

*Margaret H. Rollins  
School of Nursing*

*At*

*Beebe Healthcare*

*Student Handbook  
2018 – 2019*

*Margaret H. Rollins School of Nursing*  
*STUDENT HANDBOOK*  
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# **PURPOSE OF THE HANDBOOK**

The purpose of the Margaret H. Rollins School of Nursing Handbook is to provide general information about the School and to advise the students of the School's academic and administrative policies and to serve as a resource during their education at the School of Nursing. This Handbook is prepared with input from the Student Services Committee. The School reserves the right to make changes in the Handbook.

## **INTRODUCTORY STATEMENT**

The School of Nursing is a department of Beebe Healthcare. Students are considered team members of Beebe Healthcare. Beebe Healthcare values are an integral part of the educational program at the School of Nursing. All students are expected to adhere to the values and policies of Beebe Healthcare.

## **BEEBE HEALTHCARE**

### **MISSION**

To encourage healthy living, prevent illness, and restore optimal health with the people living, working, and visiting in the communities we serve.

### **VISION**

For Sussex County to be one of the healthiest communities in the nation.

### **VALUE STATEMENTS**

- Do what it takes to keep everyone safe
- Do it right the first time – every time
- Treat each individual with respect and dignity
- Build trusting relationships with compassion and kindness
- Listen carefully – have the courage to communicate honestly and effectively
- Achieve amazing accomplishments through exceptional teamwork
- Act with passion and love for others to make a difference
- Dedicate yourself to being an expert in your field – always learning, always growing

# PHILOSOPHY

The Faculty of the School of Nursing believes:

Nursing is a dynamic process based on a theoretical body of knowledge evolving from the biological, behavioral and social sciences. Nursing has independent and collaborative functions within the healthcare system to promote, maintain, and restore individual, family and community health and safety. Each individual is culturally diverse with dignity and worth who continuously interacts with the environment and society. Each person is responsible for their own well being with rights and responsibilities. An individual has the right to choose their own lifestyle. Nursing respects the rights of individuals.

Health is a value of individuals manifested as a dynamic state of physical, emotional, and spiritual well-being. It is an individually perceived state on a continuum from optimal health to death. Nurses impact the health of individuals through the delivery of nursing care, effective communication, providing health teaching, and serving as patient advocates.

Learning is a continuous interactive process that stimulates personal and professional growth and results in desired behavioral changes. Nursing education provides planned experiences for the acquisition of knowledge, skills, attitudes, and values. Learning is a cooperative process that requires active participation by the student with guidance and direction from the Faculty. Learning experiences progress from basic nursing care to complex nursing care using evidence based practice/best practice standards in a variety of settings to develop competency in nursing practice with a commitment to quality. The concepts of simple to complex utilizing Bloom's Taxonomy of Cognitive Levels provide the framework for the integration of the curriculum threads of: integrated knowledge, nursing process, therapeutic communication, individualized teaching, community resources, healthcare team, ethical, legal and professional accountability, and professional growth. The development of the ability to make independent judgments and critical decisions is a part of the process of education.

The school has the responsibility to prepare graduates who can function as a member of the healthcare team at the entry level of nursing practice with critical thinking skills and the ability to provide safe, quality, and financially responsible care to patients in acute, long term, and community based healthcare settings. The Faculty accepts responsibility for planning, implementing, and evaluating a curriculum responsive to the changing needs of society, which prepares the graduate for entry into professional practice in an ever changing and complex healthcare society. The school utilizes community resources to prepare the graduate who can meet the healthcare needs of the community. The graduate nurse will be accountable and responsible to provide comprehensive care with efficient use of resources that meets or exceeds prescribed standards and expectations. The graduate is expected to promote the professional standards of nursing and practice with the highest degree of integrity and confidentiality. The school encourages students to view learning as a lifelong process, facilitates educational mobility, and supports participation by the Faculty and students in professional and community activities.

# GRADUATE COMPETENCIES

The Margaret H. Rollins School of Nursing prepares graduates who are eligible for licensure as a graduate nurse who exhibits the following competencies:

1. Integrate knowledge gained from related sciences and nursing courses to provide culturally competent care to individuals of all ages, levels of wellness, and in a variety of healthcare settings.
2. Adopt new and previously learned skills and procedures to meet the needs of patients in all healthcare settings.
3. Evaluate critical thinking skills, the nursing process, and evidence based practice/best practice standards when providing patient care in all healthcare settings.
4. Facilitate therapeutic communication when interacting with individuals, families, groups, and health team members of all cultural backgrounds.
5. Implement individualized teaching to meet the needs of individuals, families, and groups of all cultural backgrounds.
6. Utilize resources within the community to meet the needs of individuals, families, and groups.
7. Collaborate with members of the healthcare team to promote, maintain, and restore individual, family, and community health.
8. Practice nursing within the framework of ethical principles and legal standards.
9. Practice accountability in all healthcare settings.



# ACADEMIC & ADMINISTRATIVE POLICIES

## ACADEMIC YEAR

The academic year for the Margaret H. Rollins School of Nursing is defined in terms of credits and weeks of instructional time. The first and senior years consist of 30 weeks of instructional time and 24 credits.

## ADMINISTRATIVE POLICY

The School of Nursing is a department of Beebe Healthcare, thus all Faculty, staff, and students are considered team members of Beebe Healthcare. Beebe Healthcare is a not-for-profit health care system established to serve the needs of the community and surrounding areas. To effectively do so, Beebe Healthcare must maintain the highest standard of ethical conduct and be in full compliance with all applicable laws, statutes, regulations and standards. All team members have a responsibility to uphold the ethical and professional standards of Beebe Healthcare, maintain policies and procedures and comply with Beebe Healthcare's Code of Conduct. Noncompliance to policies and procedures and/or disciplinary action of team members in any Beebe Healthcare facility will be shared with the School of Nursing Program Administrator as deemed necessary by Beebe Healthcare Human Resources Department. The Student Handbook provides a resource to students of general information about the School of Nursing and the academic and administrative policies of the School of Nursing. The Handbook is distributed to all students annually, and is available to any applicant upon request prior to distribution. The School of Nursing reserves the right to make changes in its academic and administrative policies. The student will be notified in writing of policy changes.

## ANECDOTAL ADDENDUM

Faculty will complete an anecdotal addendum on a student who fails to comply with established time frames.

*Example of Anecdotal Addendum Form*

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### SCHOOL OF NURSING ANECDOTAL ADDENDUM

**To:**

**From:**

**Date:**

You have not completed your requirement of \_\_\_\_\_ by the due date. This will cause your dependability clinical objective to be changed to an unsatisfactory for the day of \_\_\_\_\_.

Please sign and return this form to my mailbox by \_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

# ATTENDANCE POLICY

Each student is expected to be prepared for and attend all classes and clinical experiences in order to achieve the objectives of each course and to demonstrate professional accountability. An enrolled student must be eligible for clinical placement in the facilities used by the Margaret H. Rollins School of Nursing. If the student is going to be late or absent on a clinical day, the student MUST notify their clinical instructor no later than 6:00 AM and/or one hour before the assigned clinical experience. The student will receive an unsatisfactory in dependability if they arrive after the designated time or are absent without notifying the clinical instructor. After two late arrivals with clinical instructor notification, the student will receive an unsatisfactory in dependability for each day they arrive late. Faculty record the student absent time on the Course Attendance Record. Students are accountable for tracking their class and clinical absent time.

## **CLASS ATTENDANCE:**

Student participation is valued and is an integral part of learning. One hundred percent (100%) class attendance is expected. If the total theory hours per Semester missed are greater than 30 hours, the student will be required to withdraw from the program:\*

Students are held accountable for the information presented. Any student who is late for class, lab, simulation or is not prepared for class will not be allowed to enter until the next break.

## **CLINICAL ATTENDANCE:**

Clinical time includes patient assignments, observational experiences, lab and simulation time. One hundred percent (100%) clinical attendance is expected. Clinical makeup will be required in 4 hour blocks of time based on clinical time exceeding 16 hours. Mandatory requirements must be made up regardless of hours missed. Specific requirements related to missed clinical days are determined for each course. If total clinical absent time per Semester is greater than 28 hours, the student will NOT be permitted clinical make-up time and will be required to withdraw from the program.\*

Tardiness and dismissals from clinical for inappropriate conduct will be counted as absent time. Any student who in the faculty's judgment is not prepared to administer safe nursing care will be required to leave the clinical area and the time missed will be counted as absent time.

Clinical Day Hour Equivalent = 8 hours.

Clinical make-up fees must be paid prior to clinical make-up.

## **\*WRITTEN WARNING FOR MISSED HOURS:**

The student will be required to meet with the Program Administrator and will receive a written warning when their absent time reaches 75% of the maximum allowable hours per semester listed below:

Class – 22 Hours

Clinical – 21 Hours

Once the maximum allowable hours per semester listed below are reached the student will be required to withdraw from the program:

Class – 30 Hours

Clinical – 28 Hours

Faculty will notify the Program Administrator for any non-compliance to this policy that will be handled according to the Student Discipline policy.

Any exception to this policy will be made by the Faculty Organization.

## **BEREAVEMENT LEAVE**

Bereavement leave up to three days will be granted to students should death occur in their immediate families, so students may have time to make arrangements and attend funeral services. Bereavement leave does not count as absent time under the attendance policy.

The student will be responsible for material missed during the Bereavement Leave. Mandatory clinical requirements missed will need to be made up.

Immediate family includes: husband, wife, domestic partner, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, child, grandchild, or grandparents. Bereavement leave for others who may have had a parental type relationship with the team member or spouse must be approved by the School of Nursing Program Administrator/designee.

## **CELL PHONES/PERSONAL COMMUNICATION DEVICES**

The purpose of this policy is to govern the use of portable electronic communication devices as it relates to your role as a student, and to set prohibited and acceptable use of portable electronic communication devices. These guidelines have been established in order to protect the privacy of patients and team members and to foster a proper learning environment during class or clinical responsibilities.

Personal Communication Devices include but are not limited to: cell phones, laptop computers, iPods and other music playing devices, iPads and other tablet computers, e-readers, smart watches, and hands-free devices, i.e. earpieces/headphones. *For purpose of this Policy, “use” is defined as the utilization of the special features and functions that are accessible via the portable electronic communication device, e.g.: texting with cell phone, surfing the internet on laptop, listening to music on I-Pod, etc.*

1. All personal portable electronic devices must be turned off or set to silent or vibrate during class and clinical hours.
2. Use of personal communication devices is prohibited during class except for the use of laptops for note taking or if directed by Faculty. Students may not initiate, or respond to, personal calls or text messages on cell phones, or other personal communication devices during class. Hands free devices may not be worn during class.
3. Personal communication devices may only be used during non-class or clinical hours (i.e. break or meal periods) and in non-patient care areas such as lobbies, cafeterias, and offices.
4. The School of Nursing Faculty and students may use their cell phone in patient care areas for work-related purposes.
5. The camera/video/recording function on cell phones or other electronic devices is strictly prohibited from use in the workplace to ensure team member and patient privacy as well as to protect other business information.

## CHANGE OF STATUS

If the student's status changes (i.e. Marital Status, Address, Phone Number) while enrolled in the school, the office must be notified in writing immediately.

## CLASSROOM ETIQUETTE

Behavior in the classroom will be respectful to others utilizing the classroom and to the physical surroundings in order to promote an environment and atmosphere that is conducive to learning. Proper classroom etiquette will be exhibited at all times. Proper etiquette includes:

1. Sitting in the seat which may be randomly assigned.
2. Attentive behavior. Sleeping in class is **NOT** allowed.
3. Not interrupting others by re-entering class if one must leave.
4. Not entering class once the instructor has closed the door.
5. Providing each person the right to speak uninterrupted and without distracting sidebar conversations.
6. Showing respect for others, by recognizing each person has a right to their opinion, not being critical, or laughing inappropriately.
7. No food is allowed in the classrooms. Only drinks with a lid are allowed.
8. Cleaning up spills as soon as possible. The person responsible must clean up.
9. Placing all trash in the trash receptacle (includes drink containers and any other trash).
10. Proper care of classroom and furnishings (i.e. writing on or abuse of equipment, damage to walls). Classroom should be returned to the pre-class arrangement at the end of each day.
11. Proper securing of classroom, equipment and furnishings when exiting the classroom.
12. Not changing the thermostat that is set by the Faculty.
13. Cell phones must be on silent mode and cannot be used or visible during class unless directed by Faculty. Students will be asked to leave class if their cell phone rings, is checked for messages, or if they text message during class. Students may return to class after the next break.

**BEEBE HEALTHCARE**  
**CORPORATE ADMINISTRATIVE MANUAL**

<b>CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION</b>	<b>Date Issued:</b> 01/03  <b>Revised:</b> 01/04, 01/05, 04/05, 08/05, 08/07, 03/14, 04/16  <b>Reviewed:</b> 02/17
<b>Issued by:</b> Jacqueline L. Emory, Chief Compliance Officer, Director of Corporate Compliance  <b>Approved by:</b> Jeffrey M. Fried, President / CEO [ ] Condition of Participation [ ] Joint Commission Standard [ ] Department Specific Regulation	

## **PURPOSE**

To set guidelines for team members and persons associated with Beebe Healthcare (Beebe) for maintaining our patients' confidentiality by protecting and safeguarding their personal privacy, their identifying data, and their health and financial information.

To facilitate Beebe's compliance with the confidentiality of all Protected Health Information (PHI) that is generated, received, used, disclosed, and stored on behalf of our patients, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **SCOPE**

Covered under this policy: Beebe Healthcare (Beebe) team members, all levels of management staff, contract personnel, members of the Beebe Auxiliary, volunteers, students, visiting clergy, associated medical staff, members of the Board of Directors, and contracted vendors.

## **DEFINITIONS**

- a) Confidentiality: Assurance that through Minimum Necessary principles and appropriate safeguards that a patient's information is used or disclosed only with the minimum amount of information necessary to accomplish a particular purpose. Confidentiality and Privacy are terms that are used interchangeably for the purposes of this policy.
- b) Medical Record: A medical record is any document or file, either temporary or permanent, maintained electronically or on paper, that contains patient identifying or health-related information is part of the reference to a 'medical record' and is, accordingly, protected under HIPAA.
- c) Need-to-Know: A team member with specific job responsibilities, in accordance with their job description, that requires them to acquire specific patient information which is necessary for them to optimally carry out, maintain, and further the continuum of that patient's care, or perform operational functions including coding or billing.
- d) Protected Health Information (PHI): Any individually identifiable health information collected or stored in a printed or paper format.

## **POLICY**

**USES AND DISCLOSURES OF PHI:** All team members and persons covered under this policy are mandated to abide by, and fully comply with, all HIPAA Privacy and Security policies and procedures, including this policy, as a condition of their employment or association with Beebe. Protected Health Information or PHI is strictly confidential and may be used or disclosed for: treatment, payment, and health care operations; as required by law; and only for uses and disclosures specifically defined by HIPAA.

**ACCESS TO PHI:** PHI may only be accessed by, and shared only with, team members and associated health care staff who have a need-to-know such information in order to carry out their assigned job or patient care responsibilities and functions. Patient care, support, and ancillary department team members may only access the medical records (paper or electronic) of inpatients or outpatients who are directly or indirectly under their care or if the needed access is integral to their job function.

**MINIMUM NECESSARY:** HIPAA requires that reasonable efforts are employed to limit use, disclosure of, and requests for PHI to the minimum amount of information necessary to accomplish an intended purpose. Beebe has established roles and accesses deemed appropriate based on positions and need to appropriately limit access to PHI without sacrificing the quality of health care. In instances where Beebe requests or provides PHI to another healthcare entity, only information which is minimally necessary to accomplish patient care is conveyed.

**SECURE ENVIRONMENT:** Beebe is committed to maintaining a consistently heightened level of privacy and security, not only to protect the confidentiality of our patients' and our team members' PHI, but to also ensure a safe environment for all who enter Beebe's facilities; at all times, and in all circumstances.

**RESPONSIBILITIES:** All team members and individuals associated with Beebe are held responsible for protecting the privacy and security of any PHI that is utilized as a result of their work. Use or disclosure of PHI is acceptable only in the performance of one's responsibilities and duties and is based on need-to-know. Discussion regarding PHI shall not take place in the presence of persons not entitled to such information or in public places.

Non-routine disclosures of hospital record or patient information shall be made with the approval of Beebe administration, in accordance with existing policies or any laws that may be in effect. Team members should read and understand the policies that provide guidance for the protection of our patients' information. Patient information should never be discussed except as necessary for patient care. This includes:

- Patient information should never be discussed in inappropriate places such as the hallways, other patients' rooms, cafeterias, waiting or public areas, facility grounds, or in any public areas external to Beebe's campus or facilities;
- Conversations should not occur within the hearing range of patients, hospital or facility visitors, team members not involved in the patient's care, or any other individual who lacks the need-to-know;
- Medical information should not be discussed with patient's relatives or visitors unless the patient has provided authorization to do so; and,
- Team members should never discuss or disclose work-related or personal information about other team members at any time in any location.

Telephone calls and all external requests for patient information on medical records should be referred to the Health Information Management (HIM) department.

Team members should not be intimidated by others who assert authority to access medical information by virtue of their community positions, such as police, media, or attorneys. These requests should be referred to your supervisor who will in turn refer them to the appropriate authorized personnel. Team members may not provide PHI to any individual without appropriate authorization.

If team members have questions about whether or not information is confidential, they should assume it is confidential until they have an opportunity to discuss it with their supervisors. Team members may also call the Corporate Compliance Office at (302) 645-3205.

Beebe's Information Systems may only be used for patient care and other organization-related business. Beebe's Information System logins and passwords are considered confidential information and may generally not be shared with anyone. No one should ever ask any team member for their password, and no team member should ever provide it. Beebe's Information Systems may only be used for patient care and business-related purposes.

In accordance with this policy, a team member or a member of the management team who uses or discloses confidential information, pending validation through the investigative process and based on a thorough review of any mitigating circumstances, may receive disciplinary action up to and including termination.

## **PROCEDURE**

### **A. TEAM MEMBERS, VOLUNTEERS, CONTRACT PERSONNEL, STUDENT INTERNS, AND PROFESSIONAL ASSOCIATES**

1. The execution of a pledge of confidentiality through a Confidentiality Agreement (Exhibit A) is required as a condition of employment, volunteering, contractual agreement, student internship, or professional association with Beebe.
2. New team members will sign the Confidentiality Agreement at their scheduled Orientation.
3. The Confidentiality Agreement shall also be re-signed each time there is a substantial change in the policy's content. At the discretion of the Privacy Coordinator, the department Director, or the Human Resources VP, a team member or a person associated with Beebe may be required to re-sign a Confidentiality Agreement for reasons and at intervals as deemed appropriate.

### **B. PASTORAL VISITORS AND CLINICAL PASTORAL EDUCATION STUDENTS**

1. Upon admission to the hospital, a patient has the right to object or restrict disclosures of their religious affiliation to a member of visiting clergy, denominational visitors, Eucharistic ministers, or Clinical Pastoral Education (CPE) students, including Pastoral Visitors. If the patient agrees to the disclosure, the HIPAA Privacy Rule §164.510 permits us to release:
  - The patient's name;
  - The patient's general condition in terms that do not communicate specific medical information about the patient;
  - The patient's location in the facility; and
  - The patient's religious affiliation.
2. All Pastoral Visitors are required to register in the Human Resources Department. Human Resource personnel will take an ID picture of the Visitor, then issue a permanent Pastoral Identification Badge to be worn during all ensuing visits to the hospital.
3. At the beginning of each visit, an authorized member of the Security Department will provide the Pastoral Visitor with a census list that includes only the names of inpatients of the same religious affiliation who have consented to this release of general information. This list must be afforded strict confidentiality and must not be removed from the hospital premises. Once obsolete, the census list must be turned in to the Security Department Command Center or placed in a secure hospital shred box.
4. During their visit to any particular patient on their census list, Pastoral Visitors may direct questions about a patient's current general condition to the attending physician, the nurse providing direct care to the patient, the hospital chaplain or other appropriate member of the health care team.
  - It is not appropriate by HIPAA standards for team members to disclose diagnostic information or details about the patient's current hospital stay to the Pastoral Visitor.
  - During their discussions with a patient or the patient's family members, the Pastoral Visitor may directly ask the patient or patient surrogate to orally communicate the patient's general condition, needs, and feelings. If communication with a patient is not possible, or the family members are absent, the Pastoral Visitor should direct their question to the attending health care personnel.

5. Health information may only be shared with the Pastoral Visitor's congregation during a religious service or from a prayer list with the patient's or their personal representative's knowledge and verbal permission. It is very important for the Pastoral Visitor to note this permission in their personal notes with date and time of the discussion with the patient.
6. By virtue of their educational requirements, CPE students may have access to the Medical Record under the supervision of Beebe's Chaplain. However, other Pastoral Visitors may not access the Medical Record at their discretion.

#### **C. NON-STAFF PERSONS ON-SITE FOR BUSINESS PURPOSES**

1. All business visitors, including vendors, contractors, maintenance workers, attorneys, government representatives, sales representatives, and law enforcement personnel are required to register or sign in upon each visit to any Beebe facility. Security Department personnel will issue a visitor badge to be worn at all times during the visit, which expires after 24 hours.
2. Unauthorized use or disclosure of confidential information will result in a disciplinary response up to and including termination of contract, association, or appointment.

#### **EXHIBITS**

Exhibit A: Beebe Healthcare Confidentiality Agreement for Team Members, Volunteers, Contract Personnel, Student Interns, and Professional Associates



## BEEBE HEALTHCARE CONFIDENTIALITY AGREEMENT

TEAM MEMBERS, EMPLOYED / CONTRACTED / COMMUNITY PHYSICIANS WITH REMOTE ACCESS AND THEIR OFFICE STAFF, BMG STAFF, VOLUNTEERS & AUXILLARY, STUDENTS, CONTRACT PERSONNEL AND PROFESSIONAL ASSOCIATES

It is the responsibility of all Beebe Healthcare workforce members, as defined above, to preserve and protect confidential patient, employee and business information.

The federal Health Insurance Portability and Accountability Act (HIPAA) as well as state laws govern the release of patient identifiable information by hospitals and other health care providers. All of these laws establish protections to preserve the confidentiality of various medical and personal information and specify that such information may not be disclosed except as authorized by law or the patient or individual. HIPAA is intended to protect the privacy and security of all individually identifiable health information in the hands of covered entities, regardless of whether the information is, or has at one time, been in electronic form.

**Confidential Patient Care Information includes:** Any individually identifiable information in possession or derived from a provider of health care regarding a patient's medical history, mental, or physical condition or treatment, as well as the patient's and/or their family members records, test results, conversations, research records and financial information. (Note: this information is defined in the HIPAA Privacy Rule as 'protected health information'.) Examples include, but are not limited to: physical medical records, including paper, photo, video, diagnostic and therapeutic reports, lab and pathology samples; patient insurance and billing information; mainframe and department based computerized patient data and alphanumeric radio or cellular text messages; visual observation of patients receiving medical care or accessing services; and verbal information provided by or about a patient.

**Confidential Employee and Business Information includes, but is not limited to, the following:** Employee home phone telephone number and address; spouse or relative names; Social Security numbers or income tax withholding records; information related to evaluation of performance; Other such information obtained from Beebe Healthcare records which if disclosed would constitute unwarranted invasion of privacy; or Disclosure of any Confidential business information that would cause harm to Beebe.

