



Lincoln University Bachelor's of Science
Nursing Program
Student Handbook
2015/2016

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Pre-Licensure Nursing Program Policies and Procedures

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The Lincoln University Nursing Program

Mission Statement

The Nursing Program's mission is to produce graduates who have superior *knowledge* and *skills*, who are able to work collaboratively with inter-professional teams to meet current and future healthcare needs for our local, national and global communities.

Vision Statement

The vision of the Nursing Program is to develop nurse leaders who are caring, knowledgeable in nursing science, adept in research, secure in the use of related technologies, and prepared for continuous advancement in our ever-evolving healthcare environments. Our graduates will demonstrate professional excellence and dedication to serving others and the nursing profession.

Philosophy

The Lincoln University's Nursing Program seeks to prepare nurse leaders who are prepared to provide quality, patient-centered, holistic nursing care, participate in the building of nursing profession through nursing practice, research and scholarship intended to improve health outcomes for all people.



PROGRAM REQUIREMENTS

Essential Technical Standards for Safe Nursing Practice

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| <p>MOTOR</p> <p>For admission and progression, an applicant to the BSN Program must have abilities and skills of five varieties and to the standards listed below and perform in a reasonably independent manner: Motor, sensory, interpersonal communication, mental /emotional, and critical thinking. Students are required to provide complete and accurate information on the health forms required at the time of admission and annually thereafter. In the event a student in the program demonstrates difficulty in meeting the technical standards, the student will be referred to the Academic Dean for evaluation and recommendation. Reasonable accommodations will be made on an individual basis; however, the student must be able to perform in an independent manner or academic dismissal may occur. Examples provided below do not comprise an exhaustive list.</p> | <p>A candidate must have adequate motor function to effectively work with nursing problems and issues and carry out related nursing care.</p> <p>Possesses four (4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and maneuver in small places and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care. Possesses the ability to exert 20 - 50 lbs. of force occasionally; 10-25 lbs. of force frequently; and negligible to 10 lbs. of force constantly to move objects.</p> <p>Examples of nursing care include but are not limited to: ambulating and positioning patients; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient/client daily hygiene care.</p> |
| <p>SENSORY</p> <p>Visual Auditory Tactile</p> | <p>Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately. Has normal or corrected vision within the range of 20/20 - 20/80, be able to distinguish color shades. Examples include but not limited to: recognize changes in skin color or color of drainage; distinguish gradations on syringes when drawing up medications, observe patient responses, visualizes the appearance of surgical or traumatic wounds.</p> <p>Has normal or corrected hearing ability within the 0-45 decibel range. Examples include but not limited to: hearing alarms, emergency signals, cries for help, auscultator sounds.</p> <p>Possess at least one hand with the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.</p> |
| <p>INTERPERSONAL COMMUNICATION</p> | <p>Possesses communication abilities sufficient for appropriate and effective interaction with others in both oral and written form.</p> <p>Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and group from a variety of backgrounds.</p> <p>Examples include but not limited to: explain treatment procedures and/or initiates health teachings, documents nursing actions and patient responses establishes appropriate and professional rapport with patients and colleagues.</p> |

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| CRITICAL THINKING | <p>Possesses critical thinking ability sufficient for clinical judgment.</p> <p>Applies principles of logical or scientific thinking to define problems, collect data establish facts, and draw valid conclusions.</p> <p>Interprets and implements a variety of technical instructions. Deals with several abstract and concrete variables.</p> <p>Examples include but not limited to: identifies cause and effect relationships; develops nursing care plans; demonstrates personal organization; practical application of fractions, percentages, ratio and proportion, and measurements.</p> |
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PRE-LICENSURE NURSING PROGRAM POLICIES AND PROCEDURES

Progression Policy

In order to progress through the nursing program, students must meet all of the stated academic requirements; including successful completion of all General education core courses and Nursing major pre-requisites. Students in the undergraduate nursing programs will not be permitted to continue in the nursing major nor enroll in additional nursing courses if they receive a grade of less than a 75 (“C”) in **any** nursing course. Students must withdraw from the program and may return to repeat the course when it is offered again. **Students may only repeat any nursing course once.**

For courses with a clinical component, the clinical practicum is graded either Satisfactory or Unsatisfactory. If a student earns an “Unsatisfactory” in any clinical practicum, he or she must retake the entire course (both the theoretical and clinical components). The student with an “Unsatisfactory” clinical grade may not continue in the program until he or she retakes the entire course and earns a grade of 75 (“C”) or better. **Students may only repeat any nursing course once.**

Transfer Students

Students with an Associate’s degree: Students that transfer to Lincoln University with an Associate’s degree in a parallel degree program will have their general education/core curriculum courses considered complete. Students may have to complete additional coursework depending on the major and prerequisites required for major courses, as determined by the academic department.

Students with a Bachelor’s degree: Students that transfer to Lincoln University with a Bachelor’s degree will have their general education/core curriculum courses considered complete. Students may have to complete additional coursework depending on the major and prerequisites required for major courses, as determined by the academic department.

Program Dismissal for Academic Reasons

Students may only repeat any nursing course one time. **A student may only fail one course within the entire program.** A second failure will result in dismissal from the program. Failure is considered any grade below a 75 (“C”).

The Department of Nursing and Lincoln University reserve the right to dismiss a student from the program for ethical, legal, or professional conduct unsuited to the nursing profession.

Academic Advising

Students enrolled in the program will be assigned a faculty advisor in the Department of Nursing. Nursing faculty advisors are available to provide guidance to students throughout their academic nursing program. The student may contact their advisor at any point for advice regarding curriculum, procedures, and processes leading to graduation. The student, however, is responsible for following all guidelines, protocols, and abiding by all nursing curriculum and program requirements. Students **MUST** check their Lincoln University e-mail for messages on a daily basis. It is the student’s responsibility to request guidance from their instructors and faculty

advisors when they are having difficulty with curriculum and course materials. The student is responsible for fulfillment of all program requirements in time for graduation.

