

Hawai'i Pacific University
College of Health and Society
BSN Student Handbook
2017-2018



This handbook is supplementary to the Hawai'i Pacific University (HPU) Student Handbook. The data contained within reflects current policies and may be subject to modification. The HPU College of Health and Society (CHS) Nursing Program reserves the right to change any of the policies, rules, regulations, and standards at any time as may be necessary in the interest of HPU, CHS, and the Nursing Program and also reserve the right to modify, add or discontinue any of the services, programs, or activities described in this publication. The BSN Undergraduate Student Handbook is updated on a continual basis. Students are advised to access the most current handbook on the Nursing Pipeline Group.

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The Acting Dean's Letter

Aloha and Welcome to the College of Health and Society at Hawai'i Pacific University. Within the College are three distinct programs (Nursing, Public Health and Social Work): Bachelor of Science in Nursing, Master of Science in Nursing, Doctorate of Nursing Practice; Bachelor of Science in Public Health, Master of Science in Public Health; Bachelor of Science in Social Work, and Master of Science in Social Work.

Firstly, I would like share the three values of Hawai'i Pacific University, aloha, pono, and kuleana that I was introduced to by Dr. Lynette Landry, my predecessor, College of Health and Society (CHS). These values are exemplified through the CHS mission of educating competent and caring professionals in the practice of health promotion and healthcare. Educational programs at CHS are student-focused and designed to prepare students for entry into the health professions by building on a strong liberal arts education or to prepare nurses for delivery of care reflective of evidence-based practices through bachelor, graduate or doctoral education.

Embodying the value of aloha, CHS students are exposed to a variety of classroom, practicum, and experiential learning experiences that emphasize teamwork and collaboration. Through these experiences students learn to develop shared goals with individuals, families, and communities. CHS faculty is dedicated to educating students who are prepared to meet the needs of the increasingly diverse populations served by delivering courses in transcultural healthcare, including offering a Certificate in Transcultural Nursing. The Center for Transcultural Nursing enhances students and faculty opportunities to engage in provision of culturally competent nursing care and scholarship.

The value of pono is demonstrated by the dedication faculty and staff has in developing graduates who have strong critical thinking and decision making skills. CHS is committed to developing care providers who are able to respect differences in opinion and work collaboratively to resolve pressing healthcare issues. To assure that graduates represent the value of pono, courses are designed to expose students to ethical principles and to the roles and responsibilities of healthcare professionals across care settings. A strong curricular emphasis is placed on the professional principles of trust, respect, civility, and purposefulness.

CHS demonstrates the value of kuleana through ongoing development of state of the art simulation center; academic rigor; and a focus on student success through achievement of program learning outcomes. Upon entering their academic program, each of our nursing students are assigned a faculty mentor to provide academic guidance and support, demonstrating the commitment CHS has to student success. The Student Nurses Association (SNA) provides students with a wide-range of community activities and the opportunity to participate in CHS governance through student representation. Exposure to these Hawai'ian values in our health and society educational environments, and learning how to live aloha, pono and kuleana, is foundational to the concepts of respecting one another, maintaining balance in life and includes empowerment, humility, and responsibility.

CHS provides an education that is scholastically challenging yet flexible to meet the needs of traditional and non-traditional students. This handbook provides a comprehensive introduction and answers to many questions you may have about our family (HPU 'ohana) within the College. CHS looks forward to working with you so that you can achieve your educational and professional goals.

“Mahalo nui loa. A hui hou.”

Dr. Jayne Smitten, Ph.D., M.Ed., CHSE-A
Acting Dean and Professor

Purpose of the Student Nurses' Handbook

The *BSN Student Handbook* is a guide to the policies and procedures you will need to know as you journey along the road to obtain your Bachelor of Science in Nursing (BSN) degree. **Policies and procedures are subject to change**, so be sure to check the Nursing Groups page in Pipeline. Also carefully read any updates provided via email and/or handouts given to you in class. This handbook pertains exclusively to BSN nursing students. For HPU information, policies, and procedures in general, please refer to the HPU Catalog and academic materials. Please also refer to “The Hawai‘i Pacific University’s Student Handbook” which is available online at: <https://www.hpu.edu/student-life/files/student-handbook.pdf> and on HPU Pipeline.

History of the College of Health and Society at HPU

Hawai‘i Pacific University began in 1965 as Hawai‘i Pacific College, an independent, non-sectarian liberal arts college. In 1972, the growing college expanded to include a School of Business Administration and in 1973 received its first WASC accreditation. The college continued to grow rapidly, adding an English Foundations Program and a group of satellite programs on military bases. With approximately 30 associate and bachelors programs/fields of study in place, and with two masters programs up and running, Hawai‘i Pacific College became Hawai‘i Pacific University in 1990.

In the summer of 1992 Hawai‘i Pacific University merged with the other independent liberal arts college on Oahu, Hawai‘i Loa College (HLC). The merger added an additional contingent of liberal arts students, a major in marine science, pre-professional programs, and a professional program – a Bachelor of Science in Nursing.

Hawai‘i Loa College had been chartered in 1963 as the Christian College of the Pacific, a four-year, coeducational, residential, ecumenical, non-sectarian, liberal arts institution stressing interdisciplinary and multicultural learning. The college was believed to be unique as the only post-secondary institution in the nation jointly sponsored by four Protestant denominations: the Episcopal Church, the United Methodist Church, the United Presbyterian Church, and the United Church of Christ.

In 1982, Hessel H. Flitter, EdD, RN, then Associate Dean and Interim Dean of the University of Hawai‘i at Manoa (UHM), School of Nursing, believed there was a need for another Bachelor of Science Program in Nursing in Hawai‘i. Dr. Flitter’s belief in the value of liberal arts as a crucial part of nursing education and career mobility for nurses played a major role in convincing HLC to initiate a BSN completion “second step” program for RNs. Upon his retirement from UHM, Hessel H. Flitter became the first director of the HLC Division of Nursing, and the first group of students, 32 RNs, began the program in January 1983. The graduates from this group include a number of nursing community leaders, and some of them have even returned to their alma mater to teach.

Also in 1983, the Division of Nursing faculty prepared and submitted to the Hawai‘i State Board of Nursing the plan for the initiation of an RN pre-licensure program for LPNs. The plan was accepted, and state accreditation for the program was granted to begin in September 1984. This first group of LPN students completed the program in May 1987; passed the NCLEX-RN in July 1987, and are now employed in the community as BSN-prepared nurses. A number of them continued to pursue further education.

As Hawai‘i began to experience a nursing shortage, the Healthcare Association of Hawai‘i, representing all of the major health care facilities in Hawai‘i, requested that the college open its doors to beginning students. A \$100,000 grant was given to HLC for the development of a nursing skills laboratory (now called the Hessel Flitter Nursing Arts Laboratory) and the necessary equipment and resources to initiate the first-year

courses in nursing and 24 first-year students entered the program in the fall of 1987. This brought the total number of students enrolled in the nursing major to 164. The first four-year (transfer) student took and passed the NCLEX-RN in February 1989. The Division of Nursing also expanded to off-campus classes, offering satellite programs at The Queens Medical Center and Tripler Army Medical Center. In March of 1992, the National League for Nursing (NLN) accredited the program for five years. A second visit of the NLN in November of 1996 resulted in an eight-year re-accreditation. The next visit in February, 2005 resulted in another eight-year re-accreditation.

Dr. Flitter retired in 1988 and was succeeded by Dr. Adele Mitchell. Dr. Carol Winters-Moorhead became the director in the fall of 1991 and became Dean of Nursing in 1992 and served until 2006. During this time the division of nursing's designation changed to School of Nursing in 2002. Dr. Patricia Lange-Otsuka served as Interim Dean in from 2006-2008 when Dr. Randy Caine became Dean of Nursing. Dr. Caine served as dean from 2008 – 2011 during which time the School of Nursing was renamed the College of Nursing and Health Sciences in 2009. Dr. Dale Allison was appointed Interim Dean in and served until 2014. During this time the bachelors program of nursing was accredited by the Commission on Collegiate Nursing Education (CCNE) in 2011. Dr. Lynette Landry then served as the Dean of the College of Health and Society from 2014 - 2017. In fall 2014, the School of Social Work joined the College of Nursing and Health Sciences. The Dean led faculty and staff through a strategic planning process that included the renaming of the college. The college was renamed the College of Health and Society (CHS) in 2015 to reflect the three interprofessional disciplines.

The MSN program was initiated in the fall of 1998 with 10 students. Dr. Patricia Lange-Otsuka was the program's chair. The first MSN students graduated in January 2001. The accreditation visit of the NLNAC for the MSN program in October 2000 resulted in a five-year accreditation for the MSN program. The next combined BSN/MSN site visit by the NLNAC was held in February 2005 and resulted in a recommendation for re-accreditation for another eight years, until 2013. CCNE accreditation was also attained for the MSN programs in 2011. Dr. Dale Allison was the graduate chair from 2006 – 2009. Dr. Patricia Burrell was the Chair of the Department of Graduate and Post-Baccalaureate Nursing Programs until April 2012. Dr. Diane Knight was the Chair of the Department of Graduate and Post-Baccalaureate Nursing Programs until December 2016 at which time Dr. Michelle Johnson assumed the role.

In June 2017, the Hawai'i Pacific University's Nursing Programs – bachelor's, master's, and post-master's – received notice from the Commission on Collegiate Nursing Education (CCNE) of reaccréditation through 2027. The 10-year term is the maximum accreditation that is awarded by CCNE, a national accreditation agency officially acknowledged by the U.S. Secretary of Education. The CCNE reaccréditation comes on the heels of the exciting news that HPU's first doctoral program, the Western Association of Schools and Colleges (WASC) Senior College and University Commission-approved Doctor of Nursing Practice, was able to admit students in fall 2017.

In July 2017, the nursing department leadership structure was redesigned and Dr. Michelle Johnson was named Chief Nurse Administrator overseeing the Graduate and Post-Baccalaureate Nursing Programs. Dr. Kathleen Burger was named interim Associate Chief Nurse Administrator and Dr. Jayne Smitten was appointed as acting dean of the College of Health and Society.

Accreditation

WASC – The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) has fully accredited Hawai'i Pacific University.

