



Lincoln University
LEARN. LIBERATE. LEAD.

Bachelor of Science in Nursing

NURSING PROGRAM

PROGRESSION AND GRADUATION PROCEDURES

2019-2020

**ADDENDUM TO THE LINCOLN UNIVERSITY
STUDENT HANDBOOK**

MESSAGE FROM THE DIRECTOR OF NURSING

Welcome to Lincoln University's Pre-licensure Nursing Program! Upon completion of all program requirements, students obtain their Bachelor of Science in Nursing or BSN from Lincoln University. Then, eligibility to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) will typically happen anywhere between 30-90 days (respectively) post-graduation after studying for the exam. Thus, students have the best chance of passing the exam the first time. The National Council Licensure Examination has one purpose: To determine if it is safe for new graduates to begin practice as an entry-level nurse.

Our nursing program exemplifies Lincoln University's long legacy of excellence in education. Hence, student success in the nursing program is important to us. We want students to know the faculty and staff members are here to guide and support students since admission is a competitive process. Before submitting application materials in the sophomore year, students must declare pre-nursing as their major to ensure students are enrolled in the necessary pre-requisite courses. Transfer students are invited to apply to Lincoln University and follow the university process of sending any previous academic transcripts from other colleges and universities. Doing so ensures students obtain credit for courses already taken. Subsequently, students are encouraged to visit the nursing department to complete an "Intent to Major in Nursing" form so our department can assign students a faculty advisor early.

Last, our nursing students are expected to be future healthcare leaders and should exhibit professionalism, moral turpitude, and start "thinking like a nurse" from day one. Therefore, students meeting the admission criteria will interview in their sophomore year because students are required to have the wherewithal to become professional nurses.

Likewise, students are entering the nursing profession during a critical point in history, and the standards for nursing care requires nurses to possess poignant critical thinking, clinical reasoning, and clinical judgment skills. Students are challenged in the classroom, simulation lab, and in the clinical learning environments.

All in all, we know you will enjoy this challenging and rewarding experience in our close and intimate environment with the faculty and staff. We extend our warmest welcome to you as while begin your professional nursing career.

Very truly yours,

Sharvette Law Philmon, MSN, RN, NEA-BC, CNE

Director & Chair

Associate Professor of Nursing

Lincoln University of Pennsylvania

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ABOUT LINCOLN UNIVERSITY

MISSION

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

It does so by:

- Providing a rigorous liberal arts education featuring active and collaborative learning;
- Integrating academic and co-curricular programs with the University's distinctive legacy of global engagement, social responsibility and leadership development; and
- Cultivating the character, values, and standards of excellence needed to enable students to become responsible citizens of a global community.

VISION

Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

PHILOSOPHY

From its beginnings, Lincoln University has placed great emphasis on a liberal arts education, one dedicated to students acquiring the knowledge and skills needed for success. But learning at Lincoln has not just been about mastering facts and figures. Rather, a Lincoln education stresses the acquisition of knowledge to develop free, independent and creative thinkers. Further, the educational goals have always favored the use of knowledge and intellectual skills toward leading change in the nation and beyond. This legacy represents the strength upon which the University can continue to build, especially since the educational process at Lincoln speaks well to contemporary calls for college graduates able to thrive in a rapidly changing world. "Reimagining the Legacy: Learn. Liberate. Lead." is designed to advance this glorious history in the context of the 21st century.

Particular attention will be paid to teaching innovations and more deliberate efforts to develop and hone important intellectual and interpersonal skills. Toward these ends, the plan has two broad aims: (1) to clearly operationalize the University's distinctive education model and (2) to identify the processes, policies and resources needed to realize the educational goals.

ABOUT THE NURSING PROGRAM

MISSION STATEMENT

The nursing program's mission is to produce graduates who have *superior knowledge and skills*, and 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

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.

This handbook is intended to supplement the Lincoln University Student Handbook. This handbook serves as the nursing student's statement of notice recognizing that conditions change. Lincoln University Department of Nursing reserves the right to modify, supplement, or eliminate any policy or provision in this handbook without notice, as it deems appropriate in its sole discretion. Advance notice may or may not be given when possible. This handbook is not intended to, nor shall it be construed to constitute a contract between students and Lincoln University's Nursing Department, or to represent any promise, guarantee, or assurance of any of the terms or conditions set forth herein.

ABOUT THIS PUBLICATION

Lincoln University's Nursing Student Handbook is intended to serve as a general source of information for students enrolled in the program.

Note:

- This publication is not intended to be a complete statement of all procedures, policies, rules or regulations;
- Due to the nature of the educational process, the Nursing Department reserves the right to add, amend or repeal any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations, in whole or in part, with or without notice at any time;
- The contents of this publication do not constitute a contract between Lincoln University and the nursing students.
- Nothing in this publication is intended, nor should it be construed as a promise or representation of continued enrollment, readmission and/or graduation.
- Students are responsible for meeting all graduation requirements. Advisors may assist in planning programs, but the final responsibility for fulfilling all graduation requirements rests with each student.

The baccalaureate degree program in nursing at Lincoln University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>). Lincoln University's Nursing Program is provisionally approved by the Pennsylvania State Board of Nursing.

PROGRAM GOALS

The Nursing Pre-licensure BSN program is one of two programs offered by the Nursing Department of the College of Science and Technology.

The Nursing Program seeks to:

Provide high levels of liberal and professional educational experiences to a diverse nursing student population.

- Prepare graduates with superior knowledge and skills to serve local, national, and global communities through quality, patient-centered, holistic nursing care.
- 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.
- 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.

OUTCOMES

- **Caring** – Students will demonstrate caring attitudes and behaviors as they carry out the work of professional nursing with the understanding of human development, the goal of preserving dignity, and aspirations of promoting health and wellness for individuals, patients, and themselves.
- **Knowledge** – Students will apply knowledge synthesized from nursing science to evidence-based nursing care delivery.
- **Effective thinking** – Students will use a variety of thinking methods such as, critical thinking, conceptual thinking, implementation thinking, and innovative thinking, to make decisions, solve problems, evaluate information, create new processes, and plan strategies.
- **Communication** – Students will demonstrate effective communication skills in therapeutic interactions, inter-professional information sharing, and scholarly dissemination.
- **Technological Aptitude** – Students will competently use technology to access information necessary for identifying trends used in decision making, promoting quality improvement, and preserving safety, to provide patient care, collaborate with inter-professional teams, and to continuously advance the nursing profession.
- **Lifelong Learning** – Students will continue to advance their education to maintain knowledge and nursing skills necessary to provide quality patient care by engaging into systematic inquiry, investigation, and new knowledge generation.
- **Cultural Competence** – Students will demonstrate willingness to learn about other cultures and use the information to collaborate with patients to provide nursing care that meets individual's cultural and religious needs.
- **Leadership** – Students will apply knowledge of leadership theory and demonstrate leadership behaviors that complement particular situations.
- **Ethics** – Students will apply ethical standards of nursing in all situations with respect for the law, the profession, patients, and themselves.

NURSING PROGRAM REQUIREMENTS CURRICULUM

Pre-Nursing Program/University Core Courses

Year 1 – Semester 1	CR	Year 1 – Semester 2	CR
FYE 101	3	English Comp 2 (ENG 102)	3
College Algebra (MAT 110)	3	Intro to Art or Intro to Music	3
English Comp 1 (ENG 101)	3	**Chemistry for Health Science (CHE 120)	4
Dimensions of Wellness (HPR 101)	2	Intro to Sociology (SOC 101)	3
*Intro to Biology/Lab (BIO 105)	4	Elementary Statistics (MAT 114)	3
	15		16
Year 2 – Semester 1		Year 2 – Semester 2	
General Psychology (PSY 101)	3	***Computer Applications (CSC 151)	3
Anatomy & Physiology I/Lab (BIO205)	4	Anatomy & Physiology II/Lab (BIO 206)	4
Intro to Nutrition (HPR 350)	3	Developmental Psychology (PSY 206)	3
Microbiology for Healthcare (BIO 250)	4	World Literature (ENG 207)	3
African-American Experience (SOS 151)	3	Intro to Philosophy or Religion	3
	17		16
Pre-nursing Total = 64			

*If this course is not taken at Lincoln University, students may need two semesters of Biology (Biology I & II)

** If this course is not taken at Lincoln University, students may need two semesters of Chemistry (Chemistry I & II)

***Students may take two semesters of a language in place of computer applications

The Nursing pre-requisite courses may be taken out of sequence as long as they are done by the junior year. Additionally, the nursing program has the right to change course offerings to meet the education of the students in the nursing cohort while they are enrolled in the nursing program to meet objectives outlined in plans for the PA State Board of Nursing.

Meet with nursing advisor to apply to the Nursing Program

Transfer students must meet with Dana Wallace (484-365-7707, dwallace@lincoln.edu)

Nursing Program Curriculum Requirements for Graduation

Year 3- Semester 1	CR	Year 3 – Semester 2	CR
Fundamentals of Nursing/Lab/Clinical (301)	4	Nursing Research - Hybrid (402)	3
Nursing Pathophysiology (303)	3	Adult Health I/Clinical (304)	4
Health Assessment & Promotion/Lab (302)	4	Mental Health Nursing/Clinical (306)	4
Pharmacology (310)	3	*Elective (Optional)	*3
SMARTS	3		
(Fall or Spring Semesters)	17		11/*14
Nursing Informatics & Tech (308) 3 credits			
Year 4 – Semester 1		Year 4 – Semester 2	
Maternal/Childbearing/Nursing/Clinical (406)	4	Population Health Nursing/Clinical (411)	4
Nursing Care of Children and Families/Clinical (408)	4	Capstone Senior Seminar/Clinical (414)	4
Adult Health Nursing II/Clinical (404)	4	Nursing Leadership & Management (412) (7 Week/Hybrid)	3
Healthcare Ethics (403) (7 Week/Hybrid)	3	Healthcare Delivery Systems (405) (7 week/Hybrid)	3
	15		14
Nursing Program Total = 57/*60			
BSN Total Credits = 121/*124			

Per university policy, students must have at least 120 credits to graduate.

ADMISSION REQUIREMENTS

The application packet is another source with clear guidelines for admission into the nursing program. This admission criteria is subject to change yearly-see the nursing admissions packet available in the nursing department in December of each year.

- Completion of all required pre-nursing courses.
 - **Note:** The nursing program may consider the number of times a student failed and repeated a pre-requisite course as well as when the semester the student took Math 110.
 - Students who completed Math 110 in the first semester at LU and have over a 3.5 GPA will be given priority admission starting Spring 2020 applicants for Fall 2020 junior nursing class.
 - Students with the highest GPA's over a 3.5 are considered first. A 3.3 GPA is the minimum requirement (starting with the class of 2022). Students should strive for the higher GPA possible because the program is very competitive.
 - **Note:** The admissions committee may consider the length of time a student spent at the university considering the GPA they are presenting in their application packet and the types of courses taken to obtain that GPA.
- Application to Lincoln University of Pennsylvania
- Application to the Nursing Program
- Successful interview and participation in the nursing program activities (if required by the committee).
- Passing score on the Nursing Admissions Test TEAs exam starting fall 2019 (limited to 2 attempts per year)
- Clinical site clearance requirements are met by the deadline
- CPR certification for adult, infant, and child and AED met by the deadline (American Heart Health Care Provider)
- Comprehensive criminal background check (annually) completed by the deadline
- Child abuse clearance (annually) completed by the deadline
- FBI clearance (annually)
- Current personal health insurance (annually)
- Malpractice insurance (annually)
- In the future, the admissions committee will use data from high school High school attendance record, GPAs, and SAT scores and other non-cognitive indicators as admission criteria.
- In the future, the Admissions Committee may ask students to supply classroom attendance data.

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.

OTHER REQUIREMENTS

Junior and senior level nursing students must take clinical courses in sequence as the courses are designed to continuously build on knowledge and clinical experience. Nursing students have the option to take electives and to minor in other subject areas. All students are expected to have their own reliable transportation, as travel to clinical rotations will be necessary. In addition, it is the student’s responsibility to abide by all policies set forth in the Nursing Program Handbook.

PRE-LICENSURE NURSING PROGRAM POLICIES AND PROCEDURES

ESSENTIAL TECHNICAL STANDARDS FOR SAFE NURSING PRACTICE

Statement of Personal Attributes and Capabilities Necessary for Admission to, Progression Through, and Graduation from the Nursing Program at Lincoln University

Essential Technical Standards for Safe Nursing Practice

<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>
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<p>SENSORY 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>
<p>CRITICAL THINKING</p>	<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.</p> <p>Deals with several abstract and concrete variables. 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>

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 additional information.

ACADEMIC ADVISING

Students enrolled in the nursing program will be assigned a faculty advisor to provide guidance throughout the student's 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 email for messages. 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.

STUDENTS WITH SPECIAL LEARNING NEEDS

Students with disabilities are encouraged to apply early for accommodations through the appropriate department in the university. 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.

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. Students are expected to demonstrate competence 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 Counseling Center, 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.

EXAMINATIONS AND TESTING

NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX-RN®) REQUIREMENTS

Lincoln University students are eligible to take the NCLEX-RN ® licensure examination after graduating from the BSN program. The NCLEX-RN® is computerized and offered at sites throughout the United States. This experience provides one of several opportunities available to students to prepare for the licensure examination. Students are required and encouraged to use the following resources to enhance NCLEX-RN® preparation:

ASSESSMENT TECHNOLOGY INSTITUTE (ATI) AND KAPLAN

What is ATI?

ATI stands for Assessment Technologies Institute, and ATI offers an Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition.

Lincoln University uses ATI as a comprehensive program from the junior year until graduation. ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content.

The ATI program includes books, Nurse Logic, Learning Systems, online practice and proctored testing over the major content areas in nursing. It also includes testing of indicators of academic success in nursing, critical thinking, and provides a comprehensive prediction of how well a student will perform on the NCLEX-RN® state board exam.

The ATI books are to supplement the course content and enhance student learning.

