Welcome

Welcome to the Department of Nursing! The nursing faculty and staff wish both new and returning students health, happiness and academic success. Nursing is an art and science. The nursing curriculum is rigorous grounded in nursing science, biological sciences, social sciences and the arts. Clinical experiences in the hospital and community will provide you the opportunity to deliver evidence-based nursing care, learn the latest technology, develop strong leadership skills and better understand and appreciate the lives of people within our community to achieve health equity.

Our dedicated faculty will foster your personal growth and academic success as you work towards becoming a professional nurse. To achieve your goal, consider these tips. Seek help when you need it. Ask questions frequently. Meet with faculty during office hours. Read before class. Plan your schedule to allow enough time each week (a minimum of two hours of out of class student work per credit hour) to complete assignments and study for exams. For example, if you are taking 15 credits the fall semester, in addition to attending class, plan on studying at least 30 hours each week. Develop a nursing network for support. Explore new opportunities to engage in interesting campus activities/clubs outside the classroom. Take care of your health by eating well and getting the proper amount of sleep. Best wishes!

Joelle D. Hargraves DNP, RN, CCRN, CCNS
Undergraduate Program Director

Department of Nursing
Mission, Vision, and Philosophy

Our mission is to advance health for all, everywhere by preparing a diverse nursing workforce who excel in leadership, practice, research and scholarship.

Our vision is to be a leading force in community-engaged, collaborative efforts to achieve health equity and a quality life for all.

We aspire to provide excellence in academic programming that is responsive to the health needs of individuals and populations, within the context of community defined as a social and physical environment where living occurs. We are committed to the highest level of caregiving that is prevention-oriented and evidence-based; and provided in collaboration with the community and other professionals and disciplines. We strive to create a supportive and inclusive learning environment where faculty and students ask and answer important questions that inform practice, advance health, and improve access to equitable quality health care for all, everywhere.
Introduction

This handbook provides information about major policies, procedures, and guidelines for the Department of Nursing. This handbook is also available on the Department of Nursing website at https://cph.temple.edu/student-handbooks. Students are expected to be familiar with the handbook, and to adhere to the policies and guidelines set forth. Be aware that policies and procedures are subject to change; it is the student’s responsibility to keep abreast of these changes. The purpose of the handbook is to provide guidance for new and continuing students, describe general policies and procedures, and to inform students of their rights and responsibilities.

Program Accreditation

The baccalaureate degree in nursing at Temple University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org) through 2022.

Acknowledgement: A special thank you to Andrew Thayer, Photography/Videography Specialist, Temple University College of Public Health, who shared the BSN pictures in this Handbook with the Department of Nursing.
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I. CURRICULUM/ACADEMIC PROGRAM

A. Student Responsibilities & Academic Advisement

The Department of Nursing is here to support, facilitate and guide your study to achieve a BSN degree. As a nursing student, your responsibilities include:

1. Frequent contact with your advisor to review your progress and plan for completion of your degree. As a first-year nursing student, you will be assigned an academic advisor that will work closely with you each year. Each semester, you will meet with your advisor and review your progress and day to day concerns. Please email your assigned advisor to schedule an advising session each semester: Kristopher Scott at tuf74857@temple.edu or Natashia Huff at natashia.huff@temple.edu. For more detailed advising information, please review: https://cph.temple.edu/academics/student-resources/student-advising.

Topics to discuss with your academic advisor include:
Academic difficulties
Academic probation
Adjusting to college life
Add/Drop a class
Concerns with specific classes
Declaring a minor
Educational plans
General Education coursework
Graduation and commencement
Honors Courses
Leave of Absence
Registration issues
Study abroad planning
Support services
Transfer credit evaluations
University policies

2. At the beginning of your third year, you are assigned a faculty advisor to work with over the next two years. Your faculty advisor will email you and encourage you to meet over the course of the next two academic years. It is recommended that you touch base with your faculty advisor at least once a semester.

Topics to discuss with your faculty advisor may include:

Academic support
Career guidance
Graduation and commencement
Nursing courses
Support services
3. Keeping track of requirements and total credits earned.

4. Obtaining a Temple University e-mail account. This is the only email you should use to communicate with faculty and staff at Temple University. Students are required to check their email daily.

5. Preparing for class and contributing your ideas to discussion.

6. Communicating with faculty when you are unclear about content or assignments.

7. Treating your classmates and other students in a way you would want to be treated, e.g. contributing your share in group projects, contributing to blogs and discussion boards in a manner that is respectful to all class members, etc.

8. Behaving in a professional manner at all times.

9. Engage in the evaluation of one’s own educational process by completing end of semester evaluations; provide faculty with constructive feedback as appropriate.

10. Being aware of the Temple University policy on Student and Faculty Rights and Responsibilities (#03.70.02) which can be accessed at: [http://policies.temple.edu/getdoc.asp?policy_no=03.70.02](http://policies.temple.edu/getdoc.asp?policy_no=03.70.02)

11. Engage in appropriate healthy lifestyles that would not place any clients or yourself at risk (Examples: Stay home if you are sick, seek out physical and mental health care as needed, obtain adequate sleep prior to clinical and class, serve as a leader of healthy behaviors).

**B. BSN Student Learning Program Outcomes**

By the end of senior year, students should achieve the Student Learning Program Outcomes:

- Assumes accountability for the autonomous provision of generalist nursing practice.
- Engages with clients to improve outcomes through health promotion across the lifespan and the continuum of care.
- Uses primary, secondary and tertiary levels of prevention to maximize quality of life and prevent disease.
- Collaborates with clients and others in the achievement of optimal health outcomes
- Engages in ethical professional practice
- Applies evidence-based practice and research findings to improve nursing care and the health care system.
- Incorporates knowledge of developmental processes in the design of care.
- Exhibits leadership attributes in a variety of settings to improve health outcomes
- Fosters healthy communities through health promotion and advocacy that is informed by local and global perspectives
C. BSN CURRICULUM PLAN

The BSN program is designed to integrate general education and nursing coursework. Nursing courses will be offered in each of the eight semesters of the BSN Program and the opportunity to work with nursing faculty throughout the 4 years of the program of study. Simulation labs begin freshmen year where students will work with nursing faculty and small student groups over the course of four years. The curriculum guide for the Class 2023 can be found below. To review older BSN curriculum guides, students, go to: http://bulletin.temple.edu/archives/.

### Temple University BSN Curriculum – Class 2023
#### Year One: Total Credits = 32

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 1021: Intro to Chemistry</td>
<td>3</td>
<td>Biology 1012: General Biology</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 1023: Intro to Chemistry Lab</td>
<td>1</td>
<td>Intellectual Heritage I 0851: Mosaic I</td>
<td>3</td>
</tr>
<tr>
<td>English 0802: Analytical Reading &amp; Writing</td>
<td>4</td>
<td>Psychology 1001 : Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology 1223: Anatomy and Physiology I</td>
<td>4</td>
<td>Kinesiology 1224: Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 1001: Introduction to Prof Nursing</td>
<td>3</td>
<td>NURS 1089: Healthy Lifestyles</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>15</strong></td>
<td><strong>TOTAL =</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 2001: Clinical Microbiology</td>
<td>4</td>
<td>SBS 1104 Nutrition and Health</td>
<td>3</td>
</tr>
<tr>
<td>HRPR 1001: Public Health: The Way We Live Work and Play</td>
<td>3</td>
<td>Gen ED 08XX: Quantitative Literacy</td>
<td>4</td>
</tr>
<tr>
<td>Intellectual Heritage II 0852: Mosaic II</td>
<td>3</td>
<td>Psychology 2301: Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2144: Health Assessment</td>
<td>3</td>
<td>NURS 2589: General Nursing Practice I: Principles of Care &amp; Clinical Decision-making</td>
<td>5</td>
</tr>
<tr>
<td>NURS 2261: Pharmacology for Generalist Practice Nursing</td>
<td>3</td>
<td>NURS 2289: Community Home II</td>
<td>1</td>
</tr>
<tr>
<td>NURS 2189: Nursing Community Home I</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>17</strong></td>
<td><strong>TOTAL =</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### Year Two: Total Credits = 33

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Biology 2001: Clinical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>HRPR 1001: Public Health: The Way We Live Work and Play</td>
<td>3</td>
</tr>
<tr>
<td>Intellectual Heritage II 0852: Mosaic II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2144: Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2261: Pharmacology for Generalist Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2189: Nursing Community Home I</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Total Clinical Hours: 168
### Year Three: Total Credits = 32  Total Clinical Hours: 336

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPBI 2219: Biostatistics and Public Health</td>
<td>3</td>
<td>NURS 3189: General Nursing Practice III: Secondary Care Across the Lifespan</td>
<td>6</td>
</tr>
<tr>
<td>Gen ED 08XX: Race and Diversity</td>
<td>3</td>
<td>Gen ED 08XX: World Society</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3089: General Nursing Practice II: Primary &amp; Secondary Care of the Family</td>
<td>6</td>
<td>NURS 3296: Health Perspectives I: Thinking Globally (Writing Intensive)</td>
<td>3</td>
</tr>
<tr>
<td>Gen ED 08XX: Human Behavior</td>
<td>3</td>
<td>NURS 3489: Community Home IV</td>
<td>1</td>
</tr>
<tr>
<td>NURS 3289: Community Home III</td>
<td>1</td>
<td>NURS 3305: EBP &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>16</strong></td>
<td><strong>TOTAL =</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Year Four: Total Credits = 25  Total Clinical Hours: 294

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen ED 08XX: Arts</td>
<td>3</td>
<td>Gen ED 08XX: U.S. Society</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4198 Health Policy and Economics (Writing Intensive)</td>
<td>3</td>
<td>NURS 3389: Health Perspectives II: Acting Locally</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4889: General Nursing Practice IV: Tertiary Care Across the Lifespan</td>
<td>6</td>
<td>NURS 4885: General Nursing Practice Internship</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4589: Community Home V (42 hours)</td>
<td>1</td>
<td>NURS 4489: Senior Seminar: EBP and Fieldwork Experience</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td><strong>13</strong></td>
<td><strong>TOTAL =</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

5/28/2019  Total Clinical Hours: 798  Total Credits: 122
EXPENSES RELATED TO NURSING EDUCATION

Current tuition rates and fees can be found at [https://bursar.temple.edu/tuition-and-fees](https://bursar.temple.edu/tuition-and-fees).