Academic Warning and Dismissal Policy

At the midpoint and end of each course, the academic and lab/clinical progress of each student is reviewed. *A student whose academic or lab/clinical performance is unsatisfactory will be counseled on the required standards at midpoint of the course.* The instructor and student should meet to develop a strategy to improve the student's performance. A letter of warning is sent to the students who do not meet the minimum standards. Should prescribed conditions and requirements not be met; the student will be dismissed from the program.

The University reserves the right to dismiss a student whose behavior does not meet the University's standards of conduct (refer to page 52 of Lincoln University Student Handbook).

Counseling and Guidance

In accordance with BSN § 21.114 of the State Board of Nursing, Lincoln University's Center for Counseling is available to provide counseling services and/or referrals.

Graduation Policy

In order to be granted a Bachelor of Science in nursing degree students must successfully complete all the requirements for the nursing program and for Lincoln University. In addition, students must have successfully passed or remediated all Kaplan examinations and have passed the Kaplan RN Comprehensive Predictor Exam.

Graduation Requirements

A student is eligible for graduation upon the satisfactory completion of the program and curriculum requirements of the specific program in which she/he is enrolled and having attained a cumulative grade point average of 2.5 upon completion of the program and all credits. The responsibility for fulfilling all graduation requirements rests upon the individual student. **Students will be required to pass the Kaplan NCLEX-RN Comprehensive Content examination at the required benchmark prior to completion of NUR 414.** An examination fee may be charged. Additionally, students must fulfill the following in order to be eligible for graduation:

1. Complete all nursing courses with a grade of 75 (C) or better.
2. Successfully complete course progression, as outlined in the Curriculum Plan.
3. Successfully pass the **Kaplan NCLEX-RN Comprehensive Content** exam requirement at the required benchmark.
4. Satisfy all financial obligations to the University.
5. Return specified items and borrowed materials.
6. Complete NCLEX-RN© curriculum requirements.
7. Complete an Exit Survey Examination.

National Council License Examination (NCLEX-RN©) Requirements

Lincoln University students are eligible to take the RN licensure examination after they have graduated from the BSN program. The NCLEX-RN© exam is computerized and offered at sites

throughout the United States. For further information, contact the Pennsylvania State Board of Nursing.

- Successfully complete the Kaplan RN Comprehensive Predictor Exam meeting the required benchmark.

This experience provides one of several opportunities available to students to prepare for the licensure examination. Students are strongly encouraged to consider use of the following resources to enhance NCLEX-RN© preparation:

1. NCLEX-RN© Review books available in local bookstores.
2. Computerized test banks.
3. Use of NCLEX-RN© audio and videotapes.
4. Kaplan resources

Kaplan/ NCLEX- RN Preparation Policy

Purpose

Kaplan is to assist students to prepare for the NCLEX-RN© examination and to develop remediation strategies for students who do not demonstrate satisfactory performance on Kaplan proctored assessments.

Kaplan Comprehensive Content Review and Testing

Kaplan testing is a competency assessment for preparation for the NCLEX-RN©. It involves a series of tests to determine the learners' understanding of content. It identifies the learner's areas of weakness. Topics covered in the Kaplan tests are based on current NCLEX-RN© test plans.

Entry and Exit Level Testing

Students are required to take the Kaplan subject specific assessment testing at a time designated by the Department of Nursing Chair throughout the program. Students are also required to pass the Kaplan NCLEX-RN© Comprehensive Content exam at the end of the program.

Determinations regarding *eligibility to take the NCLEX-RN© will be based on the student's record of participation in the remediation process throughout the program, and student scores on the Kaplan NCLEX-RN© Comprehensive Content exam.* Final determinations regarding NCLEX-RN© readiness will be made by the Department of Nursing Chair in consultation with members of the curriculum committee and course coordinators. *Failure to comply with Kaplan policies may result in removal from the program.*

Course Level Testing

Students take a proctored Kaplan assessment at the completion of each course with a clinical component. These results are reviewed by the course coordinator and placed in the student's file. Results are shared with the Department of Nursing Chair.

Kaplan Remediation

Remediation plans are individualized to meet the student's particular needs. They are to be signed by the student and course coordinator and placed in the student's file within two weeks of the proctored assessment test. Once a remediation plan is developed, the clinical course

coordinator is available to assist the student on an as needed basis; but it must be understood clearly that the student is ultimately responsible and accountable for his/her own NCLEX-RN® preparation. *See a sample Kaplan Remediation Plan form in the appendix section in this handbook.* It is the student's responsibility to complete this plan and discuss it with the course coordinator. **Failure of a student to complete his/her remediation plan may result in dismissal from the program.**

REQUIRED MATERIALS

Students are expected to acquire all materials, including textbooks, publications, and software, which is listed in this syllabus as "required."

STUDENT OBLIGATION

Given the nature of web-assisted, online, or hybrid courses offered through Lincoln University, students must be prepared to be committed to completing the course and outlined course work in the schedule provided. Students that make plans to go on travel while taking an online course must make arrangements to have access to the online course system. It is recommended that students bring a laptop (if available) and make arrangements for Internet access. Other options include using facilities local to your travel destination including those at a hotel, a library, an Internet café, etc. A minimum requirement of this course is the ability to create, save, edit, and upload documents in all Microsoft Office programs. Be courteous and considerate with all communications.

TECHNOLOGY

In order to successfully take part in this online course, **students must have access to a typically configured personal computer and the Internet.** The computer and related technology must meet the Lincoln University-Student Nurse (SN) technology requirements.

Students should plan in advance for alternative computer and Internet access in the event of a personal computer failure. Students are responsible for maintaining, protecting, and backing up all data and files related to their courses. All submissions (homework, reports, etc.) must be completed using Microsoft Office (Word, Excel, and PowerPoint) Software. No other document formats will be accepted unless specifically stated.

CONDUCT/CIVILITY

Student communication is always expected to be courteous, professional, and in conjunction with Lincoln University-SN Code of Conduct. Correspondence that denotes conduct unbecoming of a student will be reported to the Office of the Director. Civility in the classroom and in the online format and respect for the opinions of others is very important in an academic environment. To create and preserve a classroom and online atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. It is likely you may not agree with everything that is said or discussed in the classroom or online however courteous behavior and responses are expected.

