



EMMANUEL COLLEGE

Department of Nursing Student Handbook

Academic Year 2008-2009

INTRODUCTION TO THE NURSING STUDENT POLICIES AND PROCEDURES HANDBOOK

This handbook is a guide for RN/BS students and should be used in conjunction with the current Emmanuel College Graduate and Professional Programs Catalog and other official information resources. All students enrolled in the Graduate and Professional Programs are expected to adhere to Graduate and Professional Programs policies and Department of Nursing policies pertaining to students.

The handbook is presented in four sections: Governance, General Information, Student Advisement, and Policies. Section I, Governance, provides information relating to the College and department structure and governance. Section II, General Information, outlines academic information on resources, opportunities and requirements in the College. The information in Section III, Student Advisement, defines the advisement system used in the Department of Nursing and provides guidelines for the interpretation of the department Student Blueprint. The final section, Section IV, Policies/Procedures defines the criteria for policies relating to admission, progression, and retention in the nursing program and provides the guidelines and requirements for clinical practica.

The appendices include samples of forms used throughout the program and include explanations where necessary. The handbook is reviewed and revised on a yearly basis by the faculty of the Department of Nursing.

Department of Nursing Student Handbook
Academic Year 2007-2008
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SECTION I

GOVERNANCE

1.1 EMMANUEL COLLEGE AND THE DEPARTMENT OF NURSING

The Board of Trustees of Emmanuel College has the responsibility for the governance of the College. The President of the College serves as a member of the governing body and is the Chief Executive Officer of the College. She is directly responsible to the Board of Trustees. The Vice President of Academic Affairs has responsibility for all academic units within the College.

The Department of Nursing is housed in the Administration building under the direction of the Office of Graduate and Professional Programs, which is administered by the Dean of the Graduate and Professional Programs. The Department of Nursing has well defined lines of communication in the administrative structure of the College. Faculty report to the Department Chairperson, who is responsible directly to the Dean of the Graduate and Professional Programs for academic and administrative matters. The Dean of the Graduate and Professional Programs is directly responsible to the Vice President of Academic Affairs. An Organizational Chart is available in the Human Resources Office.

1.2: EMMANUEL COLLEGE DEPARTMENT OF NURSING: BYLAWS

ARTICLE I

Definitions: Unless otherwise indicated, the following terms shall mean:

Baccalaureate Nursing Program: The educational unit of Emmanuel College that offers an upper division program in nursing.

Faculty: Those persons in the Department of Nursing holding a full time or half-time appointment with academic rank.

Voting Faculty: Members of the faculty who hold positions with academic rank.

Adjunct Faculty: Those persons in the Department of Nursing who teach on a per course basis [Refer to The Faculty Handbook, 1989, (Revised 2004) 2.1.4; 2.1.4.3].

Students: All students matriculated in the nursing program.

Voting Students: Any student serving on a standing committee where the bylaws provide for a student vote.

Chairperson of the Department of Nursing: The Chief Administrative Officer of the nursing program.

ARTICLE II

DEPARTMENT OF NURSING COMMITTEES

FACULTY COMMITTEE

Purpose:

The Faculty Committee monitors and implements the educational program in nursing by:

1. Implementing the program of study consistent with the characteristics of baccalaureate education in nursing as identified and approved by the American Association of Colleges of Nursing;
2. Identifying, reviewing, and evaluating the policies and procedures necessary for program assessment, maintenance and improvement;
3. Promoting a model of professional scholarship that includes expert knowing, teaching, practice and service as members of the discipline and profession of nursing.

Organization and Procedures:

1. The Chairperson of the Department of Nursing shall be the presiding officer.
2. Meetings/Membership
 - The Faculty Committee shall hold at least one meeting each month of the academic year. Purpose of the meeting will be to conduct implementation of the Department of Nursing Strategic plan;
 - Agendas shall be prepared in advance of the meetings;
 - A quorum shall consist of the majority of the faculty. All permanent faculty holding academic rank are members; one elected student and one alternative are voting members. Adjunct Faculty are encouraged to attend the Faculty /Curriculum meetings;
 - Procedures shall conform to the most recent edition of Robert's Rules of Order;

- Special meetings may be called by the Chairperson of the Department or by written request of two or more faculty;
- Faculty meetings shall be open to visitors. Visitors may address the faculty upon recognition of the Chairperson and with the consent of the faculty;
- Permanent files containing correspondence, minutes and other documents shall be maintained in the Department by the Chairperson or her/his designee;
- Minutes of each meeting will be kept in a permanent file and distributed prior to the next meeting by the secretary.

Secretary:

1. The responsibility of recording the minutes will be shared by the voting members of the faculty excluding the Chairperson.
2. Rotation of this responsibility shall be alphabetical unless otherwise indicated by the presiding officer.
3. All correspondence generated by the faculty during a scheduled faculty meeting will be the responsibility of that faculty member assigned to record minutes for that meeting.

STANDING COMMITTEES OF THE FACULTY

The faculty shall have two standing committees: Curriculum Committee and the Department of Nursing Advisory Committee. Ad hoc committees may be established as necessary. Additional standing committees may be established as the needs of the program so dictate. All students in the RN/BS program are offered the opportunity to participate in these committees, and other committees, of the College and are encouraged to do so. Voting positions exist on the following committees.

- Department of Nursing Faculty/Curriculum Committee
- Department of Nursing Advisory Committee

CURRICULUM COMMITTEE

Purpose:

The purpose of this committee is to develop, monitor and evaluate a curriculum that will provide a professional education in the art and science of nursing that synthesizes the Catholic academic tradition with a broad liberal arts and sciences base into the practice of nursing.

Voting Membership:

1. All permanent full-time and half-time faculty who hold academic rank;
2. One student representative; one alternate.

Responsibilities of the Chairperson:

1. The Chairperson of the Committee shall be the Chairperson of the Department of Nursing;
2. To call a minimum of one meeting monthly;
3. To prepare an agenda prior to each meeting;
4. To appoint a secretary to keep a permanent record of all meetings and distribute said minutes to faculty prior to each meeting.

Responsibilities of the Committee:

1. To develop, monitor and evaluate the program of study and to insure that outcomes demonstrate the characteristics of baccalaureate education;
2. To review and monitor all new course offerings;
3. To recommend new policies or modify existing ones;
4. To review admissions criteria and make recommendations for modifications as necessary.

Secretary of the Curriculum Committee

1. The responsibility of recording the minutes will be shared by the voting faculty excluding the Chairperson;
2. Rotation of the responsibility shall be alphabetical unless otherwise indicated by the presiding officer.

Additional Responsibilities of the Student Representative:

1. To elicit input from current RN to BSN Program students through appropriate channels.
2. To bring to the committee concerns/questions/suggestions submitted by students in the RN to BSN Program.

Procedure for students to bring questions/concerns/suggestions to the nursing curriculum committee:

The department of nursing curriculum committee welcomes student issues, concerns, questions, or suggestions. Students may inform the committee by:

1. Contacting the student representative either in person or by email through the Nursing Newsletter on the Nursing Homepage.

2008-2009 Student Representatives: Mario Guerrero

Students are welcome to volunteer for these positions.

2. Attending a committee meeting in person.

Students who wish to attend a committee meeting should notify the chairperson. The chairperson will then include time for the student/s to speak and the associated concern/question or suggestion on the agenda of the next meeting or at a meeting that is most convenient for the student/s.

DEPARTMENT OF NURSING ADVISORY COMMITTEE

Purpose:

To consult with the Department Chairperson and faculty regarding the development and implementation of the program as well as policies governing the program

Functions:

1. To advise on program and Department policies;
2. To advise on possibilities for growth and development of the program;
3. To assist in maintaining communication within the college and the community at large.

Membership:

1. Dean of the Graduate and Professional Programs, ex-officio;
2. Department of Nursing Chairperson and one elected faculty representative;
3. At least six representatives from the college community and the community-at-large who have an interest in the commitment to nursing education; a minimum of two of the representatives are alumni;
4. One Emmanuel College nursing student from each campus location.

Meetings:

There are one or two meetings per academic year.

Term of Office:

Members shall be re-appointed or newly appointed every two years.

1.3 MISSION

Congruent with the philosophy, mission and vision of Emmanuel College, the Bachelor of Science in Nursing Program is designed to provide professional education in the art and science of nursing that synthesizes the Catholic academic tradition with a broad liberal arts and sciences base into the practice of nursing. The faculty of the Department of Nursing believes that this baccalaureate education prepares a professional who thinks critically, communicates effectively, appreciates diverse human experience, and uses personal, ethical and professional standards and values to serve others in a responsible professional practice.

1.3.1 PHILOSOPHY

The following beliefs frame the educational experiences of the registered nurse student in this value-centered baccalaureate program. The professional nurse is committed to the promotion of health and wellness for all persons. The recipients of health care are unique and have distinct emotional, physical, spiritual and social needs to which the professional nurse must respond. The nurse as caregiver uses knowledge and caring activities to affect positive outcomes for care recipients within the context of their environment. Assuming a leadership role in health care, s/he advocates for access to health care for all members of society, particularly vulnerable populations.

The graduate of the Nursing Program at Emmanuel College is a caring, concerned professional who understands the health care needs of individuals and society. S/he holds a strong commitment to the profession of nursing. As a caregiver, the professional nurse assumes accountability to individuals and society and for rendering professional nursing practice. S/he

acknowledges the importance of scholarly nursing practice achieved through life-long learning as a foundation for self actualization of personal and professional goals.

1.3.2 ORGANIZING MATRIX

The organizing matrix of the curriculum has as its foundation the core concepts of nursing: Person, Health, Environment, and Nursing as well as the Mission/Philosophy of the Department of Nursing. Reflecting upon the nature of Nursing Practice, the meaning of the Department of Nursing Mission/Philosophy, the uniqueness of the RN/BS student at Emmanuel College, the Department of Nursing faculty affirms as curricular foundational components, Beliefs, Professional Role, Knowing and Caring.

Beliefs: Defines personal and professional values which stem from spiritual, moral-ethical, social and cultural tenets, traditions and practices that guide behavior.

Professional Role: Represents synthesis of nursing's historical roots with state of the art knowledge and skills for the purpose of advocating for health and wellness for all members of society. The role requires individual empowerment, multidisciplinary collaboration, and accountability to society and peers.

Knowing: Reflects the process of inquiry which generates and expands the body of knowledge used in the discipline of nursing. Knowing requires the use of reflection, critical thinking, communication, the incorporation of personal and professional values, and the understanding of the parameters of scholarly nursing practice.

Caring: Incorporates the culture of nursing into a relationship between caregiver and care-recipient resulting in the achievement of mutually desired outcomes on the health/illness continuum. Caring requires an intentional process that uses concern, connection, empathy and advocacy as linkages with the requirements of knowing.

The core concepts of nursing give the Department of Nursing Mission/Philosophy and foundational components direction to the development of the curriculum. From considerations of the relationship of parts to the whole of the Emmanuel College educational experience, level and course objectives, content and sequencing of courses evolved.

1.3.3 OBJECTIVES

BELIEFS

ENTRY: Recognize the value of baccalaureate education for personal and professional growth.

LEVEL II: Describe a personal philosophy of nursing that reflects the relationship between the emerging professional role of the nurse and the uniqueness of care-recipient needs.

LEVEL III: Discuss a philosophy of nursing that integrates personal and professional values with the ideology of the care-recipient. The professional nurse reflects upon the spiritual, moral-ethical, social and cultural tenets, traditions and practices that guide behavior.

PROGRAM OUTCOME: Integrates the philosophy of a Catholic/spiritual academic tradition with a personal philosophy of nursing to affect positive outcomes for care-recipients within the context of their environments.

PROFESSIONAL ROLE

ENTRY: Recognize the need for accountability in nursing practice.

