

***Bachelor of Science
in Nursing
RN-BSN***

***STUDENT
HANDBOOK***



School of Nursing

*Northern Michigan University
Revised
June 2020*

Table of Contents

INFORMATION ABOUT THE UNIVERSITY AND THE NURSING PROGRAM	1
CHAPTER ONE: INTRODUCTION-BACCALAUREATE NURSING PROGRAM	2
History.....	2
BSN Pin.....	3
Mission Statement.....	3
Core Curricular Concepts of the BSN Curriculum	3
CHAPTER TWO: BACCALAUREATE NURSING PROGRAM ONLINE RN TO BSN CURRICULUM.....	4
Required Nursing Major Courses (16 total credits)	4
General Education Requirements.....	4
Applied Workplace Leadership Program	4
RN to BSN Track Curriculum Plan	5
Advanced Placement	5
CHAPTER THREE: ADMISSION POLICIES.....	6
Application Process.....	6
Application of Previous Coursework Toward the BSN.....	6
CHAPTER FOUR: PROGRESSION AND RETENTION.....	8
Advising and Registration	8
Academic Advisement Procedure	8
On-Line Course Registration.....	8
Progression and Retention: Online RN-BSN Program:	8
License Information	9
Options for Getting Involved and Providing Feedback.....	9
School of Nursing Grading Policy	9
Students Requests and Appeals.....	9
Withdrawals.....	10
Withdrawal Policy: Program.....	10
Withdrawal Policy: Course	10
Students Requesting Exceptions to a School of Nursing Policy.....	10
Grade Appeals	10
CHAPTER FIVE: COURSE RELATED POLICIES AND INFORMATION.....	11
Health Insurance	11
Malpractice Insurance	11
CHAPTER SIX: SCHOOL OF NURSING RESOURCES & SUPPORT.....	12
School of Nursing Organizations.....	12

Student Nurses Association (SNA).....	12
Sigma Theta Tau – Xi Sigma Chapter	12
NMU Scholarships.....	12
Awards	12
Merit Award	12
Outstanding Graduate Award	12
CHAPTER SEVEN: ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION	13
Academic Policies.....	13
Policy on Making Copies of Student Work	13
Academic Integrity.....	13
Academic Dishonesty Policy	13
Nursing Student Clinical Practice	14
Evaluation of Unsafe, Unprofessional and Weak Clinical Practice.....	14
Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice.....	14
Unsafe Practice.....	14
Unprofessional Practice.....	15
Weak Practice with Potential for Unsafe and/or Unprofessional Practice	15
Procedures Related to Nursing Student Clinical Practice	16
Unsafe or Unprofessional Clinical Practice.....	16
Preceptors and Clinical Partners.....	17
Clinical Partners.....	17
Preceptor	17
Professional Standards and Ethics.....	17
CHAPTER EIGHT: NMU POLICIES AND INFORMATION.....	18
Rights and Responsibilities	18
Americans with Disabilities (ADA) Policy.....	18
Nondiscrimination Policy.....	18
Student Handbook.....	18
APPENDICES	19
Appendix 1 Request for Exception to a School of Nursing Policy RN to BSN Program.....	19
Appendix 2 School of Nursing Advanced Placement Credit Form	20
Appendix 3 NMU School of Nursing Making Copies of Student Work.....	21

INFORMATION ABOUT THE UNIVERSITY AND THE NURSING PROGRAM

For information regarding applications and admission procedures to the University; transfer credits:
Division of Extended Learning and Community Engagement: Global Campus
<http://www.nmu.edu/online/nmus-global-campus>

School of Nursing RN to BSN Coordinator
RNtoBSN@nmu.edu

Admissions Office
Room 2212 Hedgcock
(906) 227-2650 or (800) 682-9797
<http://www.nmu.edu/admissions/>

For information concerning loans, scholarships, and employment:
Financial Aid
Room 2107 Hedgcock
(906) 227-2327 or (800) 682-9797
<http://www.nmu.edu/finaid/>