1. Student Transportation Costs

Clinical rotations are scheduled in the greater Philadelphia area. Students are responsible for their own transportation. Please consider transportation costs and budget accordingly. Public transportation is available throughout the city including subway, bus, taxi or car services (i.e. – Uber, Lyft). Carpooling with another student when possible is encouraged. Parking costs will need to be considered at certain clinical sites.

In addition to books, online resources and general supplies, student transportation costs, students are required to purchase uniforms, equipment, and an American DataBank subscription. Table 1 provides additional items with approximate student costs, which are subject to change:

<table>
<thead>
<tr>
<th>Table 1: Additional Items and Student Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category for Student Cost &amp; Academic Year</td>
</tr>
<tr>
<td><strong>Student Uniforms</strong></td>
</tr>
<tr>
<td>Must Purchase</td>
</tr>
<tr>
<td>Freshmen Fall Semester</td>
</tr>
<tr>
<td><strong>Student Accident Insurance</strong></td>
</tr>
<tr>
<td>Must purchase</td>
</tr>
<tr>
<td>Freshmen Fall Semester &amp; Annually</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
</tr>
<tr>
<td>Must Purchase</td>
</tr>
<tr>
<td>Freshman Fall Semester</td>
</tr>
<tr>
<td><strong>American DataBank</strong></td>
</tr>
<tr>
<td>Must Purchase</td>
</tr>
</tbody>
</table>
Beginning Sophomore Fall Semester and Annually checks, and additional documentation. Refer to American Data Bank site: www.templecompliance.com.

Background Package - $76.00. Annual Child Abuse Screening - $13.00. Annual Drug Screening - $65.00 American Heart Association BLS Provider Course – $100.00/course (CPR needs to be renewed every two years)

2. Student Accident Insurance

All nursing students are required to pay a standard fee, along with tuition, each semester in order to be covered under the Temple University Accident Plan. If you sustain an injury as a result of a required clinical activity, your expenses related to that injury are covered by this policy (note see the policy in detail since there may be some limitations). To examine the details of this policy and the procedure go to http://www.temple.edu/hr/students/accident.htm

For questions regarding Student Accident Insurance, please contact Gerry O'Kane at 215-926-2280.
II. STUDENT INFORMATION

A. University E-Mail Account

All Temple students are issued a Temple e-mail address. E-mail is the primary method of communication between Temple University and the Department of Nursing and students. You are required to check your email account daily. For additional information on the Student Electronic Information (Email) Policy, visit the following page: https://computerservices.temple.edu/student-electronic-information-email-policy.

B. Honors Program

Temple University has an honors program. For more information on the Honors requirements, go to https://honors.temple.edu/about/program-requirements. To find out more about the University Honors Program go to: https://honors.temple.edu/. Honors students are encouraged to meet with Honors advisors and their Nursing advisors every semester to assist in meeting both honors and nursing requirements. Krista Schroeder, PhD, is the Nurse Faculty Advisor for the honors program. She can be reached at krista.schroeder@temple.edu. To learn more about highlighted Honors courses and professors for the upcoming semester, refer to the Honors course guide page here: https://honors.temple.edu/academics/course-guide.

C. Registration Policies

Registration policies go to http://bulletin.temple.edu/undergraduate/about-temple-university/registration/

An AccessNet account is required to log in to the TUportal website, where prospective students can learn more about Temple and manage the admissions process. Upon becoming a student, TUportal will be your main hub for accessing online resources, such as TUmail, Library Resources, Canvas, Self Service Banner (SSB), the Degree Audit Reporting System (DARS) and other important applications used for tasks such as registering for courses, paying your bill, viewing grades, updating FERPA information and more!

A DARS audit will show how your course work to date, including transferred courses, will fulfill the academic requirements necessary to complete your degree. For additional information, please refer to the following page: https://sites.temple.edu/degreeaudit/.

Newly admitted students to Temple must obtain an advisor’s authorization to register for classes to ensure that they register for the appropriate courses. Continuing students in good academic standing will not need an advisor’s authorization to register for their courses. Due to fieldwork, clinical site, laboratory, and classroom availability faculty may find it necessary to move students to different clinical or classroom sections from the section(s) for which the student originally registered (this refers to both Nursing courses and required prerequisites). The move of a student to a different section may change the students’ clinical, classroom, or lab day.
D. Transfer of Credits

To obtain permission to take courses outside of Temple University to meet the program prerequisites, all matriculated students must first consult with Nursing Advising and submit a Petition to Complete a Course(s) at Another Institution after Matriculation workflow through their TUportal. Refer to your academic advisor for further assistance. The petition must be approved before the course can be taken.

Students are responsible for initiating the process of having the credits transferred to Temple University. Academic Advisors will process a request for transfer of credits. Failure of the student toinitiate the process may result in withholding of the degree at the end of the program.

For additional information, please refer to the following page:
http://bulletin.temple.edu/undergraduate/academic-policies/permission-complete-course-institution-matriculation.

E. E-Learning Requirements and Policies

Various courses may be offered online or in a hybrid format. These online courses may be asynchronous, synchronous, and combined asynchronous and synchronous courses. An asynchronous course means that you don't need to be in a class, or even logged onto the computer, at a set time each day or week. Rather, you can work around your schedule, accessing and completing coursework at different times, even overnights or weekends. A synchronous course is one in which the faculty member schedules a set time each week for the class to come together online. Video and sound are used to allow students to see and hear each other and the faculty member. A combination course may have a set meeting time once every few weeks with students working independently the remainder of the time.

E-learning tutorials provide information on how to use all of the e-learning tools available.

1. **Canvas**: Most of the activities for your online course will take place via Canvas. The following present general information on this platform and how you can prepare to use it before your course starts. In order to be able to use Canvas, you must have an AccessNet account through Temple University. You can also get more detailed information on Canvas by following the link to the canvas tutorial for students at https://computerservices.temple.edu/lms-transition-canvas and https://community.canvaslms.com/videos/1124.

2. **Lynda.com** is an online subscription library that teaches the latest software tools and skills through high-quality instructional videos presented by recognized industry experts. This resource, available to current students, faculty, and staff, provides a wide range of services which can be found at https://tuportal5.temple.edu/html/TEMPLE/tuc/lynda/interim.jsp.
As a Temple Nursing student, you will have access to Temple University’s Health Sciences Library which provides a bundle of services available through the library’s website. Here you will have access to multiple electronic data bases, many of which provide full-text articles. This allows students to perform extensive literature searches from anywhere.

**F. Technical Support**

The TECH Center and Help Desk consultants provide a wide range of technology support. Main website: [http://www.temple.edu/cs/catalog/techcenter.html](http://www.temple.edu/cs/catalog/techcenter.html) and online technical assistance: [https://tuhelp.temple.edu/](https://tuhelp.temple.edu/). There is a TECH center location at the Health Science campus. [https://computerservices.temple.edu/hsc-tech-center](https://computerservices.temple.edu/hsc-tech-center).

Temple University offers numerous opportunities to expand your computer skills through free, hands-on and online training. For additional information, you’re encouraged to visit the Information Technology Services website here: [https://computerservices.temple.edu/resources-help](https://computerservices.temple.edu/resources-help).

For help with Canvas on online issues technical support is available both by phone and through email. For a quick reference guide and to troubleshoot issues on your own go to: [http://www.temple.edu/cs/catalog/technical_help.html](http://www.temple.edu/cs/catalog/technical_help.html)

**G. Computer Security Policy**

Please be advised that all students are required to comply with Temple University’s Computer Security Policy and other technology related policies found at [http://www.temple.edu/cs/policies](http://www.temple.edu/cs/policies).

**H. Billing**

All students receive an electronic bill through their TUPay Account and Temple e-mail frequently. Be prepared to pay by the deadline on your bill to avoid incurring additional fees. For additional information, please refer to the following page: [https://bursar.temple.edu/billing/online-billing](https://bursar.temple.edu/billing/online-billing)

**I. Graduation Requirements**

It is the responsibility of each student to be sure that all requirements are met. Advisors and department staff support students during this process.

Students are required to be aware of the DARS document, and to closely monitor their progression toward their degree. Any discrepancies in your DARS document should immediately be brought to the attention of the nursing advisor so that issues can be resolved in a timely manner. Failure to ensure the accuracy of your DARS document and the meeting of all program requirements may result in delayed graduation. BSN Program students are required to
have 122 credits for graduation. Students must achieve a grade of C (73%) or higher in all required major courses. A cumulative grade point average of 2.0 is required for progression in the program as well as graduation.

As students approach the end of their undergraduate careers, they must make sure that they are eligible for, and can participate in, graduation ceremonies. In the junior year, or when 80 semester hours have been completed, students should begin an ongoing graduation check with their academic advisors in order to determine that they are meeting the university, college, departmental, and program requirements for their degree and for graduation.