LEVEL II: Define accountability for professional nursing practice which reflects an understanding of nurse practice acts and standards of care.

LEVEL III: Incorporate accountability for decision-making in professional nursing practice that is based on theories of nursing, research and leadership.

PROGRAM OUTCOME: Assume accountability for knowledge based nursing practice and responsibility for involvement as a citizen knowledgeable in health care.

KNOWING

ENTRY: Integrate basic physiological and psychological principles into plans of care for individuals who have common acute and chronic illnesses.

LEVEL II: Initiate the process of inquiry which builds upon the use of critical thinking to understand the relationships among the liberal arts, sciences, and nursing theories as a base for professional nursing practices.

LEVEL III: Analyze models of scholarly nursing practice which incorporate an expanded knowledge base and theories of leadership.

PROGRAM OUTCOME: Practice as a professional nurse whose care-giving activities reflect the synthesis of theoretical knowledge from the liberal arts, sciences and nursing.

CARING

ENTRY: Recognize that caring is the core of nursing practice.

LEVEL II: Expand the concept of caring to reflect an intentional process that uses concern, connection, empathy and advocacy.

LEVEL III: Analyze models of care giving, rooted in the culture of caring and linked to the requirements of knowing.

PROGRAM OUTCOME: Integrates into the culture of nursing the concepts of caring that foster a relationship between caregiver and care-recipient which results in the achievement of mutually agreed upon outcomes on the health/illness continuum.

SECTION II

GENERAL INFORMATION

2.1 ACADEMIC INFORMATION

The Department of Nursing follows the College wide-academic calendar. The Department of Nursing Course Schedule for the upcoming year will be distributed to all students each spring. The academic calendar is included in the Department of Nursing Course Schedule. It is also posted on the Emmanuel College web site at www.emmanuel.edu . Changes in the academic calendar or schedule are posted in the Registrar's Office and in the Graduate and Professional Programs Office and online at <http://www1.emmanuel.edu> (Nursing Newsletter on the Nursing Homepage). The Faculty of the Department of Nursing at Emmanuel College believes that professional practitioners of nursing must be accountable for the care that they deliver to patients. The American Nurses Association (ANA) Code of Ethics; (ANA) Social Policy Statement and the (ANA) Standards of Professional Performance, and the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice are used as guidelines to fulfill this obligation.

2.2 DIRECTED STUDY

Open to students with an academic need not being met by regular course offerings. With departmental approval, a student may pursue a specialized area in nursing under the direction of a departmental faculty member.

Guidelines:

- Directed Study may consist of readings, individualized instruction, field experience, research or other appropriate activities;
- Students may take 1 to 4 credits;
- Approval of directed study is contingent upon the availability of faculty and facilities;
- A written plan should be developed which outlines the topic as follows:
 1. Area of study
 2. Student objectives
 3. Method to be used
 4. Course requirements
 5. Evaluation procedure

A written summary or paper must be submitted to the appropriate faculty member in accordance with a previously agreed upon time table.

2.3 ACADEMIC RECOGNITION

There are several possibilities for recognition of excellence for baccalaureate students studying through the Graduate and Professional Programs.

2.3.1 HONORS

Latin Honors: Cum laude, magna cum laude and summa cum laude are awarded at graduation to full-time bachelor degree candidates who have achieved high scholastic performance. Full-time is defined as enrollment in eight courses during an academic year including the fall, spring and summer semesters. Graduate and Professional Programs students must complete a minimum of 48 credits (residency requirement) at Emmanuel College. The minimum grade point average for each honor is as follows:

cum laude	3.5
magna cum laude	3.7
summa cum laude	3.9

If Graduate and Professional Programs students carry fewer courses during the first and last semester, and this impacts full-time status for the academic year involved, the Vice President of Academic Affairs will determine whether Latin honors should be awarded.

2.3.2 PRESIDENTIAL HONORS

Part-time Graduate and Professional Programs students who are not eligible for Latin honors and who attain a GPA of 3.75 or above are eligible for presidential honors announced at Commencement.

2.3.3 DISTINCTION IN THE FIELD

The Department of Nursing follows the Emmanuel College Criteria for graduation with distinction in the field. This can be found in the *Emmanuel College Graduate and Professional Programs Catalog; Honors* and the *EC DON Student Handbook: Academic Recognition*.

- GPA of 3.5 in nursing courses;
- Completion of a significant senior project

The Department of Nursing considers a significant senior project to encompass the following:

A project that results in a major contribution to the clinical agency, to its staff, or to the community; or an extensive literature review of research and/or other evidenced based documents which includes a major paper that incorporates research utilization around a clinical topic that results in an application relevant to nursing practice ideas or interpretation of nursing data.

2.3.4 TERM HONORS

All undergraduate students are eligible for the following awards:

2.3.4.1 DEAN'S LIST

In January, June and September, the Dean of the Graduate and Professional Programs publishes the names of students who attained academic distinction the preceding term. Students who have a GPA of 3.5 or better for four graded courses (no pass/fail) and no incomplete grades at the close of the term are eligible.

2.3.4.2 SR. MARIE BARRY SCHOLARS

Graduate and Professional Programs students who have completed three graded courses during a term with a GPA of 3.5 or better (no pass/fail) and no grades of incomplete are honored with the title of Sr. Marie Barry Scholar.

2.4 RESOURCES

EMMANUEL COLLEGE LIBRARY SERVICES 9/08

<http://www1.emmanuel.edu/library>

(617) 735-9927

The Cardinal Cushing Library, open to all members of the Emmanuel College community, houses reference and circulating collections as well as interdisciplinary online databases and journals. All disciplines in the college curriculum are supported by the library's more than 98,000 volumes in the print circulating and reference collections and the electronic book collections; more than 900 active journal subscriptions in print or online; more than 45 online reference and full-text database resources, and multimedia materials.

The library's automated network, Fenway Libraries Online (FLO), provides online access to Emmanuel's collections as well as to the collections of other area institutions. Emmanuel College, together with Emerson College, Wheelock College, Massachusetts College of Art, Massachusetts College of Pharmacy and Allied Health Sciences, New England Conservatory of Music, Lesley University, Wentworth Institute of Technology, the Museum of Fine Arts and the School of the Museum of Fine Arts, and the University of Massachusetts Boston form the FLO network, which maintains a shared online catalog of their respective holdings, offers walk-in circulation and reference privileges, and provides interlibrary loan services with document delivery of books and journal articles.

The Cardinal Cushing Library is also a member of the 15-library Fenway Library Consortium (FLC), which provides students and faculty access to the more than 1.5 million volumes collectively held. The Fenway Library Consortium includes Hebrew College, Simmons College, Suffolk University, Roxbury Community College, the Brookline Public Library, and the ten members of Fenway Libraries Online. All 15 institutions provide open access to their collections and most offer circulation privileges.

Two self-paced tutorials, available on the Library Web site (<http://www1.emmanuel.edu/library>), will be helpful for nursing students. The *Introduction to Library Resources for Emmanuel College BSN Program* covers search strategies for using the Library's online catalog and journal and research databases for our nursing students. In addition, a tutorial on the APA Style of citation based on the fifth edition of the *Publication Manual of the American Psychological Association*, was created through a collaboration of the Psychology Department and Cardinal Cushing Library. This style of citation is used regularly by other disciplines including nursing. This tutorial was reviewed by the American Psychological Association and is released with their permission. Access is limited to the Emmanuel College Community. In addition, the Library Web site provides Online Support for Students on Using Blackboard Vista 4.

Nursing research is enhanced by access to the Library's online databases, which are accessible remotely with a login.

For databases that are accessible off campus, except for Science Direct, enter either your First Class username and password or your Online Academic Resources username and password to gain remote access.

For remote access to Science Direct, contact the library for username and password. You may phone the main number (617) 735-9927 and ask for a reference librarian. You will be required to be a registered library patron and to provide your Library barcode number, the thirteen-digit number on the back of your Emmanuel Photo ID.

Library Subscription Databases

CINAHL (EBSCO)

CINAHL is the world's most comprehensive source of full text for nursing & allied health journals providing full text for more than 580 journals, with no embargo. With more than 600,000 full-text articles dating back to 1981, *CINAHL with Full Text* is the definitive research tool for all areas of nursing and allied health literature indexing over 1,700 professional journals in the fields of nursing and 17 allied health disciplines, with coverage dating back to 1981. In addition, CINAHL indexes healthcare books, nursing dissertations, selected conference proceedings, standards of practice, educational software in nursing, audiovisuals, and book chapters. It provides complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association. CINAHL contains CINAHL-specific subject headings.

It is updated monthly.

MEDLINE and other related databases (NIH)

PubMed, a service of the National Library of Medicine, provides free Internet access to the National Library of Medicine's database. It includes over 16 million citations for biomedical articles back to the 1950's. MEDLINE uses MeSH (Medical Subject Headings), indexing with tree numbers, tree hierarchy and explosion capabilities to search abstracts from over 4,800 current biomedical journals. These citations are from MEDLINE and additional life science journals. PubMed also includes links to many sites providing full-text articles and other related resources.

BioMed Central - The Open Access Publisher

Over 100 Open Access journals covering all areas of Biology and Medicine.

Lexis-Nexis - Medical database On-campus access only.

Includes the full-text of medical and health news sources and journals covering a wide range of medical topics.

Lexis-Nexis - Medical Abstracts On campus access only.

Accesses bibliographic information from the National Library of Medicine in more than 3500 worldwide clinical and research journals dating back to 1966.

Academic Search Premier (EBSCO)

A multi-disciplinary database that provides full text for more than 4,500 publications, over 3,600 of which are peer-reviewed journals. In addition, indexing and abstracts are provided for all 8,200 journals in the collection, of which more than 7,100 are peer-reviewed. This database offers information in nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies and more. Backfiles are available to 1975. It is updated daily.

Expanded Academic ASAP – 1980 – present (Infotrac)

This database of scholarly journals accesses more than 3,500 indexed and full-text titles, of which 2,100 are peer-reviewed, with more than 20 years of backfile coverage with information on: Astronomy, Religion, Law, History, Psychology, Humanities, Current Events, Sociology, Communications and the General Sciences. It is updated daily.

FreeMedicalJournals.com

This website is dedicated to the promotion of free and full-text access to medical journals over the Internet. More than 1300 journals in English and foreign languages are sorted by specialty and title.

Health Reference Center – 1980 -- present (Infotrac)

The material contained in this database is for a general audience and intended for informational purposes only. Coverage includes: fitness, pregnancy, medicine, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, HMOs, prescription drugs, etc.

JSTOR

An online archive containing JSTOR includes more than 1,856,000 full-length articles across 47 disciplines and more than 1,387,000 book reviews. The full-text journals begin with the inception of each title and go back to 1665. The collections cover the Arts and Sciences, Language, and Literature. There is often a 2-5-year time lag for inclusion depending on

individual title, so use the JSTOR archive in conjunction with our current online databases and print holdings.

Project MUSE®

On-campus access to full text; off-campus access to citation only.

Access to over 380 high quality humanities, arts, and social sciences journals from 60 scholarly publishers. Project MUSE® covers the fields of history of science, bioethics, literature and criticism, history, the visual and performing arts, cultural studies, education, science, political science, gender studies, economics, and many others. Updated weekly.

PsycINFO 1887 -- present (EBSCO)

Provides nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as far as 1840. Ninety-seven percent of the covered material is peer-reviewed. The covered literature includes material from more than 2,150 journals 98% of which are peer-reviewed. Emmanuel's subscription provides full-text access for more than 950 journals.

PsycARTICLES 1987 – present (EBSCO)

Contains more than 135,000 articles from 63 journals - 46 published by the American Psychological Association (APA) and 11 from allied organizations—with backfiles to 1894 and Volume 1, Issue 1. It should be used in conjunction with PsycINFO.

