and 5 sessions of HYPE. Please see sessions in #2 above.

1-2-1 (years 2, 3, 4) and RN-BSN Pathway students may attend HYPE events as schedules allow.

PATHWAY CURRICULA

BACHELOR OF SCIENCE IN NURSING: 1-2-1 PATHWAY
Nursing Candidate: Pre-Nursing Courses (Heidelberg)

YEAR 1

FALL		**SPRING**	
Semester A		**Semester B**	
Title	**Credits**	**Title**	**Credits**
BIO 121 Anatomy and Physiology I	4	BIO 122 Anatomy and Physiology II	4
CHM106 Allied Health Chemistry I	4	CHM107 Allied Health Chemistry II	4
WRI101 College Writing II	3	COM245 Interpersonal Communications	3
MTH119 Statistics	3	PHI 216/217 Ethics (H)1	3
HSC150 Medical Terminology	2	PSY 101 General Psychology	3
HEI101 AIM Hei	1	HEI102 AIM Hei	0

Pre-Licensure Nursing Courses (Terra State Community College)

YEAR 2

Semester 1		**Semester 2**	
Title	**Credits**	**Title**	**Credits**
NUR 1160 Foundations in Nursing	3	NUR 1180 Psych/Mental Health Nursing	1
NUR 1163 Found. in Nursing - Clinical	2	NUR 1183 Psych/Mental Health - Clinical	1
NUR 1165 Found. in Nursing – Lab	1	NUR 1170 Adult Health Nursing I	3
NUR 1150 Clin. Judgment in Nursing	2	NUR 1173 Adult Health Nursing I - Clinical	2
BIO 1720 Microbiology (TSCC)	3	NUR 1175 Adult Health Nursing I - Lab	1
BIO 1725 Microbiology Lab (TSCC)	1	PSY 1360 Life Span Psychology	3
Humanities (H) / Fine Arts (F) FA/2	3		

YEAR 3

Semester 3		**Semester 4**	
NUR 2300 Adult Nursing II	3	NUR 2400 Adult Nursing III	3
NUR 2303 Adult Nursing II Clinical	2	NUR 2403 Adult Nursing III Clinical	3
NUR 2100 Maternal Newborn Nursing	1	NUR 2500 Nursing Care of Complex Patients	3
NUR 2103 Matern. Newborn Clinical	0.5	NUR 2505 Nur. Care of Complex Patients Lab	1
NUR 2200 Nursing Care of Children	1	FA/H3 300/400 -HU	3
NUR 2205 Nurs. Care of Child. Clinical	0.5	SPH 1250 Foreign Language or Elective	4
FA/H3 300/400 -HU	3		
SPH (TSCC)1150 Foreign Language	4	Associate of Applied Science Degree - NCLEX	

Post-Licensure Nursing Courses (Online – Heidelberg)

YEAR 4

Semester C		**Semester D**	
Title	**Credits**	**Title**	**Credits**
NRS 400 Theoretical Found. Nursing (W)(P)	3	NRS440 Comm., Pop. Global Hlth Clinical * (G)	3
NRS 410 Legal & Ethical Issues in Nur. (W)	3	NRS450 Interprofessional Roles Global Hlth (G)	3
NRS 420 Healthcare Tech. & Informatics (R)	3	NRS460 Health Policy & Advocacy (S)	3
NRS 430 Nursing Research & Evidence (R)	3	NRS470 Leading/Managing Healthcare Teams*	3

* includes clinical component

BACHELOR OF SCIENCE IN NURSING: RN-BSN PATHWAY

Prerequisites for Admission
Registered Nurse Licensure: current and unencumbered

Prerequisites for BSN Degree prior to Nursing Courses
(may be transferred into Heidelberg as long as the residency requirement is met).

College Composition
Statistics and/or algebra
Bio 121 and 122 (A & P) with labs
Chemistry - 2 courses, with lab (unless 2 or more years of professional nursing practice)
Microbiology
Ethics
Psychology: General, Developmental or Lifespan
Electives at the 300/400 Level (6 cr. hours, *in residence*)
General Education (32 credits or less, depending on CHM requirement)

Post-Licensure Nursing Courses Online
Two 7.5-week intensive sessions per semester; Two courses per session

Semester C	**Semester D**
NRS 400 – Theoretical Foundations of Nursing	NRS 440 – Community & Pop., Health*
NRS 410 – Legal & Ethical Issues in Nursing	NRS 450 – Interprofess. Roles in Global Health
NRS 420 – Healthcare Tech. & Informatics	NRS 460 – Healthcare Policy & Advocacy
NRS 430 – Nursing Research & Evidence App.	NRS 470 – Leadership & Managing Healthcare Teams*
. (Capstone)	* clinical courses

General Education Requirements of BSN Degree
(may be satisfied at Heidelberg or as transfer credits)

Requirement (# of courses)	Fulfilled within Nursing Curriculum
Social Science,(2)	PSY 101 or 205, NRS 460
Natural Science, (2)	CHM 106, CHEM 107, BIO 121, BIO 122 (if required)
Personal Health and Wellness (1)	NRS 400
Writing Ability (3)	WRI 101, NRS 400, NRS 410
Reading Ability, (2)	NRS 420, NRS 430
Global/Cultural (2)	NRS 440, NRS 450

Graduation Requirements and Residency

Thirty (30) residency credits must be earned at Heidelberg University.
Twenty-four (24) credits of the 30 above will be obtained in nursing courses.
Upon completion of nursing courses, 27 credits from previous nursing education will be awarded.
Electives may be taken to reach the 120 credit hours for graduation.
Students must reach 120 semester hours via transfer credit, escrow, and Heidelberg.
Please see Undergraduate Catalog for further information.

NOTE: Semesters C and D will rotate through 3 semesters year-round. Thus, course groupings are offered every other semester.

ESSENTIAL FUNCTIONS

In addition to academic performance, the nursing program assists to determine if students demonstrate soundness in mental and physical abilities to provide care to clients who depend upon them during clinicals, if applicable.   It is the student's responsible to notify the Nursing Director if deficits exist in any area of the list below. Reasonable accommodations will be provided, but adequacy in one's abilities and skills must be present for a nurse to be effective in clinical performances.

Visual   Auditory   Olfactory   Tactile   Motor   Physical
Communication   Intellectual - Conceptual   Behavioral and Social

ADMISSION POLICIES

Heidelberg University
Please follow the admission process outlined in the Undergraduate Catalog. Students must complete one year of coursework at Heidelberg in order to meet degree requirements, including HYPE.

1-2-1 Terra State Community College Admission
A minimum of ten seats per semester are reserved for Heidelberg University student applicants who meet the prerequisites and other entry requirements. Students interested in entry into the pre-licensure nursing education, administered and awarded as an Associate of Applied Science Degree by Terra State Community College, must meet Terra State Community College Admission Policy requirements. The Heidelberg nursing program director and faculty will assist students with the transition process as needed.

