

Student Handbook

BS in Nursing
Department of Nursing



Updated May 2024

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Welcome

Welcome to the Department of Nursing at Temple University.

The Department of Nursing is pleased to provide you with this Undergraduate Handbook for the Bachelor of Science in Nursing degree. This handbook is intended to provide you with specific information about the nursing program, all the requirements for the degree, and the policies and procedures by which we work.

Nursing is an ever-evolving profession that integrates the art and science of caring. During your time here at Temple you will learn the role our profession plays to protect, promote, and optimize health and human functioning; prevent illness and injury; facilitate healing; and alleviate suffering. Our faculty are excellent representatives of the nursing profession and are dedicated to your learning and success.

Our Temple nursing students dedicate themselves to creating a healthier future for all, especially those that have the least access and resources for enjoying physical health and wellbeing. You are now joining this amazing student population as you begin the journey towards becoming a professional nurse.

Please take the opportunity to review this student handbook, the Temple undergraduate school bulletin, and the Nursing website. These policies and procedures are subject to change during your course of study, and we ask you to remain up to date on these changes.

We wish you success in the coming academic year. Our faculty and staff are here to support your Temple journey. Please don't hesitate to contact any of us for further information or questions.

Laura Rauth, MSN, RN, CNS
BSN Program Director

Message from the Department Chair, Dr. Amita Avadhani

Dear BSN (Bachelor of Science Nursing) Students,

On behalf of the Nursing Department and the faculty of the Temple University College of Public Health (CPH), I am thrilled to welcome you to our Temple Nursing family. You are joining nursing during times of great demand for nurses. While it is wonderful to start nursing school during times when there is a great need for nurses and opportunities are endless, this comes with additional responsibilities as well. Responsibilities to work hard and exercise your full potential. Please know that we are here to facilitate your success. I believe in your ability to be successful and seek assistance when you need a hand. I am excited about the value that you will add to the nursing profession, Temple Nursing, and Philadelphia.

Nursing school is a lot of hard work, and you will need a lot of resources to be successful. We have designed your BSN curriculum to educate you with the greatest resources to prepare you for the knowledge, skills, and attitudes needed to practice nursing in a complex healthcare infrastructure. From the classroom to the simulation laboratory to the direct patient care clinical experiences, all aspects of the curriculum will support your practice readiness. Let me share my pearls of wisdom to support you during your nursing student journey and beyond. First, please develop self-care practices to balance the hard work that's about to come your way during nursing school. Second, please use all the Temple resources available to you. Whether it is the nursing department staff, the nursing Advisors, the BSN Program leadership, the

faculty, the library services, or the simulation lab, among other resources, we are all here to support you so please call on any one of us, and as often as you need.

I encourage you to build a supportive, caring, and respectful community of classmates and friends so that you can be there for each other. This owl community will be there to support you through thick and thin. Be a resilient owl and advocate for your rights as a human being and a student.

I cannot wait to see your progression in our nursing program as you complete your degree requirements, graduate, and become a Registered Nurse (RN). If there is anything that I can do to support you, please do not hesitate to reach out. Good luck and enjoy your journey.

Sincerely,

Amita Avadhani, Ph.D., DNP, NEA-BC, CNE, DCC, ACNP-BC, AGNP-C, CCRN, FAANP, FCCM, FNAP

Chair & Professor, Department of Nursing

Chief Academic Nursing Officer

David R. Devereaux Endowed Chair of Nursing

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Department of Nursing Offices, Classroom, and Lab Spaces

The Department of Nursing faculty and staff offices are located at the Health Science Campus (HSC) on the 4th and 5th floor of Jones Hall at 1316 W Ontario Street. All offices are just across from Temple University Hospital and easily accessible to faculty and students engaged in their clinical rotations. Faculty hold open office hours three (3) hours each week and by appointment. Office hours are posted in course syllabi. For appointments, please contact faculty in-person, by telephone or e- mail.

Nursing classes are conducted on Main Campus.

The Nursing Resource Center, also located on the HSC, includes two simulation labs (Pharmacy Building 105 and Old Dental School 415). Nursing labs and simulation activities take place in these locations. Clinical rotations take place at hospitals and community agencies across the greater Philadelphia region including the surrounding PA counties.

Nursing Program Accreditation

Commission on Collegiate Nursing Education (CCNE)

The Baccalaureate Degree program in Nursing at Temple University is accredited through 2032 by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-997-6791.

Pennsylvania State Board of Nursing

The Baccalaureate Degree program in Nursing at Temple University (BSN) is approved by the Pennsylvania State Board of Nursing.

Mission, Vision, and Philosophy of the Department of Nursing

The Department of Nursing is a leading force in community-engaged, collaborative efforts to achieve health equity and a quality of life for all. We prepare a diverse nursing workforce whose members excel in leadership, practice, research, and scholarship. We aspire to provide excellence in academic programming that is responsive to the health needs of individuals and populations, within the context of community, defined as a social and physical environment where living occurs. We are committed to the highest level of caregiving that is prevention-oriented, evidence-based, and provided in collaboration with the community and other professionals.

<https://cph.temple.edu/departments-research/departments/department-nursing>. Our mission is to advance health for all, everywhere by preparing a diverse nursing workforce who excel in leadership, practice, research, and scholarship.

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

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

Mission and Strategic Plan Temple University College of Public Health

Educate. Innovate. Transform.

The College of Public Health engages in interprofessional education, community and clinical practice, impactful research, and service learning. We approach our work with cultural humility as we advocate for positive change and prepare leaders to address the most pressing health issues of our time.

The Mission of Temple University

Opportunity. Engagement. Discovery.

Temple University educates a vibrant student body and creates new knowledge through innovative teaching, research and other creative endeavors. Our urban setting provides transformative opportunities for engaged scholarship; experiential learning; and discovery of self, others and the world. We open our doors to a diverse community of learners and scholars who strive to make the possible real.

We are committed to the ideals upon which Temple was founded.

- Providing access to an excellent, affordable higher education that prepares students for careers, further learning and active citizenship
- Creating a collaborative community of outstanding faculty and staff who foster inclusion and encourage the aspirations of Temple students
- Promoting service and engagement throughout Philadelphia, the Commonwealth of Pennsylvania, the nation and the world

Curriculum: Academic Plan

The BSN Program is an 8 semesters pre-licensure program. There are three entry options: a.) students who meet rigorous admission criteria enter the 4-year program directly from high school; b.) students may transfer into the BSN program from other majors at Temple through the College of Public Health; and c.) students may transfer into the BSN program from outside Temple. Nursing courses and simulation lab experiences begin in the first year. Transfer students begin the BSN program as first year nursing students.

The degree of Bachelor of Science in Nursing (BSN) is conferred upon a student by recommendation of the faculty and upon the satisfactory completion of a minimum of 124 credit hours with a minimum cumulative GPA of 2.0. The minimum passing grade in all nursing courses is 73% (C).