For information regarding student services:
Office of the Dean of Students
2001 Hedgcock
(906) 227-1700 or (800) 682-9797
<http://www.nmu.edu/dso/>

CHAPTER ONE: INTRODUCTION-BACCALAUREATE NURSING PROGRAM

History

In 1966, the Michigan Nurses Association published a document, "Plan for the Future of Nursing Education in Michigan." As a result of the Michigan Nurses Association recommendations, the program in baccalaureate nursing at Northern Michigan University was established. Margaret Rettig, who was later to become Dean, was appointed director in 1968, and two faculty members were hired. Unanimous approval to initiate the nursing curriculum was received in March, 1969 from the NMU Board of Control.

The success of the program must, in part, be attributed to those courageous individuals who first enrolled as students. Students and faculty achieved success despite many challenges. Their dedication to high academic and professional standards set the pattern for the future of the program and the quality performance of graduates.

The BSN program has benefited from the popularity of nursing as a career choice. Enrollment has increased drastically from the original 35 in 1969. The program in baccalaureate nursing became a formal department within the School (subsequently a College, then back to a School in 2000.) of Nursing and Allied Health Sciences in Spring, 1978. The baccalaureate nursing program was fully accredited by the National League for Nursing Accrediting Commission (NLNAC) from 1981 – 2003. Since 2003, the BSN Program at NMU has been accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

In 1989, the School of Nursing began the LPN to ADN program. The Associate Degree in Nursing (ADN) was open only to LPNs and it prepared students to function as technical nurses in a structured setting. The last class in this program was completed Winter semester 1995. The LPN to ADN program provided licensed practical nurses the opportunity to advance from one level of nursing practice to another. Graduates of this ADN program were able to expand their scope of practice and move into areas of increased responsibility. With minimal loss of credit, advancement to the next level of nursing was available for graduates of the program who chose to pursue a baccalaureate degree.

The RN to BSN Completion program began in the early 1970s and continues to this day. In the Winter of 2018, the program transitioned to an online method of delivery. The department also offers an LPN to BSN Completion program. Both the LPN to BSN and RN to BSN programs build on the student's previous nursing education and experience and facilitate student mobility towards the BSN degree.

The College of Nursing and Allied Health Sciences combined with another college in the year 2000 to become the new College of Professional Studies and since then, the School of Nursing has been administered by an Associate Dean of Nursing. Currently the School of Nursing is a member of the College of Health Sciences & Professional Studies.

The School of Nursing has expanded beyond the brick and mortar parameters of the campus of Northern Michigan University to include the regional health care system. As a student within the school, you serve not only as an emissary to the health profession, but as a representative of the academic community of Northern Michigan University.

BSN Pin

The BSN pin, as pictured on the cover, typifies the strength and rugged individualism that has characterized the nursing community throughout its history. Nursing practice that requires limitless innovation and adaptation to change is represented by the free form shape of the BSN pin. Originally designed by a graduate of the program, the pin is struck of the color of steel and encrusted with the stone of hematite to reflect the uniqueness of this region. Tracks run from the stone in diverse directions and different lengths. Graduates will direct their nursing practice in different directions. They will continue to practice nursing in near and far places, wherever there are persons with needs. Their strength of character and individualism will be reflected in the heritage of the pin they wear. The nursing pin is usually granted at the nursing pinning ceremony, a time-honored solemn event for graduating nursing students scheduled prior to graduation.

Mission Statement

The mission of the NMU School of Nursing is to cultivate a collegial, individualized, and innovative environment for students, faculty, and staff that prepares nurses to provide safe and competent care to ever-changing and diverse populations.

Core Curricular Concepts of the BSN Curriculum

- H = health promotion throughout the lifespan
- O = optimal evidence-based practice
- L = lifelong learning
- I = international global community
- S = safety and service
- T = typify professional nursing standards
- I = informatics, interdisciplinary collaboration, and improved quality
- C = critical thinking, client-centered care and communication

CHAPTER TWO: BACCALAUREATE NURSING PROGRAM ONLINE RN TO BSN CURRICULUM

Credit for a maximum of 47 semester hours of selected previous nursing courses will be granted to those individuals transferring from an accredited nursing program or community college. Pre-requisite coursework will be waived with an active unencumbered RN license.