Applications are submitted one semester prior to entry into the nursing program, according to the annual academic calendar at Terra State Community College.   Students must:

1. Maintain a cumulative grade point average (GPA) of 2.800* or better in the following courses:
    A. Anatomy and Physiology I and II
    B. General Psychology
    C. Interpersonal Communication
    D. Introduction to Ethics or Bioethics
    E. College Writing II
    F. Microbiology
    G. Lifespan Psychology

    Items F and G are not required prior to admittance to Terra State Community College.

2. Required nursing major science courses must be completed within 5 years of application submission.
3. Students must complete the online ATI Test of Essential Academic Skills (TEAS) test if their ACT score was less than 20 or in cases when no ACT test was taken. A printed copy of scores is to be delivered to Terra State Community College. The ACT and/or TEAS test must be current within 3 years or the ATI – TEAS test is to be retaken.
4. Schedule an appointment with the Terra State Community College academic advisor to complete the nursing enrollment eligibility rubric.
5. Students who meet the above criteria will complete formal conversation with the Terra State Community College faculty prior to official pre-licensure course enrollment.

6. Prior to the faculty interview, students must provide the following:
   a. Heidelberg-Terra FERPA form
   b. FBI and BCI background checks
   c. Three recommendation forms -- one of which is to be written by a science faculty
   d. Health physical, health and immunization forms (Stoner Health and Counseling Center)
   e. Responsibilities Agreement form
   f. American Heart Association BLS certification
7. Students must *submit written confirmation* to Terra State Community College Director of Nursing when offered a seat in the program.

RN-BSN and Post-Licensure 1-2-1 Completion
Students must present the following (current) health records:
- Clean FBI-BCI check
- Documentation of Immunizations: T-dap, varicella, MMR, Hep B, TB, most recent influenza (employer records will be accepted if current)
- Current BLS card from American Heart Association
- Clean Drug Screen
- Intact Essential Functions (p. 11)
- Current, valid, and unencumbered license to practice registered nursing; or completion of an AAS degree or deemed eligible to sit for the RN-NCLEX examination.

POST-LICENSURE CAPSTONE PROJECT
Each student will complete a comprehensive project during a course of the RN-BSN and post-licensure curriculum that meets capstone requirements of Heidelberg University. Such course, "NRS430: "Nursing Research & Evidence Application" will require students to be present on the Heidelberg campus for a public presentation related to the course project. The dates for such on-campus activities will be posted during the semester of the capstone project work, or noted within the course syllabus for a future date, depending on the semester in which the student is enrolled in NRS430. A satisfactory grade of "C" must be achieved for this project to receive a passing grade in the corresponding course.

PATHWAY ADHERENCE

Pre-Nursing 1-2-1 Consortial Pathway Students
   a. The pre-nursing students will follow Heidelberg University Student Handbook and Catalog for first year pre-nursing courses and procedures prior to entering into the consortial nursing school.
   b. The cohorts must maintain knowledge of handbooks and catalogs from HU.

Pre-Licensure 1-2-1 Consortial Pathway Students
   a. The cohorts of students must follow the policies in the Terra State Community College and Nursing Student Handbook while enrolled in pre-licensure courses.
   b. The cohorts are also subject to Heidelberg University (HU) policies and procedures during the 1-2-1 BSN program.
   c. The cohorts must maintain knowledge of handbooks and catalogs from both HU and Terra State Community College.

RN-BSN and Post-Licensure Completion Pathway Students
These completion students will follow Heidelberg policies in the Nursing student Handbook and Catalog as pertinent to post-licensure nursing students. These documents describe transmission of required items such as transcripts from nursing degree program, proof of licensure, and previous higher education prerequisites.

BOARD OF NURSING – LICENSED RN STUDENTS

Post-licensure students must follow the State Nurse Practice law and rule of the state in which they reside. Students must locate, read, and abide by the administrative code from their residential state to ensure safe nursing practice and clinical accountability. The Ohio Board of Nursing provides the scope of practice, rules, and regulations from the Ohio Revised Code (ORC) 4723.
http://www.nursing.ohio.gov/Law_and_Rule.htm

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC-SARA)

Heidelberg University is a member of the NC-SARA program. Heidelberg University does not discriminate against applicants from any geographic location across the USA.   However, some states have statutes and laws that create near impossible conditions for their residents to attend an online program out of the home state. In addition, some states may prohibit nurses from practicing clinical experiences outside of their licensed state or state of education, making it impossible for students to secure healthcare facilities for clinical or project-based experiences. As a result, the Heidelberg Nursing program will not be accepting applications for distance learning from residents in the following states: *Arizona, California, Louisiana, Massachusetts, New York, Oregon, Rhode Island, and Tennessee.* This includes nurses who live in another state but desire clinicals in any of the italicized states listed above. Therefore, students of states that are approved members of National Council for State Authorization Reciprocity Agreements (NC-SARA) will be enrolled in this online program**.**

PROFESSIONAL CONDUCT and CODE OF ETHICS

ANA's *Code of Ethics for Nurses with Interpretive Statements* is the promise that nurses are doing their best to provide care for their patients and their communities and are supporting each other in the process so that all nurses can fulfill their ethical and professional obligations. It is important tool that can be used now as leverage to a better future for nurses, patients and health care. This Code is a reflection of the proud ethical heritage of nursing, a guide for nurses now and into the future.   Source:
https://www.nursingworld.org/nurses-books/code-of-ethics-for-nurses/

Nursing students are expected to follow the American Nurses Association *Code of Ethics with Interpretive Statements* (2015).

Provision 1 relates to compassion.
Provision 2 relates to the focus of the patient.
Provision 3 relates to advocacy and safety of the patient.
Provision 4 relates to the nurse's responsibility for practice, and decisions.
Provision 5 relates to the nurse's responsibility for promoting health, and maintaining integrity.
Provision 6 relates to the nurse's responsibility for mainlining ethics.

Provision 7 relates to the nurse advancing research, scholarship, and policy.
Provision 8 relates to nurses work with organizations to stand for rights, and decrease disparity.
Provision 9 relates to nurses coming together to stand for justice, integrity, and values.

Ohio Board of Nursing Conduct
(Ohio Nurse Practice Act, n.d.)

This policy relates to licensed nurses while providing nursing care. These standards are to be incorporated into practice, during and after post-licensure nursing courses.
   ➢ Rule 4723-4-03 (OAC): Standards relating to competent practice as a registered nurse
   ➢ Rule 4723-4-06 (OAC): Standards relating to practice promoting patient safety

Code of Ethics: Nine Provisions
The American Nurses Association Code of Ethics for Nurses (2015) provides nursing students (pre-licensure and post-licensure) and nurses with a guide for conduct and professionalism when providing care to others.

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

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

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

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

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

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

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

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

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

Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from
http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics-For-Nurses.html
See Appendix D for behavior expectations of nursing students.