### I understand and acknowledge that:

1. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all medical records, proprietary information, and other confidential information relating to Beebe Healthcare and its affiliates, including business, employment and medical information relating to our patients, employees and health care providers.
2. I agree to discuss confidential information only in the workplace, only for job related purposes, and not to discuss such information outside of the work place or within hearing of other people who do not have a need to know about the information.
3. I agree to access confidential information only for those individuals with whom I (or in the case of remote access) the employers for whom I work with, have a business or treatment relationship. I also agree to access only the amount of confidential information necessary to perform my job functions related to that relationship. Any other access requires the express permission of Beebe Healthcare.
4. I agree I will never access confidential information for "curiosity" viewing. I understand that this includes viewing confidential information of me, my spouse or significant other, children, family members, friends, other organizations, and coworkers.
5. I agree that I will not release nor share any of my User IDs and passwords to any other person and I agree not to allow anyone else to access or use any IS system under my User IDs and passwords. I understand that when I use my User ID and password to access any system that this is the equivalent of my signature and that I am responsible and will be held accountable for all activity performed under my User IDs and authentication codes or passwords.
6. I agree that my compliance with this Agreement may be audited and I agree to fully cooperate with any audit conducted by Beebe Healthcare. I also understand that I may be suspended or have my IS access denied pending investigation of potential incidents or breaches.
7. I also agree that in the event I breach any provision of this agreement, Beebe Healthcare has the right to immediately terminate my IS accesses and if an employee I will be subject to Beebe's disciplinary process, which could result in termination. If a physician, the matter will be referred to the Beebe Healthcare peer review process as a breach of confidentiality, as defined in the Bylaws/Rules and Regulations of the Medical Staff and that my employment or business relationship may be terminated.
8. I recognize my obligation to safeguard patient confidentiality continues after my termination of employment or my business relationship with Beebe Healthcare.
9. In order to ensure strict adherence to these obligations as required by law (HIPAA), designated hospital staff will routinely monitor the use of electronic mail, communications, Internet access/usage, and remote software access.

**I acknowledge that I have read and my signature below signifies my agreement to comply with the above terms:**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Employee # \_\_\_\_\_  
Please print name legibly \_\_\_\_\_ Dept/Affiliation/Practice \_\_\_\_\_  
If not a Team Member, email address \_\_\_\_\_

M-1840 1/94, 8/95, 12/98, 1/99, 6/99, 7/01, 6/02, 1/03, 3/05, 3/07, 3/08, 3/09, 3/10, 3/11, 3/12, 5/13, 3/14, 3/15, 3/16, 1/17  
White: HR or IS, if remote access Yellow: Signed by

# CPR CERTIFICATION

Students must provide verification of CPR Certification as a Healthcare Provider every two years.

## CRIMINAL BACKGROUND

Clinical facilities in Delaware must comply with Delaware Special Employment Practices for Health Care and Child Care Facilities (19 Del. C. 708 and 11 Del C. 8563) requiring all employees/students with clinical experience in their facility to have satisfactory Criminal Background, OIG (Office of Inspector General), Adult Abuse, Child Protection, and Delaware Sex Offender Registry checks. Fingerprinting is also required for employees/students in long term care, assisted living, and home healthcare facilities.

Students entering the Margaret H. Rollins School of Nursing at Beebe Healthcare must have satisfactory Criminal Background Checks, OIG (Office of Inspector General), Adult Abuse, Child Protection, and Delaware Sex Offender Registry verifications, and satisfactory Drug Screen. Authorization forms for each check, verification and screening, and fingerprinting will be completed prior to the first day of enrollment. Students must be eligible for clinical placement in the facilities used by the School of Nursing.

An additional criminal background check will be required as part of the RN nursing licensure process in Delaware.

### Procedure:

1. Information on criminal background checks and drug screen requirements for admission are published on the School of Nursing website, and included in correspondence to each prospective student.
2. Six to eight weeks prior to enrollment, a time is scheduled for the accepted student to complete background authorization forms and have fingerprinting form printed from the Background Check Center (BCC) and drug screen completed.
3. The following forms must be completed at the School of Nursing with name(s), signature, Social Security Number, Drivers License Number, and copy of driver's license, date and specific addresses for the past ten years including zip code:
  - a. Criminal Record Check Acknowledgment
  - b. Criminal Record Check Request form
  - c. Delaware Background Check Center (BCC) consent form
4. The BCC form to have fingerprinting completed at State Police facilities is given to the student at the School of Nursing after completion of the BCC consent form. If the student has previously been fingerprinted within the last three (3) years for long-term care and record of their fingerprinting is available in the BCC, they will not need to have additional fingerprinting.
5. Release of information for Drug Screen is signed at the time specimen is acquired for the professional drug screen by Beebe Healthcare's Employee Health department.
6. A copy of A Summary of Your Right's Under the Fair Credit Reporting Act is given to each student. The student signs the verification form indicating they have been given a copy of A Summary of Your Right's Under the Fair Credit Reporting Act.

## **CRIMINAL BACKGROUND, (CONTINUED)**

7. Criminal Background Requests are submitted electronically to Beebe Healthcare's criminal background vendor by the School of Nursing Program Administrator or designee. The form documenting the submitted request is printed and included in the student file.
8. Adult Abuse Registry, Child Protection Registry, Delaware State Police Sex Offender registry and OIG Registry Checks are completed through the Delaware BCC.
9. Criminal Background, OIG Investigations, Adult Abuse Registry and Child Protection Registry Checks are reviewed by the School of Nursing Program Administrator or designee for determination of satisfactory or unsatisfactory status based on criteria in Division of Long Term Care Residents Protection Rules and Regulations and Beebe Healthcare's/Margaret H. Rollins School of Nursing criteria for employment/enrollment.
10. Results of BCC Registry Checks and fingerprinting for Criminal Investigation are reported through the BCC. School of Nursing Secretary reviews and prints results as available. Results are reviewed for satisfactory or unsatisfactory status based upon criteria #10 and falsification of application.
11. Drug Screen results are reported to Beebe Healthcare's employee health department. The Employee Health Department reports the date of the test and results to the School of Nursing. Unsatisfactory (i.e. positive for drug screen) results are reported by phone to the School of Nursing Program Administrator/designee as unsatisfactory. The specific drug remains confidential and is only shared with the student by the Employee Health nurse.
12. Students are informed of unsatisfactory results by the School of Nursing Program Administrator/designee and must sign a student contact form upon receipt of unsatisfactory results.
13. Students with unsatisfactory results in any of the following lose the privilege of attending or enrollment in Margaret H. Rollins School of Nursing:
  - Criminal Background Check
  - Criminal Fingerprinting Investigation
  - Adult Abuse Registry
  - Child Protection Registry
  - Delaware Sex Offender Registry
  - Drug ScreenIf the Certiphi report shows unsatisfactory criminal background, a copy of the unsatisfactory results must be given to the student.
14. The Background Check and Drug Screen Verification Form is used to summarize all results and verify completion of all required screening for enrollment. The form is filed in the front of all the consent forms and results in the student record.
15. Acknowledgement, requests, consent, results and Student Contact Form (if applicable) are filed in the student record and are a permanent part of the Student Record. They are filed in the following order:
  - Verification form
  - Certiphi permission form with Fair Credit Reporting Act form attached
  - Certiphi request
  - Certiphi results
  - BCC permission form
  - BCC confirmation of consent form

## **CRIMINAL BACKGROUND, (CONTINUED)**

Criminal history record request

BCC results in order –

- a. Eligible Letter (criminal history eligible letter for employment)
- b. Adult abuse – name should not be listed
- c. Child protection – name should not be listed
- d. OIG – name should not be listed
- e. Drug screen – date of testing and results listed
- f. Public sex offender – name should not be listed
- g. Certified Nurse Registry may be available for some if CNA
- h. BCC results Hire page

Student Contact Form

Master list Retention Form

16. BCC requires that a student be removed from BCC's master list once they complete their education and/or status is changed unless consent is provided on the Master List Retention Form. Master List Retention forms from BCC will be provided to students who complete the Nursing Assistant Course and any student who withdraws from the School of Nursing.

# DRUG & ALCOHOL POLICY

It is the intent of the Margaret H. Rollins School of Nursing to provide an educational environment that is safe, healthy and productive for all students. Educational materials on the health risks associated with the use of illicit drugs and the abuse of alcohol are provided on the student bulletin boards. In order to do this, students must be drug/alcohol-free. It is the policy of the School of Nursing that the possession, use, consumption, sale, purchase, or distribution of illegal drugs, or any illegally-obtained drugs on Beebe Healthcare property or within its facilities, in the conduct of the School of Nursing responsibilities (including lunch time and breaks), is strictly prohibited and will be grounds for immediate dismissal. In addition, the School of Nursing does not permit any student to report for school responsibilities after having used illegal drugs or while under the influence of alcohol. The School of Nursing does not permit any student to report for school responsibilities while taking prescribed drugs or over-the-counter drugs that adversely affect the student's ability to effectively perform his or her responsibilities. Students are required to notify the School of Nursing Program Coordinator of all therapeutic use of controlled substances. The Program Coordinator in conjunction with the Beebe Healthcare Employee Health Nurse and/or student's physician will determine if the student can safely carry out their responsibilities. A drug free workplace/educational facility will require all students to submit to a urine specimen for the purpose of drug testing prior to enrollment and annually. The School of Nursing will test students under the following conditions:

1. Prior to enrollment in First Year Nursing at a time designated by the School of Nursing.
2. On an annual basis, prior to and/or at the beginning of the Senior Year at a time designated by the School of Nursing.
3. Random drug screening will be conducted on a minimum of 25% of the student body during the school year (see Attachment Four for procedure).
4. When the School of Nursing has reason to believe, based on observation or reliable information that a student has been using or is under the influence of alcohol or drugs, other than authorized and reported prescription drugs, the student will be asked to submit to a urine drug test and/or a blood alcohol test.

Refusal to submit to a test under any of the above conditions will result in dismissal from the program. A School of Nursing student must notify the School of Nursing in writing of his/ her conviction for a violation of a criminal drug statute within five calendar days of the conviction.

## INSPECTIONS AND SEARCHES

Beebe Healthcare/the School of Nursing respects the privacy of individuals. However, in cases where Beebe Healthcare/the School of Nursing has reasonable suspicion to believe that a student may be in possession of alcohol, drugs or drug paraphernalia on Medical Center property, the School of Nursing administration with Beebe Medical Security Officer reserves the option to inspect personal property. A student may be requested to empty the contents of his/her personal effects (such as lunch boxes, handbags, outer clothing, etc.). Personal vehicles on Medical Center property are also subject to search. Such inspections may be requested and performed by the School of Nursing administrator with a Human Resources Manager or his/her designee, and whenever reasonably possible the student involved will be present during the inspection.

## **DRUG & ALCOHOL POLICY, (CONTINUED)**

In accordance with the intent of this policy, the following procedure will be used:

1. All accepted students will be scheduled with the Employee Health staff for the purpose of being tested for drugs. Drug specimens will be sent to an outside reference lab for testing. Results must be negative in order to continue with enrollment in the School of Nursing and will be kept in confidence. The dates the sample was collected and results were returned will be shared with a representative from the School of Nursing for the Criminal Background check Center documentation.
2. If a student exhibits behavior that is suspicious of drug/alcohol use when on school responsibilities, the student's instructor will notify the School of Nursing Program Coordinator and Employee Health staff or Vice President of Human Resources immediately. The instructor will use the Instructor's Observation Form (see Attachment One) to document behavior observed, confront the student in question and accompany them to the Employee Health Office.
3. The School of Nursing staff will review the School of Nursing's Drug/Alcohol policy with each student to be tested for probable cause and ask the student to submit to a drug/alcohol test. Students are expected to cooperate fully in providing witnessed specimens and explanations that may be subsequently required by this policy. Students submitting to the drug/alcohol test will be required to sign the Informed Consent and Release of Liability Form (see Attachment Two). Attempts to contaminate specimens or otherwise interfere with policy procedures will be grounds for immediate dismissal.
4. If the student refuses the test for probable cause, he/she will be asked to sign the Refusal to Submit to Drug/Alcohol Testing (see Attachment Three), and will be dismissed from the School of Nursing.
5. If the student agrees to the drug/alcohol test, the specimen will be obtained by Beebe Healthcare Employee Health staff trained in the procedure for collecting and submitting drug/alcohol specimens. All testing will be conducted by a Beebe Healthcare designated, certified medical testing laboratory with appropriate chain of custody procedures in place to ensure accuracy and continuity in specimen collection, handling, transfer and storage.
6. If the student is being tested for cause, following the administration of a drug/alcohol test, the student will be driven home by the school of nursing personnel or other designated individual and will be suspended. If the drug/alcohol test is negative, the student will be able to return to school responsibilities, and assignment will be discussed with the Course Coordinator/School of Nursing Program Administrator for the originally scheduled hours that the student was suspended.
7. All specimens identified as positive on the initial test are verified by a confirmatory test. In the event of a positive test, the student may request independent testing, at her/his own expense, paid at time of request, of a portion of the tested specimen for verification of the test results. If the independent test result is negative, Beebe Healthcare will re-test the original sample.

## **DRUG & ALCOHOL POLICY, (CONTINUED)**

8. Any student whose test results are confirmed positive will be dismissed and advised to seek professional assistance immediately (see the section on Substance Use Treatment and Rehabilitation Services that follows). Students who do so may request readmission according to the School of Nursing Readmission Policy.

### **FEDERAL AND STATE OF DELAWARE LAWS FOR VIOLATIONS OF ALCOHOL AND DRUGS**

Federal and the State of Delaware laws prohibit the manufacture, distribution, or dispensing, or possession with intent to manufacture, distribute, or dispense, controlled substance. Information regarding the federal laws for controlled substances is available on the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division website

<https://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm>.

Information regarding the State of Delaware laws is available on the State of Delaware website

<http://www.delcode.delaware.gov/title16/c047/sc04/index.shtml>

### **SUBSTANCE USE TREATMENT AND REHABILITATION SERVICES**

Should a student realize that he or she has developed a dependence on drugs, alcohol or any controlled substance, he or she is advised to inform his or her instructor and/or the Program Coordinator to seek trained, professional assistance immediately. Cost for treatment and rehabilitation will be the responsibility of the student. Students are encouraged to come forward voluntarily (without disciplinary penalty), prior to any management action, to address and resolve any drug and/or alcohol-related problems on a confidential basis. At the time of seeking outpatient assistance or if in-patient treatment is necessary, the student may be advised to take a leave of absence according to the School of Nursing Leave of Absence Policy if unable to meet the attendance requirement of the school based on the School of Nursing Attendance Policy.

**ATTACHMENT ONE**

**BEEBE HEALTHCARE  
MARGARET H. ROLLINS SCHOOL OF NURSING  
INSTRUCTOR'S OBSERVATION FORM**

Name: \_\_\_\_\_  
Social Sec. No.: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

The above named student was observed by me to exhibit the following behaviors.  
Check one or more.

\_\_\_\_\_ Drowsiness or sleepiness  
\_\_\_\_\_ Alcohol on the breath  
\_\_\_\_\_ Slurred or incoherent speech  
\_\_\_\_\_ Unusually aggressive behavior  
\_\_\_\_\_ Other (describe below)

\_\_\_\_\_ Unexplained change in mood  
\_\_\_\_\_ Lack of manual dexterity  
\_\_\_\_\_ Lack of coordination  
\_\_\_\_\_ Unexplained work-related  
\_\_\_\_\_ accident or injury  
\_\_\_\_\_ Unsafe actions (describe  
Below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This behavior is interfering with the student's ability to perform his/her responsibilities.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date



## ATTACHMENT TWO

### BEEBE HEALTHCARE MARGARET H. ROLLINS SCHOOL OF NURSING INFORMED CONSENT AND RELEASE OF LIABILITY

I \_\_\_\_\_ understand that according to the Margaret H. Rollins School of Nursing policy, which I have read and understand, I am required to submit a sample of my urine and/or blood for chemical analysis. I understand that this analysis will be conducted by a qualified testing laboratory.

The purpose of this analysis is to determine the absence or presence of drugs and/or alcohol.

I consent freely and voluntarily to the School of Nursing's request for specimens. I hereby release and hold harmless the School of Nursing and Beebe Healthcare and its team members and agents from any liability whatsoever arising from this request to furnish my specimens, and the testing of my specimens. I also consent to the release of the result(s) of this analysis to Beebe Healthcare and the School of Nursing, and I understand that in the event of a positive test I will be dismissed from the School of Nursing.

I understand that all information derived from this test will be kept confidential and released only to the School of Nursing and Beebe Healthcare personnel with a need to know.

I also understand that a documented chain of specimen custody exists to ensure the identity and integrity of my specimens throughout this collection and testing process.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Specimen No. \_\_\_\_\_

**ATTACHMENT THREE**

**BEEBE HEALTHCARE  
MARGARET H. ROLLINS SCHOOL OF NURSING**

**REFUSAL TO SUBMIT TO DRUG/ALCOHOL TESTING**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Social Sec. No.: \_\_\_\_\_

I, \_\_\_\_\_, am aware of the Margaret H. Rollins School of Nursing's Drug/Alcohol Policy and know that by refusing to be tested, I am subject to immediate dismissal.

I refuse to submit to testing for drugs/alcohol.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## ATTACHMENT FOUR

### BEEBE HEALTHCARE MARGARET H. ROLLINS SCHOOL OF NURSING

#### PROCEDURE FOR RANDOM DRUG SCREENING

1. The Employee Health Department of Beebe Healthcare will be responsible for conducting random drug screening.
2. Random drug screens will be done anonymously based on the last four digits of the students' social security numbers.
3. A list of current students and the last four digits of their social security numbers will be given to Employee Health at the beginning of the school year.
4. The social security numbers only will be placed in a container. Employee Health will randomly draw a number from the container and match the number to the student name on the list.
5. The student will be contacted by Employee Health if they have been selected for a random drug screen.
6. **The student must report to Employee Health on that day to give the urine sample.**
7. Once a student has been selected, their number will be returned to the container and have the possibility of being randomly selected again during the school year.
8. **If the student fails to report to Employee Health on the selected day, or refuses to submit to the drug screen, it will result in dismissal from the program.**

# EXTENSION FOR WRITTEN ASSIGNMENTS

All students who request an extension for written assignments will follow the procedure as stated below.

If a student needs to request an extension on a written assignment due, they must:

1. Obtain an Extension for Written Assignments form located on Edvance360 under “Resources.”
2. Submit the Extension for Written Assignments form to the appropriate Faculty member for approval at least 2 days prior to the date the assignment is due.

## *Example of Extension for Written Assignments Form*

I, \_\_\_\_\_, am requesting an extension for my assignment  
\_\_\_\_\_ from \_\_\_\_\_  
(Faculty name)

This assignment is due on \_\_\_\_\_.

I would like an extension until \_\_\_\_\_.

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted \_\_\_\_\_ Denied \_\_\_\_\_

# HONOR CODE

Each student enrolled in the Margaret H. Rollins School of Nursing will abide by this Honor Code.

Honesty and integrity are fundamental to the mission of higher education and the profession of nursing. Students enrolled in the School of Nursing will maintain the highest standards of honesty and demonstrate accountability in responsible decisions and actions. Students are responsible for the honest completion and representation of their work academically and in clinical settings, and for respect of others and their academic endeavors.

Dishonesty undermines the confidence of the student in his or her ability to learn and perform. Students have a responsibility to each other to report dishonesty to the proper School authority.

Dishonesty includes, but is not necessarily limited to the following:

1. Cheating - giving or receiving unauthorized assistance in any academic exercise or examination. Using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise.
2. Plagiarism - representing the ideas, work, charts, tables, diagrams, etc. of others as if they were one's own by failing to cite the correct resources.
3. Falsification - Falsifying any information in academic and/or clinical setting, fabricating, inventing any information, data, or citation in an academic/clinical exercise, document or record.
4. Interference - intentionally impeding or damaging the academic work of others, and/or engaging in conduct aimed at making false representation of a student's academic and/or clinical performance.
5. Facilitating any of the above actions or performing work which a fellow student then presents as his or her own.

Any student found guilty of dishonesty will be sanctioned according to the School of Nursing's discipline policy.

Rules, regulations and policies are designed to promote an academic setting and an atmosphere that is conducive to personal well-being and achievement of the School's mission, goals/competencies and educational objectives. Failure to adhere to rules, regulations, and policies results in action as defined by the Student Disciplinary Policy.

By virtue of matriculation in the School of Nursing, each student acknowledges the following:

***I hereby recognize and pledge to fulfill my responsibilities as defined in the Honor Code and to adhere to the rules, regulations and policies to maintain the integrity of myself, the School of Nursing, and the nursing profession.***

---

*Student Signature*

---

*Date*

## INCLEMENT WEATHER

The School policy is to remain open unless there are extreme weather conditions. The School of Nursing believes students are capable of assessing the weather conditions in their area. If a student feels he/she is unable to travel safely or their arrival will be delayed, they MUST notify the Course Coordinator or instructor before the responsibility begins. When the student is going to be late or absent on a clinical day, the student MUST notify their clinical instructor no later than 6:00 AM.

In the event of extreme weather conditions, cancellations or delays will be shared with students as follows:

1. A message will be sent to the student's cell by Beebe Healthcare's automated message system.
2. An announcement will be sent via Edvance360.
3. Message on the School of Nursing office phone.

It is the student's responsibility to obtain information about cancellations or delays by receiving the automated phone message, checking Edvance360, or calling the School of Nursing office.

If the School is in operation, absent time is counted according to the attendance policy.

## LEAVE OF ABSENCE

### Policy:

- A Leave of Absence is granted for health or personal reasons by the Faculty Organization.
- A Leave of Absence is not granted to a student who is failing theory and/or clinical at the time the request for a Leave of Absence is submitted. The student must withdraw and apply for readmission.
- A student who is dismissed for discipline according to the dismissal criteria as stated in the Student Discipline Policy is NOT eligible for a Leave of Absence.
- A Leave of Absence will not exceed 12 months. A Leave of Absence which exceeds 12 months becomes a withdrawal.
- Failure to meet any of these requirements by the due date forfeits the student's position in the class.

### Procedure:

1. Students who wish to take a Leave of Absence from the School of Nursing should:
  - a. Submit a letter of intent to the School of Nursing Program Administrator.
  - b. Make an appointment with the School of Nursing Program Administrator to discuss the request.
  - c. Meet with the Program Coordinator if financial aid was received during their enrollment at the School of Nursing. If the student does not meet with the Program Coordinator, correspondence regarding the student's financial aid responsibility will be sent to the student.
  - d. Meet all financial obligations to the School of Nursing.

## **LEAVE OF ABSENCE, (CONTINUED)**

2. If a letter is not submitted, a withdrawal date for the last day of attendance will be recorded on the student's academic record.
3. The School of Nursing Program Administrator will:
  - a. Communicate with the student by letter the status of their request for a Leave of Absence.
  - b. File a copy of the letter in the student's file.
  - c. Record the date for the student's Leave of Absence on the student's academic record.
4. The student who plans to return for Nursing 102, 201, or 202 must submit their intent in writing three months prior to the beginning of the Semester in which they will return or by March 1<sup>st</sup> for Nursing 101.
5. The Returning from a Leave of Absence checklist will be initiated by the School of Nursing Program Administrator when the letter of intent is received from the student.
6. Students who return following a Leave of Absence must:
  - a. Work 300 hours providing direct patient care, except in Nursing 101
  - b. Provide verification of current CPR as a Healthcare provider
  - c. Meet the current student health requirements
  - d. Have current satisfactory background checks and drug screen

## **LISTENER**

A listener is a student who monitors theory content only. This student does not participate in exams, exam reviews, or participate in clinical experiences. A listener fee must be paid prior to class attendance, determined according to tuition/fees policy. Listener status must be approved by the Faculty Organization.

