



Nursing Program
Undergraduate & Graduate
NURSING STUDENT HANDBOOK
2017-2018

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NURSING TEAM'S WELCOME

Welcome to St. Thomas University (STU) School of Science and Nursing Program. At STU, future nurses are uniquely prepared to be leaders for life!

At STU, each student is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic and cultural elements as part of a multicultural society.

As a nursing student, you will be challenged to acquire scientific knowledge base and critical thinking skills of the discipline of nursing, incorporate professional nursing behaviors, develop technical and decision-making skills, embody ethics into your practice, and gain awareness of self and others' value systems as part of STU's faith-based professional education. This will require hard work and commitment on your part, but it will be a remarkable and rewarding journey that you will treasure for a lifetime. We are excited that you have chosen St. Thomas University for that journey, and we, the nursing team, are committed to doing everything we can to support your success as we take the journey alongside you.

The Nursing Program wishes you a wonderful and blessed St. Thomas academic experience.

The Nursing Team

School of Science and Nursing Programs
16401 NW 37th Avenue
Miami, FL 33054
(305) 625-6000
www.stu.edu

PURPOSE OF THE NURSING STUDENT HANDBOOK

This handbook, prepared for undergraduate and graduate students admitted to the nursing program, provides specific information about nursing that supplements – but does not replace – St. Thomas University’s Undergraduate and Graduate Catalogs. The associate dean, program directors and faculty believe that students’ academic and professional goals can be best achieved by having clear knowledge and understanding of the nursing program’s mission, vision, philosophy, policies, regulations and procedures. Consequently, students are expected to read this handbook, abide by the policies, and be directed by its many features to help them be successful in the nursing major. Students must sign the statement in the back of this handbook acknowledging that he or she has read and understood its content. This page must be submitted for placement in the student’s permanent record.

ACCREDITATION

St. Thomas University is accredited by the Southern Association of Colleges and Schools (SACS) to award baccalaureate, masters, law, and doctorate degrees. Feel free to contact the Commission on Colleges for any question regarding the status of St. Thomas University at 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4500.
<http://www.sacscoc.org/pdf/webmemlist.pdf>.

St. Thomas University’s Nursing Program is fully approved by the Florida Board of Nursing. This means that the educational program has been approved as one that prepares students for the NCLEX-RN, the national licensure examination that, when passed, enables the graduate to receive a license as a registered nurse (RN) and sign as a “Registered Nurse” in the clinical setting. For further questions regarding the status of the nursing program at STU, feel free to contact the **Florida Board of Nursing** at 4052 Bald Cypress Way Bin C-02, Tallahassee, FL 32399-3252
 (850) 488-0595.

Programmatic accreditation is being sought with the Commission on Collegiate Nursing Education (CCNE). As of now, the nursing program holds a New Applicant status. All new applicant programs must host an on-site evaluation within two years of being accepted as new applicant. Acceptance of a program as new applicant is not guarantee of accreditation. For further information regarding on the nursing programs accreditation status, contact CCNE at One Dupont Circle, NW Suite 530
 Washington, DC 20036, (202) 887-6791.
<http://directory.ccnecommunity.org/reports/newapps.asp>

SCOPE OF PRACTICE

American Nurses Association (ANA) Code of Ethics for Nurses

All nursing students at St. Thomas University are accountable to the American Nurses Association (ANA)’s Code of Ethics and all students are expected to review the ANA’s Code of Ethics for Nurses at this link: www.nursingworld.org/codeofethics. Students can also refer to:

American Nurses Association (2010). *Guide to the Code of Ethics for Nurses: Interpretive and Application*. Silver Spring, Maryland: Nursebooks.org.

American Nurses Association's Standards of Nursing Practice

The following standards guide the educational experience of students and the practice of both students and faculty in the nursing program at St. Thomas University. For information about the ANA Standards of Nursing Practice, visit the website at www.nursingworld.org/nursingstandards. Refer to:

American Nurses Association (2010). *Nursing: Scope and Standards of Practice* (2nd ed.). Silver Spring, Maryland: Nursebooks.org.

The ANA's Code of Ethics and Standards of Nursing Practice delineate the ethical standards that nurses should be accountable for, which is and is not limited to:

- Respecting patients,
- Safeguarding patients' right to confidentiality and privacy,
- Advocating for safe, ethical, and legal care of all patients, and
- Maintaining their own clinical competence

The ANA's Code of Ethics, Standards of Nursing Practice and ethical behavior also apply to academic study by nursing through the concept of academic honesty. Nursing students are expected to provide ethical care in clinical setting, act in an ethical and professional manner as they write and submit papers and assignments, do patient care, and work with peers in group projects.

2017-2018 Academic Calendar

Fall 2017

Fall 2017 Semester (16 weeks)	
A6 - Residence Hall Check-in	Aug. 11
FL - Term Residence Hall Check-in New/Transfer Students	Aug. 17
The St. Thomas University Experience Fall Semester	Aug. 19
FL - Term Residence Hall Check-in Returning Students	Aug. 19-20
Academic Advising & Student Planning for Spring Terms: A1, A2 & SP Terms	Sept. 18-Oct. 20
Registration for A1, A2 & SP Terms Begins	Oct. 23
1st FALL 9 weeks (A6): August 12 - October 13	
Term A6 Begins	Aug. 12
Last day to Add A6 course - Instructor signature required for graduate classes	Aug. 18
Withdrawal Deadline 100% refund / A6 & FL - UG and GR	Aug. 30
Labor Day / St. Thomas University Closed	Sept. 4
Graduate Comprehensive Exam Application Deadline	Sept. 22
A6 withdrawal with "W" grade Deadline - All Students	Sept. 29
Graduate Comprehensive Exam	Sept. 30
Term A6 Ends	Oct. 13
A6 - Deadline for Faculty submission of Grades	Oct. 16
2nd FALL 9 weeks (A7): October 14 - December 15	
Term A7 Begins	Oct. 14
Last day to Add A7 course - Instructor signature required for graduate classes	Oct. 20
Course Withdrawal Deadline w/ 100% refund if registered for A7 only (Undergraduate) and for all A7 Graduate students	Oct. 25
Life Experience Portfolio Deadline	Nov. 6
Founder's Day/Thanksgiving Vacation - STU closed	Nov. 22-24
A7 withdrawal - "W" grade Deadline	Nov. 28
Term A7 Ends	Dec. 15
A7- Deadline for Faculty submission of Grades	Dec. 18
FALL 16 weeks (FL): August 21 - December 8	
New/Returning Student Registration for FL - Fall Term	April 3
FL - Fall Term Begins - First day of classes	Aug. 21
Last day to Add w/out both Depart. Chair & Instructor Sig./ FL	Aug. 25
Course Withdrawal Deadline w/100% refund FL - GR and UG	Aug. 30
Labor Day / St. Thomas University Closed	Sept. 4
Graduate Comprehensive Exam Application Deadline	Sept. 22
Graduate Comprehensive Exam	Sept. 30
Midterm-Last day to submit SP Incompletes, and Dissertation/Thesis to library	Oct. 6

FL - Fall term withdrawal deadline "W" grade - All Students	Nov. 2
Life Experience Portfolio Deadline	Nov. 6
Founder's Day/Thanksgiving Vacation - STU closed	Nov. 22-24
Final Exams - FL - Fall term	Dec. 4-8
FL - Fall term ends	Dec. 8
FL Term - Deadline for Faculty submission of Grades	Dec. 11
Fall 2017 Bridge Semester	
FALL 4 weeks Bridge Semester (B6) - August 21 – September 15	
Course Withdrawal Deadline w/ 100% refund	Aug. 30
FALL 12 weeks Bridge Semester (B7) - Sept 18 – December 8	
Course Withdrawal Deadline w/ 100% refund	Sep. 27
Winter/FALL Mini Term (4 weeks) December 12, 2017 - January 6, 2018	
Course withdrawal deadline w/ 100% refund	Dec. 15
Graduation Application Deadlines	
Application Deadline for December (Degree/Certificate) Graduation	Sept. 30
Application Deadline for May (Degree/Certificate) Commencement & Ceremony	Feb. 1
Baccalaureate Mass	Dec. 15, 2017
December Commencement	December 16, 2017