Math Test Policy

Students are required to pass a comprehensive math test at the beginning of clinical courses in their junior and senior years and whenever the student returns after a withdrawal from the program, with a minimum score of 90%. A student may take the examination up to three (3) times. **If the student fails the third time, he/she will be dismissed from the program.** Students are not permitted to enter the clinical setting without a passing math score. Students returning to the program after a withdrawal from the program **must** pass the examination before registering in courses.

Class Attendance Policy

Students are expected to attend all class sessions. Nevertheless, it is recognized that class absences are occasionally necessary for extenuating professional or personal reasons. **A student is considered absent if she/he has missed at least one quarter of a class session.** All absences must involve legitimate excuses, such as health problems or family emergencies. Documentation should be available for all absences and supplied when requested.

The student **must** inform the instructor via email or in person in advance of an anticipated absence. If, however, this is not possible, it is the responsibility of the student to communicate personally with the course instructor by e-mail no later than **twenty-four hours** after the absence has occurred.

Lateness will not be tolerated. If a student is late to class, they will not be able to make up a quiz, exam, or other material that they missed because they were late. It is the student's responsibility to obtain the class notes that they missed from a peer. **Children are not permitted in class or clinical.**

Test Absenteeism

All students must take the required tests or exams at the designated date and time unless the instructor has granted permission for other arrangements. If the instructor has granted the student permission to miss a test, the student must take the test or exam before the results are given to the rest of the class. If the student is ill or cannot take the test at the designated time, the student must contact the instructor before the exam or the student will receive a grade of zero for the test or exam.

Written Assignments

All written assignments are to be typed and presented in the style detailed in the: American Psychological Association. (2010). *Publication Manual of the American Psychological Association*, (6th edition, second printing.). Washington, DC: American Psychological Association.

Electronic Device Policy

Electronic devices (cell phones, tablets, laptops, etc.) may not be used in class except with the express consent of the instructor. Even when permitted, these devices may not be used for non-educational (e.g., gaming, texting), academically dishonest (e.g. cheating on exams), or illegal (e.g., recording or taking pictures without permission) purposes. Students who violate this policy

will receive a verbal warning for the first infraction. Additional violations may result in the student being asked to leave class or receiving a grade penalty.

Late Papers

Ten points will automatically be deducted from an assignment handed in after the beginning of the designated class period without the prior consent of the instructor. A paper submitted late by one week or more will not be accepted.

Grading

The minimum passing grade for all nursing courses is a “C.” Any student who receives a grade below “C” in a nursing course must refer to the Progression and Readmission Policies stated in this handbook. Refer to the *Lincoln University Undergraduate Catalog* for the university’s Grade Change Policy and Grade Action Appeals Policy.

NOTE: No extra credit will be given to students in the Nursing Program. Please refer to our numerical grading scale below.

Department of Nursing Grading Scale:

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|--------------|------------|
| 100-94 = A | 77-79 = C+ |
| 90-93 = A- | 75-76 = C |
| 86-89 = B+ | 70-74 = C- |
| 83-85 = B | 65-69 = D+ |
| 80-82 = B- | 58-64 = D |
| Below 58 = F | |

Highlighted grades below 75% (C) will be considered failures.

Mid-Term/Semester Warnings

Any student with a 75% grade point average at midterm semester will receive a warning letter from his/her course faculty. If you receive a warning you must meeting with the course faculty and sign the letter acknowledgement. These letters can be given in hardcopy or electronically by course faculty. Remediation and an action plan to progress through the program will be required.

Return to the Nursing Program after Withdrawal or Course Failure

A student who withdrew or failed to progress may apply for readmission through the Registrar’s Office. The Department Chair must approve the Application for Readmission before a new registration will be accepted. **Application will not be approved until the compliance plan is successfully completed.**

1. The returning student must meet with their academic advisor prior to their return to develop and sign a compliance plan. The returning student must complete all of the compliance plan requirements before she/he can return to class and clinical. Failure to do so will result in denial of readmission application.
2. The returning student is responsible for all changes and additions in the new Student Handbook in effect for the group with which she/he registers.
3. The returning student is responsible for the full-time tuition rates, fees, and costs in effect for the cohort with which she/he registers.
4. The student is responsible for purchasing new uniforms should the design be different than when she/he was in the program.

5. The returning student must contact the Department of Nursing and resubmit all credentials (American Heart Association CPR card, malpractice insurance, physical exam, updated TB test, criminal background check, clear drug screen, child abuse clearance and FBI Clearance), and any other credentials that are required at the time of registration. Students are responsible for costs associated with requirements.
6. Upon returning to a clinical course after a withdrawal or a course failure, a student **MUST** make an appointment with the Skills Lab Coordinator to set up practice and test times. **The appointment must be made within one week after signing the compliance plan.** The Coordinator will give the student a skills test that she/he must pass before she/he is permitted to register for class. **The student may only retest two times and success in the skills test must be attained by the date agreed upon in the Returning Student Compliance Plan.**
7. The returning student will be required to take a med-math examination and pass with a score of 90% before enrolling in any course. If the first attempt is unsuccessful, the student must meet with the course coordinator for remediation. **The student has a total of three attempts to pass the exam and success in the math exam must be attained by the date agreed upon in the Returning Student Compliance Plan.**
8. The returning student will be required to submit to a mandatory, comprehensive, random drug and alcohol testing. The paperwork for this testing will be given to the student by the.

Academic Dishonesty Policy and Procedures

The student is responsible to become familiar with acceptable standards for research and documentation and to abide by them. Academic dishonesty includes but is not limited to:

- a. Plagiarism or presenting words, pictures, ideas, or artwork, that are not your own, as if they were your own, in spoken, written, or visual form without permission from originator.
- b. Submitting a paper written by another student or another person as if it were your own.
- c. Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
- d. Fabricating evidence or statistics that supposedly represent your original research.
- e. Cheating of any sort on tests, papers, projects, reports, and so forth. Each faculty member is required to send a record, together with all evidence of all suspected cases of academic dishonesty to the Department Director and Chair
- f. Falsification of any materials submitted for admissions or grading purposes.