Kaplan Comprehensive Content Review and Testing

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

ATI and Kaplan/ NCLEX-RN® Preparation Policy Purpose

ATI and Kaplan are used to assist students in preparing for the NCLEX-RN®. These tools are also helpful providing remedial strategies or focused reviews for students who do not demonstrate satisfactory performance on ATI and Kaplan-proctored assessments. Kaplan and ATI performance is a part of the student's overall grade in each nursing course.

ATI's Online Capstone Review Course is a pre-graduation comprehensive content review program to prepare students for graduation and NCLEX-RN® readiness. ATI assists students preparing for the NCLEX-RN® and provides individualized remediation strategies based on identified weaknesses as evidenced by weekly ATI Capstone content review assessments. Students are expected to take both programs seriously because they are used heavily in the last semester of the nursing program.

ATI Policy for Testing and Remediation

The nursing faculty at Lincoln University of PA integrates a variety of testing resources into the curriculum to assist students in acquiring and retaining critical nursing knowledge. The most common include ATI and Kaplan resources which helps promote student learning through auditory and visual means. Through utilization of these resources, individual knowledge deficits are identified and remediated with the goal of content mastery student success. Testing, remediation and retesting in specified content areas encourage students to learn on a deep level.

This assessment of strengths and weaknesses is conducted on various levels. Lincoln University's nursing program uses ATI's Online Capstone Course and the Virtual Review continue to strengthen application of nursing knowledge for NCLEX-RN® and professional success. The program uses aggregate student performance for curriculum evaluation. Any student enrolled in Lincoln University's nursing program understand and agree for the program to use their grades, test results, and other academic data for evaluation and for research purposes.

It is *mandatory* that *all* students complete all ATI and Kaplan assignments in order to progress in the curriculum. Please refer to the course syllabus for specific ATI assignments. ATI remediation is a requirement for select ATI testing/assignments as outlined in each course syllabus. See each course syllabus for specific guidelines for related to remediation.

Course Level Testing

Students take a proctored ATI or Kaplan assessments at the completion of each nursing course with a clinical component. These results are reviewed by the course coordinator. These exams are included in the student's final course grade. Exams taken in each course include practice assessment given in a proctored environment and the final proctored exams. Students are required to remediate after each ATI exam CMS exam.

ATI Testing for Competence in Major Nursing Courses

Students in the undergraduate nursing major at Lincoln University are required to take ATI competency tests pertaining to each of the major courses/content areas throughout the curriculum. The nursing program uses ATI test(s) and products throughout the program. ATI tests may be scheduled outside of lecture class time and the student is required to participate.

What is a Proficiency Level?

Expert professors from around the USA have agreed upon the ATI scores on each Content Mastery Test that relate to different levels of proficiency. Since these exams are fairly difficult, the use of a pure percent score would not work with our nursing grading scale. At Lincoln University, the proficiency level is a way to assign a course grade for test performance. By the end of a nursing course, the faculty expect students to be at a Level 2 Proficiency Level. If the student fails to perform at a level 2 Proficiency Level, the faculty have the right to fail any student regardless of the course grade because nursing students are responsible for the content and are given resources to be successful as self-directed learners through ATI, Kaplan, and other resources. Nursing students also have opportunities to ask questions in class and during the faculty's office hours. Next, students have opportunities to practice NCLEX-RN style questions

by using Boardvitals, Nurse Logic 2.0., Nurse Logic 3.0, and Kaplan. If students are not utilizing these opportunities to stay up to date on the content during the semester, they will not pass the ATI Content Mastery Series exams at the end of the course. Students scoring below a Level 1 by the end of the junior year will fail the junior year regardless of their course grades.

Remediation

To remediate means to review an area that is not fully understood. Students are expected to complete focused reviews for each nursing course after an ATI exam. Each nursing faculty will specify the remediation required for proficiency level. Remediation is mandatory but the requirements may vary depending on the course. A grade of “0” is given for an assignment if remediation requirements are not met in a timely manner as stated in course syllabi.

When completing remediation activity which is not proctored (i.e. on the internet at home or out of the classroom), be aware that the instructor has access to detailed information about the timing and duration of remediation efforts. If remediation expectations are not met, the student may be required to come to campus to take another remediation test in a proctored environment. Remediation is intended to help the student recover important information that was missed on the initial test.

Entry and Exit Level Testing

Students may be required to take an ATI or Kaplan subject-specific assessment testing at a time designated by the Director of Nursing throughout the program. Students are also required to pass multiple NCLEX-RN® Comprehensive Predictor exams at the end of the program.

Determinations regarding eligibility to take the NCLEX-RN® is based on the student's record of participation in the remediation process in their final spring and/or summer semesters of their last year in the nursing program. Part of the remediation plan for Lincoln University of PA includes the Virtual ATI NCLEX-RN® Review course and Kaplan.. The Nursing Program Director collaborates with ATI experts to evaluate the students' data and gain feedback on the students' assessments.

Students are required to complete the ATI Capstone Review Course, Virtual ATI, attend all days of the ATI Live NCLEX-RN® Review and the Kaplan live review, in preparation for the NCLEX-RN®. The data from participating in these activities are incorporated in the NUR 414 Capstone Seminar Course grade. Students are also required to complete the ATI Comprehensive Predictor exam prior to and after the ATI Live Review. Specific assessment testing times are designated by the Director of Nursing in collaboration with the course faculty.

To support scientific inquiry in nursing education, Lincoln University's nursing faculty may research student or cohort data. This unidentifiable data may be used to improve the nursing curriculum, be published in academic journals, or presented at local, state, or national conferences to further the science of nursing education research. The nursing faculty may record class sessions to capture innovative teaching practices in the classroom. This data may be used for research purposes and shared with academic audiences to contribute to nursing scholarship at the local, state, or national levels. The nursing program also uses photographs to capture students in action. Students who

do not want to be photographed or recorded must notify the Director of Nursing in writing at the beginning of the semester.

Starting fall 2019, students are required to complete a minimum of 50 NCLEX-RN style questions weekly. Students are also required to Take prefinal exams and complete the remediation for Practice A and B exams in courses when indicated. These exams may or may not be on the course syllabus as students should expect to engage in ATI Testing throughout the curriculum.

Furthermore, the nursing program will use a testing center model to add additional classroom time to the nursing program. The course faculty will contact their students to notify them of their quizzes and exams.

The comprehensive ATI review program offers the following to students:

An assessment-driven comprehensive review program designed to enhance student NCLEX® success.

Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

REVIEW MODULES/EBOOKS

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

TUTORIALS

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

ASSESSMENTS

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDICATION

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required. Because these exercises are for students individualized learning, it is difficult to give credit for each assignment because this would cause grade inflation to the students overall course grade. Therefore, if a student fails to participate in these learning activities, points will be deducted because it shows they were not engaged in the learning process.

Lincoln University
Nursing Department
2019-2020

Resources Covered by Nursing Student Clinical Fees:

The nursing department has many resources for nursing students to ensure success in the nursing program. The Lincoln University Nursing Program Fees are additional to the basic tuition rates for the first and second years in the nursing program. These general nursing fees are payable before the beginning of each semester.

See the required cost below:

- Juniors: \$1700/per semester, total \$3400.
- Seniors: \$2300/per semester, total \$4600.

More importantly, nursing resources selected by the nursing faculty to ensure your success in the nursing program as well as success on the NCLEX-RN after graduation. Each course requires testing because this program uses simulated and virtual reality learning experiences. Kaplan and ATI are included and is charged every semester. In addition, students have access to all of the online Kaplan resources throughout the entire program (not just the Kaplan review course).

Included are the current resources nursing students will have during the Academic Year 2019-2020. Please know that your faculty can change these resources at any time.

The list is not all-inclusive:

- Elsevier/Evolve Textbooks: Ethics, Informatics, Prioritization of Care
- ATI: Includes HealthAssess, Online ATI Course, Virtual ATI, and EHR Tutor, and Coaching
- Kaplan and Kaplan Review Course - Prior to graduation on campus
- Nursing Central/Unbound Medicine resources and updates.
- Cost of simulation laboratory supplies used for all nursing courses requiring simulation lab usage.
- Includes the upkeep and maintenance of all simulation equipment such as Sim Man maintenance and upgrades, IV pumps, beds, AED, simulation lab furniture, medication carts, anatomy model replacements, basic manikin upkeep.
- Other disposable supplies include: IV tubing, gloves, Foley catheters, and other audio/video equipment used inside the simulation laboratory (Please recognize this list is not all inclusive)
- Examsoft Testing Software
- KISSPrep Access
- Healthcare Learning
- Nursing student uniform cost
- Continued use of Kaplan resources after graduation.
- Coaching support after graduation to ensure Success on the NCLEX-RN.
- Nursing Program CCNE accreditation fees - Includes yearly program accreditation fees, fees for program accreditation site visits, and cost of self-study submission and the PA State Board of Nursing Fees.
- Software for nursing program outcomes evaluation for CCNE accreditation.
- Other miscellaneous items such as blood pressure cuffs, scissors, hemostats, stethoscopes, stools, pin etc.

CONTENT MASTERY SERIES GRADING RUBRIC

(Using a combination of the CMS practice and proctored assessments to achieve 10% to 15% of the course grade.

This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT

4 points

Complete Practice Assessment A.

Remediation:

- *Minimum 1 hour Focused Review on initial attempt*
- *For each topic missed, complete an active learning template and/or identify three critical points to remember.*

Complete Practice Assessment B.

Remediation:

- *Minimum 1 hour Focused Review on initial attempt*
- *For each topic missed, complete an active learning template and/or identify three critical points to remember.*

STANDARDIZED PROCTORED ASSESSMENT

Level 3 = 4 points

Level 2 = 3 points

Level 1 = 1 point

Below Level 1 = 0 points

Remediation = 2 points:

- *Minimum 1 hour Focused Review*
- *For each topic missed, complete an active learning template and/or identify three critical points to remember. ***

Remediation = 2 points:

- *Minimum 2 hour Focused Review*
- *For each topic missed, complete an active learning template and/or identify three critical points to remember. ***

Remediation = 2 points:

- *Minimum 3 hour Focused Review*
- *For each topic missed, complete an active learning template and/or identify three critical points to remember. ***

Remediation = 2 points:

- *Minimum 4 hour Focused Review*
- *For each topic missed, complete an active learning template and/or identify three critical points to remember. ***

10/10 points

9/10 points

7/10 points

6/10 points

Proctored Assessment Retake*

No retake required

No retake required

Retake required/recommended

Retake required/recommende

** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points)*

*** Handwritten ALTs and/or Three Critical Points is preferable.*

COMPREHENSIVE PREDICTOR GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade. This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT

4 points

Complete Practice Assessment A.	Complete Practice Assessment B.
<i>Remediation:</i>	<i>Remediation:</i>
<ul style="list-style-type: none"> • <i>Minimum 1 hour Focused Review on initial attempt</i> • <i>For each topic missed, complete an active learning template and/or identify three critical points to remember. **</i> 	<ul style="list-style-type: none"> • <i>Minimum 1 hour Focused Review on initial attempt</i> • <i>For each topic missed, complete an active learning template and/or identify three critical points to remember. **</i>

STANDARDIZED PROCTORED ASSESSMENT

95% or above Passing predictability = 4 points	90% or above Passing predictability = 3 points	85% or above Passing predictability = 1 point	84% or below Passing predictability = 0 points
Remediation = 2 points:	Remediation = 2 points:	Remediation = 2 points:	Remediation = 2 points:
<ul style="list-style-type: none"> • <i>Minimum 1 hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/or identify three critical points to remember. **</i> 	<ul style="list-style-type: none"> • <i>Minimum 2 hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/or identify three critical points to remember. **</i> 	<ul style="list-style-type: none"> • <i>Minimum 3 hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/or identify three critical points to remember. **</i> 	<ul style="list-style-type: none"> • <i>Minimum 4 hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/or identify three critical points to remember. **</i>
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake*			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

* If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points)

Lincoln University's nursing students may also have course or graduation requirements which including virtual Simulations or a virtual hospital going forward to add to the experiential learning experiences within the curriculum. Faculty may use the following resources in the curriculum included and also add additional simulation resources when needed.

Pharmacology Resources

ATI Pharmacology Made Easy modules supports understanding of medications to help identify key side effects and understand the drug actions.

Active Stack Pharmacology

KISSPrep.com videos and highlight the important content discussed in your ATI books.

Health Assessment Resources

ATI HealthAssess Modules

Kaplan

NURSING SCHOOL SUCCESS TUTORIALS

This is a collection of short videos for use at the beginning of a nursing program or throughout as needed. The videos review basic study skills, time management, stress management, and nursing dosage and calculation.

SUMMARY OF RESOURCES

The **Nursing School Success Study Skills Videos** series consists of the following:

- **Classes:** Learn how to make the most of attending classes using techniques such as active listening.
- **Taking Notes:** Find out how to take notes effectively.
- **Studying:** Learn how to study in the manner that works best for you.
- **Remembering:** Find out what you can do to improve your retention of information.
- **Time Management:** Learn how to make the best use of your time.
- **Stress Reduction:** Learn about ways you can work through stressful situations.
- **Preparing for the Exam:** Learn ways to help you get ready for success on exams.

The **Dosage and Calculation Workshop** contains video and audio instruction. It consists of three modules, each of which is 40 to 50 minutes long. It includes review of different methods of problem solving: Basic Math, Dimensional Analysis, and Ratio and Proportion.

Focus Review Test

OVERVIEW AND PURPOSE

The Focused Review Tests are unproctored practice tests that students access at any time during their enrollment in the Integrated Testing Program. These tests review basic nursing content according to the medical model and provide topical retesting opportunities. The tests are designed to coach students through the specific content.