All BSN students are required to complete the university's General Education curriculum, the CPH core course (HRPR 1001 Public Health: The Way We Live, Work and Play), all courses required for the major, two writing intensive courses as part of the major (NURS 3296 Perspectives on Health, Thinking Globally and NURS 3389 Perspectives on Health II, Acting Locally for 2025 and 20266 graduates and NURS 3296 Perspectives on Health, Thinking Globally and NURS 3496 Introduction to Nursing Research for 2027+ graduates), in addition to the nursing courses. Graduates are eligible to sit for the National Council Licensure Examination (NCLEX) leading to licensure as a Registered Nurse.

BSN Program Student Learning Outcomes

- Assumes accountability for the autonomous provision of generalist nursing practice.

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

BSN Program Student Learning Outcomes by Program Year

BSN Essential	Year 1	Year 2	Year 3	Year 4 End of Program
Accountability	Identifies the accountability required of the nursing profession.	Demonstrates accountability to generalist nursing practice.	Engages in the safe provision of care and accepts feedback for improvements in individual practice.	Assumes accountability for the autonomous provision of generalist nursing practice.
Health Promotion Activities	Describes various behaviors to promote health across the lifespan.	Identifies health promotion behaviors based on local, national and global health goals.	Collaborates with members of the Inter-professional team to promote optimal health outcomes.	Engages with clients to improve outcomes through health promotion care.
Levels of Prevention	Defines primary, secondary and tertiary levels of prevention.	Translates primary, secondary and tertiary levels of prevention into nursing practice.	Facilitates mental and physical health wellness and self-management of health conditions across the lifespan using principles of primary, secondary, and tertiary levels of prevention.	Uses primary, secondary, and tertiary levels of prevention to maximize quality of life and prevent disease.

Collaboration	Defines meaningful collaboration.	Builds collaborative relationships with clients and others.	Models collaboration with inter-professional teams to promote optimal health outcomes.	Collaborates with clients and others in the achievement of optimal health outcomes.
Ethical Professional Practice	Recognizes ethical professional practice congruent with the ANA Code of Ethics.	Develops ethical professional practice based upon ANA Code of Ethics.	Upholds all aspects of professional practice in accordance with the ANA Code of Ethics.	Engages in ethical professional practice.
Evidence Based Practice and Research	Defines the unique body of nursing knowledge.	Delivers evidence-based basic nursing care.	Analyzes research and evidence-based protocols in planning care of individuals, families, communities, and populations across the continuum of care.	Applies evidence-based practice and research findings to improve nursing care and the health care system.
Incorporates Developmental Process	Defines the developmental processes over the lifespan.	Translates developmental processes into nursing care.	Delivers developmentally appropriate care for individuals across the lifespan.	Incorporates knowledge of developmental processes in the design of care.
Leadership Attributes	Explains the roles of healthcare team members.	Participates as a team member in community and inpatient settings.	Develops qualities of leadership through team membership based on goals established by World Health Organization & Healthy People 2030.	Exhibits leadership attributes in a variety of settings to improve health outcomes.
Advocacy	Outlines the role of the nurse as patient advocate.	Displays qualities of patient advocacy in community and inpatient settings.	Applies bioethical principles to the care of patients/clients and vulnerable populations.	Fosters healthy communities through health promotion and advocacy that is informed by local and global perspectives.

BSN Curriculum Plan

Traditional 4-year BSN Curriculum: Class of 2025 & 2026

Year 1: Total Credits = 32

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
CHEM 1021: Introduction to Chemistry I	3	IH 0851 Intellectual Heritage I: The Good Life	3
CHEM1023: Introduction to Chemistry Lab I	1	BIO 1012: General Biology	4
ENG 0802: Analytical Reading & Writing	4	NURS 1089: Nursing and Healthy Lifestyles Management	3
KINS 1223: Human Anatomy and Physiology I	4	PSY 1001 Introduction to Psychology	3
NURS 1001: Professional Introduction to Nursing	3	KINS 1224: Human Anatomy and Physiology II	4
Total Credits = 15		Total Credits = 17	

Year 2: Total Credits = 33

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
BIO 2001: Clinical Microbiology	4	Gen ED 08XX: Quantitative Literacy	4
HRPR 1001 Public Health: The Way We Live, Work, and Play	3	PSY 2301: Foundations of Developmental Psychology	3
IH 0852: Intellectual Heritage II: The Common Good	3	SBS 1104 Nutrition and Health	3
NURS 2144: Health Assessment	3	NURS 2589 General Nursing Practice I: Principles of Care and Clinical Decision-Making (84-hour Clinical Hours)	5
NURS 2262: Pharmacology for Generalist Practice Nursing I	3	NURS 2289 Community Home II (42-hour Clinical Hours)	1
NURS 2189 Nursing Community Home I (42-hour Clinical Hours)	1		
Total Credits = 17		Total Credits = 16	

Year 3: Total Credits = 32

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
EPBI 2219: Biostatistics and Public Health	3	NURS 3189 General Nursing Practice III: Maternal Child Health Nursing (126-hour Clinical Hours)	6

Gen ED 08XX: Human Behavior	3	Gen ED 08XX: World Society	3
Gen ED 08XX Race and Diversity	3	NURS 3296 Perspectives on Health: Thinking Globally (writing Intensive)	3
NURS 3089 General Nursing Practice II: Medical, Surgical, and Psychiatric Nursing (126-hour Clinical Hours)	6	NURS 3305 Evidence-Based Practice and Nursing Research: Analysis and Critical Approach	3
NURS 3289 Nursing Community Home III (42-hour Clinical Hours)	1	NURS 3489 Community Home IV (42-hour Clinical Hours)	1
Total Credits =	16	Total Credits =	16

Year 4: Total Credits = 25

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
Gen Ed 08XX Arts	3	Gen ED 08XX U.S. Society	3
NURS 4198 Health Policy and Economics (Writing Intensive)	3	NURS 4885: General Nursing Practice Internship	3
NURS 4889 General Nursing Practice IV: Tertiary Care Across the Lifespan	6	NURS 3389 Perspectives on Health II: Acting Locally	3
NURS 4589 Community Home V	1	NURS 4489 Senior Seminar: Evidence-Based Practice and Fieldwork Experience	3
Total Credits =	13	Total Credits =	12
End of Program Credits	122		
End of Program Total Clinical/lab/simulation Hours	798		

Traditional 4-year BSN Curriculum: Class of 2027

Year 1: Total Credits = 30

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
CHEM 1021: Introduction to Chemistry I	3	NURS 1003: Professional Introduction to Nursing	1
CHEM1023: Introduction to Chemistry Lab I	1	BIO 1012: General Biology	4
ENG 0802: Analytical Reading & Writing	4	IH 0851: Intellectual Heritage I: The Good Life	3

KINS 1223: Human Anatomy and Physiology I	4	PSY 1001 Introduction to Psychology	3
HRPR 1001: Public Health: Live Work & Play	3	KINS 1224: Human Anatomy and Physiology II	4
Total Credits =	15	Total Credits =	15