Law School Only: Emergency Make-Up Day: September 16, 2017 October 7, 2017 November 11, 2017)

Spring

Spring 2018 Semester (17 weeks)	
SP – Term Residence Hall Check-in New/Transfer Students	Jan. 5
SP & A1 - Term Residence Hall Check-in Returning Students	Jan 6-7
Academic Advising & Student Planning for Summer and Fall Terms: SU, SU1, SU2 & FL, FL1, FL2	Feb. 5 – March 23
Registration for SU, SU1, SU2 & FL, FL1, FL2	March 27
1st SPRING 8 weeks (SP1): January 6 - March 2	
Term SP1 Begins	Jan. 6
Last day to Add SP1 course - Instructor signature required for graduate classes	Jan. 12
Martin Luther King, Jr. / St. Thomas Closed	Jan. 15
Withdrawal Deadline 100% refund/SP & SP1 - UG and GR	Jan. 18
Graduate Comprehensive Exam Application Deadline	Feb. 16
SP1 withdrawal with "W" grade Deadline - UG and GR	Feb. 23
Term SP1 Ends	March 2
SP1 - Deadline for Faculty submission of Grades	March 5
2nd SPRING 8 weeks (SP2): March 10 - May 4	
Term SP2 Begins	March 10
Last day to Add for SP2 course Instructor signature required for graduate classes	March 16

Graduate Comprehensive Exam	March 17
Course Withdrawal Deadline w/ 100% refund if registered for SP2 only Undergraduate and for all SP2 Graduate students	March 21
Easter Break - St. Thomas Closed	March 29-30
Life Experience Portfolio Deadline	April 13
SP2 withdrawal - "W" grade Deadline	April 20
Term SP2 Ends	May 4
SP2 - Deadline for Faculty submission of grades	May 7
SP - 2018 January 8 - May 4	
SP Term Begins - First day of classes	Jan. 8
Last day to Add Undergraduate and Graduate SP courses Instructor signature required for Graduate classes	Jan. 12
Martin Luther King, Jr. / St. Thomas Closed / No Classes	Jan. 15
Withdrawal Deadline w/ 100% refund/SP1 & SP - GR & UG	Jan. 18
Graduate Comprehensive Exam Application Deadline	Feb. 16
Midterm-Last day to submit Fall Incompletes, and Dissertation/Thesis to the library	Feb. 23
President's Day - No SP Term Classes	Feb. 19
Graduate Comprehensive Exam	March 17
SP - Spring term withdrawal deadline "W" grade	April 6
Easter Break - St. Thomas Closed	March 29-30
Life Experience Portfolio Deadline	April 13
Final Exams - SP Term	April 30 - May 4
SP - Spring term ends	May 4
SP Term - Deadline for Faculty submission of Grades	May 7
SPRING BREAK for SP, SP1 and SP2 Terms March 4 - 9	
Graduation Application Deadlines	
Application Deadline for May (Degree/Certificate) Commencement & Ceremony	February 1
Application Deadline for August Degree/Certificate	June 15
Baccalaureate Mass	Thursday, May 3, 2018
May Commencement	Friday, May 4, 2018

Summer

Summer 2018 Semester (16 weeks)	
SU1-Term Residence Hall Check-in New/Returning/Transfer Students	May 4
SU2-Term Residence Hall Check-in New/Returning/Transfer Students	June 29
1st Summer 8 weeks SU1 - May 5 – June 29	
Term SU1 Begins	May 5
Last day to add SU1 courses - GR & UG Instructor signature required for Graduate classes	May 11
Withdrawal Deadline w/100% refund/ S1,GR & UG	May 16
Memorial Day - St. Thomas Closed/No Classes	May 28
SU1 withdrawal with "W" grade Deadline - GR & UG	June 1
Term SU1 Ends	June 29

SU1 - Deadline for Faculty submission of Grades	July 2
Independence Day - St. Thomas Closed	July 4
Summer 2018 Semester (16 weeks)	
SU1-Term Residence Hall Check-in New/Returning/Transfer Students	May 4
SU2-Term Residence Hall Check-in New/Returning/Transfer Students	June 29
1st Summer 8 weeks SU1 - May 5 – June 29	
Term SU1 Begins	May 5
Last day to add SU1 courses - GR & UG Instructor signature required for Graduate classes	May 11
Withdrawal Deadline w/100% refund/ S1,GR & UG	May 16
Memorial Day - St. Thomas Closed/No Classes	May 28
SU1 withdrawal with "W" grade Deadline - GR & UG	June 1
Term SU1 Ends	June 29
SU1 - Deadline for Faculty submission of Grades	July 2
Independence Day - St. Thomas Closed	July 4
2nd Summer 8 weeks SU2 - June 30 - August 24	
Term Su2 Begins – First day of classes	June 30
Last day to Add SU2 courses - GR & UG Instructor signature required for Graduate classes	July 6
Independence Day - St. Thomas Closed/No Classes	July 4
Withdrawal Deadline 100% refund / SU2 - GR & UG	July 12
SU2 withdrawal with "W" grade Deadline - GR & UG	July 20
SU2 - Deadline for Faculty submission of Grades	Aug. 27
SU - 2018 May 7 – August 24 (16 weeks)	
SU Term Begins -First day of classes	May 7
Last day to Add SU courses Instructor signature required for Graduate classes	May 11
Withdrawal Deadline w/ 100% refund	May 16
Memorial Day - St. Thomas Closed/No Classes	May 28
Last Day to Submit the Dissertation/Thesis to library	June 15
SU withdrawal with "W" grade Deadline	June 1
Independence Day - St. Thomas Closed/No Classes	July 4
Term SU Ends	Aug. 24
SU - Deadline for Faculty submission of Grades	Aug. 27
Graduation Application Deadlines	
Application Deadline for August (Degree/Certificate) Posting	June 15
Application for December (Degree/Certificate) Graduation	Sept. 30
Baccalaureate Mass	Thursday, December 13, 2018
December Commencement	Friday, December 15, 2018

Fall

Fall 2018 Semester (16 weeks)	
FL1 - Residence Hall Check-in	Aug. 23

FL - Term Residence Hall Check-in New/Transfer Students	Aug. 23
The St. Thomas University Fall Semester	Aug. 25
FL - Term Residence Hall Check-in Returning Students	Aug. 25-26
Academic Advising & Student Planning for Spring Terms: SP, SP1, SP2 Terms	Sept. 17-Oct. 19
Registration for SP1, SP2 & SP Terms Begins	Oct. 23
1st FALL 8 weeks FL1 - August 25 - October 19	
Term FL1 Begins	Aug. 25
Last day to Add FL1 course - Instructor signature required for graduate classes	Aug. 31
Withdrawal Deadline 100% refund / FL1 - UG and GR	Sept. 6
Labor Day / St. Thomas University Closed	Sept. 3
Graduate Comprehensive Exam Application Deadline	Sept. 21
Graduate Comprehensive Exam	Sept. 29
Term A6 Ends	Oct. 13
FL1 withdrawal with "W" grade Deadline - All Students	Oct. 5
Term FL1 Ends	Oct. 19
FL1 - Deadline for Faculty submission of Grades	Oct. 22
2nd FALL 8 weeks FL2 -October 20 - December 14	
Term FL2 Begins	Oct. 20
Last day to Add FL2 course - Instructor signature required for graduate classes	Oct. 26
Course Withdrawal Deadline w/ 100% refund if registered for FL2 (Only Undergraduate) and for all FL2 Graduate students	Oct. 31
Life Experience Portfolio Deadline	Nov. 5
Founder's Day/Thanksgiving Vacation - STU closed/No Classes	Nov. 21-23
FL2 withdrawal - "W" grade Deadline	Nov. 20
Term FL2 Ends	Dec. 14
FL2- Deadline for Faculty submission of Grades	Dec. 17
Fall 2018 August 27 - December 14 (16 weeks)	
FL - 2018 August 27 - December 14	
FL - Fall Term Begins -First day of classes	April 27
Last day to Add w/out both Depart. Chair & Instructor Sig./ FL	Aug. 31
Labor Day / St. Thomas University Closed/No Classes	Sept. 3
Course Withdrawal Deadline w/100% refund FL - GR and UG	Sept. 6
Graduate Comprehensive Exam Application Deadline	Sept. 21
Graduate Comprehensive Exam	Sept. 29
Last day to submit SP Incompletes, and Dissertation/Thesis to library	Oct. 5
Life Experience Portfolio Deadline	Nov. 5
FL - Fall term withdrawal deadline "W" grade - All Students	Nov. 20
Founder's Day/Thanksgiving Vacation - STU closed/No Classes	Nov. 21-23
Final Exams - FL - Fall term	Dec. 10-14
FL - Fall term ends	Dec. 14
FL Term - Deadline for Faculty submission of Grades	Dec. 17