Early in the spring semester in which the final degree requirements will be completed, students submit an Application for Graduation. Questions about this process or graduation status should be directed to your Nursing academic advisor. Please also feel free to view the College of Public Health’s Graduation webpage (https://cph.temple.edu/graduation) for commencement dates, frequently asked questions and other graduation details. Application deadlines will be communicated during the spring semester. Note: February is the month that they are due.
III. POLICIES AND PROCEDURES

Temple University, Department of Nursing, requires that all students consistently demonstrate personal integrity, civility, accountability and professional practice that reflect responsible behaviors consistent with the Professional Nursing Law of the Commonwealth of Pennsylvania and the American Nurses Association Code of Ethics for Nurses. Failure to comply with this statement may result in action toward academic dismissal from the program at any time. To obtain a copy of the Professional Nursing Law of the Commonwealth of Pennsylvania, contact the State Board of Nursing by email: nursing@pados.dos.state.pa.us.

The academic programs in the Department of Nursing are governed by the policies outlined in the Temple University Undergraduate Bulletin and in the Student Handbook of the College of Public Health. All students are expected to review current copies of these documents and to be familiar with their contents. All Student Handbooks are available at the following link: https://cph.temple.edu/sites/cphsw/files/student%20handbook%20undergraduate-full-final-Sept%202017.pdf.

A. Honor Code

Students enrolled in a program of professional nursing study are expected to abide by the standards of professional conduct as described by the Code of Ethics of the American Nurses Association and maintain a demeanor of ethical comportment. Exemplary professional behavior is the keystone of professional practice. This Honor Code is intended to contribute to an environment in which excellence in learning and conduct can be fostered.

The policy of the Department of Nursing in the College of Public Health of Temple University dictates that each student must adhere to, and assist in enforcing, the high ethical and moral standards of the nursing profession and this Honor Code. The Honor Code applies to all undergraduate and graduate students. This Honor Code has been developed to deal with academic and professional matters only. Other forms of misconduct will be handled according to the University Disciplinary Code.

The purpose of this Honor Code is to define academic honesty and professional behavior, and to describe procedures to be followed for breaches to the University Policy that regulates Academic Honesty.

The students and faculty of the Department of Nursing, in the College of Public Health, at Temple University are working together in a common endeavor: to seek the truth, to discover the truth, to speak and publish the truth. It is an ancient and honorable endeavor to which students and faculty have dedicated themselves since time immemorial. Out of this long history of dedication to the truth has grown a specific set of requirements governing the ways in which we behave toward one another in the classroom and in which we may use one another's thoughts, words, ideas, and published research.

1. Academic Honesty

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follows inevitably from a respect for commitment to the principles of truth, therefore students must always respond truthfully to faculty and credit must only be taken for research, for ideas, or for words which are original. All data on academic or clinical assignments, on client records, or results of research, must be the student's own work or must be properly referenced. Students must never present any work under false pretenses. In order to adhere to these principles, some
2. Academic Cheating

Academic cheating is, in general terms, the thwarting or breaking of the general rules of academic work and/or the specific rules of an individual course. Examinations are intended to test a student's comprehension and retention of the material covered in a course. Academic cheating can occur before, during, and/or after an examination.

a) Before an examination: This includes, but is not limited to, the writing of crib sheets or any other aids prior to an exam, with the intention to use them on the exam. Asking another student's cooperation to copy answers from his/her exam prior to the exam, is an attempt to cheat. Also, planned absence from an exam in order to obtain information regarding the exam from someone who has taken it, or to allow extra study time, is an attempt to cheat.

b) During an examination: If a student copies another student's answers during an exam, or if a student allows another student to copy answers from his/her test during an exam, this constitutes cheating. Other forms of cheating include using illegal notes during an exam, taking an exam for another student and asking or allowing another student to take an exam for you.

c) After an examination: Divulging to other students the details of an exam, passing tests down to the class below, without the faculty member's permission and/or tampering with an exam after it has been corrected and then returning it for more credit than deserved is cheating.

Refer to the University Student Conduct Code (policy #03.70.12) at policies.temple.edu/PDF/398.pdf. For more specific definitions of cheating and plagiarism.

3. Penalties for Academic Dishonesty

The penalty for plagiarism or violating the rules of an assignment or cheating on an examination or assignment is, at a minimum, an F on the exam or assignment. In addition, it may result in an F in the course, dismissal from the program and/or referral to the University Discipline Committee (UDC).

Students who believe that they have been unfairly accused may appeal through the school or college's academic grievance procedure. See Grievances under Student Rights section in the University Bulletin at http://bulletin.temple.edu/undergraduate/about-temple-university/student-rights/.

B. Behavioral Expectations

In addition to maintaining the Department of Nursing academic standards, Temple University nursing students are expected to be respectful, thoughtful, and professional when interacting with faculty, clients, families, health care professionals and staff, other students and community members.

Professional conduct is required of students in cyberspace the same way as other settings. Although it is not the policy of faculty and staff to monitor students’ posting on web sites or other social media tools, if inappropriate postings are reported, the department’s faculty and
administration will investigate the report. Note: Some clinical sites have full time support to monitor social media activities and they will notify the nursing administrative team if there are inappropriate postings and administration will investigate the report.

Since professional behavior is identified in the American Nurses Association Code of Ethics and we have included our Social Media Guidelines in this BSN Handbook, the following will describe some examples of behavioral expectations, yet it is not an exhaustive list. If there are allegations received regarding students not being compliant with these behavioral standards, it will result in an investigation to provide appropriate due process for the student. Violations of this code may result in sanctions including yet not limited to a notice of concern, probation, required leave of absence, and/or dismissal from the nursing program.

Nursing students will:

1. Comply with all policies and procedures in the current BSN Handbook and Temple University student code of conduct policies.

2. Refrain from taking any chemical substance that would impair judgement or result in disruptive behavior within the Temple community.

   Example: Come to class and clinical free of alcohol or other chemical substance that would impair judgement.

3. Demonstrate integrity and honesty in all actions.

   Example: Accurately (both objective and subjective data) document information in a client’s chart.

4. Respect the patient’s right to confidentiality.

   Example: Students will refrain from speaking about clients and families in public places or provide any client information in the clinical setting via Social Media.

   Example: Students may not take pictures of their clients. Students will not discuss clients or family information in the elevators or cafeteria.

5. Accurately represent self as a student of nursing.

   Example: Always wear your picture ID in the clinical setting; wear appropriate uniform during clinical day only.

   Note: Students can not wear their nursing uniform (or allow a friend to borrow it) for occasions such as Halloween.

6. Demonstrate respect toward your clients, families, peers, staff, faculty, health care team, community members, and others.

   Example: Work collaboratively with others regardless of national origin, race, ethnicity, gender,
religion, age, disability, sexual orientation, marital status, insurance status, veteran status, clinical diagnosis, or political beliefs.

Note: Students will remain nonjudgmental when working with others.

7. Refrain from any unethical or unlawful behavior, within or outside the Temple University Community, which impairs the student’s capacity to function as a healthcare professional.

C. Student Conduct Code

Students and faculty have a shared responsibility to create an environment in the classroom/laboratory/clinical site that is conducive to learning. Such an environment is only possible when those who participate have respect for one another.

Please review the University standards of behavior that have been established for your welfare and that of your fellow students. These standards of behavior can be found in your copy of the Temple University Student Handbook and the Student Conduct Code Policy. The Student Conduct Code Policy can be found on the web page at http://bulletin.temple.edu/undergraduate/academic-policies/code-conduct/. We expect you to adhere to these standards.
D. Social Media Guidelines

Temple University Department of Nursing Guidelines for the Use of Social Media

Nursing students are required to have an understanding of the American Nurses’ Association Principles and Tips for Social Media and consequences of participating in social media. Temple University Nursing students are required to behave in a manner consistent with the following principles:

American Nurses Association (ANA) Principles for Social Networking:
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient–nurse boundaries.
3. Nurses must understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Additional requirements based on ANA’s Tips to Avoid Problems for Social Networking
1. Professional behavior and maintenance of boundaries is required of students in an online environment consistent with in person contact and situations.
2. Students must not share, or post information or photos gained through the nurse-patient relationship.
3. Students must refrain from making disparaging remarks about patients, even if they are not identified.
4. Students must not take photos or videos of patients on personal devices, including cell phones regardless of the intended purpose (example: unique wound or assessment finding).
5. Students are required to promptly report a breach of confidentiality or privacy.

E. HIPAA Regulations

Temple University nursing students are required to comply with HIPAA regulations regarding all patient interactions regardless of location which includes the on-line environment.
1. Students may not discuss or provide client information, clinical/lab sites, and/or experiences at the clinical/lab sites via social media.
2. Students may not take photographs or record patients at the clinical sites even at the patient or family’s request.

Consequences:

1. Each student is legally responsible for individual social media postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of HIPAA or any other applicable law.
2. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

Any disciplinary action will be taken in accordance with the Student Conduct Code Policy (http://policies.temple.edu/PDF/398.pdf) and in consultation with the College of Public Health associate dean of academic affairs and others deemed appropriate.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

To obtain a copy of the Code of Ethics for Nurses, contact the American Nurses Association visit the online resource:  www.nursingworld.org/practice-policy/nursing-excellence/ethics/.

Students who violate the Nursing Code of Ethics will be referred to the Office for Student Conduct and Community Standards for violation of the program’s policies and other applicable charges.
G. Nondiscrimination, Equal Opportunity/Affirmative Action Policy

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations, including employment, service, and educational programs. The University has pledged not to discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation and gender identity, veteran status and genetic information.