Address: Western Association of Schools and Colleges
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001

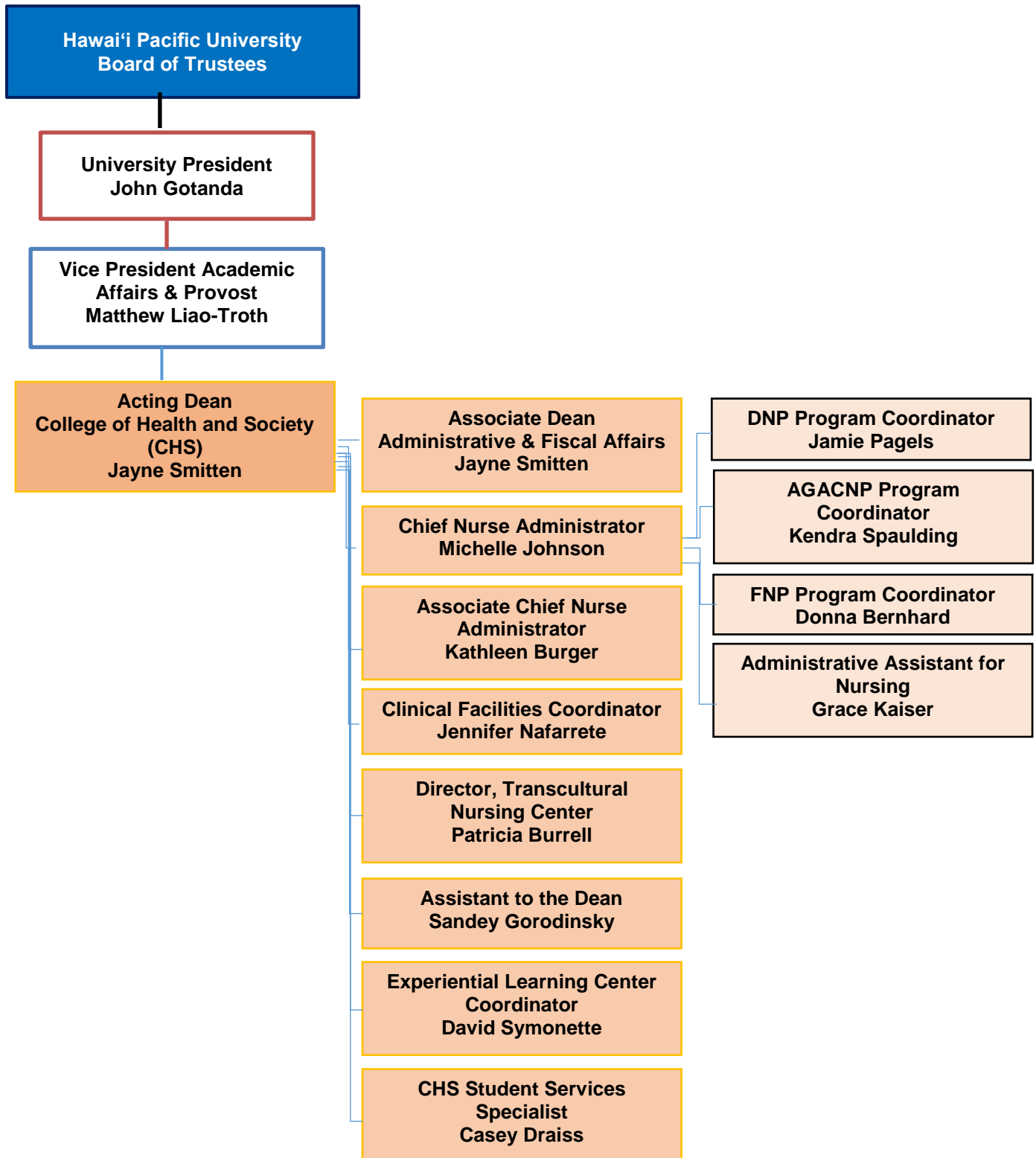
State – The Nursing programs of Hawai'i Pacific University are approved in accordance with the laws and regulations of the state of Hawai'i.

Address:	Hawai'i Board of Nursing DCCA, PVL Licensing 335 Merchant Street, Room 301 Honolulu, HI 96813 (808) 586-3000	OR	Hawai'i Board of Nursing DCCA, PVL Licensing P.O. Box 3469 Honolulu, HI 96801
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CCNE – Accreditation by the American Association of Colleges of Nursing Commission on Nursing (CCNE) is voluntary and serves as national validation of a quality educational experience in a given institution. The Baccalaureate degree in Nursing, Master's degree in nursing and Post-graduate APRN certificate programs at Hawai'i Pacific University are accredited by the Commission on Collegiate Nursing Education. In 2017, the Nursing programs received notice from CCNE of reaccreditation through 2027. The 10-year term is the maximum accreditation that is awarded by CCNE.

Address: Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036-1120
(202) 887-6791

Organizational Chart



Administration, Nursing Department

College of Health and Society Main Office - Academic Center Room 226

Administration and Staff Roster

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College of Health and Society: Nursing Department

Mission

Hawai'i Pacific University Nursing Department is committed to educating competent and caring professionals in the practice of health promotion and healthcare. Graduates are life-long learners and leaders dedicated to delivering holistic care in the spirit of aloha for a global community.

Vision

The Nursing Department will be ranked in the top nursing and health science programs delivering a distinct transcultural healthcare educational experience.

Philosophy

The philosophy of the Nursing Department is in harmony with the University's mission. We believe that the basic preparation for professional nursing is a liberal arts and science education at the baccalaureate level. We adhere to the essential features of contemporary nursing practice as outlined in the American Nurses Association Nursing Social Policy Statement, Standards of Clinical Nursing Practice, and Code for Nurses with Interpretive Statements. Contemporary nursing practice has human responses as its primary concern. The philosophy of the Nursing Department incorporates beliefs about people, environment, health, learning, and nursing. These beliefs support the College mission. For more information, please visit <https://www.hpu.edu/chs/nursing/bsn/index.html>

Core Values

We, the faculty of the Hawai'i Pacific University Nursing Department, hold the following core values to be the foundation of nursing education and practice:

Caring	Holistic Care
Collaboration and Collegiality	Integrity and Honesty
Compassionate Care	Life-long Learning
Critical Thinking	Professionalism
Cultural Competence	Respect for Self and Others
Ethical Practice	Responsibility to the Community
Evidence-based Practice	Spirit of Aloha*

**Aloha, love, affection, compassion, mercy, sympathy, pity, kindness, sentiment, grace, charity; greeting, salutation, regards; sweetheart, lover, loved one; beloved, loving, kind, compassionate, charitable, lovable; to love, be fond of; to show kindness, mercy, pity, charity, affection; to venerate; to remember with affection; to greet, hail.*

Program Outcomes (Abilities of the BSN Graduate)

The Bachelor of Science in Nursing degree is conferred upon students who satisfactorily complete the general education requirements and the prescribed curriculum. To earn this degree, a student must complete

a minimum of 120 Credits hours and meet all the requirements of the nursing major with at least a 3.0 cumulative nursing grade point average and an overall HPU cumulative grade point average of 2.75 or higher.

Program Learning Outcomes

The BSN graduate will:

1. Clinical Practice

Apply theoretical knowledge with demonstration of skill and judgment to provide safe patient centered care across the lifespan using the nursing process.

2. Evidence-based Practice

Integrate evidence to guide clinical practice and evaluate outcomes of care.

3. Leadership

Apply leadership and communication skills in diverse organizational systems.

4. Professionalism/Ethics

Practice nursing care by incorporating legal and ethical decision making, utilizing current standards of practice.

5. Quality Improvement and Safety

Perform safe nursing care and incorporate methods to optimize patient outcomes.

6. Health Care Informatics

Promote innovation and utilize information systems and technology in charting, decision making, research and scholarship.

7. Health Policy and Advocacy

Apply knowledge of health policy, patient advocacy and health needs of all populations that addresses access to care, equity, quality and cost efficacy.

8. Interprofessional Collaboration

Collaborate and communicate effectively with other professionals and interdisciplinary teams to improve health care outcomes.

9. Transcultural care

Integrate the values, beliefs, and health practices of diverse populations to promote quality outcomes.

Essential Skills and Abilities of the BSN Candidate

A candidate for professional nursing must have the abilities and skills necessary to use the nursing process. These skills and abilities include observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. Technological compensation can be made for some disabilities in certain areas, but a candidate must be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must not be mediated by another's power of observation and selection.

Accommodation: Student accommodations are negotiated through the American Disabilities Act (ADA) through the ADA Coordinator of Academic Advising and Student Support. Please refer to HPU's Student Handbook which is available online or contact the Center for Academic Success at (808) 544-9334.

The following skills and abilities are necessary to meet the requirements of the nursing curriculum and to achieve the level of competence required for safe professional practice:

Observation: The candidate must be able to observe a client at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of smell.

Communication: The candidate must be able to speak, to hear and to observe clients in order to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communication. A candidate must be able to communicate effectively, efficiently, and sensitively with clients, colleagues, instructors, professors and other health care providers. Communication includes speech, reading and writing in the English language.

Motor ability: Candidates must have sufficient motor function to elicit information from clients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of clients receiving professional nursing care. Such actions require equilibrium, coordination of both fine and gross muscular movements, and functional use of the senses of touch and vision. Candidates must be able to tolerate physically taxing workloads including lifting and turning patients (candidates must be able to lift 25 pounds or more).

Conceptual, integrative, and qualitative abilities: The candidate must be able to problem solve using the skills of measurement, calculation, reasoning, analysis, and synthesis. The candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral, ethical, and social attributes: Candidates must possess emotional health in order to: fully utilize their intellectual abilities; exercise good judgment; promptly complete all responsibilities attendant to the care of clients; and develop mature, sensitive, and effective relationships with clients, colleagues, instructors, professors and other health care providers. Candidates must be able to function effectively under stressful conditions. The candidate must be able to display flexibility and adapt to change in the environment. The candidate is expected to learn to function in the face of uncertainties inherent in the clinical problems of clients. Candidates are expected to behave at all times in a legal and ethical manner in school as well as the clinical arena. Candidates are expected to administer nursing care with respect for the cultural values of their clients.

The Nursing Department reserves the right to dismiss from the nursing major at any time a student who fails to meet these essential criteria or whose health, work, or conduct demonstrates lack of fitness to continue in the program.

ANA Code for Nurses

In 1976, the American Nurses Association (ANA) developed an ethical code for nursing practice that has become the standard by which nursing practice is evaluated. As students you are expected to adhere to the ANA Code of Ethics as well as the ANA Standards for Nursing Practice and other codes and standards specific to the clinical setting.

The nine components of the ANA's Code of Ethics for Nurses with Interpretive Statements (ANA, 2015) is listed here for your information.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve the wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standard development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

ANA Standards of Practice and Professional Performance

The six standards of practice and the nine standards of professional practice were reviewed and revised in *Nursing: Scope and Standards of Practice* (ANA, 2015). These national standards of practice and performance define the who, what, where, when, why and how of nursing practice and illustrate the nursing process which is based upon critical thinking. As students you are expected to adhere to ANA Standards of Practice and Professional Performance.

Standards of Practice

- I. **Assessment** – collects comprehensive data pertinent to the health and situation of the client
- II. **Diagnosis** – analyzes the assessed data to determine the diagnosis or issues
- III. **Outcomes Identification** – identifies expected outcomes for the plan specific to the patient or situation
- IV. **Planning** – develops plan indicating strategies and alternatives to reach expected outcomes
- V. **Implementation** – implements identified plan
 - a. **Coordination of Care** – coordinates care delivery
 - b. **Health Teaching and Health Promotion** – utilizes strategies to promote health and a safe environment
 - c. **Consultation** – APRN and nurse role specialist provide consultation to influence the plan of care and enhance the abilities of others and effect change
 - d. **Prescriptive Authority and Treatment** – APRN uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations
- VI. **Evaluation** – evaluates progress towards attainment of outcomes

Standards of Professional Performance

- VII. **Ethics**
- VIII. **Education**
- IX. **Evidence-Based Practice and Research**
- X. **Quality of Practice**
- XI. **Communication**
- XII. **Leadership**
- XIII. **Collaboration**
- XIV. **Professional Practice Evaluation**
- XV. **Resource Utilization**
- XVI. **Environmental Health**

Mandatory Requirements for Entry into Clinical Nursing Courses

All nursing majors enrolled in clinical nursing courses must complete **all prerequisite courses** along with completing a number of requirements related to CPR for Health Care Providers certification, current health requirements, blood-borne pathogen training certification, criminal background checks, proof of health insurance, and, if applicable, licensure (RNs and LPNs).

Health Requirements

Refer to <https://www.hpu.edu/chs/nursing/health-requirements.html> to review the full list of health requirements

HEALTH REQUIREMENTS ARE DUE:

NOVEMBER 10th for spring semester (except for newly admitted students)

APRIL 10th for summer semester

JULY 10th for fall semester

Castle Branch

Students are required to open and maintain an account with Castle Branch which is a web based company that provides a central clearing house for your health and other clinical requirement documents. It enables HPU's Health Records Assistant to review your records so they can be cleared by the Nursing Department. Once approved, they are passed on to the appropriate facility so you can participate in clinical. Refer to <https://www.hpu.edu/chs/nursing/health-requirements.html> to set up an account.