ATI and Kaplan Skills Demonstration Videos

ATI Resources

Dosage Calculation And Safe Medication Administration 3.0
HealthAssess
Real Life RN Nursing Care of Children Real Life RN Maternal Newborn 3.0
Real Life RN Medical Surgical 3.0
The NCLEX-RN ® Experience Rn
Learning System RN 3.0
Civility Mentor
The Communicator 2.0
Board Vitals NCLEX-RN Prep RN
Video Case Studies RN
ATI Plan - Student Orientation *New*
Real Life RN Maternal Newborn 2.0
Real Life RN Nursing Care Of Children 2.0
Real Life RN Mental Health 2.0
Real Life RN Medical Surgical 2.0
Pharmacology Made Easy 3.0
Skills Modules 2.0
Dosage Calculation 2.0: Dimensional Analysis
Dosage Calculation 2.0: Desired Over Have
Dosage Calculation 2.0: Ratio And Proportion
The Leader
Nurse's Touch: Wellness And Self-Care
Nurse's Touch: Nursing Informatics and Technology
Nurse's Touch: Professional Communication
Nurse's Touch: Becoming a Professional Nurse
Active Stack® Pharmacology Flash Cards
Achieve
Nurselogic 2.0

Clinical Skills Videos give students a preview of the skills taught in lab/clinical or may be used to reinforce basic nursing techniques after class. Kaplan has 20 featured videos, developed by Payne Bolton School of Nursing at Case Western, cover the following topics:

- Bathing a Client
- Making an Occupied Bed
- Making an Unoccupied Bed
- Straight Catheter Insertion (Male)
- Indwelling Catheter Insertion (Female)
- Oxygen via Nasal Cannula
- Oxygen via Simple Face Mask
- Oxygen via Partial Re-Breathing Mask
- Oxygen via Non-Re-Breathing Mask
- Oxygen via Venturi Mask
- Oxygen via Trach Collar
- Oxygen via Bag Valve Mask
- Therapeutic Back Rub
- Moving a Client
- Handwashing
- Sterile Gloving
- NG Tube Insertion
- Sterile Dressing
- Obtaining Vital Signs (T, P, R, BP)
- Providing Tube Feeding

Kaplan NCLEX® Review Course: This is a live four-day review for RN or two-day review for PN/LVN, held in the classroom or online and taught by a specially trained Kaplan nurse educator and covering the specific strategies and critical thinking needed to address passing-level questions on the NCLEX® examination.

Kaplan NCLEX® Review Resources: This is a suite of tests: Qbank, Question Trainers (RN only), Sample NCLEX® Tests, and NCLEX® Predictor Tests, as well as workshops, Video Content Review, Video Question (lesson) Review, and classroom posters for reference.

Sample Kaplan NCLEX-RN Review Course Schedule

Diagnostic (typically taken during last term in school)

Session One – Orientation and Decision Tree

Session Two – Pharmacology/Reduction of Risk

Session Three – Reduction of Risk/Physiological Adaptation

Session Four – Physiological Adaptation/Basic Care and Comfort/Management of Care

Session Five – Management of Care/Safety and Infection Control

Session Six – Safety and Infection Control/Health Promotion and Maintenance/Psychosocial Integrity

Session Seven – Practice Test

Session Eight – Roadmap to NCLEX® success: how to engage in reflective thinking; how to personalize a study plan

KAPLAN-THE CHANNEL

This resource will provide RN students with classroom lectures, activities, and test items to support their current learning. It will provide students with the salient content review they've requested from us. It is recommended that students use the Channel resources at multiple times during their nursing education. The content focus will help students currently enrolled in nursing programs. Specific topics will enhance their reading, lectures, clinical experiences. As students move toward NCLEX preparation they will be able to use the Channel for review of content plus test-taking strategies (like Select all That Apply items) as well as NCLEX preparation. Each week the channel will have a new live session, as well as recorded lessons for students to review on demand. To access the NCLEX Channel go to your student homepage and click on the "Channel" button at the top. You will be able to identify upcoming sessions as well as recording.

Student Kaplan eBooks

The Basics Book (one version for RN and PN)

Students receive a Kaplan Basics Book when they start the Kaplan Integrated Testing Program. This 500+ page textbook reviews basic nursing content in an easy-to-understand outline format with tables and graphs. It helps students identify important concepts about specific nursing topics so their textbook reading is targeted and supported by more than just underlining. It also helps students prepare for nursing school tests and Integrated Tests, or to remediate knowledge deficits after testing. Students should use the index at the back of the book to look up a specific topic.

Kaplan NCLEX® Content Review Guides

These guides review frequently tested, minimum-competency content categorized by the NCLEX® Client Needs Categories. The guides also explain the proper utilization of the NCLEX® Prep Resources, offer guidance for study plans, and provide general information regarding the NCLEX® exam.

Accessing Premium Kaplan eBooks via iPad

RN – eBook Tips

If you have questions or any problems downloading or using the eBooks, please email Kaplan at mobileapps@kaplan.com.

Other Resources

Evolve Clinical Skills: Skills for Nursing

This resources includes 1,200+ skills, 10 disciplines, 1 consistent format comprehensive and consistent coverage of every nursing skill

The Quick Sheet- The Extended Text provides in-depth and detailed coverage of all aspects of the skill: including alerts, delegation opportunities, expected and unexpected outcomes, documentation, special considerations, and much more.

Provides a concise, step-by-step summary of the most critical aspects of a skill.

A skill's supplies section visually familiarizes students with the equipment needed to perform the skill.

The demos section houses high-definition videos and 3D animations that demonstrate how to perform every step involved in the skill.

The illustrations section contains detailed diagrams and pictures to supplement skill instruction. Competency tests include rationales to help students review and evaluate comprehension; assess students' understanding of the skill; and feed students' test results back to gradebook.

Printable Checklists enable students to evaluate the observable competencies involved in each skill.

Senior Level Resources

Health Care Learning Innovations

Improves nursing education by teaching more effectively and immersing students in interactive, risk-free online nursing scenarios and virtual clinical simulations that deliver timely feedback and leverage adaptive learning methods. It also facilitates self-paced learning by using virtual clinical simulations allowing students to break down topics, focus on problem areas, and tackle new levels of difficulty as they master each skill. Gamification engages, rewards mastery, and identifies shortcomings in a students learning.

Sentinel City

Is an engaging urban community which provides for a rewarding way to learn what community and population health nursing is all about. This virtual urban city allows students to practice critical thinking, observation and care planning at no risk. By including the completely immersive virtual nursing scenario assignment – Family Support Assessment, Home Assessment, Nursing Diagnosis and Final Care Plan. Nursing students have access to people, buildings and services. It includes and 23-plus assignments and covers everything from virtual urban community assessments to natural disasters and population-focused interventions.

Sentinel Town

Sentinel Town is a rural community exposing students to underserved, aging, and sometimes poor patient in a rural community. The people in rural regions present healthcare challenges distinctly different from what population health nurses experience in cities. Sentinel Town® is a virtual rural community specifically designed to help nursing students master assessment and intervention planning that makes an impact in rural communities. Students have the opportunity to practice dealing with a health environment, without leaving home.

Prioritization of Care

Includes nursing scenarios which help students build decision-making confidence by working through progressively more difficult patient assessment and prioritization of care assignments. Students determine if a patient should go to an emergency room, urgent care, inpatient or outpatient mental health treatment or pediatric specialty care.

Prioritization of Care online nursing scenarios feature 40 unique patients with symptoms ranging from early stage heart failure and respiratory distress to orthopedic pain and depression. Students first record vital signs, interview, then chart observations and rationale in SBAR format. Students then prioritize patients for treatment. Remediation is immediately provided, success earns achievement badges and students learn at their own pace.

Patient Management and Delegation

Charge Nurses make truly critical decisions about patient care according to acuity levels and available resources. Patient Management and Delegation nursing scenarios feature 56 patients and five levels of progressively more complex acuity, delegation and caseloads. It puts the student into the role of Charge Nurse, which calls for “big picture” insight required to match nurses with patients according to each nurse’s experience, record of efficiency and overall caseload.

Working from SBAR handoff reports and staff nurse details, students prepare to take on high levels of responsibility and learn to plan, coordinate, and evaluate nursing resources.

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 are not permitted to continue in the nursing major nor enroll in additional nursing courses if they receive less than a passing score listed in the course syllabus. Starting in the fall semester of 2019, all nursing courses require a 85% or above. If the student scores below an 85%, this is considered a non-passing grade and the student is unable to progress forward.

Some courses require students to obtain an 80% or better during the transition year. Nursing students are required to follow the course syllabus. 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 if they fail a course academically. Student who fail due to behavioral issues cannot reenroll in the program.

Junior Nursing Students: Starting in Fall of 2020 (Class of 2022)

Starting with the nursing Class of 2022, all new junior students entering the program must *maintain* a 3.3 to successfully progress through the nursing program. A 3.3 GPA is required by the end of each semester as the student progress towards graduation. Furthermore, a 3.3 is also required at the end of the Spring Semester of 2022 before graduation.

Current Junior and Senior Nursing Students: (Class of 2020 and 2021)

The current nursing Classes of 2020 and 2021 are both required to maintain a 3.0 to successfully progress through the nursing program. A 3.0 GPA is required by the end of each semester as the student progress. Furthermore, a 3.0 is also required at the end of the Spring Semesters of 2020 and Spring 2021 before graduation.

For courses with a clinical or simulation lab component, the clinical practicum is graded at 10% for attendance and participation and has a Satisfactory or Unsatisfactory component for the clinical performance evaluation. If a student earns an “Unsatisfactory” for their performance in any clinical practicum or a 50% or less for attendance, he or she must **retake the entire course** (both the theoretical and clinical components). The student with an “Unsatisfactory” for clinical performance or clinical failure grade may not continue in the program until he or she retakes the entire course and earns a passing grade. Students may only repeat any nursing course once. Students must pass **ALL** critical clinical competencies identified in the clinical evaluation tool in order to pass the clinical component of the course. A student who receives a failing grade for the course has the right to initiate a grade appeal. Any unsatisfactory on the clinical evaluation tool is considered failing.

ACADEMIC WARNING AND DISMISSAL POLICY

At the midpoint and end of each course, the academic and lab/clinical progress of each student is reviewed. *Faculty will counsel students whose academic or lab/clinical performance is unsatisfactory 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. Students not meeting the prescribed conditions and requirements are dismissed from the program. Students may receive this warning via email by Grades First.

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. A failure is considered any

grade below the passing standard listed in the course syllabus. Some courses require students to obtain an 80% or better during the transition year to the 85%. Students are required to follow the course syllabus. Starting in the fall semester of 2019, all NUR 300 level courses or above will require a passing grade of 85% or higher to successfully progress through the nursing program. If the student scores below an 85%, this is considered a non-passing grade and the student is unable to progress forward.

Failure to comply with ATI's and Lincoln University's policies may result in a course failure. Nursing Faculty have the right to check ATI student engagement to determine if students are completing course work.

EMPLOYMENT POLICY WHILE IN THE NURSING PROGRAM

- While employment during enrollment in the nursing program is discouraged, it is recognized that it may be necessary under extreme circumstances if the student has a significant financial hardship.
- Since there are numerous sources for financial assistance, it is recommended that the student investigate his/her eligibility for assistance prior to his/her seeking any form of employment.
- When employment is unavoidable, the student must realize that this schedule may seriously hamper his/her progress in the program.
- To promote student and patient safety, it is strongly suggested that students Do not work night shift the night prior to coming to clinical.

WRITING PROFICIENCY PROGRAM

The Writing Proficiency Program (WPP) is administered by the Department of Languages and Literatures and the Faculty and Staff of Lincoln University and facilitated by Dr. Samaa Gamie.

The WPP has three (3) goals:

- To create an environment at Lincoln University in which writing skills and writing instruction are given high priority.
- To ensure that Lincoln nursing students graduate with a high standard of competence, professionalism, and engagement while writing in English, as reflected in the course work throughout the disciplines.
- To provide Lincoln University students with the writing skills that will ensure the achievement of lifelong personal and professional goals.

WPP STUDENT LEARNING OUTCOMES

- Nursing students demonstrate writing competence in the production of writing pieces in their discipline in the writing intensive courses and in the WPP portfolio. The writing pieces must display effective use of grammar, punctuation, and coherent paragraphs.
- Nursing students must apply effective organization and structure and relevant evidence to support and develop their documents central ideas.

WPP GRADUATION REQUIREMENT

THE SUCCESSFUL COMPLETION OF THE WRITING PROFICIENCY PROGRAM WILL BECOME A GRADUATION REQUIREMENT FOR LINCOLN UNIVERSITY NURSING STUDENTS STARTING WITH THE GRADUATING CLASS OF 2013.

The WPP requirement for graduation consists of three steps:

- Passing the blue book requirement in ENG 101, which is the Writing Proficiency Exam
- Taking 4 writing intensive courses approved by the major department
- Submitting a successful portfolio (consisting of 4 documents) that is approved and certified by the major department and the Director of Nursing. Nursing students who fail the portfolio requirement are required to attend a prescribed number of writing workshop and submit a revised portfolio.

Once the nursing student successfully completes the WPP, they are certified for graduation by the Registrar's Office.

WRITING PROFICIENCY PROGRAM FAQs

1. To whom do nursing students submit their portfolios?

Nursing students should submit their portfolios to the Nursing Department Director of Nursing by dropping them off to Ms. Diane Neikam in the Nursing Department office.

2. *What are some content options for the Writing portfolios?*

Some preferred content options for portfolios can include:

- a. Research papers
- b. Conference presentations
- c. Essays

Alternative options may be accepted by the Nursing Program Director of Nursing

- Well-written Nursing Care Plans without identifiable patient information.
- Process recordings without identifiable patient information
- Personal statements
- Résumés or CVs

3. *Who do nursing students contact to find out the result of their portfolio submission?*

Students should contact Ms. Diane Neikam.

4. *Who should notify the registrar when nursing students complete the WPP requirements?*

The Director of Nursing is the one to notify the registrar after the portfolio has been deemed successful and is the only one who can certify students for graduation.

5. *What do nursing students do if their portfolio has been deemed unsuccessful?*

Students are asked to revise and resubmit the portfolio by a date set by the nursing department. There are workshops held in the Writer's Studio and tutoring assistance that students can get from the Center for Advising & Student Achievement that will help students in revising and preparing the portfolio for resubmission.