Required Nursing Major Courses (16 total credits)

- NU 311 Nursing Research and Evidence-Based Practice (2 credits)
- NU 411 Nursing Care of Populations (Theory) (4 credits)
- NU 414 Nursing Care of Populations for the Practicing Nurse (Clinical) (3 credits)
- NU 421 Nursing Issues Seminar (2 credits)
- NU 441 Leadership and Management in Nursing (Theory) (2 credits)
- NU 454 Professional Nursing Practice (Clinical) (3 credits)

General Education Requirements

RN to BSN students will need to fulfill the requirements of the major and the requirements of the University and General Education program. Information regarding the University and General Education requirements can be found in the [University Bulletin](#). Please be sure to refer to the bulletin matching the academic year of admission to the program.

Applied Workplace Leadership Program

Many RN to BSN students return to school in an effort to gain leadership positions. Students may choose to take courses from the [Applied Workplace Leadership Program](#) to fulfill select General Education requirements while gaining valuable to knowledge which is immediately applicable to the nursing workplace. Students may also choose to pursue a certificate or a minor in leadership. The certificate includes the following 16 credits of coursework:

- LDR 100 Effective Communication in the Workplace (4 credits)
- LDR 200 Ethical Leadership in the Workplace (4 credits)
- LDR 220 Assessment in the Workplace (4 credits)
- LDR 300 Leadership in Diverse Workplaces (4 credits)

Another option is to complete a minor in Applied Workplace Leadership through the completion all 20 credits of the following leadership courses:

- LDR 100 Effective Communication in the Workplace (4 credits)
- LDR 200 Ethical Leadership in the Workplace (4 credits)
- LDR 220 Assessment in the Workplace (4 credits)
- LDR 300 Leadership in Diverse Workplaces (4 credits)
- LDR 400 Systems Thinking in Workplace Leadership (4 credits)

*Consult an advisor for a specific plan of study to ensure you will meet all of the nursing and general education requirements

RN to BSN Track
Curriculum Plan

Course sequence subject to change

Semester I	
NU 311 Nursing Research & Evidence Based Practice	2
NU 421 Nursing Issues	2
LDR or other General Education	3-4
Total	7-8

Semester II or III	
NU 411 Nursing Care of Populations (T)	4
NU 414 Nursing Care of Populations (C)	3
Total	7

Semester II or III	
LDR or other General Education	3-4
LDR or other General Education	3-4
*these courses are most often taken in the summer	Total
	6-8

Semester IV	
NU 441 Leadership and Management in Nursing	2
NU 454 Transition into Professional Practice (C)	3
LDR or other General Education	3-4
Total	8-9

*a minimum of 30 NMU credits is required to earn a BSN, however;
 more or less credits may be required based upon previous academic experience
 *individual plans of study will vary based upon previous academic experience

Advanced Placement

RN to BSN students will receive 47 credits of advanced placement with an active RN license ([Appendix 2](#)).

CHAPTER THREE: ADMISSION POLICIES

Application Process

When applying for admission to the RN-BSN nursing sequence, applicants must:

1. Complete the [Global Campus Application for admission](#) to Northern Michigan University.
2. Provide proof of a current unencumbered RN license from the state in which the student will complete clinical requirements.
3. Have completed an Associate Degree in Nursing from an accredited school.
4. Have earned a cumulative grade point average of 2.5 or higher during the Associate Degree in Nursing Program.