## **MATRICULATION**

The matriculation policy specifies the time frame for accepted students to begin and progress through the curriculum.

### **APPLICANT MATRICULATION**

Applicants accepted into the nursing program must begin the college courses required for enrollment or the First Year nursing courses within 24 months of acceptance of their application unless the individual is placed on a waiting list or a letter is received requesting placement in the following years' class.

Applicants who fail to matriculate within the above time frames may be required to reapply for admission into the program.

### **STUDENT MATRICULATION**

All students enrolled in the School of Nursing must matriculate in the courses when offered in the curriculum. All students must complete the curriculum within one and a half times the length of the program. Any exception to this policy will be made by the Faculty Organization if the student submits an appeal.

# NONDISCRIMINATION

It is the policy of Beebe Healthcare and Margaret H. Rollins School of Nursing to afford equal opportunity to persons regardless of: sex, race, religion, national origin or ancestry, sexual orientation, gender identity, age, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Nursing students are required to meet all the admission requirements as defined in the Admissions Policy and the performance requirements as described on the Student Nurse Essential Functions form.

## PARKING

It shall be the policy of Beebe Healthcare to provide an adequate amount of parking for the public that patronizes the Medical Center, as well as for the team members. In the best interest of security, safety and convenience, areas of the parking lots will be designated for public parking and also for particular work shifts for team members.

All team members/students at the time of hire/enrollment will complete a parking application which includes the vehicles license plate number. This information is forwarded to Safety & Security at Beebe Healthcare.

### PROCEDURE

#### A. PUBLIC PARKING

Visitor Parking areas are:

1. The Parking Garage – Levels 1-2
2. The parking lot at the East Entrance (Emergency Department Patient & Visitor Parking Only)
3. Valet Parking (Main West Entrance)

#### B. TEAM MEMBER PARKING

Team member Parking areas are:

1. The North 40 parking lot (behind Rite-Aid) – no restrictions
2. The Parking Garage – Levels 3, 4 & 5 for 7 AM – 3 PM, all Levels 3 PM – 7 AM
3. The area in front of and behind BOB building with the exception of 3 restricted handicap spaces
4. The MRI lot – with restriction of the 5 physician parking spaces
5. Bethel Church lot to right of Bethel – only parking spaces that do not face street or the church
6. Patient Financial Services Building (Saliba Building) and Patient Access/pre-registration house parking lot – only spaces that are not dedicated to DelMed
7. The lot on the corner of Savannah Road and Dewey Road – only spaces that are not dedicated to church parking

**\*\*Please Note: Parking in front of homes on Lewes streets while working is a violation of this policy and will be subject to disciplinary action.**



## **PARKING, (CONTINUED)**

### **C. STUDENT NURSE PARKING**

Student Nurses are subject to the same rules and regulations as all team members.

### **D. PARKING REGULATIONS & RESTRICTIONS**

The Public Safety and Security Department will be responsible for the regulation of parking by the following procedure:

#### **1. PUBLIC VIOLATIONS**

- a. A notice of a parking violation will be issued.
- b. If the violation is of a grave nature, where it may create a threat to the safety of others or severe inconvenience to others, an attempt to locate the vehicle driver will be made. If the driver cannot be located within a reasonable time, the vehicle may be removed at the owner's expense.

#### **2. TEAM MEMBERS PARKING RESTRICTIONS**

- a. Team members who have business at the Medical Center during times other than their scheduled work time may park in the public area. Team members should notify the Public Safety and Security Department if they are parked in a public parking area.
- b. Team members are prohibited from parking in areas not designated for parking. This includes public streets.

#### **3. TEAM MEMBER VIOLATIONS**

- a. First Violation. A notice of parking violation will be issued. The team member will be asked to move the vehicle. The team member's Director will be notified.
- b. Second Violation. A written notice of a parking violation will be issued. Disciplinary action will be implemented. See Discipline policy in the Policies/Procedures section for repeated infractions.
- c. Parking on Lewes Streets in front of homes is prohibited.
  - First Violation – A notice of parking violation will be issued.
  - Second Violation – Disciplinary action will be implemented.

# READMISSION

## Policy:

1. Readmission is not automatic.
2. Students are only eligible for readmission for 12 months following a withdrawal.
3. A student who has both a failing theory and clinical grade at the time of withdrawal is NOT eligible for readmission.
4. A student who is dismissed for discipline according to the dismissal criteria as stated in the Student Discipline Policy is *NOT* eligible for readmission.
5. Students will not be considered for readmission until all outstanding financial obligations to the School of Nursing are paid.
6. A student who has a failing grade at the time of withdrawal will be evaluated on an individual basis and the readmission decision by the Faculty Organization will be determined by the student's potential to successfully complete the program.
7. All students who seek readmission must work 300 hours providing direct patient care.
8. The readmission fee is due one month prior to the beginning of the course. Students who are readmitted **MUST** provide verification of current CPR certification as a Healthcare Provider, meet the current Student Health requirements, complete the mandatory education requirements, and have current satisfactory background checks and drug screen.

The student's placement within the curriculum will be determined by the last course successfully completed and space availability. Students readmitted to the first semester of the First Year will have their name added to the class list according to the date the request for readmission is received. Readmission after the first semester of the First Year will be determined by space availability.

Failure to submit the readmission requirements by the due date or to meet the readmission requirements forfeits the student's eligibility for readmission.

## Procedure:

- A. Students with a passing grade at the time of withdrawal:
  1. The student must submit a letter of request for readmission to the School of Nursing Program Administrator within three months of leaving the program.
  2. The readmission checklist will be initiated by the School of Nursing Program Administrator upon receipt of the written request for readmission.
  3. The School of Nursing Program Administrator will notify the student in writing with the decision of the Faculty Organization.
- B. Students with a failing grade at the time of withdrawal:
  1. If the student desires readmission to the School of Nursing, he/she must submit a letter stating their request for readmission with an action plan for success to the School of Nursing Program Administrator within one (1) month after withdrawal with a failing grade.
  2. The readmission checklist will be initiated by the School of Nursing Program Administrator upon receipt of the written request for readmission.
  3. The Faculty Organization will review performance, disciplinary action, and any other indicators to determine the student's eligibility and if applicable, requirements for readmission.

## READMISSION, (CONTINUED)

4. The School of Nursing Program Administrator of the School will notify the student of the Faculty's decision regarding eligibility and/or requirements for readmission in writing.
5. The student must submit their **completed** readmission requirements or progress to date to the School of Nursing Program Administrator in writing **three months** prior to the beginning of the Semester of desired readmission.
6. The School of Nursing Program Administrator will notify the student in writing that they are ineligible for readmission if the student does not complete the readmission requirements or submit their progress by the due date.
7. If applicable, the School of Nursing Program Administrator will schedule the student for a readmission interview with the Course Coordinator/designee and the Program Coordinator after the completion of the readmission requirements are reviewed.
8. The Faculty Organization will review readmission interview results and determine the student's eligibility for readmission.
9. The School of Nursing Program Administrator will notify the student in writing with the decision of the Faculty Organization.

## REFUND

To be eligible for a refund, an official notice must be received in writing and the student voluntarily withdraws or takes a Leave of Absence (LOA).

Refunds are based on the following criteria:

- 100% refund of tuition if withdrawal occurs prior to the beginning of the semester.
- 75% refund of tuition if withdrawal/LOA occurs in the first week of the semester.
- 50% refund of tuition if withdrawal/LOA occurs in the second week of the semester.
- 25% refund of tuition if withdrawal/LOA occurs in the third week of the semester.
- No refund of tuition if withdrawal/LOA occurs after the third week of the semester.
- All fees are non-refundable, except Enrollment and Graduation.
- Students who involuntarily withdraw (dismissed) are ineligible for a refund.
- Title IV Financial Aid monies are refunded based on the Return of Title IV Funds policy.

# STUDENT RECORDS AND PRIVACY

**Policy:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Margaret H. Rollins School of Nursing complies with FERPA and current FERPA Regulation to protect the student.

A student once enrolled in the School of Nursing shall have the right to inspect and review their records that meet FERPA's definition of education records. A student who believes that information in his/her record is inaccurate or misleading or violates his/her privacy or other rights may request the records to be amended. No personally identifiable information from the records of a student shall be disclosed without the prior written consent of the student except under certain defined conditions by the Act. Educational agencies and institutions are permitted to disclose personally identifiable information from a student's educational record, without consent under Sec.99.31(a) 10 in connection with a health or safety emergency as defined by the Act. Disclosure must be recorded in the student record documenting the basis for its decision that a health or safety emergency existed. Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, email address, date and place of birth, photograph, major fields of study, grade level, officially recognized activities, honors and awards, enrollment status, dates of attendance, and most recent educational agency or institution attended. The disclosure of the student's SSN as directory information is prohibited unless the student provides written consent for the disclosure. If a student does not want directory information disclosed as allowed by law, then they must notify the Program Administrator in writing.

The student/graduate record is the property of the School of Nursing. Any outstanding financial obligation to the school forfeits the privilege of the release of student/graduate records. A request for and/or disclosure of information from a student's educational record will be maintained in the student record with name of party requesting information, and additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information.

## Procedure:

1. All student records are maintained in the school office under locked files.
2. A student may request to inspect and review his/her record with the following exceptions:
  - a. Personal notes of the Margaret H. Rollins School of Nursing Faculty and Staff.
  - b. Financial records of parents.
  - c. Employment records.
  - d. Medical counseling and psychiatric records used for treatment.
  - e. Campus law enforcement records.
  - f. Confidential letters and statements of recommendations entered in the educational record after January 1, 1975 to which the student has waived right of access.
  - g. Confidential letters and statements of recommendations placed in your record prior to January 1, 1975.
3. Student requests to inspect and review records should be made in person and in writing to the School of Nursing office. The student must show proper identification to access their record.
4. Review of records occurs in the School office under the supervision of the Program Administrator or designee.

## STUDENT RECORDS AND PRIVACY, (CONTINUED)

5. A student may request the amendment of his/her record if they believe information is inaccurate, misleading or violates their rights.
6. The request for amendment must be made in writing to the Program Administrator and must clearly state the amendment sought and the reason. Amendment decisions are made by the Faculty with legal consultation, if necessary.
7. FERPA allows schools to disclose records under the following conditions (34 CFR 99.31):
  - a. Request for directory information as defined by FERPA.
  - b. School officials with a legitimate educational interest.
  - c. Specified officials for audit or evaluation purposes.\*
  - d. Recognized organizations conducting studies on behalf of the School.\*
  - e. Accrediting organizations.\*
  - f. To comply with a lawful subpoena or judicial order.
  - g. Request in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other person.

\* *Request to Review Student Education Record form must be used to document these disclosures*
8. No personally identifiable information from the records of a student shall be disclosed without the prior written consent of the student.
9. Information desired to be disclosed from the student record must be requested in writing by letter and/or the Release of Information form.
10. No information from the student/graduate record will be released until all financial obligations to the School of Nursing are met.
11. Fees for information requested are defined and paid according to the Tuition and Fees policy.
12. A record of all requests for and/or disclosure of information and written requests for a reference are maintained in the student educational record.

**Beebe Healthcare**  
**Margaret H. Rollins School of Nursing**  
**RELEASE OF INFORMATION FORM**

COMPLETE AND RETURN FORM FOR PROCESSING TO:  
MARGARET H. ROLLINS SCHOOL OF NURSING  
424 SAVANNAH ROAD - LEWES, DE 19958

STUDENT NAME (*last, first, m*): \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*Street, Apt City State Zip Code*

NAME AT GRADUATION (*if different*): \_\_\_\_\_ STUDENT ID# (last 4 #s of ss#): \_\_\_\_\_

***Please release the following item(s) checked to the party indicated below:***

SIGNATURE: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

***Select all that apply*** ☒

- |                                                                                               |       |               |       |             |       |                |
|-----------------------------------------------------------------------------------------------|-------|---------------|-------|-------------|-------|----------------|
| <input type="checkbox"/> Student Unofficial Copy of SON Transcript                            | _____ | No# of Copies | _____ | Date needed | _____ | Fee paid (\$5) |
| <input type="checkbox"/> Official Copy of SON Transcript                                      | _____ | No# of Copies | _____ | Date needed | _____ | Fee paid (\$5) |
| <i>**Transcripts from other schools you have attended must be requested from that school.</i> |       |               |       |             |       |                |
| <input type="checkbox"/> Copy of Diploma (if available)                                       | _____ | No# of Copies | _____ | Date needed | _____ | Fee paid (\$5) |

**INFORMATION RELEASED TO (*required*):**

*Organization/Company*  
(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Organization/Company*  
(3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Organization/Company*  
(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Organization/Company*  
(4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISTRIBUTION (*select all that apply*):**

Transcript/Other Requests:    ☐ Mail to party above    ☐ Place in my student mailbox    ☐ Return directly to me by mail

**OFFICIAL USE ONLY**

DATE SENT: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

**Beebe Healthcare**  
**Margaret H. Rollins School of Nursing**  
**Release of Information for Clinical Experiences**

STUDENT NAME: \_\_\_\_\_

While I am enrolled at the School of Nursing, I give permission to release the following information from my record:

- ☐ Drug Screen
- ☐ Background Check
- ☐ Immunizations with PPD

to the School of Nursing Program Administrator or designee for the purpose of distributing this information to the clinical facility(s) that require this information for my student clinical experience.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness Name/Signature: \_\_\_\_\_

**Beebe Healthcare**  
**Margaret H. Rollins School of Nursing**  
**AUTHORIZATION TO PROVIDE A PROFESSIONAL REFERENCE**

I \_\_\_\_\_,

Student Name

*\* Be sure to speak with Faculty or Staff prior to submitting this request*

hereby authorize the following Faculty at the School of Nursing to provide a professional reference:

Faculty name: \_\_\_\_\_

via letter, survey, or phone call to the following organizations:

**Please circle reference method(s):**              Letter              Survey              Phone Call

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Please circle reference method(s):**              Letter              Survey              Phone Call

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Please circle reference method(s):**              Letter              Survey              Phone Call

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

This authorization is valid for two years from this date: \_\_\_\_\_

Date

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **REPEATING A COURSE**

Only students granted the opportunity for readmission or re-entry following a withdrawal are eligible to repeat a nursing course.

1. Repeating a nursing course because of failure:
  - a. Only one nursing course may be repeated throughout the entire program.
  - b. Both grades will be recorded on the student's academic record.
2. Repeating a nursing course by choice:
  - a. A student who has successfully completed a nursing course may request to retake the course.
  - b. The opportunity will be granted if space is available.
  - c. Both grades will be recorded on the student's academic record.

## **RESTRICTED CLINICAL EXPERIENCES FOR STUDENTS**

It is the policy of the School of Nursing that students do NOT:

1. Accompany a patient on a transport
2. Make unsupervised home visits
3. Transport patients in their own vehicle
4. Administer intravenous chemotherapeutic agents

# RETURN OF TITLE IV FUNDS

When a student withdraws or takes a Leave of Absence this policy will be followed for the Return of Title IV Funds.

## RETURN OF TITLE IV FUNDS:

Students who receive Federal Title IV aid are eligible for payment according to their enrollment status and attendance. Students who attend more than 60 percent of a semester (approximately 45 days/9 weeks) are eligible to receive 100 percent of their payment. Students who attend 60 percent or less of a semester are eligible to receive a percentage of their payment, depending on the date the student withdraws or takes a leave of absence. This percentage payment is calculated according to the Return of Title IV Regulations (34 CFR Article 668.22).

**Fall semester runs August 20 to December 11.**

### Example #1

The student withdraws August 29 and completes 7 days of the 75 day payment period, second week of the semester and is eligible for a refund of 50% of the tuition.

The student has not received any Title IV aid that could be disbursed:

Pell Grant	\$2675
Subsidized Direct Loan	\$1750

### Calculation Earned Title IV aid:

The percentage of Title IV aid Earned is calculated by dividing the days completed by the days of the payment period multiplied by the Title IV aid disbursed or that could have been disbursed.

$7 \text{ days completed} \div 75 \text{ days in the payment period} = 9.3\%$

$9.3\% \times \$4425 = \$411.52$

### Calculation Unearned Title IV aid:

School charges: Tuition \$2100 + Fees \$200 = \$2,300; student is eligible for a refund of 50% of the tuition.

Recalculated school charges: Tuition \$1050 + \$200 = \$1250

The student owes the school a debt of \$838.48 (\$1250 - \$411.52)

### Example #2

The student withdraws September 24 and completes 24 days of the 75 day payment period, fifth week of the semester the student is not eligible for a refund of tuition.

The student received the following Title IV aid for the payment period:

Pell Grant	\$2675
Subsidized Direct Loan	\$1750

$24 \text{ days completed} \div 75 \text{ days in the payment period} = 32\%$

### Calculation Earned Title IV aid:

$32\% \times \$4425 = \$1416$

### Unearned Title IV aid percentage calculation (100% minus percentage of Title IV aid Earned).

$100\% - 32\% = 68\%$

### Calculation Unearned Title IV aid:

School charges multiplied by the percentage of Unearned Title IV aid.

School charges: Tuition \$2100 + Fees \$200 = \$2300

$68\% \times \$2300 = \$1564$

The student owes the school a debt of \$736.00 (\$2300 - \$1564)

If the student received more aid than was Earned, the school must return the Unearned aid to the following Title IV programs in the order listed below:

Unsubsidized Direct Loan

Subsidized Direct Loan

Federal Plus Loan

Federal Pell Grant

Both the school and the student may be responsible for returning Unearned aid

The Title IV aid must be returned no later than 45 days after the student's withdrawal date. When Title IV aid is returned, this may result in an outstanding debt to the School of Nursing for the student.

This policy applies to students who receive Federal Title IV aid.

# **SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT**

## **HARASSMENT AND DISCRIMINATION POLICY:**

It is the policy of Beebe Healthcare/School of Nursing to treat all team members/students with dignity and respect and to provide a work/educational environment free from harassment and illegal discrimination based on race, national origin, color, religion, age, disability, gender (including pregnancy), sexual orientation, veterans status, genetic information or any other factor protected by federal, state or local law. No team member/student should be subjected to harassment or discrimination by another team member, manager, client or visitor and all team members should be aware of what harassment, both sexual and non-sexual, and discrimination are and what steps to take if harassment or discrimination occurs. This policy not only applies to team members/students but also to organizations with whom we have business relationships and others functioning under the medical center's control.

### **Discrimination in General:**

Discrimination includes unfavorable treatment of an individual with regard to employment actions such as hiring, promotion, termination, compensation, and other terms and conditions of employment/education based on race, national origin, color, religion, age, disability, gender (including pregnancy), sexual orientation, veterans status, genetic information or any other factor protected by federal, state or local law.

### **Harassment in General:**

Harassment includes behavior that demonstrates hostility toward another individual based on race, national origin, color, religion, age, disability, gender (including pregnancy), sexual orientation, veteran status, genetic information or any other factor protected by federal, state or local law. The behavior may constitute harassment when it unreasonably disrupts or interferes with a person's work performance/education or creates an intimidating, hostile or offensive work environment. Harassing conduct may include, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes; and written or graphic materials that denigrate or show hostility or aversion toward an individual or group and that is placed on the employer's premises or circulated in the workplace.

### **Sexual Harassment:**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature, or conduct based on an individual's gender where:

- 1) Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly,
- 2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, or
- 3) Such conduct unreasonably interferes with an individual's work performance/education or has the effect of creating an intimidating, hostile or offensive working environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to: unwanted and unwelcome sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; other physical, verbal or visual conduct of a sexual nature; or conduct based on an individual's gender.

## **SEXUAL HARASSMENT, (CONTINUED)**

### **Complaint Procedure**

Beebe Healthcare/School of Nursing encourages individuals who believe they are being subjected to harassment or discrimination to address the issue, regardless of the alleged offender's identity or position. Beebe Healthcare has established the following procedure to facilitate the investigation and resolution of claims of harassment or discrimination:

- 1) If possible, the team member/student affected should politely but firmly advise the offender that his or her behavior is unwelcome and request that it stop immediately. The individual may not realize that his or her behavior is offensive and often this action alone will end the unwelcome advances or behavior. It is not necessary for a team member/student to speak directly to the offender if he or she feels uncomfortable or believes that negative consequences may result.
- 2) If for any reason a team member/student does not wish to address the offender directly, or if such action does not end the offensive conduct, the team member/student should notify the School of Nursing Program Administrator, or any member of the Human Resources Department. Any complaint of harassment or discrimination received by any member of management must be reported to any Human Resources or School of Nursing team member.

## SEXUAL HARASSMENT, (CONTINUED)

Claims of harassment or discrimination will be investigated by the School of Nursing Program Administrator or designee promptly. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against any team member/student who opposes harassment or discrimination, files a complaint, testifies or participates in an investigation of a claim of harassment or discrimination is prohibited and will be subject to disciplinary action. Acts of retaliation should be reported immediately.

While it is not the purpose of this policy to regulate a team member's/student's personal morality, we consider harassment, discrimination or retaliation to be an act of misconduct and subject to appropriate disciplinary action, up to and including termination of employment. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action. On the other hand, a team member/student will not be disciplined merely because the complaint is found to be without merit. Beebe Healthcare/School of Nursing does not condone retaliation against any team member/student for making a report in good faith under this Policy.

### **Document/form that may be used to document a complaint**

Team/Student Member filling out Report: \_\_\_\_\_

Alleged Offender Name: \_\_\_\_\_ Dept/Ext. \_\_\_\_\_

Witnesses: \_\_\_\_\_ Dept/Ext. \_\_\_\_\_

Event(s): \_\_\_\_\_

(Use additional sheets of paper if required)

You should be aware that the nature of your complaint may require Beebe Healthcare/School of Nursing to investigate it, even if you request otherwise. Should you wish Beebe Healthcare/School of Nursing not to disclose certain information you have provided, please specify that information below. Beebe Healthcare/School of Nursing will try to honor such requests consistent with its obligation to identify and correct instances of harassment, including sexual harassment. Confidentiality may not always be possible because of the steps necessary to eliminate the harassment.

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\_\_\_\_\_  
Signature of team member/student

\_\_\_\_\_  
Date

# **SMOKE AND TOBACCO-FREE WORKPLACE POLICY**

Smoking or tobacco use in all Beebe Healthcare buildings and facilities is prohibited. The prohibition extends to the areas surrounding the Beebe Healthcare buildings, parking lots, and parking garages.

## **SOCIAL MEDIA**

### **POLICY:**

This policy covers any electronic equipment or communication devices utilized on or off Beebe Healthcare/School of Nursing premises to protect the confidential and proprietary information of patients, team members, physicians, students, and visitors.

Social Media is a term that describes Internet-based technology communication tools and refers to venues such as blogs and microblogs, social and professional networking sites, photo sharing, and video sharing, as well as comments posted on these sites. The purpose of this policy is to govern the use of social media as it relates to your role as a Beebe Healthcare team member/student and to outline the acceptable use of electronic devices or systems, and to set guidelines for prohibited and permissible content when utilizing social media forums.

The following specific technologies or sites include but are not limited to the following: forums or message boards, Facebook, MySpace, Twitter, and LinkedIn.