Graduation Application Deadlines	
Application Deadline for December (Degree/Certificate) Graduation	Sept. 30
Application Deadline for May (Degree/Certificate) Commencement & Ceremony	Feb. 1
Baccalaureate Mass	Thursday, Dec. 13, 2018
December Commencement	Friday, December 14, 2018

Law School Only: Emergency Make-Up Day: September 15, 2018 October 6, 2018 November 10, 2018

NURSING PROGRAM CONTACT INFORMATION

Basic Access Information

School of Science and Nursing Program
16401 NW 37th Avenue
Miami, FL 33054
(305) 625-6000
www.stu.edu

Administrative Team Contact Information

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Ms. Estela San Miguel

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ST. THOMAS UNIVERSITY OFFICES AND DEPARTMENT CONTACT INFORMATION

Office of Financial Affairs (Business Office)

Location: Mimi Dooner Hall
Website: www.stu.edu/officeoffinancialaffairs
University Tuition and Fees Information:
<http://web.stu.edu/IMG/pdf/TUITIONFEESMAIN.pdf>

Office of Financial Aid

Location: Mimi Dooner Hall, Room, 101
Website:
<http://www.stu.edu/Admissions/Financial-Aid>
Phone: (305) 474-6900
Toll Free: (800) 367-9010
Fax: (305) 474-6930

Office of Academic Enhancement Center

Location: Institute for Workforce Enhancement
Website: www.stu.edu/testing
Phone: (305) 628-6797

Campus Ministry

Office Location: Mimi Dooner Hall, Room 111
Phone: (305) 628-6525
Email: campusministry@stu.edu
Facebook: STU Campus Ministry

St. Thomas University Library

Website: www.stu.edu/library
Phone: (305) 474-6860
Front Desk: (305) 628-6667
Reference Desk: (305) 628-6668
Interlibrary Loan: (305) 628-6671
Archives & Museum: (305) 628-6719

Office of Admissions

Location: Mimi Dooner Hall, Room 103
Phone: (800) 397-9010; (305) 628-6546
Fax: (305) 628-6591
Email: signup@stu.edu
Facebook: St. Thomas University
Instagram: stthomasuniversitymiami

Student Success Center

Location: Mini Dooner Hall, Room 117
Phone: (305) 474-6900
Fax: (305) 474-6930
Email: StudentSuccessCenter@stu.edu
Website:
www.stu.edu/studentssuccesscenter

Bookstore

Location: Carrol Hall
Phone: (305) 625-5179
Fax: (305) 621-6090
Email: stu@bkstr.com
Website: www.stu.bkstr.com

Chapel of Saint Anthony

Location: Next to Mimi Dooner Hall
Mass Services
 Monday-Friday at 12:15 PM
 Sunday Mass at 7:00 PM

Student Health Center

Location: Student Center
Phone: (305) 628-6690
Website: www.stu.edu/studenthealth
Services offered:
 Psychological Counseling
 Primary Health Care

Facebook: STULibrary
Instagram: stulibrary
Pinterest: STU Library
Twitter: STULibrary
YouTube: STU Library & Archives

Student Health Insurance
Refer to
<http://aisstudentinsurance.com/stu-student-health-insurance-home> for more
information
Immunization & Medical Records Management

MISSION, VISION AND CORE VALUES ST. THOMAS UNIVERSITY

MISSION STATEMENT

St. Thomas University is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

VISION STATEMENT

St. Thomas will position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business, and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social, and scientific universe of the global community.

CORE VALUES

- Catholic Identity
- Global Diversity
- Student Success
- Leadership Development

**NURSING PROGRAM MISSION, VISION, CORE VALUES, DIVERSITY
STATEMENT AND PHILOSOPHY
ST. THOMAS UNIVERSITY**

MISSION STATEMENT

In concert with St. Thomas University's mission, the Nursing Programs are committed to the formation of nurse leaders to engage evidence-based practice, lifelong learning, and community involvement in our rich cultural and internationally diverse environment that reflects our Catholic identity and our mission of creating leaders for life.

VISION STATEMENT

In line with St. Thomas University, the Division of Nursing programs 'vision is to:

- Prepare highly qualified nurses equipped with skills to fulfill baccalaureate nursing roles;
- Prepare graduates for ongoing and advanced nursing degrees for the betterment of our world; and
- Promote commitment addressing the health care needs of the citizens of Florida.

CORE VALUES

Combined with the core values of St. Thomas University, Catholic Identity, Global Diversity, Student Success, and Leadership Development, the Division of nursing core values include:

- A culture that embraces caring
- A community that supports safety
- A community that shares a common thread in developing efficient leaders

DIVERSITY STATEMENT

The faculty and staff of the nursing program are committed and dedicated to fostering diversity in the classroom, the university, and the profession that reflects the core value of St. Thomas University. The faculty seek to promote a culture that respects and embraces students' differences in culture, abilities, religious beliefs and/or affiliations, age, race, ethnicity, gender, sexual preferences and/or orientation to promote an enriched learning environment, improve the practice of nursing for the development of excellent leadership skills, personal creativity, and professional growth.

PHILOSOPHY

The nursing program is an integral part of St. Thomas University (STU). The faculty believe that nursing education is one of the many avenues one can take to be a catalyst for change and leaders for life. Nursing education is a systematic and evolving process based on scientific knowledge.

As such, the faculty believe that nursing education is best achieved under the auspices of institutions of higher education and accept accountability to incorporate the core values of St. Thomas University, Catholic Identity, Global Diversity, Student Success, and Leadership Development for the academic functions of teaching, coaching, scientific research, and service.

The beliefs shared by the faculty of the nursing program seamlessly emphasize and support the importance of the mission, vision, and core values of St. Thomas University. These beliefs reiterate the importance of human being, society and the environment, health, and nursing, which serve as a ground to assist students in becoming global leaders for life, and engage individuals, families, and communities to develop optimal health patterns.

Human Beings

The nursing program believes that the dignity of human being is to be respected and nurtured. Essential components of human beings include growth and development across the life span, communications and relationships that develop between individuals and within families, groups, and communities and characteristics associated with human consciousness such as ethical values, feelings, thoughts, emotions, creativity, choices, and will. Each human being is unique and evolves continuously with increasing complexity as he or she gains experiences, which are influenced by his or her environment, cultural values, social norms and practices. Consequently, the ability for critical thinking, commitment to life-long learning and emotion enable human-beings to be goal-oriented, self-directed, and purposeful.

