2018-2019
UNDERGRADUATE NURSING STUDENT HANDBOOK

Effective October 1, 2018
V2018.10.01

- Practical Nursing Diploma Program
- Professional Nursing Associate’s Degree Program
- Bachelor of Science in Nursing Degree Program
  - RN to BSN Entrance Option
  - Accelerated BSN Standard Entrance Option (A-BSN)
  - Accelerated BSN Second Degree Entrance Option (A-BSN)
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WELCOME TO THE RASMUSSEN COLLEGE SCHOOL OF NURSING

We are pleased to welcome our accepted students to the Rasmussen College School of Nursing. We understand that the acceptance process is rigorous, and we are confident that those selected have demonstrated the ability to be successful in their program and in their nursing career. In addition to the goal of preparing graduates to achieve nursing licensure, School of Nursing faculty work to ensure each graduate understands the importance of becoming a competent and professional nurse.

At the Rasmussen College School of Nursing, we set a high standard for professionalism. We understand that in addition to having a thorough understanding of nursing theory and the ability to perform required clinical procedures, a successful nurse needs to act in an ethical manner at all times, be committed to excellence, and exemplify professionalism in all aspects of nursing while being committed to patients, their families, and the community at large.

Students will find the faculty to be well qualified, personable, and sincerely invested in the progression of the student through the course of study. Faculty value student input and will work with the student body to ensure that students are represented at faculty meetings.

Faculty members are available to facilitate the learning experience and to guide and assist each student in achieving success. Diverse, innovative, and student-centered teaching techniques are utilized in a collaborative, interactive environment that promotes student learning. Exploration and modeling of nursing practice allows students to experience continued learning and feedback in a supportive atmosphere. Faculty members serve as mentors and help facilitate the student’s attainment of a safe, effective personal practice.

Faculty members publish student support hours and contact information within their course at the beginning of each quarter. In addition, Deans of Nursing are available to assist students with guidance. Students can also obtain computer technology assistance 24 hours a day by contacting the Personal Support Center at 866-693-2211 or help@personalsupportcenter.com. If a student has a concern regarding a particular course, they should address it with their faculty member. If a student has a concern or a complaint about the nursing program, they are encouraged to communicate the issue to the Dean of Nursing. If a student wants to file a grievance, they should follow the grievance policy described in the Rasmussen College Catalog.

On behalf of the School of Nursing, Deans, and Faculty, we wish students much success as they begin or continue their educational journey toward their successful and rewarding career in nursing.
INTRODUCTION

The Rasmussen College School of Nursing Handbook is provided to each of the nursing students upon admission. Each student is required to attend a School of Nursing Orientation Session where the policies and procedures contained in this document will be discussed in detail. It is the responsibility of the student to be familiar with the content of this handbook and to comply with the policies and procedures. Failure to comply may result in termination from the program. Rasmussen College School of Nursing retains the right to amend and update this document as necessary and to communicate revisions to students as they occur by providing addendums or other notification. The School of Nursing Handbook is a supplement to the Rasmussen College Catalog. In some cases, policies and procedures may be more defined in the School of Nursing Handbook.

RASMUSSEN COLLEGE STATEMENTS

The mission and philosophy of the Rasmussen College School of Nursing is congruent with the Rasmussen College Mission Statement, which is shown below. Actualization of our mission and philosophy is achieved through completion of the Student Learning Objectives as defined in this handbook.

Rasmussen College Mission

Rasmussen College is an institution of higher learning dedicated to global enrichment and meeting the evolving needs of our diverse communities.

With an emphasis on innovative programs, dynamic curriculum, and general education skills, we are committed to being a pioneer in the field of career focused education.

We empower our students, faculty, and staff to exceed the expectations of society through academic excellence, community enrichment, and service to the public good.

School of Nursing Mission

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and to educate students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.
School of Nursing Philosophy

The School of Nursing philosophy is anchored in the belief that nursing education should prepare students to function safely and effectively in the generalist role. We believe that nursing education should provide students an opportunity to progress within a laddered curriculum in order to enhance the profession of nursing and to serve as a foundation for life-long learning. Nurses should be prepared to provide ethical, holistic and compassionate care to diverse populations in a variety of settings. We feel that by incorporating into our curriculum the standards set forth by our governing bodies, the evidence-based research provided by our colleagues, and the values and criteria promoted by our national nursing organizations, our goal can best be accomplished.

Practical Nursing Student Learning Outcomes

Upon completion of the Practical Nursing Diploma program, the graduate will:

1. Apply safe, evidence-based, holistic, competent approaches to care for diverse individuals.

2. Demonstrate nursing knowledge, skills, and professional attitudes in order to provide safe, quality care for clients across the life span.

3. Utilize informatics, current evidence-based practice, and appropriate data when communicating and collaborating with an interdisciplinary health care team.

4. Identify the role of the practical nurse inclusive of caring for self, life-long learning, and professional accountability.

5. Participate within the interdisciplinary healthcare team in the development and modification of a client’s plan of care.

6. Practice nursing within the ethical, legal, and regulatory framework of the profession.

7. Display clinical judgment and critical reasoning to make effective nursing care decisions within the scope of practice.
Practical Nursing Program Outcomes

1. At least 60% of Rasmussen College School of Nursing students will complete the Program within 150% of the stated program length, beginning with enrollment in the first nursing course.

2. NCLEX-PN pass rates for the Rasmussen College School of Nursing PN Program’s most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

3. As contributors to a global community, at least 90% of the graduates will be working as a Licensed Practical Nurse within one year after graduation.

4. At least 80% of graduates responding to the graduate survey will indicate overall satisfaction, at a minimum score of 4.0/5.0, with the Program in preparing students to achieve the student learning outcomes via surveys conducted six to twelve months post-graduation.

5. At least 80% of employers responding to the employer survey will indicate overall satisfaction, at a minimum score of 4.0/5.0, with the Program in preparing entry-level graduates with the knowledge, skills, and attitudes to achieve the student learning outcomes via surveys conducted six to twelve months post-graduation.

6. In support of life-long learning, 10% of Program graduates will pursue additional education and/or certification in the fields of nursing or healthcare within one year of graduation.

Professional Nursing Student Learning Outcomes

Upon completion of the Professional Nursing Associate’s degree program, the graduate will:

1. Apply safe, evidence-based, holistic, competent approaches to care for diverse populations.

2. Model nursing knowledge, skills, and professional attitudes in order to provide safe, quality care for clients, families, and communities across the life span.

3. Integrate informatics, current evidence-based practice, and appropriate data when communicating and collaborating with an interdisciplinary healthcare team.

4. Exemplify the role of the professional nurse inclusive of caring for self, life-long learning, and professional accountability.
5. Demonstrate organizational, leadership, and management knowledge and skills to assign and delegate safe, competent, and quality care.

6. Select appropriate patient educational techniques, in conjunction with client collaboration, to promote health and wellness in clients in a variety of healthcare settings.