6. *What will happen if I do not submit my portfolio according to my department's requirements?*

The portfolio might be deemed unsuccessful by the Nursing Department Director of Nursing, and the student will not be certified for graduation

7. *Who is required to submit a writing portfolio?*

Any Lincoln University student who is expected to graduate is required to pass the WPP requirement.

STUDENT CONDUCT POLICIES AND PROCEDURES

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. Because the nursing profession requires one to give of him or herself emotionally, the Nursing Program Director may require nursing students to obtain counseling services while in the nursing program.

LINCOLN UNIVERSITY NURSING DEPARTMENT BEHAVIORAL STANDARDS

NURSING FACULTY AND STAFF WILL PROVIDE EXCELLENCE IN CUSTOMER SERVICE, WHILE MAINTAINING RESPECT AND PRESERVING DIGNITY THROUGH:

- Promoting confidence in Lincoln University and the Nursing Department at all times by maintaining a professional demeanor.
- Treating everyone with fairness, honesty, and compassion.
- Demonstrating respect for self and others through effective stewardship to time, money, and other resources.
- Following through with our promises and commitments.
- Fostering a calm, healing, healthy atmosphere.
- Keeping silent if our words may tarnish someone's reputation and avoid participating in rumors or gossip.
- Using or disclosing any confidential records of staff members, volunteers, students or any other person unless authorized to do so and required to do so as part of our official duties.
- Conveying our concern for students and our willingness to serve through our manners and expressions.
- Having zero tolerance for abusive behavior (verbal or physical).
- Listening, reflecting, assisting and be willing to accept fault.
- Offering a sincere apology when necessary.

Appearance

- Taking pride in our appearances.
- We will dress to reflect respect and professionalism toward the hospital and our patients, being mindful of what our appearances communicate.
- We will wear professional clothing that is clean, neat, and tidy.

Elevator and Hall Etiquette

- We will make eye contact and smile at others when they are ten feet away, acknowledging everyone within five feet with a friendly greeting.
- While in the elevator, we will break the silence with a greeting and offers of assistance as needed.
- We will ensure that persons with disabilities have primary access in corridors, doorways and elevators.
- We will avoid any negative or unprofessional conversations while inside elevators and hallways.

Communication and teamwork

- Using eye contact, facial expressions, and body language that display respect.

- Respecting all individuals' personal and cultural beliefs, ideas and contributions in a supportive manner.
- Focusing on speakers and allowing them to finish. When speaking, we will allow the listeners to clear their thoughts and focus on us.
- Using a tone of voice that is calm and clear.
- Using appropriate language, avoiding profanity.
- Flexibility when faced with changes to our work environments or work schedules.
- Looking beyond our assigned tasks, assist co-workers when possible or find resources when necessary.
- Remaining calm and follow university procedures when faced with confrontational situations.
- Informing callers before putting them on hold or transferring their calls.
- Transferring calls accurately, taking the time to obtain correct information. We will announce to callers that we will transfer their calls to the correct extensions and give them these extensions.
- Attending to meetings prepared to actively participate, adding to the meeting focus through innovative, experiential, and evidence-based contributions.

Pride and Ownership

- We will be responsible to pick up after ourselves.
- We will return pieces of equipment to their proper places.
- We will immediately report any faulty equipment to the appropriate departments.
- We will not damage, deface, or misuse materials or property of the University, department, faculty or staff.

Program Dismissal for Violating the Behavioral Standards

- 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.
- The Nursing Department at Lincoln University of Pennsylvania reserves the right to dismiss a student from the program for ethical, legal, or professional conduct unsuited to the nursing profession.
- Lincoln University of Pennsylvania's nursing program reserves the right to dismiss a student whose behavior does not meet the professional standards or basic respectful behaviors to the faculty. This includes behaviors listed on the next page and the inability to maintain an attitude which exemplifies professionalism.
- Additional standards of conduct are found in the current Lincoln University of Pennsylvania's Student Handbook.

PROFESSIONAL DECORUM AND ACADEMIC BEHAVIOR

We are committed to creating a positive learning environment for all. Every student has the right to learn as well as the responsibility not to deprive others of their right to learn, and every student is accountable for his or her actions. Beyond the classroom, however, uncivil, disrespectful behavior by nurses and other members of the health care team has been shown to result in patient harm? Because poor interpersonal communication has such a profound effect on our patients, the American Nurses' Association has

The Nursing Program Addendum to the
Lincoln University Student Handbook

<https://www.lincoln.edu/student-handbook>

Revised 2016/17/18/19 SLP

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clarified the relationship between our behavior toward others and our ethical responsibilities as nurses. See the language from the ANA Code of Ethics for Nurses:

- Nurses consider the needs and respect the values of each person in every professional relationship and setting.... (Provision 1.1, p.17)
- Nurses maintain professional, respectful, and caring relationships with colleagues.... (Provision 1.5, p. 20)
- The nurse creates an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect.... (Provision 1.5, p.20)
- Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable behaviors. (Provision 1.5, p.20)
- Thus, along with the learning of theoretical concepts, the nursing program is also geared towards helping students learn to think and act like a nurse. Toward that end, it is expected that the student demonstrate professional and ethical behaviors in all aspects within the nursing program.

BEHAVIORS INAPPROPRIATE FOR PROFESSIONAL PRACTICE

Description:

As a professional discipline, issues of unsafe, unethical or unprofessional behavior are of utmost concern. Students may be removed from the clinical setting or dismissed from the program if such behavior occurs. Unsafe/unsatisfactory/unethical performance is defined as, but not limited to:

- a) Being unprepared for the clinical experience at any time.
- b) Failure to meet required objectives.
- c) Acts that cause the client to experience undue physical/mental stress.
- d) Acts that jeopardize client safety.
- e) Behavior in which errors are made and not reported to faculty or errors that are not recognized and corrected.
- f) Consistent or chronic lateness to class, sim lab, or to the clinical agency as defined in the syllabus, student handbook, and by the faculty.
- g) Failure to report or take preventive action in situations that threaten the health, welfare, and safety of clients.
- h) Using language which is abusive, slanderous, derisive or inflammatory in interactions with peers, faculty, staff, clients and the general public.
- i) Failure to submit required, updated criminal history information, health data, liability insurance on time when requested or other documents required by clinical agencies.
- j) Displaying suspicious behaviors which are indicative of a suspected impairment.
- k) Student is a "No call No show" for clinical. Students must contact their clinical instructor ASAP, if they have an emergent situation.
- l) Failure to maintain confidentiality of clients in clinical/public setting. Students are not allowed to write a patients name on report sheets. Initials are allowed.
- m) Falsifying assignment or copying other students papers, using the internet or other external resources to obtain material which is then submitted as original work (plagiarism).

- n) ATI coaches will not accept copied work from ATI textbooks and will note the anomalies. This could potentially hinder a student from obtaining the “Green Light”.
- o) Inability to get along with peers, faculty or staff in clinical and non-clinical situations related to all aspects of the nursing program.
- p) Failure to abide by the dress code within the nursing health care agencies or community settings.
- q) Failure to adhere to the University Code of Conduct.
- r) Failure to use clinical time to achieve learning objectives.
- s) Failure to stay for duration of assigned experience.
- t) Failure to refrain from making negative comments in public settings about peers, staff, faculty in clinical or classroom.
- u) Failure to listen to the faculty’s direction inside the classroom, simulation lab or clinical setting.
- v) Falsifying homework assignments with someone else’s handwriting.
 - Students will communicate and interact with others in a respectful, professional manner. Students are expected to respect one another and the faculty.
 - Students understand that only one person speaks at a time during classroom and laboratory experiences.
 - Students also understand that talking amongst one another during class or lab will not be tolerated and the professor has the right to ask students to leave the classroom if they are disrupting the learning environment. s
 - The student understands faculty do not tolerates foul language or sexually explicit language or comments made in the classroom, laboratory or clinical setting.
 - The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).
- w) Any student engaging in aggressive, disrespectful, unethical or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty are directed to leave. This behavior will also require a conference with faculty and the Director of Nursing.
- x) The nursing faculty and Director of Nursing has the right to question a student if there is a difference in a students’ handwriting on an assignment. An investigation will take place to determine if the submission is indeed the students’ work.
- y) The Director of Nursing has the right to dismiss any student from the nursing program when students show a clear pattern of defiant behavior towards one faculty even if the student is passing the course academically. Incivility in the nursing program is not tolerated.
- z) No telephone calls should be taken in the clinical area. Students should ask their clinical faculty at the beginning of the clinical rotation where they can go to take emergency phone calls. Emergency phone calls must be picked up away from a patient care area. This should happen should not be a is not a common occurrence.

FACULTY PROCESS FOR WITNESSING UNSAFE PRACTICE/UNSATISFACTORY BEHAVIOR

1. If the clinical faculty believes a student is unsafe in clinical, the instructor must contact the Course Coordinator in an email and cc the Director of Nursing.
2. The student must meet with the Course Coordinator or the Director of Nursing to review the incident in question.
3. The student will present a written account of his/her perception of the incident at this meeting.
4. Depending on the situation, the student may not be permitted to attend further clinical sessions until the issue has been reviewed and a decision made about continued participation in the clinical course.
5. The student will obtain a written warning by the Director of Nursing for any behaviors deemed inappropriate.
6. Students are only allowed **1 written warning notice** by the Director of Nursing for inappropriate behavior for the duration of the nursing program (from the junior year to the senior year).
7. The Director of Nursing may dismiss a nursing student from the program after 2nd written warning.

NUR 414, ATI CAPSTONE COURSE, & VIRTUAL ATI (VATI)

This information supports the Nursing 414 Capstone Seminar Course Syllabus

- The goal of Lincoln's University's Nursing Program is to help students become Registered Nurses who are safe and competent in their practice.
- Lincoln University expects for all nursing students to be prepared to fully participate in their this intensive Capstone experience which all students are required to participate starting in the spring 2020 and lasting until the Summer of 2020. Students in Lincoln's nursing program have the best chances of passing the NCLEX-RN if it is taken before July 31st of any given year. Any testing afterwards puts students at risk for failure by 50%.
- The NUR 414 course has multiple components and students must be engaged in all components to graduate.
- Nursing students are required to attend all of the scheduled Capstone Seminar courses remediation days including living on campus if it is required by the university starting in the summer of 2020.
- Students are expected to come to the nursing faculty or the Director of Nursing throughout the semester if they do not understand a policy. We expect students to understand the course expectations so there are no surprises at the end of the semester and during the summer months.
- Students expected to keep a binder with all of the materials outline in the Senior letter with the required sections.
- Students are required to complete all remediation and focus reviews and place them in their Capstone Course binders.
- During the NUR 414 Capstone Seminar Course, students are required to participate in various activities to help them succeed on the NCLEX-RN ® exam. It is critical for nursing students to participate fully during the semester as this is the most critical moments.
- From January until March 2020, students will participate in the ATI Online Capstone Course. Within this portion of the course, students are required to complete varies activities including the Comprehensive A and B exams.
- Students are required to complete preceptor evaluated clinical hours at a clinical facility and attend all days.
- The NUR 414 clinical experience may take place at any point during the semester and includes day, evening, weekends and nightshift or any month prior to graduation since it is an immersive experience.
- The nursing program wants to ensure students have a good clinical experience and we want to identify the right fit, time and location for each nursing student. If it is academically sound, the program may extend the clinical time into the summer months to give students the best possible chance to pass the Capstone course.
- Students are responsible for their transportation to and from the clinical sites. We will ask if students have a car to see if there is another student going to the site.

However, this may not be possible and this is not guaranteed due to many situational factors.

- Satisfactory LU faculty and preceptor evaluations are required to pass the NUR 414 clinical.
- All students are enrolled in the Virtual ATI 30 days prior to graduation.
- All students are required to complete 50% of VATI prior to last class day of the semester.
- If a student is unable to fully participate in the final semester in the Capstone Seminar Classroom, VATI, Kaplan, or the capstone clinical during the semester, students may be advised to withdraw if they cannot fully comment to learning to protect their GPA.
- The NUR 414 faculty will check-in with students throughout the semester. Midterm warning letters are given if students fail to make sufficient academic progress within the senior year and in the online capstone course if they are not meeting the assessment benchmark scores. Students may receive this in the form of a Grades First notice.
- These benchmarks are indicative of making satisfactory academic progress each month. The course faculty will notify students because they are at risk for failing the other major course assessments such as the Comprehensive B and the Comprehensive Predictor exams (the first and second times).
- The purpose of the midterm warning is to give the student the opportunity to withdraw from the course before the university's course withdrawal date so the students' GPA is not affected by the failing grade.
- The online capstone course evaluation is required in ATI before students can move on to the VATI.
- VATI starts in March 2020 and students are required to enroll and have engagement with the coach each week.
- After graduation day, nursing graduates (those who obtained an 85% passing predictability or higher on the Comprehensive Predictor) will work to obtain the VATI and Kaplan **"Green Lights"** to solidify their knowledge to increase their chances of passing the NCLEX-RN® before May 31st.
- If graduates fail to meet the 85% passing predictability or higher on the benchmark for the Comprehensive Predictor Exam and the Kaplan exam benchmarks in the Spring semester of the senior year, nursing students are required to retake the NUR 414 Capstone Seminar Course due to gaps in their knowledge. NUR 414 is offered once per year in the spring semesters only.
- Students passing the predictability score, will receive an "I" Incomplete in the course until they complete the additional summer course work for NUR 414. Students must do the work which is worth 25% of their grade in the summer. If this work is not completed, students will not graduate from Lincoln University. The course syllabus will state the end date for the Capstone course for the summer semester.
- Students who are successful all Comprehensive predictor exams must decide on the State Board of Nursing they are going to apply to and submit their documents for

signature as soon as possible before graduation so they can test at the appropriate time. (see the Nur 414 course syllabus for directions).