Environment

Environment is perceived as the sociocultural and contextual systems that are both internal and external factors in which the individual, the family, the group, and the community live and interact. The internal factors include physiological, psychological, and ethical factors. The external factors are those that are cultural, social, political, economic, professional and global in nature. The social environment refers to societal forces that impact the individual. Humans as sociocultural beings are affected and influenced by the environment that is both internal and external. Such environment influences the health of individuals, family, groups, and communities. The nursing program believes that society has an ethical obligation for providing an environment that is conducive to optimal health, eradicating inequities and health disparities, and creating systems and infrastructures that will maximize the potentials of its people.

Health

Health is a gestalt of wellness and illness, and fluctuates throughout the life span. Wellness and illness coexist and interact on a continuum. The human being interacts with the totality of the environment, and the unique quality of this interaction influences one's health. Common approaches to the understanding of the phenomenon of health arise from theories of human development, stress, disease, adaptation, crisis, life style, change, and consciousness. All human beings throughout the life span can adapt to health and illness challenges whether they stem from the environments and/or genetic predisposition. The nursing program believes that nursing's role is to recognize, identify, and facilitate periodic assessment, and intervene when it is appropriate.

Because health patterns are dynamic and innate, the nursing program also believes that high quality health care is a human right.

Nursing

The nursing program believes that nursing is a humanistic profession that respects the human being's dignity and right to self-determination. Nursing is a professional discipline and its characteristics as such include its history, philosophy, science, and practice.

The central focus of nursing is the health of the person throughout the life span. Based on the assumption that the person has a responsibility for his or her own health, the objectives of nursing as a discipline are to use the nursing process as a framework to assist clients in the recognition of health patterns and, when appropriate, to identify and facilitate desirable outcomes to promote health and prevent illness, optimize their health and abilities, and alleviate suffering. Nursing assumes a function in society to develop and translate knowledge and to provide service to individuals, families, groups, and communities as clients. Nursing educators accept accountability for the development of professional nursing leaders who are able to invest themselves as therapeutic agents of change, use critical thinking and decision-making skills to provide leadership in health care, and define values and ethics relating to nursing practice and research.

NURSING PROGRAM OBJECTIVES

In conjunction with St. Thomas University, the objectives of the nursing program are to:

- Train highly qualified nurses to be leaders in the profession
- Offer viable career options by providing quality educational programs based on employer-driven requirements
- Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals
- Generate excitement and foster the desire to learn through diverse teaching methods
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student
- Remain at the forefront of education by supporting continuing education and training for graduates, faculty, and staff
- Prepare and encourage students to pursue life-long learning

PROGRAM LEARNING OUTCOMES

Undergraduate Nursing Student Learning Outcomes

The general education learning outcomes for the BSN program will be the same as those defined college-wide for all undergraduate programs currently offered at STU. The upper division for the program will focus on critical thinking, serving diverse clients, leadership skills, and advanced nursing competencies required by the Florida Board of Nursing and applicable to nursing

professional standards. The following is the list of student learning outcomes (SLOs) for the graduates of the BSN program:

- Apply knowledge from the liberal arts, biopsychosocial and natural sciences, informatics, medical technology, and nursing to provide safe and quality care to diverse individuals, families and communities
- Plan, implement, and evaluate quality nursing care based on evidence from research and nursing practice
- Collaborate with the interdisciplinary team to assess, plan, implement and evaluate safe effective, high quality care
- Integrate professional standards and principles of ethics in enhancing the art and science of nursing requisite to safe, effective, high quality care
- Utilize ethical and transformative leadership to advocate for health care policies that sustain safe, quality, cost-effective, accessible, and culturally sensitive health care delivery systems. 6. Function as a nurse generalist in the promotion of health and prevention and management of disease within the health-illness continuum throughout the lifespan of diverse individuals, families, and communities
- Assume accountability for own professional growth and advancement of the nursing profession

Graduate Nursing Student Learning Outcomes

- Apply advanced knowledge and skills in health assessment, health promotion, disease prevention, informatics and health technology, pharmacology, and advanced pathophysiology in making evidence-based decisions related to the health-illness of patients throughout the life span
- Integrate philosophical and theoretical principles of the art and science of nursing to create a caring environment for diverse patients, families, and communities
- Incorporate teaching, learning, and evaluation concepts in developing individualized health plans that meet the cultural and individual needs of patients, families, and communities
- Demonstrate ethical and transformative leadership to promote quality, safe and cost-effective health care environment for individuals, families and communities
- Demonstrate professionalism in the care of patients, in interprofessional education and in collaborative practice
- Advocate transformation in the health care delivery system responsive to sustained health are outcomes at the local, regional, state, national and global level
- Assume accountability for own professional development, lifelong learning and scholarship and the advancement of the nursing profession

Program Congruence Statement

The mission, vision, core values, philosophy, and the expected student outcomes of each program are consistent with the standards and guidelines adopted by the nursing program. The program outcomes of the BSN and MSN are congruent with the mission statement of St. Thomas University and the mission of the nursing program. The BSN and MSN curricula were developed to reflect the professional nursing standards and guidelines. The BSN program reflects the Essentials of Baccalaureate Education for Nursing Practice (American Association of Colleges of Nursing [AACN], 2008), Quality and Safety Education for Nurses (QSEN) Competencies, and American Nurses Association (ANA) Standards. The MSN program outcomes are rooted in the Essentials of Master's Education in Nursing (AACN, 2011), and The Consensus Model for APRN Regulation: Licensure, Accreditation, Certification, and Education (NCSBN, 200PRO8).

NURSING PROGRAMS ACADEMIC POLICIES

Academic Standards and Code of Conduct

St. Thomas University adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith, and values wisdom to be found in the Bible and the church teaching. St. Thomas University seeks to establish a community that promotes a Judeo-Christian learning environment in which all may develop spiritually as well as intellectually.

The university places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are accountable and are expected to maintain the highest standard of conduct and behavior by adhering to STU academic code of conduct.

Any behavior that is inconsistent with the university's goals is unacceptable. Unacceptable behaviors include, but are not limited to alcohol or drug abuse, use of violence and/or profanity against people or property, undermine the educational climate by threatening the physical and mental health of others as well as disrespecting their rights.

Academic Honesty Policy

Cheating: Cheating includes, but is not limited to, copying homework assignments from another student, working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person's paper during an examination when not permitted.

Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to examination questions either when the examination is being given or after having taken an examination; informing another student of specific questions that appear or have appeared on an examination in the same academic term; giving or selling a term paper, report, project, or other restricted written materials to another student.

Misrepresentation: Misrepresentation is an act of omission with intent to deceive an instructor or college employee. This includes, but is not limited to, lying about family circumstances, employment conflicts, personal problems to gain academic advantage for self or others, changing answers on graded materials, having another person complete an assignment or take an examination for you.

Academic Dishonesty

Students are expected to adhere to the academic honesty policy as stated in the college catalog. Students violating the policy in any way will automatically receive an “F” in the course and be referred to the Dean of Students for further disciplinary action.

Please note that due to the dynamic nature of the course, it is understood that the professor has the authority and the responsibility to change, add, or omit any material contained therein, including the grading policy. Students will receive verbal and/or written notification of any change to the current policy. Review the Academic Honesty, policy and procedure from the student handbook on the University’s website at www.stu.edu

Class and Clinical Attendance Policy

The faculty in the nursing program believe that class and clinical attendance are essential and will be taken at every class and clinical period. Students are expected to attend all classes and clinical rotations and participate willingly in class and/or group discussions. It is expected that students review the lecture objectives for each week and the assigned readings must be completed prior to the lecture for that material. The nursing faculty consider attendance as a vital part of the learning process and as a result, missing classes and clinical may be reflected in your grade. There will be a penalty for missed classes. Also, due to the disruption caused to your classmate’s learning process late arrivals will likewise incur a penalty. As a result, the nursing program is implementing the following final grade reduction policy for absences or late arrivals:

<u>Number of missed classes</u>	<u>Effect on Final Grade</u>
0 to < 7%	No Penalty
7% to < 14%	1 letter grade reduction
14% to < 21%	2 letter grade reduction
21% to < 28%	3 letter grade reduction
28% or greater	automatic F in the course

If you enter class late* remember that you have already been marked as absent. Therefore, it is your responsibility to inform the professor that you arrived late. Do this immediately after class; please do not interrupt the lecture further. If you leave class early without prior permission the instructor has the authority to count that as if you arrived late and will be used as such in the calculation of a grade reduction.