7. Practice professional nursing within the ethical, legal, and regulatory framework of the profession.

8. Utilize clinical judgment and critical reasoning to make effective and comprehensive nursing care decisions.

Professional Nursing Program Outcomes

1. At least 60% of Rasmussen College School of Nursing ADN Program students will complete the Program within 150% of the stated program length, beginning with enrollment in the first nursing course.

2. NCLEX-RN pass rates for the Rasmussen College School of Nursing ADN Program’s most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

3. As contributors to a global community, at least 90% of the graduates will be working as a Registered Nurse within one year after graduation.

4. At least 80% of graduates responding to the graduate survey will indicate overall satisfaction, at a minimum score of 4.0/5.0, with the Program in preparing students to achieve the student learning outcomes via surveys conducted six to twelve months post-graduation.

5. At least 80% of employers responding to the employer survey will indicate overall satisfaction, at a minimum score of 4.0/5.0, with the Program in preparing entry-level graduates with the knowledge, skills, and attitudes to achieve the student learning outcomes via surveys conducted six to twelve months post-graduation.

6. In support of life-long learning, 10% of Program graduates will pursue additional education and/or certification in the fields of nursing or healthcare within one year of graduation.
Bachelor of Science in Nursing Student Learning Outcomes

RN to BSN Entrance Option
Accelerated BSN Standard Entrance Option (A-BSN)
Accelerated BSN Second Degree Entrance Option (A-BSN)

1. Construct safe, evidence-based, client-centered, culturally competent, holistic approaches to care for diverse individuals and communities.

2. Integrate nursing knowledge, skills, and professional attitudes to improve safe, quality care for clients, families, and communities across the life span, seeking care within all types of healthcare systems.

3. Communicate and collaborate with an interdisciplinary health care team based on informatics and technology literacy; current evidence-based practice and nursing research; and appropriate data and information appraisal.

4. Construct a framework with a beginning set of knowledge, skills, and competencies that exemplifies the role of the professional nurse inclusive of caring for self and professional development (continuing education, life-long learning, and potential graduate study).

5. Select appropriate organizational, leadership, and management concepts to design, coordinate, and manage direct and indirect quality care.

6. Utilize accepted educational theories and concepts in conjunction with client collaboration to promote health and wellness in clients across the life span.

7. Display professional nursing behaviors within the ethical, legal, moral, and regulatory framework of the profession.

8. Illustrate the use of critical thought through further development of clinical judgment and decision-making skills consistent with the nursing process, caring relationships, and within the scope and standards of safe nursing practice.
Bachelor of Science in Nursing Program Outcomes

RN to BSN Entrance Option
Accelerated BSN Standard Entrance Option (A-BSN)
Accelerated BSN Second Degree Entrance Option (A-BSN)

Upon completion of the baccalaureate nursing program the graduate will:

1. As contributors to a global community, 90% of the Program graduates will remain employed as a Registered Nurse or advance their career within the scope of the BSN generalist role, as measured within one year of graduation.

2. In support of lifelong learning, the Program graduates will be prepared to further their education in the fields of nursing or health care. Within one year of graduation, 50% of students will have obtained continuing education units, additional professional training, presented at a conference, or begun furthering their academic nursing credential.

3. In support of service to students, 85% of the Program graduates will indicate that the Program fulfilled their expectations and that they would recommend the Program to others.

4. Of the responding employers, 70% will indicate satisfaction with the Program graduates’ preparedness and knowledge, skills, and attitudes necessary to serve diverse communities, as measured within one year of graduation.

5. Consistent with the goals of an institution of higher learning, at least 70% of Rasmussen College School of Nursing BSN Program students will complete the Program within 150% of the stated program length.

PREPARING FOR THE NURSING COURSES

Time and Commitment

The nursing program requires a significant commitment of time devoted to study. Students in all programs typically spend in excess of three hours preparing for each hour of theory lecture. Students in programs requiring clinical experiences typically spend in excess of eight hours preparing for each clinical session. Clinical experiences for the Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program can be scheduled during the day, evening, or night and on any day of the week including weekends. Many students study five to six hours each day while completing their nursing studies. Students often describe the time commitment as rigorous, demanding, and rewarding.
Recommendation Regarding Employment

Due to the time needed to prepare for and attend lectures, labs, and clinical experiences, it is recommended that Practical Nursing Diploma program students and Professional Nursing Associate's degree program students do not commit to full-time employment while enrolled. For the safety of students and patients, it is recommended that students not exceed 12 hours at a place of employment and clinical combined within any 24 hour period. Additionally, due to the rigorous and time consuming nature of the Bachelor of Science in Nursing Accelerated Entrance Option(s) curriculum, outside employment is not recommended.

Student Representation on Faculty Governance

The School of Nursing provides students with various opportunities to participate in governance at the College and Program level. At the College level students have the opportunity to participate in the College Leadership Training Program, as well as through the completion of periodic College satisfaction survey(s). At the campus level, students have the opportunity to attend a portion of Nursing Faculty Meetings and attend Advisory Committee Meetings to provide input and feedback regarding the nursing program; students that are selected may participate and share in Nursing Faculty Meetings until confidential or student performance/discipline concerns are discussed, at which point the student representatives are excused. Students on several campuses have established a Student Nurse Organization (SNO) in order to further define the voice of the nursing student; this option is facilitated at the campus level and the SNO officers and participants work collaboratively with the Dean of the School of Nursing and School of Nursing faculty in order to participate in and contribute to the health of the College, campus, and curriculum. In addition to the opportunities stated above, students may share ideas or concerns with any faculty member, staff, or dean at any time in person, via e-mail, phone, or written format.

Student Participation in Evaluative Process

Students are invited and encouraged to contribute to the continuous improvement of the School of Nursing programs through active and regular participation in the evaluative processes for program(s) of study, courses, faculty, and preceptors.

In addition to the opportunities for feedback, input, and participation listed in the section above, students are also asked and encouraged to complete all end-of-course evaluations, as well as faculty and preceptor evaluations. Additionally, active students are asked to complete the annual Student Satisfaction Survey, and graduates of a School of Nursing program are asked to respond to a post-graduation survey which is sent six months after
the graduation date of each student cohort. Evaluation criteria are clearly defined within each survey vehicle in order to ensure that students’ feedback is accurately analyzed and communicated. All surveys are delivered electronically.

PROGRESSION THROUGH THE CURRICULUM

Essential Functions for Admission and Progression

Essential functions are those processes, procedures, or behaviors that nurses must perform in the ordinary performance of their duties. They are non-academic qualities that employees must possess to be successful in the field. Students in the Rasmussen College School of Nursing must carry out several essential functions in order to safeguard patients, fellow students, instructors, and the general public. These essential functions are also necessary for the student to successfully complete the Rasmussen Nursing program. Detailed information on the performance levels required for success in each course may be found in the syllabus associated with each individual course.

Note: If you have a disability and think that you may require a reasonable accommodation to meet these essential functions, please contact the Campus Accommodations Coordinator (CAC) on your campus as soon as possible, to begin the process for requesting a reasonable accommodation.