- If students fail to meet the benchmark scores on the predictor exam, they are encouraged to complete the Virtual ATI as a study tool; however, they should not take the predictor exam because they need to save all predictor attempts for the following year.
- These students will work with the Director of Nursing and other nursing faculty during the time they are away from the university to ensure they are prepared to retake NUR 414. These students will have a remediation plan to follow while they are away and they must follow deadlines so they can reenroll in the university in spring of the following year.
- Lincoln University of Pennsylvania confers degrees in May. August 1st conferrals are for students with special cases only if the university must hold clinical in the summer for students if they need further clinical experiences if there were scheduling conflicts in the spring semester. Again, students are required to meet all Kaplan and ATI benchmark scores for nursing graduates.
- Students should test before July 31st in their graduating year to have the best possible outcomes on the exam. Please check the state Board of Nursing for the requirements needed to become licensed in the state of choice by going to <https://www.ncsbn.org/nclex.htm>

NURSING PROGRAM GRADUATION REQUIREMENTS

A Bachelor of Science in Nursing (BSN) degree from Lincoln University is awarded after successfully completing all the requirements for the nursing program.

A student is eligible for graduation upon the satisfactory completion of the program and curriculum and all required credits of the specific program in which she/he is enrolled.

Junior Nursing Students: Starting in Fall of 2020 (Class of 2022)

Starting with the nursing Class of 2022, all new junior students entering the program must *maintain* a 3.3 to successfully progress through the nursing program. A 3.3 GPA is required by the end of each semester as the student progress towards graduation. Furthermore, a 3.3 is also required at the end of the Spring Semester of 2022 before graduation.

Current Junior and Senior Nursing Students: (Class of 2020 and 2021)

The current nursing Classes of 2020 and 2021 are both required to maintain a 3.0 to successfully progress through the nursing program. A 3.0 GPA is required by the end of each semester as the student progress. Furthermore, a 3.0 is also required at the end of the Spring Semesters of 2020 and Spring 2021 before graduation.

It is the student's responsibility to complete all requirements for graduation. Additionally, students must read the Lincoln University's Student Handbook for graduation expectations in addition to fulfilling the requirements below in order to be eligible for graduation:

1. Pass the nursing courses per the grade posted in the course syllabus. Some nursing courses in the Spring 2019 require students to obtain an 80% or better during the transition year to the 85% in the fall 2019. Students are required to follow the grading policy in the course syllabus.
2. Successfully complete course progression, as outlined in the curriculum plan.
3. Complete NCLEX-RN® curriculum requirements -ATI and Kaplan curriculum requirements in the final senior NUR 414 Capstone review course.
 - Students are required to complete weekly modules at the beginning of their Senior Capstone Course with a nursing educator along with completing the Comprehensive A and Comprehensive B Exams.
 - Students will receive individualized homework assignments weekly and all homework assignments must be completed to continue to progress in the senior year.
 - Students are expected to respond to the nursing educator daily so they can continue to reach specific milestones in the NCLEX-® prep process identified for Lincoln University’s Nursing Program.
 - The capstone modules prepare the student for the ATI Comprehensive Predictor Exam and the Kaplan Readiness and Predictor exams.
 - Students are required to attend Capstone Clinical and Capstone Classroom.
 - No call No Shows will not be tolerated in the clinical environment.
 - Students are expected to purchase the necessary course materials over the holidays for the Nursing Capstone course to keep them organized.
4. **ATI Comprehensive Predictor Exam**
 - Lincoln University’s nursing students will take the ATI Comprehensive Predictor Exam before and after the ATI “Live Review” in their spring semester of their senior year.
 - The ATI Comprehensive Predictor Exam is a proctored exam and is offered in a secured testing environment.
 - Strict testing policies are expected and are similar to the NCLEX-RN® exam. Therefore, senior nursing students should take these exams seriously.
 - Students are expected to receive a minimum score of 85.00% predictability of passing the NCLEX-RN®.
 - Students obtaining below 85% predictability on this exam after two attempts (pre and post the “ATI Live Review”) must retake the NUR 414 course at Lincoln University to obtain their Bachelor’s degree.
 - Attendance is mandatory and failure to attend jeopardizes a student’s grade for the NUR 414 Capstone Course.

- At any point in this process, the course faculty or the Director can stop the student in the summer if there is no engagement in this process.
- Receiving an “I” Incomplete in the course is a privilege and the faculty can decide to submit the grade at any point if a student fails to complete the remediation assigned by the coach because due to a lack of engagement the NCLEX-RN® coach.
- Students scoring higher than 85% will continue to work to receive the Green Lights in ATI and Kaplan so they can participate in graduation after signing a graduation waiver from the Provost.
- All course grades are due before May 31st.
- At this time, the university confers degrees in May for Nursing graduates to meet NCLEX-RN® Best Practices.
- Students are expected to meet the course learning outcomes by completing 100% of Virtual ATI (VATI) and passing the VATI Predictor Exam and Kaplan “Green Lights” within 12 weeks. Students are not allowed extensions in VATI past 12 weeks.

Kaplan

- Students are also required to pass the Kaplan Diagnostic, Readiness, Predictor and the Kaplan CAT exams after the Kaplan review course.
- Students are expected to pass the exam with a minimum score of a 61% on the Kaplan Predictor Exam to pass the NUR 414 Capstone Course.
- Each student may take this at a different time based on their individual needs and levels.
- All Kaplan work to be considered a Lincoln University graduate.



5. Satisfy all financial obligations to the University
6. Return specified items and borrowed materials.
7. Complete an Exit Survey
8. Complete the nursing graduate information form for licensure and pay all State Board of Nursing and PearsonVue Fees before graduation. Students are not allowed to graduate if their fees are not paid even if they passed all course work.



Students attest and agree to the following while using ATI and Kaplan products and other virtual product solutions:

Work Integrity: Complete all required quizzes and any other assessments using only their own work. Nursing students will not engage in any activities which would dishonestly improve results, or improve or hurt the results of other learners.

Account Security: Nursing students will keep my username and password secure. They will not share them or allow anyone else to access my accounts.

Quiz Sharing: Nursing students will not share their ATI and Kaplan questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: Nursing students understand that ATI and Kaplan keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and will be reported to Lincoln University.

Students are studying to be a Registered Nurse to care for patients.

Think of studying for the NCLEX-RN® as becoming the process of becoming a Competent Nurse.

OBTAINING A REGISTERED NURSING LICENSE IN PENNSYLVANIA

On December 17, 2016, the State Board of Nursing's General Revisions regulation was published in final form in the Pennsylvania Bulletin. A copy of this regulation can be found at <http://www.pabulletin.com/secure/data/vol46/46-51/2194.html>

Among the revisions, the new regulation requires that:

- Candidates for licensure take the licensure examination for the first time within one year of completing their nursing education program. Express permission must be granted by Board for candidates to take the examination for the first time after the one-year period.
- Candidates will first be required to demonstrate that they were prevented from taking the examination by emergency, illness, military service, licensure in another state, or other good cause shown. Licensees notify the Board within 14 days of a change of address.

During the spring semester of the senior year, senior nursing students will receive information on how to apply to take the NCLEX-RN ® exam. The process includes applying to PearsonVUE and as well as the PA State Board of Nursing. The PA State Board of Nursing requires all new graduate nurses to complete 3 hours of child abuse training to obtain their nursing license in PA. Students typically complete this training in the last semester of their senior year. It is important for students to use the exact name as it

appears on their government issued ID card they will use on the day of the NCLEX-RN® to gain admission to the Pearson VUE Testing Center.

HOW DO I OBTAIN MY NURSING LICENSE?

All Lincoln University graduates will receive a detailed letter from the Director of Nursing outlining the process to obtaining their nursing license upon graduation.

NCLEX-RN® Cost:

Pearson VUE- \$200.00

PA State Board of Nursing- see website for updated cost.



PATHWAY TO RECEIVING A PROFESSIONAL NURSING LICENSE

1. Students must submit their application online to the PA State Board of Nursing and pay their CHRC fee for PA **before graduation**.
2. (The name as on the *Child Abuse Training* CEU, is the same name used on government issued identification.)
3. Apply online to Pearson VUE and pay the nonrefundable \$200.00. (Graduates must use the same name as on the *Child Abuse Training* and *Pearson VUE* which is the same as written on the government issued identification).
4. Upon completing **100% of VATI and completing all of the necessary requirements to obtain the Green Lights in Kaplan and ATI**, the Director of Nursing will submit the Nursing Education Verification to the PA State Board of Nursing.
5. **Upon receipt of these documents at the PASBON and Pearson VUE, and waiting 1to 2-3 months for processing, the nursing graduate will obtain their Authorization to Test or (ATT).**
6. The graduate should schedule the NCLEX-RN® with Pearson VUE.
7. The graduate must obtain the **"Green Lights"** in ATI and Kaplan prior to their test date. It is the advice of the Director of Nursing for Lincoln University graduates to obtain the **"Green Lights"** prior to sitting for the NCLEX-RN® because graduates have a 98% chance of passing the exam if taken **within 3 weeks of obtaining the "Green Lights"** (per ATI national outcomes data).
8. If the nursing graduate waits too long to sit for the NCLEX-RN® after receiving the **"Green Light"** from the VATI, then, there is a risk the **"Green Light"** will expire. The **"Green Light"** is only good for 3 weeks. Hence, nursing graduates are encouraged to test ASAP after receiving the **"Green Light"**.
9. If the graduate earns the **"Green Light"** and an unforeseen emergent event happens, then, they should work with their ATI Coach to obtain the **"Green Light"** again. This will give the

graduate the best chance of passing the NCLEX-RN® because this ensures the most important nursing concepts are up to date so a graduate has the best possible chance to pass the NCLEX-RN®.

10. Graduates should work diligently in the VATI after graduation because VATI closes in 8 weeks or 12 weeks after the first day of enrolling in the VATI. (Take note, the VATI begins 30 days prior to graduation).
11. Lincoln University nursing graduates should also know that assessments are only good for 8 weeks in the VATI, therefore, if the student fails to complete the VATI assessments and homework in a timely manner, this will delay the "Green Light" because the ATI coach will send a retest notification.
12. It is recommended for the Class of 2020 to complete the VATI and obtain the "Green Light" no later than the end of the 12 weeks of VATI. This puts Lincoln University's nursing graduates in the best possible position to pass the NCLEX-RN®.
13. Please note, the summer months are the busiest for Pearson VUE's testing centers. Therefore, nursing graduates may need to travel to a testing site outside their immediate radius to ensure they are able to test within 3 weeks.

Lincoln University does not schedule the test for the graduate and is not responsible if a graduate cannot get a test date at their preferred testing site. The Director of Nursing makes the final decision regarding when to submit the NEV to the PA State Board of Nursing.

Lincoln University of Pennsylvania's Nursing Program is small and provides students with an intimate experience with support from the beginning past graduation while students prepare for the

NCLEX-RN®. The goal is to provide students with the help and support needed to meet all course and program outcomes.

Final determinations regarding NCLEX-RN® readiness is made by the Director of Nursing based on assessment data from the nursing program. The Director may ask the students to take another readiness exam prior to submitting paperwork to a state board if there is room for growth prior to the graduate sitting for the exam.

Graduates owe it to themselves and the students behind them to sit for the NCLEX-RN® no later than July 31st to ensure they are counted in this year's statistics in the year for which they graduated.



APPROPRIATE TECHNOLOGY USE IN THE CLASSROOM AND CLINICAL AREAS

EMAIL

All nursing students are required to use Lincoln University of PA email. This is the main method used between the nursing program, students, and faculty.

Throughout the program, we expect students to communicate with the faculty and staff so we can coordinate with multiple internal and external stakeholders.

STUDENT RESPONSE TIME

There is an expectation that all nursing students will respond to the Director of Nursing, Ms. Neikam, Spencer, and Wallace regarding any documentation they required for the program. Therefore, expect students to check email frequently at the beginning and end of every academic year (every 2 hours) or set up notifications on a smartphone because the department has paperwork for students which must be completed.

If there is outstanding documentation needed, promptly, return it so this does not negatively affect clinical experiences. Electronic devices are not allowed during any exams unless approved by the nursing faculty at Lincoln University. Students should not be able to see, hear, or feel these devices during exams. Any calculators used on exams must be approved by the classroom faculty prior to student use.

The clinical area is a teaching and learning environment for students. Therefore, Lincoln University's Nursing Program understands the value and benefits of using wireless, electronic, handheld devices in clinical as an up-to-date reference on nursing, medical, and pharmacological information. As the popularity of various electronic devices increases, so does the potential to misuse and abuse these items. Specific examples of technology often used by students in the classroom and clinical include, but are not limited to, the following list: "smart phones" stand alone mobile devices, laptops, iPads, iPods, or any personal electronic Clinical faculty will advise and approve "appropriate" cell phone usage during the clinical experience.

- Be mindful of the following Professional Responsibilities of Nursing Students:
Answering a cell phone during the clinical day: Cell phone usage is limited to break time, lunch, or dinner.
- Conducting research on electronic devices in patient rooms: Always go to a private area.
- Answering cell phones in patient rooms and clinical floor: Keep all cell phones on silent or airplane mode during class time and clinical experiences.
Charging cell phones during the clinical day is not permitted.
- Taking pictures of patients, anybody part of patients, or any part of a patient record, is not permitted and violates HIPAA regulations.

If there is a question, it is important to err on the side of caution and ask the clinical faculty for clarification. All students are fully responsible for following all regulations of the HIPAA guidelines.

<http://www.hhs.gov/oct/privacy/hipaa/understanding/summary/index.html>

Faculty will address inappropriate use of technology during clinical day immediately. Students may get disciplined as a result of using the technology.

Failure to honor the basic ethical rights and confidentiality of the patient, client, resident, or agency may result in the immediate dismissal from the nursing program by the Director of Nursing.

SOCIAL MEDIA POLICY

PURPOSE

At Lincoln University, nursing students are preparing for professions which provide services to the public which also expects high standards of behavior.