Science Direct College Edition 1996 – present (Elsevier)

Access to full-text of over 2,400 peer-reviewed journals (more than nine million full-text articles) in the areas of: Biochemistry, Genetics and Molecular Biology; Chemistry, Immunology and Microbiology; Medicine, and Psychology. Password for off-campus access is available at the Library. Updated daily.

SocINDEX w/full text (EBSCO)

SocINDEX with Full Text contains full text for 691 journals dating back to 1908 and includes full text for more than 740 books and monographs, and full text for 9,333 conference papers. The

content covers all sub-disciplines of sociology, including anthropology, criminology, criminal justice, cultural sociology, demography, economic development, ethnic and racial studies, gender studies, marriage and family, rural and urban sociology, theory, substance abuse, and violence.

Worldviews on Evidence-Based Nursing includes the archives of ***Online Journal of Knowledge Synthesis for Nursing*** (formerly ***The Online Journal of Knowledge Synthesis for Nursing***, Sigma Theta Tau)

Provides full text of critical articles on nursing research.

Media Equipment

(617) 264-7651

The Library provides laptops and LCD projectors, VHS and DV camcorders with tripods, portable AV carts with TV, and VHS/DVD players, slide projectors, and portable screens. Reservation Request Forms for reserving and borrowing media equipment are available on the Library web site. The library also maintains multimedia listening and viewing rooms equipped with audiocassette decks, VCRs, monitors, and CD players for use by the College community.

Library Hours

Library hours are posted on the Library Website (<http://www1.emmanuel.edu/library>) and at the entrance to the Library. Special hours are in effect during examination periods, college vacations, and summer terms.

2.5 STUDENT ID'S/PARKING

Student photo IDs may be obtained from the Emmanuel College Security Office located in the Administration Building, ADM 027 on the Plaza Level. IDs are required for all students for security reasons and for access to the library on the main campus and for use in clinical agencies.

Documentation of the student ID number must be presented to the Security Personnel. Contact the Security Office at (617) 735-9710 for their hours of operation for obtaining a photo ID.

Parking permits are available from the Office of Student Financial Services located in the Administration Building, ADM 205, and are required of all students driving onto the Boston campus. Please note that all unauthorized vehicles will be towed at the owner's expense.

2.6 DISABILITY STATEMENT

If you are a student with a documented disability who may require accommodations in any course, please register with the Disabilities Coordinator, Susan Mayo, Room 04R of the Academic Resource Center, (ARC), located in the lower level of the Library.

- Phone (617) 935-9923
- TTD (617) 935-9755
- E-mail mayos@emmanuel.edu

2.7 GET CONNECTED

All students in the college are required to have an Emmanuel College e-mail address. The Department of Nursing and the Graduate and Professional Programs Office uses this e-mail system to send announcements as their primary mode of communication with students. List Serves and use of other e-mail accounts are no longer used for communication with students. With your EC e-mail account you will be able to:

E-mail fellow students, nursing and GPP faculty and staff by simply typing in the name;

View a desktop that provides direct access to Syllabi, News and Blackboard Vista 4;

Access Online Academic Resources;

Access Conferences providing information on:

- Current updates (i.e. class cancellations due to weather)
- Hot jobs from the Office of Career Development
- Academic Advising
- Office of the Registrar
- Student Financial Services
- Off Campus Locations.

To set up your account visit www.emmanuel.edu/gpp/resources/email.asp

2.8 ONLINE NURSING NEWSLETTER

The online Nursing Newsletter located on the Nursing Homepage is the primary source of current relevant information for students in the Nursing Program. It is updated on the first of the month. Students are responsible for monitoring this site.

SECTION III

STUDENT ADVISEMENT

3.1 STUDENT RESPONSIBILITIES

All students are assigned to a faculty advisor. Students are responsible for checking the department bulletin boards and the Emmanuel College Online Academic Resources website to identify their faculty advisor. Appointments with faculty advisors should be scheduled by calling or e-mailing the faculty advisor directly.

Advisee lists are updated each academic year by the department of nursing. A copy of the current list (by faculty advisor) will be posted on the department bulletin boards for student reference. At the beginning of each semester, office hours for each faculty member will also be posted on the office door of the advisor. Office hours will be scheduled for times when students are usually available (late afternoon, early evening). A student information board is available outside the Department of Nursing in Boston and outside of the office on the Woburn campus.

Students are required to consult the information published in the Department of Nursing Online Newsletter for Department of Nursing announcements. This newsletter can be found on the nursing homepage of www.emmanuel.edu.

Pre-registration advisement is held by the department faculty during each semester. Registration materials are available to students in the Registrar's Office at mid-semester and on the EC website. Students should contact their nursing advisor for registration advisement. This may be done via e-mail, telephone or appointment. The faculty advisor will update the student's plan of study and assist the advisee in completing registration for the next semester. Students are

encouraged to make such contacts as early as possible to insure registration into the selected course(s). It is especially important to register in a timely manner for courses that are offered in a modified accelerated format as students must complete assignments for the first class. Some courses in the GPP offerings have limited capacity for registrants. Students registering for clinical courses must have met the prerequisites for those courses and have contacted and met with the course coordinator (see Appendices for clinical practicum guidelines).

Students are responsible for notifying the Registrar's Office of current home and work addresses, telephone numbers and e-mail addresses. Any change in name should be communicated as soon as possible to the Registrar's Office by sending or faxing a copy 617-264-7705 of any legal document indicating the name change, such as marriage certificate, motor vehicle license, etc. Address, phone number and e-mail address changes can be made by telephone to the Registrar's staff at 617-735-9960 or e-mailed to gppreg@emmanuel.edu.

3.2 STUDENT BLUEPRINT

Each student will be provided with a sample Blueprint and Plan of Study (see appendices) initiated at the Information Session prior to acceptance into the RN/BS Program at Emmanuel College. The blueprint and transfer credit evaluation will be completed pending review of official transcripts. The blueprint identifies the student's progress in the nursing program and insures proper sequencing of courses. The Department of Nursing completes the transfer of credits when the student has met the requirements for acceptance into the college. Policies related to transfer credits, challenge exams and sequencing may be found in Section IV of this handbook and the GPP catalog. It is the responsibility of the student to use the Blueprint to keep track of transfer credits, completed courses, and courses necessary for graduation with the BSN degree.

3.3 PLAN OF STUDY

The Plan of Study for each student enrolled in the nursing major may be modified when necessary. Students are encouraged to contact their advisor for program guidance. Both full-time and part-time sample plans of study may be found in the appendices of this handbook.

3.4 STUDENT RECORDS

When the acceptance process is completed the student admission records are maintained in the Office of the Registrar and contain the following:

- Application to the nursing program including the personal statement
- Official transcripts
- Two letters of recommendation
- The initial blueprint
- Excelsior College, Dantes and/or CLEP score reports
- Letter of Acceptance
- Record of initial interview
- Evidence of current RN licensure (downloaded from <http://licensecheck.hhs.state.ma.us/mylicenseverification>)
- Resume

The student folder in the Department of Nursing contains the following:

- Initial Interview Sheet
- Blueprint
- Plan of Study
- Anecdotal Notes
- Correspondence

Anecdotal records will be written for conferences between the student, her/his faculty advisor, other department faculty or Department Chairperson. This concise note will detail the exchange in relationship to advising information and will be signed by the faculty advisor or designate. In instances when students are given specific guidelines to follow, these will be communicated in writing and a copy of the letter will be maintained in the student record. E-mails between advisor and advisee may be kept in the file as evidence of communication.

3.5 LEAVE OF ABSENCE/WITHDRAWAL

The Department of Nursing follows the Emmanuel College Graduate and Professional Programs Policies for Leaves of Absence and Withdrawals. Students may take a leave of absence for one or two semesters. If extenuating circumstances exist the student should contact their advisor for consideration of extension of the leave of absence. During this time, a student ordinarily does

not study at another college and should be in consultation with his/her Academic Advisor and the Student Financial Services Office.

1. The student must complete a Leave of Absence/Withdrawal form, obtain the required signatures and submit the completed form to the Registrar's Office. The Registrar's Office is open 8:30 a.m. to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Failure to register for two consecutive semesters constitutes an automatic withdrawal. If the student wishes to return to the program after an absence of one year s/he must complete the online application. If transcripts and references are already on file it is not necessary to resubmit these. Returning students will have a new Plan of Study. For nursing courses which have undergone substantial change students may be required to repeat the course.

3.6 COURSE EVALUATIONS

Students are responsible for completing course evaluation forms at the end of each nursing course (theory & practicum). Forms are submitted without student name or identification. Completion and submission of these forms assist the Department of Nursing in evaluating the effectiveness of the course offering, including teaching methods, text(s), audiovisuals, assignments and instructor availability. Such evaluations assist the department faculty in review and revision of nursing courses when appropriate. Additionally, faculty along with student input complete a clinical agency evaluation, which aids faculty in assessing appropriateness of placement.

3.7 EXIT INTERVIEW

An exit interview to evaluate the Emmanuel College educational experience will be conducted with each graduating student by the nursing faculty upon completion of the program.

3.8 GRADUATE SURVEY

A department graduate survey is also conducted during the last semester. In addition an EBI Survey may be conducted.

SECTION IV

POLICIES

The following policies have been approved by the Department of Nursing faculty and Emmanuel College administration and apply specifically to Department of Nursing students. They are reviewed periodically and revised as necessary to conform with generally accepted standards in academic nursing programs.

4.1 ADMISSIONS POLICIES

Admissions policies for the Department of Nursing are published annually in the Emmanuel College Catalog and include:

- Graduation from an NLN accredited Diploma or Associate Degree Program;
- Evidence of current licensure as a Registered Nurse or eligibility for licensure;
- Completed application materials:
 1. application form and personal statement of purpose;
 2. two letters of reference;
 3. official transcripts for course work from other institutions; and
 4. personal resume.
- An interview with the Chairperson of the Department of Nursing or her designee.

4.2 VALIDATION OF PRIOR LEARNING

Option I: Mobility Agreement with AD or Diploma Nursing Program

Education mobility agreements between Emmanuel College Department of Nursing and selected associate degree and diploma programs include the following:

- Becker College
- Laboure College
- Massasoit Community College
- Middlesex Community College
- Mt. Wachusett Community College
- New Hampshire Technical Community College
- North Shore Community College
- Quincy College

- Quinsigamond Community College
- Roxbury Community College

Option II: Expanded Professional Portfolio

The expanded Professional Portfolio Option is designed to help Graduate and Professional Programs nursing students assess and validate their prior learning through the examination of college-level learning and professional work experience. Theories of adult learning styles are explored with students to help them recognize and appreciate their own preferred style. Course faculty direct the student in completion of the Portfolio. Advisement sessions for students requiring the Expanded Professional Portfolio to validate prior learning will be scheduled in conjunction with enrollment in the transition course NURS3101: Concepts of Professional Practice. The Portfolio is submitted to the Department of Nursing Faculty in petition for academic credit. Upon satisfactory review 30 nursing credits will be awarded.