This program uses a rolling admission process so students may apply at any time. The following process is recommended for RN to BSN students:

1. If you wish to obtain an unofficial review of your transcripts prior to applying to the program, go to <http://www.nmu.edu/nursing/rn-bsn-inquiry>. Complete the form accurately and with as much information as possible. If you are ready to apply, go directly to number 3.
2. After completion of the inquiry form, the potential student will be contacted by a School of Nursing representative to discuss program requirements and student goals.
3. After communication with the School of Nursing, application complete the NMU global campus at <http://www.nmu.edu/online/>. Your application is free by entering the code GBSN.
4. Official admission to Northern Michigan University requires a review of official transcripts from other universities attended. Credit for a maximum of 47 semester hours of selected previous nursing courses will be granted to those individuals transferring from an accredited nursing program or community college. Pre-requisite coursework will be waived with an active unencumbered RN license.
5. *Conditional admission:* Potential RN to BSN students may apply to NMU while enrolled in the final year of their Associate Degree program. A conditional admission will be considered if the student has a current grade point average of 2.5 or higher for the coursework completed within the Associates program. If a conditional admission is granted, proof of a completed Associates Degree in Nursing and an active RN license must be submitted to NMU no less than 30 days prior to the start of the first clinical course (NU414). If this documentation is not submitted, the student will not be permitted to enroll in any nursing courses and will be dismissed from the RN to BSN program.
6. Please note: the RN to BSN program is offered primarily as an online program. Students wishing to complete the RN to BSN program on campus at NMU should contact the School of Nursing (RNtoBSN@nmu.edu, 906-227-2834) for information on application process and deadlines.

Application of Previous Coursework Toward the BSN

- Non-nursing coursework does not expire and will be considered towards degree requirements regardless of when it was taken.
- Previous nursing courses less than 5 years old, taken by re-entry and transfer students, may be accepted to meet the degree requirements for the BSN degree. Nursing courses greater than 5 years old must be evaluated by the School of Nursing to determine if the course objectives and content are equivalent with current School of Nursing course offerings. The School of Nursing will not accept nursing coursework greater than 5 years old if the content of such courses does not coincide with the content offered in current School of Nursing courses. Transfer students who wish to receive credit for nursing courses from other colleges and universities must submit the course

syllabus for review. Decisions will be made by the NMU School of Nursing. Students should contact the RN to BSN program coordinator to determine the appropriate process for evaluation of such coursework.

CHAPTER FOUR: PROGRESSION AND RETENTION

Advising and Registration

Academic Advisement Procedure

Development of a plan of study with your advisor is essential. Contact RNtoBSN@nmu.edu to begin this process. Once your plan of study is developed, it is expected that you will follow this plan. If you decide to stray from this plan, communication with your advisor will be crucial to your academic progression and success. A revised plan of study can be developed in coordination with your advisor at any time to accommodate your individualized learning needs.

On-Line Course Registration

After communicating with your advisor, you will need to register for your classes or provide permission for the NMU School of Nursing to register you for classes. Each student is assigned a day for enrolling based on the number of NMU credits. A user ID and password are required. Information regarding registration is available at <https://mynmu.nmu.edu>. **Global campus students are given the opportunity to register for courses prior to on campus students. Early registration is key to accessing the coursework needed for degree completion.**

Progression and Retention: Online RN-BSN Program:

In order to progress through the program, students need to:

- Maintain unencumbered RN licensure in the state where clinical hours will be completed.
- Earn a "C" or higher in all nursing courses; maintain an overall NMU GPA of 2.25 or higher.

*Re-entry student retention GPA will be calculated based coursework taken since admission to the online RN to BSN program.

- Maintain enrollment at NMU. Students need to notify the program coordinator and advisor if they intend to fall out of the pre-established plan of study.

*Please note: After one calendar year of not taking courses, students will need to follow NMU's policy as a re-entry student. Readmission may be granted if all admission and retention requirements have been met and as space allows.

To retain status in the program, students must:

- Complete all nursing courses with a minimum of C, or S when the course is graded S/U. Required nursing courses are identified with the prefix letter of "NU".
- Students must repeat any course in which a grade lower than a C or a U is earned however, only one nursing course may be repeated. Students will not be allowed to take the next nursing course in his/her plan of study until a passing grade is earned. Upon receiving a passing grade, the student may progress in the nursing program (based upon space availability). If a second failing grade is earned in any nursing course, repetition is not allowed, and the student will be dismissed from the program.
- Adhere to the university student code.
- Demonstrate a pattern of safe practice and professional behavior commensurate with their

educational experiences.