SOCIAL MEDIA DEFINITION

Social media are defined as mechanisms for communication designed for dissemination through social interaction, created using highly accessible and scalable publishing techniques. Social media is a group of internet-based applications built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to; Facebook and other social networking sites, content communities such as YouTube, blogs such as Twitter, LinkedIn, collaborative projects such as Wikipedia blogs, podcasts, and virtual game worlds and virtual social worlds. Regardless of how these forms of media are used, nursing students and faculty are responsible for the content they post or promote.

Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and Lincoln University's reputation. Lincoln University requires nursing students and faculty to follow these policies coinciding with the American Nurses Association's position on social media for nurses. This policy applies to nursing students and faculty engaging in internet conversations for the nursing program or and non-nursing program related purposes. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or social media.

LINCOLN UNIVERSITY'S EXPECTATION

As nursing students and faculty, represent Lincoln University's nursing program. We expect students to represent the university in a fair, accurate, and legal manner while protecting the brand and reputation of the institution in our community. When publishing information on social media sites, please remain cognizant that information may be public for viewing and can be traced back to an individual. Since social media typically enables two-way communications with an audience, students have less control over the materials posted and how others use it. As one person remarked, "If a student would not put it on a flier, would not publish it on the front page of the Lincoln University website, or the Wall Street Journal, do not broadcast it via social media channels."

THINK TWICE

There is no such thing as a "private" social media site. Search engines can retrieve posts years after the publication date. Comments can be forwarded or copied by others. Archival systems save information, including deleted postings. If a student feels angry or passionate about a subject, it's wise to delay posting until feeling calm and clear-headed. Think twice before posting. If unsure about posting something or responding to a comment, ask another person. If publishing something makes even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

Future employers hold students to a high standard of behavior and want them to behave like employees. By identifying as a Lincoln University of PA student through postings and personal web pages, individuals are connected to other student colleagues, clinical agencies, and even clients. Students should ensure that content associated with pages is consistent with the professional image and goals they want to portray to the public. Employers are increasingly conducting web searches on job candidates before extending offers. Students should be sure the post today will not come back to haunt them later as they progress in their careers.

RESPECT THE AUDIENCE WHEN POSTING TO ANY SITE

Adhere to all applicable Lincoln University of PA privacy and confidentiality policies.

Students are legally liable for what is posted on their sites and the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

Nursing students and faculty are legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. We may also be liable if the student's postings include confidential or copyrighted information (music, videos, text, etc.).

Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

Students should monitor others' comments and postings on their social media site. They should set the site to review and approve comments before they appear. This allows students to respond in a timely way to comments. Students can delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

POSTINGS

When posting, be mindful of the copyright and intellectual property right of others and Lincoln University. Respect copyright and fair use. For guidance, visit the Office of Communications and Public Relations at Lincoln University of PA. It is not legal to use Lincoln University's marks, such as logos, and graphics, on personal social media sites. Students cannot use Lincoln University's name to promote a product, cause, or political party or candidate.

Always protect confidential, sensitive, and proprietary information: Do not post confidential proprietary information about Lincoln University, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Lincoln University student.

Students must obtain written permission from faculty and fellow students for audio or videotaping. Students must obtain permission to use videos, picture, or other types of media from professors or fellow students for personal or social media. At no time shall patients/clients be videotaped or photographed.

At all times, students and faculty should be aware of an associate with Lincoln University of PA in online social networks. Ensure the profile section and related content is consistent with how they wish to present

themselves to colleagues, patients/clients, and potential employers. Faculty and students must identify their views and opinions as their own. When posting a point of view, students should not claim or imply they are speaking on behalf of Lincoln University including the nursing program, unless they are authorized to do so in writing.

Students must comply with HIPAA guidelines at all times. Students must avoid posting identifiable information concerning patients/clients/clinical rotations in any online forum or website.

Ultimately, students and faculty are solely responsible for all postings. Students should be smart and protect themselves and other's privacy, and confidential information.

CONSEQUENCES FOR NON-COMPLIANCE

Violations of patient/client privacy with an electronic device is subject to HIPAA procedures/guidelines and consequences. Students or faculty posting on social media sites involving criminal activity, posting to damage someone's reputation, or with the intention to harm the rights of others may result in criminal prosecution or civil liability.

Students who share confidential or unprofessional information do so at the risk of disciplinary action including a course failure and/or dismissal from Lincoln University's nursing program. Additionally, faculty are disciplined and may be terminated by the university.

CONCLUSION

While this policy may be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information.

Students are responsible for regularly reviewing the terms of this policy.

CONDUCT AND CIVILITY

Student communication is always expected to be courteous, professional, and in compliance with Lincoln University's Code of Conduct. Students are required to be civil in the classroom and online by respecting the opinions of others is important in an academic environment. To create and preserve a classroom, online, and in the clinical atmosphere which optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. It is likely students may not agree with everything that is said or discussed in the classroom or online; however, courteous behavior and responses are expected.

Students dismissed from the program for receiving a failing grade in a course due to behavioral issues are *not* eligible to reapply to the nursing program in the future even if they had a failing academic grade. This includes incivility matters in the classroom and or the clinical learning environments, or any activity for which they are a student from representing Lincoln University even in a social manner. This also includes students receiving a judicial from the university if found responsible for breaking university policies. When someone is dismissed from the nursing program, it is a pattern of behaviors overtime or a one-time occurrence for something intolerable. Students may have had opportunities to change their behaviors because they received warnings from verbally or in writing if it happened overtime, therefore, there is no tolerance for a return because the student had time to think about their behavior. Failing a student is one which takes much deliberation from the faculty due to behaviors. (See page 54 and 56 regarding conduct and the nursing profession).

MATH TEST POLICY

Students are required to pass a comprehensive math test at the beginning of clinical courses in their junior and senior years with a passing score of 100%. Students are not permitted to administer medications without a passing math score. Medication administration is a required clinical competency and failure to administer medications may result in clinical failure resulting in failure in the nursing course.

EXAM DAY POLICY

- To prepare students for the NCLEX-RN®, faculty have the right to record or video tape the exam room activities and ask students to bring their current Lincoln university student ID to prove identity
- Students are expected to arrive on time for all exams.
- Students arriving late may start the exam only if the faculty agrees with the remaining time left. Students must take all exams on Lincoln university computers. If computers are unavailable in the classroom, the faculty will determine best course of action for the student.
- All cellphones and smartwatches or any other smart devices must be placed in the front of the classroom.
- All belongings such as backpacks, jackets, bags, etc. must be placed in the front of the class.
- Students are not allowed to have their cellphone on them during an exam. The Faculty may ask students to put their cell phones on the desk in front of them turned over.

- Faculty may ask for students to place their cellphones near the faculty's desk in front prior to the exam. If the student refuses, he or she will receive a "0" on the assignment quiz or test. The faculty will follow the university's protocol for cheating if the cellphone is not in sight or not put away. (It is what the faculty requests). For example, students should not have cellphones in their coat pockets, placed under a desk, beside the computer (faculty may request students to turn their phone face down in front of the computer during testing), behind the computer, in a computer tray on their desk, in a sock, inside a bra, in a coat jacket, in their sleeve, in a purse under a table, or in their pants leg.
- Students are not allowed to sit on their cellphones.
- Students are not allowed to wear baseball caps or have hoods on their heads while testing.
- Students are not allowed to wear satin hair scarfs or hair wraps worn at nighttime during an exam or quiz.
- If a cellphone is not in the front of the classroom or where the faculty requested, this means the student did not follow the testing policy of the program and the faculty has the right to fail the student on that exam.
- All students must follow the exam all exam policies in the classroom.
- If cellphones are not where the faculty requested, it is considered in the student's possession and the faculty may fail the student on that exam.
- All fluids and water bottles must be placed at the front of the room.
- If a student leaves during the exam, they may not return to the room unless there is a valid medical reason.
- All cellphones should be turned off.
- Students may not copy test questions to their scrap paper or white board during the exam.
- All scrap sheets of paper must be given to the exam proctor after the exam is complete.
- If a student must increase the size of the font on their computer screen because they cannot see it while sitting very close, the faculty may ask them to stop the exam and take it in a different location with another proctor because the screen letters are large. This is a violation to the security of the exam.
- Faculty have the right to seat students during the exam.
- If students need to cough or state they are coughing because they have a cold, they may be instructed to take the exam in a separate location so they are not disturbing other students.
- Students who need to move around and make hand gestures during exams will also be asked to take the exam in another location if they cannot.
- Students are required to use Lincoln University's computer's or iPads when testing. No personal computers are allowed at this time.
- If a student is found using his or her personal laptop during the exam, they will receive a "0" on the exam.

CLASS ATTENDANCE POLICY

- **Three absences will result in an automatic failure in the course.**
- Students are expected to attend all class sessions in its entirety. Nevertheless, it is recognized that class absences are occasionally necessary for extenuating professional or personal reasons.
- Leaving class before it is finished may also be considered an absence.

- All absences must involve legitimate excuses, such as health problems or family emergencies. Documentation should be available for all absences and supplied when requested. Unless an emergency, students are encouraged to schedule medical procedures and doctor appointments outside of class time.
- 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 email no later than **twenty-four hours** after the absence has occurred.

LATENESS

Lateness is arriving any time after the professor starts class. The student may be admitted to the class. See above for policy on absences. Three tardy arrivals may be counted as one absence.

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. Students are encouraged to be in class on time in support of learning in the classroom.

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 faculty before the exam or the student will receive a grade of zero for the test or exam.

DISMISSAL

Students may be dismissed from the nursing program for failure to maintain the required cumulative grade-point averages, misconduct, and consistent lack of engagement in the classroom due to external stimuli not related to learning. Examples of misconduct include cheating on a test, fighting in class, physical aggression against a student, faculty or staff, verbal and physical abuse of another including faculty, etc. Examples of misconduct on a clinical site include not following clinical personnel direction regarding patient care or conduct around a patient and their family, physical aggression and abuse, being found out of bounds, or leaving the site without permission. Other misconduct may include failing to follow the directions of a faculty if they have to ask the student to put away their cellphone computer during class time including disobeying the faculty.

Lincoln University of Pennsylvania's Nursing Program is of professional caliber and professional behaviors are expected. The nursing faculty have the right to call Public Safety if students refuse to leave the classroom because they are disrupting the learning environment.

All in all, if students fail to participate and are not engaged in the learning activities because they are distracted by other outside stimuli unrelated to the work in class, the faculty have the right to dismiss them from the room and send a warning letter. If these behaviors persist, the Director of Nursing will dismiss the student from the nursing program for uncivil behaviors.

There is no provision for readmission following dismissal for ethical or academic reasons once the appeal process has been exhausted. The Director of Nursing makes the 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 and considered sufficient basis to terminate enrollment. The student shall refer to the *Lincoln University Student Handbook* online for the Appeal of Dismissal process.

Students Are Responsible For Knowing And Understanding All Rules And Regulations Contained In The Code Of Student Conduct. Standards Of Classroom Behavior

Disorderly Conduct

Physical assault, including sexual assault, is prohibited. Intentional harassment of another person shall not be tolerated. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, texting, social media, or following or persistently bothering or annoying someone else.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. The faculty member should, in the event that such action is necessary, immediately report the incident to the chair of their department, the dean of the school, and the dean of students. Longer suspensions from class, or dismissal on disciplinary grounds, must be preceded by a hearing or administrative conference as set forth in the Code of Student Conduct. In cases where a student's continued presence in a class, following their initial removal, poses a substantial and immediate threat or disturbance, the vice president of student success or dean of students may suspend the student from attending the class on an interim basis, pending their hearing or administrative conference. Cell phones are not to be used in the classroom during instructional time. Cell phones that ring and/or are answered during classroom instruction are subject to confiscation by the professor. Confiscated cell phones will be turned over to the dean of students.

LATE PAPERS

Students who submit a late paper are required to analyze or summarize a scholarly article related to their topic for each day that the paper is late with a limit of 7 days. There is a maximum amount of 7 additional scholarly summaries or critiques. After 7 late days, the student will receive no credit for the assignment. Extenuating circumstances are reviewed by the Director of Nursing.

WRITTEN ASSIGNMENTS

All written assignments (unless otherwise noted) 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.

GRADING

Students should follow the course syllabus for the course grading. Starting in the fall of 2019, all nursing students are expected to obtain an 85% B in each nursing course to progress each semester. Any student who receives a grade below "B" 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:

Please refer to our numerical grading scale below.

Department of Nursing Grading Scale:

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

MID-TERM/SEMESTER WARNINGS

Any student with less than a passing grade listed in the course syllabus at mid-term will receive a warning letter from his/her course faculty or a Grades First Notice. Students who receive a warning must meet with the course faculty and develop an action plan to improve performance in the course.

Starting in the fall semester of 2019, all NUR 300 level courses or above will require a passing grade of 85% or higher to successfully progress through the nursing program. If the student scores below an 85%, this is considered a non-passing grade and the student is unable to progress forward.

RETURNING TO THE NURSING PROGRAM AFTER COURSE FAILURE

JUNIOR YEAR/FIRST SEMESTER: If a junior nursing student fails a nursing course in the first semester of the nursing program, the student is not allowed to reapply to the nursing program.

JUNIOR YEAR/SECOND SEMESTER: If a student fails one nursing course the second semester of the junior year, the nursing student must meet with their advisor or the ATI Champion in the department to obtain a study plan to complete while away from the program to ensure they do not lose knowledge gained from the first semester. The student may apply for readmission to the university through the Registrar's Office. Next, the student must reapply to the nursing program with all other applicants during the application period. The Director of Nursing must approve the application for readmission before a new registration is accepted. The compliance plan must be completed for the admissions committee to consider the readmission application. Students applying to the program for the first time are required to take a standardized nationally normed admissions exam, however, readmit students are required to complete a nursing exam on content previously learned in the first semester of nursing to determine if they are ready to progress. The admissions committee has the right to accept or deny the readmission application based on the number of applicants applying to the program the year the student is seeking readmission.