The completed expanded professional portfolio includes:

1. Personal statement (from application)
2. Personal Goals and Objectives LM#6 NURS3101
3. Personal Philosophy LM #1 NURS3101
5. Values Clarification LM #2 NURS3101
6. Personal/Professional Self Assessment LM #5 NURS3101
7. ANA Code of Ethics for Nurses with Interpretative Statements (ordered from www.ana.org)
8. ANA Social Policy Statement (ordered from www.ana.org)
9. ANA Standards of Practice (ordered from www.ana.org)
10. Massachusetts Rules and Regulations 244 CMR 3.00 Registered Nurses and Licensed Practical Nurses download from www.mass.gov
11. Copy of RN license (downloaded copy from State website <http://licensecheck.hhs.state.ma.us/mylicenseverification>)
12. Current Professional Liability Insurance (cover sheet evidence of 1:3 coverage)

13. Resume including:

- Licensure: State(s) and number(s)
- Certification(s) and number(s)
- Education
- Nursing practice positions (work experience # of years)
- Honors/awards
- Nursing Organization Membership/Committees
- Nursing scholarship: (publications, presentations, service)

14. Continuing Education: Evidence of CEU's for the last two years

15. AACN Essentials of Baccalaureate Education

Validation of prior learning will look different for each student and is dependent on the number of years in nursing practice and other factors such as certification, type, and number of continuing education units, publications and service to the community.

4.3 TRANSFER CREDITS/CHALLENGE EXAMINATIONS

The following policies pertain to transfer credits or challenge exams:

Congruent with the Graduate and Professional Programs policies, the nursing student must take a minimum of 48 credits at Emmanuel College. A passing score on Excelsior College (formerly NY State Regents) and CLEP or Dantes challenge examinations will be accepted for transfer credit.

All transcripts are reviewed by the nursing advisors. Courses will be accepted from accredited colleges and universities only with a grade of "C" or better

2. The challenge examinations and acceptable scores are:

Area	Exam	Score	Credit
Introduction to Chemistry	CLEP	50	4
Introduction to Sociology	CLEP	50	4
General Psychology	CLEP	50	4
Human Growth and Development	Excelsior College	45	4
Anatomy and Physiology	Excelsior College	46	8
Microbiology	Excelsior	45	4

College

Information for the challenge exams may be obtained from the following web sites:

College Boards/CLEP: www.collegeboards.org/clep

Emmanuel College Code # 3368

Dantes: www.chauncey.com

Emmanuel College Code # 8328

Excelsior College: www.excelsior.edu (formerly New York State Board of Regents College)

Emmanuel College Code # 7N

Challenge examinations may be repeated twice. A student may also elect to take the required course.

4.4 PROGRESSION AND RETENTION

4.4.1 General Academic Performance

Students must earn a grade of “C” or better in all nursing courses. Students may be allowed one repeat in a maximum of two nursing courses where grades of less than “C” were earned. A grade of less than “C” in a third nursing course will result in academic dismissal from the nursing program.

Incompletes for nursing courses are allowed only in situations where extenuating circumstances exist. The Department of Nursing follows policies as stated in the Emmanuel College Graduate and Professional Programs Catalog.

In accordance with the college wide policy for program completion the student must complete the baccalaureate nursing program within eight years.

4.4.2 Academic Grievance and Appeal Statement

If a student in the Department of Nursing wishes to challenge a course grade or an academic/program decision, the procedure follows that of the College as found in the Emmanuel College Catalog. It may be summarized for the Department of Nursing as follows:

1. Determination of error or grievance:

Step a: consultation with Department of Nursing faculty member involved

Step b: consultation with Registrar where appropriate

2. Challenge of course grade or information in record by:
 - Step a: informal discussion with department of nursing faculty member involved
 - Step b: discussion with Chairperson, Department of Nursing
 - Step c: discussion with the Vice President of Academic Affairs
3. Formal application for a hearing to the Academic Review Board (forms may be obtained in the Graduate and Professional Programs office)
4. For issues that impact on progress or policies within the Department, the student should submit a request in writing to the Faculty Committee. The petition should be submitted via the academic advisor

4.4.3 Course Sequencing In The Nursing Major And Prerequisites

COURSES	CREDIT	PRE-REQUISITES
NURS3101:Concepts of Professional Practice	4	Science and Social Science pre-requisites/or by permission; Computer course must be taken within the first year in the program
NURS3101:Health Assessment	4	NURS3101:Concepts of Professional Practice or by permission concurrent with NURS 3101
NURS3105:Research in Nursing Practice	4	NURS3101:Concepts of Professional Practice
NURS3107:Leadership and Professional Role in Nursing	4	NURS3101:Concepts of Professional Practice or by permission concurrent with NURS 3101
NURS3117:Health Promotion in Nursing Practice and	4/4	NURS3103:HealthAssessment;
NURS4170:Health Promotion In Nursing Practicum		NURS3105:Research in Nursing Practice; NURS3107:Leadership and Professional Role in Nursing in Nursing
NURS3111:Public Health And The Professional Nurse and	4/4	NURS3101:HealthAssessment;
NURS4169:Professional Nursing Roles In The Community Practicum		NURS3105:Research in Nursing Practice; and NURS3107:Leadership and Professional Role in Nursing in Nursing
Nursing Elective: Choose One ONLY	2	
NURS3115:ContemporaryHealing Interventions	2	
NURS3113:Diversity in Health Care		
NURS4171:Senior Seminar	4	NURS3117/4170Health Promotion/Practicum or NURS3111/4169Public Health And The Professional Nurse/ Professional Nursing Roles In The Community Practicum (or concurrently)
Directed Study (optional)	1-4	Permission of Advisor

Students may attend the Pinning Ceremony during graduation week if they have completed both clinical courses.

4.4.4 Accessing Syllabi/Modules Online

Step 1 Access the Internet. Type in the following web address to access First Class:
www1@emmanuel.edu

Step 2 Under the section heading “GPP”, click on “Modules & News

Step 3 Type User ID and Password to login to First Class

User ID: modules

Password: online

Step 4 Click on the appropriate Program type: “Nursing”

Step 5 A list of the Modules/Syllabi that are available online will appear on the right side of the screen. Be advised that if a Modules/Syllabi is not on the first page, it may be on the second page which is found by clicking on the arrow key at the top right of the Modules/Syllabi listing. Click on the course name, not in the box.

4.4.5 General Requirements/Humanities as Listed in the Emmanuel College Catalog

Writing	one course
Statistics	one course
Philosophy	one course
Religious studies	one course
Computer literacy*	one course
Humanities elective**	three courses

*Demonstration of computer literacy is a college requirement to be completed during the first year of program enrollment. Computer literacy is demonstrated by challenge or completion of a College computer course. If the challenge is passed the requirement is met but no credit is given. In that case the student must take an additional humanities course in order to have the number of credits required for graduation.

**Humanities include: Music, Art, Literature, Language, History, and one additional Philosophy or a Religious Studies course. No more than two Religion courses may be taken.

4.4.6 Attendance Policy

Student attendance and participation in all class meetings is the expectation of the Department of Nursing. Students should take the course only when they can reasonably expect to attend and be on time for every class meeting thereby benefiting from student and faculty exchange that underpins knowledge acquisition. Each faculty member will state on the course syllabus the relationship between class participation and course grade. Faculty members will take attendance. In the case of a family, personal, professional or medical emergency, please notify the faculty member as soon as you are aware of the situation. S/he will help you to make arrangements to complete your work if at all possible. If you withdraw from a course before it begins, no tuition is due. However, if you withdraw from a course after the first class meeting, some or all of the tuition will be due (see 4.4.8 Course Withdrawal and Refund Policy).

According to the GPP Attendance Policy students who miss two or more class meetings of a five week course (or three or more of a ten week course) will not receive a passing grade. For a 6-session course students may miss only one (1) session. Students should contact the faculty member and then officially withdraw from the course by contacting the Registrar's office.

4.4.7 Grading Guideline

Although no official numerical grading exists, the following guideline is suggested. These are the only grades that faculty members may submit.

GRADES	KEY TO GRADES
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	65-69
D	60-64

F	BELOW-60
INC	Incomplete (see description below)
P	Pass
UW (Unauthorized Withdrawal)	Student stopped attending before (date). The faculty member must provide last date of attendance

All students must receive a grade. Incomplete Grade Contracts are submitted with the final grade roster. The completed and signed form is attached to the roster. College policy regarding incomplete grades states that incomplete grades should only be given for “extraordinary reason”. (Academic Catalog) The deadline for submitting incomplete grades to the Registrar’s Office is posted in the Registrar’s Office and in the official college calendar of events.

4.4.8 CLINICAL POLICY

Students who take the Concepts of Professional Practice course in Boston are expected to do their clinical practicum courses in Boston, and students who take their Concepts of Professional Practice course in Woburn or a designated on-site campus are expected to do their clinical practicum courses in Woburn or the designated on-site campus. If the student wishes to change her/his designation s/he should do so by contacting his/her advisor via e-mail as a courtesy.

It is recommended that students have at least one (1) year of professional practice experience as a registered nurse before entering the clinical practica.

4.4.9 COURSE WITHDRAWAL AND REFUND POLICY

100% Refund	Not on transcript	Any drops received prior to the first scheduled class meeting.
75%	W” on transcript	Any withdrawals received after the first scheduled class meeting and prior to the second class.
0% Refund	“W” on transcript	FIVE & SEVEN WEEK COURSES: Any withdrawals received after the second scheduled class meeting and prior to the fourth. SEMESTER-BASED COURSES: Any withdrawals received after the second scheduled class meeting and prior to the fifth. TEN WEEK COURSES: Any withdrawals received after the second scheduled class meeting and prior to

		the eighth class.
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To withdraw from a course, students are responsible for contacting the Registrar's Office by phone 617-735-9960, by fax 617-264-7705 or by e-mail gppreg@emmanuel.edu. If you use a fax or e-mail, please ask for a confirmation from a staff member. Non-attendance does not constitute withdrawal from a course. You must contact the Registrar's Office to officially withdraw. If you do not officially withdraw you will be responsible for the cost of the course.

The Department of Nursing adheres to the Emmanuel College Catalog policies for add-drop, withdrawal and related tuition issues. Student concerns about these issues should be addressed to their advisors (See 3.5 above).

4.5 ACADEMIC INTEGRITY POLICY

Students and faculty at Emmanuel College are dedicated to the development of an academic community in which each strives to accomplish her/his work with integrity and respect for one another. The following procedures are designed to facilitate and safeguard that goal.

I. Definitions

A. Plagiarism on Papers and Other Course Assignments

Meaning- Essentially, plagiarism is theft, the theft of the work of another person. In an academic context, it is the unattributed presentation of the work of another person under one's own name.

Plagiarism occurs whenever a student uses the work of another person without change or with merely minor changes and does not acknowledge that fact. Acknowledgment must be made of material obtained through oral communication, written texts, audiovisual and other technological resources (e.g. CD-ROM, Internet). In written work, for example, the absence of quotation marks or indentation (to indicate quotation) suffices to establish the objective fact of plagiarism.

Plagiarism can also occur in other circumstances (e.g. an art student presenting another's drawing as his/her own) and can be verified objectively.

A finding of plagiarism merely establishes the fact and does not consider the student's intention.

B. Cheating

Cheating takes place on an examination or assignment when assistance is obtained from a disallowed source. Under no circumstances may a student submit as her/his own, work or ideas of another person (except for texts and notes associated with the course), whether exactly copied or paraphrased, unless explicit permission to the contrary has been given by the instructor. In addition, using notes or other outside sources of information during in-class examinations and assignments is prohibited, unless the instructor has given permission.

Cheating also includes voluntary assistance in another student's cheating. Cheating may also include submitting the student's own paper or project for credit in more than one course, unless the course instructors have been informed and have consented to such multiple submissions.

II. Policy

A. Teachers

1) Students and Faculty of Emmanuel College are dedicated to the development of an academic community in which each strives to accomplish her/his work with integrity and respect for one another.

2) The College regards cheating and plagiarism as serious violations of academic integrity. The College therefore recommends and fully supports faculty members in their decision to impose strong sanctions for cheating and plagiarism, including giving a failing grade for the course. Students should be aware that they place themselves in jeopardy when they violate academic integrity.