If you know that you will miss a class for any reason discuss the situation with your instructor **BEFORE** the class is missed. **Only valid and documented excuses** will be considered [Some examples are: statutory governmental responsibility (jury duty, a subpoenaed court appearance,

or a military obligation), serious student illness requiring a physician's care, immediate family death (mother, father, spouse, child, brother, sister, grandparent or grandchild), and a major religious holiday observance in your own faith, student athlete event].

Any documentation must be submitted within 1 week of a student absence. **For an illness**, the student must present a letter from his or her physician and addressed to the university, in order to be excused for a medical reason. The letter must be on the doctor's stationary and must include the dates for which he or she could not attend class. In these instances, the physician will be contacted to verify the student absence. A copy of the original is acceptable but notes on memo pads or prescription forms will not be accepted! **For a student athlete event** documentation signed by the coach is required for each missed class, presentation of the team's game schedule at the beginning of the semester is not acceptable documentation. Mechanical difficulties with automobiles or traffic tickets/accidents are not considered acceptable excuses for tardiness or absenteeism. Students arriving from other destinations will not be excused because of "unavailable" flights or similar travel difficulties. Students must attend to any business issues (Admissions, Registration, or the Financial Aid Office) outside of class time.

It is **the student** responsibility to keep up with the work covered during his or her absence or tardiness. It is **the student** responsibility to obtain any lecture materials from his or her peers. This includes class notes and handouts.

Late arrival to class will be defined as >5 minutes after the official start time of the class
2 late arrivals = one absence

Example: For a class during a 16-week semester, which has 30 scheduled class periods: your final grade in the class was a B+; if a student misses 1 or 2 classes, there will be no penalty; if a student misses 3 or 4 classes, his or her final grade will be reduced to C+; if a student misses 5 or 6 classes, his or her grade will be reduced to D+; greater than 6 missed classes will result in an F for the course.

Unexcused clinical absences will result in failure of the course. The following are considered examples of unexcused clinical absences, but are not limited to medical and dental appointments, job interviews, and vacation.

Disability Statement

St. Thomas University welcomes students with disabilities into the university's educational programs. It is the intent of St. Thomas University, consistently with its obligations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to insure equal access to quality education for its diverse student population. The Academic Enhancement Center (AEC) provides auxiliary aids and services, guidance and other appropriate academic assistance to students with disabilities.

Students with special learning needs should contact the St. Thomas University Office of Academic Enhancement Center (AEC) so that appropriate accommodations may be made. If students need special assistance or consideration, they should alert the professor at the beginning of the semester with a written document from the Office AEC describing the nature of the special need. Students

with disabilities should contact Mrs. Martiza Rivera, Director of the Academic Enhancement Services at (305) 628-6564 for further information regarding supports services. More information can be obtained at <https://web.stu.edu/Academics/AcademicEnhancementCenter/DisabledStudentAcademicServices/tabid/159/Default.aspx>.

ACADEMIC ADVISING

Academic Adviser

Students are advised according to the procedure described in the St. Thomas University Undergraduate and Graduate Catalogs found at <https://www.stu.edu/academics/catalogs>. Students are advised in the Academic Advisement Center prior to their entrance into the nursing program. However, the faculty in the nursing program look forward to building an effective relationship with our students. All nursing students will be assigned an adviser from the nursing program for the remainder of their nursing education at STU. Communication plays an integral role as students proceed through the program requirements. Therefore, students are accountable for contacting their advisers regularly. The adviser should be consulted for questions regarding courses and/or clinical experiences.

UNDERGRADUATE NURSING PROGRAM CURRICULUM

General Education Requirements

General education requirements are common to all degree programs at St. Thomas University. Students must complete 60 credits of General Education courses selected from the approved lists. The BSN curriculum builds on liberal arts, sciences, mathematics, and humanities, which provides a solid foundation to assure successful student learning outcomes. The nursing program requires students seeking a baccalaureate degree in nursing to complete specific general education courses either at St. Thomas University or transfer of equivalent courses taken at other institutions. The following are prerequisite courses that must be completed prior to being considered for acceptance into the BSN program:

- English Composition I
- Pre-Calculus Algebra or College Algebra (MAC 1105)
- Microcomputer Applications
- Introduction to Chemistry & Lab
- English Composition II and Literature
- Anatomy and Physiology I & Lab
- Anatomy and Physiology II & Lab
- Introduction to Psychology
- Statistics
- Principles of Nutrition
- Biomedical Ethics
- Human Growth and Development
- Microbiology & Lab

Baccalaureate of Science in Nursing
Academic Traditional BSN Program Plan

	SEMESTER	COURSES	CREDITS
Year I	Fall	NUR 301: Pharmacology/Dosage Calculations	4
		NUR 302: Foundations of Nursing/Skills Lab; <i>Clinical (90 hours)</i>	5 3
		NUR 423: Nursing Theories and Concepts	
		Total	12
	Spring	NUR 300: Pathophysiology	3
		NUR 303: Health Assessment/Skills Lab and Promotion	3
		NUR 312: Nursing Informatics	3
NUR 306: Evidence-Based Nursing Research		3	
Total	12		
Summer	NUR 305: Nursing and the Adult Systems I <i>Clinical 90 hours</i>	6 4	
	NUR 307: Psychiatric and Mental Health Nursing <i>Clinical (60 hours)</i>	3	
	NUR 404: Nursing in Global Health		
	Total	13	
Year II	Fall	NUR 305: Nursing and the Adults II <i>Clinical (90 hours)</i>	6
		NUR 403: Community and Public Health Nursing <i>Clinical (90 hours)</i>	4 2
		NUR 402: Nursing Situations with Older Adults	
		Total	12
	Spring	NUR 400: Nursing Care of Families: Childbearing and Women's Health <i>Clinical (90 hours)</i>	6
		NUR 400: Nursing Care of Families: The Parent and the Child <i>Clinical (90 hours)</i>	6
		Total	12
Summer		NUR 308: Nursing Leadership and Management	3
	NUR 405: Nursing Practicum/Specialty Immersion <i>Clinical (135 hours)</i>	3 2	
	NUR 424: NCLEX Review		
	Total	8	
TOTAL PROGRAM CREDITS =			69

Academic RN to BSN Program Plan

	SEMESTER	COURSE	CREDITS
Term 1	Fall 8 weeks	NUR 411: Transition to Professional Nursing	3
		General Education Requirements (GRE)	3
		NUR 413: Health Assessment & Promotion	4
		Total	10
Term 2	Fall 8 weeks	NUR 420: Community Health Nursing	4
		NUR 421: Nursing Practice in Multicultural Society	3
		NUR 410: Nursing Informatics	3
		Total	10
Term 3	Spring 8 weeks	NUR 416: Nursing Research and Evidence-Based Practice	3
		NUR 417: Aging and End of life	3
			Total
	Term 4	Spring 8 weeks	NUR 415: Health Care Issues
NUR 419: Nursing Leadership			4
General Education Requirements			3
		Total	10
TOTAL CREDITS			36

GRADUATE NURSING PROGRAM CURRICULUM

Master of Science in Nursing (MSN) Family Nurse Practitioner (FNP) Specialization Program Plan