These essential functions include, but are not limited to:

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<th>ESSENTIAL FUNCTION</th>
<th>STANDARD</th>
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<td>CRITICAL THINKING</td>
<td>Ability to have clinical judgment to provide safe, quality patient care; ability to acquire, assimilate, integrate, and apply information, and problem solve.</td>
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<td>INTERPERSONAL</td>
<td>The student must be able to recognize and accept responsibility for their own mistakes and behavior, without making excuses or blaming others.</td>
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<td>The student must demonstrate acceptance of differences of race and culture.</td>
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<th>EXAMPLES OF NECESSARY ACTIVITIES (Not all-inclusive)</th>
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<td>Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to normal priorities of care, respond appropriately to emergency situations.</td>
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<td>Establish therapeutic relationships with patients and other professionals as well as establishing rapport with other individuals.</td>
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<td>ESSENTIAL FUNCTION</td>
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<td>COMMUNICATION</td>
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<td>SENSORY</td>
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<td>MOTOR SKILLS</td>
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<td>MOBILITY</td>
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<td>ESSENTIAL FUNCTION</td>
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<td>require sitting, standing, or walking for extended periods of time. The student must be able to lift and transfer patients up to six inches from a stooped position, then push or pull the patient up to three feet. In addition, the student must be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers. The student must be able to physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR. The student must be able to physically perform up to a 12 hour clinical experience.</td>
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<tr>
<td>BEHAVIORAL</td>
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<td>COGNITIVE</td>
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<td>assignments, research, and evaluate literature sources. Ability to successfully complete written, computer-based assignments and maintain appropriate records. Ability to complete written/oral and computer examinations.</td>
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<td>ETHICAL</td>
<td>Uphold honesty and personal integrity in all campus/clinical activities. Function as a patient advocate when planning and implementing nursing care.</td>
<td>Acting as a patient advocate at all times and speaking on behalf of the patient’s well-being when he/she is unable to do so. Reporting unethical or dangerous behavior that could affect patients or the campus community in general. Plagiarism, cheating, withholding required information, falsifying documents, providing false information and reconstructing tests are some examples of unethical behavior.</td>
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**Disability Accommodations**

The mission of Rasmussen College regarding disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator (CAC) to request such services. Students who are unsure who to contact should check with their Dean of Nursing or Campus Director.

**Transfer to another Rasmussen Campus**

Students wishing to transfer non-nursing courses will follow the transfer guidelines listed in the Rasmussen College Catalog.
Students wishing to transfer to another Rasmussen College campus within the same nursing program (e.g. practical nursing to practical nursing) need to meet with the Deans of Nursing of both campuses for approval. The decision will be made jointly by the Deans and at their discretion.

Students wishing to transfer to another Rasmussen College campus in a different nursing program (e.g. practical nursing to professional nursing) will need to meet the admissions requirements of the new program at the new campus.

**Repeating Course Policy for General Education Courses**

Nursing students who receive failing grades in general education courses should refer to the Repeating Courses Policy in the Rasmussen College Catalog.

**Repeating Course Policy for Nursing Courses**

The School of Nursing allows students to fail one nursing course within the core nursing curriculum. (NU, NUR, PN, PRN, HUN, & NGR coursework). However, a second failure, whether it be the same nursing course or any other nursing course will result in dismissal from the nursing program. Core nursing courses may need to be repeated in a program of re-entry based upon course expiration periods as defined in the Nursing Program Reentry Policy and as allowed by the School of Nursing Course Expiration Policy.

**Nursing Course Expiration Policy**

Students who qualify for re-entry into a nursing program may receive credit for previously completed core nursing curriculum courses. Application of credit in Major and Core Courses in the School of Nursing will be available based upon the following course expiration periods and restrictions:

- Previously attempted nursing coursework with either a lab and/or clinical component has a four quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within four academic quarters following the most recent quarter of nursing program attendance.
- Previously attempted nursing coursework with no lab and/or clinical component has a twelve quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within twelve academic quarters following the most recent quarter of nursing program attendance.
- If the program of reentry does not require a previously completed course, no credit will be awarded.
Dismissal from the Program

All students will adhere to the conduct/dismissal policy outlined in the college catalog. In addition, students are expected to follow the rules and regulations of the hosting clinical site, including but not limited to OSHA, HIPAA, Joint Commission, state regulations, federal regulations, clinical site accrediting bodies, and those put forth by Rasmussen College. Failure to comply with rules and regulations may result in immediate dismissal from the site, failure of the course, and/or dismissal from the program.

Students may fail the course or may be dismissed from the program if their performance or behavior places the student, client, classmate, staff, or faculty in an unsafe or illegal situation. Examples of such situations include, but are not limited to, the following:

- Leaving the assigned area without prior permission of the instructor
- Unsafe care and/or practicing outside of scope
- Performing a procedure without approval from appropriate instructor
- Medication error and/or medication administration without faculty supervision
- Refusal to participate in a procedure as directed by appropriate instructor
- Inadequate preparation
- Removal by the clinical site

If removal from the class, lab, or clinical site is required, the student must meet with the instructor and/or Dean of Nursing prior to returning.

Program Re-Entry Policy

Students who have been administratively withdrawn from a School of Nursing program for disciplinary or conduct reasons may not be eligible for re-entry into any School of Nursing program and may not be eligible for re-entry to Rasmussen College.

Additionally, students who have been dismissed from a School of Nursing program, those who fail two core nursing courses, or those who fail the same core nursing course twice are not eligible for re-entry into the same program within the School of Nursing until four full academic quarters have passed since the date of programmatic withdrawal.

Re-entry into a previously attempted nursing diploma, associate’s degree, or bachelor’s degree entrance option is limited to one time for students withdrawn for not meeting program standards as defined in the Nursing Handbook.

Nursing students will have their previously completed nursing core courses (as designated by course prefix NU, NUR, PN, PRN, HUN, & NGR) assessed against the current program to determine which course(s) will be applied to the program into which they are enrolling. All previously completed general education courses will be applied as required in the program.
Rasmussen College will allow the student to re-enter at the appropriate level in a current program if a space in the program is available and all other re-entry requirements are met.

All core Nursing coursework, whether passed or failed, from any prior enrollment will remain on the student's academic record. When a nursing student re-enters after the course expiration period as defined in the School of Nursing Course Expiration Policy, no previously failed core nursing courses will apply for the purpose of determining the number of failed core nursing courses or apply for the purpose of determining Satisfactory Academic Performance (SAP).

For graduates of a Rasmussen College Nursing program who are returning for a subsequent Nursing credential, no previously failed core nursing courses will count for the purpose of determining the number of failed core nursing courses in the new enrollment. All core nursing coursework whether passed or failed will remain on the student's academic record. All previously passed or failed unexpired core nursing courses will apply for the purpose of determining Satisfactory Academic Performance (SAP).

**NCLEX Eligibility**

Each state defines the process for applying to take the NCLEX-RN or NCLEX-PN licensure examinations. Students should determine the licensure requirements for the state in which they intend to work.

**NCLEX Reimbursement Eligibility**

School of Nursing graduates are not eligible for NCLEX exam fee reimbursement by the college, except under the following conditions:

School of Nursing graduates that started prior to October 2014 are eligible for NCLEX exam fee reimbursement by the college.