3) Every teacher should stress in a clear and unambiguous manner what constitutes cheating and plagiarism and what penalties are likely to be imposed. This should be done early in the semester and before the first written assignment. It is recommended that teachers raise the matter again during the semester to underline its significance. However, a teacher's failure to do this can, under no circumstances, be used as a student's defense against a charge of plagiarism or cheating.

4) If a faculty member finds that plagiarism or cheating has occurred, she/he has the right to fail a student on the assignment or, at her/his discretion, to fail the student for the entire course.

5) When plagiarism or cheating is found and a penalty imposed, the faculty member should notify the student, the student's academic advisor, and the Vice President of Academic Affairs of this in writing. A copy of the memo will be kept in the student's file in the Registrar's Office until graduation.

B. Students

1) Plagiarism and cheating constitute serious violations of academic integrity.

2) By affixing her/his name to a work the student is saying that the work is her/his own.

3) A student found to have plagiarized or cheated in all or part of an assignment may receive a failing grade for that assignment or for the entire course, at the discretion of the instructor.

4) A student may appeal an accusation of plagiarism to the Committee on Academic Integrity, but lack of intention will not be recognized as legitimate grounds for appeal. The Committee on Academic Integrity is comprised of 2 students, 2 faculty, 1 academic administrator, and the Vice President for Academic Affairs.

5) The student's academic advisor and/or the Vice President for Academic Affairs, when informed that a student has violated the college's academic integrity policy on more than one

occasion, may notify the Committee on Academic Integrity of the matter through the Vice President for Academic Affairs.

6) Repeated violations of academic integrity may lead to further penalties that can be imposed by the Committee on Academic Integrity. Those penalties can include suspension or expulsion from the College.

7) Students will sign a form acknowledging that s/he has read the Academic Integrity Policy and understand the policy. This record will be kept in the student's file in the Department of Nursing.

Revised 6/27/02

4.6 DEPARTMENT OF NURSING WRITING STANDARDS:

The following standards may be amended by the faculty member to meet the specific needs of assignments that have specialized writing requirements.

Written assignments submitted for a nursing course will receive a grade of no better than "C" if the following criteria are not met. The paper should:

1. have a clear and readily identifiable purpose statement,
2. have a clear and coherent overall structure,
3. have a logical table of contents when appropriate,
4. have paragraphs with topic sentences and adequate development,
5. have appropriate sentence structure with consistent use of tense, person, and subject-verb agreement,
6. contain standard grammar, vocabulary, punctuation and spelling, and
7. use APA format, and show evidence of having been proofread.

Two copies of an assigned paper will be required. One will be returned to the student. The second copy will be retained for Department of Nursing files. Students having difficulty in written assignments should seek assistance from the Academic Resource Center or nursing faculty members. The student may be referred to the Academic Resource Center by their professor.

Academic Honesty in Written Work

Plagiarism has been committed if a student submits, as their own, written work which incorporates passages or phrases copied directly from another source without proper documentation, or if a student uses another's ideas without acknowledgment. Plagiarism is academically dishonest and is considered a serious violation of academic integrity. It is the theft of another's work. The punishment for such academic dishonesty may include failing the paper in question, failing the course or even dismissal from the College (Corbett, 1987).

Many college papers are written with the aid of references - indeed, this is the essence of a college research paper. It is acceptable to incorporate another's work into your own provided you use proper documentation. There are three methods of documenting:

- quoting
- paraphrasing
- summarizing

A quotation takes the author's words exactly as they are originally written, places them within quotation marks and refers to the source with a citation. A citation is the note in the paper which tells the reader the source of the information. When paraphrasing, a student closely follows another writer's ideas but rewrites the information in your own words. This material must also be referenced or cited. When summarizing, student sums up another writer's ideas, also acknowledging the source.

Writing Style and Reference Guidelines

The Emmanuel College Department of Nursing uses the American Psychological Association (APA) format for all written assignments. Please refer to the *Publication Manual of the American Psychological Association 5th Edition* and access the APA tutorial on the Library homepage. Students are expected to follow these formats for all papers submitted.

4.7 WRITTEN ASSIGNMENT REVIEW

In order to facilitate the timeliness of a student request for review of a written assignment, the student must adhere to the following guidelines.

1. A student may petition, in writing, to the Department of Nursing chairperson to have a written assignment reviewed;

2. The petition letter, submitted with an unmarked copy of the written assignment, must be received within two weeks of receipt of the grade for the assignment;
3. The written assignment will be blind reviewed and graded by another Department of Nursing faculty member;
4. The final grade for the assignment will be the average of the two grades;
5. The student will be notified of the result of the faculty review in a reasonable time frame.

4.8 GUIDELINES AND REQUIREMENTS FOR CLINICAL COURSES *

***ADDITIONAL GUIDELINES AND REQUIREMENTS FOR CLINICAL COURSES ARE LISTED IN THE APPENDICES. IT IS THE RESPONSIBILITY OF THE STUDENT TO FAMILIARIZE HER/HIMSELF WITH THESE REQUIREMENTS.**

4.8.1 CRIMINAL OFFENSE RECORD INQUIRY (CORI) POLICY

Emmanuel College Department of Nursing
Criminal Offender Record Information (CORI) Policy

Where Criminal Offender Record Information (CORI) checks are part of the process for clinical practicum placement of students by the Department of Nursing at Emmanuel College, the following practices and procedures will generally be followed:

I. CORI checks will only be conducted as part of the Massachusetts Criminal History Systems Board (CHSB). All students will be notified that a CORI check will be conducted. All students will be provided with a copy of the Emmanuel College Department of Nursing (DON) CORI Policy. In addition, a copy of the CORI Policy will be included in the *Emmanuel College Department of Nursing Student Handbook*.

II. An informed review of a criminal record requires adequate training. Accordingly, all faculty of the Department of Nursing authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.

III. Prior to the clinical practicum, students will be required to request a CORI check by the CHSB through the Emmanuel College DON designated agency, Castle Branch Services. Castle Branch Services will then provide the designated faculty with the results of the CORI check from the CHSB.

IV. If a criminal record is received from the CHSB, the designated DON faculty will closely compare the record provided by the CHSB with the information provided on the CORI request form and any other identifying information provided by the student to ensure that the record relates to the student.

V. Students challenging the accuracy of the report shall be provided a copy of the CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the student, the DON will make a determination based on a comparison of the CORI report and the documents submitted by the student. The DON may contact the CHSB and request a detailed search consistent with CHSB policy.

VI. Unless otherwise provided by the law, a criminal record will not automatically disqualify a student from the clinical practicum.

VII. If the DON reasonably believes that the criminal record refers to the student and is accurate (based upon the information provided in sections IV and V), then a determination for suitability for clinical practicum placement will be made. Factors considered in suitability may include, but are not limited to the following:

- a) Relevance of the crime to the proposed clinical practicum;
- b) Nature of the proposed clinical practicum;
- c) Time since the conviction;
- d) Age of the student at the time of conviction;
- e) Seriousness and specific circumstances of the offense;
- f) The number of offenses;
- g) Whether the student has pending charges;
- h) Any relevant evidence of rehabilitating or lack thereof;
- i) Any other relevant information, including information submitted by the student or requested by the DON;

VIII. The DON will notify the student of the decision and the basis of the decision in a timely matter.

Reviewed: September, 2007

4.9 EMMANUEL COLLEGE DEPARTMENT OF NURSING CLINICAL PRACTICA: POLICIES FOR PREVENTION OF TRANSMISSION OF HIV, HEPATITIS AND OTHER BLOODBORNE PATHOGENS

The Department of Nursing at Emmanuel College follows the guidelines for health care workers caring for patients with HIV set forth by the Center for Disease Control (CDC) in the supplement, "Recommendations for Prevention of HIV Transmission in Health Care Settings (August, 1987)." These recommendations, referred to as "Universal Precautions," were revised in 1988 and updated in 1996 "Universal Precautions for Prevention of Transmission of HIV and Other Bloodborne Infections" to identify specific body fluids that require the implementation of Universal Precautions. "Universal precautions" as defined by the CDC are a set of precautions to prevent the transmission human immunodeficiency virus (HIV), hepatitis B virus (HBV) and other bloodborne pathogens when providing first aid and health care. Additionally Emmanuel College Department of Nursing follows the guidelines of the Occupational Safety and Health Administration (OSHA) found in the document "Occupational Exposure to Bloodborne Pathogens" that include HIV (the AIDS virus), the hepatitis B virus (HBV) and other bloodborne pathogens (OSHA, Feb., 1992).

Activities that place a nursing student at risk for HIV infection transmission, hepatitis B virus and other bloodborne pathogens include percutaneous injury through needlestick or other sharp objects and mucous membrane or skin contact with contaminated body fluids known to be capable of transmitting the HIV virus, hepatitis B virus or other bloodborne pathogens. "Risk of transmission via the skin is increased if the exposed skin is chapped, abraded, or affected by dermatitis or if exposure is prolonged or extensive. Certain body fluids that are known to transmit HIV or hepatitis B include blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, tears,

breast milk and urine. While HIV is present in all body fluids it is not transmitted via all body fluids, for example, tears (CDC 1996).

The ANA has issued a number of policy statements on AIDS that reaffirms the commitment of the nursing profession to the care of the client with AIDS. Since 1988 the Department of Nursing at Emmanuel College has responded to the HIV/AIDS epidemic by integrating into the nursing curriculum theory and practice content that addresses the needs of the patient infected with HIV, the patient at risk for infection with HIV and the nurse at risk for infection from bloodborne pathogens. Additionally, the Department of Nursing developed The Clinical Practica: Policy for Prevention of HIV Transmission to address the risk of exposure to HIV. This policy follows the CDC's Policy for Universal Precautions. In March, 1992, the faculty addressed the risk of exposure to hepatitis B, a major pathogen that is also transmitted through contact with contaminated body fluids by requiring students in clinical practica to be vaccinated for hepatitis B virus. The risk of transmission of hepatitis B virus after a needlestick exposure is 6% to 30% for individuals who have had vaccinations or post-exposure prophylaxis (CDC, 1989). This risk is very high compared with estimated risks of HIV transmission (less than 1%) and hepatitis B is associated with significant morbidity and mortality rates (CDC, 1989). Regarding hepatitis C the CDC issued a document in 1996 to advise HCV verification or exposure and the source of the exposure.

Universal Precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. In addition, under universal precautions, it is recommended that all health care workers take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. The CDC recommends the following UNIVERSAL PRECAUTIONS be used in the care of all patients.

1. Gloves should be worn:
 - For touching blood and body fluids requiring universal precautions, mucous membranes or non-intact skin; and
 - For handling items/surfaces soiled with blood or body fluids to which universal precautions apply.
2. Gloves should be available to health care workers who wish to use them for phlebotomy:
 - Use gloves for phlebotomy when the health care worker has cuts, scratches, or other breaks in his/her skin;

- Use gloves in situations where health care worker judges that hand contamination with blood may occur;
 - Use gloves for performing finger and /or heel sticks on infants and children; and
 - Use gloves when persons are receiving training in phlebotomy.
3. Gloves should be changed after contact with each patient.
 4. Hands and other skin surfaces should be washed:
 - Immediately or as soon as patient safety permits if contaminated with blood or body fluids requiring universal precautions; and
 - Immediately after gloves are removed.
 5. Masks and protective eyewear or face shields should be worn to prevent exposure of mucous membranes of the mouth, nose and eyes during procedures that are likely to generate droplets of blood or body fluids requiring universal precautions.
 6. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood and body fluids requiring universal precautions.
 7. All health care workers should take precautions to prevent injuries by needles, scalpels, and other sharp instruments or devices during procedures:
 - When cleaning used instruments;
 - During disposal of used needles; and
 - When handling sharp instruments after procedures.
 8. To prevent needlestick injuries:
 - Needles should not be recapped by hand;
 - Purposely bend or broken by hand;
 - Removed from disposable syringes,
 - Or otherwise manipulated by hand.
 9. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal.
 10. Strictly adhere to precautions to minimize risk of HIV transmission if you are pregnant (pregnant women are not at greater risk; however, if transmission of HIV occurs, the infant is at risk as well);

4.9.1 Environmental Considerations

Environmental transmission of HIV has not been documented. The following precautions should be routine in the care of all patients:

1. Maintain standard sterilization/disinfecting procedures;

2. Sterilize items used in vascular procedures and items that contact mucous membranes;
3. Use disinfectant-detergent formulations registered by EPA and already in use by institution for house cleaning;
4. Wear gloves to clean blood or body fluid spills, use chemical germicide ("hospital disinfectant") at recommended dilution;
5. Bag soiled linen at site, wash linen contaminated by blood or body fluids with detergent in water at 71C(160F) for 25 minutes.