Each faculty member is required to send a record, together with all evidence of all cases of academic dishonesty, to the Nursing Director and Chair, who will forward the information to the appropriate person for adjudication.

Academic Penalties for Academic Dishonesty

When academic honesty is violated, according to the definition adopted by the faculty and whatever additional definition the instructor has published to his/her students, the instructor may

choose one of the following penalties according to his/her assessment of the severity of the infraction and any extenuating circumstances:

- a. Assign a grade of F or “zero” on the paper, project, or examination but allow re-submission, resulting in a maximum grade of C.
- b. Assign a grade of F or “zero” on the paper, project, or examination without the opportunity for re-submission.
- c. Assign a grade of F in the course.
- d. In all cases, the instructor will forward, in writing, evidence of the academic dishonesty and the academic penalty to the Faculty Representative to Administration.

Dismissal

Students may be dismissed for failure to maintain the required cumulative grade-point averages and for ethical misconduct. There is no provision for re-admission following dismissal for ethical or academic reasons once the appeal process has been exhausted. The Dean makes dismissal decisions when it is highly unlikely for the student, under present circumstances, to complete the requirements for graduation.

Violation of integrity and honesty is a serious offense, considered sufficient basis to terminate enrollment. The student shall refer to the *Lincoln University Student Handbook* online for the Appeal of Dismissal process.

Students with Special Learning Needs

Student with disabilities should apply for accommodations through the Counseling Center. Students are encouraged to apply for accommodations for disabilities early. Accommodations cannot be applied retroactively. Students should be ready to supply appropriate documentation with the application for disability accommodation. Lincoln University strives to provide the best learning environment to accommodate the special needs of students; however it is crucial that students communicate their special needs clearly and appropriately.

Student Rights

These standards represent the minimal procedural protection to be accorded to students charged with most disciplinary violations:

1. To know the nature of the charges.
2. To arrange for counsel of his/her academic advisor or other faculty member of his/her choice, throughout the proceedings.
3. To receive a reasonable time to prepare for a hearing.
4. To remain silent when his/her response might be self-incriminating.
5. To receive the decision in writing.
6. To appeal the decision.

There are written specific policies pertaining to students’ rights and grievances, with procedures for implementation. The student shall refer to the *Lincoln University Student Handbook* for Student Conduct Policies and Procedures.

Student Academic Grievance/Complaint Procedure

Whenever a student has a grievance/complaint regarding a matter related to an academic or non-academic matter at Lincoln University, the following procedures shall apply when a student

believes that a faculty member has infringed upon the student's rights as set forth in this policy. In cases in which the student is challenging an instructor's conduct of the course, classroom management style, or assignment of a grade received in connection with a course, the student shall follow the grade appeal procedure applicable to the school or college in which the course is offered.

1. The student shall first attempt resolution by seeking an appointment with the instructor in question. If, to the student, this does not seem a feasible course, or if a personal conversation with the instructor has been attempted, but a resolution satisfactory to the student's grievance is not obtained, the student may seek resolution through a written appeal to the instructor's Department Chair, who will attempt to resolve the matter between the student and the instructor. If the grievance or complaint is against the Department Chair, then proceed to number 3 below.
2. If a resolution satisfactory to the student is not obtained through appeal to the Department Chair, the student may seek resolution through a written appeal to the School Dean.
3. The Dean (or the Dean's designee) may attempt informal resolution through discussion with the student and faculty member. The Dean will consider the student's appeal and issue a written decision and remedy. Appropriate precautions should be taken to safeguard the confidentiality of the grievance proceedings, including information about the outcome.
4. Either party to a grievance appeal (whether instructor or student) may appeal the decision of the Dean to the Vice President for Academic Affairs, in writing, within ten (10) days following notice of the Dean's decision. A written reply by the other party must be filed within ten (10) days after receipt of the appeal. The Dean's decision shall be stayed pending appeal. The Vice President for Academic Affairs has discretion to determine the information and procedure that he/she will utilize in deciding each appeal. The decision of the Vice President for Academic Affairs (in writing) shall be final.



Student Grievance/Formal Complaint Form

The purpose of the formal complaint procedure is to provide a process for resolving student complaints related to academic or non-academic matters against faculty at Lincoln University. Whenever a student has a complaint the following procedures shall apply when a student believes that a faculty member has infringed upon the student's rights.

Student information

Please provide your name, student ID number, telephone, and email address.

| | | | |
|-----------|--|-----------|--|
| Name | | Telephone | |
| ID Number | | Email | |

Complaint Summary

Provide a brief description of the complaint. Explain the matter in detail by including a complete summary of information in a signed, written statement attached to this form.

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Faculty Information

Please provide the name, office - location, telephone and email of the faculty member against whom this complaint is filed.

| | | | |
|--------|--|-----------|--|
| Name | | Telephone | |
| Office | | Email | |

1. Has the student attempted resolution by seeking an appointment with the instructor in question?
 Yes No
 If yes, please provide date of level one meeting (meeting with instructor) _____
 Has a resolution satisfactory to the student been obtained? Yes No

2. Did the student seek a resolution through a written appeal to the instructor's Department Chair?
 Yes No
 If yes, please provide date of level two meeting (meeting with Dept. Chair) _____
 Has a resolution satisfactory to the student been obtained? Yes No

3. Did the student seek a resolution through written appeal to the College Dean?
 If yes, please provide date of level three meeting (meeting with Dean of College) _____
 Yes No
 If yes, did the Dean issue a written decision and remedy? Yes No

4. Has an appeal to the Dean's decision to the complaint been filed to the Vice President for Academic Affairs, in writing, within 10 days following notice of the Dean's decision?
 Yes No
 If yes, did the Vice President for Academic Affairs issue a decision in writing?
 Yes No (The decision of the Vice President for Academic Affairs shall be final)

Student Name

Student Signature

Date

| For Office Use Only | |
|-------------------------------------|--|
| Date Received in Nursing Department | |
| Personnel assigned to manage case | |

Email

All nursing program students are required to use Lincoln University email. This is the main method used between the Nursing Program and its students and faculty. You must check your email daily. Emails from outside email addresses will not be opened.