ENROLLMENT STATUS CHANGES

Post-Licensure Leave of Absence/Readmission
Post-licensure students may take one semester off for personal or professional reasons or if taking a course at another institution. Please refer to the Heidelberg Undergraduate Catalog and the Undergraduate Student Handbook. Students who contemplate this option should contact the Nursing Program Director for assistance with future planning.

Post-Licensure Part-Time Enrollment
Post-licensure students may enroll on a part-time basis, but less than 12 credit hours in a semester may result in loss of eligibility for financial aid (if applicable). Students contemplating this option should meet with a Financial Aid Advisor for information about opportunities and changes in tuition/fees as a result of part-time status.

ACADEMIC ADVISING

Pre-nursing students admitted as first year students will work with a knowledgeable academic advisor to schedule pre-nursing courses.

Pre-licensure nursing students will work with the academic and career advisor at Terra State Community College to schedule pre-licensure coursework. Additional support and guidance for courses to enroll in the pre- and post-licensure pathways will be provided by the Heidelberg nursing program director or designated nursing faculty throughout years 2 and 3 at Terra State Community College.

Transfer pre-nursing students, post-licensure, and RN-BSN nursing students will work with the admissions counselor and program director or nursing faculty to schedule courses for the BSN degree.

GRADING SCALES

Pre-nursing students (nursing candidates) will follow Heidelberg University's grading policy.

Pre-licensure students will follow the grading policy per Terra State Community College.

Post-licensure and RN-BSN pathway students will follow the table below for 400-level nursing courses.

A	**94-100**		**C**	**74 - 76**
A-	**90 - 93**		**C-**	**70-73**
B+	**87 - 89**		**D+**	**67 - 69**
B	**84 - 86**		**D**	**64 - 66**
B-	**80 - 83**		**D-**	**60 - 63**
C+	**77 - 79**		**F**	**59 or less**

PRE-LICENSURE POLICIES AT TERRA STATE COMMUNITY COLLEGE

Once admitted to the Terra State Community College pre-licensure nursing program, students will follow the Terra State Community College *Nursing Student Handbook* for grading policies, progression policies, and procedures. Students dismissed at Terra State Community College must follow Terra State Community College policies for reinstatement into the nursing program.

POST-LICENSURE and RN-BSN COURSE ATTENDANCE AND PARTICIPATION

Weekly assignments and online presence are considered as being present in attendance. Late assignments will be awarded the grade of 0% unless prior arrangements are made with the course faculty. Attendance and presence are important for success in the program.

Two of the online courses contain a clinical component. Clinical attendance is required. If the student is to be late or miss a clinical experience, the student must call the clinical site coordinator and course faculty. Validation of the reason for a missed clinical day is expected. Clinical absences must be limited to two. Missed clinicals are to be re-scheduled to account for the credit hour requirement.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (1996)

This act, known as HIPAA, protects patient confidentiality and applies to clinical data, referencing statements on social media, lack of protection in clinical paperwork, public conversations, or lack of protection during case studies and discussion assignments. A demonstration of any of the above breaches violates HIPAA law.

Technology and Social Media
a. The social media privacy settings and content can be easily available to those outside the user's own personal settings. Institution and legal guidelines such as FERPA and HIPAA also apply the American Nurses Association.
b. Photographs or identifiable mementos from the clinical sites are absolutely prohibited.

Cell Phone Usage

Cell phone use is prohibited during clinical experiences except for emergency situations. Cell phones are to be muted and stored when at clinical settings. Cell phone messages may be checked during designated shift breaks, but otherwise are not to interfere with student learning experiences.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA or the "Buckley Amendment") guarantees a student 1) access to his or her educational record, 2) the right to challenge the accuracy of the record, and 3) the right to limit release of information from the record. Additional FERPA information can be found on the Heidelberg University website: https://inside.heidelberg.edu/offices/registrar/ferpa.

Note: Although a separate FERPA form allows sharing academic information between Heidelberg University and Terra State Community College, a separate release form is necessary for sharing health information between institutions. Nursing students are required to share health records with consortial schools and/or health facilities. Students must sign a separate consent form to release health records. The consent form is obtained and submitted at the Stoner Health & Counseling Center.

POST-LICENSURE SPECIAL CIRCUMSTANCES

The program is designed to maintain flexibility for practicing nurses in the workforce. If an individual finds the schedule of class activities to be unsurmountable, the student is encouraged to immediately speak with the course faculty member to determine a plan for successful completion.

ACADEMIC INTEGRITY POLICY

Heidelberg University values integrity in academic pursuits. It is expected that students complete their work honestly and report any known academic dishonesty. Dishonesty in any form, including identity but not limited to academic cheating or falsification of any official college record, will result in disciplinary action. Academic dishonesty includes such behaviors as the following:

a. Plagiarizing. Plagiarism is quoting from a source or using ideas paraphrased from a source without proper documentation according to standards set by your instructor. This includes internet and computer sources. Submitting another person's work as your own is plagiarism. (See Appendix A.)
b. Giving or receiving assistance during an exam (pre-licensure).
c. Using unauthorized materials during an exam (pre-licensure).
d. Acquiring copies of an exam illegally (pre-licensure).
e. Stealing materials from another person's possession, computer files, or using stolen materials.
f. Using other dishonest methods to complete coursework.
g. NOTE: students may not use one paper from a previous course to build for another course or project without expressed consent of the course faculty.

Disciplinary sanctions vary. Policies in the University Student Handbook will be followed.

Progression requirements: Students in pre-nursing and pre-licensure must maintain a 2.8 GPA; Post-licensure students must maintain a minimal 2.5 GPA. A grade of "C" or higher must be earned in all required curricular courses as listed on pp. 8 and 9 of this handbook as applicable to each pathway. Some courses may be repeated if a grade less than "C" was earned. Students are advised to make an appointment with the academic advisors for assistance, if less than "C" was earned in a course.

RETENTION POLICY

Heidelberg University Pre-nursing Pathway Policy on Retention
Refer to the Undergraduate Catalog.

Heidelberg University 1-2-1 Post-licensure and RN-BSN Pathway Policy on Retention
Students in the post-licensure nursing program must:

1. Maintain a current, valid Ohio nursing license; or deemed eligible to take the RN-NCLEX examination – in which two courses may be taken prior to licensure.
2. Maintain a cumulative and semester GPA of 2.500 while enrolled in the post-licensure program.
3. Receive satisfactory evaluations from clinical site supervisors and course/clinical faculty for clinical experiences.
4. Maintain a grade of "C" (2.000 quality points) for every nursing course.

PROBATION POLICY

Pre-nursing Pathway Policy on Probation: Refer to the Undergraduate Catalog.

Post-licensure Nursing Pathway Policy on Probation: A student will be on probation when a grade of "unsatisfactory" is earned in a clinical course or grade of "C-" or below in a nursing curriculum course. A student on probation must retake the course as soon as possible. The nursing student on probation will be allowed to progress in coursework, with the understanding that all courses must be completed with a "C" (2.000 quality points) or better grade.