Term 1 Courses/credits	Term 2 Courses/credits	Term 3 Courses/credits	Term 4 Courses/credits	Term 5 Courses/credits
<p>NUR 512: Role Transition to Advanced Practice (1)</p> <p>NUR 501: Philosophical, Theoretical, Evidenced Based Nursing Research (3)</p>	<p>NUR 513: Transforming Nursing through Technology (1)</p> <p>NUR 502: Advanced Pathophysiology (3)</p>	<p>NUR 601: Health Promotion and Disease Prevention (3)</p> <p>NUR 600: Advanced Clinical Pharmacology (3)</p>	<p>NUR 505: Diversity in Advanced Health Practice (3)</p> <p>NUR 506: Influencing Health Policy (3)</p>	<p>NUR 504: Advanced health Assessment with Lab (3)</p>
Term 6 Courses/credits	Term 7 Courses/credits	Term 8 Courses/credits	Term 9 Courses/credits	
<p>NUR 507: Advanced FNP Pediatric with Clinical (5)</p>	<p>NUR 514: Advanced FNP Women's Health with Clinical (5)</p>	<p>NUR 509: Advanced FNP Adult with Clinical (5)</p>	<p>NUR 612: Advanced FNP Adult Gerontology with Clinical (5)</p> <p>NUR 611: Advanced Practice Nursing Integration Practicum (5)</p>	

CLINICAL COMPLIANCE REQUIREMENTS

Compliance Requirements

Compliance is a major requirement of the nursing programs. It is an umbrella term used for all the medical and legal information required by the nursing program, the State board of Nursing (SBON) and the clinical sites where nursing students practice acquiring experiences. Nursing as a practice discipline requires coursework that involves patient contact such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and nursing programs require prospective students background checks, including arrests without convictions, verification of employment, and social security verification.

Criminal Background Checks

Level II criminal background check results are maintained confidentially within the nursing program and reviewed during the admission process. It is important to note that admission to the nursing program does not guarantee eligibility for licensure in nursing in the State of Florida. The Florida State Board of Nursing, in accordance with the rules and regulations of Nurse Practice Act, will determine a nursing program graduate's eligibility for licensure if there is an arrest and/or conviction record. Students should contact the Florida State Board of Nursing for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>.

Other clinical compliance requirements include:

- Student consent for release of information to authorized third party
- Annual physical examination by a licensed physician, nurse practitioner or a physician assistant
- Basic life support (BLS) certification (or CPR) from an authorized American Heart Association (AHA) training centers and/or instructors – copy of card front and back
- Influenza immunization
- Drug testing

Classroom and Clinical Policy and Procedures

All students will be required to complete clinical learning experiences to fulfill the requirements of whichever nursing program they are. The following policies are applicable to all students, and failure to meet any clinical requirements will impact progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the nursing program and/or St. Thomas University.

If a student is precluded from a clinical site by an institution, the nursing program has no obligation to find an alternative clinical site for the student, and this may prevent the student

from progressing in the nursing program.

Impaired Student Nurse Policy

The Alcohol, Tobacco and Other Drug Policy (ATOD) of STU is designed to promote healthy lifestyles. The purpose of the ATOD is to protect the health and welfare of all STU students through education, monitoring, intervention, and punitive and rehabilitative measures when deemed appropriate. The goal of the nursing program at St. Thomas University is to create a drug-free and smoke-free environment by reinforcing the ATOD policy to ensure that all nursing students:

- do not violate the policy,
- remain healthy, and
- practice safely

Therefore, all Students enrolled in any of the nursing program at STU are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while on campus and/or engaged in any clinical activity. All nursing students at STU are prohibited from being under the influence of alcohol or drugs while taking part in on-campus activities. Any student found in violation of the ATOD may be subject to disciplinary action up to and including discharge from the nursing program as set forth under the Student Code of Conduct, the ATOD policy and/or other STU or the nursing program's rules and regulations.

Purpose and Intention Statement

Students in the undergraduate and graduate nursing programs engage in clinical rotations and training on the campus of St. Thomas University and at various types of health care facilities, including, but not limited to, nursing skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others.

St. Thomas University and the nursing program require that all nursing students engaged in clinical activities be free from the influence of illegal drugs and alcohol. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN), and also with the standards set forth in the Florida's Nurse Practice Act.

Definitions

Clinical Site: means any place other than St. Thomas University where a student is engaged in clinical activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.

Student: is an undergraduate or graduate student enrolled in any nursing program at St. Thomas

University.

Supervising faculty: is the person assigned to oversee a student while engaged in performance at a clinical site and/or while engaged in clinical activities. This person may be a professor or an instructor in the nursing program, or an employee of the facility at which a clinical rotation takes place.

Alcohol: means beer, wine and all forms of distilled liquor containing ethyl alcohol.

Drug: means any substance that has known mind or function-altering effects on a human subject (e.g. psychoactive substances), including, but not limited to, substances controlled by State or Federal laws.

Drug paraphernalia: means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.

Clinical activities: refer to those duties or activities required of STU nursing students, whether on the campus of university or at an outside host facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a clinical program.

Clinical site: refers to the assignment of STU nursing students to health care facilities for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.

Drug and Alcohol Possession and Use Policy

St. Thomas University is a student-centered learning environment and is committed to inspire students and create global leaders for life. As such, the nursing program believes that the use of alcohol, controlled substances or any other illicit drugs are inconsistent with the expected behavior. Student engaged in clinical activities are prohibited to use, consume, transport, promote or sell alcohol, drugs or drug paraphernalia while on campus, at a clinical site, or while engaged in clinical activities in the simulation lab or classroom at STU.

Student may not report to STU classroom, simulation lab or the premises of clinical sites or remain on duty, engage in any classroom and/or clinical activities while under the influence of or impaired by alcohol or drugs, to any degree.

The following circumstances may constitute exceptions to this Policy:

- In circumstances that a student is prescribed medications to manage medical conditions, the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and

efficient performance of the student's clinical activities.

Procedures

Failure to comply with the procedures set forth herein may result in serious consequences for the student's ability to complete the nursing program and clinical rotation.

In order to assure compliance with this Policy and as a condition of continuing to participate in clinical activities and/or a clinical rotation, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. The tests may be administered upon a finding of reasonable suspicion that a student has used drugs or alcohol while engaged in clinical activities. Reasonable suspicion shall be determined by faculty, supervising faculty, based upon various factors, including but are not limited to observation of signs or symptoms commonly associated with intoxication.

When finding of reasonable suspicion is made, the following steps will be implemented:

- The faculty shall instruct the Student to leave the clinical area and will address the student in private to discuss the behaviors observed.
- The faculty will inquire about whether the student has used drugs or alcohol and if so, the details of such use.
- The faculty shall consult with the associate dean and/or director of the nursing program and shall make a determination as to whether to refer the Student for drug and alcohol testing.

If the decision is to send the student for testing, the Student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A Student who refuses to undergo testing shall be presumed to have violated this policy.

In the case of a positive test, the student shall be contacted by the associate dean and/or the program director who shall determine whether there are legitimate explanations for the tests being positive.

If there are no legitimate explanations, the student shall be counseled, offered psychological counseling, and official warning shall be issued for the first offense. If the student's behaviors persist and there is a second offense, the student shall be expelled from the program. The faculty of STU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student alcohol and drugs testing and test results. A written report documenting the observed student behaviors and measures taken will remain in the student academic record.

Post-Surgical Return to School and Clinic

Any student enrolled in the nursing programs at STU who requires surgery must provide documentation verification from a licensed physician that return to school and clinical activities without restrictions will not impact their recovery. A student with a cast or crutches, will be required to follow STU or clinical site institution's policy.

Student Pregnancy Policy

A student who is pregnant should consult with her faculty prior to going to clinical rotation. Both the student and supervising faculty are responsible for inquiring and be aware about clinical site policies related to pregnant individuals such as not entering where radiation therapy is being administered and potential risks for bodily harm such as, communicable diseases, strenuous activity, and exposure to toxic substances. St. Thomas University, the nursing program of STU nor its affiliating clinical sites assume responsibility for any harm that might occur to a pregnant student or a fetus. It is the pregnant student responsibility to be aware of the potential risks to some learning experiences and ensure her safety.