School of Nursing graduates that started between October 2014 and July 2015 are eligible for NCLEX exam fee reimbursement by the college with the following limitations:

- Reimbursement of the NCLEX exam fees is only valid for first-time testers.
- The graduate will have up to 75 days from the official date of graduation to complete their exam in order to be eligible for NCLEX fee reimbursement.
- The window for requesting reimbursement, not to exceed 75 days, will commence on the official date of graduation, as noted in the academic record, as verified by the college registrar.
STUDENT RESPONSIBILITIES

Background Information Disclosure

The Rasmussen College Catalog outlines the background check policy and procedure that will be followed by the School of Nursing for admission to the Practical Nursing Diploma program, Professional Nursing Associate's degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program in all states. A background check is not a condition of admissions for students entering the Bachelor of Science in Nursing degree program through the RN to BSN Entrance Option. Program acceptance is not final until the Background Check Committee issues a “clear to proceed memo” to the campus. Additionally, a student enrolling in a program that requires a background check will not have his/her financial aid submitted until the student is determined to be eligible.

Practical Nursing Diploma program, Professional Nursing Associate's degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students at Minnesota campuses are required to submit to a background check study through the Minnesota Department of Human Services annually throughout enrollment in the program. Gaps between the expiration of the current background study and the renewal of the Minnesota Department of Human Services background study may result in dismissal from the program.

Active Practical Nursing Diploma program, Professional Nursing Associate's degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students in all states are required to immediately self-disclose to the Dean of Nursing any new arrests, court orders, court dispositions, probation violations, and/or convictions involving the student that take place after admission to the program. A formal review of the new criminal history information will be conducted by the College, which may lead to disciplinary action up to and including dismissal from the program. Rasmussen College may be required to report the new criminal history information to clinical sites and/or state agencies as required by contract or statute. Failure to disclose new criminal history information may also lead to disciplinary action up to and including dismissal from the program.

State Boards of Nursing reserve the right to deny an applicant's ability to take the NCLEX exam and licensure to any individual with a criminal history or conduct that violates other grounds for discipline. Students with a criminal history are responsible for contacting the Board of Nursing in their state to determine license eligibility.
CPR Certification

Students enrolling in the Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program are required to submit documentation of CPR certification by the end of the first Friday of the first quarter of enrollment, or before the first day of clinical attendance only if clinical attendance begins prior to the first Friday of the first quarter of enrollment. Certification must be kept current throughout active enrollment in the program. The School of Nursing recognizes the following certifications, and one of the following is required:

- Certification from the American Heart Association is only acceptable in the form of a certification card from the BLS Provider Course or BLS for Healthcare Provider Course.
  - If you submit a certification card, you must include a scan of the front and back of the certification card, and the card must be signed by the cardholder where indicated.
  - If you submit an eCard or wallet-sized eCard, it must contain a QR barcode that directs back to the American Heart Association verification site.
  - A temporary letter from the course provider will be accepted temporarily until the certification card arrives. A renewal requirement will be added to your immunization tracker for 6 weeks later to remind you of the requirement to submit the certification card.

- Certification from the American Red Cross is acceptable in the form of a certification card or a certificate of completion with QR barcode from the CPR/AED for Professional Rescuers and Health Care Providers Course or BLS for Healthcare Providers Course.
  - If you submit a certification card, you must include a scan of the front and back of the certification card, and the card must be signed by the cardholder where indicated.
  - If you submit a certification of completion, it must contain a QR Barcode that directs back to the American Red Cross verification site.
  - A temporary letter from the course provider will be accepted temporarily until the certification card or certificate of completion with QR barcode arrives. A renewal requirement will be added to your immunization tracker for 6 weeks later to remind you of the requirement to submit the certification card.
Physical Examination

Students enrolling in the Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program are required to submit documentation of a physical examination on the physical examination form provided by the College. It must be submitted by the end of the first Friday of the first quarter of enrollment, or before the first day of clinical attendance only if clinical attendance begins prior to the first Friday of the first quarter of enrollment. The physical must be completed within the previous 12 months and annually if required by clinical sites.

Immunizations and other Medical Testing

Documentation of the following is required of all students in the Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program according to the stated due dates in the table below. Immunizations and other testing must be kept current throughout their active enrollment in the Rasmussen College School of Nursing.

Students with a qualified medical contraindication or religious objection to any vaccine must sign and submit the Immunization Declination Form (See Appendix). Rasmussen College will review the form and documentation to determine if the contraindication meets current CDC guidelines for approval.
### Requirement | Acceptable proof
--- | ---
**Hepatitis B** | One of the following is required:
- 3-injection vaccination series administered before 10/1/2017.  
  - Acceptable documentation must include a form signed by a medical professional or records released from a medical facility or immunization registry.  
  **DUE:** If using this option, documentation of dose one is due by the 5th business day of the first term of enrollment. Documentation of the completed three-dose series must be received before the first day of clinical attendance.
- 2- or 3-injection vaccination series administered after 10/1/2017.
  - Acceptable documentation must include a form signed by a medical professional or records released from a medical facility or immunization registry.
  - If your Hepatitis B vaccine was administered after 10/1/2017, then documentation must state the pharmaceutical name of the vaccine (i.e., ENGERIX-B, RECOMBIVAX HB, TWINRIX or HEPLISAV-B) to be able to determine if the series being administered is a two-dose or three-dose series. If the pharmaceutical name is not indicated, the documentation will be rejected.  
  **DUE:** If using this option, documentation of dose one is due by the 5th business day of the first term of enrollment. Documentation of the completed two-dose or three-dose series must be received before the first day of clinical attendance.
- Positive anti-HBs titer (HBsAg, anti-HBc, IgM anti-HBc are not acceptable)
  - If titer is negative or equivocal, a repeat series is required.
  - Acceptable proof includes a laboratory report with reference ranges or official documentation from healthcare provider specifically indicating that a titer was drawn and the results of the titer were “positive”, “immune,” or other such indication that the patient has immunity.  
  **DUE:** If using this option, documentation is due by the 5th business day of the first term of enrollment.

**MMR** | One of the following is required:
- 2 doses of MMR vaccine administered a minimum of 28 days apart at any time during your lifetime.  
  - Acceptable documentation must include a form signed by a medical professional or records released from a medical facility or immunization registry.  
  **DUE:** If using this option, documentation of dose one is due by the 5th business day of the first term of enrollment. Documentation of the completed two-dose series must be received before the first day of clinical attendance.
- Positive IgG antibody titers for all 3 components.
  - Acceptable proof includes a laboratory report with reference ranges or official documentation from healthcare provider specifically indicating that a titer was drawn and the results of the titer were “positive”, “immune,” or other such indication that the patient has immunity.
  - If the titer result is negative or equivocal, then you are required to provide documentation that you have previously received 2 doses of MMR vaccine. If you are unable to produce such records, then you will be required to receive a repeat series consisting of 2 doses of MMR vaccine administered a minimum of 28 days apart.  
  **DUE:** If using this option, documentation is due by the 5th business day of the first term of enrollment.