- Comply with all policies of institutions or facilities used for clinical settings. This may include: drug testing, immunization requirements, criminal background check, and other required health information as the agency may require. For all clinical experiences, students will communicate with the program coordinator and/or advisor prior to registering for a clinical course to determine appropriate requirements.
- The number of students in online courses is based on space available. When students deviate from their pre-established program of study, they will need to work closely with the program coordinator and advisor in order to determine a new course sequence.
- Withdrawal Policy: Students who are withdrawing from a nursing course must contact their instructor(s) and the program coordinator/advisor.

License Information

RN to BSN students must report any action involving their license to the Program Coordinator. This includes licenses that are revoked, suspended, or sanctioned in any manner (including temporarily). A continued requirement for the RN to BSN program is a current license without restrictions or sanctions.

Options for Getting Involved and Providing Feedback

The School of Nursing values input from students. Students have the opportunity to provide input through membership in the Student Nurses Association and through membership on School of Nursing Committees. Two committees in the School of Nursing seek student members, the Undergraduate Curriculum Committee and the Student Affairs Committee. Meeting times vary depending on the committee member schedules. To become involved, students can reach out to the Student Nurses Association directly (sna@nmu.edu) and/or their adviser (RNtoBSN@nmu.edu).

Feedback from RN to BSN students is collected on an ongoing basis. At the end of each course, students are asked to provide feedback on the instructor and complete an evaluation of the course. This feedback is used to make decisions about ongoing program improvement. In addition, students are encouraged to reach out to their adviser (RNtoBSN@nmu.edu) and/or the School of Nursing (906-227-2834) with any feedback they wish to share. Feedback on experiences in courses outside of the School of Nursing (both positive and constructive) is especially valuable as it serves as a guide for advising future students.

School of Nursing Grading Policy

The School of Nursing grading scale and grading policy for theory/lecture courses:

A = 93 - 100%	A- = 90 - 92%	
B+ = 87 - 89%	B = 83 - 86%	B- = 80 - 82%
C+ = 77 - 79%	C = 73% - 76%	C- = 70 - 72%
D+ = 67 - 69%	D = 63 - 66%	D- = 60 - 62%
F = < 60%		

THE STUDENT MUST EARN THE EQUIVALENT OF $\geq 73\%$ TO PASS EACH NURSING COURSE. SCORE PERCENTAGES OF ≥ 0.50 ARE ROUNDED UP. SCORE PERCENTAGES OF ≤ 0.49 ARE ROUNDED DOWN.

Students Requests and Appeals

Students Requesting Exceptions to a School of Nursing Policy need to consult with the Program Coordinator. Compelling reasons or extenuating circumstances supporting the request to take a course out of pre-established sequence will be assessed on an individual basis.

Withdrawals

Withdrawal Policy: Program

Students who are considering withdrawing from the major must contact their instructor(s), their advisor and the Associate Dean/Director. Students wishing to reenroll in the program must reapply for admission by the identified deadlines and must have a minimum GPA of 2.5. Readmission may be granted if all admission and retention requirements have been met and as space allows.

Withdrawal Policy: Course

Students who are withdrawing from a nursing course must contact their instructor(s) and their advisor. Students who withdraw then would like to return to the nursing curriculum must contact the RN to BSN program coordinator to develop an updated plan of study. Please note that students who continuously progress through their plans of study will be given priority. If a course is full, a student who is attempting to re-enter coursework may have to wait until a future semester to enroll in that course.

Students Requesting Exceptions to a School of Nursing Policy

This handbook serves as a reference for School of Nursing Policies. If a student would like to request an exception to any policy, an "Exception to Policy" form must be submitted to the Associate Dean/Director of the Nursing Program. This form can be found in [Appendix 1](#) of this handbook. It is expected that the student meets with his/her advisor for guidance prior to submitting the exception paperwork.

NOTE: Requests for exception to policy are not grade appeals.

Grade Appeals

For grade appeals, students are directed to the [NMU Student Handbook](#) and are required to use the University process and procedures outlined therein. Further information is available from the Dean of Students office: www.nmu.edu/dso, 2001 Hedgcock, (906)-227-1700.