In caring for patients with HIV, hepatitis B or other bloodborne pathogens, health care providers should recognize that the above precautions benefit both the patient and the care provider. Routine care of patients (bathing, feeding, touching) will not cause transmission of HIV and gloves need not be worn at these times.

4.9.2 Clinical Practica Prerequisites

Hepatitis B vaccine series: Evidence of vaccination or a letter of release is required.

4.9.3 Educational Requirements

Review of Policy: Faculty will review the Policy for the Prevention of Transmission of HIV, hepatitis B and Other Bloodborne Pathogens found in the *Department of Nursing Student Handbook*. The review will be completed with students prior to the commencement of each practica experience.

4.9.4 Clinical Practica: Care of Patients

Adherence to the CDC Universal Precautions is to be used in the care of all patients.

Should a student be exposed to HIV, Hepatitis B or any other Bloodborne Pathogen, the following steps should be followed:

1. report the incidence of exposure to the appropriate faculty member, and to the agency staff;
2. follow agency protocol for exposure to bloodborne pathogens;
3. consult faculty member regarding available treatment, options;

4. submit a copy of the agency incident report to the Emmanuel College Department of Nursing;
5. arrange for follow-up care through personal physician.

Emmanuel College Department of Nursing faculty will continue to evaluate the nursing curriculum and policies related to bloodborne pathogens on an ongoing basis with regard to current research. The goal of evaluation is to ensure up to date policies and curriculum content to meet the needs of patients and the registered nurse students in caring for patients with AIDS/HIV and other bloodborne pathogens.

4.9.5 Tuberculosis Testing

Before students can enter a clinical setting evidence of tuberculosis testing must be provided within six (6) months.

4.10 HIPAA Regulations for Student Handbook

Protecting the Privacy of Patients' Health Information

Overview: The first-ever federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule.

Congress called on HHS to issue patient privacy protections as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA included provisions designed to encourage electronic transactions and also required new safeguards to protect the security and confidentiality of health information. The final regulation covers health plans, health care clearing houses, and those health care providers who conduct certain financial and administrative transactions (e.g., enrollment, billing and eligibility verification) electronically. Most health insurers, pharmacies, doctors and other health care providers were required to comply with these

federal standards beginning April 14, 2003. As provided by Congress, certain small health plans have an additional year to comply. HHS has conducted extensive outreach and provided guidance and technical assistance to these providers and businesses to make it as easy as possible for them to implement the new privacy protections. These efforts include answers to hundreds of common questions about the rule, as well as explanations and descriptions about key elements of the rule. These materials are available at <http://www.hhs.gov/ocr/hipaa>.

Patient Protections

The new privacy regulations ensure a national floor of privacy protections for patients by limiting the ways that health plans, pharmacies, hospitals and other covered entities can use patients personal medical information. The regulations protect medical records and other individually identifiable health information, whether it is on paper, in computers or communicated orally. Key provisions of these new standards include:

- **Access to Medical Records:** Patients generally should be able to see and obtain copies of their medical records and request corrections if they identify errors and mistakes. Health plans, doctors, hospitals, clinics, nursing homes and other covered entities generally should provide access to these records within 30 days and may charge patients for the cost of copying and sending the records.
- **Notice of Privacy Practices:** Covered health plans, doctors and other health care providers must provide a notice to their patients how they may use personal medical information and their rights under the new privacy regulation. Doctors, hospitals and other direct-care providers generally will provide the notice on the patient's first visit following the April 14, 2003, compliance date and upon request. Patients generally will be asked to sign, initial or otherwise acknowledge that they received this notice. Health plans generally must mail the notice to their enrollees by April 14 and again if the notice changes significantly. Patients also may ask covered entities to restrict the use or disclosure of their information beyond the practices included in the notice, but the covered entities would not have to agree to the changes.
- **Limits on Use of Personal Medical Information:** The privacy rule sets limits on how health plans and covered providers may use individually identifiable health information.

To promote the best quality care for patients, the rule does not restrict the ability of doctors, nurses and other providers to share information needed to treat their patients. In other situations, though, personal information generally may not be used for purposes not related to health care, and covered entities may use or share only the minimum amount of protected information needed for a particular purpose. In addition, patients would have to sign a specific authorization before a covered entity could release their medical information to a life insurer, a bank, a marketing firm or another outside business for purpose not related to their health care.

- **Prohibition on Marketing:** The final privacy rule sets new restrictions and limits on the use of patient information for marketing purposes. Pharmacies, health plans and other covered entities must first obtain an individual's specific authorization before disclosing their patient information for marketing. At the same time, the rule permits doctors and other covered entities to communicate freely with patients about treatment options and other health-related information, including disease-management programs.
- **Stronger State Laws:** The new federal privacy standards do not affect state laws that provide additional privacy protections for patients. The confidentiality protections are cumulative; the privacy rule will set a national "floor" of privacy standards that protect all Americans, and any state law providing additional protections would continue to apply. When a state law requires a certain disclosure - - such as reporting an infectious disease outbreak to the public health authorities - - the federal privacy regulations would not preempt the state law.
- **Confidential communications:** Under the privacy rule, patients can request that their doctors, health plans and other covered entities take reasonable steps to ensure that their communications with the patient are confidential. For example, a patient could ask a doctor to call his or her office rather than home, and the doctor's office should comply with the request if it can be reasonably accommodated.
- **Complaints:** Consumers may file a formal complaint regarding the privacy practices of a covered health plans of provider. Such complaints can be made directly to the covered provider of health plan or to HHS' Office for Civil Rights (OCR), which is charged with investigating complaints and enforcing the privacy regulation. Information about filing complaints should be included in each covered entity's notice of privacy practices.

Consumers can find out more information about filing a complaint at <http://www.hhs.gov/ocr/hipaa> or by calling (866) 627-7748.

Health Plans and Providers

The privacy rule requires health plans, pharmacies, doctors and other covered entities to establish policies and procedures to protect the confidentiality of protected health information about their patients. These requirements are flexible and scalable to allow different covered entities to implement them as appropriate for their business or practices. Covered entities must provide all the protections for patients cited above, such as providing a notice of their privacy practices and limiting the use and disclosure of information as required under the rule. In addition, covered entities must take some additional steps to protect patient privacy:

- **Written Privacy Procedures:** The rule requires covered entities to have written privacy procedures, including a description of staff that has access to protected information, how it will be used and when it may be disclosed. Covered entities generally must take steps to ensure that any business associates who have access to protected information agree to the same limitations on the use and disclosure of that information.
- **Employee Training and Privacy Officer:** Covered entities must train their employees in their privacy procedures and must designate an individual to be responsible for ensuring the procedures are followed. If covered entities learn an employee failed to follow these procedures, they must take appropriate disciplinary action.
- **Public Responsibilities:** In limited circumstances, the final rule permits - - but does not require - - covered entities to continue certain existing disclosures of health information for specific public responsibilities. These permitted disclosures include: emergency circumstances; identification of the body of a deceased person, or the cause of death; public health needs; research that involves limited data or has been independently approved by an Institutional Review Board or privacy board; oversight of the health care system; judicial and administrative proceedings; limited law enforcement activities; and activities related to national defense and security. The privacy rule generally establishes new safeguards and limits on these disclosures. Where no other law requires disclosures in these situations, covered entities may continue to use their professional judgment to

decide whether to make such disclosures based on their own policies and ethical principles.

- **Equivalent Requirements for Government:** The provisions of the final rule generally apply equally to private sector and public sector covered entities. For example, private hospitals and government run hospitals covered by the rule have to comply with the full range of requirements.

Outreach and Enforcement

HHS Office for Civil Rights (OCR) oversees and enforces the new federal privacy regulations. Led by OCR, HHS has issued extensive guidance and technical assistance materials to make it as easy as possible for covered entities to comply with the new requirements. Key elements of OCR's outreach and enforcement efforts include:

- **Guidance and technical assistance materials:** HHS has issued extensive guidance and technical materials to explain the privacy rule, including an extensive, searchable collection of frequently asked questions that address major aspects of the rule. HHS will continue to expand and update these materials to further assist covered entities in complying. These materials are available at <http://www.hhs.gov/ocr/hipaa/assist.html>.
- **Conferences and seminars:** HHS has participated in hundreds of conferences, trade association meetings and conference calls to explain and clarify the provisions of the privacy regulation. These included a series of regional conferences sponsored by HHS, as well as many held by professional associations and trade groups. HHS will continue these outreach efforts to encourage compliance with the privacy requirements.
- **Information Line:** To help covered entities find out information about the privacy regulation and other administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996, OCR and HHS' Centers for Medicare & Medicaid Services have established a toll-free information line. The number is (886) 627-7748.
- **Complaint Investigations:** Enforcement will be primarily complaint-driven. OCR will investigate complaints and work to make sure that consumers receive the privacy rights and protections required under the new regulations. When appropriate, OCR can impose civil monetary penalties for violations of the privacy rule provisions. Potential criminal

violations of the law would be referred to the U.S Department of Justice for further investigation and appropriate action.

- **Civil and Criminal Penalties:** Congress provided civil and criminal penalties for covered entities that misuse personal health information. For civil violations of the standards, OCR may impose monetary penalties up to \$100 per violation, up to \$25,000 per year, for each requirement or prohibition violated. Criminal penalties apply for certain actions such as knowingly obtaining protected health information in violation of the law. Criminal penalties can range up to \$50,00 and one year in prison for the certain offenses; up to \$100,000 and up to five years in prison if the offenses are committed under “false pretenses”; and up to \$250,000 and up to 10 years of prison if the offenses are committed with the intent to sell, transfer or use protected health information for commercial advantage, personal gain or malicious harm.

APPENDICES

Appendix A

Regional Nursing Clinical Placement Workgroup Clinical Passport

NAME			
	LAST	FIRST	MIDDLE INITIAL
COLLEGE		GRADUATION DATE	

CURRENT HEALTH INSURANCE

(RN ONLY): LICENSE NUMBER	<i>Expiration Date:</i>	MALPRACTICE INSURANCE CARRIER	1million:3million

HEALTH HISTORY & EXAM (SCHOOL OF NURSING TO VERIFY)

1. PHYSICAL EXAM within 1 year of entry into first clinical nursing course

2. MEASLES, MUMPS, & RUBELLA titer or vaccine verified

3. DIPHTHERIA/TETANUS within 10 years

4. VARICELLA (CHICKEN POX) disease, titer or vaccination verified

5. HEPATITIS B vaccination, disease, immunity or waiver signed

6. TUBERCULIN SKIN TEST (PPD) annual requirement/must be current and meets clinical placement standards

The above criteria have been met for this student and the student is cleared for clinical rotation for the next twelve months.