**Varicella** | One of the following is required:
- 2 doses of varicella vaccine administered a minimum of 28 days apart at any time during your lifetime.
  - Acceptable documentation must include a form signed by a medical professional or records released from a medical facility or immunization registry.  
  **DUE:** If using this option, documentation of dose one is due by the 5th business day of the first term of enrollment. Documentation of the completed two-dose series must be received before the first day of clinical attendance.
- Positive IgG antibody titer for varicella
  - Acceptable proof includes a laboratory report with reference ranges or official documentation from healthcare provider specifically indicating that a titer was drawn and the results of the titer were “positive”, “immune,” or other such indication that the patient has immunity.
  - If the titer result is negative or equivocal, then you are required to provide documentation that you have previously received 2 doses of varicella vaccine. If you are unable to produce such records, then
you will be required to receive a repeat series consisting of 2 doses of varicella vaccine administered a minimum of 28 days apart.  
**DUE:** If using this option, documentation is due by the 5th business day of the first term of enrollment. Please note that history of disease is NOT acceptable to meet this requirement.

### Tetanus, Diphtheria, Pertussis
- Documentation of immunization to tetanus, diphtheria, and acellular pertussis is acceptable if it meets one of the two following conditions:
  - One dose of the Tdap vaccine within the past 10 years signed by administering medical professional or records released from a medical facility or immunization registry,
  - Or, one dose of the Tdap vaccine administered in the patient’s lifetime followed by one dose of the TD vaccine within the past 10 years.  
  **DUE:** Documentation is due by the 5th business day of the first term of enrollment.  
This vaccination must be renewed every 10 years and must remain current throughout enrollment.

### Tuberculosis Testing
- Documentation of one of the following tests signed by administering medical professional or released from a medical facility:
  1. **Two-step Mantoux PPD Testing Option:** Two (2) negative Mantoux PPD tests with skin test measurement reading or indication of negative interpretation administered within twelve (12) months prior to submission. The two tests must be administered a minimum of one week apart and no more than three weeks apart. After the initial two-step testing, one (1) Mantoux PPD test or tuberculosis blood test is required annually throughout the patient’s enrollment in the program.
  2. **History of Annual Mantoux Testing:** History of annual one-step Mantoux PPD testing for a minimum of two consecutive years. To qualify for history of annual one-step, one (1) Mantoux PPD test is required within 12 months prior to submission, and documentation of a prior one-step Mantoux test no less than 10 months and no more than 12 months before the most recent test is required. One (1) Mantoux PPD test or tuberculosis blood test is required annually throughout the patient’s enrollment in the program.
  3. **Tuberculosis Blood Test:** Negative QuantiFERON®-TB Gold Test or Negative T-SPOT®.TB Test administered within twelve (12) months prior to submission. A repeat tuberculosis blood test or one (1) Mantoux PPD test is required annually throughout the program.
  4. **Chest X-Ray:** A negative chest x-ray within the past 5 years is acceptable documentation on its own without showing documentation of prior positive testing. However, if you submit a Mantoux PPD, QuantiFERON®-TB Gold Test, or T-SPOT®.TB tests and the results are positive, then a negative chest x-ray report subsequent to the positive test signed by a medical professional stating that the patient does not have an active TB infection is required. Patient shall renew x-ray report once every 5 years throughout their enrollment in the program.  
  **DUE:** Documentation is due by the 5th business day of the first term of enrollment.

### Influenza
- The following is required:
  - One dose of influenza vaccine administered between September 1 and April 30 signed by administering medical professional or records released from a medical or immunization registry.
  - This vaccination must be renewed every year. Seasonal vaccination is due by October 1 throughout enrollment.
  - Acceptable documentation must include a form signed by a medical professional or records released from a medical facility or immunization registry. If the administration date of your vaccination falls outside of the September 1 to April 30 dates, then your documentation must also show the flu season for which the vaccination applies.
  **DUE:** For entrants starting in October, January, and April, documentation is due by the 5th business day of the first term of enrollment. For entrants starting in July, documentation is due by October 1.

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**Chemical Use and/or Abuse Policy**

Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students may be required to submit to a pre-employment-type drug screening
prior to being assigned to a clinical site. Failure to pass the drug screening may result in termination from the nursing program and the College. If there is a reasonable suspicion that a student has used or is using, possessing, transferring, or selling alcohol or illegal drugs, the student may be tested pursuant to the clinical site’s employee and volunteer drug and alcohol testing policy. At some sites, the fees associated with testing will be the responsibility of the student.

If the tests are confirmed positive:
• The clinical faculty will complete documentation reporting the incident.
• The student will be immediately dismissed from the clinical site after safe transportation has been arranged by the student and approved by the faculty member present.
• Course faculty will submit the documentation to the Dean of Nursing within 24 hours and a disciplinary review will follow.
• The student will be subject to disciplinary action according to policy and recommendations.

Pregnancy Policy

Practical Nursing Diploma program, Professional Nursing Associate's degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students who become pregnant must notify the Dean of Nursing as soon as possible following discovery. Students will need to complete the Pregnancy Notification Form (See Appendix), which includes a statement from the student's healthcare provider allowing continuance through the program and clinical experiences. In addition, the student is required to adhere to the current policies and guidelines of the clinical partner. After delivery, a release statement from the healthcare provider will be required before allowing the student to resume clinical experiences.

Health and Safety Statement

Practical Nursing Diploma program, Professional Nursing Associate's degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students will abide by all safety protocols outlined in the Rasmussen College Safety and Health Manual when working in the nursing laboratories on campus. The Safety and Health Manual is available in the nursing laboratories on campus.

In order to minimize risk of exposure to blood borne pathogens, students will practice all non-invasive or invasive procedures utilizing Standard/Universal Precautions. Additionally, students will follow Rasmussen College’s Exposure Control Plan as outlined in the Health and Safety Manual.
In the event of a medical emergency, an injury, an accidental exposure to hazardous gases, chemicals or material, or a needle stick or cut, regardless of the severity, it will be the responsibility of the student to promptly report the injury or exposure to the instructor. Incident reports will be filed according to the procedures found in the Safety and Health Manual. Incidents at the clinical site will be reported following the protocols of the clinical partner in addition to the procedures found in the Safety and Health Manual.

**Invasive Procedure Policy**

Practical Nursing Diploma program, Professional Nursing Associate's degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students will learn invasive procedures within the program and will be performing procedures in a clinical setting. However, it is the policy of the Rasmussen College School of Nursing that students do not practice invasive procedures, such as injections, on themselves, other students, or faculty.

**Communication Policy**

Communication to the student via email will be posted to students' smail.rasmussen.edu account. Students are encouraged to check their emails frequently for messages from faculty members or the College.

**Nursing Programs Grading Scale**

Students are required to earn at least a "C" in their nursing courses. This applies to all NU, NUR, HUN, PN, and PRN coursework level 000 through 4999. The grading scale for these courses is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 94%</td>
</tr>
<tr>
<td>B</td>
<td>93% to 85%</td>
</tr>
<tr>
<td>C</td>
<td>84% to 78%</td>
</tr>
<tr>
<td>F</td>
<td>Below 78%</td>
</tr>
</tbody>
</table>

In order to pass the course, students are required to achieve an overall TOTAL EXAM SCORE AVERAGE at or above a threshold of 78% for all exams taken within the nursing course. Neither the threshold calculation or the individual exam percentages will be rounded up, for example 77.9% equals 77%.