ACADEMIC DISMISSAL POLICY

Pre-nursing
Refer to the Heidelberg University Undergraduate Catalog

Pre-licensure
Refer to the Terra State Community College catalog. Dismissal from the Terra State nursing program does not necessitate dismissal from Heidelberg University. Students may continue with courses that meet graduation requirements for other areas of study, provided University requirements are met.

Post-licensure and RN-BSN Completion Nursing Pathway
If the final grade of "C-" (1.667 quality points) or below is earned twice in the same course or in two nursing courses, the student will be dismissed from the nursing program. Dismissal from the program does not necessitate dismissal from Heidelberg University. Students may continue with courses that meet graduation requirements for other areas of study, provided University requirements are met.

APPEALS

Heidelberg University policy will be followed for grade and program dismissal appeals for courses taken at Heidelberg for pre-nursing and post-licensure students. Pre-licensure: Appeals for grades/dismissals during the Pre-licensure Pathway will follow Terra State Community College policies and procedures.

ACADEMIC REINSTATEMENT

Pre-nursing students, (year 1), who are dismissed will follow policies of the Heidelberg University Undergraduate Catalog. Post-licensure students, (year 4), may be readmitted to the nursing program only once, if dismissed. Application for readmission may be submitted after any one semester has passed. Upon request for readmission, a letter of intent to return to the nursing program must be submitted to the director of the nursing program at least 4 weeks prior to the semester in which the student wishes to return. Upon receipt of the letter, the director will schedule an appointment with the student. Specific submissions may be requested by the program director, depending on each student's situation. Within one week of meeting with the program director, the student will receive written notification from the program director regarding status: re-entry or final dismissal from the program.

NOTE: Final dismissal from the nursing program does not automatically impose dismissal from Heidelberg University. Students may continue with courses that meet graduation requirements for other areas of study for a degree, provided University requirements are met.

CLINICAL EXPERIENCES

Function for Clinical Site
Students must be able to function properly at a clinical site: physically, emotionally, and mentally, especially when dealing with stressful patient situations. Students must possess the senses needed for assessment such as vision, hearing, smell, and touch; and have fine motor and gross motor skills necessary for providing care. Critical thinking, decision-making, and communication skills increase effectiveness in the nurse role to perform duties necessary for providing care as a member of the interdisciplinary care team.

Student Health Policy: Pre-licensure Pathway
Students will follow Terra State Community College policies for clinical requirements.

Student Health Policy: Post-licensure Pathway
Health requirements for students require health insurance, immunization titers, must meet clinical agency requirements, and may include additional health-related responsibilities.

Pre- and Post-licensure Pathways Documentation
FBI and BCI Background Checks: 1-2-1 for Terra State Community College; RN-BSN for HU (within 1 year)

MMR: immunizations or lab evidence of immunity; *Hepatitis B:* 3-immunization series or lab evidence of immunity; *Varicella Zoster:* Immunization, history of chicken pox, or lab evidence of immunity; *DPT:* 1 immunization within the last 10 years

Tuberculosis: Date and results of 2-step Mantoux test within the past 12 months; if known positive, evidence of a negative baseline chest X-ray and TB questionnaire every 12 months.

Influenza: evidence of annual vaccination with most current vaccine

Health Examination Results: documentation is accepted if within the 3 years.

Drug Screening: Drug screening upon admission is required. Drug screen locations must be approved by the program director. A failure in initial/subsequent screenings will result in dismissal from the program.

Title IX pregnancy requirements are in effect. If restrictions exist, such must be noted by the physician and documentation submitted for the student's file.

Pre-licensure Consortial Pathway Clinicals
Pre-licensure Consortial pathway students must reference the Terra State Community College Nursing Student Handbook for specific clinical information.

Post-licensure and RN-BSN Pathway Clinicals
- The student must be registered/licensed in the state of the student's residence.
- Clinical sites must be located in the state in which student resides.
- Clinical sites will be identified by the student following discussion with the faculty. Approval by faculty must occur prior to reporting for the clinical experience. Online forms and signatures of student, site coordinator, and faculty are required. Signed documents will be scanned and emailed to faculty at least 72 hours prior to the first day of clinical. The signed forms for the clinical agreement will then be forwarded to the program director. *See specific course syllabi for clinical assignments.
- Appropriate tools must be brought to the clinical site (e.g., stethoscope, paper, and pens) so the student is ready to perform the identified and pre-planned role.
- Timeliness, punctuality, and adherence toj clinical site practices and policies are all an expectation.
- If a student must miss a scheduled clinical at a site due to unforeseen circumstances, the clinical site and faculty must be notified immediately; lost clinical hours will be re-scheduled as soon as possible so the required number of clinical hours are met.
- At a minimum, clinical students will be evaluated at mid-term and end-of-clinical experience. Video conferencing may be used for clinical areas distant to campus, determined and initiated by course faculty.
- Immunizations, background checks, and drug screens must be current throughout the program.
- Cell phones are not permitted for use during designated clinical hours unless cases of emergency arise.
- Clinical portions of courses will be graded "S" or "U." A "U" in clinical will result in course failure.
- Hospitalization: if a student misses clinical due to a personal Emergency Department visit or hospitalization, he or she must present written permission to return to the clinical setting.

Required BLS Certification for Clinical Sites: Pre- and Post-licensure

American Heart Association - Basic Life Support (BLS) for the healthcare provider is to be maintained throughout the pre-licensure, post-licensure and RN-BSN Completion Pathways of the Nursing program. It is a requirement to have BLS for the healthcare provider to work in healthcare settings. Healthcare provider BLS from the American Heart Association is the only provider accepted for nursing pathways.

Student Files

Student academic and clinical files are confidential and are maintained to protect student and patient privacy/confidentiality.

Student Professional Liability Insurance

Pre-licensure students are covered by the Terra State Community College blanket liability insurance policy when participating in approved clinical experiences. Students are covered by this policy when in clinicals until graduation.

Post-licensure students are required to carry professional liability insurance. Students may purchase liability insurance from the National Student Nurses Association of the American Nurses Association, if desired.

Students must not perform procedures for which one lacks educational preparation. For best protection, institutional policies (university and/or healthcare facilities) are to be followed at all times. Adequate supervision is always necessary when working in clinical settings.

Post-Licensure Clinical Guidelines

Practice experiences include activities that support health and/or provide care, interacting with a variety of providers and/or with patients and with oversight by a provider designee and Heidelberg nursing faculty. Patients throughout this document are defined as individuals, families, groups, communities, or populations. Practice experiences, including those completed in the student's work setting shall include specific objectives, expected outcomes and competencies, and an evaluation provided by a faculty member.