FAILURE TO MEET DEADLINES FOR SUBMISSION of required health information, CPR certification, background checks and proof of HIPAA training WILL RESULT IN STUDENTS BEING ADMINISTRATIVELY DROPPED FROM CLINICAL AND ASSOCIATED THEORY COURSES AND WILL NOT BE ALLOWED TO RE-REGISTER FOR THE CLINICAL COURSE THAT SEMESTER. There will be NO EXCEPTIONS to this policy because late submission of health requirements jeopardizes our ability to confirm the entire clinical group at the agency.

Submission of documents and tracking of submitted information is a student responsibility. Reminders are **not** sent out from the Nursing Department. If you have a question about a reminder you received contact Castle Branch directly.

Documentation Requirements

AHA BLS Card

An American Heart Association BLS Healthcare Provider card is required. We do not accept any other CPR certification, as per clinical facility requirements. BLS cards are good for 2 years, but must remain current for the duration of the semester. If your card has an expiration that falls during a semester, you must renew prior to the start of the term. Online CPR certification/recertification will not be accepted.

Health Insurance

Proof of current health insurance is required.

Background Check

All students will submit required documentation to <https://portal.castlebranch.com/HF84/package-selection> by the designated deadline. Directions for signing up and uploading documents are online at the HPU website under Clinical Requirements.

Ideally you should arrange the timing of annual expiration dates to coincide with when you are not in school. The very best time to renew is probably mid-June, before clinical registration for fall semester. Please be aware that clinical facilities may and **do** change health requirement parameters periodically. The Nursing Department makes every attempt to notify students via Campus Pipeline of the changes. Your HPU campus email is considered our official means of communicating new information to you. **It is your responsibility to keep track of notices and to keep your records and requirements up-to-date.**

Health requirements are subject to change as agencies change their requirements. You may have to obtain additional titers, screens, or immunizations, or background checks at some future time. It is your responsibility to ensure that all the appropriate immunizations and screens/titers are done and submitted online by the required date(s).

ATTENTION: IF YOUR HEALTH REQUIREMENTS EXPIRE during the term you are entering, you must submit updates to it by the health records deadline for that term. For example if your original TB screening test (PPD) was done in March, you will need to have your TB screen done prior to beginning of the following spring semester.

Licensure

LPNs, RNs and international nurses must show proof of license renewal, annually/biannually (depending on the jurisdiction's renewal procedure).

Clinical Information

Appearance Standards

Students are expected to dress in an appropriate manner for both clinical and classroom activities. **Failure to conform to appearance standards in a clinical setting will result in the student being sent home;** the absence will be considered an unexcused absence.

The mandatory **pre-clinical attire** (worn for pre-clinical sessions/orientations) consists of:

- white HPU lab coat with HPU Embroidered Logo (available in HPU Bookstore)
- blue Nursing polo shirt (available in HPU Bookstore)
- black slacks, socks, and shoes
- shirts may be worn untucked or tucked with a plain black belt
- HPU name badge on left upper lab coat

The mandatory **clinical uniform** (worn for clinical practicum/patient contact hours/simulation activities)

- The nursing uniform is the blue scrubs set sold exclusively by Barnes and Noble College Campus and will be worn in NUR 2951, 3963, 3965, and 4951 unless prohibited by the clinical agency for current matriculating students.
- The blue school uniform consists of scrub pants and top with the appropriate school logo. The uniform must be clean, neat, and ironed.
- The blue uniforms require white shoes and white socks.
- **With the exception of on-campus labs, it is expected that uniforms will not be worn in the classroom setting at HPU.**

Shoes

- White shoes will be worn with uniforms and agency-appointed scrubs. They are to be white, closed toe and heel, and of leather or other sturdy material.
- “White shoes” does not mean white tennis shoes or white athletic shoes that the student wears every day. Low topped, white athletic shoes worn exclusively for nursing may be acceptable.
- Sandals and Crocs® are not acceptable.

Name tags, patches, lab coats, and ID’s

- Students are expected to have a short lab coat with appropriate school logo sold exclusively by the HPU Bookstore.
- Nursing badge with photo must be worn.
- During the mental health rotation, students may be instructed to cover their last names on the nametags to provide personal security.

Scrub attire

- Students will only wear scrub uniforms when required by, and provided by, the clinical agency (usually only in labor and delivery and the operating room).
- Students will not wear their own scrub clothing with the possible exception of some pediatric rotations in which students may be expected to wear print scrubs – in this case, the agency may not provide appropriate attire.

Street clothes

- The wearing of street clothes is generally confined to NUR3971 and community health NUR4961 rotations and may involve a combination of street clothes (top) and blue uniform (bottom). Before you wear street clothes **check** with the Course Coordinator.
- If street clothes are worn to or in the agency, they are to be **conservative**. Shirts and blouses are to have sleeves and finished necklines. **Tee shirts are not acceptable**. Clothes must be non-clinging, non-flesh revealing; **Navels may not be exposed in any setting**. Street clothes must be professional-type.
- Shoes will be closed toe and heel and appropriate to the dress and agency (NOTE: students are not allowed to wear logo bearing athletic shoes, tennis shoes, or dress shoes in mental health settings – **wear flats**).

Personal hygiene

- Students must be meticulous about personal and dental hygiene.
- Body tattoos are to be covered when in the clinical setting, based on site policy.
- Any body piercing jewelry, i.e., nose rings, eyebrow studs/rings, cheek rings, etc., must be removed while the student is in the clinical arena.
- Acrylic and other fake-type nails and long nails are unacceptable for clinical. Nails need to be at fingertip.
- Consult your agency policies & procedures for more information.
- NO perfume or cologne may be worn in the clinical setting. Deodorants and anti-perspirants should be unscented.

Jewelry

- Students may not wear earrings.
- Jewelry in other body parts (i.e. noses, tongues, eyebrows, cheeks, etc.) and bracelets, rings, and other jewelry are not to be worn in the clinical setting.
- Students may wear a non-raised, plain wedding band.

- Watches should have a second hand and are generally not considered jewelry.
- Leave jewelry at home to avoid loss.

Hair, beards, and mustaches

- Hair will be clean and neat in appearance and secured in barrettes or bands sufficient to prevent obstruction of the student's view or interference with client care and to meet agency standards. Students may be required to put hair up off their collars.
- Students will be clean-shaven or have neatly trimmed beards and/or mustaches.

Clinical equipment

- Students are expected to report for the clinical experience equipped with the following items: stethoscope, bandage scissors, pen with black ink, pen light, and a watch with a second hand.
- Other items may be required such as: blood pressure cuffs (NUR 2951 & 4961).

Clinical Evaluation

The clinical evaluation tool is based on the Quality and Safety Education for Nurses pre-licensure competencies (<http://qsen.org/competencies/pre-licensure-ksas/>), course learning outcomes, and the American Association Standards of Practice and Code of Ethics. Students enrolled in semester long clinical courses are evaluated in the clinical setting at the semester mid-point and end of the semester. Students enrolled in 1-credit clinical courses are evaluated at the end of the clinical rotation.

NOTE: If you fail a clinical course, you will receive a failing grade in the corresponding lecture course and will be required to repeat both courses. Likewise, if you receive a "C-", "D (+)" or "F" in the lecture course, you will receive a "fail" in the corresponding clinical course and will be required to repeat both courses.

Clinical Facilities

The Nursing Department utilizes a variety of health care agencies on the island of Oahu as facilities for clinical experiences. Facility use is a cooperative arrangement with the various agencies, the University of Hawai'i at Manoa, Kapi'olani Community College, the University of Phoenix, Chaminade University, as well as other programs requiring clinical placements. A HPU nursing faculty member serves as the Clinical Facilities Director, the liaison to Community Facilities, and negotiates for all clinical placements for HPU nursing students. Clinical placements are based on a number of factors including agency availability, course requirements, and instructor availability. Students will not be in a clinical setting on days that have not been negotiated by the Clinical Facilities Director and/or approved by the clinical instructor.

There are many sections for each clinical course, with various start dates, orientation requirements, and student expectations.

Transportation to and from the clinical facility and parking fees are the student's responsibility. Some agencies offer discounted parking fees to students or have designated parking areas. Students are encouraged to carpool and at some facilities carpooling may be required. Due to very limited parking at some facilities, students may need to street park in nearby neighborhoods.

Clinical Orientation Information

Information regarding orientation requirements of each facility (registration for orientation, student expectations, preparation and required reading, computer training, and parking information, etc.) is posted on the *Nursing Pipeline Group*. It is the student's responsibility to review this information every time they register for a clinical course.

CHS Nursing Pipeline Group

All nursing students must join the *Nursing Pipeline Group*. Here are the directions for joining:

1. Log into Pipeline
2. In the upper right hand corner choose "Groups"
3. Then:
 - Groups Index
 - Academic
 - CNHS Nursing (stands for College of Health and Society)
 - Join group
 - Click box and join – you only do this once for the whole program
4. This opens to the CHS Nursing group page
 - Choose 'files' and click on dropdown arrow – all facilities that we utilize for clinical sections are listed
 - Choose your facility: an instruction document and other material required by the facility is posted

ALL STUDENTS MUST ATTEND THEIR ASSIGNED CLINICAL ORIENTATION. FAILURE TO ATTEND THE MANDATORY ORIENTATION TO THE CLINICAL SITE WILL RESULT IN REMOVAL FROM THE COURSE AND ASSOCIATED THEORY COURSE. THERE ARE NO EXCEPTIONS FOR MISSING CLINICAL ORIENTATION. Late arrivals to clinical orientation will be considered as missing the mandatory clinical orientation and will result in removal from the course and related theory course.

Clinical facilities choose to include students as part of their commitment to nursing education. There is no reimbursement for the educators who perform student orientations or computer training or for the nurses who work with students on the units. Students must consider that we are guests in the facilities and we must abide by any requests or requirements. Unprofessional behavior by students or faculty can jeopardize the relationship with the CHS, potentially leading to the loss of the facility for educating students. The preclinical uniform is required for all orientations and training on or off campus. If students are tardy to orientation sessions, wear unprofessional dress, or are disruptive in any way they may be asked to leave and will not be able to attend clinical that semester.

Clinical Additional Information

- You are required to attend all clinical days. However, do not come to clinical acutely ill. Contact your instructor as soon as you realize you should not or cannot attend clinical and do so NO LATER THAN 2 hours before the start of clinical.
- Any clinical absence must be authorized by your clinical instructor **prior** to the beginning of the clinical shift.

- A missed session is to be ‘made-up’ with alternative methods for achieving required clinical hours. The clinical instructor and/or clinical coordinator will advise the student on the method for make-up hours.
- You may not print, photocopy or remove patient/client records from the clinical facility. Doing so **will** result in an **“unacceptable practice”** due to HIPAA violation and will result in a clinical failure. It is your responsibility to understand the unacceptable practice policy.
- Students are often required to attend a clinical orientation or computer training prior to and outside of their scheduled clinical hours. The preclinical uniform is required. Failure to submit all required paperwork by due dates will result in an academic warning and possible removal from the clinical.
- **YOU MAY NOT CHANGE A CLINICAL SECTION AFTER REGISTRATION WITHOUT WRITTEN APPROVAL OF THE ASSOCIATE CHIEF NURSE ADMINISTRATOR.**

Clinical Preceptors

Some clinical experiences utilize a clinical preceptor in addition to an instructor, to facilitate the student’s learning experience in a particular agency. Preceptors do not replace the instructor, but, rather, augment the instructor. Preceptors are most commonly used in community health, for physical exams, and in some senior-level clinical settings. Preceptors will be registered nurses, preferably with a minimum of a baccalaureate degree in nursing. Preceptors will be selected by the clinical instructor or coordinator on the basis of a high level of clinical expertise in a particular area and the ability to provide a positive learning experience for the student. Faculty members who have clinical expertise in the same clinical area as the proposed preceptor will select them.