- Exam score averages as a passing threshold: Each course exam will be individually calculated, earning a distinct percentage. Exam “percentages” (not points) will then be
added individually and divided by the number of exams in the course in order to
determine achievement of the 78% benchmark.

• Example: if there are four exams in the course, and the results of exam one (50
questions) = 80%, exam two (50 questions) = 78%, exam three (50 questions) = 89% and
final exam (100 questions) = 76%, the TOTAL EXAM SCORE AVERAGE would be 80%
\(\frac{(80+78+89+76)}{4}\).

Once the 78% total exam score average threshold has been met, the final grade for the
nursing course will be calculated based on all incorporate points earned for exams,
assignments, quizzes, and other coursework requirements.

• Students who successfully reach the 78% exam average threshold as calculated above
will then have the course grade determined by an overall course point calculation which
includes all earned points as outlined in the course syllabus.

Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and
the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing
program core courses may contain a co-requisite lab component, co-requisite clinical
learning component, or both in addition to the lecture component of a course. Satisfactory
performance in the lecture component (score of 78% or higher) and a satisfactory
assessment in the laboratory and/or clinical experience are required to earn a passing
grade in the course. If a satisfactory assessment is achieved in the lab and/or clinical
learning experience, courses with multiple components will receive a coordinated grade for
each component equivalent to the earned grade in the lecture component.

Failure to earn a satisfactory assessment in any one component will result in failure of all
components of the course.

It should be noted that space may not be available for the student needing to repeat a
course. Priority will not be given to those needing to repeat a course due to failure. Students
who fail a course twice will be dismissed from the nursing program.

Incomplete Grade Policy and Policy for Change of Grade

The Incomplete Grade Policy and Policy for Change of Grade apply to students in the School
of Nursing, with the following exceptions:

Professional Nursing Associate’s Degree Program and Bachelor of Science in Nursing
Standard Entrance Option and Second Degree Entrance Option:

In order for a Professional Nursing Associate’s degree program or a Bachelor of Science in
Nursing Standard Entrance Option and Second Degree Entrance Option student to complete
and receive a final passing grade in the programmatic coursework that delivers two
proctored NCLEX Comprehensive Predictor Exams, the student must earn an individual
score (benchmark) on one of the two proctored Comprehensive Predictor Exams which equates to a 95% probability of passing the NCLEX exam. All students are required to take the two exams. If the student is not successful in reaching the required individual score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark on the Comprehensive Predictor Exam. Students who achieve the required individual score within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the required individual score during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

**Practical Nursing Diploma Program:**

In order for a Practical Nursing Diploma program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn an individual score (benchmark) on one of the two proctored Comprehensive Predictor Exams which equates to a 92% probability of passing the NCLEX exam. All students are required to take the two exams. If the student is not successful in reaching the required individual score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark on the Comprehensive Predictor Exam. Students who achieve the required individual score within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the required individual score during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

**Dosage Calculation Policy**

A dosage calculation examination is given in Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program courses where students are responsible for administration of medication. Students must pass the exam the first week of the course. The exam is leveled to the didactic and clinical content the student is entering. Calculators will be provided to the student by the faculty proctoring the exam. A grade of 100% must be achieved. Students who fail the first exam will be placed on an individualized remediation plan, which may include activities such as small group work, the ATI Dosage and Calculation tutorial or one-to-one tutoring.
One opportunity will be given to retake the exam and achieve 100%. Students who fail the second math exam will be withdrawn from the course.

The student must pass the exam before administering medications in the clinical setting.

**ATI Policy**

Rasmussen College utilizes Assessment Technologies Institute (ATI) to complement and assess the student learning. The resource includes review modules, tutorials, practice and proctored assessments, Proctored Content Mastery Examinations (CMS), as well as focused content review and remediation. In some nursing courses, ATI assessments and activities may contribute to the overall course grade. Students should consult their syllabus or course instructor for details regarding ATI content for each individual course.

Benchmark demonstrating satisfactory mastery of content:
- ATI CMS sub-scales, practice assessments, tutorials, simulations, and quizzes - 70% or higher.
- ATI Proctored CMS Proficiency Level 2

**ATI Testing**

- ATI Proctored Content Mastery Examinations are administered in a variety of courses.
- Students are expected to take all examinations as scheduled by the faculty.
- Students MUST present their state issued ID for all proctored ATI examinations. If a student does not present with their ID they will not be admitted in the testing environment.
- Eligibility to take the Comprehensive Predictor in the PN, ADN, and A-BSN programs is dependent upon the achievement a Proficiency Level 2 on the following ATI Proctored CMS:
  - PN Program- Fundamentals, Mental Health, Maternal Newborn, Nursing Care of Children, Pharmacology, Adult Medical Surgical, and Management.
  - ADN/ A-BSN- Nutrition, Fundamentals, Mental Health, Maternal Newborn, Nursing Care of Children, Pharmacology, Adult Medical Surgical, Community Health, and Leadership.

**Remediation**

- Remediation is required for ATI activities based on student performance. Students are required to complete the standardized ATI CMS Remediation template for sub-scales below 70%. Retakes on the ATI Proctored CMS examination will not be permitted until remediation has been completed. Content areas may include: Management of Care, Safety & Infection Control, Health Promotion and Maintenance, Psychosocial Integrity, Basic Care & Comfort, Pharmacological & Parenteral Therapies, Reduction of Risk Potential, and Physiological Adaption.
Attendance

Bachelor of Science in Nursing degree program students who are enrolled in the RN to BSN Entrance Option will follow the Rasmussen College attendance policy. In addition to the Rasmussen College attendance policy, the Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program have specific attendance requirements, which include:

Classroom Attendance

Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students are expected to be on time and attend all classes in their entirety. If the student is absent, it is up to the student to obtain any assignments, lecture notes and course readings missed.

- Quizzes may not be made up
- Make up exam arrangements must be made through your instructor. Students need to consult the course syllabus for procedures for exam make up

Clinical/ Lab/ Simulation Experience Attendance

- Experiential learning, such as clinical/ lab/simulation requires participation by the student to comprehend and apply learning objectives. Many of the objectives cannot be met or evaluated outside of a clinical setting. It is not always reasonable or feasible for faculty members to offer a “make-up” or alternate experience that would meet the learning objectives.
  - Students are expected to be on time for all experiential learning
  - A no show/no call absence may lead to failure of course
  - Students are expected to consult the course syllabus for implications caused by tardiness and/or absenteeism to an experiential learning environment
- Only students who are assigned to be on or at a clinical site should be present at that site. Students who carpool together to a single site and who are on different units may wait for the other members of their party in the clinical site’s public areas and not on the assigned units.