### **PROCEDURE:**

#### **PROHIBITED CONDUCT/CONTENT**

- It is prohibited to create, maintain or use personal websites or social media forums during class or clinical responsibilities.
- Disclosing Beebe Healthcare/School of Nursing confidential, financial or business-related data is strictly prohibited.
- Disclosure of confidential protected patient information is prohibited, including, but not limited to: patient records, personal patient information, admission/discharge, treatment, diagnosis, family or financial information.
- It is prohibited to interview, record or publish information of any patient. Posting or publication of photos, images and videos of patients are prohibited unless covered under circumstances identified in the Corporate and Administrative Policy Manual – Authorization for Recording or Filming Patients Policy.
- Disclosure of any confidential information pertaining to other team members/students, medical staff members, allied health professionals, volunteers, contractors, and/or consultants is prohibited.
- It is prohibited to post or publish photographs, images or videos of any other team member/student, medical staff member, allied health professional, volunteer, contractor, or consultant unless express written permission is obtained from that individual.
- Any social media postings or commentary shall not contain material that is illegal, unethical, discriminatory or harassing against any other team members/student, medical staff members, allied health professionals, volunteers, contractors, and/or consultants.

## **SOCIAL MEDIA, (CONTINUED)**

- Team members/students, medical staff members, allied health professionals, volunteers, contractors, and consultants may not post commentary that is defamatory to Beebe Healthcare/School of Nursing processes, services or personnel.

### **PERSONAL USE OF SOCIAL MEDIA**

- All team members/students, medical staff members, allied health professionals, volunteers, contractors, and consultants who post communications on their personal computers or other communication devices are personally responsible for their postings and commentary. Such individuals can be held personally liable for any commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.
- In your blog, posting, or other online activities you should not refer to Beebe Healthcare or identify your affiliation with Beebe Healthcare/School of Nursing.

Beebe Healthcare may monitor, either directly or through third party vendors, social media activities of its team members/students, medical staff members, allied health professionals, volunteers, contractors, and consultants. Beebe Healthcare/School of Nursing reserve the right to determine whether any social media activities violate this policy in its sole and absolute discretion. Violations of this Policy can result in disciplinary action, up to and including dismissal. Disciplinary actions are handled in accordance with the School of Nursing Disciplinary Policy.

## **STUDENT CLASSIFICATION**

A full-time student is defined as any student who is taking at least 12 credits per semester. All students enrolled in the School of Nursing are full time.

# STUDENT DISCIPLINE

## POLICY:

Open communication and the establishment of a positive, cooperative atmosphere contribute significantly toward eliminating serious discipline problems. When disciplinary problems do arise, the intent of a progressive disciplinary policy is to ensure that the student has knowledge of the specific rule, policy, or performance expectation and is given every opportunity to correct the problem.

Infractions of written policies/regulations will result in disciplinary action. Disciplinary action will be determined on an individual basis depending on the seriousness of the offense. The School of Nursing Program Administrator of the School of Nursing will determine with Faculty input the appropriate level of disciplinary action. By nature of the offense, the initial disciplinary action may be dismissal. The disciplinary action will be documented in the student record.

Beebe Healthcare/School of Nursing is committed to the administration of the progressive discipline policy in an equitable and constructive way, so that the undesirable situation or behavior may be corrected.

In order to ensure that the disciplinary action process is clearly communicated and understood by the student and that the Faculty/School of Nursing Program Administrator is fully apprised of the student's point of view, the Human Resources staff is available to exercise its student advocacy function by participating in all conferences relative to disciplinary action upon request.

Prior to any disciplinary action, the student or the School of Nursing Program Administrator may contact the Human Resources Department to request Human Resources staff participation to ensure that communications have been clear and both sides of the issue have been fairly represented.

## PROCEDURE:

1. **Investigation** – A full investigation of the incident which usually includes speaking with the teams members involved, reviewing documentation, and reviewing the student record should be conducted prior to taking disciplinary action.
2. **Documentation of Disciplinary Action**– Documentation of all disciplinary measures is essential in order to avoid a possible termination/dismissal for cause with no written evidence of earlier problems and warnings. All disciplinary action is to be documented on the Formal Disciplinary Action Form beginning with verbal warnings.

Beginning with a verbal warning, the School of Nursing Program Administrator is to state the incident and describe the policy/procedure that was not adhered to by the student. The disciplinary step being taken is to be checked-off and a Corrective Action Plan described. The plan should state actions the student should take to improve performance. The School of Nursing Program Administrator will then describe the next step if performance does not improve.

The School of Nursing Program Administrator will sign the Formal Disciplinary Action Form and obtain all necessary signatures prior to meeting with the student. The School of Nursing Program Administrator's signature is required on all actions. The Vice President of Human Resources signature is required for suspensions and dismissals.

If the student refuses to sign the form, the School of Nursing Program Administrator indicates the refusal on the form. A copy is given to the student and the original is retained in the student file.



## STUDENT DISCIPLINE, (CONTINUED)

3. **Determining the Appropriate Disciplinary Action Step.** The intent of this procedure is to assist Supervisors/School of Nursing Program Administrator in determining an appropriate course of action when discipline is needed.

4. Disciplinary action must be individually determined based on the nature of the offense(s), the seriousness of the offense(s), the time interval between the offense(s), and the student's record. Progressive action occurs if an incident requiring disciplinary action occurs during the semester, even if the offense was for a different reason. If the previous violation was a group III infraction, discipline is progressive for the duration of the nursing program.

Whenever disciplinary action is warranted, the School of Nursing Program Administrator may begin the process at any of the following steps depending on the nature of the offense. It is important to note that any one or all of the steps can be omitted, as Beebe Healthcare/School of Nursing deems appropriate at its sole discretion. Human Resources Management will approve the disciplinary action in that event.

- A. **Verbal Warning** – The School of Nursing Program Administrator meets with the student to clearly describe the problem and formulate a plan for improvement. The meeting is documented on the Formal Disciplinary Form and kept in the student record.
- B. **Written Warning** – A written statement submitted on the Formal Disciplinary Action Form clearly describing the problem, which has not improved or a Group II violation. Expectations for improvement are defined.
- C. **Second Written Warning** – A second written warning submitted on the Formal Action Form clearly describes the behavior, which has not improved.

The Beebe Healthcare Patient Safety Incident Tree is to be used when the incident had the potential to cause harm to a patient.

Violation of HIPAA and Security laws may result in notification of law enforcement, and/or regulatory, accreditation and licensing organizations.

The Federal government also imposes civil and criminal penalties for violations of HIPAA and security laws that may result in potentially severe criminal penalties for the individual, ranging in fines up to \$50,000 and 1 year in prison; to \$250,000 and 10 years in prison for violations with personal gain or malicious harm.

- D. **Suspension** – When no improvement is observed or additional disciplinary action is required, or the offense warrants more severe disciplinary action, the student may be suspended from school for up to 3 days. The student would receive a zero for any responsibilities that occur during the suspension. Prior to the suspension, Human Resources Management will be contacted for consultation on the appropriate decision. Upon the student's return to school, the School of Nursing Program Administrator must review with the student the Corrective Action Plan. Suspension may be used to investigate a very serious offense. These suspensions may exceed the 3 days. Human Resources Management will approve the suspension in that event.
- E. **Dismissal** – The most serious disciplinary action, which is imposed for continuous or extreme violations and major offenses, is the dismissal of the student. Prior to dismissal, the proposed action must be approved by Human Resources Management. If a serious offense occurs when Human Resources is not available (i.e. the middle of the night), the School of Nursing Program

## STUDENT DISCIPLINE, (CONTINUED)

Administrator may suspend the student pending further investigation. The School of Nursing Program Administrator must present the facts and action, which occurred, as soon as possible to Human Resources.

### 5. **Rules and Penalties:**

A thorough understanding of Beebe Healthcare and the School of Nursing policies and procedures is the cornerstone of the disciplinary process. The following rules and infractions are designed for the protection and benefit of all employees/students and will be uniformly and consistently applied in all departments.

To ensure uniformity, groupings of rule infractions have been established. It is important to note that this is a guide, as each case is different and must be decided on its respective merits. In all cases the student's record will be considered in the final determination.

Penalties progress in accordance with the disciplinary action steps based upon the group and frequency of the infraction. Group II infractions will result in a written warning. Group IV infractions may result in immediate dismissal with concurrence of Human Resources Management.

#### **A. Group I**

- Smoking on Beebe Healthcare grounds, parking lots or other outside areas
- Posting or removal of notices without proper approach
- Violation of safety rules or hospital safety practices
- Repeated neglect and mishandling of equipment
- Interfering with the work of other employees and/or students
- Failure to comply with department regulations and standards including reporting medication errors and other procedural issues through safety tracking tools
- Intentionally accessing a computer that is logged into by another user
- Allowing another team member/ student to use one's computer / network password, first offense

#### **Group I Penalties**

First violation: Verbal warning, and counseling by the School of Nursing Program Administrator or designee

Second violation: Written warning, and counseling by the School of Nursing Program Administrator or designee

Third violation: Second written warning, and counseling by the School of Nursing Program Administrator or designee

Fourth violation: Suspension

Fifth violation: Dismissal

#### **B. Group II**

- Failure to follow guidelines in reporting absent time
- Intimidating and coercing fellow team members and/or students on the premises at any time for any purpose
- Rudeness and behavior that does not meet our customer service standards toward patients, visitors, and fellow team members and/or students
- Use of obscene or abusive language, malicious gossip, and/or the spreading of rumors
- Horse play or throwing things

## STUDENT DISCIPLINE, (CONTINUED)

- Failure to comply with School of Nursing, Human Resources and Beebe Healthcare policies, practices and/or procedures
- Performing procedures without Faculty approval and/or supervision
- Intentional disregard for or failure to report significant medication or procedural errors
- Minor violations of the Corporate Code of Conduct such as failure to attend mandatory training
- Self-disclosed removal of any Protected Health Information(PHI) from hospital premises, either paper or electronically unsecured (not encrypted or stored on hospital protected hard drive)
- Known misdirected fax with no attempt to recover
- Allowing another co-worker/student to use one's computer/network password, second offense
- Accessing one's own records or PHI without following hospital policy
- Absence that reaches 75% of the maximum allowable hours
- Violation of Social Media policy

### **Group II Penalties**

First violation: Written warning, and counseling by the School of Nursing Program Administrator or designee

Second violation: Second written warning, and counseling by the School of Nursing Program Administrator or designee

Third violation: Suspension

Fourth violation: Dismissal

### **C. Group III**

- Direct refusal to follow Faculty directives pertaining to clinical assignment
- Soliciting or receiving loans and tips from patients, visitors, or vendors
- Threatening fellow employees and/or students with harm
- Horseplay that results in an injury
- Verbal violation of Beebe Healthcare Confidentiality Policy
- Performing procedures without Faculty approval and/or supervision that could result in patient harm.
- Intentional disregard for procedures resulting in a severe error or failure to report a severe error. A severe error is one which is considered life threatening; possibly or probably could cause permanent injury or death
- Intentional disregard for or failure to report violations of the Corporate Code of Conduct
- Unauthorized access to PHI, not disseminated or discussed
- Accessing patient's co-workers, family or friends PHI out of curiosity or concern
- Smoking within a Beebe Healthcare facility.

### **Group III Penalties**

First violation: Second written warning with potential suspension possibly leading to dismissal after consultation with Human Resources management

Second violation: Suspension possibly leading to dismissal after consultation with Human Resources management

Third violation: Dismissal

## **STUDENT DISCIPLINE, (CONTINUED)**

### **D. Group IV**

Altering, copying, destroying, or falsifying official documents or patient records either for self or another employee and/or student

- Possession of an illegal weapon within hospital and/or school
- Deliberate destruction of property belonging to patients, Beebe Healthcare, employees, visitors, and/or students
- Theft of Beebe Healthcare, patient, employees, and/or student property
- Providing or obtaining access to patient records or confidential Beebe Healthcare information
- Deliberate abuse both verbal and physical to a patient, visitor, Beebe Healthcare employee and/or School of Nursing student
- Violation of Drug & Alcohol Policy
- Violation of Beebe Healthcare Corporate Administration Integrity Policy
- Intentional disclosure of PHI to outside entities or persons without appropriate authorization
- Unauthorized access or disclosure of PHI, to cause harm, embarrassment or intimidate, which includes disclosures via social media
- Practicing beyond the student's scope of practice which results in the improper care, unnecessary discomfort, or injury of a patient
- Repetitive performance of procedures without Faculty approval and/or supervision
- Wanton and intentional violation of the Corporate Code of Conduct
- Violation of the Honor Code
- Absent time that exceeds the time allowed by the attendance policy

### **Group IV Penalties**

First violation: Dismissal after consultation with Human Resources management

**BEEBE HEALTHCARE**  
**MARGARET H. ROLLINS SCHOOL OF NURSING**  
**FORMAL DISCIPLINARY ACTION**

Directions: For verbal and written warnings, the School of Nursing Program Administrator should review the incident and completed Disciplinary Action form with the student, and file the form in the student record. For suspensions and dismissals, the School of Nursing Program Administrator should review the incident/action with Human Resources and obtain the Human Resources signature prior to discussing the incident with the student. If the incident had the potential to cause harm to a patient, the Patient Safety Incident Decision tree should be utilized to determine the disciplinary action.

Student: \_\_\_\_\_

Date(s) of Incident(s) \_\_\_\_\_

Incident Description (attach additional pages if necessary): ☐ Group I ☐ Group II ☐ Group III ☐ Group IV

\_\_\_\_\_

\_\_\_\_\_

Prior Counseling: ☐ No ☐ Yes Date: \_\_\_\_\_

Current Disciplinary Action: (check one)

- |          |                        |                                |
|----------|------------------------|--------------------------------|
| 1) _____ | Verbal Warning         | Date of previous action: _____ |
| 2) _____ | Written Warning        | Date: _____                    |
| 3) _____ | Second Written Warning | Date: _____                    |
| 4) _____ | Suspension             | From: _____ To: _____          |
| 5) _____ | Dismissal              |                                |

Corrective Action Plan: \_\_\_\_\_

Next Action Step if Behavior Continues: \_\_\_\_\_

\_\_\_\_\_

I acknowledge receipt of this action and that its contents have been discussed with me, if desired. I understand that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School of Nursing Program Administrator or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Management

\_\_\_\_\_  
Date

## **STUDENT FUNDRAISING ACTIVITIES AT BEEBE HEALTHCARE (BAKE SALES, RAFFLES, ETC.)**

All student fundraising activities require advanced approval from School of Nursing administration. Funds raised can only be used for School and/or class activities and cannot be used for individual use.

### **Procedure:**

1. The SCO/Class President or SCO/Class Advisor must seek approval from the School of Nursing administration for student fundraising activities.
2. The SCO/Class President notifies the School of Nursing secretaries in writing with the proposed date and time(s) of the activity at least two weeks prior to the activity.
3. The School of Nursing secretary requests permission from the Beebe Healthcare Public Relations department to hold the activity on the proposed date and time(s) if planned for Beebe Healthcare campus.
4. After permission is granted, the School of Nursing secretary submits a work request to Plant Engineering to set up a folding table for an activity that will be held on the Beebe Healthcare campus.
5. The School of Nursing secretary informs the SCO/Class President that permission has been granted to hold the activity.

# STUDENT GRIEVANCE PROCEDURE

This procedure provides a formal method of due process for grievances. It is expected that an informal grievance procedure of meeting with the faculty and/or School of Nursing Program Administrator is the initial step in the procedure to resolve a conflict. If the student feels the conflict has not been resolved, this formal grievance procedure is followed.

A grievance is a wrong or hardship suffered; the formal expression of a grievance is a complaint. Established and published school policies, procedures, and rules in and of themselves cannot be grieved.

At any time during an informal or formal grievance procedure, a representative from Human Resources is available by request to act as a student advocate.

## PROCEDURE:

1. The student will contact the involved Faculty member in writing by use of the Student Grievance Form within **two** (2) business days following the complaint to define and clarify the issue/incident and propose a solution.
2. The Faculty member must reply on the same form and return it to the student within **two** (2) business days. If the solution is satisfactory, the grievance is resolved. If the student feels the grievance is unresolved, he/she continues with the process.
3. If the grievance is unresolved, the student shall give the same form to the Course Coordinator (or if he/she is the involved Faculty member it is given to the Assistant Course Coordinator or another Faculty member in the course) within **two** (2) business days. The Course Coordinator or designee will:
  - a. Meet and gather data (written or verbal) from both parties individually related to the incident/issue.
  - b. Meet with the School of Nursing Program Administrator or appointed designee to discuss the incident/issue.
  - c. Interview any witnesses whose name(s) have been given to him / her by either party regarding the incident/issue.
  - d. Complete the form with appropriate data and return it to the student within **three** (3) business days after the interview(s) is/are complete.
4. If the solution is satisfactory, the grievance is resolved. If the student feels the grievance is unresolved, he/she has the right to have the incident resolved by the grievance committee.
5. The student gives the same form to the Chairperson of the Grievance Committee (School of Nursing Program Administrator or appointed Designee) within **two** (2) business days after the Student Grievance Form has been returned to the student by the Course Coordinator.

## STUDENT GRIEVANCE PROCEDURE, (CONTINUED)

6. The Chairperson (non-voting member) will call a hearing of the committee within **ten** (10) business days of receiving the Student Grievance Form. The committee is comprised of:
  - Three (3) students and three (3) faculty members selected by random draw at the time of the grievance, excluding those involved in or knowledgeable of the incident
  - President of Student Council Organization; if unavailable, Student Class President
  - Student Advocate appointed by V.P. of Human Resources. The student advocate is a non-voting member assisting the student with understanding the process and preparing for the hearing. The student advocate can attend but not participate in the hearing.
7. The Chairperson will ask both the student and Faculty member for any written material or any witnesses each wishes to call during the hearing. Witnesses must appear in person. It is the responsibility of the student and Faculty member to contact these witnesses and inform them of the hearing date, time and location. These people are under no obligation to appear. The hearing **will** proceed as scheduled with or without them.
8. The student waives the right to confidentiality when he/she requests to meet with the Grievance committee.
9. The Chairperson distributes all written material submitted to committee members for review 30 minutes immediately prior to the hearing as exhibits for evidence. Exhibits are organized by student and faculty evidence with color specific folders.
10. Any committee member involved in any fashion with the grievance must abstain from participation as a committee member and the Chairperson will appoint someone of the same status as a replacement.
11. Order of Hearing:
  - a. Opening statement by student with grievance and by the involved Faculty member.
  - b. Presentation of evidence, including witnesses.
  - c. Questions by the involved student, Faculty member and members of the committee may be asked for clarification. The Chairperson will mediate the proceeding to provide equal opportunity to speak and a thorough review of the facts.
  - c. Closing statement by student and Faculty member.
12. At the conclusion, the committee members meet in private to reach a decision. All decisions made and actions taken require a majority vote.
13. The decision of the committee and action is final and immediately enforceable. The decision is verbally shared immediately with the student and is given in writing with a follow-up letter by the Chairperson within five (5) business days.



## **STUDENT GRIEVANCE PROCEDURE, (CONTINUED)**

A grievance **must** follow the steps of the process in order and cannot be altered or changed. No additional material or witnesses may be submitted after step #7 of the procedure.

Only exceptional circumstances (additional time needed for research; persons not available) may warrant an exception to the policy. This exception will only be granted by the School of Nursing Program Administrator or his/her Designee. A student who does not follow the policy, the scheduled time frames, or does not appear at the hearing forfeits the opportunity for the grievance.

All grievance proceedings will be tape-recorded. The School Administrative Secretary III will be utilized for note taking. Grievance and hearing documentation will be kept on file.

All grievance proceedings will be closed and all information considered confidential. Written material distributed for the hearing will be collected by the Chairperson and disposed of as confidential information at the close of the hearing. The grievance process is an internal process and third party representation is not permitted.

**BEEBE HEALTHCARE**  
**MARGARET H. ROLLINS SCHOOL OF NURSING**  
**Student Grievance Form**

<b>Student:</b>	<b>Date:</b>		
<b>Course:</b>			
<b>Step 1</b> <b>Student's Description of Issue/Incident of alleged violation of established policy and procedure or rule &amp; Proposed Solution:</b> (Student <u>must</u> describe in his/her own words the issue/incident using clear and concise wording. Include dates, times and events. Conclude with the proposed solution.)			
<b>Step 2</b> <b>Faculty member's comments and proposed solution:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Date Received:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Response Date:</b></td> </tr> </table>	<b>Date Received:</b>	<b>Response Date:</b>
<b>Date Received:</b>			
<b>Response Date:</b>			
<b>Step 3</b> <b>Student response to the Faculty member's comments and proposed solution (Resolved or Unresolved):</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Date Received:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Response Date:</b></td> </tr> </table>	<b>Date Received:</b>	<b>Response Date:</b>
<b>Date Received:</b>			
<b>Response Date:</b>			

<b>Step 4</b> <b>Course Coordinator's Comments and Proposed Solution:</b>	<b>Date Received:</b>
	<b>Response Date:</b>
<b>Step 5</b> <b>Student Response to the Course Coordinator's Comments and Proposed Solution (Resolved or Unresolved):</b>	<b>Date Received:</b>
	<b>Response Date:</b>
<b>Step 6</b> <b>Student Grievance form given to the Chairperson of the Grievance Committee (School of Nursing Program Administrator):</b>	<b>Date Received:</b>
	<b>Response Date:</b>
<b>Step 7</b> <b>Grievance Committee Decision:</b>	<b>Date:</b>

# STUDENT NURSE ESSENTIAL FUNCTIONS

Listed below are the Essential Functions of a Student Nurse at the School of Nursing. Applicants need to be aware of the Essential Functions prior to attendance. Please read this form carefully, and then verify that you have been informed of and are capable of performing these Essential Functions of a Student Nurse at the School of Nursing by signing the form. The signed form must be returned to the School of Nursing with your completed application. Keep a copy of this form for your records.

## ESSENTIAL FUNCTION

## PERFORMANCE REQUIREMENTS

Ability to use senses

Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physicians orders, monitors, equipment calibrations, measure medications in syringes, IV's, etc.

Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker's face.

Tactile ability to feel differences in skin temperature and to perform physical assessment.

Motor Ability

Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients/equipment of 50 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of hands to insert tubes, prepare medications, and perform technical skills.

Ability to Communicate

Ability to communicate effectively in verbal and written form through interaction with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient's record for legal documentation.

Ability to Problem-Solve

Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data.

Ability to Maintain Emotional Stability

Ability to function safely under stress and adapt to changing clinical and patient situations.

# **STUDENTS OBSERVING IN LABOR, DELIVERY, RECOVERY & POST PARTUM**

When the Faculty member is not present, the role of the student nurse is one of support for the laboring patient. The student may do the following:

1. Provide emotional support.
2. Provide comfort measures (with exception of medications).

The student may do the following in conjunction with the labor and delivery nurse's assessments:

1. Time contractions for frequency and duration.
2. Assess uterine tone during contractions.
3. Place the fetal monitor on the patient.
4. Observe the fetal monitor and discuss patterns with the physician and nurses outside the patient's room.
5. Auscultate fetal heart tones.
6. Assess vital signs.

Under NO circumstances may the student nurse:

1. Chart observations in the patient's electronic record.
2. Regulate an oxytocin infusion or any other intravenous fluids or medication.
3. Give any medications by any route.
4. Be made responsible for the well-being of the mother or baby.
5. Perform procedures of any kind.
6. Receive a newborn.