Maintenance of Confidentiality

Client information: Students must maintain the confidentiality of client’s records and right to privacy. Essentially, the student enters into a health care contract with the client, which includes informing the client that confidential information will be shared with the student’s instructor and other members of the health care team. Students are not to share client information with friends, relatives, or other unauthorized persons. In written assignments, clients will be identified only by the date the care was given. Care plans (CT2s), pre-clinical worksheets and other client notations are to be destroyed by the student as soon as the course is finished. Students are accountable for maintaining confidentiality and may receive disciplinary action ranging from the loss of grading points to dismissal from the nursing major, for the misuse of client information. **The misuse of client information can also result in criminal charges.**

You will be asked to sign a promise of nondisclosure of all client information throughout your student experience as you have experiences in various health care agencies. **Additionally, you are required to sign a promise of nondisclosure as an HPU nursing student**, which will be maintained in your student file in the College of Health and Society Office.

New laws and rules have been adopted at both the U.S. national and Hawai‘i state levels for the purpose of assuring that client confidentiality is maintained whenever the protected health information of a client is used or disclosed for educational purposes. Client identifiable information obtained through the course of study may not be used or disclosed in any form (written, oral, electronically, etc.). Any reference to the identity of the client must be left out of any case presentation, pre-clinical worksheets, CT2, journal, notes, or any other educational activities. Client identifiers include: client name, address, telephone or fax numbers, medical record number, account number, social security number, health plan number, date of birth, name of relatives or employers, photographic images, or any other information that could be

combined to identify the subject of the health information. **NOTE: You cannot use client initials or names in either your written work or oral presentations.**

Some additional guidelines: You may use age but **do not** use date of birth. You may use gender. Avoid the use of occupation and other demographics if they could result in the identification of the individual (Ex: occupation: nursing school administrator; previous occupation: Army officer; ethnicity: Eastern European).

The State of Hawai‘i views failure to follow confidentiality and HIPAA guidelines as a Class C felony and you are subject to both criminal and civil penalties for violating the law.

Computer/computer records: Many of the clinical facilities utilize computerized charting and records. Under no circumstance is any portion of a clinical record, including lab results (even if the patient’s name has been removed) to be removed from the hospital. You **may not** photocopy (Xerox) the records either. Unauthorized entry into the computer or misuse of clinical records is grounds for course failure.

Peer information: In both the clinical and classroom setting, students may become privy to confidential information shared by fellow students about themselves, their clients, or their clinical or work settings. Information shared in this manner is not to be discussed outside the classroom setting.

Faculty: Faculty members may also offer confidential information about themselves or their work experiences. Again, if information is shared in confidence, then keep the confidence. It is one of the hallmarks of being a professional.

Social Media Policy

Please see Appendix A for a copy of the *Social Media Policy*.

HIPAA Policy

Please see Appendix B for a copy of the *HIPAA Policy*.

Home Visit Policy

Home Visit: What to Do

Ascertain the client/family’s willingness for the visit in light of the objectives.
Initial planning starts with a student-instructor discussion and instructor’s approval of the appropriateness of the visit and the student’s objectives for the visit. Review available client/family records prior to the visit.
Plan for emergencies: your instructor must know the date, time, address, and phone number connected with the visit. You must also know how to reach your instructor if you should need to contact him/her during the visit.
Prior to the visit, establish the route to the home; when traveling, allow extra time for traffic, parking, etc., especially in unfamiliar neighborhoods.
Set an appropriate time limit for the visit. Don’t overstay your welcome with “talk story”, but don’t rush it either. Ensure adequate time for the interview or procedure. Information and trust cannot be rushed.
Call to confirm the appointment before actually leaving for the visit.
Dress in accordance with requirements; wear your nametag at all times.

Refrain from being critical or judgmental. This applies to nonverbal/body language as well as comments. You are a guest in their home. Remember to focus your comments on client/family strengths and support systems.
Be aware of cultural standards (removing shoes), unless instructed otherwise by the client.
Check with your instructor if further guidance is needed
Only in NUR 4961 are students allowed to do invasive procedures, as assigned. Remember to wash your hands both on arrival and departure from the home.
Keep in mind that you represent yourself, your instructor, the agency, and HPU.

Home Visit: What NOT to Do

As a general rule, don't accept gifts. Discuss gifts (glass of water, etc.) with the Course Coordinator.
Don't take other students, your own family members or visitors on home visits.
Don't provide transportation to a client. You are not covered by any insurance in this regard. Should something unforeseen happen while transporting someone, it places you and your school at great financial and professional jeopardy.

Illness or Injury in the Clinical Setting

Each clinical agency has a policy for staff members who become ill or injured in the work setting. An ill or injured student should immediately notify the faculty member and then follow the agency protocol for staff members. The student must have the faculty member's permission to leave the agency. An injury **must be reported to the Clinical Facilities Coordinator within 24 hours** of the injury as an **Incident Report**, and a follow-up from the student's physician is required to be filed in the Nursing Department Office within 30 days of the incident. **PLEASE NOTE:** Students sign a waiver of liability, protecting the agencies and HPU, at the beginning of each semester's clinical rotation. Students should know what costs will be covered by their own medical insurance plan and should have medical insurance information readily available in case of injury or illness in the clinical setting.

Mandatory Referral for Clinical Skills Remediation

Any student who is underperforming or unsure of performing previously learned skills in the clinical setting will be referred for support. This is a two-step process.

Step One: If it is felt that the student requires further clinical skill practice, the student will receive a *Mandatory Referral for Clinical Skills Remediation* form and be evaluated by the Clinical Facilities Coordinator (or his or her designee). The Clinical Facilities Coordinator (or designee) will meet with the student, evaluate areas of clinical strength/weakness and provide immediate intervention.

Step Two: If, following the initial evaluation and intervention, the student continues to underperform or continues to be unsure of performing previously learned skills, the student will receive an academic warning outlining a remediation plan for the student to follow. The remediation plan drafted by the faculty member issuing the academic warning should include:

1. The amount of remediation hours that will be required by attending Open Practice Sessions in the Experiential Learning Center is monitored by nursing faculty. Available times for Open Practice Sessions are located on the ELC Community pipeline site.
2. Details identifying the skill(s) that is/are required for the student to practice.

Students attending remediation will sign with their name, student #, course, instructor's name, and time in/time out. Information regarding remediation will be forwarded to individual instructors at the midpoint, at the end of Remediation, and as needed.

Unacceptable Practice

Nursing Department faculty members are academically committed to preparing baccalaureate graduates who are competent in the skills of nursing practice: technical, diagnostic and interpersonal. Faculty members have an ethical and legal responsibility and accountability for the protection of others within the health care and larger community from unsafe, unethical, or illegal nursing practice on the part of HPU students and graduates. Therefore, students may be disciplined or dismissed from the nursing major for practice or behavior which threatens, or has the potential to threaten, the safety of a client, family member, authorized representative, student peer, faculty member, health care provider, and/or self, or is unethical or illegal. Unacceptable practice may be a one-time event or a series of events.

An *Unacceptable Practice* advises students of potential failure in a course and/or possible dismissal from the Nursing Department. Within nursing courses, counseling and advising processes and other instructional forums, students will be provided the opportunity to discuss the policy on unacceptable practice and its implications. All students are expected to be familiar with the principles of safe, ethical, and legal practice and are expected to perform accordingly. **NOTE: If an “Unacceptable Practice” investigation is imminent, in progress and/or if a student receives an “Unacceptable Practice” citation in a nursing (NUR) course, the student may not withdraw from the course. Students will need to have a clearance (signature on the withdrawal form) from the Dean of the College of Health & Society in order to withdraw from nursing (NUR) courses.**

Definition: *Unacceptable practice* is defined as:

- A. An act(s) or behavior(s) of the type that violates the *Hawai'i Nurse Practice Act, Chapter 457 Hawai'i Revised Statutes* and/or *Title 16, Chapter 89: Hawai'i Administrative Rules*.
- B. An act(s) or behavior(s) that violates the American Nurse Association (ANA) *Code [of Ethics] for Nurses* or the *ANA Standards of Clinical Practice*.
- C. An act(s) or behavior(s) that threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of a client, family member or designate, student peer, a faculty member, health care provider, or self.
- D. An act(s) of behavior(s) that constitutes nursing practice for which the student is not authorized to perform, or has not been taught, at the time of the incident.
- E. An act(s) or behavior(s) that is unethical, dishonest or illegal.
- F. Unauthorized entries into the computer or misuse of clinical records.
- G. Violation of laws or rules relating to patient record confidentiality.
- H. A pattern of behavior often characterized by being unprepared or inadequately prepared for clinical.
- I. Continued inability to perform safely, ethically, or legally without immediate/close instructor supervision (in this case, there may not be a single isolated incident of unacceptable practice).
- J. Classroom behavior that is threatening or potentially harmful towards peers, instructors or others.
- K. Unsatisfactory attendance in clinical or classroom.
- L. Plagiarism on clinical worksheets, case studies, written or other required course assignments.

Procedure: When an incident occurs that a faculty member believes to be unacceptable nursing practice, or when such an incident is discovered, the faculty member will complete the *Unacceptable Practice Form*. The student will be notified immediately (when feasible) and may be required to leave the clinical setting

(if appropriate). When a pattern of behaviors constituting unacceptable practice becomes evident, the student will be notified as soon as it is feasible and may be instructed to leave the clinical setting. Failure to leave the clinical setting when instructed to do so is grounds for dismissal from the nursing program. If a student is removed from the clinical setting for unacceptable practice, the student will not return to that clinical setting unless cleared by the Course Coordinator.

The incident will be investigated and action taken in accordance with the HPU Nursing Department “Policy on Unacceptable Practice.” A single incident of unacceptable practice may be grounds for course failure and dismissal from the nursing major.

The Course Coordinator and Associate Chief Nurse Administrator will determine the consequences of the unacceptable action, in accordance with HPU policy. The student has the right to appeal by following the university’s grievance policy. Consequences may include:

- Remedial work and/or instruction
- Physical and/or mental evaluation
- Award of grade of “F” for the course
- Withdrawal from the course
- Immediate dismissal from the nursing major

Concurrent enrollment in a second clinical course: In the event the student is enrolled in two clinical courses during the semester in which the unacceptable practice occurs, a determination of safety to practice will be made in the second clinical course by the Associate Chief Nurse Administrator and the student may not be allowed to continue in the second course.

Grading Scale

Grading Policies: Course grades are assigned based on the numerical percentages achieved.

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

Students must obtain a “C” or better in all nursing courses. If a “C-”, “D(+)” or an “F” has been obtained, a student may repeat the failed nursing course only once to obtain a grade of C or better.

Two nursing course failures will lead to dismissal from the nursing program. The student dismissed from the nursing major is not eligible for readmission into the nursing major.

Clinical courses are graded as “Pass” or “Fail.” **An important note:** “Fail” in the clinical course will result in the awarding of a “C-”, “D(+)” or “F” for the corresponding lecture/theory course. If the student receives a “C-”, “D(+)” or an “F” in the lecture/theory course, the corresponding clinical course will be awarded a “Fail”. **In either case, the student must repeat the both courses.**

Incomplete Grades: Occasionally, due to illness or other extenuating circumstances, students may be unable to complete a course within the confines of a semester. If the instructor feels there is a **valid** reason for an incomplete grade, a contract is written in which the student agrees to complete specified work within a particular time. The student must complete the work within the specified time frame (and **no later than the end of the following semester**) or the “I” will be automatically converted to an “F”. The student cannot progress to the next level until the incomplete has been resolved.