Year 2: Total Credits = 33

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
BIO 2001: Clinical Microbiology	4	Gen ED 08XX: Quantitative Literacy	4
NURS 2089: Foundations of Nursing	3	PSY 2301: Foundations of Developmental Psychology	3
IH 0852: Intellectual Heritage II: The Common Good	3	SB 2106: Perspectives on Lifecycle Nutrition	2
NURS 2144: Health Assessment	3	NURS 2263: Pharmacology for Generalist Practice Nursing II	2
NURS 2262: Pharmacology for Generalist Practice Nursing I	2	NURS 2689: Med-Surg I- Nursing Care of the Adult	7
Total Credits =	15	Total Credits =	18

Year 3: Total Credits = 35

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
EPBI 2219: Biostatistics and Public Health	3	Gen Ed 08XX Arts	3
Gen ED 08XX: Human Behavior	3	Gen ED 08XX: World Society	3
NURS 3589: Med-Surg II- Complex Care of the Adult	7	NURS 3296: Thinking Globally/Acting Locally (Writing Intensive)	3
NURS 3687: Mental Health Nursing	2	NURS 3889: Maternal/ Infant Nursing	4
NURS 3787: Population Health	3	NURS 3487: Pediatric Health Nursing	4
Total Credits =	18	Total Credits =	17

Year 4: Total Credits = 26

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
GEN ED 08XX US Society	3	NURS 3496: Intro to Nursing Research	3
NURS 4189: Nursing Leadership and Management	4	NURS 4886: General Nursing Practice Internship	9
GenEd Breadth Course Race and Diversity	3	NURS 4402: Senior Seminar II: Synthesis of Nursing	2

NURS 4401: Senior Seminar I: Transition to Practice	2		
Total Credits =	12	Total Credits =	14
End of Program Credits	124		
End of Program Total Clinical/lab/simulation Hours	973		

Academic Advising

The College of Public Health's **Academic Advising Team** works with undergraduate students to plan their course of study, register for classes, add/drop a class, select Honors courses, plan for study abroad and discuss career opportunities. Advisors assist students with changing majors, declaring minors, requesting an independent study, filing a grade grievance, report discrimination or harassment, transfer credits, apply for a leave of absence, request an incomplete, and apply for graduation. Advisors also help students who are experiencing academic difficulties to access support services including tutoring, counseling services, and disability resources.

The Department of Nursing has 2 dedicated Academic Advisors who work with all our nursing students.

Richard Weitzman: Senior Advisor (last names A-L)

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Ryan Moorehouse: Academic Advisor (last names M-Z)

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- rmoorhouse@temple.edu

Student Responsibilities

As a student you will receive a Temple University email account. You must use this email to communicate with faculty and staff at Temple University. Students are advised to check their email daily-as you are responsible for content shared with you by email.

- Meet at least once each semester with your academic advisor to review your progress, plan for completion of your degree, and discuss any challenges or concerns you may be experiencing. As a first-year nursing student, you will be assigned an academic advisor. Please email your assigned academic advisor to schedule an advising session each semester.
- Monitor your academic progress by using the Degree Audit Reporting System (DARS). Undergraduate students and their advisors use DARS to plan and track each student's academic trajectory at Temple. DARS works in concert with our Banner Student information system to show how your course work to date, including transferred and in-progress courses, will satisfy the academic requirements necessary to earn a degree in the major field of study. To access your individual DARS report, go directly to dars.temple.edu.
- Communicate with faculty when you are unclear about course content, assignments, or expectations. Faculty are here to help you. Be sure to contact your faculty as soon as you think you might need help.
- Chain of Command process:
 - o It is important begin any discussions with your course faculty or clinical faculty before taking any concerns to the Program Director or Department Chair as often concerns can be better addressed with course faculty leads. If concerns are not satisfactorily addressed with the course faculty, concerns can be addressed with the BSN Program Director

- Engage in the evaluation of one's own educational process by completing end of semester evaluations. These evaluations provide faculty with constructive feedback to improve the learning experience.
- Review the Temple University policy on Student and Faculty Rights and Responsibilities (#03.70.02) which can be accessed at: http://policies.temple.edu/getdoc.asp?policy_no=03.70.02
- Engage in appropriate healthy lifestyles that would not place any patients or yourself at risk (i.e. - stay home if you are sick, seek out physical and mental health care as needed, obtain adequate sleep prior to clinical and class).

Expenses Related to Nursing Education

Tuition

Temple University's tuition rates vary by college. Registered students are assessed tuition and fees based on college, credit hours (overload) and program (lab) fees. Current tuition rates and fees can be found at:

<https://bursar.temple.edu/tuition-and-fees>

Books, Online Resources and General Supplies

Students should budget for books and online resources. To be successfully in the BSN Program, students must complete readings before class and complete all online assignments which may include but are not limited to virtual simulation, Prep U and NCLEX-RN PassPoint. Students will also need general supplies (i.e. - notebooks, pens, highlighters, index cards).

Laptop Computer

Students are required to have a laptop for full participation in class activities, synchronous and asynchronous virtual classes and for online exam proctoring. Laptops are integrated into CPH curricula to reinforce the learning objectives and program student learning competencies in certain classes. Minimum device specifications for laptops are detailed at:

<https://cphapps.temple.edu/wiki/it/student/laptop>

Uniforms

Students need to purchase the Temple University BSN uniform online from Dove Uniform prior to the start of fall semester year 2 for Traditional BSN students and year 1 for Accelerated BSN students. Please purchase one pair of wine-colored scrub pants and one wine-colored scrub shirt.

1. Required Uniform Options
 - Lady's Classic Top or Unisex Classic Top
 - Lady's Classic Pant or Unisex Cargo Pant
 - Unisex Classic Top
 - Unisex Cargo Pants
3. Optional:
 - Unisex Long Sleeve

- Crew Performance T-Shirt
- Lady's Long Sleeve
- V-Neck Performance T-Shirt
- White V-Neck Cardigan
- "White Coat" with Embroidery

Please order uniforms by July 15 to assure they are available when you start classes. You will need to create a Dove Uniform account. Please indicate you are a Temple University nursing student. Prices are subject to change.

- [Click here to order: www.doveapparel.com/register](http://www.doveapparel.com/register)

Equipment

Students will need a stethoscope with a diaphragm and bell, a blood pressure cuff, and a watch with a second hand.. The approximate cost for a stethoscope is \$40 - \$100. Manual Blood Pressure Cuffs can be purchased for \$20 - \$40.

Student Transportation Costs

Nursing students are responsible for transportation to and from clinical sites throughout their training. This requires that each student has personal access to public transportation or a car. Carpooling with other students when possible is encouraged. Parking costs will need to be considered at certain clinical sites. Any associated costs are the responsibility of the student, so consider these and budget accordingly. Sites vary from on-campus to 35 miles from campus for regular semester courses

Student Accident Insurance

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

[https://careers.temple.edu/hr-resources/our-functional-areas/benefits-administration/health-insurance-plans/student-health-](https://careers.temple.edu/hr-resources/our-functional-areas/benefits-administration/health-insurance-plans/student-health-1)

[1](https://careers.temple.edu/hr-resources/our-functional-areas/benefits-administration/health-insurance-plans/student-health-1)

Exxat Annual Compliance Requirements

A subscription to Exxat is required to track mandatory compliance requirements for lab and clinical rotations. The subscription must be purchased for fall semester of the second year and annually thereafter. This online system supports documentation, tracking, and reporting of your required health records/immunizations/drug screens, FBI and criminal background checks, child abuse screening, drug screen, as well as additional documents required by the university (blood

borne pathogen training, HIPAA) and clinical agencies (i.e. - CPR and Flu vaccine). Below are approximate fees for required compliances for lab and clinical work in the BSN program.