Priority is given to first time applicants applying to the nursing program.

Any student failing 2 nursing courses in one semester, they are not eligible to reapply to the nursing program.

SENIOR YEAR FIRST SEMESTER: The student will receive a letter from the Director of Nursing with instructions. The student can only fail one class in that senior semester year. If a student fails two classes in the same semester, they are not eligible to return to the nursing program. The student is also responsible to meet with the ATI champion to obtain a remediation plan prior to returning to the fall semester. The student may need to reapply to the nursing program if they do not follow the directions set forth in the letter by the last day of classes for the academic year for which they failed.

Any student failing 2 nursing courses in one semester, they are not eligible to reapply to the nursing program.

SENIOR YEAR SECOND SEMESTER: THIS PART OF THE HANDBOOK MAY BE UPDATED IN THE SPRING SEMESTER OF EACH YEAR.

Prior to failing in this semester, there are warning signs and the student has continued to progress in the program with low scores on nationally normed exams. The student has already failed the first 2 attempts of the NUR 414 predictor and the student is not allowed to graduate from Lincoln University of PA.

The student follows the same rules above for the first semester; however, students are encouraged to complete VATI even though they will not receive course credit. After failing the predictor in NUR 414, students are encouraged to continue to complete VATI since it is paid and it will help their knowledge going forward. However, the student should not take the VATI predictor exam because the attempts must be saved for the following academic year when the student returns (ATI allows 3 attempts on the VATI predictor exam to obtain the greenlight). Students should also follow the NUR 414 syllabus for instructions if they do not pass the course. Students returning to NUR 414 will have a simulated clinical experience which focuses on all aspects of transitioning into the professional role of nursing. Any student failing 2 nursing courses in one semester, they are not eligible to reapply to the nursing program.

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.
7. 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 retest two times and success in the skills test must be attained by the date agreed upon in the Returning Student Compliance Plan.
8. The returning student is required to take a med-math examination and pass with a score of 100% prior to the completion of the Compliance Plan.
9. The returning student may be required to submit to a mandatory, comprehensive, and random drug and alcohol testing.
10. If the returning student had to reapply for failing to follow a compliance plan, there is no guarantee they can start the program the following year.
11. The returning student must complete and submit all remediation with their application since they are required to reapply because they did not follow the process set forth.

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 someone else's words, pictures, ideas, or artwork, that are not a student's own, in spoken, written, or visual form without permission from originator.
- b. Submitting a paper or a basic homework assignment partially or fully written by another student or another person.
- c. Writing a paper for another student for a course or occasion without the explicit knowledge and consent of the instructor.
- d. Fabricating evidence or statistics that supposedly represent the students' 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 Director of Nursing.
- f. Falsification of any materials submitted for admissions or grading purposes.
- g. Each faculty member is required to send a record, together with all evidence of all cases of academic dishonesty to the Director of Nursing, who will forward the information to the appropriate faculty committee 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 resubmission.
- 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.

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 Dean of the Faculty.
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 Provost and 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 Provost and Vice President for Academic Affairs has the discretion to determine the information and procedure that he/she will utilize in deciding each appeal. The decision of the Provost and Vice President for Academic Affairs (in writing) shall be final.

Reference: Student Academic Grievance Procedure Lincoln University Handbook.

FORMAL COMPLAINTS

Formal Complaints are defined by the nursing department as violations of FERPA, reporting of Sexual Misconduct, and Title IX, discrimination or harassment, or general matters falling under student conduct. Students are required to follow the steps outlined below as identified by Lincoln University when filing a formal complaint.

FERPA

Students have the right to file formal complaints with the U.S. Department of Education concerning alleged failures by Lincoln University to comply with the requirements of FERPA.

Reporting Sexual Misconduct

If you experience or witness sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, or stalking, report it immediately to Public Safety at 484-365-7211 or the Title IX coordinator, Gerard Garlic, Wright Hall, Room 107, 484-746-0000, titleix@lincoln.edu. If the Title IX coordinator is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Department of Public Safety or any other member of management (vice presidents, deans, directors, associate/assistant directors, or supervisors). You can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual misconduct will be quickly and discreetly investigated. A person also may file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481.

TITLE IX

It is the policy of Lincoln University to comply with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment and sexual violence, in any of the University's programs and activities. The University also complies with the provisions of Title IX that protect individuals from retaliation for filing a complaint, testifying, or participating in any way in an investigation, proceeding, or lawsuit alleging sex discrimination. The University's policies regarding Title IX can be accessed on the University's Human Resources Policies webpage. View the full sexual assault policy, HRM 122, from Human Resources at <http://www.lincoln.edu/sites/default/files/pdf/hr/LU-HRM-122-Sexual-Misconduct-Policy-rev-12-10-15.pdf>. The University's Title IX coordinator, Gerard Garlic, is responsible for overseeing complaints of sex discrimination, including sexual harassment. The Title IX coordinator will:

1. Be available to meet with students who believe sexual harassment or assault has occurred;
2. Ensure that complaints are handled through consistent practices and standards; and
3. Upon receiving notice of potential acts of sexual harassment or assault, either personally investigate the incident or oversee the investigation.

The Title IX coordinator may also assist the institution's law enforcement employees on appropriate responses to reports of sexual violence. In these cases, the coordinator should have access to school law enforcement investigation notes and findings unless access would compromise a criminal investigation. Furthermore, the coordinator is responsible for reviewing all complaints received to identify and address any patterns or systemic problems.

General Matters

Lincoln University, a community comprised of students, faculty, administrators, and staff, recognizes the need to establish a code of conduct that contains rules and regulations to guide student actions and to define sanctions that will be imposed when rules and regulations are violated. For the benefit of the

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community at large, these regulations limit certain behaviors and activities. They also protect the health and welfare, safety, rights, and property of the University and all members of the University community. Specifically, the University strives to redirect student behavior that does not meet University standards. To meet this goal, the University employs a student conduct process that allows students to receive feedback by their peers, staff, and faculty, and employs educational and other sanctions such as warnings, fines, suspension, or expulsion. Any student accused of violating these rules is entitled to due process, notice of the charges, and an opportunity to be heard. Student appeals also are allowed. All conduct findings are subject to review by the vice president for student success or designee of the University. The vice president or designee will have the authority to sustain, change, or reverse any findings.

All students, faculty, and staff members are strongly urged to report any complaints involving students to the student conduct administrator, dean of students, and/or the Department of Public Safety. All reports are forwarded to the dean of students in order to establish a hearing date for the respondent. The University Code of Student Conduct shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. The vice president for student success or dean of students may administratively handle: (1) students who are not currently enrolled at the time of their alleged violation of the Code of Student Conduct or (2) students whose violations occur prior to the convening of the Student Conduct Board or after the Student Conduct Board has recessed for the academic year. All sanctions up to and including expulsion will be available during administrative conferences. During administrative conferences, students will be afforded the same due process and procedural protections as would be the case for a full Student Conduct Board hearing.

Students Are Responsible For Knowing And Understanding All Rules And Regulations Contained In The Code Of Student Conduct.

Students at Lincoln University are expected to conform to regulations, federal and state laws, and city ordinances. Students penalized for violation(s) of public laws are still subject to sanctions under this Code of Student Conduct if the violation of the public law also is a violation of the Code of Student Conduct. The University's decision in conduct matters is independent of criminal or civil legal action, and the University's conduct proceedings will not be delayed simply because legal action is also proceeding. No student will be permitted to graduate from Lincoln University while disciplinary action is pending against him or her.

DISCRIMINATION AND HARASSMENT

Lincoln University is committed to providing a work environment and learning community that is free from all forms of unlawful discrimination. The University does not tolerate discrimination against any individual, whether by actions, words, jokes, or comments, based on an individual's sex, race, color, national origin, age, religion, veteran status, sexual orientation, gender identity, gender expression, marital status, genetic information, disability, or any other legally protected characteristic. Harassment based on any of these characteristics is a form of discrimination and also is prohibited. The University's policies regarding discrimination, harassment, and sexual misconduct can be accessed on the University's Human Resources Policies webpage. Any individual who violates the University's policies prohibiting unlawful discrimination or harassment shall be subject to disciplinary action up to and including expulsion or termination of employment.

Lincoln University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gerard Garlic Director/Title IX Coordinator Office of Institutional Equity Wright Hall 107 484-

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CLINICAL AND SIMULATION LAB POLICIES AND PROCEDURES

Lincoln University of Pennsylvania uses the class/sim lab & clinical method of teaching, which assumes that each student has something to contribute and something to gain by attending all assigned course session. It further assumes that there is much instruction in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class, sim labs, and clinical course days and should exhibit good faith in this regard. Students will lose points from their classroom grade for missed clinical days.

CLINICAL ATTENDANCE AND ABSENCE

- Attendance is mandatory for all clinical, conferences, seminars, and simulation days.
- Students are responsible to arrange their own transportation to all external clinical sites or field experiences.
- If a student is dismissed from clinical for reasons other than an illness, the student will lose points for the day and they are deducted from the course grade.
- Faculty members may direct a student to leave 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.
- If a student is dismissed from the clinical area for reasons other than illness or injury, the faculty is not obligated to schedule a make-up day for the student.
- This absence is 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 more than 20 minutes late to a clinical area, they may be sent home by the clinical faculty and it is considered an absence. Please refer to the Clinical Attendance and absence policy listed above.

CLINICAL SECTION ASSIGNMENTS

The Nursing Course Coordinator or the Director of Nursing assigns students to clinical sections. Changes in posted clinical assignments are made 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. Because experiential learning is valued in the nursing curriculum, students may participate in their clinical experiences during any day.

PARKING AT THE CLINICAL FACILITIES

Each clinical facility has different parking arrangements for students. Therefore, students may be required to pay parking fees at facilities when there is no free parking lot or off street parking. It is the student's responsibility to pay all fees related to parking.

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>

CLINICAL AND SIMULATION LAB EVALUATION POLICY

Nursing faculty has the responsibility for evaluating the clinical performance of all students in relation to course objectives.

The nursing faculty has the authority to withdraw students from the clinical agency at any time, if behavior or nursing practice is considered unsafe/ unsatisfactory or unethical/unprofessional.

The student must satisfactorily pass all skills necessary for meeting the course objectives associated with clinical courses.

- Junior and senior nursing students must complete skill checks on designated nursing procedures.
- The purpose of skill checks is to assist the student in achieving and maintaining competency in performing basic clinical procedures.
- Evaluations of the skill checks are performed by Lincoln University nursing faculty. Failure to pass skill checks will result in dismissal from the Nursing Program.
- Once competency is achieved, the student may perform the skill in the clinical agency.

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.
- The university will notify enrolled students who do not comply with immunization and mandatory health requirements 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 are 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 & PROCEDURES

Castle Branch has been contracted by Lincoln University to assist students in obtaining and storing required background clearances and medical compliance information. Students are conditionally accepted in the nursing program contingent on background clearances. Upon receiving a letter of acceptance, students are required to create a Castle Branch account and are responsible for maintaining up-to-date records.

Clearances must be completed, uploaded, and stored on the candidate's myCB account (in Castle Branch). Unless clearances are posted on Castle Branch before May 1st.

The student risks jeopardizing their seat in the program. Please plan accordingly to meet deadlines as it can take several weeks for clearances to be processed by government agencies.

Securing and Storing Clearances with Castle Branch

1. Go to www.castlebranch.com.
2. Click the blue box "Place Order" in the center of the page to the right.
3. Enter Package Code (Code given upon acceptance).
4. Click "SUBMIT"
5. Review the contents on this page, check off the boxes required to proceed and click "CONTINUE".
6. Complete all the required fields to set up the account.

Required Personal Information

In addition to entering their full name and date of birth, Social Security Number, current address, phone number and email address.

Payment Information

At the end of the online order process, the student is prompted to choose their payment option. Castle Branch accepts Visa, MasterCard, Discover, Monthly Installments, Electronic Check, Money Order or Gift Card.

CLEARANCES NEEDED

- PA Criminal History Report – Castle Branch will run a report and it is stored in the students' myCB account.
- Nationwide Healthcare Fraud And Abuse Scan – Castle Branch will run a report and it is stored in the students' myCB account.

- Fingerprinting (Cogent) – To secure this report, please follow directions emailed by Castle Branch. This report must be ordered through the Department of Human Services.
- Students are required to pay a separate fee for Fingerprints approximately \$28.00.
- PA Child Abuse Clearance – To secure this report, please follow the directions emailed by Castle Branch. The student is required to pay a separate fee for the Child Abuse Clearance (\$8.00).

POSTING RESULTS

Check all criminal history reports for accuracy prior to uploading to myCB/CP account. Upload documents via the directions received from Castle Branch.

VIEW RESULTS

Students are notified by Castle Branch through their Lincoln University email accounts if there is any missing information needed to process within their order. The order will show as “In Process” until it has been completed in its entirety. The program administrator can also securely view the results online with their unique username and password. Remember, all clearances must be completed, sent, and stored by Castle Branch before May 1, 2017.

If students need assistance with any of the above processes, they should contact Castle Branch directly at 1-888-850-4314.

Furthermore, students are 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 Healthcare 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.

1. 2-Step PPD test done within 1 year and repeated annually – If a student tests positive, a Quantiferon Gold Blood Test is required.
Note: A student’s Positive result for Q-Gold must be treated for latent Tuberculosis with medication and 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

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.

Failure to meet deadlines for submission of required health information, CPR certification, background checks and/or proof of HIPAA training will result in students being administratively dropped from clinical and associated theory courses.

The Director 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 offenses 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 cannot complete the nursing program.

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 of PA 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 Nurses' Association. The following statements serve as guidelines when considering issues related to student impairment and the use of drugs and alcohol:

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

The Nursing Program Addendum to the
Lincoln University Student Handbook

<https://www.lincoln.edu/student-handbook>

Revised 2016/17/18/19 SLP

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
- (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 Conduct

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

Note:

1. Students are given the 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 are 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 are subject to dismissal from the Nursing Program.
4. The Department of Nursing at Lincoln University holds the highest standards for nursing students and therefore students 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 not:

- 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.