Challenging grades: The awarded grade is based upon objective measures and should follow the course syllabus. If the student believes the grade was incorrectly calculated or has questions related to the assigned grade, the student should take the matter to the course instructor for either correction or clarification. The student should follow the problem resolution and due process procedures found in the HPU Student Handbook: <https://hpu.edu/student-life/files/student-handbook.pdf>

Calculating Your GPA

The Grade Point Average (GPA) is determined by dividing the total grade points per credit earned by the number of course credits. Transfer credits are not included in calculating the HPU GPA

The following sample shows how to calculate your GPA:

A	=	4 grade points per credit
A-	=	3.7 grade points per credit
B+	=	3.3 grade points per credit
B	=	3 grade points per credit
B-	=	2.7 grade points per credit
C+	=	2.3 grade points per credit
C	=	2 grade points per credit
C-	=	1.7 grade points per credit
D+	=	1.3 grade points per credit
D	=	1 grade point per credit
F	=	0 grade points per credit

Sample calculation:

Course	Credits	Grade	Grade points earned
WRI 1200	3	B+	9.9
HUM 1000	3	A	12
MATH 1150	3	C	6
BIOL 1500	3	C	6
BIOL 1501	<u>1</u>	C	<u>2</u>
Totals:	13		35.9

GPA = 35.9 divided by 13 = 2.76*

*NOTE: GPAs are calculated to the hundredth place, so a 2.49 does not equal 2.5

The Nursing (NUR) GPA is calculated in an identical manner, except only NUR courses are used in the calculation.

Progression in the Nursing Major for BSN Students

Course prerequisites: Nursing courses are taken in sequence. This is especially true for courses with a corresponding clinical course. Students must take theory and corresponding clinical courses concurrently.

Part-time progression through the nursing program is possible only with approval from the Associate Chief Nurse Administrator and/or Dean.

Academic Probation Policy

- Academic probation in the nursing program occurs with a single NUR course failure and/or when the NUR GPA falls below 3.0.
- **Two** course failures in the nursing program will lead to final dismissal from the nursing program, but not the university.

Procedure

- Nursing students who fail a single NUR course will be placed on academic probation during the following semester for (1) one semester only.
- Nursing students whose NUR Grade Point Average NUR (GPA) falls below 3.0 will be placed on academic probation during the following semester, for (1) semester only.
- Nursing students will be notified by the Associate Chief Nurse Administrator when placed on Academic Probation. The letter will detail recommendations and steps to be followed by the student who is on probation.
 - Nursing students are responsible for scheduling an appointment with their academic advisor and faculty mentor to discuss strategies for improvement and complete “Action Plan.”
 - Dates in completing the above requirements will be stated in the probationary notification. Students who fail to comply with the requirements are at risk for dismissal from program.
- If the course failure is not completed successfully by the following semester and the NUR GPA remains below 3.0, at the end of the probationary period, the student will be recommended for dismissal from the nursing program by the faculty member, faculty mentor, or Associate Chief Nurse Administrator. The Dean will make the final decision.

Procedure

1. Nursing students will be notified by the Associate Chief Nurse Administrator when placed on Academic Probation. The letter will detail recommendations and steps to be followed by the student who is on probation.
2. Nursing students are responsible for scheduling an appointment with their academic advisor and faculty mentor to discuss strategies for improvement and develop an action plan. Students are placed on a Learning Contract by their faculty mentor at the time of their first face-to-face meeting. Faculty mentors will review previous course exams and ATI scores to help in developing the action plan for the student.
3. The Learning Contract is signed by all parties (faculty mentor and student) by the 3rd week of the semester and a copy placed in the student file.
4. Faculty mentor will follow-up with student every 2 weeks until the end of the student’s probation. Follow-up meetings can be virtual or face-to-face but at least one (1) meeting per month needs to be face-to-face
5. Learning Contract and student progress will be reviewed at least once a month.
6. Dates in completing the above requirements will be stated in the probationary notification. Students who fail to comply with the requirements are at risk for dismissal from the program.
7. Both student and faculty mentor must once again sign the Learning Contract upon its completion. A copy of the completed learning contract with student and faculty mentor signatures will be placed in the student file.

Clinical Nursing Course Progression

You are only allowed to progress to the next level of clinical nursing courses and their co-requisites if you have a HPU GPA of 2.75 or higher and a NUR GPA of 3.0 or higher. If you do not have a HPU GPA of 2.75 or higher and a NUR GPA of 3.0 or higher at the end of each level, you must raise your GPA to progress. Please see the Nursing Academic Advisors for assistance on raising your HPU and NUR GPA.

Failed clinical or “C-”, “D (+)”, or “F” in lecture: A nursing student who fails to achieve a grade of “Pass” in the clinical course will receive a grade of “F” for the course and must repeat both the clinical and corresponding lecture courses. If a student receives a “C-”, “D (+)” or “F” in the lecture course, then the corresponding clinical course grade is an automatic “Fail.” The student must repeat both courses. A nursing student who fails to successfully repeat the required nursing courses will be dismissed from the nursing major even if a 3.0 GPA is maintained. Two course failures will lead to dismissal from the nursing program. The student dismissed from the nursing major is not eligible for readmission into the nursing major.

The levels of clinical nursing courses are as indicated below:

- Level 1 – NUR 2300, NUR 2950/2951, NUR 2963 and NUR 2970/2971
- Level 2 – NUR 2930, NUR 3952/3953 and NUR 3962/3963
- Level 3 – NUR 3970/3971, NUR 3980/3981 and NUR 3985/3986
- Level 4 – NUR 3900, NUR 3957, NUR 3964/3965 and NUR 4700
- Level 5 – NUR 4950/4951 and NUR 4960/4961

Withdrawal

Please reference your HPU student handbook for updated information regarding the withdrawal policy. Please note that if you withdraw by a certain deadline, you do not need permission or signature of Associate Chief Nurse Administrator and the Dean, College of Health and Society.

After the drop date students will need to have a clearance (signature on the withdrawal form) from the Associate Chief Nurse Administrator, Chief Nurse Administrator, or the Dean of the College of Health and Society in order to withdraw from nursing (NUR) courses. Because this is a generous withdrawal policy, late submission of withdrawal form after the deadline will result in a denial. Please plan accordingly and do not wait until the last minute to begin this process.

NOTE: A student may not withdraw from a course if an “Unacceptable Practice” investigation is pending, in progress or if a student receives an “Unacceptable Practice” form from their faculty of record for a nursing (NUR) course.

Unacceptable practice: A nursing student who fails to maintain safe clinical nursing practice or is cited for unethical behavior may be dismissed from the nursing program. See the “Policy on Unacceptable Practice” in this *Handbook*.

Academic Warning

A nursing student experiencing difficulties, i.e. failing grades, tardiness, work not done in a timely manner, etc. will receive an Academic Warning. Excessive Academic Warnings may result in course failure. If an Academic Warning is received it is an indication that you may need additional support and guidance to

satisfactorily complete the course requirements. A plan of correction will be outlined on your Academic Warning form and should be followed closely with your instructor to ensure your success.

Suitability for nursing

In addition to the above policies on progression in the Nursing Department, the faculty reserves the right to dismiss from the nursing major at any time a student whose health, work, or conduct demonstrates lack of physical, mental, social or emotional fitness to continue the program. See the section of this *Handbook* entitled “Essential Skills and Abilities of the BSN Candidate.”

Medication Calculation Competency Policy

Background: Safety in patient care is a high priority in the nursing program. As students are required to demonstrate safe practice as a registered nurse, the Department of Nursing provides medication calculation competency assessments (MCCA) every semester to ensure the students’ ability to calculate medication dosages. The successful completion of the medication calculation competency assessment is a pre-requisite to proceeding in the clinical course. Students are given the opportunity to practice these skills before testing.

Procedure:

1. The theory and clinical instructors at each level will collaborate to create the Medication Calculation Competency Assessment (MCCA) for that level. Level Specific calculations will be assessed. Directions for all assessments will be standardized.
2. There are two pathways for Medication Calculation Competency Assessment:

Pathway for Level 1	Pathway for Levels 2-5
The first MCCA will be given by the lecture faculty during Week 5. If the student passes, no further assessment is necessary. If the student fails, he/she will meet with the instructor, develop a remediation plan, and take a reassessment during Week 6 during faculty office hours or by appointment. If the student fails the second assessment, additional remediation with the instructor will be required, following which, a third, and final assessment will be administered during Week 7.	The first MCCA will be given by the lecture faculty during the first class of the semester. If the student passes, no further assessment is necessary. If the student fails, he/she will meet with the instructor, develop a remediation plan, and take a reassessment during Week 2 of the semester during faculty office hours or by appointment. Students are NOT allowed to give medications in the clinical setting until they have passed the MCCA.
Failure of a third and final assessment will result in the student being administratively dropped from the course. They will be given the option to withdraw from all other courses. The student will be allowed back into the same level the following semester on a space available basis.	Failure on the second assessment will result in the student being administratively dropped from the course. They will be given the option to withdraw from all other courses. The student will be allowed back into the same level the following semester on a space available basis.
If a student fails to pass the MCCA during a subsequent semester, the student will not be allowed to continue in the nursing major.	If a student fails to pass the MCCA during a subsequent semester, the student will not be allowed to continue in the nursing major.

3. The **10 question MCCA will be given by lecture faculty** in each level as follows

Level 1: Nursing Concepts and Processes (NUR 2950)

Level 2: Adult Health Care I (NUR 3962)

Level 3: Child and Family Health (NUR 3985)

Level 4: Adult Health Care II (NUR 3964)

Level 5: Comprehensive Health Care (NUR 4950)

4. **Thirty (30) minutes** will be allowed for completion of the MCCA.

5. Faculty for NUR 2950 will review medication calculation the first few weeks of the semester and provide additional math calculation support/practice on the course website. Practice questions will mirror assessment questions.

6. Faculty in Levels 2-5 will provide math calculation support/practice on the course website two weeks prior to the beginning of the semester. Practice questions will mirror assessment questions.

7. The assessment will be graded by the theory instructor(s) who will record the grade in Gradebook. Scores on this test will not be counted in the overall grade for the course. The results will be shared with the clinical faculty.

8. The student must pass the MCCA with a **minimum score of 90%.**

9. It is the student's responsibility to seek the support they need to be successful. Both lecture and clinical faculty will be available by appointment to assist students to be successful.

10. Each MCCA will reflect calculation questions that are frequently used in clinical settings at that level. Questions will be independent of each other i.e. the answer to a question will not rely on the correct answer of the previous question.

11. All calculations must be shown to receive credit.

12. The theory instructor and clinical faculty will collaborate annually to review each MCCA to ensure that calculation questions reflect current clinical practice.

ATI Comprehensive Assessment and Remediation Program (CARP) Policy

Research has demonstrated a strong correlation between successful completion of the ATI CARP and successful first-time pass rates on the NCLEX-RN. The Hawai'i Pacific University Nursing Department faculty voted to integrate the ATI Comprehensive Assessment and Remediation Program (CARP) in selected courses as noted in Table 1. Students are required to complete preparation and practice and proctored assessments as part of the course requirements (**20% of course grade**) for specific courses in the undergraduate curriculum.

- **A three day live ATI NCLEX-RN review will be scheduled on the HPU campuses at the end of fall and spring semesters for those students completing the BSN program. Attendance at this review is mandatory.**
- Access to ATI products is linked to student ATI payments and a student's cohort-specific product code. Any student who is repeating a course, or in any other way out of their usual sequence of progression in the program **MUST** notify their course instructor at the **BEGINNING** of the semester to get their new cohort specific code.