- EXXAT-APPROVE Annual Compliance Subscription Fee: \$35.00/year (Necessary for the sophomore, junior, and senior year of the program)
- FBI Fingerprints - \$25 (expires in 5 years but may be requested annually by an affiliate or program)
- PA Patch- \$22 (expires in 5 years but may be requested annually by an affiliate or program)
- PA Child abuse- \$13 (expires in 5 years but may be requested annually by an affiliate or program)
- National Background Check- through Universal- \$58 (expires in 5 years but may be requested annually by an affiliate or program)
 - NY residents only- \$108
- Urine Drug Screen (\$30-\$60- depending on panel requested)
- Physical Exam: Free TU Student Health Services
- American Heart Association (AHA) Basic Life Support (BLS) Provider Course (CPR). Nursing students must take the American Heart Association (AHA). Certification is every two years. The Department of Nursing offers AHA CPR training every year for a fee of \$25 for those students who need to update their certification..
- Fees for prematriculation health requirements can be found at [Prematriculation Requirements | Student Health Services | Student Health Services \(temple.edu\)](#)
- **NOTE:** Any student who does not meet the compliance requirement deadlines, cannot satisfy the terms of our agreement with the clinical and lab settings and will not be permitted to attend lab or clinical. This may interfere with your ability to meet course expectations, advance in the program, and graduate in four years.

General Information

University E-Mail Account

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

<https://its.temple.edu/email-account>

AccessNet

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

Honors Program

BSN students in the Temple University Honors Program can take advantage of several benefits for honors students, including priority course registration, dedicated honors advisors, and special course opportunities. Dr. Krista Schroeder (krista.schroeder@temple.edu) is an assistant professor and serves as faculty mentor for BSN students in the Honors Program.

Registration Policies

For registration policies go to <http://bulletin.temple.edu/undergraduate/about-temple-university/registration/>

Students and their advisors use DARS to plan and track academic progress toward degree completion. More can be learned at the following site: <https://sites.temple.edu/degreeaudit/>.

Newly admitted students to Temple must obtain an advisor's authorization to register for classes to ensure that they register for the appropriate courses. Continuing students in good academic standing will not need an advisor's authorization to register for their courses. Due to fieldwork, clinical site requirements, laboratory, and classroom availability, faculty may find it necessary to move students to different clinical or classroom sections from the section(s) for which the student originally registered (this refers to both Nursing courses and required pre-requisites).

Transfer of Credits

Students are responsible for initiating the process of transferring credits to Temple University for courses taken outside of the university. To obtain permission to take courses outside of Temple University to meet the program prerequisites, all matriculated students must first consult with their advisor and submit a Petition to Complete a Course(s) at Another Institution after Matriculation workflow through TUportal. The petition must be approved before the course can be taken.

For additional information, please refer to the following:

<https://bulletin.temple.edu/undergraduate/academic-policies/permission-complete-course-institution-matriculation/>

E-Learning Requirements and Policies

Various courses may be offered online or in hybrid format. These online courses may be asynchronous, synchronous, or a combination of the two. An asynchronous course is one for which you don't need to be physically in a classroom, or logged onto the computer, at a set time each day or week. Asynchronous courses enable you to work around your schedule, accessing and completing coursework at different times, even overnight or on weekends. A synchronous course is one in which the faculty member schedules a set time each week for the class to meet online. A combination course may have a set meeting time once every few weeks with students working independently for the remainder of the time.

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

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

Canvas Learning Management System

Most of the activities for your online course will take place via Canvas. In order to be able to access Canvas, you must have an AccessNet account through Temple University. You can also get more detailed information on Canvas by following the link to the canvas tutorial for students at: <https://computerservices.temple.edu/lms-transition-canvas> and <https://community.canvaslms.com/videos/1124>.address

Technical Support

The TECH Center and Help Desk consultants provide a wide range of technology support. Online technical assistance is available at <https://tuhelp.temple.edu/> The TECH Center on Main Campus is in the Bell Building. The TECH Center on Health Science campus is in the Student Faculty Center.

Computer Security Policy

All students are required to comply with Temple University's Computer Security Policy and other technology related policies and procedures. <https://tuportal6.temple.edu/web/its/policy-tech-policies-list>

Compliance Requirements Upon Admission to the Nursing Program

Compliance Requirement	Compliance Upload Process	Renewal	Notes
Copy of Immunization Record	Upload copy of immunization record to Temple University Student Health Services upon admission	None: 1x upload	
Copy of MMR blood titers	Upload documentation of positive titers confirming immunity to measles,	None: 1x upload as long as have positive titers confirming immunity.	Note: Boosters may be required if titers are

	mumps, and rubella to Student Health Services (SHS) portal upon admission		negative or equivocal. Please contact SHS.
Copy of Varicella blood titers	Documentation of positive titers confirming immunity to varicella to Student Health Services (SHS) portal upon admission.	None: 1x upload as long as have positive titers confirming immunity.	Note: Boosters may be required if titers are negative or equivocal. Please contact SHS.
Copy of Hep B blood titers	Documentation of Hepatitis B vaccine and positive titers confirming immunity uploaded to Student Health Services.	None: 1x upload as long as have positive titers confirming immunity.	Note: Boosters may be required if titers are negative or equivocal. Please contact SHS.
Copy of COVID Vaccination Record	Documentation of COVID-19 vaccination record uploaded to Student Health Services.	None	
Physical Exam	Upload copy of physical to SHS portal	None	
Tetanus, Diphtheria, and Pertussis Vaccination (Tdap)	Upload immunization record to SHS portal upon admission	Must be repeated every 10-years.	
Health Insurance Documentation (Card)	Upload copy of front and back of card to SHS portal	Annually	

Graduation Requirements

Traditional BSN Program students are required to have 124 credits for graduation. Accelerated BSN Program students are required to have 63 credits for graduation. Students must achieve a grade of C (73%) or higher in all required major courses. A cumulative grade point average of 2.0 is required for progression in the program as well as graduation. As students approach the end of their program, they must make sure that they are eligible for, and can participate in, graduation ceremonies. Once 80 semester hours have been completed, students should begin an ongoing graduation check with their academic advisors to determine that they are meeting the university, college, departmental, and program requirements for their degree and for graduation.

Early in the semester in which the final degree requirements will be completed, students apply for Graduation. The graduation application is available through Self Service Banner through your TUportal page. Please also feel free to view the College of Public Health's Graduation webpage (<https://cph.temple.edu/graduation>) for commencement dates, frequently asked questions, and other graduation details.