HIPAA Compliance

Students in all School of Nursing programs will comply with all federal Health Insurance Portability and Accountability Act (HIPAA) guidelines. In the clinical environment, students in the Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program may obtain information pertaining to a client that is of a confidential
nature. This information must not be discussed outside of the clinical unit or clinically assigned learning space nor in the presence of others who have no connection with the care of the client. Student concerns regarding the clinical site should brought forward to instructor, appropriate faculty, or Dean of Nursing.

Additionally, the following HIPAA guidelines will direct Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program student behaviors:

1. At the time of program orientation, all students and instructors entering the nursing program will be introduced to patient confidentiality (HIPAA) requirements and the Rasmussen College School of Nursing policy.

2. Students will study the Health Insurance Portability and Accountability Act (HIPAA) especially as it relates to protected health information in various courses throughout the curriculum. Broad content objectives are that students will be able to a) describe the intent of HIPAA, b) implement professional practices that protect patient’s privacy, c) incorporate practices that protect security of electronic protected health information.

3. Subsequent to the HIPAA programming, students will be required to sign an acknowledgement that they have received HIPAA information, and that they understand HIPAA regulations and the Rasmussen College School of Nursing HIPAA policy and procedure.

4. A standard summary statement regarding the Rasmussen College School of Nursing policy and federal HIPAA regulations will be included in every course syllabus.

5. Students and instructors will participate in any requisite HIPAA in-servicing might be required by affiliating clinical agencies prior to or during clinical rotations.

6. Clinical instructors will remind students of the patient confidentiality policies and procedures during clinical orientation each rotation, including warnings against improper use of social media.

7. Periodically, clinical instructors will extend brief contemporary case scenarios illustrating the gravity of HIPAA infractions in practice situations.

8. Students who breach patient confidentiality will be subject to the following corrective action and/or consequences. Any offense of inadvertent or accidental breach of confidentiality will be documented. A report will be completed by the clinical instructor, and forwarded to the Nursing Dean for corrective action.
<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Process</th>
<th>Corrective Action</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inadvertent or accidental breach of confidentiality that may not actually result in disclosure of patient information.</td>
<td>Discussion between student and instructor.</td>
<td>Re-education and improvement expectations developed and communicated in writing (HIPAA incident report form, attached).</td>
<td>Documentation that communication between student and instructor occurred submitted to Dean, and then placed appropriately in student record.</td>
</tr>
<tr>
<td>2. One repeat offense of violation #1 at any point in nursing program.</td>
<td>Dean consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Nursing Dean to address consequences.</td>
<td>Depending on severity and clinical agency action (if any) student may a) fail the course, or b) be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
<tr>
<td>3. Sharing computer password; leaving electronic protected health information exposed at any point.</td>
<td>Dean consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Nursing Dean to address consequences.</td>
<td>Depending on severity and clinical agency action (if any), student will a) fail the course, or b) be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
<tr>
<td>4. Inappropriately accessing a patient's record without a need to know (e.g., accessing record of family or friend out of curiosity – no legitimate reason to know information).</td>
<td>Dean consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Nursing Dean to address consequences.</td>
<td>Student will be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
<tr>
<td>5. Accessing and using patient information for personal use or gain or to harm another individual.</td>
<td>Dean consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Nursing Dean to address consequences.</td>
<td>Student will be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
</tbody>
</table>
Dress Code

To protect the safety of students and patients, Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program students adhere to the following standards of appearance in nursing laboratories and clinical settings. If the appearance of the student does not meet the requirements of the dress code or is judged inappropriate, the student will not be allowed entrance into the clinical area and will be counted absent.

- Uniforms are to be worn for all clinical experiences and labs (unless otherwise indicated by the facility or instructor).
- Uniforms must be clean, neatly pressed, and pants must be at an appropriate length.
- No clogs, sandals, canvas shoes, or open-toed shoes may be worn, unless otherwise directed by faculty. Professional nursing shoes are encouraged to be worn; shoe color may be directed by the Dean of Nursing.
- ID Badge/name tag furnished by the Rasmussen College School of Nursing must be worn at all times on the upper body.
- Undergarments are required and must not be visible through uniform.
- Solid white, tan, black, or green socks or stockings are required, and must coordinate with pant and shoe uniform.
- White sweaters, turtle necks, long-sleeved shirts, or t-shirts may be worn with the uniform.
- When wearing the Rasmussen uniform, additional uniform requirements include penlight, bandage scissors, stethoscope, wrist watch with second hand, pen, and notepad.
- Hair must be kept off of the face and above the collar and be a natural tone in color. Hair, beards, and sideburns must be clean and neatly groomed.
- Nails should be clean, kept no longer than ¼ inch, and should be neatly trimmed and free of clear polish or of color. Artificial nails may not be worn.
- Cosmetics should be minimal. Deodorant should be worn; however, strongly scented hair products, cologne, or perfume should not be worn.
- Permissible jewelry is limited to one simple hand ring and one stud earring in each ear.
- Tattoos should be covered or non-visible in the clinical setting.

Tobacco

Students in all School of Nursing programs are subject to the Rasmussen College Tobacco Policy as established by the College Catalog. Because the Rasmussen College School of Nursing promotes a healthy lifestyle for both nurse and patient, tobacco use of any kind is not permitted while in uniform. Any student using tobacco while in uniform will be requested to leave and will be considered absent. Professional Nursing Associate's degree program and Practical Nursing Diploma program students arriving to clinical experiences with the odor of tobacco on their uniform will be asked to leave the site.
Personal Electronic Communication

Personal electronic communication is not allowed in Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program classroom, laboratory, or clinical settings unless otherwise directed by the instructor.

Social Media Policy

The School of Nursing recognizes the value of utilizing technologies to enhance learning and acquisition of knowledge. Federal regulations exist related to confidentiality of information. These include Health Insurance Portability and Accountability Act (HIPAA), which protects individual health information and Family Education Rights and Privacy Act (FERPA), which protects personal and academic communication.

- No proprietary, student, confidential, or personal information will be published at any time.
- Patients, clients, families, faculty, and staff will not be cited or published without their permission.
- References are to be cited back to the original source.
- Rasmussen College logos cannot be used on social networking sites without the express, written permission of the College.
- Social networking posts should be consistent with a professional image of a student, faculty, or staff member of Rasmussen College when the individual is identified with the College.
- Photography or devices that record images and/or sound are prohibited in clinical agencies, skills labs, simulation lab, and any other learning site without the prior, formal permission of the instructor and program director.
- Any activity in our clinical agencies must conform to the established policies and procedures of that agency, which may include signed, written consent of anyone involved.
- Social networking sites are not to be used to address student, faculty, or staff concerns.
- Groups may be formed, but cannot be identified as a part of Rasmussen College School of Nursing.
- Students are cautioned about professionalism and legal issues connected to student privacy and patient privacy.

Student non-compliance with this policy will result in consequences that may include unsatisfactory clinical day, probation, suspension, and/or dismissal from the program based on the severity of the breach or repeated infraction. Faculty and staff breaches will be handled according to College policies.
CLINICAL EXPERIENCE INFORMATION

The Practical Nursing Diploma program, Professional Nursing Associate’s degree program, and the Accelerated BSN (A-BSN) Entrance Options in the Bachelor of Science in Nursing program contain courses that require clinical experiences. The following policies apply to students enrolled in these two programs.