Temple University’s equal opportunity-affirmative action program has these inclusive objectives: to support the admission and successful participation of disadvantaged students, students with disabilities, and those for whom English is a second language; and to employ and advance in employment qualified women, minorities, individuals with disabilities, Armed Forces service medal veterans, disabled veterans, recently separated veterans, and other protected veterans.

For more information about university programs supporting inclusion and diversity, Tiffanie Archie, tarchie@temple.edu, Assistant Vice President, Institutional Diversity, Equity, Advocacy and Leadership (IDEAL) 303 Conwell Hall, 215-204-7303 or www.temple.edu/ideal.
H. Sexual Misconduct Policy

Temple University is committed to preventing and addressing sexual assault, domestic violence, dating violence, harassment and stalking. To view the University policy, please go to https://sexualmisconduct.temple.edu/. Please contact Andrea Seiss, Title IX Coordinator & ADA Coordinator at Andrea.caporale@temple.edu or phone number is 215-204-3283.

I. Complaint Resolution Procedures

Persons who feel they have been victims of discrimination or harassment may make an informal complaint to any Equal Opportunity (EO) Ombudsperson or to the Office of Equal Opportunity Compliance. For a list of the names of the EO Ombudspersons designated in a specific school or college, contact the Dean's Office or access the online version, which includes photographs of the current EO Ombudspersons: www.temple.edu/eoc/AppDev/ombuds.asp. Students, faculty, and staff may bring a formal administrative complaint of discrimination or harassment by filing a written complaint directly with the university's Office of Equal Opportunity compliance. Aggrieved individuals are not required, but are encouraged, to utilize informal resolution procedures before filing a formal complaint. For assistance with complaint resolution, contact Sandra A. Foehl, Director, Equal Opportunity Compliance, and Sullivan Hall, Second Floor Mezzanine 215-204-6772 or www.temple.edu/eoc.

J. Classroom Policies

1. Attendance

Classroom:
Students are expected to attend all classes beginning the first day of the semester. Additional attendance requirements will be announced by the faculty at the beginning of the course and will be included in the course syllabus. The student who is absent for any reason is responsible for work missed. Students are required to notify faculty via email if they will not be in class.

Students will not be penalized during the semester due to unavoidable circumstances. Examples include a verified illness (health care provider note warranted), participation in intercollegiate athletic events, bereavement, and religious observations.

Clinical:
Refer to Policy section and see: Attendance Policy: Clinical Courses

2. Course Assignments

Assignments are due on the expected date unless the student has made prior arrangements with the faculty due to extraordinary circumstances. Students are responsible for knowing and understanding each course penalty for handing assignments in late.

All papers must be prepared in accordance with APA Format/Guideline. Complete the APA Tutorial if you are unfamiliar with APA at http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx. Faculty refer to the following site for APA format https://owl.english.purdue.edu/owl/section/2/10/.
3. Absence from Scheduled Examinations

It is expected that students will be present for all scheduled examinations. Failure to sit for an examination will result in the student receiving a zero for that component of the course. If a serious problem arises for a student that will prevent attendance at an examination, the student must notify the faculty member in advance of the absence. The circumstances for missing the exam must be either 1) serious illness documented with a note from the student’s health care provider, or 2) circumstances beyond the students control such as a car accident (police report required) or emergency situation.

*Make-up exams will be schedule within one week of the original exam at a time determined by the faculty member.* No student will be permitted to take ANY exam in advance of the posted scheduled exam date. No EXCEPTIONS.

4. Academic Appeal

Appeal of Grade Procedure Policy can be found here: [http://deanofstudents.temple.edu/grade-grievances](http://deanofstudents.temple.edu/grade-grievances). **Only a final course grade may be appealed.** Concerns regarding individual assignments such as examinations, term projects/papers, lab grades, etc. are to be handled between the course instructor and the student.

K. Clinical Policies

1. Requirements for Participation in Clinical

In order to participate in clinical experiences, students are required to meet the health and immunization requirements of the Department of Nursing and the affiliated clinical institutions at all times. The nursing department processes immunizations, background checks and drug screenings through a third party, American DataBank/Complio. This is a web-based software, where students submit compliance documentation for review and approval.

Students are required to obtain an American Databank Account and remain compliant within the system. In American DataBank, students should self-select to receive reminder notification by text to update their American DataBank account. Additionally, students should indicate their Temple email as their primary email address. If students do not self-select for text messaging or indicate their Temple email as their primary email, a department employee will change to ensure students are being notified of their compliance status in American DataBank. Students that have not completed or updated their clinical requirements in American DataBank, will not be able to attend clinical. This would be considered an unexcused absence and a Notice of Concern would be issued. Refer to page 29 for a complete description of a Notice of Concern. Requirements for clinical are found in Table II.
Table II: Requirements for Clinical Fieldwork (Beginning Sophomore Year)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Upon entering Sophomore Year</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunization record confirming immunity to measles, mumps, rubella, varicella, and Hepatitis B.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Quantiferon blood test.</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Urine Drug Test will be completed.</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Flu Vaccine – obtain from September 1- October 31</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, and Pertussis Vaccination (faculty may obtain through Employee Health Department if needed).</td>
<td>X</td>
<td>Every 10 years</td>
</tr>
<tr>
<td>Child Abuse Certification Process Students are required to complete the Child Abuse Certification Process annually based on clinical sites requirements. This includes: Pennsylvania Criminal History Record, Pennsylvania Child Abuse History Certification FBI Criminal History Record.</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR) Card – Basic Life Support Healthcare Provider Course, adult, child, and infant through American Heart Association.</td>
<td>X</td>
<td>Every 2 years</td>
</tr>
<tr>
<td>Health Insurance - Documentation</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Health Insurance Portability and Accountability Act of 1996 (HIPAA) training through an on line module at Temple University</td>
<td>X</td>
<td>Annually</td>
</tr>
<tr>
<td>Blood borne Pathogen Exposure Training The Department of Nursing provides a training program regarding protecting students in the event of a blood borne pathogen exposure.</td>
<td>In person training</td>
<td>Annually online module</td>
</tr>
</tbody>
</table>

2. Students with Positive Skin Tests for Tuberculosis, Allergies to Tuberculin Serum, or History of BCG Vaccine

Policy

Any student whose skin test or blood test for tuberculosis is positive must have a follow-up chest X-ray. If that X-ray is positive, the student must follow his/her health care provider’s recommendations and can participate in clinical only with documentation from his/her health care provider stating the student is not contagious for tuberculosis. If the chest X-ray is negative, the student must submit annual health provider documentation indicating the student is free from active disease. If a student is allergic to tuberculin serum, they must follow up with their health care provider to assess for appropriate TB screening. Students with a history of BCG (Bacilli Calmette-Guerin) vaccination must comply with the tuberculosis testing requirement.
3. Immunization Exemption Policy

Students will be permitted to attend fieldwork experiences only upon documentation of all required immunizations (refer to student health/immunization form for complete listing), serologic evidence of immunity to a particular disease, or approved waiver.

Under no circumstance shall any student be granted a waiver to the Hepatitis B, MMR or Varicella immunity requirement or the tuberculosis screening requirement.

Other immunizations mandated by Department of Nursing will not be waived unless the immunization is medically contraindicated or immunization conflicts with bona fide religious beliefs and practices. Any student seeking an exemption to the immunization policy is required to submit a Department of Nursing Immunization(s) Waiver Form, Appendix A. The waiver form must be completed by deadlines set and published by the Department of Nursing. The deadline for compliance with immunization requirements will be prior to the first semester of clinical fieldwork in sophomore year. Exemption Waivers from one or more of the Department’s required immunizations due to medical contraindications or bona fide religious beliefs or practices are accepted only if failure to receive an immunization does not prohibit fulfillment of Core Performance Standards for Admission and Progression in Nursing (Department of Nursing Policy, September, 2009) and the curricular demands of the program.

Students waived from one or more immunizations due to medical contraindications or bona fide religious beliefs or practices shall be provided reasonable accommodations by the Department as long as failure to be immunized does not prevent fulfillment of Core Performance Standards for Admission and Progression in Nursing and curricular requirements.

PROCEDURE

Medical Exemption
A student may be granted a waiver on health grounds if he or she presents a signed Department of Nursing Immunization(s) Waiver Form, Appendix A, which includes a statement from a licensed health care provider indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. Valid medical contraindications for immunizations have been established by the Centers for Disease Control (CDC); any waiver request must be consistent with one or more of these CDC contraindications for any particular immunization. The licensed health care provider’s statement shall indicate whether the contraindication is permanent or temporary. When a medical contraindication no longer exists, the student must meet the Department’s immunization requirements prior to continuation in the clinical program. Failure to comply with the Department’s immunization requirements once medical contraindications cease will result in dismissal from the academic program.

Religious Exemption
A student who objects to immunization upon the grounds that immunization conflicts with his or her bona fide religious beliefs and practices may request a religious waiver. Students seeking immunization exemption on religious grounds must present a signed Department of Nursing Immunization(s) Waiver Form, Appendix A, signed by both the student and the student’s clergy (may be optional) indicating that immunization is based on religious grounds and provide a brief description of those beliefs/practices which make it necessary to forgo immunization. The waiver form informs the student of possible exposure to communicable disease(s) in clinical areas and the associated risk(s) of contracting disease(s). The form also indicates that failure to
be immunized may prevent fulfillment of Core Performance Standards for Admission and Progression in Nursing and curricular requirements.

4. Drug Screening

All nursing students, starting sophomore year, will be required to have laboratory drug and alcohol screenings on an annual basis while participating in clinical experiences. Drug screening must be completed within six months of attending a clinical rotation. Therefore, drug screens should be completed between July 30-August 10 which will support both fall and spring semesters. If a student obtains a drug screen prior to July 30, then the student must repeat it prior to the spring semester. If results are positive, the student will be withdrawn from the nursing program and referred for appropriate counseling to either a provider of their choice or through a referral to the University’s health services. Continuation in the nursing program will be considered upon clearance from the student’s health care provider.