Academic Honors

- Dean's List

- o Students must have 12 graded credits (A to F grades) in order to be eligible for dean's list for the fall or the spring semesters. The GPA cutoff is 3.76 for Fall 2017 and Spring 2018.
- o Students who begin in the fall as part-time (i.e., registered for fewer than 12 credits) and continue as part-time in the spring will be eligible for dean's list in the spring if they accumulate at least 12 graded credits (A to F grades) over the fall and spring semesters and meet the GPA criteria
- o Students whose transcripts contain any Irregular grade will not be eligible for the Dean's List.
- o <http://bulletin.temple.edu/undergraduate/academic-policies/deans-list/>
- **Graduation with Honors**
 - o To be eligible, students must have completed at least 60 credits at Temple and have one of the following designations:
 - **Summa Cum Laude**
 - Top 2% of college's distribution of CGPA's for the graduating cohort.
 - **Magna Cum Laude**
 - Next 5% of the college's distribution of CGPA's for the graduating cohort.
 - **Cum Laude**
 - Next 9% of college's distribution of CGPA's for the graduating cohort.

Nondiscrimination, Equal Opportunity/Affirmative Action Policy

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations, including employment, service, and educational programs. For more information about university programs supporting inclusion and diversity, Tiffenia Archie, tarchie@temple.edu, Assistant Vice President, Institutional Diversity, Equity, Advocacy and Leadership (IDEAL) www.temple.edu/ideal.

Sexual Misconduct Policy

Temple University is committed to preventing and addressing sexual assault, domestic violence, dating violence, harassment, and stalking. To view the University policy, please go to: <https://sexualmisconduct.temple.edu/>.

Complaint Resolution Procedures

Persons who feel they have been victims of discrimination or harassment may make an informal complaint to any Equal Opportunity (EO) Ombudsperson or to the Office of Equal Opportunity Compliance. For a list of the names of the EO Ombudspersons designated in a specific school or college, contact the Dean's Office or access the online version, which includes photographs of the current EO Ombudspersons: www.temple.edu/eoc/AppDev/ombuds.asp

BSN Program Specific Policies and Procedures

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

The BSN program in the Department of Nursing is governed by the policies outlined in the Temple University Undergraduate Bulletin and Temple University Policies.

For College and University Policies (e.g. Academic Honesty, Student Rights, Code of Conduct, Disciplinary Procedures, Appeals) you can consult the online Undergraduate Bulletin, the College's Undergraduate Student Handbook and <http://bulletin.temple.edu/undergraduate/academic-policies/>

BSN Honor Code

Students enrolled in a program of professional nursing study are expected to abide by the standards of professional conduct as described by the Code of Ethics of the American Nurses Association and maintain ethical conduct. Exemplary professional behavior is the keystone of professional practice. A free copy of *the Code of Ethics for Nurses with Interpretive Statements* for your review is available at: <https://www.nursingworld.org/coe-view-only>

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

Academic Honesty

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, for ideas, or for words which are original. All data on academic or clinical assignments, on client records, or results of research, must be the student's own work or must be properly referenced. Students must never present any work under false pretenses. To adhere to these principles, some specific rules must be followed. Refer to the University Policy at:

<https://bulletin.temple.edu/undergraduate/academic-policies/academic-rights-responsibilities/academic-rights-responsibilities.pdf>

Academic Cheating

Academic cheating is, in general terms, the thwarting or breaking of the general rules of academic work and/or the specific rules of an individual course. Academic cheating can occur before, during, and/or after an examination.

For more specific definitions of cheating and plagiarism, refer to the University Student Conduct Code (policy #03.70.12) at: <https://secretary.temple.edu/sites/secretary/files/policies/03.70.12.pdf>

Penalties for Academic Dishonesty

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

Students who believe that they have been unfairly accused may appeal through the school or college's academic grievance procedure. See Grievances under Student Rights section in the University Bulletin at:

<https://bulletin.temple.edu/undergraduate/about-temple-university/student-rights/>

Behavioral Expectations

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

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

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

Nursing students will:

- Comply with all policies and procedures in the current BSN Handbook and Temple University Student Code of Conduct policies.
- Refrain from taking any chemical substance that would impair judgement or result in disruptive behavior within the Temple community. Example: Come to class and clinical free of alcohol or other chemical substance that would impair judgement.
- Demonstrate integrity and honesty in all actions. Example: Accurately (both objective and subjective data) document information in a patients chart.
- Respect the patient's right to confidentiality. Example: Students will refrain from speaking about clients and families in public places or provide any client information in the clinical setting via Social Media. Example: Students may not take pictures of their patients. Students will not discuss patients or family information in the elevators or cafeteria. Students will not discuss patients on social media such as Facebook or Instagram.
- Accurately represent self as a student of nursing. Example: Always wear your picture ID in the clinical setting; only wear appropriate uniform during clinical or lab day. Students can not wear their nursing uniform (or allow a friend to borrow it) for occasions such as Halloween.
- Demonstrate respect toward your patients, families, peers, staff, faculty, health care team, community members, and others. Work collaboratively with others regardless of national origin, race, ethnicity, gender, religion, age, disability, sexual orientation, marital status, insurance status, veteran status, clinical diagnosis, or political beliefs. Nursing students will remain nonjudgmental when working with others. It is a hallmark of the nursing profession.
- Refrain from any unethical or unlawful behavior, within or outside the Temple University Community, which impairs the student's capacity to function as a healthcare professional.

Social Media Guidelines

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

American Nurses Association (ANA) Principles for Social Networking:

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient – nurse boundaries.
- Nurses must understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct. Please see <https://www.nursingworld.org/social/>

Additional requirements based on ANA’s Tips to Avoid Problems for Social Networking include:

- Professional behavior and maintenance of boundaries is required of students in an online environment consistent with in person contact. Online contact with patients is highly discouraged and blurs the boundaries of a nurse-patient relationship.
- Students must not share, or post information or photos gained through the nurse-patient relationship.
- Students must refrain from making disparaging remarks about patients, even if they are not identified.
- Students must not take photos or videos of clients on personal devices, including cell phones regardless of the intended purpose (example: unique wound or assessment finding).
- Students are required to promptly report a breach of confidentiality or privacy.

HIPAA Regulations

Temple University nursing students are required to comply with HIPAA regulations regarding all patient interactions regardless of location, which includes the on-line environment.

- Students may not discuss or provide client information, clinical/lab sites, and/or experiences at the clinical/lab sites via social media.
- Students may not take photographs or record clients at the clinical sites even at the client or family’s request.
- Students may not appear in client photos.

Consequences:

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

ANA Code of Ethics for Nurses with Interpretive Statements (2015)

<https://www.nursingworld.org/coe-view-only>

- Provision 1
 - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- Provision 2
 - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3
 - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 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.
- Provision 5
 - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 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.
- Provision 7
 - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8
 - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9
 - The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

To obtain a copy of the *Code of Ethics for Nurses with Interpretative Statements*, visit the American Nurses Association online resource: <https://www.nursingworld.org/coe-view-only>

Students who violate the Code of Ethics for Nurses will be referred to the Office for Student Conduct and Community Standards for violation of the program's policies and other applicable charges.