CHAPTER FIVE: COURSE RELATED POLICIES AND INFORMATION

Health Insurance

Health insurance is strongly recommended and may be required for certain clinical placements in the nursing program. Northern Michigan University and affiliated health care agencies assume no responsibility for injuries and/or illnesses incurred while performing learning opportunities as a student nurse.

Malpractice Insurance

NMU provides nursing students with malpractice insurance when the student is performing learning opportunities on behalf of, or under the direction of NMU. Students are strongly encouraged to carry their own professional liability insurance. Additional information on the University insurance coverage and independent professional liability coverage is available in the School of Nursing. Specific healthcare facilities may require proof of personal malpractice insurance coverage.

CHAPTER SIX: SCHOOL OF NURSING RESOURCES & SUPPORT

School of Nursing Organizations

Student Nurses Association (SNA)

The Student Nurses Association (SNA) aids in the preparation of student nurses for the assumption of professional responsibilities. SNA promotes professional and social unity among the student nurses and various other organizations, faculty, and community. It also provides supplemental educational information and stimulates an understanding and interest in professional organizations such as the American Nurses Association, Michigan Nurses Association, National League of Nurses, and Michigan League for Nurses. Contact the School of Nursing Office for information about meetings. Notices of meetings and activities are usually posted at the Nursing Technology Center (NTC) and sent via e-mail to all nursing students.

Sigma Theta Tau – Xi Sigma Chapter

The Xi Sigma Chapter of Sigma Theta Tau recognizes academic achievement, leadership qualities, and high professional standards. The organization encourages creative work and a commitment to the ideals and purpose of the profession. Membership is by invitation and is open to Juniors and Seniors who meet the academic criteria. All students are welcome to attend meetings and participate in activities. Scholarships are available to students.

NMU Scholarships

Availability of departmental scholarships are listed on the NMU Scholarship website. Students who are interested in applying, must complete an application form, which can be obtained from the Financial Aid or the NMU Development Fund office and must be returned to the designated office by the posted deadline date. The deadline for scholarship applications may vary, but is usually early in the winter semester. Students are notified by e-mail regarding the registration period and the deadlines for application. Interested students should periodically check the NMU website or contact Financial Aid or the Development Fund Office for specific deadline information. The recipients are notified of awards at the end of the winter semester and receive the award the following fall semester. Students, who have applied for or received scholarships in the past, may reapply. Scholarship applications are reviewed by members of the Student Affairs Committee.

Awards

Merit Award

Merit awards are given to all NMU graduating seniors who have attained a GPA of 3.5 or higher. Each recipient receives a Certificate of Merit.

Outstanding Graduate Award

The Outstanding Graduate Award is awarded once each academic year at a University sponsored banquet. The recipient is selected by the faculty from candidates who satisfy the following criteria:

1. GPA of 3.5 or greater,
2. Outstanding potential for practice as a professional nurse,
3. Active participation in both school and community health related organizations and activities.

CHAPTER SEVEN: ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION

Academic Policies

Policy on Making Copies of Student Work

Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission of the student ([Appendix 3](#)).

Academic Integrity

The School of Nursing abides by the University Rules as set forth and adheres to the Students Rights and Responsibilities and Student Code. It is the student's responsibility to review these rules. These are included within the NMU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on NMU's website and from the Dean of Students Office, 2001 Hedgcock (906-227-1700). <http://webb.nmu.edu/dso/>

Academic Dishonesty Policy

It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer any information of any kind to another student, receive any information of any kind from another student, or copy any information from another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

No student shall submit as his/her own work any work containing ideas or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, case studies, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.

No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.

No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.

Nursing Student Clinical Practice

Clinical grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure in the clinical course.

Evaluation of Unsafe, Unprofessional and Weak Clinical Practice

A nursing student practices within the regulatory boundaries of the Michigan's Public Health Code follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weaknesses that may lead to unsafe and/or unprofessional practice. The faculty will develop a Performance Improvement Plan, when appropriate, with the student to attain a remedy of those weaknesses in the current semester.