Additionally, any student suspected of being under the influence of alcohol or drugs will be required to submit to an immediate substance screening, as a condition of remaining in the nursing program. All costs associated with drug screenings are the responsibility of the student.

Practice of deceit in the drug screening process/procedure is cause for immediate dismissal from the nursing program.

5. Qualifications for Licensure

The 1986 Professional Nursing Law of the Commonwealth of Pennsylvania (Selections 6 and 14.5) states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks, “Have you been convicted of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?”

*Convicted includes judgment; admission of guilt; pleas of nolo contendere; probation without verdict; incomplete Accelerated Rehabilitation Disposition (ARD) (Commonwealth of Pennsylvania, Professional Nurse Examination Application.)

Applicants should be aware prior to applying to the BSN Program as well as prior to entering the BSN Program that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The Board of Nursing application for licensure asks, “Have you been convicted of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?” Applicants should seriously consider this condition for licensure. Practice of deceit in the submission of criminal background checks and child abuse clearance forms is cause for dismissal.

Each state has their own Professional Law and applicants should check that state board web site.

Students who have a positive criminal background check for any offense found on the list of Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offense and/or students with positive child abuse records will be dismissed from the nursing program and referred to student advising for assistance in exploring alternative majors.
Practice of deceit in the submission of any of the above documentation is cause for immediate dismissal from the nursing program and referral to the University Disciplinary Committee.

Any student **who has been found guilty or pleaded guilty to felony charges must immediately disclose this information to the Undergraduate Program Director or Director of Nursing Program**. Convicted felons will be dismissed from the nursing program. Any student with criminal charges may not participate in clinical practice until the charges are resolved. Charges will be considered on an individual basis and may result in the student’s dismissal from the nursing program. Failure to immediately disclose any criminal charge or conviction to the Undergraduate Program Director or Director of the Nursing Program will result in dismissal from the nursing program.

6. Pregnancy

A pregnant student must inform the Undergraduate Program Director, Course Leader and each clinical instructor of pregnancy.

A pregnant student must provide medical clearance from her licensed obstetrical provider indicating that she may remain in the clinical nursing program no later than her 13th week of pregnancy. It is the responsibility of the student to inform faculty of any change(s) during her pregnancy. Clearance to remain in clinical following any such change(s) must be documented by a licensed obstetrical provider and submitted to the Course Leader immediately.

The licensed obstetrical provider must clear the pregnant student to continue to participate in clinical nursing experiences. It is the student’s responsibility to be aware of the Recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women.

After birth, written clearance from the licensed provider approving the student’s return to clinical must be submitted to the Coordinator.

The student in good standing who withdraws from a course(s) due to pregnancy will be requested to take a Leave of Absence. Once medically cleared, the student will be eligible to resume the program.

Recommendations or restrictions submitted by the care provider may result in the student’s inability to complete the course and may result in withdrawal from the program.

7. Acute/Chronic illness or Injury

In the event a student has an acute or chronic illness or injury, the student must submit a statement from the health care provider detailing any restriction(s) to clinical participation. The student must submit clearance from the health care provider in order to resume participation in clinical.

The student in good standing who withdraws from a course(s) due to acute or chronic illness or injury will be requested to take a Leave of Absence. Once medically cleared, the student will be eligible to resume the nursing program.
8. Clinical/Community Home Site Assignments

Community Home sites are assigned to students in their Fall semester of Sophomore year and remain the same day, either Monday, Wednesday or Friday, through Fall semester of their Senior year. This course is scheduled either on Monday, Wednesday or Friday for 7 weeks. Students may be assigned to a Community Home site for 6.5 hours anytime between 7:00 am- 8:30 pm. (i.e. 7:00 am -1:30 pm, 2:00 pm-8:30 pm)

In addition, inpatient clinical sites are assigned to students in their Spring semester of their Sophomore year through Spring semester of Senior year. Clinical days are scheduled for 14 weeks on either Mondays, Wednesdays, Fridays, Saturday, or Sundays (opposite of student’s Community Home day). The hours may be between 7:00 am – 11:30 pm. (i.e. 7:00 am – 1:30 pm, 1:00 pm – 7:30 pm, 7:00 am – 7:30 pm, 3:00 pm – 11:30 pm) While we make every effort to secure 12 hour shifts one day per week for inpatient rotations, due to the limitation of clinical sites resulting from the demand from other nursing programs, there may be instances in which students may be required to attend clinical twice a week for 6.5 hour shifts.

In an effort to coordinate clinical schedules for students who have Temple commitments that may conflict with their clinical schedule, prior to each semester, priority registration students will be sent a clinical placement survey from the Undergraduate Department Clinical Placement Coordinator. Students will have the opportunity to indicate any Temple commitments or requests for special consideration. (i.e. Honors, ROTC, Temple University Athletics.) The Clinical Placement Coordinator will try to accommodate these requests. In order to be considered, surveys must be returned by the indicated deadline. Request after the deadline, are not guaranteed. Students are assigned randomly to their clinical site and group.

9. Dress Code, Uniform Requirements, and Appearance

Students assigned to the clinical experience must be dressed appropriately for the experience; this includes orientating to a site.

**Dress code Community Based Experiences**
- Department of Nursing Community T Shirt
- Scrub pants
- Clean, neat, non-permeable (leather), standard white or black shoes/sneakers. 
  *Note: Clogs are permitted if they have a strap on the back.*
- Temple Student Identification (must be worn at all times).

**Dress Code All Other Experiences (Hospital, Lab/Simulation, Clinics, etc.)**
- Temple Official Uniform (scrub pant and scrub top; a white undershirt may also be worn).
- Temple CPH emblem on left upper sleeve of uniform top.
- Clean, neat, non-permeable (leather), standard white/black shoes/sneakers. Note: Clogs are permitted if they have a strap on the back.
- White socks
- White coat with Temple CPH emblem on left upper sleeve (Class 2020, 2021). White coat with Temple Nursing embroidered (Class of 2023).
- Unisex white or black long sleeve T-Shirt could be worn underneath scrub top if needed.
- Students may not wear sweaters or other outwear on the clinical unit.
- Temple Student Identification (must be worn at all times).
Required Accessory Items
- Smart Phone with Unbound Medicine or TU Library Nursing App (sophomore – senior year)
- Small pocketsize notebook & Black ballpoint pen
- Pen Light
- Watch that allows student to count seconds
- Stethoscope

Appearance
- Hair is to be styled so that it does not come into contact with the client or equipment; it should be pulled away from the face and off the collar. Hair color needs to be conservative. Facial hair must be clean and well-groomed.
- Jewelry is limited to stud-like earrings. Facial and tongue jewelry are not permitted.
- The appropriateness of visible tattoos may vary widely depending on your clinical setting. A student should choose the most professional option (ex. cover tattoo) and respect the policies of the agency.
- Fingernails are to be short, well-trimmed and clean. Clear polish only. No artificial nails/extenders/tips/wraps/gels.
- Students should not wear perfume or aftershave keeping in mind that clients may have a sensitivity to smell.
- Make up is to be applied so that a natural look is conveyed.

10. Smart Phone Usage in Clinical Fieldwork

Use of smart phone usage in the lab/clinical/practicum setting for approved purposes such as research and data gathering, are determined by site faculty. It is expected that the cell phone aspect of the device is silenced. No personal phone conversations or texting are allowed while participating in clinical. If the student needs to respond to an emergency text or phone call during clinical, the student needs to communicate this to the clinical faculty and leave the clinical area to respond as deemed necessary. Other uses of smart phones is strictly prohibited and will result in disciplinary action which is further described in the Student Conduct Code Policy (http://policies.temple.edu/PDF/398.pdf).

11. Attendance Policy: Clinical Courses

Regular attendance in all clinical experiences is necessary for students’ mastery of the body of knowledge needed for safe clinical practice and adequate preparation for licensure. Therefore, clinical attendance is mandatory. A health care provider note is required if a student misses clinical time due to illness. Vacation is not an acceptable reason for missing clinical.

Excused Absence
An excused absence requires permission of the Clinical Coordinator for reasons such as personal illness and death in the family. Attendance at clinical and class is an academic honesty issue. It is the responsibility of the student to promptly inform his/her clinical faculty (prior to the start of clinical) in the event of an absence or personal illness.
Unexcused Absence
An **unexcused absence** from the scheduled clinical is defined as absence without appropriate notification. Examples include, but are not limited to, arriving late without notifying clinical faculty in advance, not showing up for clinical, scheduling personal vacations during clinical rotations, and attending work or a work-related event. With one unexcused absence, the student is required to meet with the Clinical Coordinator. With a second unexcused absence, the student is required to meet with the Undergraduate Program Director.

Make-up Days
All missed clinical experiences, both excused and unexcused absences, must be made-up. The location, date and time of the clinical make-up days is at the discretion of the clinical coordinator and may be done in the simulation lab versus the clinical site and include an additional written assignment.