The nurse has the responsibility for all documentation. The student nurse may accompany a patient to the Operating Room if he/she obtains permission from the Operating Room staff. The student's role in the Operating Room is for observation only.

# **STUDENTS OBSERVING IN THE OPERATING ROOM**

This policy will be followed for all students who will observe in the Operating Room.

1. The Faculty will obtain approval from a Registered Nurse in Surgical Services before students go to the Operating Room with their assigned patient.
2. Course Coordinators will provide a schedule of Operating Room observation days for the operating room nurse manager.
3. The Faculty will post student assignments at the Same Day Surgery Nursing desk for all students scheduled for Same Day Surgery.
4. The role of the student in the Operating Room is observation only.

# STUDENT TABLETS

Student tablets will be distributed to incoming students on the first day of class. Orientation to the use of Student Tablets and Beebe Healthcare Intranet is provided during the First Year Orientation.

The following applies to the use of Student Tablets:

1. Students are responsible for the care and protection of their student tablet and charger. The student will be financially responsible for the cost of any damages, repair, or replacement of the tablet or charger.
2. Technological support is available by contacting the Help Desk at 645-3178.
3. Students are not permitted to install any applications on the student tablets or make any changes to existing applications.
4. Internet access is for research purposes only. Beebe Healthcare Information Systems closely monitors all internet sites that are accessed.
5. Students are only permitted to access health protected information (i.e. Cerner chart research) while on campus.
6. Students may not remove or print any confidential or ePHI information from the student tablet.
7. Portable media (i.e. flash drives, external hard drives) are not permitted to be used on tablets in order to prevent virus transmission to the Beebe Network.
8. Students are to use their repository folder on Edvance360 to save and access files that will be used for classroom presentations.
9. Prior to graduation or at the time of withdrawal, students must submit tablets for cleaning and deletion of all Beebe Healthcare data and programs by Information Systems.
10. Beebe Healthcare Information Systems Security Policies are to be followed to ensure BH data and patient information is kept confidential. There are no exceptions to these policies unless approved by the School of Nursing Program Administrator and the Director of Information Systems.

It is expected that students will conform to the written policies and procedures. Anyone failing to conform to written policies and procedures will be entered into the disciplinary process.

By virtue of matriculation in the School of Nursing, each student acknowledges the following :

***I hereby recognize and pledge to adhere to the rules, regulations and policies as stated above.***

---

*Please Print Signature*

---

*Student Signature*

---

*Date*

## TECHNOLOGICAL SUPPORT

All students will be oriented to the instructional technologies used at the School of Nursing and the availability of technologic support. Orientation will occur during the fall semester of first year or upon matriculation.

1. Edvance 360 is the Learning Management System used at the School of Nursing. After accessing the website and logging on, you will see a “Help” icon on the menu bar at the top of the page. After selecting, you will see an extensive list of video tutorials. If you continue to have technological issues after viewing the videos or are unable to log-on, contact the School of Nursing office.
2. All course required online programs offer technological support via their websites.

Evolve programs - During first year orientation, students will receive orientation to the Evolve programs, “Hesi RN Patient Reviews”. Each student will have purchased an Evolve Access Code prior to beginning Nursing 101 (see required textbook list). The student is to retain the Evolve Access Code for a period of two years and to remember their log-in and password for use in all subsequent nursing courses. Technological support is available for students by accessing the website at <https://evolve.elsevier.com> or <https://service.elsevier.com> or by calling 1-800-222-9570 between the hours of 6 am to 12 pm CST.

3. EDGT programs – Technological support is available via the EDGT website at <http://www.edgt.com>. Select “Help” from the menu bar at the top of the page and download “Technical Solutions.” If problems continue, email [support@edgt.com](mailto:support@edgt.com) with the required information (see last page of the Technical Solutions document).
4. Student Tablets - Technological Support is available by contacting Beebe Healthcare Information Systems Help Desk at 645-3178.
5. Technological Support for DocuCare is available for Faculty and students by phone or email at 1 800-468-1128 or [techsupport@lww.com](mailto:techsupport@lww.com) at the following times:  
Mon – Thursday: 8am to 12am EST  
Friday: 8am to 7pm EST  
Sunday: 4pm to 12am EST
6. Any questions regarding technological support not listed can be directed to the School of Nursing office.

## TRANSPORTATION

Students are responsible for providing their own transportation to all clinical sites. The School does not provide transportation of any type.



# TUITION AND FEES

Tuition/fees notice is mailed prior to the beginning of the semester. Tuition and fees for each semester **must** be paid in full on or before the designated due date.

All First Year students must pay the enrollment fee and first tuition payment prior to the disbursement of Financial Aid/or scholarship monies.

A payment plan is required when school expenses (tuition, fees) are not paid in full with personal payment, Financial Aid and/or Scholarship money by the due date. A late payment fee is added to any outstanding balance if the tuition/fee is not paid within 5 business days of the due date.

Students owing tuition/fees will not be allowed to attend class or clinical until the tuition/fee is paid or a payment plan is established. A student having an outstanding debt will not be eligible to take the final exam until the payment is satisfied. Outstanding debts are: tuition payments, library fines, SCO dues and fees, etc. Clinical make-up fee must be paid prior to the clinical make-up assignment.

Students are obligated for any outstanding debt (tuition, fees, etc.) if they withdraw before the disbursement of Financial Aid and/or Scholarship monies or fulfillment of the payment plan.

If a student has a check that is returned for “insufficient funds”, all future payments can only be paid with cash, a money order or a cashier’s check.

## 1. Fees

A fee will be assessed and MUST be paid in advance for the following:

- a. Application – \$30.00
- b. Registration – \$200.00
- c. Enrollment – \$300.00 (one-time fee – due mid-June, includes cost for background checks and skills lab kit)
- d. Materials fee – \$400.00 per semester
- d. Technology fee - \$1200.00 – First Year
- e. Payment Plan – Tuition – \$25.00 per semester
- f. Late Payment Fee - \$25.00.
- g. Listener: Tuition x  $\frac{\text{Nursing Theory Hours}}{\text{Total Course Hours}}$
- h. Clinical make-up – \$75.00 per day (or any portion thereof)
- i. SCO Fee - \$10.00 per year
- j. Graduation – \$100.00
- k. Record/Transcript Request - \$5.00
- l. Readmission – \$50.00
- m. Additional Skills Lab Supplies - \$20.00

2. Refund of Tuition is as stated in the Refund Policy.

3. All fees are non-refundable, except Enrollment and Graduation.

4. Any exception to this policy will be made by the Program Administrator and/or Program Coordinator.

## USE OF CALCULATORS

Calculators may be used by the First Year and Senior students in the classroom and in clinical. Only the School of Nursing issued calculators may be used in the classroom during testing.

## VACATION AND HOLIDAYS

Students have regularly scheduled vacations/holidays based upon the academic calendar.

## WITHDRAWAL

A withdrawal is the termination of the enrollment of a student. The withdrawal date is the last date of academic attendance as documented on the Course Attendance Record.

### Procedure:

#### A. WITHDRAWAL

1. Students who wish to voluntarily withdraw from the School of Nursing should:
  - a. Submit a letter of intent to the School of Nursing Program Administrator.
  - b. Make an appointment with the School of Nursing Program Administrator to discuss the intended withdrawal.
  - c. Meet with the Program Coordinator if financial aid was received during their enrollment at the School of Nursing. If the student does not meet with the Program Coordinator, correspondence regarding the student's financial aid responsibility will be sent to the student.
  - d. Meet all financial obligations to the School of Nursing.
2. If a letter is not submitted and the student terminates enrollment a withdrawal date for the last day of attendance will be recorded on the student's academic record.
3. The School of Nursing Program Administrator will:
  - a. Communicate with the student by letter their voluntary withdrawal status.
  - b. File a copy of the letter in the student's file.
  - c. Record the student's withdrawal on the student's academic record with a withdrawal/passing (W/P) or withdrawal/failing (W/F).

#### B. DISMISSAL

1. A student will be dismissed from the School of Nursing for the following reasons:
  - a. Failure to complete the semester.
  - b. For a serious offense as stated in the Student Discipline Policy.
  - c. Failure to achieve a final theory grade of 80 in any nursing course.
  - d. Failure to achieve a satisfactory final clinical grade.
  - e. Failure to meet financial obligations to the School.
  - f. A leave of absence exceeding 12 months.

## **WITHDRAWAL, (CONTINUED)**

2. The student will be dismissed from the clinical component of the course when it is determined that a student will not be able to meet the clinical requirements with a satisfactory grade.
3. The Program Coordinator will send correspondence regarding the student's financial aid responsibility to any student who withdraws.
4. The School of Nursing Program Administrator will:
  - a. Communicate with the student in person if he/she is available and by letter their involuntary withdrawal status.
  - b. File a copy of letter in the student's file.
  - c. Record the student's withdrawal on the student's academic record. If the course is not completed, the theory and clinical grades will be recorded as a withdrawal/passing (W/P) or withdrawal/failing (W/F). If the course is completed, the final theory and clinical grades will be recorded.

## **WITNESSING LEGAL DOCUMENTS**

Students, regardless of age, must not act as a witness for the patient's signing of any legal document. These documents include:

- Operating Room Consent
- Special Procedure Consent
- Labor & Delivery Consent
- Wills
- Living Wills
- Discharge Instructions
- Paternity

The patient's valuable sheet may be witnessed by a student .

# ACADEMIC EVALUATION

The academic evaluation of a student is determined by written requirements, examinations, and clinical performance. The theoretical and clinical progress of each student is evaluated throughout each course. Students will be allowed three opportunities for a satisfactory clinical lab performance. If the student is unsatisfactory in the second opportunity, a faculty conference will be held with the student and an opportunity for independent remedial help will be allowed. A third, final clinical lab performance will be scheduled. If the student is not successful, the student will not be permitted to go to clinical and will be dismissed from the program. A different faculty member will evaluate the third and final clinical lab performance opportunity. If it is determined prior to the end of a course that a student will not be able to meet the clinical requirements with a satisfactory grade, the student will be dismissed from the clinical component of the course but may complete the theory component of the course at the discretion of the faculty organization.

The following grading system is utilized to measure achievement:

## THEORY GRADE

Letter Grade	Percent Grade	4.0 Scale
A+	98-100	4.00
A	95-97	4.00
A-	93-94	4.00
B+	91-92	3.67
B	88-90	3.33
B-	86-87	3.00
C+	83-85	2.50
C	80-82	2.00
F	0-79	0

All Theory grades are calculated and rounded\* to the tenth position. The final course grade is calculated to the hundredth position and rounded\* to a whole number.

Pass/Fail is recorded on the student's academic record for Math Competency.

### Letter Equivalent

### Explanation of Performance

P	Pass
F	Failure
R	Readmission
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing

\* Rounding rules indicate you determine the place value you are rounding to (rounding digit), and if the digit to the right of that place value is less than five the number remains the same; if the number is five or greater, add one to the rounding digit.

Example: Rounding to tenths:  $84.45 = 84.5$  Rounding to whole number:  $84.45 = 84$

## CLINICAL GRADE

### Letter Equivalent

### Explanation of Performance

S	Satisfactory -
	Nursing 101 – only three (3) unsatisfactory clinical objectives allowed.
	Nursing 102 & Nursing 201 – only two (2) unsatisfactory clinical objectives allowed.
	Nursing 202 – only one (1) unsatisfactory clinical objective allowed.
U	Unsatisfactory

# MATH COMPETENCY

For safe administration of medications, competency in math calculations must be demonstrated. Students are required to demonstrate math competency to continue in the program. Students must successfully pass the First Year and Senior Math Competency Exams with an 80%. Multiple testing opportunities are scheduled. Students must take the Math Competency Exam as scheduled. If the student is absent, that testing opportunity is forfeited.

## **First Year**

The first Math Competency testing opportunity will be scheduled during the first month of the Spring Semester. All students are expected to attend each testing opportunity. Two additional testing opportunities will be scheduled during the Spring Semester, if needed. If the student does not successfully complete the Math Competency requirement, the student will be dismissed from the program.

## **Senior Year**

The first Math Competency testing opportunity will be scheduled during the Fall Semester. All students are expected to attend each testing opportunity. Two additional testing opportunities will be scheduled during the Spring Semester, if needed. If the student does not successfully complete the Math Competency requirement, the student will be dismissed from the program.

# WRITING COMPETENCY

The School of Nursing requires students to demonstrate competency and accountability in all written work. The following are expected for all written assignments throughout the curriculum:

1. Formal papers/forms must be written in permanent ink or typed unless otherwise specified. This includes written assignments, papers, evaluations, anecdotes, etc.
2. Written assignments are to have correct spelling, punctuation, and grammar.
3. It is the student's responsibility to proofread papers and to utilize resources such as the computer (grammar and spell check) and peers to ensure the accuracy of all written work.
4. Papers that are submitted in an unacceptable form will be returned to the student to be rewritten.
5. The School of Nursing utilizes APA format as the acceptable standard for formal papers. Resources for the appropriate use of APA format are available in the Library and of Edvance360.
6. Plagiarism is a serious offense. If it is determined that plagiarism is unintentional (failure to use quotation marks or improper citation of material taken from a source), the student will receive 0 points in the appropriate format grade section. If plagiarism is intentional (i.e. buying, stealing, borrowing a paper or web reference, or hiring someone else to write your paper), the student will receive a 0 grade for the paper and may be dismissed from the program based on the Disciplinary Policy.
7. All written work is mandatory and must be completed. Failure to complete the written work according to the criteria for the assignment will result in an incomplete grade for the course.
8. Written work must be submitted on or before the due date. Five points will be deducted from the grade for each day the written assignment is late. Any requests for an extension must be submitted in writing to the course Faculty at least 2 days in advance of the due date. Approval or denial of the request will be determined by the course team members.

## WRITING COMPETENCY, (CONTINUED)

### Writing Competency - Guidelines for Use of Resources

The School of Nursing Philosophy states “Learning is a continuous interactive process that stimulates personal and professional growth and results in desired behavioral changes. Nursing education provides planned experiences for the acquisition of knowledge, skills, attitudes, and values.” In meeting this philosophy, it is essential for the student to utilize current resources and references when completing assignments. The following guidelines will assist the student in accessing the most up-to-date, accurate information available as they conduct independent research.

1. References are to be current from reputable medical sources and published within the last five years. The only exception is the use of historical material, and this must be cited correctly. “Classical References” should be reviewed with your instructor prior to use.
2. The School of Nursing ascribes to the use of APA format in all written work to properly identify and credit resources used.
3. The student is encouraged to utilize references found through the school library. If non-Beebe print sources are used, the student is required to submit a copy of the inside front cover of the print reference along with copies of the material used (i.e. chapter, section, or page). Additional reference documentation may be required based on written criteria.
4. Only approved Internet sites may be used. Each course will provide a list of approved sites to the student. If a student wishes to use a web site not on the list, the student will need to obtain approval from the instructor. Any web site the student seeks approval for must be a verified site, peer reviewed, and current. All website resources must be submitted with the written assignment with cited information highlighted.
5. The student is encouraged to seek guidance from the instructor or school librarian for any questions.
6. Copies of all print reference information other than course textbooks must be submitted with cited information highlighted.

# WRITING COMPETENCY, (CONTINUED)

## Writing Competency - APA Format - Guidelines for Papers

The School of Nursing has established the following guidelines for student papers that are to be written according to APA format. Individual courses may have additional requirements that will be given to the student in writing at the beginning of the course. Be sure to refer to the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.) when completing your paper. Please note: Computer programs or typists familiar with APA format may be helpful, but, in the end, **students are ultimately responsible for how papers are typed and formatted.** You must have a basic working knowledge of APA Format to do this. **It is important to proof and recheck your work before submitting your paper.**

1. Use standard 8 ½ x 11-inch white paper, not erasable paper.
2. Use a uniform margin of 1-inch on all sides of each page.
3. Indent each paragraph (if manual indent, use 5 spaces). The only exception to this is for block quotations.
4. Use 12-pt Times New Roman font.
5. Double-space between all headings and text lines, including reference page.
6. The first page of the paper is the title page. The order of information on the title page is as follows: Title of paper, Course number and name, Author (student name), Institution (name of school), Date. The title of the paper is to be typed in upper and lower case letters centered between the left and right margins, and positioned in the upper half of the page.
7. A running head (an abbreviated title) is printed at the top of the title page and written in correct case letters (example: Running head: UPPERCASE LETTERS). Repeat the running head on subsequent pages, positioned flush left, and omitting the words "Running head".
8. Number all pages consecutively in the upper right hand corner, starting with the title page.
9. Type the title of the paper, centered, in upper and lowercase letters at the top of the page where the text begins.
10. Do not use headings unless instructed to do so. The text should flow, with proper use of transitions and grammar, to indicate a change in ideas or subject.
11. Short quotations (fewer than 40 words) are incorporated into the text and enclosed in double quotation marks. Quotations greater than or equal to 40 words are displayed in a freestanding block of text with no quotation marks. Start the block quotation on a new line and indent the block ½ inch from the left margin.
12. Start the reference list on a new page. The word References is centered at the top of the page in upper and lower case letters.
13. Use a hanging indent format for reference entries (the first line is flush left and subsequent lines are indented).
14. Titles of journals and books are to be italicized.
15. The correct order of student papers is as follows: Title page, text, and reference page.
16. Do not use slang terms. Do not use first or second pronouns. Avoid use of contractions.
17. Use complete sentences with subject and verb agreement except when using charts or tables.
18. Refer to APA manual (6<sup>th</sup> ed.), Chapters 3 & 4 for additional guidelines on planning and writing a paper, and basic aspects of writing style.

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Adapted from the American Psychological Association (2010).



# TESTING POLICY

Students are accountable for their learning. They are expected to attend class, read assigned textbook readings, and ask questions in order to clarify information.

If a student is late on an exam day, the student must take a make-up exam when they arrive. If a student is absent on an exam day, the student must take a make-up exam at the beginning of the next scheduled class day. One hour of class time, either theory or clinical, will be documented as missed time on the next scheduled class day for the make-up exam. The opportunity to make-up an exam will be forfeited if the exam is not taken on the scheduled day and time. The student will receive a zero (0%) for the exam that was missed.

Special accommodations for testing will only be provided for a student who has been diagnosed by a specialist licensed and certified to diagnose a Learning Disability or an Attention-deficit Hyperactivity Disorder. Written documentation, within the last year, with specific accommodations must be provided by this specialist. A written plan and signed agreement for testing at the School of Nursing will be developed for the student who requires special accommodations. The agreement form will be reviewed and signed each semester.

If a student has to leave the classroom for any reason while taking an exam, a Faculty person will accompany him/her.

Any exception to this policy will be made by the Course Coordinator after consulting with the Program Administrator or designee.

**PROCEDURE:** Pencils and paper will be provided at each testing station. Cell phones must be off and not at the testing station. No electronic devices are to be worn around the wrist during testing (smart watches, Fitbit, etc.). Only school issued calculators will be permitted at the testing station. Each student will take the exam individually. Upon individual completion of the test, the student will turn in their individual answer sheet and exit the room. The individual's test will remain at their seat.

One hour and forty-five (45) minutes will be allotted for exams. All students will begin exams at the same time and finish by the designated time. No exam will be given early. No questions regarding content can be asked. Students may raise his/her hand to ask about a typographical error.

Forty-five (45) minutes will be allowed for cooperative testing and exam review. Cooperative testing is a group testing experience. The procedure for this experience is explained on page 2 of this policy. Students will be randomly assigned for cooperative testing. Additional points will be added to each student's exam when the group test grade is as follows if they pass their individual exam:

- A (93-100) – 2 points
  - B (86-92) – 1 point
  - C (80-85) – 0 points

An exam review will follow cooperative testing. No points can be earned during the exam review.

If a student is absent or late, the student must take a make-up exam. All make-up exams will have less test questions (but no fewer than 50 questions) and most of the questions will be at the application level.

After the first make-up exam the following number of points will be deducted on subsequent make-up exams:

- Second- 10 points
- Third – 15 points
- Fourth – 20 points

## **TESTING POLICY, (CONTINUED)**

Cooperative testing is not available for pharmacology, make-up, or final exams.

Quizzes are given in each semester. Quizzes cannot be made up and the student will receive a zero (0%) for the quiz that was missed. The lowest grade is dropped at the end of the semester and the average is calculated.

Additional points will be added to the student's final exam grade as follows:

- A (93-100) – 2 points
- B (86-92) – 1 point
- C (80-85) – 0 points

Students are encouraged to address theory content concerns with the specific instructor prior to each exam.

Students will be informed of their theory average following every exam.

**Beebe Healthcare**  
**Margaret H. Rollins School of Nursing**  
**Academic and Administrative Policy**  
**Testing Policy**  
**Cooperative Procedure**

- Once the entire class has completed the individual test, the instructor will designate areas for each cooperative group. This may be either a table or a seating group.
- As the students re-enter the classroom, each student will randomly draw a group identifier to assign them to a group. Groups will be no larger than five students.
- The students will retrieve their individual test from their desk area and go to the assigned group area. The students will remove the testing carrels from the tables, if applicable, and place in the storage area.
- There will be no switching of assigned group by the students. If switching occurs, the entire group will receive a zero for the group grade.
- Each group will be given an answer sheet. One student will be designated as recorder to record the answers.
- Each student will sign the answer sheet.
- Students will be given 45 minutes for the cooperative testing and exam review.
- Group answer sheets will be collected.
- The instructor will review the exam with the class and give the correct answers. No points can be earned during the exam review.
- The instructor will collect the student tests and group identifiers.
- Supplies:
  - Group Identifiers
  - Additional answer sheets for groups

**Beebe Healthcare**  
**Margaret H. Rollins School of Nursing**  
**Special Testing Accommodations**  
**Agreement Form**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

School Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures:

Student \_\_\_\_\_

School of Nursing Program Administrator \_\_\_\_\_

Course Coordinator \_\_\_\_\_

# ATI TESTING POLICY

All of our efforts are to meet or exceed prescribed standards, with the processes in place to improve when standards are not being met. We celebrate our improved functions, products, and outcomes; while recognizing that improvement is a continuous process. Students are accountable for their learning. They are expected to attend class, read assigned textbook readings, ask questions, and complete all course requirements.

## PROCEDURE:

### What is ATI?

- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The program offers assessments and remediation activities. Online practice testing and proctored testing over the major content areas in nursing are available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Research has demonstrated a strong correlation between successful completion of ATI proctored assessments and successful first-time pass rates on the NCLEX-RN®.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.**

### Assessments:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. Each course has required, scheduled practice and proctored assessments. Additional assessments are available to students for individual practice.

### Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX-RN®. The student's test report, called their **individual performance profile**, will contain a listing of the **topics to review**. From their test results, the student can remediate these **topics to review** by using a **focused review** which contains links to ATI review modules, media clips, and active learning templates. The remediation includes creating and completing a Focused Review on topics missed as well as identifying 3 critical points. Students are required to print and submit transcripts in their ATI Notebook to course faculty on the assigned due date. If unsure of how to create a focused review, go to [www.atitesting.com](http://www.atitesting.com).

### Program Requirements

Courses at the Margaret H. Rollins School of Nursing integrate selected ATI assessments as 5% of the course grade in the first-year courses and 10% of the course grade in the senior year courses. The benchmark for the Content Mastery Series ATI assessments is Level 2 proficiency.

### Practice & Proctored Assessments

- Prior to taking a proctored assessment, students are required to complete two ATI practice assessments without rationales for their specified proctored assessment by the assigned date in the course.
- All proctored assessments will be facilitated at the School of Nursing. Students are expected to follow the Testing Policy for all ATI Proctored Exams.
- Students are expected to achieve the highest level possible and complete the appropriate remediation based on their performance (see ATI grading rubric).