- Currently licensed RN and national exchange students are exempt from the ATI CARP. Alternate assignments and a final exam will be required in lieu of ATI CARP.

Table 1 Course Integration of ATI CARP and Percentage of Course Grade

ATI Content Mastery Area Preparation & Practice + Proctored Assessments	HPU Course	Total Possible Points Preparation & Practice	Total Possible Points ATI Proctored Assessments	Total Possible Points 20/20 =Grade of 100% on ATI CARP
Fundamentals for Nursing	NUR 2950	10	10	19/20 = 95%
Mental Health Nursing	NUR 3970	10	10	18/20 = 90%
Maternal-Newborn Nursing	NUR 3980	10	10	17/20 = 85%
Nursing Care of Children	NUR 3985	10	10	16/20 = 80%
Leadership and Management	NUR 3900	10	10	15/20 = 75%
Adult Medical-Surgical Nursing	NUR 3964	10	10	14/20 = 70%
Pharmacology of Nursing	NUR 3962	10	10	13/20 = 65%
RN Comprehensive Predictor	NUR 4950	10	10	12/20 = 60%

ATI Preparation and Practice for Proctored Assessments – all courses except NUR4950

To assist students in preparation for the practice and proctored assessments, faculty identify the ATI chapters and course materials for review. Students must complete the application exercises, practice assessments, and focused review prior to taking the proctored assessment. The focused review is designed to identify and assist each student in remediating his/her particular area of weakness. Prior to taking the proctored assessment, student preparation work must be completed, including **10 hand written templates and two practice assessments with an ATI focused review for each.** Students must ultimately achieve 80% or > on both Form A and Form B practice assessments.

Preparation and Practice for ATI Proctored Assessment	Points Awarded
ATI Form A + two hours of Focused Review	1
ATI Form B+ two hours of Focused Review	1
ATI Form B (80% accuracy)	1
ATI Ten Templates	5
ATI Course Assignments (can vary by course)	2
TOTAL Possible Points	10

ATI Proctored Assessments – all courses except NUR4950

Proctored assessments are administered within the last 4 weeks of the semester. The ATI proctored assessments are given in the classroom, **requiring the student to have and bring a laptop** with HPU WI-FI capability and ATI readiness to the testing session. Students are not permitted to re-take proctored assessments unless they are repeating a course.

- Minimum expected performance for ATI proctored assessments is a Proficiency Level 2.

Proficiency Level Score ATI Proctored Assessment	Points Awarded ATI Proctored Assessment
Proficiency Level 3	10
Proficiency Level 2	9
Proficiency Level 1	6
Proficiency Level < 1	5

Preparation and Practice for ATI RN Comprehensive Predictor Proctored Assessment-NUR4950

Students enrolled in NUR 4950 are also enrolled in the *ATI Capstone Course* and *Virtual ATI*. All students enrolled in NUR 4950 must successfully complete the ATI Capstone Course including completing focused learning activities related to the ATI Capstone Course before taking the proctored RN Comprehensive Predictor the first time. Once the ATI Capstone Course is complete, students participate in Virtual ATI for 12 weeks to prepare for NCLEX. Virtual ATI starts 4 weeks prior to graduation and continues for 8 weeks after graduation.

Preparation and Practice ATI RN Comprehensive Predictor	Capstone Points	Points Awarded
Capstone – Full completion	14/14	10
Capstone – Partial completion	13/14	9
Capstone – Partial completion	12/14	8
Capstone – Partial completion	11/14	7
Capstone – Partial completion	10/14	6
Capstone – Partial completion	9/14	5
Capstone – Partial completion	8/14	4
Capstone – Partial completion	7/14	3
Capstone – Partial completion	6/14	2
Capstone – Partial completion	5/14	1
Capstone – Partial completion	4 or </14	0

ATI RN Comprehensive Predictor – NUR4950

The ATI RN Comprehensive Predictor proctored assessment is given near the end of the last semester of the undergraduate nursing program in NUR 4950. This test is scored based on a percentage as the “Predicted Probability of Passing the NCLEX-RN”.

- Minimum expected performance on the RN Comprehensive Predictor is a score of 69.3% which equates to a 90th percentile probability of passing NCLEX-RN.

ATI RN Comprehensive Predictor Predicted Probability of Passing NCLEX-RN	Points Awarded ATI Proctored Assessment
98-99 th percentile	10
95-97 th percentile	9.5
92-94 th percentile	9
90-91 st percentile	8
89 th percentile or <	5

Attendance Policy

Students are expected to attend all classes and clinical. However, in the case of illness with a communicable condition, the student should stay home to avoid infecting others. Check with your faculty member and read your course syllabus carefully. **Classroom or clinical absences may result in course failure**, so it is important to be clear on this subject. Approved absences **must** be arranged **prior** to class and discussed with your instructor.

Students are responsible for obtaining missed lecture notes and arranging for make-up exams and other work as allowed by the syllabus. Each Course Coordinator determines when and how make-up work will be performed. This may include clinical time, completion of additional assignments, or other activities.

Timeliness is considered a professional attribute. Students are expected to be on time for both classroom and clinical. Classroom tardiness may result in lowered grades or less time for quizzes or exams. Tardiness in the clinical setting may result in a failing grade.

Clinical Attendance Policy

Purpose

To meet the Hawai'i Board of Nursing's licensure requirements, nursing students must complete a certain number of clinical hours during nursing education.

Policy

Nursing students must attend all clinical days for each clinical practicum at every level in the nursing program. For emergencies and acute illness, clinical courses have alternative methods for achieving required clinical hours as indicated in the syllabus.

- Missing a clinical facility orientation or computer training will result in removal of the student from the clinical section that semester if there are no other opportunities to meet this requirement. The student will be required to drop the course if an alternative is not available.
- Any student clinical absence must be pre-authorized by the clinical instructor at least 2 hours **prior** to the beginning of the clinical shift. Failure to do so may result in failure of the course. A note from a licensed health care provider (MD, APRN, etc.) is required to document absences related illness.
- A student may not have more than one clinical absence per course each semester. A second absence will require that the student withdraw from the course. The student should contact a nursing advisor to drop the clinical and corresponding didactic course. If the student will be unable to attend any courses that semester, he/she must contact a nursing advisor to begin the leave of absence (LOA) process (LOA form Appendix A). A copy of a medical note from the student's health care provider must be submitted to CHS office either by fax or mail within 10 working days. Please refer to HPU's leave of absence policy in the academic catalog. LOA is limited to a maximum of one year.
- Any student illness or injury occurring at a clinical facility should immediately be reported to the clinical instructor, who will in turn follow the clinical facility's response policy. The student must have the clinical instructor's clearance to leave the facility. The clinical instructor will report the incident to the Clinical Facilities Coordinator.
- Students must submit all required clinical health and training information prior to deadlines identified on the CHS website.
- Students are required to have current medical insurance *throughout* the nursing program and should have policy information available if needed in the clinical setting. Students are responsible for costs that are not covered by their own medical insurance plan.

Student Code of Conduct

Students in the Nursing Department are also subject to the student conduct policies and procedures of Hawai'i Pacific University. Student conduct violations outside of CHS parameters will be handled within the parameters of HPU. Please follow link to Hawai'i Pacific University Student Handbook: <https://www.hpu.edu/student-life/files/student-handbook.pdf>

Plagiarism/Academic Integrity Policy

A note about academic dishonesty in general: Nurses are encouraged to form study groups to help each other study. This does not mean that you help someone study by memorizing test questions and then passing them on. Needless to say, obtaining and using a copy of an exam that is not authorized for sharing is a dishonest, unethical practice. Also, don't share papers. A copied paper is just as dishonest as plagiarized prose. Cheating and academic dishonesty is a serious problem. Don't become a problem. Be forewarned: HPU uses plagiarism detection software and it works.

Refer to HPU Student Handbook: <https://www.hpu.edu/student-life/files/student-handbook.pdf>

Problems and Solutions

First, try to identify and define the problem. You should always attempt to solve a problem at the lowest possible level. If you have unsuccessfully tried to resolve the problem with the individual involved, then the next step is to present your concerns to the next level of authority (chain-of-command or chain-of-communication).

If the problem is with a nursing/clinical instructor, clinical agency or with a classmate, first talk to the instructor, second the Course Coordinator, third the Associate Chief Nurse Administrator, and fourth the Chief Nurse Administrator. If the issue remains unresolved, then make an appointment to see the Dean of the College of Health and Society.

Don't wait to let an instructor know that you are having a problem. Please don't allow a situation to escalate. Allow a reasonable time frame to resolve the problem. Follow up and follow through. If you are unsure of how to proceed you can make an appointment with the Associate Chief Nurse Administrator.

Student Problem Resolution System

Policy: Problems or disputes involving assigned course grades or other course-related matters as well as Nursing Department policies and procedures are to be resolved using mediation, arbitration, and negotiation whenever possible; when these measures do not result in resolution, then the student may follow the formal HPU grievance procedure (found in the HPU Catalog and the Advising Handbook). Follow HPU Student Handbook: <https://hpu.edu/student-life/files/student-handbook.pdf>

Dismissal from the Nursing Major

Dismissal from the nursing major: A student with admission status (currently a student in good standing within the University) who has not achieved satisfactory clinical and/or academic performance and was dismissed from the nursing major is considered transferred from/no longer having nursing major status. This student retains status within the University as other than a nursing major. Two nursing course failures will lead to final dismissal from the nursing major. The student dismissed from the nursing major is not eligible for readmission into the nursing major.

Leave of Absence

Leave of absence: A student who has achieved satisfactory clinical and/or academic performance, yet for reasons other than academic has decided to deviate from the planned curricular sequence or take a leave of absence for more than a year is no longer considered a nursing major. If the student desires to resume nursing courses, the student must reapply to the nursing program and the University for admission. If re-admitted to the nursing program the student may be required to retake nursing courses or restart the nursing program depending on the length of the leave of absence. Students admitted after extended leaves of absence are subject to fulfilling any changes in Nursing Department curriculum, policies, procedures, and other requirements (such as health/immunizations or changes in required courses).

Service Members Opportunity Colleges (S.O.C.)

HPU is a member of the Services members Opportunity Colleges (S.O.C.) network, which meets the education needs of students in the service as well as their family members. After completion of HPU's residency requirements (12 semester credits in the nursing major), a student may apply for a S.O.C. agreement. Even though the Nursing program is not a direct participant in the S.O.C. network, we make every attempt to facilitate a S.O.C. agreement with Colleges and Schools of Nursing that are willing to accept such an agreement. Please see the Associate Chief Nurse Administrator for further information.

Graduation

In order to be eligible for graduation, the student must have a **minimum** Cumulative GPA of 2.75 and a **minimum** GPA of 2.75 in NUR courses. The student must complete a petition to graduate. To be eligible to apply for honors, the student must have a minimum of 45 HPU credits and have received **no** Academic Dishonesty citation during their time at HPU. Please refer to HPU Student Handbook and University Academic Catalog, <https://hpu.edu/student-life/files/student-handbook.pdf>

Faculty Mentor Program

The purpose of the faculty mentor program is to provide students with a resource within the nursing program. As a resource, your faculty mentor can refer you to campus services, as appropriate to your needs, and help you develop a plan for successful completion of the nursing program. Faculty mentors may not be able to assist you with specific content information for a course you're enrolled in. If you need content assistance, please work with the course faculty.

All BSN nursing students are now assigned to a faculty mentor. This mentor may be new to you because of changes in personnel. Your faculty mentor will contact you at the beginning of each semester. Please respond and **set up an appointment to meet with your mentor within the first couple of weeks** of the semester. During your meeting with your mentor, you will be asked about how you plan to be successful this semester. At your first meeting, you will need to **schedule a mid-term and end of the semester appointment** with your mentor. By keeping your mentor informed of your progress throughout the semester, you will be provided with guidance to assure successful progression to the next level or graduation.