Nondiscrimination, Equal Opportunity/Affirmative Action Policy

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

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

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

Sexual Misconduct Policy

Temple University is committed to preventing and addressing sexual assault, domestic violence, dating violence, harassment, and stalking. To view the University policy, please go to: <https://sexualmisconduct.temple.edu/>. For assistance, please contact Andrea Seiss, Title IX Coordinator & ADA Coordinator at Andrea.caporale@temple.edu or phone number is 215-204-3283. Howard Gittis Student Center, Room 314 1755 N. 13th St. Philadelphia, PA 19122.

Complaint Resolution Procedures

Persons who feel they have been victims of discrimination or harassment may make an informal complaint to any Equal Opportunity (EO) Ombudsperson or to the Office of Equal Opportunity Compliance. For a list of the names of the EO Ombudspersons designated in a specific school or college, contact the Dean's Office or access the online version, which includes photographs of the current EO Ombudspersons: www.temple.edu/eoc/AppDev/ombuds.asp

BSN Program Classroom Policies

Attendance

Class and lab attendance is vital for student learning. Students in the BSN program are expected to attend all classes and lab experiences throughout the semester. Class attendance is taken via the *QUICKLY* application, and lab and clinical attendance is documented via the *EXXAT* platform. Course syllabi will provide specific information on the consequences for not attending classes or labs. Students are required to notify faculty via email if they will not be in class. Students will not be penalized during the semester due to unavoidable circumstances. Examples include a verified illness, participation in intercollegiate athletic events, bereavement, and religious observations. Please notify your faculty at least two weeks in advance, if you will not be in class due to a religious observation. The student who is absent for any reason is responsible for the work missed.

Course Assignments

Assignments are due on the expected date unless the student has made prior arrangements with the faculty due to extraordinary circumstances. Course syllabi will provide specific information on whether late assignments are accepted and any consequences for late or missed assignments.

All papers must be prepared in accordance with the 7th edition of the American Psychological Association (APA) Manual. Additional information is available at: <https://apastyle.apa.org/> The following site is also a good resource for APA format: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Absence from Scheduled Examinations

It is expected that students will be present for all scheduled examinations. Failure to sit for an examination will result in the student receiving a zero for that exam. If a serious problem arises for a student that will prevent attendance at an

examination, the student must notify the faculty member **in advance of the absence**. The circumstances for missing the exam must be either serious illness or circumstances beyond the student's control. Make-up examines will be schedule within one week of the original exam at a time determined by the faculty member.

Academic Appeal

Only a final course grade may be appealed. Concerns regarding individual assignments such as examinations, term projects/papers, lab grades are to be handled between the course instructor and the student. Please review the policy regarding grade grievances at: <https://deanofstudents.temple.edu/grade-grievances>
<https://cst.temple.edu/students/advising-and-student-services/student-grievance-procedure>

BSN Program Clinical & Lab Policies

Requirements for Participation in Clinical & Lab

To participate in clinical and laboratory experiences, students are required to always meet the health and immunization requirements of Temple University, the Department of Nursing and the affiliated clinical institutions. The Nursing Department processes immunizations, background checks and drug screenings through a third party, Exxat/Approve. This is a web-based software, where students submit compliance documentation for review and approval.

Students are required to obtain an Exxat Account and remain compliant within the system once clinical experiences begin (sophomore fall for traditional BSN students and 1st term for Accelerated BSN students). Nursing students are expected to be in compliance with all University requirements as well as the additional compliance requirements listed below.

Students that have not completed or updated their clinical/lab requirements in Exxat will NOT be able to attend clinical or lab experiences until they are in compliance.

The following table details the additional clinical/lab compliance requirements for BSN students. The following compliance requirements must be completed prior to any work in the lab/clinical settings (Fall sophomore year for traditional students and 1st term for Accelerated BSN students.)

Compliance Requirement	Compliance Upload Process	Renewal	Notes
QuantiFERON Gold Blood Test or PPD	Documentation of negative results uploaded to Exxat	Annually	Note: Can be obtained at Student Health Services each spring. Students should seek guidance from the Department of Nursing re: when they should obtain.

10-Panel Drug Screen	Documentation of negative urine drug screen uploaded to Exxat	Annually	Note: Must be completed after July 15 and before lab/clinical rotations begin.
Flu Vaccine	Documentation of having received flu vaccine uploaded to Exxat	Annually	Note: Must be completed by October 15 each year.
FBI Fingerprinting	Results uploaded to Exxat	1x every 5 years May be required annually by an affiliate	Note: Must be completed prior to lab or clinical rotations
Pennsylvania PATCH	Results uploaded to Exxat	1x every 5 years May be required annually by an affiliate	Note: Must be completed prior to lab or clinical rotations
Pennsylvania Child Abuse Clearance	Results uploaded to Exxat	1x every 5 years May be required annually by an affiliate	Note: Must be completed prior to lab or clinical rotations
American Heart Association Basic Life Support Healthcare Provider Certification	Upload Cardiopulmonary Resuscitation (CPR) Card – adult, child, and infant to Exxat	Every 2-years	Note: Must be American Heart Association Note: Must be completed prior to lab or clinical rotations
Health Insurance Portability and Accountability Act of 1996 (HIPAA) training through an online module at Temple University	Upload copy HIPPA training verification to Exxat	Annually	

Blood borne Pathogen Exposure Training	Upload a copy of training certificate to Exxat	Annually	Note: Initial training must be in-person. Subsequent annual training is online.
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Students with Positive Skin Tests for Tuberculosis, Allergies to Tuberculin Serum, or History of BCG Vaccine

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

Immunization Exemption Policy

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

Students will not be granted a waiver to the Hepatitis B, MMR, Varicella immunity requirement or the tuberculosis screening requirement.

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

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

Medical Exemption

- A student may be granted a waiver on health grounds if he or she presents a signed Department of Nursing Immunization(s) Waiver Form, Appendix A, which includes a statement from a licensed health care provider

indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. Valid medical contraindications for immunizations have been established by the Centers for Disease Control (CDC); any waiver request must be consistent with one or more of these CDC contraindications for any particular immunization. The licensed health care provider's statement shall indicate whether the contraindication is permanent or temporary.

- When a medical contraindication no longer exists, the student must meet the Department's immunization requirements prior to continuation in the program. Failure to comply with the Department's immunization requirements once medical contraindications cease will result in dismissal from the academic program.

Religious Exemption

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

Drug Screening

All nursing students, starting sophomore year, will be required to have laboratory drug screenings on an annual basis, in accordance with our clinical site affiliate requirements. Drug screening must be completed within six months prior to attending clinical rotation. Therefore, drug screens should be completed between July 30- August 15 which will support both fall and spring semesters. If a student obtains a drug screen prior to July 30, then the student must repeat it prior to the spring semester. If results are positive, a student will be contacted by the medical review officer to review. Students are not able to attend clinical placements with a positive urine drug screen for recreational use drugs.