## ATI TESTING (CONTINUED)

- Focused reviews/remediation following practice assessments are required per the grading rubric.
- For the RN Comprehensive Predictor, the grading rubric is based on the student's predictability of passing NCLEX.
- Students are encouraged to use their required course textbooks, lectures, and ATI materials in order to remediate after completing practice & proctored assessments.

### **Practice and Proctored Assessment Grading Rubrics**

- A combination of practice and proctored assessments will be required in each course and will account for 5%-10% of the overall course grade. (See individual Course Syllabus/Grade Sheet for details)

## **ATI Student Acknowledgement**

### **Initial and Sign Below**

\_\_\_\_\_ I have received a copy of and have read and understand the Margaret H. Rollins School of Nursing ATI Assessment and Review Policy.

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by the Margaret H. Rollins School of Nursing.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## **INCOMPLETE GRADE**

An incomplete grade may be given by decision of the Faculty Organization where special circumstances prevent completion of course requirements by the end of a course. The course requirements must be completed prior to the start of the next course in order to avoid receiving a failing grade.

## **PROMOTION**

It is the policy of the school that each student is evaluated for satisfactory academic progress at the end of each semester to determine if the student is eligible for promotion to the next course.

To be eligible for promotion, the student must:

1. Have a final nursing theory grade of 80 or higher.
2. Have a final satisfactory clinical grade.
3. Meet all financial obligations to the School of Nursing.

All courses and requirements for the First Year must be satisfactorily completed before advancing to the Senior Year. Students must complete the First Year and Senior Year Math Competency requirement with a grade of 80 or higher.

## **GRADUATION**

To be eligible for graduation, the student must:

1. Successfully complete all the requirements within the curriculum.
2. Meet all financial obligations to the School of Nursing.

The Diploma in Professional Nursing and School Pin are awarded at graduation.

Perfect attendance awards are given to eligible student(s) at graduation.

Graduates of the School of Nursing are eligible to take the NCLEX exam for licensure as a registered nurse. The State Board of Nursing determines this eligibility. Those convicted of a crime may be denied the opportunity for licensure.



**BEEBE HEALTHCARE  
MARGARET H. ROLLINS SCHOOL OF NURSING  
ACADEMIC CALENDAR  
2018 – 2019**

**FIRST YEAR NURSING – CLASS OF 2020**

**Fall Semester**

August 16 - 17, 2018  
August 20, 2018  
September 3, 2018  
November 19 - 23, 2018  
December 12, 2018  
December 13 & 14, 2018  
December 14, 2018

Orientation  
Fall Semester Begins  
Off/Labor Day  
Thanksgiving Vacation  
Classes End  
Contingency Days  
Fall Semester Ends

**Spring Semester**

February 11, 2019  
April 1 - 5, 2019  
May 24, 2019  
May 28 & 29, 2019  
May 29, 2019

Spring Semester Begins  
Off  
Classes End  
Contingency Days  
Spring Semester Ends

**SENIORS – CLASS OF 2019**

**Fall Semester**

August 27, 2018  
September 3, 2018  
November 22 - 23, 2018  
December 12, 2018  
December 13 & 14, 2018  
December 14, 2018

Fall Semester Begins  
Off/Labor Day  
Thanksgiving Vacation  
Classes End  
Contingency Days  
Fall Semester Ends

**Spring Semester**

February 11, 2019  
April 1 - 5, 2019  
May 24, 2019  
May 28, 2019  
May 28 & 29, 2019  
May 29, 2019  
May 30, 2019  
June 4- 6, 2019

Spring Semester Begins  
Off  
Classes End  
Graduation Rehearsal  
Contingency Days  
Spring Semester Ends  
Graduation  
ATI NCLEX Review

## **STUDENT SCHEDULE**

The student week runs from Monday to Friday and consists of classroom and clinical experiences. The program includes a limited number of evening clinical experiences.

## **CLASS SCHEDULE**

Class schedules are posted in the School of Nursing office and each student has a copy. Schedules are subject to change based upon course demands.

## **CLINICAL SCHEDULE**

All facilities that are utilized for clinical experience are provided with a written schedule and clinical objectives. Clinical schedules are posted in the School of Nursing office and Beebe Healthcare. Schedules are subject to change based upon course demands.

# STUDENT SERVICES

The Faculty of the Margaret H. Rollins School of Nursing facilitates student success by providing an environment which addresses the student's academic, personal and professional needs.

## PROCEDURE:

### A. Student Advisement

1. First Year Student Mentor – A Senior student will be assigned to a First Year student to be a resource. The Senior student meets with the First Year student during orientation and is available to answer questions and provide assistance during the student's First Year at the School of Nursing.
2. Faculty Advisor - A Faculty member meets with their assigned First Year students during the first month of school and at least once a semester during the first year. Additional meetings may be scheduled by the student. Conferences with students are documented on the Student Conference Form. This form is kept in the student's file. Faculty advisors will act as a resource for Senior students/graduates in preparation for NCLEX.
3. Admissions/Academic Counselor
  - a. Instructs students on test-taking strategies.
  - b. Provides information on techniques to reduce test anxiety.
  - c. Analyzes and reviews unit exams with students as needed.
  - d. Provides the student with additional academic resources as needed.
4. Academic – Theory/Clinical
  - a. Students are provided with their grade sheet following each unit exam. The grade sheet informs the student of the exam grade and current theory average. Students sign the grade sheet in acknowledgement of their theory grade.
  - b. The Course Coordinator or Academic Counselor schedules a meeting with any student whose overall average initially falls below 80% or who receives below 80% on 2 consecutive unit exams. During the conference, the cause for the low grade will be assessed and a plan to improve the student's performance will be discussed.
  - c. If a student's theory average remains below 80% for 2 exams after the initial conference, an additional conference will be held. At this meeting, it will be the student's responsibility to determine what they need to do for improved performance. Faculty will verify the student's ability to calculate their exam grade(s) needed to be successful.
  - d. If a student's theory average remains below 80% after the second conference, it is the student's responsibility to seek out Faculty or the Academic Counselor for further guidance.
  - e. Students are provided with weekly anecdotal records which reflect the student's clinical performance.
  - f. The Course Coordinator or Faculty designee schedules midterm progress conferences. During the midterm progress conferences, the student's clinical performance is discussed and any areas which need improvement are identified.
  - g. The School of Nursing Program Administrator/Program Coordinator is notified when a student is in danger of failing a course.
  - h. The Course Coordinator and Program Coordinator or designee schedules a meeting with any student who is in danger of failing the course. During the meeting, the student's options will be discussed and this is documented on a Student Conference Form. The student is provided with a copy.
  - i. Conferences with students are documented on the Student Conference Form. This form is kept in the student's file.
  - j. The Program Coordinator meets with each Senior student prior to graduation to review their scores on the standardized tests that were taken while they were enrolled at the School of Nursing. The student's plans to prepare to take the NCLEX and for degree progression are also discussed. This meeting is documented on the End-of-Program conference form.

## **STUDENT SERVICES, (CONTINUED)**

### **B. Wellness Promotion**

1. Students are offered the Influenza vaccine annually by Beebe Healthcare Employee Health.
2. Stress Reduction - Information on stress reduction is shared with the students and is available through the Department of Integrative Health at Beebe Healthcare 645-3528.
3. Mental Health Referrals - Faculty are available to advise students in contacting their health insurance plan about mental health referrals.
4. Drug/Alcohol Use - Student nurses are managed according to the Beebe Healthcare Drug/Alcohol policy as stated in the Student Handbook.
5. Tobacco Prevention and Control Program – Students are referred to the free service from the Delaware Health and Social Services Division of Public Health “The Delaware Quit line” 1-866-409-1858.

### **C. Financial Aid/ Student Financial Assistance Program – as stated in the Student Financial Assistance section of the Student Handbook.**

**BEEBE HEALTHCARE**  
**MARGARET H. ROLLINS SCHOOL OF NURSING**  
**STUDENT CONFERENCE FORM**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initiated: \_\_\_\_\_ Faculty Initiated: \_\_\_\_\_

Purpose:

Comments:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Faculty Signature

# STUDENT HEALTH

Students are required to have diagnostic testing, required immunizations and a physical for the health and safety of students and patients. Students who do not complete the required immunizations will not be allowed to go to clinical.

## HEALTH REQUIREMENTS

- A. All students entering the Margaret H. Rollins School of Nursing must submit the following completed forms to the office prior to beginning classes at the School of Nursing:
  - 1. Medical history and physical with documentation of any allergies completed and signed by physician or designee.
  - 2. **Required immunizations:**
    - a. Tetanus-Diphtheria – **Required** if have not had within the past 10 years.
    - b. Measles, Mumps, and Rubella - **Required** if unable to document disease or two immunizations on or after the first birthday.
    - c. Hepatitis B vaccine – **Required**. Hepatitis B is highly infectious and is completely preventable by immunization.
      - 1. All students **MUST** be vaccinated unless shown to be immune or medically at risk from the vaccination.
      - 2. Any student who is unable to be vaccinated must have a signed declination form on file indicating refusal to be vaccinated.
    - d. Varicella vaccine - **Required** if unable to document chicken pox illness.
  - 3. Diagnostic testing:
    - a. Tuberculin Test – (PPD).
    - b. Varicella Titer - **Required** if unable to document Chicken Pox illness.
    - c. Complete Blood Count (CBC)
    - d. Lipid Profile
    - e. Urinalysis
  - 4. Meningococcal Meningitis Vaccine Form
  - 5. Dental Record
- B. All students **must** have a PPD on an annual basis.
- C. Seasonal Influenza Vaccination – **Required** or must sign a waiver.

## HEALTH POLICIES

- 1. A completed Student Health Record must be submitted during orientation.
- 2. Information on promoting a healthy lifestyle is available at the School of Nursing.
- 3. The Program Coordinator maintains the Student Health records.
- 4. The student must utilize their own Physician for any health problems.
- 5. **Appointments or elective surgery should be made at times that do not interfere with school responsibilities.**
- 6. Any student with an illness or injury, which is an emergency, may seek emergency room treatment after they contact their primary care physician. The student's health insurance will be billed for any ED fees incurred. ED visits which are determined not to be an emergency will not be covered by insurance and will be charged to the student.

## **STUDENT HEALTH, (CONTINUED)**

7. It is the student's responsibility to discuss with their physician any changes in health status (i.e., pregnancy, injury, acute/chronic illness) to identify any restrictions that would limit their ability to participate in clinical responsibilities. Students must notify their Course Coordinator or Program Coordinator with any restrictions.
8. Students who are readmitted to the program after a Leave of Absence or a Withdrawal must meet with the Program Coordinator to review their health record prior to the beginning of the semester.

## **HEALTH INSURANCE**

1. All students are required to maintain health insurance coverage while enrolled at the School of Nursing. It is the student's responsibility to file his/her own insurance forms for payment of any medical expenses. The student **MUST** submit a copy of their insurance card at the beginning of every school year.
2. The School of Nursing and/or Beebe Healthcare assumes no financial responsibility for any student's health care costs.
3. Any ED visits, diagnostic studies, or procedures etc. done while the student is enrolled at the School of Nursing will be charged to the student's insurance company. Any charges not covered by the student's health insurance will be the student's responsibility.
4. The School of Nursing office must be notified in writing with any changes in health insurance while enrolled at the School of Nursing.

## **STUDENT FINANCIAL ASSISTANCE PROGRAM**

The School of Nursing adheres to the belief that the primary responsibility for financing a post-secondary education rests with the student and their family. Financial assistance is only intended to serve as a supplement to student and family resources. Financial assistance is calculated based on financial need. Financial planning is necessary to meet the expenses at the School of Nursing. A Pell Grant could be denied based on the student's lifetime eligibility (LEU). An application for a Direct Loan could be denied depending on the student's loan debt and eligibility for subsidized loan money. Financial aid for the prerequisite courses is administered through the college where the classes are taken.

Federal Pell Grant and Federal Direct Loan monies are awarded each semester.

Students must be making satisfactory academic progress to be eligible for financial assistance.

Students can repeat one course one time because of failure or by choice during the program. The student who repeats a course can receive a Federal Pell Grant and/or a Federal Direct Loan.

Students who apply for financial aid at the School of Nursing must complete the "Free Application for Federal Student Aid" (FAFSA). This form can be completed online at [fafsa.ed.gov](http://fafsa.ed.gov). The School of Nursing participates in the following Title IV Federal Financial Aid programs:

- Direct Loans
- Pell Grants

Financial Aid eligibility is contingent upon completion of each semester. When a student withdraws, federal regulations mandate that the amount of earned financial aid be evaluated and financial aid that has not been earned must be returned to the Department of Education. The financial aid that is returned to the Department of Education then becomes a debt for the student and is owed to the School of Nursing.



# STUDENT FINANCIAL ASSISTANCE PROGRAM, (CONTINUED)

## Financial Aid Information Sheet 2018 – 2019

1. Complete the FAFSA on the web at <https://fafsa.ed.gov>. This application will determine your eligibility for grants, loans and scholarships. **Make sure you enter your 2016 tax information.**

**\* NOTE: The School of Nursing ID # (021252) needs to be included on the FAFSA.**

2. If you want to apply for a Federal Direct Loan, you need to complete question #5 on the attached form.  
**Your application for a Direct Loan could be denied depending on your student loan debt and eligibility.**

3. If you are eligible for Pell Grant money, you must complete question #6 on the attached form.  
**Your Pell Grant Lifetime Eligibility (LEU) will impact your eligibility for Pell Grant money.**

4. After you complete the FAFSA, the following MUST be submitted to the School of Nursing to process your application for financial aid:
  - A. The attached form
  - B. Copy of the paperwork to verify that you completed Entrance Counseling for a Direct Loan
  - C. Copy of your Social Security card
  - D. Copy of your driver's license.

5. Remember - applying for Financial Aid is your responsibility. If your EFC is not calculated, you need to investigate at <https://fafsa.ed.gov> or 1-800-433-3243.

6. DEADLINE DATES for financial aid:

Current Students - Complete the FAFSA electronically **on or before June 1<sup>st</sup>**

Current Students - The information listed in #4 is due at the School of Nursing June 1<sup>st</sup>

New Students - Complete the FAFSA electronically **upon receipt of this letter**

New Students - The information listed in #4 is due at the School of Nursing **June 15<sup>th</sup>**

It is important to adhere to the above DEADLINE DATES and **it is the student's responsibility** to confirm with the School of Nursing (302-645-3251) that your financial aid application is complete.

Award letters will be sent as follows:

Current students in the summer prior to the Senior Year

New students in the first month of the Fall semester

7. Please be aware financial aid (Pell Grant and Direct Loan) money is not disbursed for the Fall semester until September. The amount of Pell Grant and Direct Loan money that can be disbursed is determined by the Department of Education.

**\*\* REMEMBER -- TO RECEIVE FINANCIAL AID YOU NEED TO:**

1. Plan
2. Follow these instructions

## STUDENT FINANCIAL ASSISTANCE PROGRAM, (CONTINUED)

**TO:** Students Applying for Financial Aid

**FROM:** Tracy K. Bell, Program Coordinator

The following information is needed to complete your application for financial aid:

1. Do you have a Bachelor's degree? (circle one) Yes No
2. School year applying for financial aid: Year \_\_\_\_\_
3. **Did you enter 2016 tax information?** Yes No
4. Have you received financial aid before? (circle one) Yes No  
If Yes:  
What kind: \_\_\_\_\_  
Amount(s) Received: \_\_\_\_\_  
What school(s): \_\_\_\_\_
5. Do you want to apply for a Federal Direct loan? (circle one) Yes No  
**If no, do not complete a. – d.**
  - a. If yes, amount requesting \_\_\_\_\_
  - b. If yes, you need to go to the Entrance Counseling website @ <https://studentloans.gov> and print the documentation that indicates you have completed Entrance Counseling and **submit with this questionnaire.**
  - c. If yes, you need to complete a Master Promissory Note @ <https://studentloans.gov> and print the documentation and **submit with this questionnaire.**
  - d. Have you previously received a Federal Direct Loan? (circle one) Yes No  
If yes, what year did you receive your first Direct Loan? \_\_\_\_\_
6. Pell Grant – what is your Lifetime Eligibility Percentage (LEU)? \_\_\_\_\_
7. Home: (circle one) Rent Own
8. Amount of child care you pay per week \_\_\_\_\_ # of children \_\_\_\_\_
9. Will you be receiving any other financial assistance for the above listed school year? (circle one)  
Yes No If yes, list the amount and source: \_\_\_\_\_

I give my permission that questions regarding my financial aid can be discussed with the following person(s):

\_\_\_\_\_  
Person's name (Please Print)

\_\_\_\_\_  
Relationship of person to student

**THIS FORM MUST BE SIGNED AND RETURNED WITH THE REQUIRED FINANCIAL AID PAPERWORK.**

All the information on this form is true and complete to the best of my knowledge.

Student Name (Please Print)

Student Signature

## SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is a requirement for all students receiving federal financial aid assistance while enrolled at Margaret H. Rollins School of Nursing.

Financial aid recipients must meet both a "qualitative" and a "quantitative" standard to maintain eligibility for aid. The qualitative standard is determined by the student's cumulative grade point average (GPA). The quantitative standard is based on a student's completion rate, or the successful completion of a minimum number of credits of the total credits attempted for each term of attendance.

### Aid Programs Affected by Satisfactory Academic Progress

- Federal Pell Grants
- Federal Direct Loans (Subsidized and Unsubsidized)

### Determination of Eligibility

- The Financial Aid Office measures Satisfactory Academic Progress at the end of each semester.
- Your entire academic record is included in the determination of Satisfactory Academic Progress, whether or not you received aid.
- All students are subject to federal limits on the total number of terms they may receive aid, including aid received outside of Margaret H. Rollins School of Nursing.
- Incomplete and withdrawal grades do not earn credits to meet the academic standard or influence the GPA in the term the course was attempted. However, they are counted as attempted credits. Repeated courses will count as part of the attempted credits but will not be duplicated in the completed credits.
- You must make satisfactory progress toward program completion and meet the minimum cumulative GPA required by your program.
- If you do not meet the minimal standards, you will be deemed ineligible for aid for any future terms unless you successfully appeal this determination. (See "Financial Aid Probation" below.)

Academic Status Table		
If Cumulative Credits Completed Equals	Percentage Rate of Cumulative Attempted Credits Completed Must Be	Cumulative GPA (standard calculation)
0-24	67%	2.00
25-48	67%	2.00

### Financial Aid Warning

Satisfactory Academic Progress is assessed at the end of each semester. If a student fails to meet standards at the end of one term, they are granted one warning semester of additional eligibility. At the end of that term, their progress will be reviewed again. If they do not meet the standards, they are no longer eligible for financial aid.

## **SATISFACTORY ACADEMIC PROGRESS, (CONTINUED)**

### **Financial Aid Appeal**

You may appeal for a probationary period (one semester) of financial aid eligibility if you fall below the minimum credit completion rate and/or cumulative GPA. The appeal will require an academic plan constructed by the Program Coordinator. The academic plan will ensure that you are able to meet Satisfactory Academic Progress standards by a specific point in time (maximum of four semesters). If approved, your probation period will begin with your next semester of attendance, and you may continue to receive aid while on probation.

To begin the appeals process, prepare a statement explaining: (1) extenuating circumstance(s) that caused your completion rate and/or GPA deficiency; and (2) changes to your situation that will allow you to demonstrate satisfactory academic progress going forward. Submit the statement to the Program Coordinator within 30 days of receiving your Academic Progress ineligibility notice from the Financial Aid Office.

If the Program Coordinator approves your appeal, then your financial aid will be approved initially for the first term, and then for subsequent terms during the probation period upon review of your progress at the end of the previous semester. Failure to meet any of the terms of your academic plan will result in the immediate loss of your aid eligibility.

### **Maximum Time Frame for Completion**

Students cannot receive financial aid for credits in excess of 150% of the required credits for graduation in their program. (This is equivalent to 6 full time terms) For example: if your program requires 48 credits for graduation, you may not receive aid for more than 72 attempted credit hours (48 x 150%).

If you exceed the maximum time frame, you may appeal to the Program Coordinator for a one-time extension of aid eligibility only if you are within 12 credits of completing your program and meeting the minimum completion rate (67% ) and GPA (2.0) standards at the time.

If your appeal for financial aid probation is not approved, you fail to meet the requirements of your approved academic plan, or you choose not to appeal, then you must make alternative arrangements to finance your education until the deficit(s) has been corrected. If at a later point in time, you reach the minimum standards, you will once again be eligible to receive aid.

### **Student Responsibilities**

- Monitor academic progress as it relates to maintaining aid eligibility. The Financial Aid Office assists by measuring progress for aid recipients at the end of each semester and notifies any student who has not met the minimum standards for continued eligibility.
- Notify the Financial Aid Office of a grade change made after the official posting for any semester that may impact your eligibility.

# **STUDENT FINANCIAL ASSISTANCE PROGRAM, (CONTINUED)**

## **FINANCIAL AID CODE OF CONDUCT**

To prohibit a conflict of interest when administering financial aid, the employees of the School of Nursing will comply with the following:

1. The School of Nursing does not participate in any revenue-sharing arrangements with any lender.
2. The School of Nursing does not permit any employee of the school who is involved in the administration of financial aid to accept any gifts of greater than a nominal value from any lender, guarantor, or servicer.
3. The School of Nursing does not permit any employee of the school to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
4. The School of Nursing does not permit any employee to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. The School of Nursing does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
5. The School of Nursing does not assign a lender to any first-time borrower through financial aid packaging or any other means.
6. The School of Nursing recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The School of Nursing will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
7. The School of Nursing will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
8. The School of Nursing will not request or accept any assistance with call center or financial aid staffing.