Pre-Licensure Nursing Program Clinical Policies and Procedures

Clinical Attendance and Absence

Attendance is mandatory for all clinical conferences, seminars, and practice days. Faculty members may exclude students from the clinical area due to illness, injuries, lack of preparation for practice, inappropriate attire, suspected impairments, or any situation deemed unsafe or inappropriate to the clinical setting. Clinical make-up days will result in **additional expense and time for the student**. In the event that it is not feasible for the student to make up the missed clinical time before the end of the term, the student may request an incomplete grade (“I”). Because of the essential nature of these sessions, the faculty may recommend withdrawal from the course or Department of Nursing Chair due to missed clinical conferences, seminars, and practice days. **Documentation should be available for all absences and supplied when requested.**

If a student is excluded from clinical attendance for reasons other than illness or injury, the faculty member is not obligated to schedule a make-up day for the student. This absence will be reflected in the student’s clinical evaluation and may result in placing the student in clinical jeopardy and/or clinical failure.

Clinical Lateness

Clinical lateness will not be tolerated. If a student is late to a clinical area, they will be sent home and it will be considered an absence. Please refer to the Clinical Attendance and Absence policy listed above.

Clinical Section Assignments

The Course Coordinator assigns students to clinical sections. Changes in posted clinical assignments will be made only due to unforeseen, extenuating circumstances. Clinical section assignments are planned so that students have a wide range of experiences and exposure to a variety of faculty or facilities. Every student in the program must complete a weekly clinical journal for every course that has a clinical component.

Preceptors - Nurse administrator, faculty, and staff requirements

An individual who enhances faculty-directed clinical learning experiences by guiding selected clinical activities shall be designated as a clinical preceptor. A clinical preceptor shall hold a current license to practice professional nursing in the state of the clinical experience.

- Faculty shall have input into the selection of preceptors.
- Faculty shall retain responsibility for planning and evaluating student learning experiences when students are engaged in clinical activities with a preceptor.
- If a faculty member is not physically present in the area in which students are practicing, a faculty member shall be immediately available by telephone or other means of telecommunication when students are engaged in clinical activities with a preceptor.

Source: Pennsylvania State Board of Nursing Administrative Code

<http://www.pacode.com/secure/data/049/chapter21/chap21toc.html>

Health Policy

Students must complete the Pre-Entrance Lincoln University Health Forms in compliance with admissions requirements and submission of documentation of health insurance upon entering the University.

Enrolled students who do not comply with immunization requirements and mandatory health documentation will be notified in writing by the Department of Nursing's Clinical Site Placement/Compliance Coordinator and/or Lincoln's director of student health services.

Students who do not comply with mandatory health documentations will be immediately placed on academic hold. This results in the student being ineligible for Lincoln University benefits including future registration. **The student will not be allowed to attend current and future classes or clinical until documentation is complete.** Students not in compliance are responsible for the consequences of their removal from these clinical rotations (e.g., additional expense and time and/or course failure). Additionally, course coordinators will notify students who are ineligible to attend clinical rotations.

Mandatory Health Documentation and Legal Credentialing Policies and Procedures

State and local health officials require the following specific information to be maintained on all Lincoln University students. **This information will be submitted via the Lincoln University health history, immunization record and physical form SIGNED BY YOUR HEALTH CARE PROVIDER.** These forms and all documents must be submitted to the Department of Nursing office by the first day of Orientation. **All original documents** (*faxed copies will not be accepted*) **are to be submitted together in a folder marked with the student's name.**

1. 2 Step PPD test done within 1 year and repeated annually –If test is positive, Quantiferon Gold Blood Test will be required. Note: Student test Positive for Q-Gold must be treated for latent Tuberculosis with medication and get an immediate chest x-ray to rule out active TB.
2. Hepatitis B – Positive Titer
3. Influenza (annually)
4. Varicella (chicken pox) – Positive Titers
5. T-dap (Tetanus, Diphtheria, Acellular Pertussis) or DT received within the past 5 years.
6. Positive Titers for MMR (measles, mumps, rubella)
7. Meningitis Vaccination – required for residential students
8. Student name should not appear on the Office of Inspector General List

Furthermore, students will be responsible for obtaining additional immunizations as required by the University, clinical facilities, and/or government regulations. Nursing students must submit and update the following information on a yearly basis and submit proof of recertification whenever expired:

1. CPR certification for adult, infant and child and AED (American Heart Health Care Provider Only)
2. Comprehensive criminal background check (annually)
3. Child Abuse Clearance (annually)
4. FBI clearance (annually)
5. Current personal health insurance (annually)
6. Malpractice insurance (annually)

Students are responsible for costs associated with requirements. It is the student's responsibility to keep all documents in a safe place and know when they need yearly renewal.

The Chair of the Department of Nursing will contact students with an unfavorable criminal background check. It is the student's responsibility to contact the PA State Board of Nursing regarding licensure. **Students with a disposition or any offences on their criminal background check may not be able to participate in clinical rotations at affiliated health care institutions.** If a student cannot participate in clinical rotations, said student will be unable to complete the nursing program.

Please note:

1. **The University reserves the right to refuse to register any student until he/she complies with all health requirements and provides the University with appropriate documentation.**
2. **The Department of Nursing reserves the right to refuse to allow any student to continue in clinical rotations until he/she complies with all health and legal document requirements and provides the Department of Nursing's Clinical Site Placement/Compliance Coordinator with appropriate documentation.**

Student Drug, Alcohol, and Impairment Policy

The purpose of this policy is to maintain safety for clients receiving care from Lincoln University nursing students, other nursing students, and faculty and agency personnel. Included are statements to support this policy from the University Student Handbook, the Pennsylvania State Board of Nursing, the American Nurses Association (ANA) Code of Ethics, the International Council of Nurses Code of Ethics, and the National Student Nurse's Association. The following statements serve as guidelines when considering issues related to student impairment and the use of drugs and alcohol:

The Lincoln University Student Handbook Drug and Alcohol Policy

It is the policy of Lincoln University to maintain a drug and alcohol free environment as stipulated in the University handbook.

From the Pennsylvania State Board of Nursing

Section 21.11 (d) "The Board recognizes standards of practice and professional codes of behavior as developed by appropriate nursing associations as the criteria for assuring safe and effective practice".