Additionally, any student suspected of being under the influence of alcohol or drugs will be removed from the clinical site and be required to submit to an immediate substance screening, as a condition of remaining in the course/at the clinical site. All costs associated with drug screenings are the responsibility of the student. <https://secretary.temple.edu/sites/secretary/files/policies/03.70.01.pdf>

Qualifications for Licensure - Act 53 of 2020

"On July 1, 2020, Governor Tom Wolf signed into law Act 53 of 2020, which made sweeping changes to the occupational licensing rules that govern the use of criminal history information in determining whether to grant, deny, suspend, or revoke a professional license."

Act 53 requires each board and commission to develop and publish a schedule of criminal offenses that may constitute grounds to deny, suspend or revoke a license. The list must also identify which crimes are likely to pose a barrier to licensure because they are considered to be offenses "directly related" to the occupation/profession. The act provides for an "individualized assessment" of each license applicant using objective, detailed criteria that includes rehabilitation and public safety. The act also outlines the process for individuals who have criminal convictions to request a "preliminary

determination” as to whether a particular conviction will be a bar to licensure. This new tool will enable people with criminal convictions to find out if their convictions would prevent them from getting a license – *before* enrolling in a training or educational program, *before* investing significant time and resources, and *before* formally applying for licensure. If you have been convicted of any of the “sexual offenses” you are prohibited from practicing or being licensed as a *health care practitioner* (this term is defined in Act 53; it includes, for example, doctors, nurses and a number of other professions and occupations). Please review the following schedule of offenses which may constitute grounds to refuse to issue, suspend or revoke a license, certificate, registration or permit issued by the State Board of Nursing. This information is available at: <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>

Each state has their own Professional Law and applicants should check that state board web site. Practice of deceit in the submission of any of the above documentation is cause for immediate dismissal from the nursing program and referral to the University Disciplinary Committee.

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

Accommodations for Disability or Medical Condition

Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) in 100 Ritter Annex (drs@temple.edu; 215-204-1280) to request accommodations and learn more about the resources available to you.

If you have a DRS accommodation letter to share with the Undergraduate Program Director, or you would like to discuss your accommodations, please contact DRS. The Undergraduate Program Director and your advisor will work with you and DRS to coordinate reasonable accommodations for all students with documented disabilities. All discussions related to your accommodation are confidential.

Where a student’s condition is temporary, you will work with DRS to return to your clinical experience without limitations or restrictions. Please note that while all efforts will be made to facilitate reasonable accommodations, in some circumstances, clinical settings may not be able to implement all accommodations and still provide a safe experience for you and/or patients. DRS, the program, and the student, with input from the student’s healthcare provider(s), will work together to ascertain what accommodations can be implemented so that the student can safely participate in the clinical experience.

All students, and especially students who are immunocompromised, pregnant, or otherwise under medical care, should be aware of the recommended Center for Disease Control (“CDC”) guidelines related to avoidance of exposure to infectious diseases, which can be found here: <https://www.cdc.gov/infectioncontrol/index.html>

Medical Marijuana

1. Students who are or will be engaged in clinical or internship experiences should be aware that they may be drug tested prior to or during these experiences.
 - a. Students should be aware that an affiliate site may deny a student access to the affiliate site without a negative urine drug screen, in accordance with local, state and federal laws.

- b. Students should further be aware that despite medical or recreational legalization, many health care employment opportunities require drug testing, and a positive marijuana drug screen may interfere with future job opportunities and/or the ability to obtain licensure.
2. Students who have a Pennsylvania medical marijuana card will be required to provide a copy of their Pennsylvania Medical Marijuana Card to the Medical Review Officer at Temple University Employee Health as part of the urine drug screening process.
3. Students who have legally obtained a card in the state of Pennsylvania, for medical marijuana, may be permitted to participate in clinical / practicum / fieldwork activities; this decision is at the sole discretion of the affiliate site.
4. Once the medical marijuana card is validated by the Medical Review Officer at Temple University Employee Health, the Department of Clinical Affairs at the College of Public Health will confirm with the affiliate site that a student may participate in a practicum experience while taking prescribed medical marijuana as long as the student is not under the influence or impaired while on site.
5. Notice of clearance will be communicated to the program and noted in the student's compliance profile in EXXAT / Approve.
6. The highest level of confidentiality will be maintained at all times.
7. Under no circumstances may a student be under the influence or impaired while participating in the clinical / practicum / fieldwork activities. Such activity is grounds for immediate dismissal from the affiliate site and could be grounds for other sanctions in accordance with Temple University Student Drug and Alcohol Policy (Policy # 03.70.01) and/or Temple University Student Conduct Code (Policy # 03.70.12).
8. This issue is rapidly evolving, and students should keep apprised of applicable laws and regulations.

Acute/Chronic Illness or Injury

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

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

Clinical/Community Site Assignments

Inpatient clinical rotation days are scheduled either Monday, Wednesday, Friday, Saturday, or Sunday. Clinical hours may be between 7:00 a.m. – 11:30 p.m. Clinical days are generally 8-10 hours in length. Due to multiple nursing programs in the surrounding area, there are limitations of clinical sites. In some instances, students may be required to attend clinical twice a week to complete all required clinical hours.

Dress Code, Uniform Requirements, and Appearance

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

Community/Field Based Experience

- Department of Nursing Community Home T- Shirt Temple University nursing scrub top
- Scrub pants
- Clean, neat, non-permeable (leather/vegan leather), standard white or black shoes/sneakers. Clogs are permitted if they have no holes in the front.
- White or black socks
- Temple Student Identification (must be worn at all times)
- Optional - long sleeve shirt from Dove Uniform

Dress Code All Other Experiences (Hospital, Simulation Lab, Clinics)

- Temple Official Uniform - scrub pant and scrub top. A white undershirt may also be worn.
- Temple CPH emblem on left upper sleeve of uniform top.
- Clean, neat, non-permeable (leather/vegan leather), standard white/black shoes/sneakers. Clogs are permitted if they have no holes in the front.
- White or black socks
- Optional - White coat with Temple Nursing embroidered (Class of 2023, 2024, 2025).
- Optional - Unisex white or black long sleeve T-Shirt (from Dove Uniform) can be worn underneath scrub top if needed. (Note: CHOP does not allow long sleeve shirts or white coats)
- Students may not wear sweaters or other outerwear on the clinical unit.
- Temple Student Identification must be worn at all times.