**BEEBE HEALTHCARE**  
**MARGARET H. ROLLINS SCHOOL OF NURSING**  
**FINANCIAL AID/SCHOLARSHIP REFERENCE GUIDE**

AGENCY/ ORGANIZATION	APPLICATION INFORMATION	AWARD DATE	TYPE OF FINANCIAL	ADDITIONAL INFORMATION
Federal Direct Loan Subsidized & Unsubsidized	On or before April 15 – Complete FASFA on-line at <a href="https://fafsa.ed.gov">https://fafsa.ed.gov</a> Information about the Free Application for Federal Student Aid (FASFA) may be obtained from the School of Nursing office. Financial Aid paperwork must be submitted to the School of Nursing office. May 1 – Current students; July 15 – Incoming students	Awarded annually. Monies disbursed each semester.	Loan repayment required of principle and interest begins 6 months after graduation or termination of enrollment.	A low interest loan made available to students based on financial need which must be applied for annually. The listed award dates may vary depending on when the student submits the required information and the loan processing time. Additional information is available at <a href="https://studentaid.ed.gov">https://studentaid.ed.gov</a> or from the Program Coordinator.
Pell Grant	On or before April 15 – Complete FAFSA on-line at <a href="https://fafsa.ed.gov">https://fafsa.ed.gov</a> Information about the Free Application for Federal Student Aid (FASFA) may be obtained from the School of Nursing office. Required Financial Aid paperwork must be submitted to the School of Nursing office: May 1 – Current students; July 15 – Incoming students	Awarded annually. Monies disbursed each semester.	Grant: Repayment not required.	Grant money made available to students based on financial need. Must apply annually.
Louise Jarmon-Hopkinson	Notice of intent to award posted in November on the student Financial Aid bulletin board prior to the award. Awarded to the Senior and First Year student who have the highest academic average. No application required.	Awarded Annually in February.	Scholarship	Scholarship for a Senior and a First Year student who have the highest academic averages.
Mildred Gray Scholarship	Notice of intent to award posted in November on the student Financial Aid bulletin board prior to the award. <b>Essay due when monies are available.</b>	Awarded annually when monies are available.	Scholarship	Scholarship award by the Village Improvement Association for a Senior and/or First Year female student who: <ul style="list-style-type: none"> <li>• Is in good academic standing with a B average</li> <li>• Is a Sussex County resident at the time of application to the School of Nursing, be a non-traditional student (not a recent high school graduate), and demonstrate a financial need.</li> </ul>
Zwaanendael	Notice of intent to award posted in November on the student Financial Aid bulletin board prior to the award. No application required.	Awarded annually in January when monies are available.	Scholarship	Scholarship for a First Year student with the second highest academic average in the First Year nursing course for the Fall Semester.
Dr. Pierce	Notice of intent to award posted in November on the student Financial Aid bulletin board. <b>Essay due in January.</b>	\$1000 scholarship awarded annually in February.	Scholarship	Scholarship is awarded to a Senior student who: <ul style="list-style-type: none"> <li>• Demonstrates an interest in pediatrics</li> <li>• Has a caring and positive attitude</li> <li>• Has an average in the top 25% at the completion of Nursing Care of Special Populations</li> </ul>

AGENCY/ ORGANIZATION	APPLICATION INFORMATION	AWARD DATE	TYPE OF FINANCIAL	ADDITIONAL INFORMATION
Lewes-Rehoboth Rotary	Notice of intent to award posted during the spring semester on the student Financial Aid bulletin board as directed by the organization. No application required.	Awarded annually in June when monies are available.	Scholarship	Scholarship for students who are completing their First Year of nursing and are ranked 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> academically.
Lord Baltimore Lioness Club	Notice of intent to award posted on the Student Financial Aid bulletin board as directed by the organization. Free application for Federal Student Aid (FAFSA) required.	Available in August when monies are available.	Scholarship	Scholarship is awarded to an applicant who: <ul style="list-style-type: none"> <li>• Is a non-traditional adult student</li> <li>• Who is a Sussex County resident with a caring and professional attitude</li> <li>• Who has a significant financial need</li> </ul>
Irene P. Sorbara Charitable Foundation	Notice of intent to award posted on the Financial Aid bulletin board. Free application for Federal Student Aid (FAFSA) required.	Awarded in August and January when monies are available.	Scholarship	Scholarship awarded to an applicant who: <ul style="list-style-type: none"> <li>• Is a Sussex County resident</li> <li>• Is eligible for a Student Loan but not a Pell Grant</li> <li>• Has a cumulative GPA of 3.0 or higher</li> </ul>
Mr. and Mrs. Ronald LaPorte	Notice of intent to award posted on the student Financial Aid bulletin board when notified monies are available.	Awarded annually when monies are available.	Scholarship	Scholarship established by Mr. and Mrs. Ronald LaPorte Scholarship awarded to an applicant who: <ul style="list-style-type: none"> <li>• Has a financial need</li> <li>• Plans to seek employment at Beebe Healthcare</li> <li>• Demonstrates satisfactory academic progress</li> <li>• Has a Sussex county address at the time of application to the School of Nursing</li> </ul>
Medical Staff Nursing Scholars Program	Notice of intent to award the scholarship will be posted as directed by the representative from the Beebe Medical Staff (Treasurer) on the designated Financial Aid section of the student bulletin board. <b>Essay due in January.</b>	\$2100 scholarship awarded annually in February when monies are available.	Scholarship	Scholarship established by the Medical Staff of Beebe Medical Center to recognize nursing education as a very important component of its mission in the promotion and delivery of healthcare in Sussex County. The student must: <ul style="list-style-type: none"> <li>• Have completed the fall semester of the Senior year</li> <li>• Have a B average in the nursing courses</li> <li>• Demonstrate exceptional clinical performance</li> <li>• Not be a full tuition scholarship recipient</li> <li>• Plan to seek employment at Beebe Healthcare.</li> </ul>



AGENCY/ ORGANIZATION	APPLICATION INFORMATION	AWARD DATE	TYPE OF FINANCIAL	ADDITIONAL INFORMATION
Margaret H. Rollins School of Nursing Scholarship	Notice of intent to award posted on the student Financial Aid bulletin board when notified monies are available. Free application for Federal Student Aid (FAFSA) required. <b>Essay due by requested due date.</b>	Awarded annually when monies are available.	Scholarship	Scholarship established for a student who: <ul style="list-style-type: none"> <li>• Has a B average in the nursing courses</li> <li>• Has an Estimated Family Contribution (EFC) above 3500 but lower than 15000 or with an EFC below 5200 and do not qualify for Pell Grant money because they have a degree previously</li> <li>• Demonstrates the values of Beebe Healthcare</li> <li>• Is not be the recipient of a full tuition scholarship</li> </ul>
Margaret Moore	Notice of intent to award posted on the student Financial Aid bulletin board when notified monies are available.		Scholarship	Endowment established for a student who: <ul style="list-style-type: none"> <li>• Demonstrates a passion to become a nurse</li> <li>• Has a financial need</li> <li>• Preference given to Sussex County natives</li> </ul>
Dr. Saliba	Notice of intent to award posted on the student Financial Aid bulletin board when notified monies are available.		Scholarship	Endowment established for a student who: <ul style="list-style-type: none"> <li>• Successfully completed the First Year of Nursing</li> <li>• Has a cumulative theory grade of B or higher</li> <li>• Has a faculty recommendation as demonstrating an interest in medical-surgical nursing</li> </ul>
Beebe Medical Center Tuition Assistance	Tuition & reimbursement form must be submitted to Human Resources for approval 7 days prior to the registration date of the course.	Tuition reimbursement: Payment disbursed after the successful completion of the course.	Tuition reimbursement: Repayment required either in service or cash value.	Tuition reimbursement made available to full and part time employees. Maximum reimbursement is \$5000 per year for full time employees and pro-rated for part time employees. Additional information is available from the Human Resources Department.
School of Nursing Emergency Financial Need for Students	Faculty recommendation or student request in writing. Eligibility is determined based on academic average and financial need. This money can be used for expenses that have the potential to impede the student's success at the School of Nursing. One-time maximum disbursement of \$200.	N/A	Gift	Contact the School of Nursing office or Program Coordinator.

Agency / Organization	Website	Additional Information
National Coalition of Hospital Associated Schools and Colleges of Nursing	<a href="http://nchascn.org">http://nchascn.org</a>	
National Student Nurses Association	<a href="http://www.nsna.org">http://www.nsna.org</a>	
State of Delaware Scholarship Incentive Program	<a href="https://www.doe.k12.de.us">https://www.doe.k12.de.us</a>	Select Higher Ed – Scholarships – Scholarship Incentive Program
Delaware Nursing Incentive Program	<a href="https://www.doe.k12.de.us">https://www.doe.k12.de.us</a>	Select Higher Ed – Delaware Nursing Incentive Program

# FACILITIES

## SCHOOL OF NURSING OFFICE

The office of the School of Nursing is open from 8:00 AM. – 4:00 PM., Monday through Friday. Phone number for the office is 302-645-3251. Messages may be left on the answering machine when the office is closed. The student must include their first and last name when they leave a message. Appointments to meet with the Faculty can be made through the secretaries' office or with the School of Nursing phone located in the student lounge. When the School of Nursing is closed, students may enter or leave the facility as desired by utilizing their badge.

## MAILBOXES

Each student is assigned a locked mailbox. There is a **\$10.00 cash deposit** required for the mailbox key. A \$10.00 fee will be charged to replace the mailbox key. Your mailbox can only be accessed with your key.

## TELEPHONES

1. Beebe Healthcare extension phones are located in the student lounge.
2. Only local calls and third party billing (credit card, collect call, phone card) can be made from the Beebe Healthcare extension phones.
3. No collect calls can be accepted on School of Nursing phones.
4. Common courtesy should be utilized when using this phone so others may have access to the phone if desired.

## STUDENT LOUNGES/LOCKERS

Student lounges, microwaves, refrigerator and vending machines are available for student use. Lockers are available, however students must provide their own lock.

# BEEBE HEALTHCARE

## 1. Cafeteria

Meals may be purchased in the cafeteria, which is located in the Medical Center. Students **MUST** show their Beebe Healthcare identification to purchase meals at employee rates. Meal tickets are available for purchase in the cashier's office at a reduced rate.

Cafeteria hours are: 6:30 AM – 7:00 PM. Hot food is available during the following hours:

Breakfast: 6:30 AM to 9:30 AM

Lunch: 11:00 AM to 1:30 PM

Dinner: 4:00 PM to 7:00 PM

The Sunshine Cafe is also available in the Rollins Wing during designated hours. Employee discounts are not available at the Sunshine Cafe.

2. Times for patient research in the clinical area will be determined for each course as stated in the clinical guidelines unless otherwise stated. The dress code **MUST** be adhered to while doing patient research.
3. A Student Nurse visiting in the Medical Center must follow Beebe Healthcare's visiting hours policy and confidentiality policies.

# LIBRARY RULES & REGULATIONS

The following applies to the administration of the School of Nursing Library.

Library resources available at the School of Nursing include:

- Full-text databases and electronic journals available on student laptops used at the School of Nursing and from home after Athens registration.
- Lending Library of Books
- Reserve Books (Non-Lending Collection)
- Journals (Non-Lending Collection)

## Rules and Regulations

1. General Policies
  - a. The library's purpose is to serve as a resource for students, Faculty, and Beebe Healthcare employees in the pursuit of health-related information.
  - b. In order to allow everyone equal opportunity to benefit from the library facilities available, eating or distracting conversation is not allowed. Drink containers must have secured lids.
  - c. Reserve Books and Journals may not be removed from the Library.
  - d. Violation of established library policies will result in the loss of library privileges.
  - e. Students are responsible for the cost of lost or damaged library resources.
2. Services Provided by the Librarian:
  - a. Orientation to the library.
  - b. Reference and research assistance.
  - c. Individual consultation and instruction in searching the databases in our e-resources.
  - d. Photocopying of book pages and/or journal articles upon request.
  - e. Assistance in acquiring journal articles located outside of Beebe Healthcare (Inter-Library Loan). Some articles requested carry a charge. Inter-library loan services are available.
3. Library Hours
  - a. The library is open during School of Nursing office hours. After hours, student access is available by student ID badge.
  - b. The Librarian's schedule is posted outside the librarian's office door. The Health Sciences Librarian is also available for information requests when the Nursing School Librarian is unavailable.
4. Catalog - The catalog is a guide to library materials, available from any computer (with login). The catalog may be searched by author, title, or keyword.

## LIBRARY RULES & REGULATIONS, (CONTINUED)

5. How to Find Library Resources
  - a. E-resources are located on BBNet under Beebe Web Sites/Apps.--Medical Library & Nursing Online Resources. After Athens registration, most of these resources are available from home.
  - b. The books in the library are arranged on the shelves according to the Library of Congress Classification System.
  - c. Journals are shelved alphabetically.
6. Reserve Books
  - a. Reserve books are not available to check out. These books are not to be removed from the Library. The Librarian and Faculty designate books to be placed on reserve for use by all students and these must be available in the Library at all times.
  - b. All students will be notified when a reserve book is missing and the voluntary return of the book will be requested.
7. Circulation
  - a. All books from the lending collection MUST be signed out using the automated checkout system. This function is available ONLY on the computer in the library. Items are checked out using student/employee barcode and book barcode. Complete directions are located next to the computer in the library.
  - b. Books may be signed out for two weeks.
  - c. Books may be renewed one time at the discretion of the Librarian.
  - d. Current textbooks may NOT be renewed.
  - e. A maximum of three books may be borrowed at any one time.
  - f. Please place returned books in the designated “book return” tray and the Librarian will shelve them. **DO NOT remove books from the book return tray.**

## SKILLS/SIMULATION LAB

The purpose of the skills laboratory is to provide students opportunities to practice simulated clinical/patient care experiences to facilitate the development of competent clinical skills. The skills labs are not latex free. All labs are under 24/7 video surveillance by hospital security.

### Rules and Regulations

1. Lab use is faculty supervised and access will be restricted to scheduled times.
2. Open lab hours will be provided each week and posted via Edvance360.
3. No food or drink permitted in the skills or simulation labs.
4. Upon entrance to the lab, the student is required to wash hands thoroughly.
5. No ink pens, pencils, or markers are to be carried or used in the lab bay. The plastic manikins will absorb pencil marks, ink, and print, and a small dot will soon appear large.
6. No printed papers other than those printed with Laser printers are allowed in the labs.
7. Due to programming and preparation needs, notify Simulation Coordinator via Edvance360 in advance if wish to use patient simulator and the planned procedure(s).
8. Gloves are to be worn at all times when working with electronic patient simulator as over time, skin oils will stain and dirty the manikin.
9. Students are not permitted to operate electronic patient simulators.
10. The student is to use supplies from own lab kit during open lab. If additional supplies are needed, notify Simulation Coordinator in advance via Edvance360.
11. All School of Nursing lab equipment and supplies must remain in the lab.
12. The student is responsible for ensuring IV pumps are turned off, plugged in, supplies are put away, and the area is left neat and clean when leaving the lab.
13. Seek the assistance of the Simulation Coordinator with any difficulties or problems.

Students will be required to sign a *Simulation Experiences Confidentiality and Use Agreement form* prior to participation in the simulation lab. It is expected that all students will conform to the written policies & procedures. Anyone failing to conform to written policies and procedures will be entered into the disciplinary process.

# UNIFORMS AND DRESS CODE

## UNIFORMS

This policy will be enforced for all students.

The complete student uniform for **women** consists of:

1. Scrubs, solid ceil blue top and white pants or white top and ceil blue pants. The pants must have a hemmed bottom and be worn at the waist. Low riding or hip hugger pants, pants with knit or elastic cuffs or jeans cannot be worn.
2. Uniform tops may only be worn outside the pants. A plain white crew neck short or long sleeve top is to be worn under the uniform top to provide modesty.
3. Undergarments must be worn and must not be visible. No thongs or bikini underwear can be worn. Slips must be worn under dress uniforms.
4. Only all white leather nurses', athletic shoes with a white, gray or black emblem, or shoes which have been approved by the Program Coordinator may be worn. Sandals are not permitted. Shoes should have a firm sole and no holes.
5. Only plain white non-textured nylons can be worn with a dress uniform. Only plain white above the ankle socks may be worn with pants.
6. Beebe Healthcare ID must be attached to the uniform, worn above the waist, and visible to anyone facing you.
7. Wristwatch with the ability to count seconds.
8. Stethoscope.

The complete student uniform for **men** consists of:

1. Scrubs, solid ceil blue top and white pants or white top and ceil blue pants. The pants must have a hemmed bottom and be worn at the waist. Low riding or hip hugger pants, pants with knit or elastic cuffs or jeans cannot be worn.
2. Uniform tops may only be worn outside the pants. A plain white crew neck short or long sleeve top is to be worn under the uniform top to provide modesty.
3. Undergarments must be worn and not be visible.
4. Only all white leather nurses', athletic shoes with a white, gray or black emblem, or shoes which have been approved by the Program Coordinator may be worn. Sandals are not permitted. Shoes should have a firm sole and no holes.
5. Only plain white above the ankle socks can be worn.
6. Beebe Healthcare ID must be attached to the uniform, worn above the waist and visible to anyone facing you.
7. Wristwatch with the ability to count seconds.
8. Stethoscope.

## UNIFORMS AND DRESS CODE, (CONTINUED)

The following criteria must be followed when in student uniform:

1. Professionalism is required for all clinical experiences. Students will be dismissed from the clinical area when inappropriately attired.
2. Uniforms are to be complete, wrinkle-free, neat, clean and appropriately tailored. Shoes are to be polished and shoelaces are to be clean.
3. Clothing should not be tight, form fitting or revealing. No midriffs, cleavage or buttocks showing are allowed.
4. Hair must be neatly secured and worn up and above the shoulders. Hair must be a natural hair color, blonde, brown, black, red, white or gray.
5. Men must be clean shaven or facial hair must be neat and of reasonable length.
6. No gum chewing is allowed.
7. The uniform skirt or dress is NOT to be above mid-knee when standing.
8. Make-up should be used with discretion; lip color must be close to the natural lip color.
9. Beebe Healthcare is a fragrance/scent free environment and no perfume or scented lotion may be worn. Smokers must wash their hands after smoking and make every effort to air clothing prior to providing patient care.
10. Only colorless or natural nail polish may be worn. Fingernails may be no longer than ¼" beyond the fingertip when observed from the palm surface of the hand. No artificial nails, tips, or overlays are allowed.
11. No jewelry may be worn with the uniform except:
  - a. Wristwatch.
  - b. One modest ring per hand. Exception: one engagement ring and a wedding band on the same hand is permitted.
  - c. A small discreet hair accessory in white or color to blend with a standard hair color is the only hair accessories allowed.
  - d. Two discreet post earrings per ear may be worn. No ear gauges, hoops or dangling earrings may be worn.
  - e. Medic Alert.
12. Tattoos that are visible to patients MUST be covered by clothing or makeup at all times. Bandages and wraps cannot be used to cover tattoos.
13. Body piercing must not be visible. No jewelry can be worn in any body piercing. This includes tongue piercings.
14. Only the School of Nursing **ceil blue warm-up jacket** may be worn with the uniform.
15. Proper hygiene MUST be maintained.
16. No stethoscope covers are allowed.



## UNIFORMS AND DRESS CODE, (CONTINUED)

The graduation uniform for **women** consists of:

1. A white uniform, which must be approved by the class advisor and the School of Nursing Program Administrator. The uniform skirt or dress is NOT to be above mid-knee when standing. Slips must be worn.
2. Nurse's Cap
3. All white flat or nurse's shoes and appropriate white non-textured nylons.

The graduation uniform for **men** consists of:

1. White trousers, white belt, and a white uniform top or white dress shirt, which must be approved by the class advisor and the School of Nursing Program Administrator, with a school issued tie.
2. All white leather nurses' shoes or athletic shoes with a white, gray or black emblem and white socks.

### DRESS CODE

In considering the following, it must be remembered that the individual and the school are judged by the student's appearance, attire and conduct. Your appearance must be professional and comply with the Beebe Healthcare dress code.

1. Appearance when in Beebe Healthcare or in other clinical agencies on school business is expected to be professional. Only Business Casual clothing is allowed.  
**Business Casual:** This is the Beebe Look for all team members who are not in the Professional category or not required to wear a uniform.

#### For Men

Dress pants

Buttoned or polo shirts

Sweaters

Dress shoes/socks

Conservative jewelry

No hoodies, jeans, leggings, yoga pants, or sweatpants are allowed.

Rubber/beach type Flip-flops, high heels or platform shoes are not allowed.

#### For Women

Dresses, skirts, or dress pants

Blouse or sweater

Professional walking shorts/skorts w/blazer

Dress business shoes or conservative casual shoes

Tasteful jewelry, nails and make-up

2. **The Beebe Healthcare student ID badge must be worn above the waist with position and name visible at all times when in the Medical Center and/or at the School of Nursing. Only Beebe Healthcare information can be worn with the Beebe Healthcare ID badge. Students employed by Beebe Healthcare are not permitted to wear or use their Beebe Healthcare employee ID while in the student role.** Wearing of the Beebe Healthcare ID badge at cooperating institutions is regulated by that institution.
3. A lab coat with the Beebe Healthcare ID must be worn when in the Medical Center for a School of Nursing assignment or when researching a patient record. Only Business Casual clothing is allowed.
4. Dress at cooperating agencies must conform to the dress code of those institutions.
5. Dress for the classroom is casual. Boxers worn as shorts, short shorts/skirts, halter/tube tops, bare feet, bedroom slippers, pajama clothing, hats, caps, or hoods, except for religious purposes, are **NOT** allowed in the classroom. No cleavage, buttocks, or midriffs are allowed to show.
6. Dress for a conference is business casual.

## **STUDENT ORGANIZATIONS AND/OR COMMITTEES**

### **N.S.N.A. – D.S.N.A.**

The National Student Nurses Association is a national self-governing organization for all Student Nurses. The purpose of NSNA is "to aid in the development of the individual student and to urge students of nursing as future health professionals, to be aware of and to contribute to improving the health care of all people." Membership is encouraged. The DSNA is a state chapter of the NSNA.

### **SCO**

The purpose of the Student Council Organization (SCO) is to facilitate communication between the First Year and Senior classes of the School of Nursing, the development of the student's professional development and leadership roles, and to promote community activities.

### **HISTORY OF S.G.A./SCO**

In 1934, a committee was appointed to formulate a set of by-laws for a student organization. In March of the same year, the by-laws were adopted. Officers were nominated and elected, and the first meeting of the "Student Government Association of the School of Nursing" was held.

In 2004, the purpose of the SGA was revised to reflect the change in student participation and the organization's name was changed to the Student Council Organization (SCO).

**BEEBE HEALTHCARE  
MARGARET H. ROLLINS SCHOOL OF NURSING  
STUDENT COUNCIL ORGANIZATION**

**ARTICLE I  
NAME**

The name of this organization shall be the Student Council Organization (SCO) of the Margaret H. Rollins School of Nursing.

**ARTICLE II  
PURPOSE AND FUNCTION**

**SECTION 1.** The purpose of the SCO is:

- a. To facilitate communication between the First Year and Senior classes of the School of Nursing.
- b. To facilitate the development of the student's professional and leadership role.

**SECTION 2.** The function of the SCO is:

- a. To influence healthcare, nursing education, and practice through relevant activities.
- b. To promote and encourage participation in community affairs and activities towards improved healthcare and the resolution of related social issues.
- c. To represent School of Nursing to consumers, institutions, and professional organizations.
- d. To promote and encourage involvement in DSNA efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, lifestyle, national origin, age, disability or economic status.
- e. To promote and encourage collaborative relationships with nursing and related health organizations.

**ARTICLE III  
MEMBERS, DUES AND RESPONSIBILITIES**

**SECTION 1.** All students of the School of Nursing are members of SCO and are responsible for the organization fee of \$10.00/year.

**SECTION 2.** The organization fee for SCO will be \$10.00 annually. The organizational fee will be billed with semester fees and paid according to the tuition policy.

**SECTION 3.** SCO student activities are encouraged and planned according to student interest and as financial resources allow.

**SECTION 4.** Students are encouraged to participate and become members of the State and National Students Nurses' Association by paying the NSNA annual dues.

**SECTION 5.** Students of the Organization will represent the School of Nursing in a positive manner. Inappropriate behavior will be addressed according to the Student Discipline policy.

## **ARTICLE IV**

### **OFFICERS**

**SECTION 1.** The officers of the organization shall consist of a President and President-elect. The term of office is the academic year or until graduation. Positions can be co-chaired.

**SECTION 2.** Duties of the officers:

- a. President
  1. Meet with Faculty Advisor to prepare and post meeting agenda.
  2. Shall preside at all meetings of this SCO.
  3. Shall represent the SCO in all matters to the Delaware Nurses Association, Delaware Student Nurses Association, National Student Nurses' Association and other student organizations through active membership. Dues shall be paid by SCO.
  4. Shall be a member of the School of Nursing Grievance Committee.
  5. Shall serve as a member of the Student Service Committee.
- b. President-elect
  1. Shall assume responsibility for the President in the event of a vacancy occurring in the office, or until the next election.
  2. Shall preside at meetings, in the absence of the President.
  3. Shall assist the President as delegated and report back pertinent information to the President.
  4. Shall be elected as a First Year Student and assume the position of President their Senior Year.
  5. Shall represent the SCO in all matters to the Delaware Nurses Association, Delaware Student Nurses Association, National Student Nurses' Association and other student organizations through active membership. Dues shall be paid by SCO.