Section 21.18 (a)(4) - "A registered nurse shall act to safeguard the patient from the incompetent, abusive or illegal practice of any individual". (ANA Code of Ethics, July, 2001)

The Professional Nursing Law:

Section 6 (c) of the Professional Nursing Law states: "*(c) The Board shall not issue a license of certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P. L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:*

- (1) at least ten (10) years have elapsed from the date of conviction;*
- (2) the applicant satisfactorily demonstrated to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of further criminal violations; and safety of patients or the public or a substantial risk of further criminal violations; and safety of patients or the public or a substantial risk of further criminal violations; and*
- (3) the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring*

the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

From the ANA Code of Ethics for Nurses (July, 2001)

- (3) "The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient".
- (5) "The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth."

From the International Council of Nurses Code of Ethics

- (4) "The nurse takes appropriate action to safeguard individuals when their care is endangered by a co-worker or any other person".

From the National Student Nurses' Association, Inc. Code of Academic and Clinical Cond

- (15) "Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment".
- (17) "Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues".

Random Drug and Alcohol Screening

In addition to the state and local health official requirements listed in this handbook, students must also adhere to mandatory comprehensive random drug and alcohol urine testing.

A random test will be conducted at least yearly, when students return to the program from a leave of absence, and possibly more frequently. Students will be notified in person of the need to obtain a random drug and alcohol screening test within 48-72 hours.

NOTE:

- 1. Students will be handed an information sheet from the department of nursing approved drug screening provider with a telephone number to call to schedule an appointment at a local laboratory.
- 2. Students will be required to pay the testing fee.
- 3. The University may also "test for cause" if a student exhibits behaviors that may seem influenced by alcohol or a controlled substance. Students **who do not comply with the random drug and alcohol screenings will be subject to dismissal from the Nursing Program.**
- 4. The Department of Nursing at Lincoln University holds the highest standards for nursing students and therefore student are expected to refrain from substance use or abuse. Students who do not meet these standards may be dismissed from the program.

Student Impairment

Impairment or unprofessional conduct is subject to disciplinary action up to and including dismissal from the program. The student will:

1. Be dismissed from class or a clinical facility if there is a reasonable suspicion of substance abuse and/or other causes of impairment.
2. Be required by the Department of Nursing Chair and/or faculty, at the expense of the student, to take a drug and alcohol test if there is a reasonable suspicion of substance abuse and/or other causes of impairment.

Please note:

- If observation of student impairment is made during class, faculty reserves the right to address the student in private and refer the student immediately to be tested.
- If observation of student impairment is made during a clinical rotation, faculty reserves the right to address the student in private and require the student to follow the contracting agency's policy and procedures for drug testing. If a student presents with positive results on a drug or alcohol screening, the student will not be allowed to complete the clinical course.

Clinical Code of Conduct

Students who do not demonstrate safe clinical practice in the clinical area or in the Skills Lab are subject to immediate dismissal from the program. Safe clinical practice is defined as follows:

Performs nursing actions (procedures, medications, and other treatments), consistent with the following:

- Takes nursing actions to correct, minimize, and/or prevent risk to client.
- Avoids use of alcohol or other chemical substances producing impairment of clinical judgment or practice.

In keeping with section §21.18 of the Pennsylvania State Board of Nursing Rules and Standards of nursing conduct, a registered nurse shall:

1. Undertake a specific practice only if the registered nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
2. Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
3. Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual.
4. Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 63 (relating to the Child Protective Services Law), the Older Adults Protective Services Act (35 P. S. §10211-10224) and other statutes which may mandate reporting of this information.
5. Document and maintain accurate records.
6. A registered nurse may not:
 - Knowingly aid, abet, or assist another person to violate or circumvent a law or Board regulation.

- Discriminate, while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
 - Knowingly permit another individual to use his/her license or temporary permit for any purpose or knowingly permit the unlicensed person under the registered nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
 - Misappropriate equipment, materials, property, drugs, or money from an employer or patient.
 - Solicit, borrow, or misappropriate money, materials, or property from a patient or the patient's family.
 - Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.
 - Knowingly abandon a patient in need of nursing care. Abandonment is defined as the intentional deserting of a patient for whom the nurse is responsible.
 - Falsify or knowingly make incorrect entries into the patient's record or other related documents.
 - Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
7. A registered nurse who fails to comply with an obligation or prohibition under this section is subject to disciplinary and corrective measures under section 14 of the act (63 P. S. §224).
 8. The Board may, in addition to any other disciplinary or corrective measure set forth in this section, levy appropriate civil penalties as authorized by section 13(b) of the act (63 P. S. §223(b)) upon a nurse found to have engaged in conduct constituting a sexual impropriety or sexual violation.

Safe Clinical Practice Policies and Procedures

Due to the nature and potential hazards associated with the nursing practice, students are required to adhere to Lincoln University's policies and procedures for safe clinical practice. Compliance with training in exposures to communicable diseases, exposure to bloodborne pathogens, blood borne pathogen training, laboratory sharps policy and exposure control plan, and latex response plan are essential to the safety and well being of students and all constituents who students come in contact with while in clinical rotation.

Clinical nursing involves physical exertion. All students who work in settings where patient care is provided are at increased risks for both exposure to and transmission of communicable diseases and blood borne pathogens. Therefore, specific procedures are needed to:

1. Protect patients and other health care providers with whom students work.
2. Decrease health risks to students.
3. Comply with Department of Nursing agency contracts, Lincoln University Health Center policies, Occupational Safety and Health Administration (OSHA) regulations, and Centers for Disease Control Guidelines.

Exposures to Communicable Diseases

Students with any contagious disease or skin lesions (staphylococcus or herpetic) will need to be evaluated by their health care professional or at the Lincoln University Student Health Center before attending clinical.

If a student contracts a communicable disease such as chicken pox, the student is to remain out of class/clinical. The student will be allowed to return to class/clinical with written authorization from their health care provider.