Clinical Locations and Assignments

Clinical sites are arranged by the College at its sole discretion. Locations are determined by the specialties covered in each course. Clinical experience locations may be a significant distance from the campus. Students are responsible for transportation to and from the clinical sites, and for being at each clinical experience location on time. Students are expected to comply with the parking rules at each clinical site and are responsible for paying all parking fees where applicable.

Regarding clinical site assignments, Rasmussen Students and faculty are not and shall not be construed to be employees of the Facility.

Student Role vs. Employee Role in the Clinical Environment

Students and faculty of Rasmussen College shall not be deemed to be employees of clinical agencies for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose because of their participation in the nursing program. Students are placed within a clinical agency in order to receive clinical experience as a part of her/his academic curriculum; duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall students replace or substitute for any employee of an agency.

Clinical Cancellation

The Dean of Nursing on the campus will determine if clinical experiences will be cancelled. The Dean of Nursing will provide instruction to faculty members on the notification process due to clinical cancellation. Nursing faculty will not make the determination to cancel a clinical experience. The Dean of Nursing will work with faculty members to offer a “make-up” or alternate experience that would meet the objectives of the course.

Insurance and Other Expenses

Clinical sites may require that students show proof of health insurance and could be required to sign a waiver releasing responsibility. The cost of obtaining medical insurance to meet this potential requirement is the student's responsibility. Professional liability insurance is provided by Rasmussen College.

The student is responsible for all other expenses required by individual clinical sites such as immunizations, CPR, drug screens, and updated background checks.
APPENDIX – Pregnancy Notification Form

Student Name:_________________________ Expected Delivery Date:____________________

Health Care Provider:____________________ HCP Phone:____________________

HCP Address:_____________________________________________________________________

Students in the Rasmussen College nursing programs must carry out several essential functions in order to safeguard patients, fellow students, instructors, and the general public. These essential functions are also necessary in order for the student to successfully complete the Rasmussen College nursing program. They include, but are not limited to:

- The student must demonstrate dexterity and range of motion conducive to assisting patients and manipulating equipment without threatening harm or violating safety protocols.
- The student must be able to engage in and sustain physical activity that may require sitting, standing, or walking for extended periods of time.
- The student must be able to physically perform up to a 12 hour clinical experience.
- The student must be able to physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
- The student must be able to lift and transfer patients up to six inches from a stooped position, then push or pull the patient up to three feet. In addition, the student must be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- The student must be able to accurately perform duties in a stressful environment. This includes but is not limited to, identifying and responding to emergency and non-routine situations.

☐ I have examined this student and believe she is mentally and physically able to participate in a nursing program of study while pregnant, which includes a clinical/practicum component and direct patient care, necessitating the essential functions listed above without limitation.

☐ I have examined this student and believe she is NOT mentally and physically able to participate in a nursing program of study while pregnant, which includes a clinical/practicum component and direct patient care, necessitating the essential functions listed above without limitation.

Health Care Provider Signature:________________________________________ Date:_______________

---------------- STUDENT ACKNOWLEDGEMENT-----------------

I am aware of the potential exposure to diseases and the physical danger to pregnant students and their unborn fetuses. I am aware that removal from some clinical/practicum experiences may occur if I am unable to meet the essential functions or educational objectives of the program, which may impact my ability to continue in the program.

Student Signature:________________________________________ Date:_______________
APPENDIX – Immunization Declination Form

The Rasmussen College School of Nursing has required that I receive vaccinations or show serological proof of immunity to Measles, Mumps, Rubella, Varicella, Hepatitis B, Influenza, Tetanus, Diphtheria, and Pertussis to protect the patients I serve.

**MEDICAL CONTRAINDICATION**
Due to a medical contraindication, I am declining to be vaccinated against the following:

- Measles
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Influenza
- Tetanus
- Diphtheria
- Pertussis

**RELIGIOUS EXEMPTION**
Due to my personal religious tenants, I am declining to be vaccinated against the following:

- Measles
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Influenza
- Tetanus
- Diphtheria
- Pertussis

By signing below, I acknowledge that:

- I understand that acceptance of this declination and supporting documentation is in the sole discretion of Rasmussen College, and that any clinical/practicum site at which I am assigned may require additional documentation.
- I understand that lack of immunity to the above indicated diseases may pose a potential health risk to me and others.
- I understand that many clinical/practicum sites require immunity to the above indicated disease(s) as a pre-requisite to participation. By declining to be vaccinated against the above indicated disease(s) or any other disease as required by a clinical/practicum site, it may greatly hamper my ability to complete my program if placement at a clinical/externship site is not possible.
- I understand that if I decline the annual influenza vaccination, then I will be required to provide at my own cost and to wear a medical mask while present in any clinical/practicum site.

Signature: __________________________________________ Date: ________________

Name (print): ____________________________________________

INSTRUCTIONS

1. Attach documentation from a health care provider stating a medical contraindication to the vaccine or from a religious leader stating status as a conscientious objector based on religious tenants.
2. Upload this completed form along with your medical provider’s or religious leader’s letter to your Certified Profile Immunization Tracker.
3. As a matter of process, your declination will be rejected by Certified Background as it requires an administrator’s override from Rasmussen College. Please notify your Dean of Nursing once the rejection has been made.
APPENDIX – Acknowledgements and Understanding Form

NAME (PLEASE PRINT)

HIPAA Acknowledgement
By signing below, I acknowledge and verify that I have received information regarding my obligations under the Health Insurance Portability and Accountability Act.

I understand my obligations and am committed to protecting the confidentiality and security of patient information. During the course of my program, I understand I may have access to confidential information to enhance the learning environment. I will take all measures necessary to maintain the confidentiality of this information.

Student Signature

Date

Blood Borne Pathogen Training
By signing below, I acknowledge and verify that I have received and completed Blood Borne Pathogen Training.

In order to minimize risk of exposure to blood borne pathogens, I agree to practice all non-invasive or invasive procedures utilizing Standard/Universal Precautions. Additionally, I agree to follow Rasmussen College’s Exposure Control Plan as outlined in the Health and Safety Manual.

Student Signature

Date

Attendance at Orientation
By signing below, I acknowledge and verify that I have attended Nursing Orientation for New Students where I was introduced to the general policies and procedures applicable to all Rasmussen College students and the policies and procedures specifically applicable to School of Nursing students.

Date of Orientation Attended

Student Signature

Receipt of Nursing Student Handbook
The Rasmussen College School of Nursing Student Handbook is provided to the nursing student upon admittance to the program, and any time changes or additions are made.

By signing below, I understand that it is my responsibility to be familiar with the content of both the College Catalog and the School of Nursing Handbook, and to abide by all the policies and procedures outlined within both documents. I understand that my failure to read these policies does not excuse me from the applicability of the content.

I acknowledge that I have received a copy of the School of Nursing Handbook, which serves as a supplement to the Rasmussen College Catalog.

Handbook Version Date

Student Signature

Date of Receipt