*Nursing students bring library to North Philadelphia school as part of Community Home course, Opening Day, April 16, 2018*

12. Safe Medication Practice – Medication Administration Policy

- Faculty members shall directly supervise the administration of medications. Once a student is in the internship program, senior spring semester, medications that are supervised by the staff RN, the staff RN is to be present throughout the process of medication administration.
- Administration of all medications, oral (PO) narcotics, injections, and IV fluids by students shall be supervised directly by the faculty member or the assigned staff RN prior to administration (senior internship only).
- IV push (slowly) medications, IV narcotics, paralytics or vasopressors shall NOT be administered by nursing students. Students may administer IV slowly normal saline before and after IV intermittent medications are administered with the direct supervision of the faculty member.
- Nursing students may not administer any medications through a central line (triple lumen catheter/Port-a-Cath/Hickman, etc.)
- Nursing students may only administer Intravenous piggy back (IVPB) medications through a running peripheral IV, and administration is to be directly supervised by the faculty member or the assigned staff RN prior to administration (senior internship only).
- High Alert Medications (i.e. - IV Heparin, insulin) may not be drawn up by a student nurse independently. A faculty member must be with the student. In the senior internship
program, the assigned RN will work with the student. All high alert medications must be reviewed by 2 RNs prior to administration.

- Nursing students may not independently program an infusion pump.
- Nursing students may not administer blood or blood components.
- The documentation of all medication administration by the student nurse shall be directly supervised by the faculty member or the assigned staff RN (senior internship only).
- The supervising RN (faculty member or staff RN) will co-sign the medication administration record.
- Students in the observational experience shall not administer any medications unless with the faculty member.
- Medication errors, including near miss, by nursing students must be reported to the faculty member, RN responsible for patient, and Nurse Manager/Charge Nurse of the unit. An incident report must be completed and includes names of all parties involved in the incident.

13. Accidental Exposure to Tuberculosis Policy

Exposure to a patient who may have TB for whom infection control procedures have not been taken must be reported to your instructor or preceptor immediately. He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention. He/she will ask you about the exposure incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the identification of the source or source person.

Procedure

Refer to Procedure and Post-Exposure Incident Report (Appendix B). Refer to Blood or Body Fluid or TB Exposure Incident Report Form (Appendix C). These forms must be completed the day of the incident.

14. Accidental Exposure to Blood or Body Fluids Policy
All blood and body fluid exposures must be reported to your clinical faculty or preceptor immediately. He/she will follow the appropriate guidelines, Table III, to assist you in receiving immediate medical attention. He/she will ask you about the exposure incident and initiate the appropriate incident report* and treatment processes. Be as specific as possible when giving details around the incident including the identification of the source or source person. In case of accidental exposure to blood or body fluids, students are expected to follow the procedure outlined below.

Procedure
Immediately after you have been exposed to blood or body fluid (i.e. needlestick, splash, and exposed mucosa, wash the exposed area with soap and water or flush eyes with at least one (1) liter of water or normal saline solution. Follow the appropriate procedure, Table III, based upon where the exposure occurred.

Table III:  Procedure for accidental exposure to blood or body fluids in an agency without and on-site medical services.

<table>
<thead>
<tr>
<th>Agency without on-site medical services</th>
<th>Clinical Agency with on-site medical services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report incident to faculty member. It the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency administrator.</td>
<td>1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.</td>
</tr>
<tr>
<td>2. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.</td>
<td>2. Follow clinical agency’s protocol for accidental exposure. Typically, this will require the completing of an agency incident report.</td>
</tr>
<tr>
<td>3. Complete <em>Department of Nursing Blood or Body Fluid or TB Incident Report</em> within 24 hours</td>
<td>3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.</td>
</tr>
<tr>
<td>4. Report incident to program administrator.</td>
<td>4. Complete <em>Department of Nursing Blood or Body Fluid or TB Incident Report</em> within 24 hours</td>
</tr>
<tr>
<td>5. Sign <em>Post Exposure Responsibility Form</em> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.</td>
<td>5. Report incident to program administrator.</td>
</tr>
<tr>
<td>6. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.</td>
<td>6. Sign the <em>Department of Nursing Post Exposure Responsibility Form</em> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.</td>
</tr>
<tr>
<td>7. All expenses incurred are the responsibility of the student.</td>
<td>7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.</td>
</tr>
<tr>
<td></td>
<td>8. All expenses incurred are the responsibility of the student.</td>
</tr>
</tbody>
</table>
*Department of Nursing’s Post Exposure Responsibility Form will be maintained in the student file for 30 years.
Students must complete the Post-exposure Responsibility Form (Appendix C) and the Post-Exposure Incident Report (Appendix D).
15. General Incident Report

If a student is injured while participating in the clinical/fieldwork setting the student must immediately report the event to the instructor. If an instructor is not present or available, the student must report the incident to the unit or agency representative. Examples of injuries that may be sustained includes, but is not limited to, falling, slipping, equipment-related burns, cuts and bruises, and assault by a patient or visitor. The student, with the guidance of the faculty member or agency representative, will complete an agency incident form and the Department of Nursing General Incident Form (Appendix E). This form must be submitted to the clinical coordinator within 24 hours of the event. Given the nature of the incident the student may be advised to seek medical attention.

16. Policy on Confidentiality

Students are exposed to confidential information by virtue of their role as students in a clinical setting. Each student is expected to observe and follow all Health Insurance Portability and Accountability Act (HIPAA) privacy policies and procedures at all times.

Any breach of confidentiality on the part of a student will be reported to the Undergraduate Program Director for action. Breaches include, but are not limited to: unauthorized possession, use, copying or disclosure of a patient record; disclosure of patient, staff, or faculty information in unauthorized clinical areas or outside of the clinical or teaching area; contacting a patient at their residence either by visit or telephone unless authorized as part of the clinical experience; social media related to patients, pictures related to patients. Any documentation from the student’s clinical site must be shredded.

Students only have access to clients’ records during designated clinical hours, or at the discretion of the instructor.
The Department of Nursing requires that students in the undergraduate nursing program possess the eight essential functions found in Table IV:

Table IV: Core Performance Standards for Admission and Progression in Nursing

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds</td>
<td>Establish rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for verbal and written interaction with others</td>
<td>Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses. The candidate must be able to communicate in English (oral and written).</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room and in small spaces</td>
<td>Move around in patient’s room, work spaces, and treatment areas; administer cardiopulmonary resuscitation procedures; transfer and position patients and reposition patients.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient for providing safe, effective nursing care</td>
<td>Calibrate and use equipment; position patients/clients; medication administration; able to operate IV pumps, cardiac monitor, and electric and manual blood pressure equipment, electric beds, etc.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for observation and assessment necessary in nursing care</td>
<td>Hear monitor alarm, emergency signals, auscultate breath sounds, and cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, functions of physical examination, and/or those related to therapeutic intervention (such as insertion of a catheter).</td>
</tr>
</tbody>
</table>
Temple University is committed to supporting students with a disability in our programs. Any student with a disability who requires reasonable accommodations to participate in one of our programs should contact Disability Resources and Services www.temple.edu/disability

You may contact your Undergraduate Program Director if you have any questions about this matter.

2. Independent Study

Opportunities are provided for students to pursue courses of independent study in theoretical or clinical nursing under the guidance of a member of the Department of Nursing faculty. Please refer to the link for the form. https://cph.temple.edu/sites/chpsw/files/imce_uploads/AcadFacAffairs/Independentstudyform.pdf

3. Notice of Concern (NOC) Policy

When a student is not meeting course objectives or requirements, the faculty will initiate a Notice of Concern. Faculty will meet with the student to review the concern and develop a plan to resolve the concern with the goal to support student success. The NOC form (Appendix F) will describe the concern and action plan, with details describing the steps to be taken by the student and/or faculty to resolve the concern, along with a timeline for completion.

Examples of actions that will result in a Notice of Concern include the following:

- Clinical: Unexcused absence
- Clinical: Noncompliance with mandatory immunizations, screenings, and/or clearances

4. Progression Policies

Specific prerequisite and co-requisite requirements for the courses in the nursing major are specified in the Temple University Undergraduate Bulletin in the Section, “Course Descriptions.” Students are responsible for knowing the prerequisite and co-requisite policies for the nursing curriculum.

Prerequisites for Progression in the Nursing Curriculum

The minimum passing grade in all required prerequisite and co-requisite courses is a C or higher. For nursing courses, the minimum percentage to receive a C grade is 73%. The student is responsible for knowing and understanding grading requirements for every course in which they are enrolled. For example, Kinesthesiology 1224 is a prerequisite for fall sophomore year courses. If a student obtains a C minus in Kinesthesiology 1224 in the spring semester freshmen year, the student may take it during the summer session (if offered) prior to entering sophomore year at Temple University. Once student receives a C or higher in the repeated Kinesthesiology course, the student may register for the fall sophomore courses.
Repeating Courses and Nursing Program Progression Policies

Repeating a course in the nursing curriculum results in delayed progression or delayed graduation. Required nursing courses are generally offered only once each academic year. Students who are out of sequence due to course failure need to consult with their academic advisor in order to develop an individualized plan of study.

Students may repeat a major course once to earn a higher grade; only the highest grade earned will be used in calculating the cumulative grade point average. Students will not be permitted to repeat any major course more than twice. The term “repeat” is applied when a student retakes a course. Repeating a Course (University Policy 02.10.12) at http://policies.temple.edu/PDF/376.pdf

5. Academic Standing (Warning, Probation, Dismissal & Recovery)

The four Academic Standings include academic warning, probation, dismissal and recovery. For information on the Scope of Policy & Rationale, review the University Policy at http://policies.temple.edu/getdoc.asp?policy_no=02.10.11 and the UG Bulletin at: http://bulletin.temple.edu/undergraduate/academic-policies/academic-standing/

6. Grading

Conversion of Grades from Numerical to Letter

<table>
<thead>
<tr>
<th>A</th>
<th>93-100</th>
<th>C</th>
<th>73-76</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>90-92</td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Each assignment will receive a numerical grade and be weighted in the calculation of a final numerical grade as indicated above. At the end of the semester, the final grade will be calculated. If the final grade ends in 0.5 or higher it will be rounded up to the next numerical number. For example, if the student’s final grade is a 79.5 (C plus) it will be rounded up to an 80.0 (B minus).