## **ARTICLE V**

### **ADVISOR AND DUTIES**

**SECTION 1.** Definition

The organization advisor shall be at least one representative from the nursing Faculty.

**SECTION 2.** Duties of Advisor(s)

- a. Act as a liaison between the student representatives and Faculty.
- b. Represent the organization as necessary.
- c. Schedule the SCO meetings at the request of the SCO president.
- d. Assist in planning and implementing purpose and function of the SCO.
- e. Inform First Year students of the purpose and functions of the SCO.
- f. Assist with Bylaw revisions.

- g. Provide counsel to the Executive Officers of the SCO.
- h. Ensure that the SCO meetings are conducted by Robert's Rules of Parliamentary Procedure.
- i. Serve as a member of the Student Service Committee.
- j. Present the financial report (from the School of Nursing Program Administrator) to the SCO.
- k. Shall record the minutes and attendance of all meetings of the organization and post the minutes within one week of the meeting.

### **SECTION 3. Selection of Faculty Advisor**

The School of Nursing Program Administrator appoints a Student Council Organization Advisor from Faculty volunteers. The SCO Advisor serves for one year and may serve consecutive terms. The Advisor will report the current account balance and disbursements at the SCO meetings.

### **SECTION 4.**

The School of Nursing Program Administrator shall keep a permanent record of all deposits and disbursements of the organization.

## **ARTICLE VI EXECUTIVE BOARD**

### **SECTION 1. Definition**

The Executive Board shall consist of the elected SCO officers, First Year and Senior class officers and the SCO Advisor(s). Members are to attend all scheduled meetings.

### **SECTION 2. The Executive Board shall:**

- a. Conduct business of the organization based on class input and shall report such business at the next class meeting.
- b. Each class must agree to support and participate in an activity for the activity to be identified as a SCO event.
- c. Have the authority to call emergency meetings.
- d. Be encouraged to actively participate with DSNA.

## **ARTICLE VII ELECTIONS**

### **SECTION 1. Election of Officers**

- a. A call for nominations for the offices of President-elect will be presented to the First Year class by the SCO Faculty Advisor in September.
- b. The Faculty Advisor will prepare a slate of candidates.
- c. Each candidate will present themselves and their agenda. The ballot will be prepared by the SCO Advisor.

- d. Voting will take place within one week by secret ballot.
- e. In the event of a tie, a re-vote shall be held.
- f. The Officer shall assume the responsibilities of the position immediately after the election.

## **ARTICLE VIII**

### **MEETINGS**

#### **SECTION 1. SCO Meetings**

- a. Will be held at least once a semester.
- b. Will be conducted by Robert's Rules of Order.
- c. A quorum shall consist of 3 executive board members and the Faculty Advisor. The three members must be at least one SCO officer and an officer from each class.
- d. SCO business can be conducted when a quorum is determined.
- e. Any student may attend the meetings and vote on decisions.

#### **SECTION 2. The order of business shall include:**

- a. Call to Order and Sign in Sheets complete
- b. Secretary
  - 1. Minutes
  - 2. Correspondence
- c. Financial Report
- d. Unfinished Business
- e. New Business
- f. Special Committee Reports
- g. Announcements/Reports
  - 1. NSNA/DSNA
  - 2. Memory Book
  - 3. Class News
    - a. Senior
    - b. First Year
  - 4. Scholarship
  - 5. Other
- h. Adjournment

## **ARTICLE IX**

### **SPECIAL COMMITTEES**

#### **SECTION 1. Definition**

- a. Special Committees may be appointed by the SCO President as the need arises and disbanded when the project is completed.

#### **SECTION 2. Appointments**

- a. A Special Committee Chairperson will be appointed by the SCO President.
- b. Committee members will be appointed by the SCO Executive Board.

#### **SECTION 3. Responsibility**

- a. Special committees shall report to the SCO Executive Board.

## **ARTICLE X**

### **AMENDMENTS**

**SECTION 1.** The Faculty Advisor approves a draft of any bylaw revisions with input from the Faculty Organization.

**SECTION 2.** Amendments to the Bylaws may be made with a majority vote of the SCO members, provided there has been a written one-month notice of the proposed bylaw revision.

# PROFESSIONAL DEVELOPMENT ACTIVITIES

## CLASS

Each class elects officers to govern class activities under the direction of a class advisor(s) and includes: President, Vice President, Secretary and Historian or Photographer. Within two months after entrance, the First Year Nursing class elects their officers. Officers may be elected yearly. If the office of the President becomes vacant, the Vice-President will assume the role. Any other Class Officer vacancies require an election and/or are appointed.

## FACULTY ORGANIZATION COMMITTEES

**Admissions** – This committee plans, implements, and evaluates policies that relate to recruitment, admission, progression, and advanced placement of students. One student from the Senior class will serve on this committee as needed for the agenda.

**Program Outcomes** – This committee plans and implements the collection, evaluation, and reporting of program outcome data. Two student representatives, one from each class, are elected by their classmates or volunteer to serve on this committee.

**Curriculum** - This committee plans, implements, and evaluates the curriculum which is consistent with the Philosophy and Graduate Competencies of the School. Student representatives will serve on this committee as needed for the agenda.

**Student Services** – This committee plans, implements, and evaluates policies, procedures and activities that promote student personal and professional development. Members of the committee are the class Presidents from each class, SCO President, SCO President-Elect, SCO Advisor, and Course Coordinators from each Year.

**Learning Resources** – This committee plans, implements, and evaluates library, and skills/simulation lab resources. Two student representatives, one from each class are elected by their classmates or volunteer to serve on this committee.

## ALUMNI ASSOCIATION

The School of Nursing Alumni Association plays an active and supportive role in the affairs of the School, Hospital and Community.

The Alumni Association is an advocate for the School of Nursing and is committed to enhancing quality education vital to the practice of professional nursing.

The Alumni Association is dedicated to fostering the personal and professional growth of all graduates and promoting interest in the current trends and issues challenging the nursing profession today. The School of Nursing new graduates become a member of the School of Nursing Alumni Association automatically for the remainder of the year in which they graduate. Graduates are encouraged to join the Alumni Association.



# **SAFETY**

## **FIRE SAFETY**

The School of Nursing facility is equipped with smoke detection devices, fire alarms and fire extinguishers.

### **FIRE PRECAUTIONS**

1. Know location of all fire extinguishers and fire alarms in the School. An automatic smoke fire alarm system is in place in all areas of the School of Nursing facility.
2. Keep all stairwell and corridor doors closed at all times.
3. Report immediately any frayed cords or damaged electrical plugs to the School of Nursing office so repairs may be made.
4. All students should know the number to call for an Emergency: 3333 from a Beebe Healthcare extension phone, 911 from a personal phone.
5. Know and remember at least two routes to the outside from every room in the School. Allow for the possibility that halls and stairways may be blocked by fire.
6. The outside assembly point during fire or fire alarms for all students, Faculty and Staff is in the parking lot adjacent to the School of Nursing.
7. Fire drills are held on a regular basis. All students are expected to know the correct procedure.
8. Students should know the RACE acronym: R - Rescue, A - Alarm, C - Contain, E - Extinguish.

### **IN CASE OF FIRE:**

1. Rescue anyone in immediate danger.
2. Report the fire to Beebe Healthcare Operator by dialing 3333 from a Beebe Healthcare extension phone or 911 from a personal phone.
3. Notify other building occupants by pulling the nearest alarm.
4. Confine the fire (close all doors in the area).
5. Use the proper extinguisher if possible.
6. Exit the building through designated evacuation exits.
7. ONCE OUT - STAY OUT. Keep away from the building and remain in designated area.

### **EMERGENCY EVACUATION PLAN**

The fire alarm is sounded to notify the occupants of imminent danger from fire, or other danger, and the need to evacuate the building.

Any person identifying a hazard that puts occupants at risk should immediately pull the nearest fire alarm box.

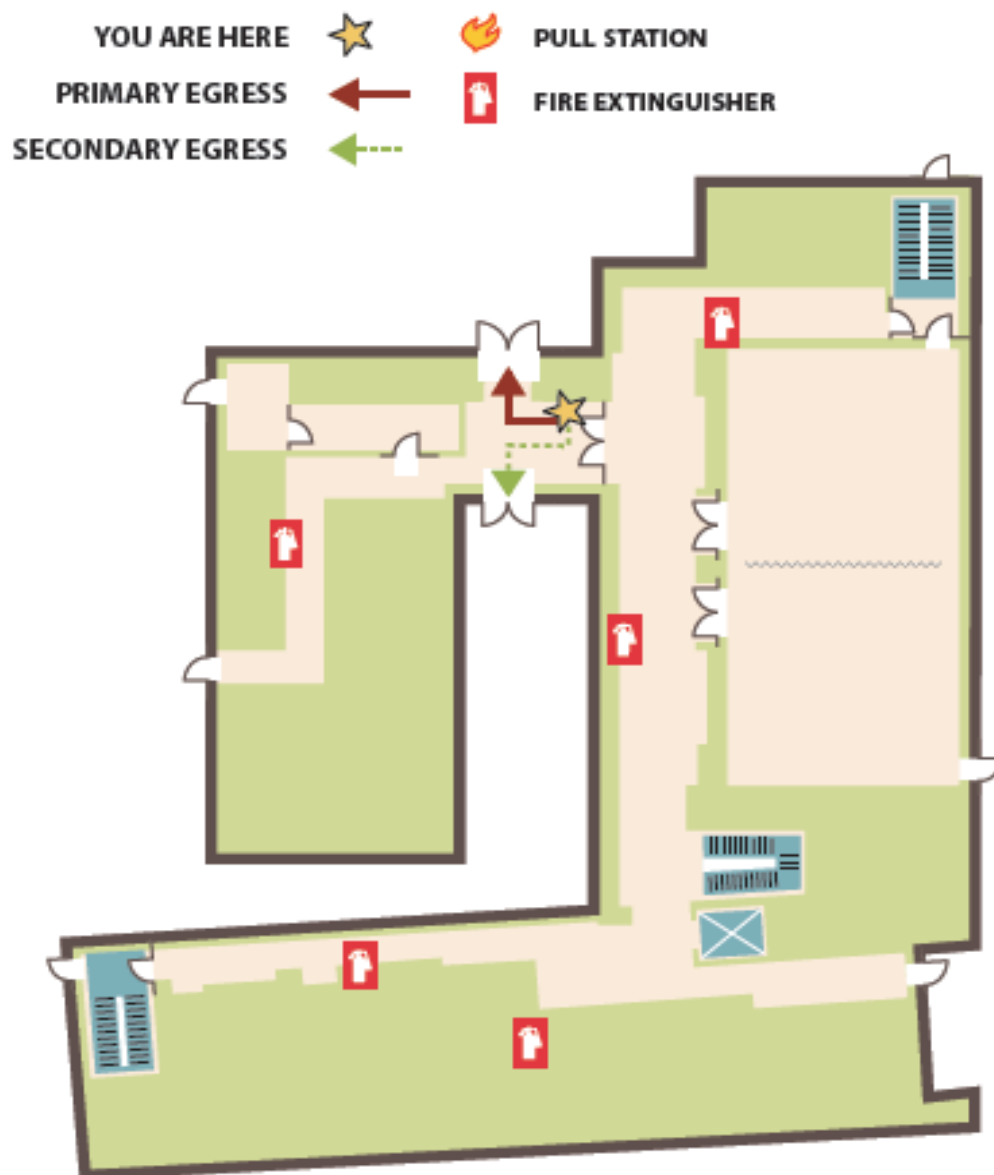
All students/occupants are to evacuate the building immediately when the fire alarm is sounded.

If an exit is blocked by fire or other hazard, use the next closest exit.

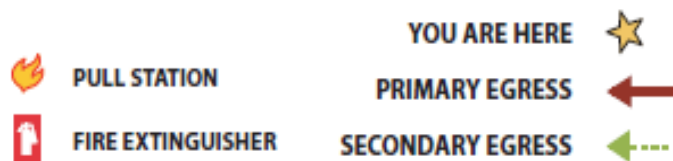
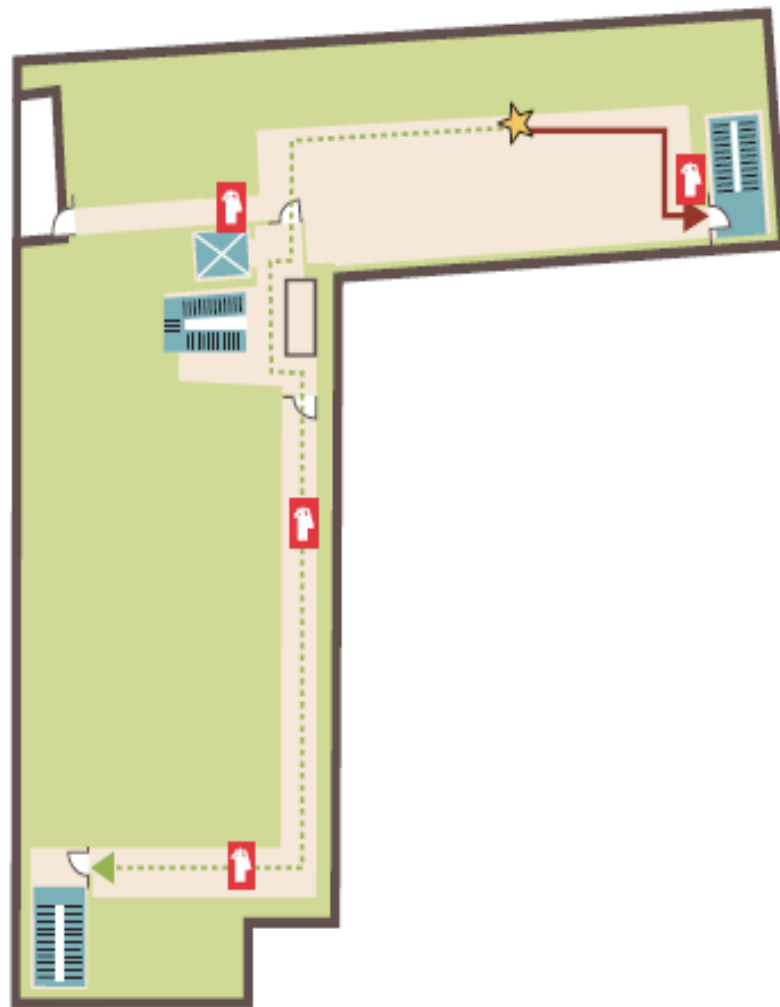
Evacuation should occur in an orderly manner to avoid injury.

Once out of the School of Nursing, gather in the designated assembly area. The gathering location for the School of Nursing is the parking lot adjacent to the School of Nursing unless directed otherwise by Beebe Healthcare Public Safety and Security or School of Nursing Administration or designee. Remain in designated area to be accounted for and until authorized to leave by Beebe Healthcare Public Safety and Public Safety and Security or School of Nursing Administration or designee.

## Emergency Evacuation Plan



# Emergency Evacuation Plan



## **SAFETY, (CONTINUED)**

### **ACTIVE SHOOTER**

**Remember: RUN-HIDE-FIGHT**

#### **RUN**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### **HIDE**

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### **FIGHT**

- As a last resort and only when your life is in danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

#### **When law enforcement arrives:**

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

#### **Information you should provide law enforcement or 911 Operator:**

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

If you are in the hospital and this situation happens, a CODE BLACK-Active Shooter will be announced with the location. Take the same appropriate steps as above as well as stay away from the area.

## **SAFETY, (CONTINUED)**

### **TORNADO SAFETY**

- *Code-T Tornado Warning* will be announced at the hospital when a tornado is imminent for our area.
- Weather Alert Radios will alert staff, faculty and students in the School of Nursing when a Tornado Watch is issued and when a Tornado Warning for an impending tornado is issued.
- If a tornado warning is issued, please listen to the radio to find out if you are located in the projected path of the storm.
- If a tornado is expected in our location, please proceed to the 1<sup>st</sup> floor large classroom and take shelter in that location. If students are on the 2<sup>nd</sup> floor when the warning is announced, they should move quickly down the stairs to the classroom.
- If there is no time to move to the first floor, take shelter away from windows preferably in an interior room with little to no windows.
- A Code-T All Clear will be announced by the Security Operations Center in the hospital or School of Nursing Faculty will call an All-Clear when the danger has passed.

## **CRIME AWARENESS AND CAMPUS SECURITY**

Beebe Healthcare places a high priority on keeping its campus safe for patients, employees, students, and visitors. Working together, there are many things the Hospital and students can do to lessen the chances of a crime occurring.

Lewes, historically has been less susceptible to many of the violent crimes common in urban areas. Among reported crimes, incidence of violent crime are infrequent. But, like any other campus, Beebe is not immune to crimes committed by students, employees, visitors, or those passing through the campus.

Security is available to answer any questions about safety. The Public Safety and Security Department may be reached at extension 3533.

### **THE BEEBE HEALTHCARE PUBLIC SAFETY AND SECURITY STAFF**

The Beebe Healthcare Public Safety and Security Department is responsible for the safety and security of Beebe Healthcare.

The Security Department consists of a Manager, Training Officer and twenty-three Public Safety and Security Officers. The Department is available 24 hours a day throughout the year. Public Safety and Security personnel conduct periodic patrols of the buildings and parking areas to ensure your safety. Students may contact Public Safety and Security for escort services to their vehicles.

Beebe Healthcare provides training for its Public Safety and Security officers in such areas as public relations, patrol procedures, emergency response, CPR, first aid, and other skills relating to the performance of their duties. A daily log of crimes is maintained by Public Safety and Security.

### **LAW ENFORCEMENT**

Students, employees, patients and visitors are subject to all local, state and federal government laws, as well as Beebe Healthcare regulations. The department maintains a cooperative working relationship with local and state police to ensure the enforcement of all laws. Local police agencies provide back-up assistance to the Public Safety and Security Department for any emergency that might require additional police personnel or special services.

### **CRIME PREVENTION AND COMMUNITY EDUCATION**

Crime education efforts stress both good personal safety habits and the importance of community safety.

The Public Safety and Security Department educates Beebe Healthcare employees and students about the realities of crime during orientation. Safety tips are printed in "Keeping in Touch" to stimulate crime prevention consciousness.

Educational information on drugs, alcohol, and sexual assault, (rape and acquaintance rape), are available in the School of Nursing library.

Information about registered sex offenders who may be present on the Beebe Healthcare campus is available through the Beebe Healthcare Human Resources department.

## **CRIME AWARENESS AND CAMPUS PUBLIC SAFETY AND SECURITY (CONTINUED)**

### **EMERGENCY RESPONSE**

The Program Coordinator or designee will utilize the Beebe Healthcare Automated Message System, Everbridge, without delay to notify students regarding a significant emergency or situation that involves an immediate threat to the health and safety of students.

The Program Coordinator or designee will confirm with Beebe Healthcare Public Safety and Security that a significant emergency or situation that involves an immediate threat to the health and safety of students exists.

Beebe Healthcare Public Safety and Security will disseminate emergency information to the community.

The Beebe Healthcare Automated Message System will be tested with students on an annual basis.

### **REPORTING CRIMES AND OTHER EMERGENCIES**

Procedures for reporting criminal activity or other emergencies occurring on Beebe Healthcare property apply to students, employees, patients, and visitors alike.

In an emergency dial 3333 from a Beebe Healthcare extension phone or 911 from a personal phone and Beebe Healthcare Public Safety and Security at 645-3533. When the operator answers, state clearly and accurately what has occurred. A Public Safety and Security Officer will respond to every emergency call. When necessary, hospital personnel, Lewes Police, and the Delaware State Police will be notified to respond.

A victim of a sexual assault should call the Beebe Healthcare Emergency Department (645-3289). Information on notifying the police and other counseling is available in the Beebe Healthcare Emergency Department.

In addition, a sexual assault victim may call the Rape Crisis number: (800) 262-9800.

### **SPECIAL CONCERNS**

The use of alcoholic beverages is prohibited on Beebe Healthcare property. The use of any drugs on Beebe Healthcare property must be within the limits of Federal and State laws. Students are reminded of their responsibility to know and obey State and Federal laws prohibiting the use of illegal drugs. While the Public Safety and Security Department is not specifically responsible for the enforcement of Federal and State drug laws, they will assist law enforcement agencies with the enforcement of those laws.

Accordingly, those individuals who illegally possess, use or supply prohibited drugs on the Beebe Healthcare property risk arrest.

### **SCHOOL OF NURSING GUESTS**

Generally students are held accountable for the actions and conduct of any of their guests while such guests are on Beebe Healthcare property. All guests are subject to the same rules and regulations governing the conduct of students.

# **CRIME AWARENESS AND CAMPUS PUBLIC SAFETY AND SECURITY**

## **FACILITY SECURITY**

1. When the School of Nursing is closed, students may enter or leave the facility as desired by utilizing their badge.
2. All students must use the School of Nursing entrance. All fire exit doors in the School of Nursing facility are for emergency exit only.
3. The Public Safety and Security Department of Beebe Healthcare maintains surveillance over the School of Nursing. If there is an emergency, dial 3333 on a Beebe Healthcare extension phone.
4. Security and safety of the facility is each student's responsibility. Do NOT prop doors open. Notify Public Safety and Security (ext. 3533) if any unknown person is in the School of Nursing and if there is suspicious activity outside the building.

## **PERSONAL SAFETY**

Students need to do what they can to protect themselves from crime. Many crimes occur because there was an opportunity for them to happen. Crime can happen anywhere.

During 2017-2018, there were arrests for the following on Beebe Healthcare property as defined by "The Student Right to Know and Campus Security Act": 1 illegal weapons possession and 5 drug law violations.

During 2016-2017, there were 6 drug law violations on Beebe Healthcare property as defined by "The Student Right to Know and Campus Security Act".

During 2015-2016, there were arrests for the following on Beebe Healthcare property as defined by "The Student Right to Know and Campus Security Act": 4 weapon possessions and 15 drug law violations.

During 2014-2015, there were 3 assaults and 6 thefts on Beebe Healthcare property as defined by "The Student Right to Know and Campus Security Act".

During 2013-2014, there were 2 larceny; 4 simple assaults, and 2 destruction/damage/vandalism on Beebe Healthcare property as defined by "The Student Right to Know and Campus Security Act".



# **MANDATORY EDUCATION**

All students must complete Beebe Healthcare Mandatory Education requirement each year. It is the policy of the Beebe Healthcare, based on regulatory and accrediting agencies, to provide for and require every team member/student to complete mandatory education.

The mandatory education provides the student with basic knowledge and skills to properly perform their responsibilities and to safely care for patients, peers, and themselves.

## **PROCEDURE:**

1. Each student will complete Beebe Healthcare's Mandatory Education requirement at the beginning of each academic year.
2. Course Coordinators will include the requirement to complete Beebe Healthcare's Mandatory education in the course materials.
3. The Program Coordinator will coordinate with Information Systems to schedule the Beebe Healthcare Mandatory Education for each student with instructions for completion with a due date.
4. The Program Coordinator will verify completion of Beebe Healthcare's Mandatory Education for each student prior to clinical.