Practice experiences transition the post-licensure nursing student's competencies to the baccalaureate level of proficiency and include organization/systems' understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, interprofessional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies. Didactic and practice experiences are provided to Heidelberg's RN - BSN completion pathway students, in order to achieve expected skills and knowledge to integrate them into practice. Practice experiences assure that students upon graduation have attained all end-of-program competencies delineated in the Baccalaureate Essentials. These expectations include the advancement of clinical reasoning and proficiency in performing psychomotor skills. Psychomotor skill development for the post-licensure student is different from the expectations for the entry-level student.

Post-licensure Clinical Dress Code

Heidelberg University encourages attire that is clean, neat and appropriate. Members of Heidelberg University faculty, staff, and administration may proscribe or prescribe certain forms of attire. The name badge must be worn when present at the site for clinicals. The student will dress according to the setting in which the clinical is occurring; thus, it may change from site to site. Attire will be determined according to the clinical setting as shared via the site representative. For instance, business casual with a

lab coat bearing a Heidelberg nametag may be worn in the post-licensure clinical setting unless the clinical site has specific clinical uniform requirements. Appropriate tools brought to the site may include stethoscope and patient care gear, paper and pens, and other items as necessary for the site assignments.

Student Incidents and Needle Stick Policy

If a patient incident occurs at a clinical site, students must follow the site's chain of command, requirements, and forms, but must also contact the faculty as soon as possible (within 24 hours.) Students must follow proper emergency care if needed. Students must have their own health insurance. It is the student's responsibility to pay for any follow up care regarding the injury.

Occupational Exposure Definition
An occupational exposure is defined by the Occupational Safety and Health Administration (OSHA) as: reasonably anticipated skin, eye, mucous membrane, non-intact skin or parenteral contact with blood and other potentially infectious materials that may result from the performance of an employee's duties. See the Exposure Control Plan of the Heidelberg University Health & Counseling Center for policy details. Note: If a student misses clinical due to a personal Emergency Department visit or hospitalization, he or she must present with written permission prior to return to clinical.

Signed Consent to Release Health Records
Nursing students may be required to share health records with other institutions, (consortial schools or health facilities). In such cases, students must sign the consent form to release health records. The consent form is available at the Health & Counseling Center on Heidelberg Campus, where students sign and submit the permission to share their health records.

DISABILITY AND ACCESS TO LEARNING
Heidelberg promotes inclusion of persons with disabilities and commits to provide reasonable accommodations. It is the responsibility of the student with a disability to inform and request accommodations from Heidelberg University or Terra State Community College, if applicable. Documentation of a disability must be submitted to Disability Services in Stoner Health Center before accommodations will be provided. Students requesting services should complete the written request for accommodation and the Release of Information form and present these forms to Disability Services in Stoner Health Center. Any correspondence regarding the adequacy of the submitted documentation will be sent to the student. It is the student's responsibility to obtain additional information or clarification as requested.
See https://inside.heidelberg.edu/health-services/disability-services for additional information.
Note: Students enrolled in pre-licensure nursing courses will follow policies at Terra State Community College.

NON-DISCRIMINATION POLICY – TITLE IX

Heidelberg University does not discriminate or tolerate discrimination on the basis of sex, gender, transgender status, gender identity, or gender expression in its educational, extracurricular, or athletic programs, or in any admission or employment decisions. Heidelberg is committed to promptly and equitably responding to all reports of sexual discrimination with the goal of eliminating the misconduct and/or harassment, preventing its recurrence, and addressing its effects on any individual or the community.

To report sexual misconduct (violence) or sexual harassment, students may contact the Title IX Coordinator, Margaret Rudolph, (419) 448-2111, mrudolph@heidelberg.edu or the Deputy Title IX Coordinator, Stacy Wheeler, (419) 448-2888, swheeler@heidelberg.edu.

STYLE MANUAL FOR WRITTEN SCHOLARLY PAPERS

Scholarly writing is essential for professional nurses and leaders. Adherence to sound scholarly writing through the use of the latest edition of the *Publication Manual of the American Psychological Association* is an expectation for scholarly paper and project assignments. Purchase of the manual is strongly encouraged because some online tools include errors. Students are encouraged to use course handouts and to seek writing assistance as needed. Plagiarism is not tolerated and papers or scholarly work will receive a grade of "0" (zero,), if plagiarism occurs and face potential disciplinary action.

WRITING ASSISTANCE

Students are encouraged to seek writing assistance via in-person, phone, or email consultation. The Owen Academic & Career Support Center is available to help students reach their academic potential by centralizing academic support services and educational enrichment resources for the entire campus community. The Owen Center offers a wide range of programs and services to meet the specialized needs of students, faculty and staff, including individual writing consultations. It is located in the Campus Center or call 419-448-2301 or email owen-center@heidelberg.edu.

STUDENT RESEARCH

Student research is encouraged at Heidelberg University, but must be in conjunction with a faculty person as the primary investigator. Sufficient agreements and the Internal Review process must be obtained prior to the onset of any data collection. Students should contact their faculty for assistance. See policies of Heidelberg University (or Terra State Community College, if applicable).

GRIEVANCE POLICY

All nursing students will follow the Heidelberg grievance policy and procedures, should situations arise. Grievances related to course concerns should be addressed with the faculty of the course. If the student is not satisfied with the resolution, the procedures located at https://inside.heidelberg.edu/docs/student-handbook-0 will assist with the following: Academic Honesty, Alcohol Consumption, Disabilities, Drug Free Campus, Explained Absence Policy, Grade Appeals Policy. Pre-licensure students will follow the grievance policy at Terra State Community College.

COMPUTER NETWORKAND INFORMATION TECHNOLOGY

Computer Recommendations for the 2020-2021 Academic Year

Personal Computer Recommendations

About 70% of student-owned computers on campus run Windows, and about 30% run MAC OS X with some Linux mixed in. Students, if you are bringing a personal computer to campus, please review our recommendations for Windows (PC) and Apple (Mac) computers. This list is also applicable to faculty / staff considering purchasing a personal computer.

PC Recommendation
Operating System: Windows 10
CPU: 5th Generation or newer Intel Core i3, i5, i7 or AMD equivalent
RAM ("Memory"): 8 GB or more (more is better)
Hard Drive: 256 GB Solid-State Drive (SSD) or better
Network: 802.11ac Wireless plus wired Ethernet for laptops and wired Ethernet for desktops (some campus residences are wifi-only)
Warranty: 3- year warranty

Apple Recommendation

Operating System: macOS 10.15 (Catalina)
RAM ("Memory"): 8 GB or more (more is better)
Hard Drive: 256 GB PCIe-based flash storage or better
Network: 802.11ac wireless for laptops and wired Ethernet for desktops (some campus residences are wifi-only)
Warranty: 3-year AppleCare Protection Plan
Education Pricing: visit http://store.apple.com/us-hed/findyourschool (admitted or enrolled students)

* Specifications are subject to change without notice. If you have questions, please call (419-448-2088) or email the help desk.