7. Incomplete Grade

A student may request to receive an incomplete grade in a nursing course. The decision to provide an “I” is at the discretion of the faculty member in accordance with University policy. An instructor may file an "I" (Incomplete) only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student's control. Please refer to the Academic policies section, “Incomplete Coursework” in the UG Bulletin at http://bulletin.temple.edu/undergraduate/academic-policies/incomplete-coursework/. The incomplete form may be obtained through TUPortal or from your instructor.
8. Withdrawal from a Course

Students who wish to discontinue a course after the drop period has ended may withdraw until the withdraw deadline. Withdrawing from courses may impact academic progress, financial aid eligibility, visa requirements, and NCAA eligibility for competition. Students should consult with their instructors and academic advisors before withdrawing from a course. Please review (http://bulletin.temple.edu/undergraduate/academic-policies/withdrawal-policies/). Drop and Withdraw deadlines are published for each semester and summer session on the following web site: www.temple.edu/registrar/documents/calendars/.

Excused Withdraws
A student who must withdraw due to extenuating circumstances beyond the student's control may petition for an "excused withdrawal" and/or "withdrawal with approved excuse." An excused withdrawal is generally only approved for all courses in a term. In exceptional cases, an excused withdrawal can be approved for a single course when the need to withdraw is directly related, or attributed, to requirements related to that course. For additional information, please visit the following link: http://www.temple.edu/registrar/excusedwithdrawal.asp. The withdrawal policy can be viewed at http://policies.temple.edu/PDF/337.pdf.

9. Leave of Absence / Withdrawal

Students may apply for a Leave of Absence (LOA) through the end of the drop/add period of any given semester. A LOA may be granted for one or two consecutive semesters, excluding summer sessions. Students requesting a leave of absence from the Department of Nursing are expected to initiate the process with the nursing academic advisor and consult with the Office of Student Financial Services to learn how financial aid eligibility may be affected. Students can access the Leave of Absence application in TUPortal by following the steps at the following link: http://www.temple.edu/registrar/LeaveofAbsence.asp. The entire LOA policy can be viewed at http://policies.temple.edu/getdoc.asp?policy_no=02.10.16. Students are encouraged to read this policy carefully. When returning from a leave of absence, students are required to meet with their academic advisor to develop a course plan the semester prior to returning.

Students who do not return following the approved term for their LOA, or those students who did not apply for LOA, need to apply for re-enrollment to their schools/colleges if they wish to continue their coursework. Re-enrolled students do not retain their original bulletin year nor major declaration requirements and must follow the most current requirements for their schools/colleges and majors. Be aware that there is no guarantee of re-enrollment in the nursing major.

IV. COMMUNICATION WITH FACULTY & STAFF

A. Nursing Faculty/Office Hours

All faculty post their office hours in their syllabi and on their office doors. Please consult faculty schedules for office hours and contact faculty in person, by telephone or e-mail to find a mutually agreeable meeting time. Faculty are here to support you and welcome office hour visits.
B. Key Departmental Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Department of Nursing</td>
<td>Nancy L. Rothman, EdD, RN</td>
<td><a href="mailto:Nancy.rothman@temple.edu">Nancy.rothman@temple.edu</a></td>
<td>215-707-8327</td>
</tr>
<tr>
<td>Undergraduate Program Director</td>
<td>Joelle Hargraves DNP, RN, CCRN, CCNS</td>
<td><a href="mailto:Joelle.hargraves@temple.edu">Joelle.hargraves@temple.edu</a></td>
<td>215-707-2353</td>
</tr>
<tr>
<td>Clinical Placement Coordinator</td>
<td>Lorri Collins, MSN, RN, CPN</td>
<td><a href="mailto:lorri.collins@temple.edu">lorri.collins@temple.edu</a></td>
<td>215-707-4631</td>
</tr>
<tr>
<td>Nursing Advisor</td>
<td>Kristopher Scott</td>
<td><a href="mailto:kris.scott@temple.edu">kris.scott@temple.edu</a></td>
<td>215-707-4622 (HSC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>215-204-4351 (Main Campus)</td>
</tr>
<tr>
<td>Nursing Advisor</td>
<td>Natasha Huff</td>
<td><a href="mailto:Natasha.huff@temple.edu">Natasha.huff@temple.edu</a></td>
<td>215-707-4629 (HSC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>215-204-7093 (Main Campus)</td>
</tr>
<tr>
<td>Department Clerk</td>
<td>Andrea Darden</td>
<td><a href="mailto:adarden@temple.edu">adarden@temple.edu</a></td>
<td>215-707-4687</td>
</tr>
</tbody>
</table>

V. PERSONAL SAFETY AT ALL TIMES

A. Promoting Personal Safety

Student safety is a priority at the university and in our nursing program. Students are expected to be aware of their surroundings at all times both on campus and while traveling to and from clinical activities. Please review Temple University, Campus Safety website, Safety Awareness Tips at [https://safety.temple.edu/safety-awareness-strategies](https://safety.temple.edu/safety-awareness-strategies) for a detailed description of Campus Operations and Programs, Safety Awareness Strategies, and Emergency Preparedness.

Temple Police encourage the campus community to use the following resources:

- **Walking escorts**—in which security officers on bicycle accompany students who are walking—can be provided by calling 8-WALK from a campus phone or 215-777-WALK (9255) from a cell phone. Walking escorts are available from 4 p.m. to 6 a.m. seven days a week.

- Please be aware of your surroundings while walking. If possible, travel with friends and walk in well-lit, regularly traveled streets or pathways. Look around to make sure that you are not being followed.

- **If you think you are being followed**, cross the street. If you are being pursued, do anything that might summon assistance.

If at any time you have concerns about your safety, do not hesitate to call 911 or Temple Police at 215-204-1234 (1-1234 from a campus phone).
VI. STUDENT LIFE

A. Student Representation on Departmental Committees

The faculty recognizes the rights and obligations of the student body to participate in the decision-making process relative to the educational program. Undergraduate representative will be elected by the student body (incoming freshmen class) to the Undergraduate Council Committee. This position is for a two-year term and then a new election will occur. There is a student representative from each class that serves on the Undergraduate Council. The appointed representatives are responsible for attending scheduled meetings and keeping the student body informed of proceedings.

B. Student Organizations and Activities

1. Student Professional Organization (SNAP)

The Department of Nursing at Temple University sponsors a chapter of the Student Nurses' Association of Pennsylvania (SNAP). This is a structural unit of the National Student Nurses' Association, the official professional organization for nursing students. All students are encouraged to join. Through this organization, students have opportunities to participate in local, state and national meetings for the purpose of gaining information about careers and responding to social and political concerns. Community service activities are available throughout the academic year. For further information review the link: SNAP-ONLINE.ORG.

2. Sigma Theta Tau

The Kappa Chi Chapter of Sigma Theta Tau, the international nursing honor society, is based in the Department of Nursing. Students in the top 35% of the class and above a 3.0 are invited to join during the senior year. The Kappa Chi chapter sponsors programs of academic and scholarly interest, and other activities which foster high standards of research and scholarship.

3. The Institute for Healthcare Improvement (IHI) Temple University Student Chapter

This Chapter will allow membership to Temple University members (students, faculty, staff, and alumni) committed to improving the quality and safety of health care. Membership is open to all students including but not limited to students at the schools of medicine, nursing, dentistry, and pharmacy. Chapter membership will also be encouraged for students involved in health
administration, engineering, and business in relation to health care quality. Some of the benefits of membership include: Bolstering skills in patient safety and quality improvement in health care within an interdisciplinary setting, applying knowledge of patient safety and quality improvement to work in local health care organizations, networking and sharing ideas with like-minded students, faculty, and employers from around the world and collaborating on IHI Open School resources — including courses and case studies — with like-minded peers and colleagues. Please review the website [http://www.ihi.org/education/ihiopenschool/chapters/_layouts/15/ihi/community/groupinfo.aspx?id=282](http://www.ihi.org/education/ihiopenschool/chapters/_layouts/15/ihi/community/groupinfo.aspx?id=282) for further information.

C. Student Resources

1. Student Health Services

Students are also eligible for services through the Student Health Office on the Main Campus at 1700 North Broad Street, 4th Floor and on the Health Sciences Campus in the Student Faculty Conference Center (SFCC, SW corner, Broad & Ontario Streets) in Room 43, lower basement. Please review the website for a comprehensive list of all of the services and hours at [https://www.temple.edu/studenthealth/](https://www.temple.edu/studenthealth/).

2. Tuttleman Counseling Service

Tuttleman Counseling Services offers students support for emotional, educational or vocational concerns. Assistance is confidential and free of charge. Tuttleman provides an atmosphere that is informal and professional, where students can feel safe and comfortable seeking help. A wide range of assistance is available including counseling, support groups, literature, and educational programs and outreach events. Please review the website for a comprehensive list of all of the services and hours at [https://counseling.temple.edu/](https://counseling.temple.edu/).

3. Student Success Center

The Student Success Center provides a variety of academic support services—tutoring, review sessions, guided study sessions, and academic coaching—that are designed to help all students achieve their highest potential as they aim to reach their academic goals! For an overview of their services, operating hours and more, visit their website: [http://www.temple.edu/class/](http://www.temple.edu/class/).