Date cleared for clinical:		Faculty:	
Date cleared for clinical:		Faculty:	
Date cleared for clinical:		Faculty:	
Date cleared for clinical:		Faculty:	

7. CPR (American Heart Association-Healthcare Provider)	Exp Date	_____	Exp Date	_____	Exp Date	_____
(American Red Cross- Professional Rescuer)	Exp Date	_____	Exp Date	_____	Exp Date	_____
(other)	Exp Date	_____	Exp Date	_____	Exp Date	_____
8. CORI Date: _____	Date:	_____	Date:	_____	Date:	_____

REQUIRED ORIENTATION
(Student to Complete)

9. OSHA BLOODBORNE PATHOGENS AND STANDARDS/INFECTION CONTROL

Annual Requirement Date: _____ Date: _____ Date: _____ Date: _____

Hospital Specific Requirement

Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	

10. HIPAA TRAINING

Annual Requirement Date: _____ Date: _____ Date: _____ Date: _____

Hospital Specific Requirement

Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	

11. FIRE/ ELECTRICAL & SAFETY TRAINING

Annual Requirement Date: _____ Date: _____ Date: _____ Date: _____

Hospital Specific Requirement

Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	

12. HAZARDOUS CHEMICAL TRAINING

Annual Requirement Date: _____ Date: _____ Date: _____ Date: _____

Hospital Specific Requirement

Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	
Date		Facility		Date		Facility	

I certify to the best of my knowledge that the above information is true and complete with all required documentation attached. I authorize the School of Nursing to release this information to the agencies where I have clinical.

STUDENT'S SIGNATURE: _____ Date: _____

VERIFICATION OF ACCURATE DOCUMENTATION BY SCHOOL OF NURSING
(SIGNATURE & DATE)

1ST YEAR

FALL _____ Date: _____

WINTER _____ Date: _____

SPRING _____ Date: _____

SUMMER _____ Date: _____

3RD YEAR

FALL _____ Date: _____

WINTER _____ Date: _____

SPRING _____ Date: _____

SUMMER _____ Date: _____

2ND YEAR

FALL _____ Date: _____

WINTER _____ Date: _____

SPRING _____ Date: _____

SUMMER _____ Date: _____

4TH YEAR

FALL _____ Date: _____

WINTER _____ Date: _____

SPRING _____ Date: _____

SUMMER _____ Date: _____

**Emmanuel College
Department of Nursing**

**Student Guidelines for Enrolling in NURS 4169
Professional Nursing Roles in the Community Practicum**

NURS 4169 “Professional Nursing Roles in the Community Practicum” (4c) is the clinical component course to NURS 3111 “Public Health Nursing”. NURS 4169 focuses on service learning and vulnerable populations. The course requires students to attend 6 (3 hour) class seminars and to complete 8 hours of clinical practice. The clinical practice is spent in a community agency that serves a vulnerable population. Students are encouraged to select an agency in their own community, or one that is of special interest. The agency does not need to employ a nurse.

These courses are given only during the fall semester. Students should keep in contact with their advisor to review their program of studies and to plan when they will take these courses. The NURS 4169 course co-coordinator will visit various Nursing classes in the spring semester to inform students who are ready to take these courses in the upcoming fall semester. An information and documentation packet will be distributed. It is the responsibility of the student to contact the course coordinator if he/she does not receive an information packet.

Pre-Requisites:

A) Acceptance into the Program

Students should have received an acceptance letter and confirmation of transfer credits.

B) Pre-Requisite Courses

The following courses must be completed or given transfer credit prior to enrollment:

Intro to Chemistry

Anatomy & Physiology I & II

Microbiology

Intro to Sociology

Psychology I & II

Computer Literary (Computers for Nurses)

NURS 3101, NURS 3103, NURS 3105, and NURS 3107

Required Documents to be sent to the Course Coordinator:

A) 1 copy of the Clinical Placement Contract

B) **2 copies** of Completed **Clinical Practicum Placement Form**

C) **2 copies** of the **Student Clinical Passport** and **all required documents**. A copy of the Clinical Passport is available in the Student Handbook.

Note: A CORI check may be required by the clinical/community agency. This is usually done by the agency.

Process:

Step 1: The Course Coordinator will mail an information letter to potential students by January 15. Packets will be distributed in classes or sent to students at the end of January.

Step 2: Students Submit One Copy of the Practicum Placement Contract to the Course Coordinator by February 15.

Students intending to enroll in the practicum course must sign and return one copy of the Practicum Contract to the Practicum Coordinator by February 15.

Step 3: Contact the Practicum Coordinator to Discuss the Practicum by March 1.

Students must contact the practicum coordinator via telephone or email by March 1 to discuss the clinical practicum and how to complete the practicum process.

Step 4: Submit 2 Copies of the Clinical Passport and 2 copies of all accompanying documents by the April 1.

Students must submit 2 copies of the Clinical Passport with all required documents by April 1. Some students may be required to submit additional documents or to attend an orientation as required by the agency. The student will inform the practicum coordinator of additional documents or orientation requested by the agency.

Step 5: Submit the Practicum Placement Form by April 15.

Students must submit the Practicum Placement Form completed with proposed site for service learning clinical experience by April 15

Step 6: Register for the Theory and Practicum Courses.

When the course coordinator informs you that your practicum process has been completed, you may register for both the theory (NURS 3111) and practicum (NURS 4169) courses.

If you decide not to enroll in the courses please notify the course coordinator as soon as possible.

HEALTH PROMOTION IN NURSING PRACTICE

HEALTH PROMOTION PRACTICUM PLACEMENT PROCESS

The College is participating in the Massachusetts Board of Higher Education's Clinical Placement Process and Data Base. There is an increasing demand and competition for student placements in health care settings. Therefore, it is critical for students to meet deadlines by planning and collaborating with the practicum coordinators as early as possible in order to secure an appropriate placement that will meet the learning needs of each student. *Failure to meet the deadlines outlined below means a student will not be allowed to register for and take the Health Promotion practicum during the spring semester.*

Three clinical domains of practice are suggested from which each student may identify one for her/his clinical practicum. These domains of practice are: (1) Gerontology/Rehabilitation, (2) Women's Health/Infant-Adolescent Health and (3) Research/Legislative/Political. Placements may be either in hospital settings or other health care agencies, i.e. outpatient or home care services, health promotion/occupational health settings, clinics, schools, rehabilitation sites (such as cardiac rehab). The match of clinical setting to student interest will be facilitated during your individual discussion with the course coordinator.

Students are encouraged to identify clinical placements that will complement or expand their individual career goals while also addressing the health promotion aspects of health care delivery in the identified area of interest. New clinical placements will be explored for their potential to meet the courses objectives and students' learning needs.

Students are advised to read notices and informational materials on the *Student Information Bulletin Board* located outside of ADM 225 in the Department of Nursing. Students are also responsible for reading updated practicum information in the *Student Manual*, which can be found on the Emmanuel College web site (www.emmanuel.edu).

The following practicum placement approval process must be followed:

Step 1: Intent to Enroll and Secure Placement for the Health Promotion Practicum

Students planning to pre-register for the Health Promotion practicum course must have received a letter of acceptance by and had all of the science/social science and computer courses completed by September 15.

Step 2: Submit One Copy of the Health Promotion Clinical Practicum Placement Contract to the Course Coordinator and the Copy of the Confirmation of Prerequisites For Clinical Practica Form to your Advisor by the September 15 Deadline

Students planning to take the Health Promotion Practicum during the Spring Semester should pick up a clinical practicum placement packet that contains all of the materials needed to complete the Clinical Placement Process in the Clinical Coordinator's mailbox outside of Administration 321. Students intending to enroll in the practicum course must sign the Health Promotion Practicum Placement Contract and return it to the Course Coordinator's mailbox by

September 15 and submit the copy of the Confirmation of Prerequisites for Clinical Practica Form to their Advisor by **September 15**.

Step 3: Contact the Course Coordinator to Discuss Clinical Site by October 1

Students must contact the Course Coordinator by **October 1** to discuss clinical site selection and how to complete the Clinical Placement Process. Students may request a meeting to discuss their placement.

Step 4: Submit the Completed Clinical Practicum Placement Form and the 2 Copies of the Student Clinical Passport with the Required Documents by the October 15 Deadline – One Copy of the Signed Student Clinical Passport and Required Documents will be returned to the student to take to the Clinical Agency on the 1st Clinical Day

Students must submit the completed Clinical Practicum Placement Form and **2 copies of the Student Clinical Passport** with **2 copies of all required documents** to Course Coordinator by **October 15**.

The Course Coordinator will contact the preceptor and other agency personnel as necessary to negotiate a contract/letter of agreement securing the practicum placement. The Course Coordinator will send the necessary paperwork to the preceptor and agency personnel to secure the practicum placement.

Some students may be required to submit additional documents or to attend an orientation as required by the agency. The Practicum Coordinator will inform the student if additional requirements are necessary to secure the placement.

The Course Coordinator will review the Student Clinical Passport and sign and return one copy of the Completed Student Clinical Passport with one copy of the required documents to the student. The student must take the signed Student Clinical Passport and required documents to the Clinical Agency on the 1st Clinical Day.

Step 5: Have your CORI check done through your clinical agency or submit the CORI request form to the Clinical Coordinator and go online to [CertifiedBackground.com](http://www.CertifiedBackground.com) and submit the additional information required for a CORI Check. All CORI checks must be submitted by October 15.

Certain Clinical Agencies (such as public schools, hospices, VNA's) require that students sign a CORI Form and submit it through them rather than through Certified Background. You will most likely be able to have your CORI Check done through your clinical agency. All CORI Checks must be submitted by October 15.

Another way to have your CORI check done is first submit a CORI Request form the Clinical Coordinator so she can send it to [Certifiedbackground.com](http://www.CertifiedBackground.com). Then you must go online to <http://www.CertifiedBackground.com> to submit the additional information required for a CORI Check. Instructions are listed on the Certified Background Student Instructions Sheet. Click on students, enter package code MM34, and pay the \$30.50 fee via Master Card, Visa or Money Order for the CORI Check.

Step 6: Pre-register for the Theory and Practicum Course

When the Practicum Coordinator informs you that your practicum placement has been secured, you must register for both the theory and practicum courses in **December**.

*******Students who have not submitted all of the required paperwork by December 1 will not be allowed under any circumstances to register and take the health promotion theory and practicum courses. No changes to clinical placements will be allowed after December 1.**

Step 6: Prepare Personal Learning Course Objectives and Bring to First Health Promotion Practicum Class

Students must prepare personal learning objectives that coincide with the course objectives and bring a typewritten copy of these objectives to the first practicum class. Guidelines for preparing these objectives are included in the Clinical Placement Packet.

Students may do only one six hour clinical orientation day with their preceptor prior to the first class. This will give you an opportunity to tour the agency, get oriented to the functions of the agency and preceptor, review required manuals and get familiar with documentation.

Remember your prompt attention to this placement process gives you the best assurance of the clinical site selection that you want. Students who have questions about the Clinical Placement Process are encouraged to call the Course Coordinators

Appendix B

EMMANUEL COLLEGE DEPARTMENT OF NURSING STUDENT BLUEPRINT

Name: _____ ID# _____ Date: _____ Advisor:
_____ DOA: _____

	Transfer Credit			Challenge Exam				
	Date	Grade	Credit	EXCELSIOR COLLEGE			CLEP/D	
				Date	Grade	Credit	Date	Grade
Pre-requisites: Science/Social Sciences								
Introduction to Chemistry (4cr)								
Anatomy & Physiology (4/4 cr)								
Microbiology (4 cr)								
Introduction to Sociology (4 cr)								
General Psychology (4 cr)								
Developmental Psychology (4 cr)								
General Studies Requirements/Electives								
Statistics (4 cr)								
Philosophy (4 cr)								
Religious Studies (4 cr)								
Writing (4 cr) College English I								
Computer (4 cr)								
*Humanities Electives:								
1.								
2.								
3.								