Consider the Following

- Microsoft Office 365 is available at no additional charge to full-time students. Visit our Office 365 page under Student Resources for directions on how to download and install it. This can be done from home before you arrive on campus.
- G Suite (Formerly Google Apps for Education) is available to all students and offers unlimited email and document storage (Gmail and Google Drive). You can learn more about using G Suite at the G Suite Learning Center.
- All residence halls offer wireless service in addition to wired Ethernet connections. If you desire to use a wired Ethernet connection, we recommend a 20-foot CAT 5e or CAT 6 network cable. These cables are available at the Bookstore and elsewhere. If you're connecting a gaming console, we highly recommend connecting it to the network using a wired Ethernet connection.
- The University provides B/W laser printing in all computer labs and Beeghly Library and in all residence halls.

- Smart TVs, smart phones, video game consoles, tablets and other devices are all welcome on our network and most of these devices will connect to the network seamlessly. If you find that is not the case, once you arrive on campus, please fill out a help desk form for further assistance.

Required Computer Skills for Success in Coursework
1. Create and save MS Word and PowerPoint documents
2. Send and save email communications
3. Attach a document to an email or into a course drop box
4. Exhibit professionalism in email communications
5. Maintain confidentiality when discussion clinical site information
6. Make video recordings for online class participation
7. Import photos into online course postings
8. Post and discuss course information in discussion boards, etc.
9. Navigate OASIS DegreeWorks for navigation to determine curricular progress, course planning, course registration, and retrieval of and payment of semester tuition and fees.

Helpdesk
Heidelberg University provides service consultation for hardware and software owned by currently enrolled students through the Computer Network and Information Technology (CNIT) Helpdesk located in Bareis Hall Room 309. Helpdesk technicians provide services such as connecting your devices to the Heidelberg network, downloading and installing software, virus removal, and device troubleshooting. Visit www.heidelberg.edu/helpdesk for more information.

CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System (LMS) is a cloud-based learning system that allows instructors and students to share key information. Canvas allows for blended learning such as a seated class, and provides supportive learning activities, assignments, assessments, and grades. Canvas also offers mobile apps for iOS and Android devices, allowing teachers and students to remotely view course information.

1. The Student Canvas guide is a useful source of information to assist students with coursework.
2. The 24/7 Canvas chat or call in for students (accessed from the "? Help" icon on the bottom left menu) may be helpful when working schedules may dictate unique hours of study.

LIBRARY SERVICES

Heidelberg University Campus Library

The Beeghly Library provides access to information for research and learning to the university community; maintains a welcoming learning environment; preserves the history of the University; and provides students with the resources and confidence to access, evaluate, and synthesize information. The library resources are accessible online to students at https://www.heidelberg.edu/academics/resources-and-support/beeghly-library.   Email: library@heidelberg.edu Phone: (419) 448-2104

Librarians are available during regular academic year hours of operation.

Monday – Thursday	7:45am. – 11:00pm; Friday 7:45am. – 5:00pm
Saturday	9am – 1:00pm
Sunday	1:00pm – 11:00pm

NOTE: Students have full access to the online library resources at Heidelberg University the entire 4 years of their education. The 1-2-1 nursing pathway consortial students will also have access to the Terra State Community College's library resources for the years they are enrolled in Terra State Community College courses as pre-licensure nursing students. The RN-BSN pathway students may access resources online through Heidelberg University during their entire enrollment.

 Resources include the following: Beeghly Library Catalog, including thousands of online books in all subject areas; OhioLINK Catalog that provides many online sources and free delivery of print resources to Ohio libraries; more than 100 online databases, including *Medline* and *CINAHL Plus* with full text, and *Health Source: Nursing/Academic Edition*. In addition, through Interlibrary Loan, students may request books and articles not available through other means. Reference librarians are available via chat, email, phone, and in person to assist with locating and using appropriate sources.

Course Reserves are available for the on-campus students and accessible to online students through the librarians. The library's databases may be imbedded through the online course management system. The library purchases appropriate medical and nursing books (print/online) and online book collections. A computer lab is located within the library for students to access online resources.

Terra State Community College Campus Library

While attending the pre-licensure program at Terra State Community College, the pre-licensure nursing students will have full access to Terra State Community College Library services, "The Library Zone," which includes the same resources as Heidelberg University Beeghly Library. The Terra State Community College Library has a budget to purchase books and collections with input from nursing faculty. A reference librarian is available via email, phone, and in person to assist with locating and using appropriate sources. Computers are available within the library as well as in an adjacent room for convenient access to library resources. The library resources are accessible online to students at http://terra.edu/degrees_programs/library/index.php. Email: library@terra.edu   Phone: 419.559.2318

Terra State librarians are available during regular academic year hours of operation:

Monday – Thursday	8am to 5pm, Fridays 8am – 4pm
Saturday	Closed
Sundays	Closed

STUDENT NURSE ADVISORY COUNCIL

Some students may choose to participate as class representatives in scheduled meetings with the Heidelberg Nursing Program Director. These meetings will provide an avenue for communicating relevant community events, nursing program activities (pre- and post-licensure, RN-BSN), and provide input regarding program quality improvement. These meetings focus on program outcome achievements, successes and needs of students, and recommendations to enhance recruitment and retention.

NURSING PROGRAM ADVISORY COUNCIL

This council includes individuals who represent various community healthcare agencies and internal University representatives. This group meets annually to discuss successes, identify concerns, and plan for growth. The purpose of this group is to receive and provide feedback regarding the quality of delivery of nursing education, accountable to the mission and goals and outcomes of the program.

STUDENT ORGANIZATIONS

State Nurses Association (Ohio) - through Terra State as Pre-licensure students
http://ohnurses.org/education/student-nurses/
The Ohio Student Nurses Association is committed to meeting the needs of members. Their goal is to help you to start your career on the right foot to be the best nurse you can be. Terra State Community College has a chapter of this organization for students to join during their pre-licensure education. (Small fee for membership, see Terra State Community College nursing handbook.)

Ohio Nurses Association (Licensed Registered Nurses)
ONA is a powerful network of nurses who know first-hand the important role nurses play in healthcare, and the struggles nurses face on a daily basis from inadequate staffing, unsupportive management and a lack of appreciation for our work. Nurses formed ONA in 1904 so they may have a powerful platform for the protection, promotion and advancement of our profession, beginning with Ohio's Nurse Practice Act. Today ONA still serves as the only voice for all of Ohio's 180,000 RNs. ONA's nurses have molded the nursing and healthcare landscape in Ohio since the beginning of the 20th century. All brand-new ONA members receive 50% off their first year of membership.

PROGRAM ASSESSMENT

A Nursing Program Assessment Plan (NPAP) is utilized to gain valuable feedback for reporting information to accreditors regarding curriculum, support services, and the quality of the teaching-learning experiences. The NPAP uses surveys and questionnaires to collect data for program assessment and evaluation. Collected data is then measured against identified thresholds of acceptability. The NPAP follows the Essentials of the American Association of Colleges of Nursing to ensure soundness of nursing education at Heidelberg University. The NPAP is located in the Nursing Program Director's office and is accessible for review. The program uses a foundation of University Goals and AACN Essentials for consistency and congruency. (See Appendix B.)