You must also contact your faculty mentor and set up an appointment if during the semester you receive a C+ or lower on an exam, score Level 1 or below on an ATI practice exam, and/or receive an academic warning or an unacceptable practice. You will continue to work with course faculty to successfully master the course content while the faculty mentor provides you with guidance regarding successful study habits and campus resources you can utilize.

Experiential Learning Center (ELC)

Purpose/hours: The Simulation and other Nursing Skills in the **Experiential Learning Center (ELC)** are intended to provide hands-on practice for nursing students before the student comes in contact with real, live clients/patients. The ELC is where the student practices clinical skills, medication/IV administration, physical assessment, dressing changes, and other practical and team working skills. A number of nursing classes take place in the ELC, but there are also times available for **Open Skills Sessions**. Check the **Nursing Pipeline Groups** for days and times of **Open Skills Sessions**. A simulation staff member will be available during **Open Skills Sessions** to assist students in practicing or “brushing up” on all nursing levels of clinical and team working skills and other resource applications (i.e. NCLEX prep questions).

Borrowing equipment: Occasionally students may borrow equipment for use in classroom demonstrations or for the clinical setting. A sign in sheet is required. Equipment may be signed out through the ELC Coordinator. A reminder: replacement of simulation models, stethoscopes, otoscopes, etc. can be very expensive, so please be careful!

Contact David Symonette- CHS Experiential Learning Center (ELC) Coordinator dsymonette@hpu.edu

Academic Advising

Patrick Eagle – CHS Academic Advisor for Last Names A-K (236-3573)

Greg Harris – CHS Academic Advisor for Last names L-Z (236-3535)

Counseling

Counseling and Behavioral Health Services HLC (236-3578) or email: counseling@hpu.edu

Communication

Communication between the Nursing Department administration and nursing students is extremely important for everyone concerned. Information is communicated in a variety of ways:

- Sent to your HPU email address
- Posted on the Nursing program bulletin board on the 2nd floor of the Academic Center
- Posted on the SNA bulletin board (also on the 2nd floor)
- Posted announcements at the CHS Advisors offices on the 2nd floor
- In-class announcements by faculty members
- Special called meetings or forums
- SNA monthly meetings and newsletters
- New student orientations
- Pipeline Blasts and Announcements
- Nursing Website at <https://www.hpu.edu/chs/nursing/index.html>

Please keep the University Registrar and Administrative Assistant for Nursing (236-3552) informed of name, address, and/or phone number changes. Even though you may have given the University an official change form, sometimes it takes a while to reach the Nursing program. Please give us a courtesy copy; it will help us, to keep you informed.

Student Nurses' Association (SNA)

The HPU Student Nurses' Association (HPU-SNA) was organized to promote student participation in the Nursing Department, in the affairs of the University and in the community. HPU-SNA is a constituent of the National Student Nurses' Association (NSNA) and the state SNA (HSNA) in partnership with nursing students of other schools in Hawai'i. Membership is voluntary, but all nursing majors are considered members. There are no dues for HPU-SNA members; however there are dues for NSNA. Meetings are held monthly. Watch for posted announcements on the SNA bulletin board on the second floor near the elevator. Officers are elected each year during the spring semester. Belonging to the HPU-SNA is a lot of fun, hard work, and good fellowship. COME JOIN US! And read your monthly HPU-SNA newsletter. For more information about SNA, please contact them at sna.hpu@my.hpu.edu

Another student nurse resource is the Hawaii Student Nurses' Association (HSNA) Nurse's Lounge – Follow link at: <http://community.nurseslounge.com/groups/c9d6c74fa0/summary>

For more information about the National Student Nurses' Association (NSNA), visit: <http://www.nsna.org>

Evaluations

Evaluation is a very important part of any academic program. The faculty has a commitment to you, the student, to give you the very best education possible. The faculty has an obligation to the nursing profession, to the health care community, and to the client to ensure that the graduate nurse is a safe practitioner. Ongoing evaluation of every aspect of the Nursing program helps to accomplish this commitment and obligation.

Program evaluation: Evaluation of the program includes evaluations of: structure and governance; material resources; faculty and student policies; faculty; curriculum; and clinical agencies and preceptors. The program evaluation plan has the details as to “who, what, when, where, why, and how”. Students will usually be involved in overall program evaluation through committees, course and clinical facilities/preceptor evaluations.

Course evaluations: Here is an opportunity to make a difference. Course evaluations are web-based and a link to the survey is emailed directly to each student's HPU email account. Course evaluations are available 24 hours a day/7 days a week during the evaluation period. Students may complete their course evaluation with either any mobile device with internet access, including smart phones, tablets, or laptop computers. Courses with 4 or fewer students enrolled are not provided a university course evaluation to protect the anonymity of the students.

Clinical Facility Evaluations: Students must complete an evaluation of the clinical facility/unit they had for each clinical laboratory course each semester. This is very important to ensure facilities continue to be appropriate for students. It is an online survey that can be accessed in the Evaluation file in the CHS Nursing Pipeline group.

End of Program Survey: Prior to graduation, all students must complete an evaluation of the BSN program. It is extremely important that these data are gathered every semester to improve the nursing program. It is an online survey that can be accessed in the Evaluation file in the CHS Nursing Pipeline group. The last page of the survey is printed and provided to the NUR 4950 or NUR 4960 instructor before taking the course final examination.

Post-graduation: Approximately four (4) to six (6) months after graduation you will receive a “Graduate Survey” in which you will evaluate the entire nursing program. Please take time to tell the faculty what you really think and make suggestions. It is the best way to make ongoing improvements. Your employer will also be asked to evaluate you at this time.

Nursing Program Committees

Hawai‘i Pacific University utilizes a Shared Governance Model. This model requires that faculty are represented in all aspects of University governance. This model also requires that students are represented as part of that governance. The Nursing program has committees that are comprised of faculty and student representatives that contribute to overall governance of the College and the University. The following College Committees have student representations:

Curriculum Committee: To assure that the curriculum is being implemented according to the stated outcomes and within the framework of the model that guides the HPU College of Health and Society.

Department of Baccalaureate Nursing Programs Committee: To assure that the Baccalaureate Nursing Program is being implemented according to the stated outcomes and within the framework of the model that guides the Hawai‘i Pacific University Nursing program.

Nursing Faculty Assembly: To provide a voice for faculty and students in the shared governance of the College of Health and Society.

Program Evaluation Committee: To evaluate the nursing program effectiveness as a whole and to insure that the published evaluation structure and processes are both implemented and effective.

Transcultural Nursing Center (TNC)

The Transcultural Nursing Center was founded in 2002 by Jeanine Tweedie, Dr. ReNel Davis, Dr. Patricia Burrell, and Dr. Dale Allison. The center is strongly committed to the belief that cultural competency is a crucial factor in providing quality care to diverse populations. The essence of Transcultural Nursing is *caring, respect, and healing* within the context of one’s cultural beliefs and health practices. The center is committed to enhancing the health care of a changing, more culturally dynamic population, with particular focus on reducing health disparities. The center realizes its mission through focus on education and consultation, practice, and research. Please contact Dr. Burrell (236-5813) for more information.

Letters of Recommendation

In a number of instances such as scholarships, grants and loans, employment applications, and general letters of reference, students frequently request letters of recommendation from faculty members. The Deans and faculty members are generally happy to oblige. However, they would appreciate both a reasonable lead time (10 days) and some pertinent information about you. Please fill out the “Request for Letter of Recommendation”, which may be obtained on Pipeline groups (under CHS Nursing), and give it to the person you are asking for a recommendation.

Pinning Ceremony

Nursing schools traditionally perform a Pinning Ceremony to recognize graduating seniors in the nursing major. The ceremony combines traditional aspects of pinning, capping, and convocation. It is a time for

reflection and a time of sharing with family and friends what it means to be a registered nurse. The ceremony may include reciting the Nightingale Pledge, the lighting of candles to symbolize a new light, awarding a pin that symbolizes the school, and remarks from keynote speakers. This is also a time to recognize the accomplishments of the graduates and to say “thank-you” to family and friends for their support during the student’s BSN journey.

The HPU Nursing pin is derived from the original logo of Hawai‘i Loa College and now features the Hawai‘i Pacific University symbol and motto as well. It features three stylized green mountains, representing the Ko‘olau Mountains against a deep blue sky. A bird soars above the mountains, and the inscription proclaims *holomua me ka oiaio*, which roughly translated means: go forward (progress) with truth. Information on ordering the HPU pin is available in the College Office.

The SNA Pinning sub-committee plans the ceremony with the assistance from a faculty pinning advisor. The pinning committee consists of senior level students and others. As your graduation time approaches, get involved with the pinning committee so that the ceremony is meaningful to you.

NCLEX-RN and NCLEX-PN

The National Council of State Boards of Nursing Examination for Registered Nurses (**NCLEX-RN**) is a comprehensive examination designed by the National Council of State Boards of Nursing (NCSBN) to test the ability of a graduate of an Associate Degree, Diploma, or BSN-granting nursing program to practice entry-level registered nursing in a safe and effective manner. This licensing exam evaluates the graduate’s ability to apply beginning-level knowledge and interventions to commonly occurring health care situations. The test is administered in a single, six hour setting in a “computerized adaptive testing” (CAT) format. The programming is such that the questions get harder or easier over time until the program is able to determine passage or failure of the test.

This is a nationwide exam with a nationally set passing score. This means that if you pass the exam in one state, you can seek reciprocity in the District of Columbia and any other state in the United States. You may take the exam in any state or the District of Columbia and certain countries overseas. You must apply to the appropriate state board of nursing for permission to take the NCLEX-RN and pay a series of fees. See the Associate Chief Nurse Administrator for assistance with needed documentation. In order to take the exam, you must be a graduate of a nationally accredited nursing program by the date of the examination and an official transcript must be sent by the HPU Registrar to the appropriate state board to document compliance with requirements. Near the end of every semester, a special meeting is held for all graduating senior nursing students to assist in helping them prepare to register for the NCLEX-RN.

PLAN to PASS THE NCLEX-RN THE FIRST TIME. It is the responsibility of all HPU BSN graduates to prepare for this licensing exam with due diligence. Do not take the approach of ‘trying it out’ and retaking it. Passing the NCLEX-RN on your first attempt is not only important to the timely launch of your professional nursing career; it is a critical program outcome measure for the continued accreditation of your alma mater – Hawai‘i Pacific University BSN Program.

Balancing Life as a Nursing Student

Many nursing students work either part time or full time. Sometimes the combination of work, school, and family may result in tremendous conflict and stress. It is recommended that you reassess each semester your workload combination and your academic success. You may need to cut down on your work hours or

class credits to be successful in keeping a balanced life. Time management is key to success in the nursing program.

Please seek help with your academic advisor, faculty mentor, or with the Student Services Specialist if you need assistance. See the table below to assess your personal schedule. Devise a method to effectively manage your time.

<i>Calculations</i>	<i>Based in 168 hrs</i>	<i>Hours left</i>	<i>Your Timetable</i>
Hours in one week	168 hours/week	= 168	
Subtract # work hrs/week	-20 hrs	= 148	
Subtract # credit hrs/semester	-12	= 136	
Subtract # credit hrs x 3 hrs (reading time)	-36	= 100	
Subtract # of hours clinical setting	-8	= 92	
Subtract # hrs travel time to school/week	-5	= 87	
Subtract # of hours you expect to sleep (@6 hrs/night)	-42	= 45	
Subtract # time with family (@ 2 hr/day)	-14	= 31	
Subtract # quality time for yourself (@ 2 hrs/day)	-14	= 17	
Subtract # of hours of family, church obligations, etc. (@ 1 hr/day)	-7	= 10	
Subtract # of hours you expect to eat (@ 2 hrs/day)	-14	= -4	
<i>Misc: shopping, cooking, etc...</i>	?	?	