Professional Demeanor

Nursing students are expected to present and conduct themselves as professional nursing students on campus and in clinical settings at all times. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. During any and all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated and the student may be asked to leave the class or the clinical setting.

Classroom and Clinical Student Dress Code Policy

The nursing program has adopted the following dress code guidelines for students while on campus, at clinical or in the simulation lab setting:

- Students are expected to **dress in business casual appropriately** while on STU campus.
- Students must purchase uniforms from the nursing program designated uniform vendor.
- Only navy-blue tops with STU insignia, skirts or pants may be worn.
- Plain white or navy-blue tee shirts or turtlenecks may be worn under current uniform.
- STU ID badge and/or clinical site's specific photo ID should be worn and visible above the waist.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from St. Thomas University at all times. For examples, my name is Magdaleina V. Joseph, a BSN or Student Nurse from St. Thomas University. Depending on the patient's educational level, students can choose to use BSN Student or Student Nurse as their credential.

- Shoes must be close-toe and black or white. If a student is wearing a pair of shoes with laces, the laces must be black or white only. No clogs are permitted. The shoes of choice may not have any openings.
- White pantyhose without patterns are to be worn by female students when wearing navy blue skirts. White socks without patterns or decorations may be worn.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Finger nails must be short and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

The following dress code is for the MSN, FNP students:

- Full length pants or knee-length skirts, dress blouse, shirt or polo shirt,
- Close-toed shoes,
- No clogs or sneakers,
- A lab coat with the STU insignia, which may be purchased at the STU bookstore,
- STU ID badge.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area, strong perfume or aftershave colognes, acrylic nails, dark colored nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Finger nails must be short and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

Other Clinical Policy for Graduate Students

Students are expected to select their preceptors. However, the faculty must give the final approval. Preceptors are selected based on their educational preparation consistent with master's level clinical teaching, currently licensed as board-certified, ARNP, MD or DO, professional work experience, and level of expertise.

FNP Students Responsibilities

Prior to clinical rotation, students must provide proof of:

- Current BLS certification (Known as CPR) obtained from an approved American Heart Association center/instructor.
- Annual physical examination
- Influenza immunization
- Completed background check
- Negative drug testing
- Approved preceptor agreement form

Use of Electronic Devices/Social Media Policy

The nursing program recognizes the growing trend of modern technology, such as student possession of cellular phone and other electronic devices with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by STU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recording without the express consent of the subject(s) being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smart phones, tablets, computers during class or clinical by nursing students. Students **must adhere to the policies of the clinical site**, as well as this nursing policy regarding the use of electronic devices and social media in clinical settings, classroom, nursing skills and simulation labs.

If electronic devices are approved for use in the classroom and according to clinical site policy, the following restrictions apply:

- Electronic devices may only be used for class and clinically-related purposes as approved by each faculty and supervising clinical faculty.
- All devices must be kept on "silent" or "vibrate" mode in the classroom and clinical settings.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recording, photographs or videos during class and clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information.

- Students are expected to be knowledgeable of hospital and clinical site policies that are relevant to state and federal laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- Students may not transmit to any electronic media any patient data or image that violates the patient rights to privacy and confidentiality, and/or to embarrass or degrade the patient and/or family members.
- Students are prohibited to use social media during class and clinical hours or at any time in on the premises of STU and clinical site's equipment or property.
- Students are prohibited to download or store any confidential patient information on a personal electronic device.

Procedures for Failure to Comply

Any student who use his or her cellular phone to violate reasonable expectation of privacy of others or produce any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Judicial Affairs as a violation of the STU's Community Standards. The following sanction may apply:

- For any student who violates the electronic devices and social media policy, the nursing program may take action to dismiss the student from the program.
- Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
- Students will face sanctions for posting of materials that are defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, STU faculty and staff.
- Sanction consistent with STU policy will be determined by the nursing faculty and/or the appropriate nursing administrator.
- Improper use of social media may result in being sued for defamation, invasion of privacy or harassment. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.

Clinical and Course Failure Policy

At the completion of a clinical rotation, a student who receives an unsatisfactory clinical performance rating in the final clinical evaluation on any one criterion measured by the Student Clinical Evaluation tool is deemed unsafe or inadequate in the application of knowledge that is expected at the course level. This unsatisfactory rating will denote clinical failure and subsequent course failure. A student who fails a clinical course will be required to repeat the entire course the next time it is offered.

Class and Clinical Cancellation Policy and Procedures

Notice to students regarding severe inclement weather and the university emergency closings

In case of severe weather or other emergencies threatening normal university operations, students are advised to check the following three sources for information regarding class cancellation and campus closing:

- STU Emergency Information Line: 877-STU-PLAN (877-788-7526)
- STU Web Site: <http://www.stu.edu/>
- Local Media Outlets:
 - TV Stations: WFOR-4, WTVJ-6, WSVN-7, WPLG-10, WLTV-23, Telemundo51.
 - AM Radio Stations: WIOD-610, WAQI-710, WQBA-1140
 - FM Radio Stations: WLRN-91.3, 93.1-WHDR, WPOW-96.5, WEDR-99.1, WKIS-99.9, WHYI-100.7, WMXJ-102.7, WHQT-105.1, WXDJ-95.7, WRTO-98.3, WRMA-106.7, WAMR-107.5
- If STU cancels the next day's classes the day or night before clinical because of severe weather, then clinical is cancelled as well. For example, if on Wednesday STU cancels classes for Thursday, then Thursday clinical is cancelled.
- If faculty and students are already at the clinical site when STU classes are cancelled, then the faculty will decide whether clinical should be continued or cancelled based on current and anticipated weather/travel conditions.
- If STU has not cancelled classes, clinical may still be cancelled if hazardous travel conditions exist. Faculty will evaluate the weather and travel situation of their specific clinical site/location and notify students according to an established student notification process previously communicated with the class.
- Students must additionally use their own best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
- The bottom line is safety first!
- Students are prohibited to be in clinical while STU is closed.

Should St. Thomas University close due to a hurricane the following plan for missed classroom time will be instituted:

- Students are responsible for all course assignments and readings.
- Students will be given study guides, modules, or open-book quizzes to assist in their understanding of course materials missed due to the university closing for a hurricane.

Missed Classroom Time: Students are responsible for all course assignments and readings. Students will be given study guides, modules, open-book quizzes, or other negotiated assignments as appropriate for the course to assist in their understanding of course materials missed and to meet the objectives of the class, in the event that classes are missed due to university closing for a hurricane.

Academic Success

For undergraduate nursing students, the grades of A, A-, B+, B, B-, C+, C, D, and F indicate a

gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

STU Division of Nursing Undergraduate Grading Scale

Grade	Grade Point Average (GPA) Equivalent	STU DON Grading Scale
A	4.00	95-100
A-	3.67	90-94
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	65-69
D	1.00	60-64
F	0	Less than 60

For graduate nursing students, the grades of A, B, C, D, and F indicate a gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

STU Division of Nursing Graduate Grading Scale

Grade	Grade Point Average (GPA) Equivalent	STU DON Grading Scale
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	60-66
F	0	0-59

Nursing Course Examination Policy

The purpose of the nursing course examination policy is to provide a consistent method of calculating individual grades that is fair and equitable for all students in all courses in the nursing program.

Undergraduate students are required to achieve a minimum final course grade of **77%** to successfully complete the course. **Graduate students** must maintain a minimum grade of **83%** or higher to successfully complete the course.