QUALITY AND SAFETY EDUCATION IN NURSING (QSEN)

The overall goal through all phases of QSEN is to address the challenge of preparing future nurses with the knowledge, skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems in which they work. According to the American Nurses Association **(ANA)**, there are six focus-area competencies in QSEN: Patient-centered care, Evidence-based practice, Teamwork and collaboration, Safety, Quality improvement, and Informatics. These aforementioned areas of nursing each represent areas where quality and safety standards must be practiced.

The ANA emphasizes that QSEN competencies not only apply in terms of individual treatment, but also represent areas where nurses should think about systems improvements. In this way, the QSEN competencies empower nurses to hold themselves to high standards when working with patients, while also encouraging nurses to engage in visionary thinking and problem solving in healthcare systems.

GRADUATION, PINNING, AND RECOGNITION

Commencement

In accordance with general academic preparation of the nursing program, the concluding ceremony is the University commencement ceremony. Participating in the commencement ceremony ("walking") is separate from filing to graduate or attending the Nursing Program pinning ceremony. Students must be aware of their obligations to graduate. Please see the current Undergraduate Catalog.

Blessing of Hands Ceremony

A blessing of hands ceremony for graduates and other healthcare providers will precede the pinning/award ceremony for those wishing to participate. Participation is voluntary and does not require reservations to participate. Specific instructions will be shared as each pinning ceremony is planned. This ceremony will immediately precede the pinning ceremony.

Recognition and Pinning Ceremony

At the completion of the post-licensure pathway, a recognition and pinning ceremony by the nursing program will celebrate the achievement of a BSN degree and offer presentations of special awards. All graduating nursing students are encouraged to participate in the Recognition and Pinning Ceremony (regardless if a pin is ordered – those without pins receive a ribbon) and reception. This event is held on campus the evening prior to graduation, but the date may be subject to change. This is a beautiful ceremony and very meaningful to graduates, families, and friends. If you wish to participate in the pinning ceremony, please contact the Nursing Program Director prior to April 1 of the academic year.

Purchasing a BSN Nursing Pin

Graduating students are eligible to purchase a Heidelberg University BSN pin and are encouraged to participate in the pinning ceremony. To make a pin purchase, you may contact the University Bookstore (419) 448-2012. To receive your pin during the family portion of the pinning ceremony, students are encouraged to purchase the pin one month prior to the pinning ceremony, then forward the pin to the program director for display and presentation at the ceremony. Otherwise, pins may be ordered through the bookstore for USPS delivery – postage and handling charges will apply.

APPENDIX A: PLAGIARISM

What is Plagiarism?

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster online dictionary, to "plagiarize" means:
- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

What about images, videos, and music?

Using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.
- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example:
- A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)
- Recording audio or video in which copyrighted music or video is playing in the background.

- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

The legality of these situations, and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations is: 1) Avoid them altogether or 2) Confirm the works' usage permissions and cite them properly.

The preceding information was used verbatim from https://www.plagiarism.org/article/what-is-plagiarism (Published May 18, 2017)

Preventing Plagiarism when Writing

In a research paper, you have to come up with your own original ideas while at the same time making reference to work that's already been done by others. But how can you tell where their ideas end and your own begin? What's the proper way to integrate sources in your paper? If you change some of what an author said, do you still have to cite that author?

Confusion about the answers to these questions often leads to plagiarism. If you have similar questions or are concerned about preventing plagiarism, we recommend using the checklist below.

Planning Your Paper

Consult with Your Instructor

Have questions about plagiarism? If you can't find the answers on our site or are unsure about something, you should ask your instructor. He or she will most likely be very happy to answer your questions. You can also check out the guidelines for citing sources properly. If you follow them and the rest of the advice on this page, you should have no problems with plagiarism.

Plan Your Paper

Planning your paper well is the first and most important step you can take toward preventing plagiarism. If you know you are going to use other sources of information, you need to plan how you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and your own, original ideas. Writing an outline or coming up with a thesis statement in which you clearly formulate an argument about the information you find will help establish the boundaries between your ideas and those of your sources.

Take Effective Notes

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems-- including improper citations and misquotations, both of which are forms of plagiarism! To avoid confusion about your sources, try using different colored fonts, pens, or pencils for each one, and make sure you clearly distinguish your own ideas from those you found elsewhere. Also, get in the habit of marking page numbers, and make sure that you record bibliographic information or web addresses for every source right away-- finding them again later when you are trying to finish your paper can be a nightmare!

Writing Your Paper
When in Doubt, Cite Sources
Of course you want to get credit for your own ideas. And, you don't want your instructor to think that you got all of your information from somewhere else. But if it is unclear whether an idea in your paper really came from you, or whether you got it from somewhere else and just changed it a little, you should always cite your source. Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your paper by:
- showing that you are not just copying other ideas but are processing and adding to them,
- lending outside support to the ideas that are completely yours, and
- highlighting the originality of your ideas by making clear distinctions between them and ideas you have gotten elsewhere

Also see: how to cite sources properly

Make it Clear Who Said What
Even if you cite sources, ambiguity in your phrasing can often disguise the real source of any given idea, causing inadvertent plagiarism. Make sure when you mix your own ideas with those of your sources that you always clearly distinguish them. If you are discussing the ideas of more than one person, watch out for confusing pronouns. For example, imagine you are talking about Harold Bloom's discussion of James Joyce's opinion of Shakespeare, and you write: "He brilliantly portrayed the situation of a writer in society at that time." Who is the "He" in this sentence? Bloom, Joyce, or Shakespeare? Who is the "writer": Joyce, Shakespeare, or one of their characters? Always make sure to distinguish who said what, and give credit to the right person.

Know How to Paraphrase
A paraphrase is a restatement in your own words of someone else's ideas. Changing a few words of the original sentences does NOT make your writing a legitimate paraphrase. You must change both the words and the sentence structure of the original, without changing the content. Also, you should keep in mind that paraphrased passages still require citation because the ideas came from another source, even though you are putting them in your own words.
The purpose of paraphrasing is not to make it seem like you are drawing less directly from other sources or to reduce the number of quotations in your paper. It is a common misconception among students that you need to hide the fact that you rely on other sources. Actually it is advantageous to highlight the fact that other sources support your own ideas. Using quality sources to support your ideas makes them seem stronger and more valid. Good paraphrasing makes the ideas of the original source fit smoothly into your paper, emphasizing the most relevant points and leaving out unrelated information. Learn how to paraphrase properly.

Analyze and Evaluate Your Sources
Not all sources on the web are worth citing-- in fact, many of them are just plain wrong. So how do you tell the good ones apart? For starters, make sure you know the author(s) of the page, where they got their information, and when they wrote it (getting this information is also an important step in avoiding plagiarism!). Then you should determine how credible you feel the source is: how well they support their ideas, the quality of the writing, the accuracy of the information provided, etc. We recommend using the "Web Page Evaluation Criteria" available through New Mexico State University's website.