If exposed to any communicable disease, students involved in clinical practice will immediately report this exposure to their clinical faculty because of the potential hazard to the health of others and abide by the following procedures:

- a. The supervising faculty member will report the incident to the Course Coordinator as soon as possible. The student will also submit a written report describing the exposure incident and subsequent actions taken. This report will be placed in the student's permanent file.
- b. The faculty member will **immediately** report the incident to the infection control department and/or nursing administration of an involved clinical agency.

Exposures to Blood borne Pathogens

Students exposed to blood borne pathogens during skills lab practice or clinical rotation will report **immediately** to the Lincoln University Student Health Center (during normal hours of operation) or the local Hospital Emergency Department. The procedures listed below are mandatory:

- a. Students will **immediately** report blood borne pathogen exposure to their clinical faculty.
- b. The faculty member will **immediately** report the incident to the nursing administration and infection control department of an involved clinical agency for patient assessment to assist in determining the degree of risk in the exposure.

The supervising faculty member will report the incident to the Department of Nursing Chair and Course Coordinator, and will submit a written report describing the exposure incident, including degree of risk and subsequent actions taken.

Nursing Clinical Resource Laboratory Sharps Policy and Exposure Control Plan

The Occupational Safety and Health Administration (OSHA) has established rules and regulations in an effort to control the spread of blood-borne pathogens. Lincoln University assures compliance with OSHA regulations.

There will be no parenteral or invasive procedures performed in the lab on one another; therefore, there is an extremely low risk of exposure to blood-borne pathogens in this setting. *(Students are to refer to their program student handbook for details on exposure to blood-borne pathogens in the clinical setting.)* The following policies and procedures are in place to promote a safe and effective learning environment:

1. Any parenteral and/or invasive procedures are performed only on mannequins or simulators.
2. Finger-sticks and needle sticks on one another are forbidden.
3. Syringes, needles, and any other sharps are disposed of in the red sharps container. Students are not to use syringes and needles without an instructor or staff person present. If the stick is the result of inappropriate use, inattention, or horseplay, the student will be subject to disciplinary action. Should a student or faculty/staff member receive a needle stick injury, an incident report will be written and submitted to the Chair of the Department. Appropriate first-aid will be administered onsite. While there is very minimal risk of exposure to any blood-borne pathogens, follow-up with a healthcare provider may be warranted.

Latex Response Plan

When working in the clinical setting or nursing skills labs, students may be exposed to latex and other allergens.

Procedure:

For students with known sensitivity/allergy to latex or any other environmental/chemical agents that you may be exposed to in the lab or clinical environment, it is recommended that you:

1. Obtain consultation from your health care provider about your sensitivity/allergy, risks and treatment.
2. Inform the Skills Lab Coordinator, course faculty, and your clinical instructor of your sensitivity.
3. Use latex-free glove. However, the lab environment and clinical settings are not latex free.
4. Provide a written plan, signed by your healthcare provider, detailing how to you handle your reaction (i.e. Epi-pen, Benadryl).

In case of a life-threatening reaction in a nursing lab, an ambulance will be summoned immediately.

1. Any faculty member or student may dial # 7211 for Security **then 911 on the phone in the lab, state that you have a life threatening “Latex emergency” and need an ambulance and that Epinephrine will be needed. State that you are located in the Ivory Nelson Center for the Sciences Room 308.**
2. After calling 911, **notify Security at X7211.**
3. Do not handle the victim with any latex products.
4. Student/faculty member will be transferred to a hospital in the community by ambulance. It is helpful for the ambulance personnel to know the victim’s allergies, current medications, and any medical conditions.

Faculty and staff with known sensitivities are to inform the Nursing Simulation & Skills Lab Coordinator and Director of the program as above. If a student or faculty member has a reaction requiring medical attention, an Anecdotal Report is to be completed and forwarded to the Simulation & Skills Lab Coordinator.

Basic Competencies for Clinical Coursework in the Department of Nursing

Prior to enrolling in clinical courses, nursing students must demonstrate basic competencies in the following categories: observational, communicative, motor, intellectual and behavioral/social. The competencies will be demonstrated during the Fundamentals of Nursing Practice Skills Lab Sessions.

The Department of Nursing will consider candidates with any form of disability based on the analysis of individual circumstances. Individuals are encouraged to discuss disabilities with the Lincoln University Student Development Office, which is committed to providing reasonable accommodations to students with disabilities upon timely written notice and through established university policies and procedures.

1. **Observational:** Potential students must be able to observe, describe, and critique demonstrations of physical and psychosocial nursing interventions. Potential students must be able to assess accurately the health status of patients, who have a variety of characteristics. Observation and assessment of patients require the functional use of the senses of vision, hearing, and touch.
2. **Communicative:** Potential students must be able to communicate effectively and efficiently in oral and written forms with patients and with members of the health care team. Nursing communication emphasizes obtaining pertinent assessment data, patient teaching and the providing psychosocial support for patients and their families.
3. **Motor:** Potential students must be able to perform palpation, auscultation, percussion and other diagnostic maneuvers in a proficient manner to obtain patient data. Potential students must be able to perform motor movements reasonably required to provide general care and emergency treatments to patients. Such actions require moderate motor strength, coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, vision, and hearing.
4. **Intellectual:** Potential students must have the ability to measure, calculate, reason, analyze, synthesize, apply, and evaluate complex information. Potential students must be fully alert and attentive at all times in clinical settings.
5. **Behavioral/Social:** Potential students must possess a level of emotional health that allows full utilization of intellectual abilities, the exercise of good judgment, prompt completion of all responsibilities attendant to the nursing diagnosis and care of patients, and the development of mature, empathetic and effective nurse-patient relationships. Potential students must be able to function effectively under stress.
6. Students in the health professions are held to standards of conduct that may exceed those typically expected of University students. Adherence to the standards of acceptable conduct as outlined in the *American Nurses Association Code of Ethics* and the *Pennsylvania Nurse Practice Act* is required.