Rationale: Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the University and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience. The Policy on Student Clinical Practice embodies that accountability by defining unsafe practice and/or unprofessional practice and weak practice by establishing guidelines for faculty to make a judgment of unsafe, unprofessional and/or weak practice, and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a nursing student's status as a health professional in training. The following are examples of behaviors which would constitute a violation of safe practice and professional standards.

Unsafe Practice

Unsafe nursing student behavior fails to achieve standards of care, violates the Michigan's Public Health Code, violates the ANA Standards of Practice and may call into question the professional accountability of the student. The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe practice include but are not limited to the following:

1. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
2. Demonstrating behavior that puts a client at risk of harm by violating a standard of care.
3. Acting in a manner that could cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience or practicing unacceptable invasive procedures on

any person.

4. Performing acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide the ordered treatment or care.
5. Failing to provide accurate, inclusive, written and verbal communication or falsely documenting any clinical record, written assignment or student log.
6. Attempting activities without adequate orientation knowledge, assistance or supervision.

Unprofessional Practice

Unprofessional student practice behavior violates the ANA Code for Nurses, violates the Michigan's Public Health Code and/or calls into question the professional accountability of the student.

Examples of unprofessional practice that violates the ANA Code of Conduct for nurses include but are not limited to the following:

1. Failing to notify the agency and/or clinical instructor of absence or lateness.
2. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
3. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.
4. Engaging in behavior that is disrespectful or demonstrates incivility.

Weak Practice with Potential for Unsafe and/or Unprofessional Practice

Weak practice with potential for unsafe and/or unprofessional practice in providing nursing care to clients includes behavior that fails to achieve the standards of care, violates the Michigan Public Health Code, violates the ANA Code for nurses and/or ANA standards of Practice or calls into question the professional accountability of the nursing student.

Examples of Weak Practice with Potential for Unsafe and/or Unprofessional Practice include but are not limited to the following:

1. Difficulty or inability to apply theoretical knowledge to specific clinical situations.
2. Difficulty or inability to successfully organize care and to document clinic assignment.
3. Difficulty or inability to correctly interpret laboratory and/or diagnostic results.
4. Difficulty or inability to determine priorities in completing clinical assignments.
5. Difficulty or inability to communicate with clients, families, peers or other health care personnel.
6. Difficulty or inability to complete assignments.
7. Requiring frequent guidance and instruction and cannot be left unsupervised.

Procedures Related to Nursing Student Clinical Practice

Unsafe or Unprofessional Clinical Practice

Note: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice maybe sufficient to warrant failure of the course and/or suspension from the program.

When an instructor has reason to conclude that a student has practiced unsafely or unprofessionally, the instructor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean/Director of the School of Nursing. Included in this written notification will be a description of:

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk
3. The time and date by which the corrective actions must be achieved
4. Modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice may include but are not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site

Students removed from the clinical experience who, in the instructor's judgment, have taken specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience ***contingent upon the availability of clinical placements and adequate resources.***

Students achieving corrective action will either pass the course or pass the course with identified improvement activities prescribed by the current and subsequent clinical instructor.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

If the specific corrective actions prescribed are not achieved, actions which may be taken include failure of the course and recommendation for discipline under the University Code of Conduct. Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue reentry to the course by notifying the Associate Dean/Director of the School of Nursing within one week for rescheduling the class. This does not preclude an appeal through the University Grievance Procedure. Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the instructor's judgment through the University Grievance Procedure.

The actions that may be taken if the specified improvement prescribed is not achieved include:

1. Pass the course because some improvement has been demonstrated but the student needs to

continue improvement activities in the subsequent clinical course (see next paragraph).

2. Fail the course because behavior has become unsafe and/or unprofessional.
3. Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the instructor of the current semester and the instructor responsible for the subsequent clinical course will usually agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

Preceptors and Clinical Partners

In some clinical situations students function in a preceptored situation. The School of Nursing has the following definitions for preceptored experiences:

Clinical Partners

"Staff members from a community agency or hospital unit who work with nursing students for a designated specialty experience rotation."