The preceding section was taken verbatim from https://www.plagiarism.org/article/preventing-plagiarism-when-writing   (Published May 12, 2017.)

APPENDIX B: AACN ESSENTIALS AND PROGRAM CONGRUENCY

Standards for Heidelberg University Nursing Program Assessment Plan (NPAP)
AACN Essentials for Baccalaureate Nursing

Essential I: Liberal education for baccalaureate generalist nursing practice.
Essential II: Basic organizational and systems leadership for quality care and patient safety.
Essential III: Scholarship for evidence-based practice.
Essential IV: Information management and application of patient care technology.
Essential V: Healthcare policy, finance, and regulatory environments.
Essential VI: Interprofessional communication and collaboration for improving patient health outcomes.
Essential VII: Clinical prevention and population health.
Essential VIII: Professionalism and professional values.
Essential IX: Baccalaureate generalist nursing practice.

Congruency Table: Program Outcomes, AACN Essentials, and University Goals

Nursing Program Outcomes	AACN Essentials	Heidelberg University Goals
1. Navigate complex nursing practice situations through Integration of concepts, skills, and the values of humanism from a liberal education.	I, IX	1, 2
2. 3. Lead transformative care for patients across the lifespan by minimizing risk, fostering quality improvement, and stimulating innovative initiatives.	II	5
4. Appraise theory-guided research to identify practice issues and support adoption of best practices in the delivery of patient care.	III, IX	2
5. Provide efficient patient care using scientific technologies and information management systems to identify health alterations and complex care needs in a variety of healthcare settings.	IV	4
6. Advocate for policy, finance, and regulation changes that foster improved processes for patient care in local and global health care delivery systems.	V	6, 7
7. Communicate for collaboration across healthcare professions to provide comprehensive patient-centered care.	VI	3
8. Employ principles of prevention and health promotion to provide culturally competent care to individuals, families, communities, and populations.	VII	5
9. Apply personal values, learning values, and professional values that promote innovation, quality improvement, and a culture of excellence in professional nursing practice.	I, VIII	6, 7
10. Provide comprehensive care to diverse recipients across the continuum of healthcare environments using elements of baccalaureate nursing education, professional standards, and principles of social justice.	I, III, IX	1, 4

AACN Essentials: http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf
Heidelberg University Institutional Goals: https://www.heidelberg.edu/about/history-mission

APPENDIX C: EXPECTED BEHAVIORS OF NURSING STUDENTS

Nursing Student Behaviors

Responsible Learning

It is imperative that nursing students maintain effective study habits and discipline for classroom and lab activities in order to manage new information for a growing body of knowledge.

Professional Image

One's appearance can convey one's values and priorities. A positive professional image can be portrayed through compassionate and kind demeanor that shows respect for others. Civility is expected when dealing with others. These behaviors are particularly warranted when working with patients and healthcare providers in clinical situations. Nursing students are to maintain an image, both emotional and physical, that commands respect and trustworthiness. Physical image is interpreted based on personal cleanliness, grooming, and appropriate dress for the occasion.

Communication

Although communication is important for gathering patient information and conveying care needs to members of the healthcare team, the exchange of thoughts and feelings through effective verbal and nonverbal skills helps alleviate many obstacles for success at both the personal and professional levels. Students must work to master the art of communicating with others in a manner to see beyond the task at hand for problem solving.

Self-care

Personal well-being is important to nursing students. Emotional health fosters learning and assists to maintaining a strong emotional base for handling stress. Physical health is important in order to attend classes and to perform activities of patient care. Students are responsible to maintain adequate rest, nutrition, and hydration.

Agility

It is important for nursing students to maintain an alertness and ability to respond to situations with swiftness and accuracy. Students are responsible to practice healthy habits in the classroom, in outside activities, and with patient care.

Self-awareness

The effective use of one's self is imperative for a nurse. This begins with self-awareness. Such mindfulness involves introspection of one's own beliefs, thoughts, and feelings. Self-awareness also involves the development and use of emotional intelligence that often guides interactions with peers and patients. The perceptions gained through emotional intelligence guides behaviors for therapeutic interactions with others. Students are encouraged to maintain awareness of their own viewpoints, but also must recognize personal limitations.

Timeliness

Punctuality is a virtue. Being on time is imperative to convey trustworthiness. Timeliness is important to those who depend on you for their learning opportunities, their teamwork, or their health care. Avoid procrastination with learning assignments, arrival times, and patient care schedules.

APPENDIX E: SIGNATURE PAGES

STUDENT HANDBOOK ACKNOWLEDGEMENT

I have read and comprehend the information contained in this Nursing Program Handbook of Heidelberg University. I am also aware the policies identified in this handbook are available online.

I agree to abide by the policies and demonstrate respect for my peers, my faculty, and the clinical site personnel while I am enrolled and completing assignments in the nursing program at Heidelberg University.

I am aware that violations of any policy identified or referenced in this handbook will result in disciplinary action as outlined in the referenced handbook or catalog.

I am responsible for reviewing my Student Handbook, my Nursing Program Handbook, and each course syllabus in its entirety while I am a nursing student at Heidelberg University.

Signature _____   Date _____

Printed name _____

RELEASE OF INFORMATION OF STUDENT WORK

I give my consent to the Heidelberg University Nursing Program to use the results of written work, grades, other course materials, or unidentifiable demographics in anonymous group data for educational research, grant and accreditation, or other publications that promote the profession of nursing or education.

Signature _____   Date _____

Printed name _____

RN-BSN COMPLETION CONFIDENTIALITY AGREEMENT

Students will be working with clients/patients and medical records in various healthcare facilities and in reference during online classroom discussions.

The use of medical records is confidential and used for patient care and educational purposes only. ALL information about a patient, written or verbal, is strictly confidential.

1. Any violation of patient confidentiality is punishable in a court of law. Please refer to the Health Insurance Portability and Accountability Act of 1996 for further information.
2. The ANA Code of ethics stipulates that confidentiality of patient information is a professional responsibility and represents integrity.

As a result of 1 & 2 above, any student enrolled in the Nursing Program who reveals contents of a medical record or private patient information is subject to reprimand and could jeopardize student status or receive immediate dismissal from the program.

CONSENT:

Having read above, I understand that I do hereby agree to maintain confidentiality of all patient information to which I am exposed during my nursing education at Heidelberg University. Likewise, I agree to avoid obvious or subtle reference to any patient care situation on social media or within social conversations. I acknowledge that patient confidentiality is to be respected and maintained at all times.

Signature _____ Date _____

Printed name _____

Handbook Review

This handbook was created July 2019 for reference AY2019-2020.

Karen Estridge DNP, RN   _Prog. Director_

Academic Year	Review - r Revision - R	Signature
AY2020-21	6-1-2020 R	_Karen Estridge, DNP, RN_

Handbook Review