Dress Code

An individual's standards of personal care and dress represent the person as both a professional and member of the Lincoln University Department of Nursing. Professional persons set examples for others and students are expected to be neat, clean, and well groomed. The following standards are to be maintained:

1. Based on the Center for Disease Control guidelines, the fingernails of nursing faculty and students must adhere to hand hygiene policies. Nails are to be kept clean, short, and smooth to

ensure patient and student safety. The length for fingernails should not extend beyond ¼". Additionally, all chipped nail polish should be completely removed from fingernails. Should a student arrive on the clinical floor with chipped nail polish, the student must immediately use polish remover before participating in the clinical experience. Wearing artificial nails is prohibited in the clinical setting, as they harbor and promote the spread of hospital-associated infections (Refer to <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf> - page 29).

2. Hair is to be pulled back and secured with the following: barrettes, bobby pins or elastic hair bands.
3. For asepsis and safety, jewelry is limited to only wedding bands, watches, and one set of post earrings to be worn on the earlobes. No other pierced jewelry may be worn at any clinical sites.
4. Shoes must provide good support. Clogs, high heels, and sandals are not permitted. Shoes and shoestrings must be clean and in good repair.
5. Clothing must be loose enough to provide ease of movement in clinical activities.
6. Jeans may not be worn for any clinical experiences including times when obtaining information from an agency for clinical assignments.
7. Street clothes worn in some of the clinical agencies shall be neat and professional.
8. Tattoos must be covered while at clinical sites.

Notes regarding above dress code information:

Consequences – If you are not adhering to the above regulations you will be asked to leave the clinical area and it will be counted as an absent.

**Reminder – Missed clinical days can result in a clinical failure. All missed clinical days must be made up at the student's expense.

Uniforms

Each student assumes the cost for his/her uniform. Uniforms are worn for protection of the patient and the student. Uniforms vary with the clinical setting. All uniform items marked with an asterisk (*) must be purchased from the university's **official vendor**. Each year, the Department of Nursing distributes the official uniform order forms/web site order information for students. Students who appear for a clinical experience without the **official uniform** will be dismissed from the clinical area with an unsatisfactory clinical grade for the day.

Lincoln University Students' Uniforms

FEMALE

***Navy scrub top with Lincoln University embroidered on front and Lincoln University patch on left sleeve**

*** Navy cargo scrub pants**

-Picture ID name badge-must be visible

-Socks or hose

-Leather, low-heeled, closed toe nursing shoes or white leather sneakers dedicated only to clinical **(no clogs)**

MALE

***Navy scrub top with Lincoln University embroidered on front and Lincoln University patch on left sleeve**

***Navy cargo scrub pants**

-Picture ID name badge-must be visible

-Socks

-Leather, low-heeled, closed toe nursing shoes or white leather sneakers dedicated only to clinical **(No clogs)**

Nursing Records Maintenance Procedures

(For Maintenance of Student Records)

In compliance with the Commonwealth of Pennsylvania State Board of Nursing, the following documents are maintained:

1. Permanent records including both clinical and theoretical experience and achievement shall be kept ad infinitum in the Department of Nursing.
2. Degree audits and official transcripts shall be kept in the Registrar's office.
3. Health records are kept and maintained by Lincoln University's Director of Student Wellness Services and/or the Department of Nursing for 5 years following the completion of the program. A health tracking record is maintained in each student's file in the Department of Nursing.
4. Faculty records including the "verification" of current licenses, current record of continuing education activities and transcripts shall be maintained in the Department of Nursing.
5. Clinical Affiliation Agreements with cooperating agencies shall be maintained in the Department of Nursing.
6. Minutes of meetings shall be maintained in the Department of Nursing.
7. Annual reports shall be maintained in the Department of Nursing.
8. Student outcomes data are maintained by the Department of Nursing.
9. Budgets are maintained in the University and the Department of Nursing offices.
10. Current written policies are maintained by the University and the Department of Nursing.

NOTE:

- Students have access to personal records as defined by Federal and State legislation.
- No information may be released from a student's record without written permission of the student. (Commonwealth of Pennsylvania §21.123 Access and use of records).
- Where required by the Pennsylvania State Board of Nursing, hard copies of documents are kept in a fireproof locked cabinet.

Unsafe Clinical Practice

In order for a student to be deemed unsafe to practice clinically a decision must be made by the clinical instructor and the course coordinator or nurse administrator. Once the decision is made it must be submitted to the nursing program coordinator in writing on the Remediation form. The Remediation form must specify if a remediation plan, clinical/course failure (**Clinical failure means automatic course failure) or recommendation for removal from the program is recommended for the student.

The executive committee must review recommendations made by faculty for student dismissal from the nursing program. Course faculty must submit all documentation leading up to the recommendation for student dismissal.

Sentinel Event

The executive committee will make the final decision on dismissing a student for unsatisfactory

academic performance, unsafe clinical practice, non-return post leave of absence, and any other serious offense(s). All appropriate documentation, including personal accounts of the event, must be submitted by faculty/staff involved.

Mandatory Remediation Form

Date: _____ **Referring Faculty:** _____
Student: _____ **Course:** _____

Reason for referral:

Remediation Plan:

1. Identified issues

- a. _____
- b. _____
- c. _____
- d. _____

2. Action Plan

Date to be Completed: _____

- a. _____
- b. _____
- c. _____
- d. _____

3. Evaluation Methods for each action item above

- a. _____
- b. _____
- c. _____
- d. _____

4. Outcomes

Date Completed: _____

- a. _____
- b. _____
- c. _____
- d. _____

Faculty Signature: _____ **Date:** _____

Student signature: _____ **Date:** _____

Lab Coordinator Signature (If needed): _____ **Date:** _____

*****A copy of this form will be placed in the student's file. *****

This form has been electronically delivered.

**The Lincoln University
Department of Nursing
Nursing Student Remediation**

Student Name: _____ **Remediation Request Date:** _____

Clinical/ Lab Faculty: _____

Indications for Referral:

Laboratory Instructor's Observations/ Recommendations:

Objectives/ Goals: _____ **Target Date:** _____

Objectives/ Goals Achieved:

_____ **Yes, the student has successfully met all of the objectives of this remediation.**

_____ **No: (please explain)** _____

Student Signature: _____ **Date:** _____

Laboratory Faculty Signature: _____ (if applicable) **Date:** _____

Course Coordinator Signature: _____ **Date:** _____

Faculty Initiating Form Signature: _____ **Date:** _____