- Clinical partners spend limited time with students and may provide feedback to the course instructor but do not participate in evaluation of the student.

Preceptor

"An experienced registered nurse or other experienced professional, paired in a one-to-one relationship with a nursing student, who actively participates in the education and mentoring of the nursing student in a clinical setting".

- Preceptors must be trained, evaluated and hold necessary credentials.

Professional Standards and Ethics

Students are expected to adhere to the American Nurses Association's Standards of Practice and Code of Ethics. If questions arise or students would like more information, they should contact the School of Nursing office (paper copies are available).

Information on the ANA Standards and Code of Ethics may also be found at

www.ana.org or

American Nurses Association. (2010). Code of ethics for nurses: Interpretation and application. Silver Spring, MA: Nursebooks.org. and

American Nurses Association. (2010). Nursing: Scope and standards of practice. Silver Spring, MA: Nursebooks.org.

CHAPTER EIGHT: NMU POLICIES AND INFORMATION

Rights and Responsibilities

Americans with Disabilities (ADA) Policy

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C. B. Hedgcock (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Disability Services
(located in the Dean of Students Office)
C.B. Hedgcock
Room 2001
Phone: 906-227-1737
E-mail: disserv@nmu.edu
Website: <http://www.nmu.edu/disabilityservices/node/1>

Nondiscrimination Policy

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

For more information regarding Rights and Responsibilities, please contact:

Janet Koski
Equal Opportunity Officer
jakoski@nmu.edu
Office Phone: 906-227-2420 Fax: 906-227-2334

Student Handbook

The [Northern Michigan University Student Handbook](#) contains information on Students Rights and Responsibilities, the Student Code and University Policies and Related Documents. This publication is available in the office of the Dean of Students, 2001 Hedgcock (227-1700). The Handbook details NMU Rules and Regulations and grievance procedures.

Appendix 2 School of Nursing Advanced Placement Credit Form

I recommend and authorize that advanced placement credit be granted to:

Last
First
M.I.
NMU IN

Course I.D. No.	Course Title	Semester Hours
NU211	Foundations of Professional Nursing Practice (Theory)	4
NU212	Foundations of Professional Practice (Clinic)	3
NU221	Pharmacology	2
NU231	Pathophysiology	3
NU301	Nursing Care of Adults I (Theory)	4
NU302	Nursing Care of Adults I (Clinic)	6
NU321	Nursing Care of Women and Perinatal Family (Theory)	3
NU322	Nursing Care of Women and Perinatal Family (Clinic)	2
NU331	Nursing Care of Children/Adolescents (Theory)	3
NU332	Nursing Care of Children/Adolescents (Clinic)	2
NU341	Pharmacology II	3
NU401	Psychiatric Mental Health Nursing (Theory)	4
NU402	Psychiatric Mental Health Nursing (Clinic)	3
NU431	Nursing Care of Adults I (Theory)	2
NU432	Nursing Care of Adults II (Clinic)	3

This advanced placement is being granted because the student holds an active unencumbered Registered Nursing license as verified by the School of Nursing. This license allows for:

- ***47 credits of advanced placement as outlined by the courses listed above***
- ***NU 201/202 to be waived***
- ***Waiver of the pre-requisite coursework for the BSN major***

Date
Department
Signature of Program Administrator

Please return this form to the Office of the Registrar, C.B. Hedgcock, Room 2202.
 Retain one copy for your records.

Date
Registrar's Office Approval

Appendix 3

NMU School of Nursing

Making Copies of Student Work

Permission to Make Copies of Student Papers

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, practicum, paper, model, slide) related to the discipline and completed for academic credit excluding exams. The Faculty of the School of Nursing are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies;
2. For the explicit purpose of using the paper/product as a positive example for student learning including placing that paper/product on reserve in the library or the Department;
3. Papers/products completed for research practicum or thesis work will be bound and placed in the Library or Nursing office for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

CC: Student's File

I give the Faculty of the School of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

Signature

Witness

Date

Date