NOTES: ~Transfer credit evaluation is provisional pending review of official transcripts. Only courses with a C or above will be transferred to the college. Demonstration of computer literacy is a college requirement to be completed during the first year of program enrollment.

Pre-requisites - transfer _____
 Pre-requisites - challenge _____
 General Studies Requirements - transfer _____

Nursing Transfer/Expanded Portfolio/Mobility _____
 Computer Literacy - course/challenge _____
 Maximum number of credits

TOTAL: _____ Interviewed by: _____

*Humanities include: Music, Art, Literature, Language, and History; an additional Philosophy and/or Religious Studies course may be taken.

	Transfer Courses	Mobility/Expanded Po
--	-------------------------	-----------------------------

Nursing Transfer Credits	Date	Grade	Credit	Date	Grade	
Mobility () (30cr)						
Expanded Portfolio Evaluation (30cr)						
Transitional Nursing						
Concepts of Professional Practice (4 cr)						
Nursing Major						
Health Assessment (4 cr)						
Research in Nursing Practice (4 cr)						
Leadership & Prof. Role in Nursing (4 cr)						
Health Promotion in Nursing Practice (4 cr)						
Health Promotion Practicum (4 cr)						
Public Health and the Prof. Nurse (4 cr)						
Prof. Nsg. Roles in the Community Practicum (4 cr)						
Senior Seminar (4 cr)						
Directed Study (optional) (1-4cr)						
Nursing Elective (1 required)						
Diversity in Health Care (2 cr)						
Contemporary Healing Interventions (2 cr)						

Total Credits for Graduation: _____ Date: _____

Advisor's Signature: _____

Approved By: _____

Rev. Spring, 2006

EMMANUEL COLLEGE
Department of Nursing
ORIGINAL PLAN OF STUDY

NAME:

FALL	SPRING	SUMMER
FALL	SPRING	SUMMER
FALL	SPRING	SUMMER

INTERVIEWER :

DATE:

The above plan of study is subject to evaluation of the official transcripts and subsequent transfer of credits. Once the transfer of credits is completed and the student has been accepted into the Nursing Program additional credits may not be transferred in. Students are advised to consult with their academic advisor each semester to review and revise this plan of study as necessary.

REV: Spring, 2007

EMMANUEL COLLEGE
 Department of Nursing
REVISED PLAN OF STUDY

NAME:

FALL	SPRING	SUMMER
FALL	SPRING	SUMMER
FALL	SPRING	SUMMER

ADVISOR

REVIEW DATE

Each student will receive an official Plan of Study when all transcripts have been received. Each student's Plan of Study is individualized. The number of nonnursing courses may vary depending on transferable credit. Students are advised to consult with their academic advisor each semester to review and/or revise the official Plan of Study as necessary. REV: Spring, 2007

EMMANUEL COLLEGE
 Department of Nursing
SAMPLE PART TIME PLAN OF STUDY

Name: Sample Part Time I.D.: _____ Advisor: _____

Date: _____ Acceptance Date: _____

Fall	Spring	Summer
Concepts-4cr Intro to Computers-4cr	Health Assessment-4cr Leadership-4cr	Intro to Chemistry-4cr Statistics-4cr
Fall	Spring	Summer
Research-4cr Nursing Elective-2cr	Health Promotion in Nursing-4cr Health Promotion in Nursing Practicum-4cr	Philosophy-4cr Religion-4cr
Fall	Spring	Summer
Public Health Nursing-4cr Professional Nursing Roles in the Community Practicum-4cr	Humanities Elective-4cr Senior Seminar-4cr	

Signature: _____ Reviewed: _____ Initials: _____

 (student)

 (advisor)

EMMANUEL COLLEGE
 Department of Nursing
Sample Full Time Plan Of Study

Name: Sample Full Time I.D.: _____ Advisor: _____

Date: _____ Acceptance Date: _____

Fall	Spring	Summer
Concepts-4cr Intro to Computers-4cr Nursing Elective-2cr	Health Assessment-4cr Leadership-4cr Humanities-4cr	Intro to Chemistry-4cr Statistics-4cr
Fall	Spring	Summer
Research-4cr Humanities Elective-4cr	HPN&Practicum-4/4cr Humanities Elective-4cr	Philosophy-4cr Religious Studies-4cr
Fall	Spring	Summer
PHN&Practicum-4/4cr Senior Seminar-4cr		

Signature: _____ Reviewed: _____ Initials: _____

 (student) _____

 (advisor) _____

Revised Spring 2006

Appendix C

**EMMANUEL COLLEGE
Department of Nursing**

Criteria for Distinction in the Field of Nursing

The Department of Nursing follows the Emmanuel College Criteria for graduation with distinction in the field. This can be found in the *Emmanuel College Graduate and Professional Programs Catalog; Honors* and the *EC DON Student Handbook: Academic Recognition*.

- GPA of 3.5 in nursing courses;
- Completion of a significant senior project

The Department of Nursing considers a significant senior project to encompass the following:

A project that results in a major contribution to the clinical agency, to its staff, or to the community; or an extensive literature review of research and/or other evidenced based documents: which includes a major paper that incorporates research utilization around a clinical topic that results in an application relevant to nursing practice ideas or interpretation of nursing data.

Implementation Steps for Completing a Senior Project:

Step 1: Once you have an idea you discuss it with your faculty advisor or course coordinator. Class assignments may be used as the foundation for initiation of the senior project. However, the project itself must be a significantly expanded contribution to the clinical agency, its staff or the population it serves. Faculty recommend that you take two semesters to complete the project.

Step 2: Conduct a literature review. (See guidelines for literature review).

Step 3: Submit project proposal by October 1st, or February 1st during the senior level courses for faculty approval and/or recommendations.

Step 4: Proposal approval by faculty and communication of proposal status by faculty.

Step 5: Adhere to proposed timeline as identified in your proposal.

Step 6: Confer with advisor or course faculty throughout project implementation.

Step 7: Submission of agency response which is to be included in completed project.

Step 8: Submission of completed project by November 30th or March 15th for faculty approval and/or recommendations.

Step 9: Upon notification of accepted completed project have two copies bound with an attractive project title page and an overlay of a clear cover. One copy is to be left with the Department of Nursing and one copy with the clinical agency, if applicable.

Step 10: Present the Project/Paper to the Department of Nursing faculty. Students will also participate in the college wide Distinction in the Field Presentation Event.

Step 11: Project/Paper is also displayed at the Pinning Ceremony Reception

Revised Fall 2008

**EMMANUEL COLLEGE
Department of Nursing
Senior Project Proposal
Distinction In The Field of Nursing**

Name: _____ Date: _____

ID#: _____ Phone: H _____ W _____ Ext. _____

FAX: _____ E-Mail: _____

Attach proposal (use APA Format) which will include the following:

Project Title Page

Table of Contents

Purpose of Project

Project Rationale including literature review, value to the agency and/or the population served

Describe Specific Target Population, e.g., age, profession, work environment, etc

Theoretical Framework

Project Objectives including both teacher and learner objectives as applicable

Methodology or project description

Evaluation Methods including measurement instruments; follow-up plan including continuation of program at the agency as applicable

References/Bibliography

Timeline indicating specific activities throughout the implementation phase of the project

Faculty Approval of Proposal: _____ Yes: No: Date: _____

Recommendations: _____

Faculty notification of Student: _____ Date student notified of Proposal status: _____

Revised Spring, 2003

EMMANUEL COLLEGE
Department Of Nursing
Faculty Assessment of Review of the Literature Project
Distinction in the Field

Date Completed Project Submitted: _____

Candidate: _____ GPA: _____

CONTENT	YES	NO
---------	-----	----

Title Page		
Table of Contents		
Introduction		
Significance of Nursing Problem		
Theoretical Framework		
Aim of Review		
Search Strategy (description of retrieval and screening process)		
References Selection (inclusion and exclusion criteria)		
Quality of References (primary sources, relevance, appropriateness, timeliness)		
General Description of Selected References		
Analysis of References Using Protocol (e.g., Polit & Beck, 2006. p. 141)		
Synthesis of Major Findings		
Conclusion/Discussion (Including relationship of findings to theoretical framework)		
Limitations of Review		
Suggestions for Nursing Practice		
Suggestions for Further Research		
References/Bibliography		
APA Format		
Appropriate Writing Style		
Organization		
Copies of all References (Completed Protocols Attached)		

Recommendation for *Distinction In The Field of Nursing*: Yes: No: Date: _____

Recommendations/Comments: _____

Student Notification: _____ Clearance to bind with clear cover: _____

Faculty Signature: _____

Revised FA '08

EMMANUEL COLLEGE
Department of Nursing
Proposal: Review of the Literature Project
Distinction in the Field of Nursing

Name: _____ Date: _____

ID#: _____ Phone: H _____ W _____ Ext. _____

FAX: _____ E-Mail: _____

Attach proposal (use APA Format) which will include the following:

Project Title Page

Significance of Nursing Problem

Reasoning for Choice of Literature Review Project

Summary of Tasks and Elements Required for a Literature Review

Identification of Adequate Number of Relevant References

Theoretical Framework

Search Strategy and Analysis Protocol (e.g., Polit & Beck, 2006, p.141)

References/Bibliography

Timeline (Indicating completion dates of elements/tasks of the review)

Faculty Approval of Proposal: _____ Yes: No: Date: _____

Recommendations: _____

Faculty notification of Student: _____ Date student notified of Proposal status: _____

Revised FA '08

**EMMANUEL COLLEGE
Department Of Nursing
Faculty Assessment of Senior Project
Distinction In The Field**

Date Completed Project Submitted: _____

Candidate: _____ GPA: _____

	CONTENT	YES	NO
Title Page			

Agency Response letter/certificate		
Table of Contents		
Project Purpose		
Rationale including literature review, value to the agency and/or population served		
Population		
Theoretical framework		
Project Objectives: teacher/learner if applicable		
Methodology or project description		
Evaluation methods including measurement instruments		
Evaluation results and analysis		
Followup/Maintenance of project by agency if applicable		
Timeline indicating specific activities throughout the implementation phase of the project		
References/Bibliography		
Appendices including raw data		

Recommendation for Distinction In The Field of Nursing: _____ Yes: _____ No: _____ Date: _____

Recommendations/Comments: _____

Student Notification: _____ Clearance to bind with clear cover: _____

Faculty Signature: _____

EMMANUEL COLLEGE
Department of Nursing
Distinction In The Field
Student Checklist for Completed Project

CONTENT	YES	NO
Title Page		
Agency Response letter/certificate		
Table of Contents		
Project Purpose		

Rationale including literature review; value to the agency and/or population served		
Population		
Theoretical framework		
Project Objectives: teacher/learner if applicable		
Methodology or project description		
Evaluation methods including measurement instruments (pre-post tests; sample tools)		
Evaluation results and analysis (pictorial graph of data results)		
Follow up/maintenance of project by agency if applicable		
Timeline indicating specific activities throughout the implementation phase of the project		
References/Bibliography		
Appendices (raw data, handouts)		

EMMANUEL COLLEGE
Department of Nursing

Student Declaration

I acknowledge that I have accessed the online 2008-2009 Bachelor of Science in Nursing Student Handbook from the Nursing Homepage of the Emmanuel College website and that I have read and understood all the information contained therein.

Student Name (Print)

Student Signature

Date Signed

Faculty or Staff Witness

Date Signed

Return to the professor teaching NURS3101: Concepts of Professional Practice

EMMANUEL COLLEGE
Department of Nursing

Academic Integrity Policy Signature Form

Name: _____

Date: _____

Course: _____

I acknowledge by my signature that I have read and understand the Emmanuel College Academic Integrity Policy as described in the Department of Nursing Student Handbook and fully realize the consequences of violating said policy.

Student Signature: _____

Faculty Signature: _____