Sigma Theta Tau International Nursing Honor Society (STTI)

Sigma Theta Tau International Honor Society (STTI) is the honor society established in 1922 by six nursing students at the Indiana University School of Nursing to:

- Recognize achievement
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals of the profession

The criterion for individual membership is the demonstration of academic excellence by students in the baccalaureate and graduate nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in the community are also eligible for membership.

Hawai'i Pacific University's Nursing program, the Schools of Nursing at the University of Hawai'i (Manoa and Hilo), Chaminade University School of Nursing along with nurse community leaders make up the Gamma Psi Chapter-at-Large of STTI. HPU nursing students may be candidates to the Gamma Psi Chapter-at-Large.

Once you have completed 50% of your nursing coursework (usually after NUR 3970/71), if you have a GPA of 3.0 or higher, have junior or senior status, and rank in the top 35% of your class, you will be

considered for eligibility in STTI. If you qualify to belong to the honor society, you will be invited to join via email.

STTI applications are accepted during both Fall and Spring semesters. The STTI application process is lengthy and includes approval by an eligibility committee, the Executive Board of Gamma Psi, and the general membership of the Chapter. You will be notified of your acceptance mid-semester (usually in November/March). You will have yearly dues initially payable upon acceptance to the society. HPU sponsors a bi-annual honor's banquet in the Spring, at which STTI candidates are honored.

You may be inducted "in absentia" if you have graduated and moved. NOTE: If you know you will be moving, be sure to include a permanent address on your honor society application.

Each nursing student is evaluated for eligibility at some point in his or her student career. If you think you are eligible and haven't heard anything, please call your HPU STTI counselors to check on your status.

Beta Beta Beta (Tri-Beta) Honor Society

As a nursing student, you may be eligible for this honor society as well. Check the honor society application or see your academic advisor for more information.

How to be Successful in the Nursing Program

- Have your Health Records current & uploaded online by the deadline date!
- Attend mandatory Level One Orientation
- Manage time effectively and study three hours for each credit per week (15 credits: 45 study hours)
- Frequent communication with faculty mentor
- Meet the Associate Chief Nurse Administrator and Student Services Specialist;
- Utilize your ATI CARP program to its fullest.
- Become acquainted with the CHS Academic Advisors
- Seek help from Counseling and Behavioral Services as needed
- Become familiar with the current copy of the *Student Nurses' Handbook*
- Familiarize yourself with the Educations Technology Center (ETC, Rm 308) and the Library
- Become familiar with the 6th Ed. of the APA manual
- Locate and review on a weekly basis, the CHS & SNA bulletin boards (found on the 2nd floor, turn left out of elevator)
- Read your HPU and Blackboard emails on a **daily basis** (remember to use your HPU email address)
- Become involved in SNA
- Develop study groups or find study partners
- Utilize the HPU tutoring services: math for meds, English writing, and APA format
- Ask for assistance if needed from your course faculty and your faculty mentor
- Record lecture if permitted by instructor and actively take notes in class
- Utilize open lab sessions to practice your skills (see schedule posted on nursing bulletin board located on 2nd floor)
- Identify and solve problems early and follow the chain of command for reporting.

Appendix A

Use of Social Media by Nursing Department Students

While social media allows the University to reach many audiences including faculty, staff and students, use of social media by the Nursing Department students presents special concerns for privacy and confidentiality. The general use of social media by CHS ND students is not affected by the following policy; however, any use related to confidential information about the College and Department (including faculty, staff, and students), patients or CHS clinical affiliate agencies with which the CHS has entered into a contractual relationship to provide clinical experiences/opportunities is notably restricted.

Social media sites/apps are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g. Wikipedia), blogs and microblogs (e.g. Twitter), content communities (e.g. YouTube), social networking sites (e.g. Facebook), virtual game worlds (e.g. World of Warcraft), and virtual social worlds (e.g. Second Life). Regardless of how these forms of media are used, faculty/staff and students are responsible for the content they post and promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity.

Communication

Official CHS ND electronic communication, regarding academic classes or academic schedules, will occur through University-sanctioned channels (e.g. HPU email, listservs, Blackboard and HPU websites, only). Electronic communication outside of these channels is not endorsed for academic courses.

Social Media

CHS ND students and faculty/staff are prohibited from disclosing any of the following through social media:

- Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA). For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by initials or by their location (e.g. hospital name or unit).
- Confidential Personnel Information, as defined by the State Personnel Act. Faculty/staff may not disclose confidential information regarding other faculty/staff.
- Confidential, non-public or proprietary information about:
 - Families, clinical facility staff or clinical institutions;
 - The University, its faculty/staff and students;
- Copyrighted or intellectual property, belonging to the University,
- Comments that express or imply sponsorship or endorsement by the College or the University, unless you are officially authorized in writing to act in this capacity for this purpose on behalf of the University or the College.
- Personally Identifiable Information (PII) or other student information or educational records, as defined therein, protected by and restricted under The Family Educational Rights and Privacy Act of 1974 (FERPA).

The use of social media for clinical discussions that includes identifiable information related to patients or Nursing Department-affiliated clinical facilities is prohibited.

If a student identifies themselves as such online (e.g. list affiliation with the University or College in their Facebook profile); a disclaimer should be added that any opinions or views expressed do not represent the opinions of the Nursing Department or the University.

Students in violation of this policy may be considered as having violated HPU Honor Code and other HPU policies and procedures, as applicable. In addition, students may face disciplinary action, up to and including, termination from the University and BSN program.

Photography, Videotaping and Audio Recording

Students are prohibited from photographing, videotaping and/or audio recording faculty, patients or students without having first obtained written consent.

Disclosure (posting/upload) of photographed or videotaped images of faculty, patients and clinical facilities on social media are strictly prohibited.

Appendix B

HIPAA Policy

HIPAA Policy/Violation Procedure

Policy Statement

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. All College of Health and Society (CHS) nursing students are required to complete HIPAA training. Students meet the requirements of HIPAA through this mandatory training. Reminders of these requirements occur at every course level and a Statement on the Privacy of Patient Information is included in each course syllabus.

Students are expected to know and abide by HIPAA privacy requirements. Students who violate requirements may be subject to disciplinary action. Five categories of violations of the privacy requirements of HIPAA that reflect increasing levels of culpability are listed below.

All violations will result in a written report to be placed in the student's file.

Definitions and Caveats

- **Protected Health Information (PHI)** – the information we must appropriately use, disclose and safeguard. Also referred to as "Patient Information" or "Personal Health Information"
 - PHI includes spoken, written and electronic information.
 - PHI is any health information that is individually identifiable by name, address, e-Mail address, social security number, location in our facility, employer, name of relatives, birth date, date of birth, dates associated with care, fingerprints, full face photo, and any other unique identifying number, characteristic or code like the Medical Record Number.
 - PHI is found in the patient's medical record **as well as in the patient's billing records and appointment schedule**
- **Electronic PHI** (e-PHI) is PHI created, processed or stored in any electronic format such as Epic, e-mail, CDs, flash drives, smartphones, and other electronic devices
- **Restricted Confidential Information** is PHI related to substance abuse treatment records and psychotherapy notes.
- Depending on the nature of the breach, violations at any level may result in more severe action or termination.
- Levels I-III violations are considered to be without malicious intent; Level IV and V connote malicious intent.
- At Level IV and V, student may also be subject to civil or criminal liability under HIPAA for actions in violation of law.
- For any offense, a preliminary investigation will precede assignment of level of violation.

Violations, Process, Actions and Notifications

Type of Violation	Process	Corrective Action	Notification
I. Accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information.	Discussion between instructor and student.	Re-education and/or process improvement.	An Unacceptable Practice Form will be completed

Examples of Violation I:

- Misdirected faxes, e-mails & mail.
- Failing to log-off or close or secure a computer with protected PHI displayed.
- Leaving copy of PHI in a non-secure area.
- Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator, etc.).
- Failing to redact or de-identify patient information for operational/business uses.
- Transmission of PHI using an unsecured method.
- Leaving detailed PHI on an answering machine.
- Improper disposal of PHI.

Type of Violation	Process	Corrective Action	Notification
II. Failure to follow existing policies/procedures governing patient confidentiality.	Discussion between instructor and student.	Re-education and/or process improvement.	An Unacceptable Practice Form will be completed Student may be placed on Non-Academic Warning

Examples of Violation II:

- Leaving copy of PHI in a non-secure area.
- Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator, etc.).
- Failure to obtain appropriate consent to release information
- Failure to fulfill training requirements
- Requesting another individual to inappropriately access patient information.
- Inappropriate sharing of ID/password with another coworker or encouraging coworker to share.
- Failure to secure data on mobile devices through encryption/password.

Type of Violation	Process	Corrective Action	Notification
III. Repeat Offense of Type I or II Violation.	May range from discussion of instructor and student to Dean convening a committee to address action	May range from re-education and process improvement; to disciplinary sanctions, such as: <ul style="list-style-type: none"> • Reprimand; • Removal from clinical site; or • Probation or other disciplinary action including dismissal from the nursing program. 	Written communication between instructor and student will be included in student record and sent to the Associate Chief Nurse Administrator. An Unacceptable Practice Form will be completed

Type of Violation	Process	Corrective Action	Notification
IV. Inappropriately accessing a patient's record without a need to know.	May range from discussion between instructor and student to Dean convening a committee to address action.	May range from removal from course; to disciplinary sanctions, such as: <ul style="list-style-type: none"> • Probation; • Suspension; • Expulsion 	Written report to: <ol style="list-style-type: none"> 1. Student Record 2. Office of the Dean of Students 3. Dean of the College of Health and Society

Examples of Violation IV:

- Releasing or using aggregate patient data without facility approval for research, studies, publications, etc.
- Accessing or allowing access to PHI without having a legitimate reason.
- Giving an individual access to your electronic signature.
- Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or “public” person, etc.
- Posting PHI to social media.

Type of Violation	Process	Corrective Action	Notification
V. Accessing and using patient information for personal use or gain or to harm another individual.	Notification to Dean or designee. Dean convenes committee to address action.	May range from removal from course; to disciplinary sanctions, such as: <ul style="list-style-type: none"> • Probation; • Suspension; • Expulsion 	Written report to: <ol style="list-style-type: none"> 1. Student Record 2. Office of the Dean of Students 3. Dean of the College of Health and Society

Examples of Violation V:

- Releasing or using data for personal gain.
- Compiling a mailing list to be sold for personal gain or for some personal use.
- Disclosure or abusive use of PHI
- Tampering with or unauthorized destruction of information.

**Hawai'i Pacific University
College of Health and Society
BSN Nursing Program
Student Handbook**

STUDENT VERIFICATION NOTICE

I have reviewed a copy of the Nursing Student Handbook. I am aware that I am responsible for reviewing and adhering to each policy and procedure.

I understand that I will be held accountable for reviewing annual updates as well as emails or other announcements from the HPU Nursing program regarding changes to this handbook or its policies.

My signature on this verification form indicates that I have completed my review of the handbook as requested and that I understand my responsibilities as outlined in the handbook. I understand that if I am not clear about any of the policies and procedures.

PRINT FULL NAME

SIGNATURE

DATE

STUDENT ID NUMBER

Student Copy

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PRINT FULL NAME

SIGNATURE

DATE

STUDENT ID NUMBER

Detach and return to HPU Nursing Department
CC to student file