The student will:

- Be dismissed from class or a clinical facility if there is a reasonable suspicion of substance abuse and/or other causes of impairment.
- Be required by the Director of Nursing 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.

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 AND SIMULATION 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:
 - a. Knowingly aid, abet, or assist another person to violate or circumvent a law or Board regulation.
 - b. 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.
 - c. Falsify or knowingly make incorrect entries into the patient's record or other related documents.
 - d. 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.

Examples of unsafe or unethical practice in the clinical area include but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either at the laboratory or at the clinical agency.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructor.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and/or documented incompetence.

- Personal conduct that adversely affects the learning environment and/or the instructor's ability to perform his/her responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients, or agency personnel.
- Falsifying a client's record.
- Violation of HIPAA regulations (i.e. breach of client's confidentiality).
- Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.
- Denying responsibility for one's actions.

Any student who experiences criminal charges while enrolled in the nursing program is required to notify the Director of Nursing within ten (10) days of such charges that may affect his/her ability to function in the academic or lab setting. Criminal charges include but are not limited to misdemeanors, felonies and convictions, such as shoplifting, drug charges, driving under the influence (DUI), reckless driving and suspended license. These activities do not include legal matters regarding divorce, custody issues or parking tickets.

Graduates of Lincoln University applying for a license in PA should understand that if they obtain a criminal or disciplinary record prior to taking the NCLEX-RN® the PA State Board of Nursing will ask questions and has the right to deny or accept an application for the NCLEX-RN® based on the information on in the criminal record.

Disclaimer: Under Pennsylvania law, the State Board of Nursing may not issue a license (even if a student completed their bachelor's degree at Lincoln University), to an applicant who has been convicted of a felonious act prohibited by 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 10 years have elapsed since the date of conviction and the applicant can demonstrate that he/she has made significant progress in personal rehabilitation. In addition, any criminal background may result in the finding of impaired moral character by the Board such that a license may be denied. The determination of whether such conduct constitutes poor moral character is a discretionary matter for the Board of Nursing and done on a case by case basis.

The Pennsylvania State Board of Nursing may ask the following questions or information when applying for a nursing license:

1. Have you ever been convicted, pleaded guilty or entered a plea of nolo YES** contendere, or received probation without verdict, accelerated rehabilitative disposition (ARD) or received any other disposition (excluding acquittal or dismissal) of any criminal charges, felony or misdemeanor, including any DUI/DWI, drug law violations, or are any criminal charges pending and unresolved against you in any state or jurisdiction?

2. Have you ever been convicted* of any crime associated with alcohol or drugs in any court?
3. Have you withdrawn an application for a license, certificate or registration, had an application denied or refused, or for disciplinary reasons agreed not to reapply for a license, certificate or registration in any profession in any state or jurisdiction?
4. Have you had disciplinary action taken against your license, certificate or registration issued to you in any profession in any other state or jurisdiction?

(*Convicted includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or ARD.)

**If you answered yes to question(s) 1 and/or 2, attach a Criminal History Records Check (see General Instructions) and appropriate court documents with a detailed, signed and dated personal explanation OR if you answered yes to question(s) 3 and/or 4, attach appropriate licensing authority documents with a detailed, signed and dated personal explanation.

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 blood borne 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 is 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:

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 is placed in the student's permanent file.

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 Director of Nursing and Course Coordinator. The faculty should 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.

Students cannot perform parenteral or invasive procedures 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.
4. 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 are subject to disciplinary action. Should a student or faculty/staff member receive a needle stick injury, an incident report is written and submitted to the Director of Nursing. Appropriate first-aid is

administered onsite. While there is a 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 students may be exposed to in the lab or clinical environment, it is recommended that they:

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

In case of a life-threatening reaction in a nursing lab, someone should summon an ambulance immediately by calling security at 484-365-7211.

1. Any faculty member or student may call campus police (extension 7211) on the phone in the lab, and state they have a life threatening “latex emergency” and need an ambulance and that Epinephrine is needed immediately. State the location is the in the Ivory Nelson Center for the Sciences, Room 308.
2. No information may be released from a student’s record without the students written permission.(Commonwealth of Pennsylvania §21.123 Access and 2. If for some reason you call 911 first, you must **notify campus police so they are aware of the emergency.**
3. Do not handle the victim with any latex products.
4. Student/faculty member are 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.

OFFICIAL LINCOLN UNIVERSITY OF PA NURSING STUDENT UNIFORMS

- The nursing student uniform conveys an image to the public.
- The nursing faculty may request for students to wear their uniforms to all nursing classes.
- LU nursing students appearance influences the manner in which patients, hospital staff, and fellow LU students perceive them.
- Students must remember they must model how professional nursing students act while in uniform on and off campus. Therefore, professional behavior is expected at all times.

- The uniform at LU should convey a neat and professional appearance.
- In addition to the guidelines listed here, students must comply with the uniform code of the agency to which they are assigned for clinical experience each semester. Uniforms are worn for protection of the patient and the student.
- Uniforms vary with the clinical setting.
- Faculty will dismiss students who appear for a clinical and simulation lab experiences without the official uniform for the day.
- Students are required to wear their uniforms to all required sim lab days.
- During optional open labs, lab coats are required.

NURSING STUDENT UNIFORM

1. Orange scrub top with Lincoln University embroidered on front
2. The nursing jacket should have the Lincoln University patch on the left front of jacket
3. Navy cargo scrub pants
4. Plain white, tee shirts are permitted under the scrub shirt
As a part of the complete uniform:
5. Picture ID name badge must be visible
6. ALL white socks or white support hose with white shoes
OR
All black socks or black support hose with black shoes.
Support stockings are encouraged
7. Leather, low-heeled, closed-toe nursing shoes or white or black (All leather) shoes/sneakers dedicated for clinical. **These shoes should not be worn on campus and to other events**
8. A wristwatch with a sweep second hand is required. Students are not allowed to pull out cellphones to record time in emergency situations
9. Students are required to wear a watch with a second hand
10. Bandage scissors
11. Hemostats
12. Stethoscope
13. Pens
14. A small pocket notebook is required to fit in the uniform jacket for clinical.
15. The nursing program is supplying all students with an orange clipboard to use for clinical

Nursing Student Dress Code continued:

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 Centers for Disease Control guidelines, the fingernails of nursing faculty and students must adhere to hand hygiene policies.
2. Nails are to be kept clean, short, and smooth to ensure patient and student safety.
3. The length for fingernails should not extend beyond ¼".

4. Additionally, all chipped nail polish should be completely removed from fingernails.
5. 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.
6. Wearing artificial nails is prohibited in the clinical setting, as they harbor and promote the spread of hospital-associated infections.
7. (Refer to <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf> (page 29).
8. Hair should be in a neat and professional style, which will not interfere with the administration of patient care.
9. No large fancy barrettes or hair ornaments are permitted. Hair must not fall forward when completing patient care for any reason. This is an infection control issue.
 - a. For compliance with our clinical facilities, hair must be pulled back and up away from the collar and secured with the following: barrettes, bobby pins or elastic hair bands.
 - b. Long hair is prohibited in the clinical areas and all students are required to pull their hair back and up in a bun/ponytail. Long hanging hair is not allowed.
10. For asepsis and safety, jewelry is limited to 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.
11. **Students are not allowed to wear nose rings to clinical or Sim lab. Any visible piercing, such as nose and tongue jewelry, needs to be removed prior to entering the clinical area.**

Preferred Lincoln University Unisex Shoes: Reebok Classics

Shoes must provide good support. Clogs, high heels, and sandals are not permitted. Shoes and shoestrings must be clean and in good repair.

12. Uniforms must be loose enough to provide ease of movement in clinical activities.



13. Jeans may not be worn for any clinical experiences including times when obtaining information from an agency for clinical assignments.
14. Tattoos must be covered while at clinical sites.
15. Lincoln University's policy prohibits tattoos or brands that might be considered offensive, regardless of where they appear on the body. Specifically, the regulations forbid:
 - a. **Extremist tattoos:** These are tattoos affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. This includes tattoos that: feature philosophies, groups or activities that promote racial or gender intolerance; encourage discrimination based on numerous factors, including race, gender and religion; advocate violence or "other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law."
 - b. **Indecent tattoos:** These include tattoos or brands that are "grossly offensive to modesty, decency, propriety, or professionalism."

- c. **Sexist tattoos:** These include tattoos and brands that "advocate a philosophy that degrades or demeans a person based on gender."
 - d. **Racist tattoos:** Tattoos or brands that "advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin" are not allowed.
 - e. Tattoos and brands are not allowed on:
 - i. The head
 - ii. Face
 - iii. Neck above the t-shirt line
 - iv. Inside of the eyelids, mouth, or ears
 - v. Wrists
 - vi. Hands
16. When wearing a Hajib, solid colors must be worn when wearing the Lincoln University nursing student uniform, i.e. white, blue, black, cream, or tan or a color matching the uniform.
 17. Students choosing to wear beards and/or mustaches may do so provided they are close cropped, clean and well-groomed at all times.
 18. For men and women; white, black, blue, dark burgundy, patent leather Dansko's nurses' shoes (or similar brand shoe), all leather white or black sneakers (not canvas) are allowed for clinical. Shoes must cover the entire foot. Shoes such as Crocs which leave the back of the foot open are not permitted in the clinical or Sim lab areas. Shoes must be kept clean and in good condition.
 19. Full-length lab coats are not to be worn over the LU uniform in any healthcare facility.
 20. Artificial nails, nail polish, or nail glitter are **not** permitted.
 21. Chewing gum is **not** permitted in the sim lab, clinical. Please refrain from popping gum in class. Faculty may ask students to leave class if this disturbs the learning environment.
 22. Scented body products or perfume should not be used prior to a clinical experience. All students, men and women are required to wear unscented body products on clinical days, this includes shaving creams, shower gel, lotions, and scented perfume sprays. Odor of cigarette smoke should not be present.
 23. Clinical faculty may send students home if they arrive at clinical with a strong scented perfume of from a body product.
 24. Specific guidelines are available for clinical settings where a uniform is not required:
If approved for specific clinical experiences in the community, street clothes worn in some of the clinical agencies shall be neat and professional. Examples include – khakis and polos shirts to community health clinical or blood pressure screenings in the community when approved by a Lincoln University full time faculty.
 25. A photo ID is required at clinical facilities (LU ID card should be used).
 26. Each clinical instructor has the final authority on the appropriateness of student attire in each clinical setting. They are responsible for ensuring that each student exhibits a professional appearance to the public.

CONSEQUENCES

Faculty will ask students who fail to adhere to the uniform policy to leave clinical and this is counted as an absence.

****Reminder – Missed clinical days can result in a clinical failure. Clinical attendance is counted as 10% of the students overall course grade.**

Students are responsible to treat alternative clinical days just like any other clinical day. Students must follow the faculty's directions and limit all distractions from any external stimuli unless they are required to use it for the course. Therefore, faculty will deduct clinical points if students fail to put their cellphones away during the day when instructed.

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. Personal health data is kept and maintained by Lincoln University's Director of Student Wellness Services and Castle Branch during and following the completion of the program.
4. Student outcomes data are maintained by the Nursing Department.
5. Current written policies are maintained by Lincoln University and the Nursing Department

Note:

- Students have access to personal records as defined by Federal and State legislation.
- 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.

Once the decision is made, it must be submitted to the Nursing course Coordinator daily Prescription for Success form.

The Daily Prescription for success 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.

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.

SAMPLE

Lincoln University Department of Nursing

PERFORMANCE IMPROVEMENT PLAN

Student Name: _____

Date: _____

Faculty Name: _____

Course: _____

Identified Issues and Reasons: *Be descriptive.*

2. Plan of Action – List resources discussed with the students or ways the student can improve: Are these resources recommended (first meeting) or required (2nd or 3rd meeting).

3. The student’s Action Plan – The student must list below: *It is the student’s responsibility to address the issues above.*

Lincoln University of Pennsylvania

Nursing Program

ACKNOWLEDGEMENT OF RECEIPT OF THE NURSING PROGRAM STUDENT HANDBOOK

The Nursing Program Student Handbook contains important information about the nursing program and I understand that I should consult my professor(s) or Director regarding any questions not answered in the handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated on Lincoln University's official nursing program website. Additionally, it is my responsibility to check the nursing program website for changes over the academic year.

I understand that revised information may supersede, modify, or eliminate existing policies. The handbook addendums will supplement the current handbook when needed. Students and faculty may suggest, create and help to modify changes to the Nursing Program Addendum to the Lincoln University of Pennsylvania Student Handbook. The Director of Nursing has the ability to adopt any revisions to this handbook.

Next, I have had an opportunity to read the handbook, and I understand that I may ask my professor(s) any questions I might have concerning the handbook. I accept the terms of the handbook and any revisions made to it. I further agree that if I remain with the nursing program following any modifications to the handbook, I thereby accept and agree to such changes. I further agree to allow Lincoln University of Pennsylvania the ability to conduct scholarly research and publish unidentifiable student data in academic journals and at conferences to support scholarly nursing education research ad infinitum. Therefore, this document may serve as my permission or consent to participate in research to further nursing education research.

I understand that I am expected to read the entire handbook. Additionally, I should sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Program Assistant in the nursing office.

Last, my attendance at the Lincoln University's nursing program's pre-orientation and or the orientation sessions also acknowledges my agreement with this Nursing Program Addendum to the Lincoln University Student Handbook because I agreed to go forward and enroll in the nursing program. The Director of Nursing reviewed the program policies in an open session prior to starting my nursing courses at Lincoln University of Pennsylvania.

Student Signature

Date

Printed Name

GENERAL PHOTOGRAPHY RELEASE

I hereby authorize Lincoln University, hereafter referred to as “Company,” to publish photographs taken of me, and my name and likeness, for use in Lincoln University's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Lincoln University of Pennsylvania from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Lincoln University of Pennsylvania, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

Authorization

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____