4. Student Financial/Scholarship Information

For information related to financial aid, please click the following link to view the Student Financial Services Office website: [https://sfs.temple.edu/](https://sfs.temple.edu/). Scholarships are available for students enrolled in The College of Public Health and School of Social Work. For information related to qualifications and award amount or to apply, please visit: [https://temple.academicworks.com/users/sign_in](https://temple.academicworks.com/users/sign_in) (Sign in with your accessnet ID# and password).

5. The Writing Center

The Writing Center is located in Tuttleman Learning Center, Room 201, on the Main Campus. The center offers tutoring, computer lab, reference materials and study space. Telephone: 215-204-0700 * Web site: [www.temple.edu/writing](http://www.temple.edu/writing) Email: [tutoring@temple.edu](mailto:tutoring@temple.edu).
Student Success Center
Academic Support for All Temple University Students
VII. APPENDICES

Appendix A

Temple University
College of Public Health
Department of Nursing
Immunization(S) Waiver

NAME_________________________________________ Temple ID # _____________

Section I: Student statement of understanding
I understand that I may be exposed to communicable disease(s) in the clinical area and that I may
be at risk of contracting disease(s). I also acknowledge that this immunization waiver may
interfere with my ability to fulfill Core Performance Standards for Admission and Progression in
Nursing as well as prohibit my ability to complete curricular requirements while in the clinical
program. I release Temple University and its employees from any responsibility for any
impairment of my health resulting from this exemption. I am requesting a waiver for the
following immunization requirements (Please list):

____________________________________________________________________________
____________________________________________________________________________

_____________________________________
Signature of Student

Date

The waiver is being sought for: (check one)
_____ Medical Exemption (complete section II)
_____ Religious Exemption (complete section III)

Section II: Statement of Licensed Primary Care Provider (physician, nurse practitioner, or
physician assistant)

This section must be completed by a licensed primary care provider. Please indicate the
immunization(s) which is (are) medically contraindicated or detrimental to the student. Please
refer to the Centers for Disease Control for medical contraindications considered valid for any
specific immunization.

<table>
<thead>
<tr>
<th>Name of immunization</th>
<th>Specific Medical Contraindication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you deem one or more of these medical contraindications as temporary, please provide
anticipated date immunizations can be administered:

____________________________________________________________________________
Signature of Licensed Primary Care Provider          Date

Print Name Licensed Primary Care Provider          License #, State, Expiration Date

Address: ________________________________________________________________
                                                   _______________________________________

Phone Number __________________________________________

**Section III: Statement of exemption based on religious beliefs and practices.**

I wish to be exempt from the required immunization(s) listed in section one because of my religious beliefs, as described:

____________________________________________________________

I understand that my refusal to receive the immunizations for which I am requesting exemption from may place me at risk for contracting serious infectious diseases. I also acknowledge that this immunization waiver may interfere with my ability to fulfill of Core Performance Standards for Admission and Progression in Nursing as well as prohibit my ability to complete curricular requirements while in the clinical program.

__________________________________          Date

Signature of Student

__________________________________          Date

Signature of Clergy (if available)

Printed Name of Clergy

This student’s academic program is expected to involve patient contact and possible contact with infectious materials against which immunizations exist.

__________________________________          Date

Signature of Undergraduate Program Director

__________________________________          Date

Signature of Director

Immunization Exemption Waiver Form
**PROCEDURE: ACCIDENTAL EXPOSURE TO TUBERCULOSIS**

<table>
<thead>
<tr>
<th>Clinical Agency without on-site medical services</th>
<th>Clinical Agency with on-site medical services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator</td>
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<td>2. Follow clinical agency’s protocol for accidental exposure. Typically, this will require the completing of an agency incident report.</td>
<td>2. Follow clinical agency’s protocol for accidental exposure. Typically, this will require the completing of an agency incident report.</td>
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<td>3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post-incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.</td>
<td>3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.</td>
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<tr>
<td>4. Complete <em>Department of Nursing Blood or Body Fluid or TB Incident Report</em> within 24 hours.</td>
<td>4. Complete <em>Department of Nursing Blood or Body Fluid or TB Incident Report</em> within 24 hours.</td>
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<td>5. Report incident to program administrator.</td>
<td>5. Report incident to program administrator.</td>
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<td>6. Sign the <em>Department of Nursing Post Exposure Responsibility Form</em>*. Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure</td>
<td>6. Sign the <em>Department of Nursing Post Exposure Responsibility Form</em>*. Student must provide the program administrator the results of the PPD test within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure</td>
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7. It is expected that the student will follow all recommended post exposure follow up treatment. **The student, who previously tested negative for TB**, must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. **The student, who previously had a positive PPD (prior to the exposure)**, will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. **The student, who tested positive for TB prior to the exposure**, will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.

**Students must complete the Post-exposure Responsibility Form and the Post-Exposure Incident Report**
Appendix C

Temple University Department of Nursing

Post Exposure Responsibility Form

Student Name: ___________________________  Student ID: ____________________

Date: ____________________

This form should be completed by the student within 24 hours after the exposure and submitted to the clinical coordinator within 48 hours after exposure.

ALL STUDENTS MUST be seen in the emergency department/employee health department or by their personal health care provider within 2 hours for blood and body fluids exposure or within 24 hours of TB an exposure. Failure to comply will result in dismissal from program. It is the student’s responsibility to obtain medical treatment and follow-up after exposure to blood or body fluids or tuberculosis. Treatment following exposure includes initial screening; counseling risk, health, and relationships; and follow up testing.

Initial all statements that are correct.

_____ I have been seen in the emergency department/employee health department or by my personal health care provider within 2 hours after a bloody and body fluid exposure or within 24 hours of a TB exposure.

_____ My exposure was to blood or body fluids and post exposure prophylaxis (PEP) measures were taken as appropriate (PEP measures may include blood work for baseline HIV, Hepatitis B and C; administration of immunizing agents; administration of antiretroviral treatment; and administration of immunoglobulin.)

_____ My exposure was to TB, and I previously have had no history of a positive PPD test, a PPD test was placed and I was provided counseling related to signs and symptoms of TB.

_____ My exposure was to TB, and I have a previously known positive PPD test, a PPD test was not placed but I was provided counseling related to signs and symptoms of TB and recommended follow up measures.

_____ I plan to fully participate in all follow-up medical care as recommended by the emergency department/employee health department or my personal health care provider.

_____ I have had a blood or body fluid exposure and I do not plan to participate in follow-up care as recommended.

_____ I have had a TB exposure and I do not plan to participate in follow-up care as recommended. I understand my decision to no participate in continued monitoring for the presence of TB will require that I withdraw from the program.
The student must initial each statement below. The student’s initials indicate understanding of each statement.

_____ I realize that I am responsible for any health care expenses related to this situation.
_____ I realize that I have the right to refuse to be tested for exposure/infection.

__________________________________________  ________________________________
Student signature                                      Date

__________________________________________  ________________________________
Witness signature                                      Date

Witness printed name

THIS FORM MUST BE MAINTAINED FOR THE DURATION OF MY CLINICAL EDUCATION EXPERIENCE PLUS 30 YEARS.
Appendix D

Temple University Nursing Department
Blood or Body Fluid or TB Exposure Incident Report Form

Directions: This form should be completed by the student within 24 hours after an incident occurs; and should be submitted to the clinical coordinator.

Student Name: __________________________  Student ID: __________________________

Date of Incident: ______________          Date of Report: ______________________

Place Incident Occurred (specify facility and unit/department):
________________________________

Person(s) involved in the Incident:
________________________________

Instructor/Preceptor/ Supervisor Name:
________________________________

Describe the Incident:

Detail what equipment was being used:

Initial Action(s), such as flushing, washing, medical care, etc....:
Describe planned follow-up action(s), such as medical care, etc.:

Signature of Student: ______________________________ Date _____________________

Student Address: ____________________________________________________________

Phone Number: ____________________________________________________________
Appendix E

General Incident Report Form

Directions: This form should be completed by the student within 24 hours after an incident occurs; and should be submitted to the clinical coordinator.

Student Name: __________________________  Student ID: __________________

Date of Incident: __________________      Date of Report: _________________

Place Incident Occurred (specify facility and unit/department):
____________________________________________________________________

Person(s) involved in the Incident:
____________________________________________________________________

Instructor/Preceptor/ Supervisor Name:
____________________________________________________________________

Describe the Incident:

Detail what equipment was being used (if applicable):

Initial Action(s), such as flushing, washing, medical care, etc…:

Describe planned follow-up action(s), such as medical care, etc.:

Signature of Instructor: __________________________  Date ____________

Signature of Student: ___________________________  Date ____________

Student Address: __________________________________________________________
________________________________________________________________________

Phone Number: ____________________________________________________________

E-mail Address: _____________________________________________________________

Student Health Policies reviewed by Dr. Maria Pellecchia, Student Health Services, Temple University 6/8/18

7/27/18
Appendix F

Temple University
Department of Nursing
Notice of Concern Form

Student: Last Name__________________________ First____________________ TU ID ____________________

Semester ________ Year ________ Course Number/Title ___________________________________________

Faculty Name _______________________________________________________________

Description of concern: (Add attachment, if needed.)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
___________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

PART ONE: Action Plan and Timeline
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student signature ___________________________ Date __________________________

Faculty signature ___________________________ Date __________________________
Temple University  
Department of Nursing  
Notice of Concern Policy and Procedure

**Student:** Last Name ___________________ First ___________ TU ID __________________

**Today’s Date:** ________________________________________________________________________

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<th>PART TWO: Follow Up</th>
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**FURTHER ACTION REQUIRED?** *(Circle one: Yes / No)*

If Yes, describe below:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student signature ___________________________________________________________ Date __________________

Full-time faculty signature _______________________________________________________

Version 1/7/2019