APPENDICES



The Nursing Program Undergraduate and Graduate Student Handbook

Confirmation of Receipt

I, _____ hereby certify that I have received the Undergraduate and Graduate Nursing Student Handbook and acknowledge that all students enrolled in the nursing programs at St. Thomas University are required to abide by the existing policies and procedures. Failure to comply and abide by the existing policies and procedures may result in disciplinary action.

My signature on this form signifies that I have read and understand all materials pertaining to this nursing student handbook.

This confirmation of receipt of nursing student handbook must be signed and included the student file prior to the start of class and clinical rotation.

PRINT NAME: _____

STUDENT ID: _____

SIGNATURE

**Handwritten (NOT TYPE) signatures only*

DATE


STUDENT CONSENT FOR RELEASE OF INFORMATION TO AUTHORIZED THIRD PARTIES

The Family Educational Rights and Privacy Act (FERPA) and/or Florida law protects the privacy of student education records including their personal health information by prohibiting their disclosure without the student's written consent, except under limited circumstances. In order to participate in some clinical rotations, clinical facilities may request access to certain education records. In order for St. Thomas University to provide clinical facilities with copies of such records, students will need to complete and sign the form.

Student Legal Name:

Authorized Third Party: Clinical facilities where the student may be completing a clinical rotation.

Purpose of Disclosure: Requirement or condition of a clinical facility in order for student to participate in clinical learning experiences, if requested by the facility.

Duration of Authorization: Effective during the student's enrollment in the nursing program unless otherwise revoked by the Student.

Record to be Released:

- Annual Physical Examination
- TB Testing Result
- Basic Life Support (BLS) Certification
- FBI Criminal Background Check Results and Fingerprints
- Proof of Flu Immunization
- Drug Testing Results

I am signing this authorization/consent form voluntarily. I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation, in person or through U.S. Certified Mail, to the program director.

PRINT NAME: _____

STUDENT ID: _____

SIGNATURE: _____

DATE: _____

**Handwritten (NOT TYPE) signature ONLY*

**CLINICAL EVALUATION TOOL
FOUNDATIONS OF NURSING**

STUDENT _____

COURSE _____

SEMESTER _____

All students are evaluated on their clinical performances during each nursing clinical course by faculty. Students are required to adhere to professional behaviors throughout the nursing program by respecting the rights of others. Failure to meet expected behaviors may result in a failing clinical grade or in appropriate cases, dismissal from the nursing program. Faculty will provide written documentation with suggestions for improvement to the student during the week any unsatisfactory behavior occurs. Within 48 hours the student may respond in writing to the faculty members' findings and/or submit written documentation relevant to the behavior. Students must be satisfactory in all objectives by the end of the semester in order to pass a course.

SATISFACTORY

A student who earns a grade of satisfactory:

- Safely executes effective ethical psychomotor skills or identifies errors in technique.
- Applies theoretical knowledge with assistance.
- Begins to gather data for use in the nursing process.
- Begins to use therapeutic communication techniques when interacting with others.

- Begins to apply critical thinking when developing a nursing care plan.
- Validates unclear areas with instructor.
- Meets all objectives in core components.

UNSATISFACTORY

A student who earns a grade of unsatisfactory:

- Fails to transfer knowledge from pre-requisite courses.
- Shows negligence in patient care that causes actual or potential harm.
- Violates policies of affiliating agency and/or college.
- Unsafely executes psychomotor skills taught in semester 1.
- Fails to act on constructive feedback.
- Fails to meet course objectives due to recurring absenteeism or tardiness in the clinical setting.
- Fails to meet all objectives in core components.

S=Satisfactory**N/I=Need Improvement****U=Unsatisfactory**

CORE COMPONENTS	Midterm		Final	
PROFESSIONAL/ ETHICAL BEHAVIORS	<i>S</i>	<i>N/I</i>	<i>S</i>	<i>U</i>
Follow the policies and guidelines of St. Thomas University (STU), the school of nursing and affiliating agencies.				
Treat others with respect.				
Demonstrates nonjudgmental behaviors and attitudes.				
Maintains personal appearance according to the policies of the school of nursing, and affiliating agencies.				
Reports Promptly to all scheduled activities.				
Attends all Clinical				
Notifies the instructor and unit personnel regarding absence or tardiness prior to the start of clinical sessions.				
Reports to the instructor and assigned staff member(s) when entering and leaving the clinical area.				
Develops a preliminary plan of care for each assigned patient.				
Initiates patient contact only when the instructor is in clinical setting.				
Reports all pertinent information and abnormal findings to the instructor and assigned staff member.				
Practices nursing in clinical setting using legal/ethical principles.				
Accepts responsibility for own assignments (e.g. complete assignments, completes own work, performs ongoing chart review for changes).				
Seeks instructor's guidance's before performing new or invasive procedures or administering medication.				
COMMUNICATION				
Uses verbal and nonverbal communication that demonstrates respect, understanding and caring. Avoids abusive, threatening, Patronizing, or familiar communication patterns.				
Identifies components of a shift report between nurses.				

Uses therapeutic communication techniques in patients interactions.				
Identifies components of a care plan				
Documents according to agency protocol, assessments finding, interventions, skill, medication administration and progress towards patient outcomes.				
Complete one care plan on an assigned patient.				
ASSESSMENT				
Assesses cognitive, psychosocial, cultural, and spiritual status of assigned patients.				
Completes a health history on one patient				
Performs a head to toe assessment on each patient.				
MANAGING CARE				
Begins to demonstrate organizational and time management skills when providing basic care for assigned patients.				
Identifies roles of assistive personnel in the clinical setting.				
Identifies cost-efficient use of equipment and resources.				
Uses equipment in the clinical setting consistent with its purpose.				
CLINICAL DECISION MAKING/ CRITICAL THINKING				
Uses assessment data to plan care.				
Identifies clinical judgments to supports safe nursing care.				
Evaluates the effectiveness of nursing care towards meeting patient outcomes.				
Participates in group critical thinking activities, e.g.: case studies, critical thinking situations, concept mapping, concept clarification, NCLEX-RN question, graphic organizers, Human simulator.				
PATIENT CENTERED CARING INTERVENTIONS				
Performs hand washing before and after each patient situation and each skill.				
Promotes the patient's dignity and privacy.				
Performs semester one skills competently				
Consistently adheres to all overriding critical elements regarding asepsis, communication, safety, professional behaviors, and universal/standard precautions.				
Maintains an environment free of potentially harmful elements.				
Administers oral and parental medications (except for intravenous medications), demonstrating the "five rights". Regulates intravenous solutions.				
Assesses cognitive, psychosocial, cultural, and spiritual status of assigned patient.				

TEACHING LEARNING				
Develops at least one teaching intervention for assigned patient based on assessed strengths, capabilities, barriers, and educational needs.				
Validates teaching interventions with instructor.				
Implements at least one teaching intervention for assigned patient based on assessed strengths, capabilities, barriers, and educational needs.				
INTERDISCIPLINARY				
Participates with other students or health team members in providing patient.				
Attends interdisciplinary rounds as applicable.				
Attends campus health initiatives as applicable.				
Explains the role of affiliating agencies in the health care delivery system.				

FINAL COURSE GRADE: (Based on grading criteria)

The comment sections allow both ongoing and summary discussion about the strengths and limitations of the student’s clinical performance. Please date and sign all comments. Use the back of the page as needed. This section should have summary comments from parties the end of the semester.

Dates of Absences _____

Tardiness _____

Instructor Comments

Instructor signature _____

Date _____

Student comments

Student Signature _____

Date _____

Final Grade: S _____

U _____



PHOTOGRAPHY CONSENT FORM/RELEASE

I, _____, hereby grant permission to St. Thomas University representatives to take and use: photographs and/or digital images of me for use in news releases and/or educational materials. These materials might include printed or electronic publications, websites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize without compensation to me. All negatives, prints, digital reproductions shall be the property of St. Thomas University.

(Date)

(Signature)

(Address)

(City, State, Zip)