Required Accessory Items

- Smart Phone
- Small pocketsize notebook & Black ballpoint pen
- Pen Light
- Watch that allows student to count seconds
- Stethoscope

Appearance

- Hair is to be styled so that it does not come into contact with the patient or equipment; it should be pulled away from the face and off the collar. Hair color needs to be natural. Only surgical caps can be worn as head cover in the clinical setting. Facial hair must be clean and well- groomed.
- Jewelry is limited to stud-like earrings. Nose earrings, eyebrow piercings, and tongue jewelry are not permitted.
- The appropriateness of visible tattoos may vary widely depending on your clinical setting. A student should choose the most professional option (i.e. - cover tattoo) and respect the policies of the agency.
- Fingernails are to be short, well-trimmed and clean. Clear polish only. No artificial nails/extendors/tips/wraps/gels.
- Students should not wear perfume or aftershave keeping in mind that patients may have a sensitivity to smell.

Smart Phone Usage in Clinical Fieldwork

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

Documentation of Clinical Hours

All completed clinical hours must be recorded via the Exxat timesheet system. All clinical hours will be completed by the clinical faculty or preceptor. All hours should be entered at the time of completion, and must be entered within seven days of completion.

Policy: Clinical and Lab Courses

Regular attendance in all clinical experiences is necessary for students to master the body of knowledge needed for safe practice and adequate preparation for licensure. Therefore, clinical attendance is mandatory. **Vacation or work is not an acceptable reason for missing clinical.** Students should not plan any activity on Monday, Wednesday or Friday as these are clinical days. Clinical days on Saturday and Sunday may be required for certain specialty rotations.

Any absence from clinical and lab days will require a make-up day for missed clinical/lab hours and/or assignments at the discretion of the course lead, and the Nursing Department Clinical Coordinator and are based on the availability of the make-up day. Extenuating circumstances for clinical or lab absence will be evaluated on an individual basis and supporting documentation may be required. These absences must be communicated PRIOR to the clinical or lab day whenever possible, to the course lead and clinical faculty person.

One clinical or lab absence will require a make-up day at the discretion of the course lead. A second clinical or lab absence will result in a written warning, will require a make-up day, and will result in the drop of 1/3 of the final letter grade for the course. A third clinical or lab absence will result in the failure of the course.

Clinical Lateness

Students are expected to be on time to lab and clinical. Late to lab or clinical is defined as not being on your assigned floor or in the lab ready for clinical at the published start time. Extenuating circumstances for clinical or lab tardiness will be evaluated on an individual basis and supporting documentation may be required. These must be communicated PRIOR to the published start time whenever possible, to the course lead and clinical faculty person.

Tardiness greater than 30 minutes will result in a clinical absence and the guidelines for a missed clinical/lab will be followed.

The first clinical/lab tardiness will result in a written warning. The 2nd clinical/lab tardiness will result in being sent home and a make-up day will be scheduled as per the course lead. The third clinical/lab tardiness event will result in a failure of the course.

Safe Medication Practice – Medication Administration Policy

- Faculty members shall directly supervise the administration of medications. During senior internship, medication administration is supervised by the staff RN. The staff RN is to be present throughout the process of medication administration.
- Administration of all medications, oral (PO) narcotics, injections, and IV fluids by students shall be supervised directly by the clinical faculty.
- IV push medications, IV narcotics, paralytics or vasopressors shall NOT be administered by nursing students.
- Administration of intravenous piggyback (IVPB) medications through a running peripheral IV or central line (i.e. - triple lumen catheter/Port-a-Cath/Hickman) shall be directly supervised by the faculty member or the assigned staff RN prior to administration (senior internship only).
- High Alert Medications (i.e. - IV Heparin, insulin) may not be drawn up by a student nurse independently. A faculty member must be with the student.
- Nursing students may not independently program an infusion pump.
- Nursing students may not administer blood or blood components.
- The documentation of all medication administration by the student nurse shall be directly supervised by the faculty member or the assigned staff RN (senior internship only).
- The supervising RN (faculty member or staff RN) will co-sign the medication administration record. Students in the observational experience shall not administer any medications unless with the faculty member.
- Medication errors, including a near miss, by nursing students must be reported to the faculty member, RN responsible for client, and Nurse Manager/Charge Nurse of the unit. An incident report must be completed that includes names of all parties involved in the incident.

Accidental Exposure to Tuberculosis Policy

Exposure to a client who may have TB for whom infection control procedures have not been taken must be reported to your instructor or preceptor immediately. He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention. He/she will ask you about the exposure incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the identification of the source or source person. The following forms are to be completed on the day of the incident: Procedure and Post-Exposure Incident Report (Appendix B), Blood or Body Fluid or TB Exposure Incident Report Form (Appendix C).

Accidental Exposure to Blood or Body Fluids Policy

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

Immediately wash the exposed area with soap and water or flush eyes with at least one (1) liter of water or normal saline solution. Follow the appropriate procedure based upon where the exposure occurred.

Procedure for Accidental Exposure to Blood or Body Fluids

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

Immediately wash the exposed area with soap and water or flush eyes with at least one (1) liter of water or normal saline solution. Follow the appropriate procedure based upon where the exposure occurred.

Procedure for Accidental Exposure to Blood or Body Fluids

Agency without On-site Medical Services Clinical Agency with On-site Medical	Clinical Agency with On-site Medical Services
1. Report incident to faculty member. If the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency Administrator.	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency Administrator.
2. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.	2. Follow clinical agency's protocol for accidental exposure.
3. Complete <i>Temple University Institutional Incident Form</i> within 24 hours.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.
4. Report incident to Nursing Department Clinical Coordinator/BSN Program Director	4. Complete <i>Temple University Institutional Incident Form</i> within 24 hours. Complete agency incident report per their protocol.
5. Sign the <i>Post Exposure Responsibility Form*</i> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.	5. Report incident to Nursing Department Clinical Coordinator/BSN Program Director.
6. It is expected that the student will follow all recommended post exposure follow-up treatment. This may include counseling, further testing, and medication.	6. Sign the <i>Post Exposure Responsibility Form*</i> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.
7. All expenses incurred are the responsibility of the student.	7. It is expected that the student will follow all recommended post exposure follow-up treatment. This may include counseling, further testing, and medication.

8. All expenses incurred are the responsibility of the student.

**Department of Nursing's Post Exposure Responsibility Form will be maintained in the student file for 30 years.*

General Incident Report

If a student is injured while participating in the clinical setting, the student must immediately report the event to the instructor. If an instructor is not present or available, the student must report the incident to the unit or agency representative. The student, with the guidance of the faculty member or agency representative, will complete an agency incident form and the Temple University College of Public Health Incident Report Form found at

<https://cphapps.temple.edu/surveys/?s=MR3TEH79MR33M3TK>

This form must be completed within 24 hours regardless of whether medical treatment is necessary. The clinical instructor/field education coordinator is responsible for notifying the program director and the associate dean of clinical affairs.

Policy on Confidentiality

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

Any breach of confidentiality on the part of a student will be reported to the Undergraduate Program Director for action. Breaches include, but are not limited to: unauthorized possession, use, copying or disclosure of a client record; disclosure of client, staff, or faculty information in unauthorized clinical areas or outside of the clinical or teaching area; contacting a client at their residence either by visit or telephone unless authorized as part of the clinical experience; social media related to clients, and pictures related to clients. Any documentation from the student's clinical site must be shredded. Students only have access to clients' records during designated clinical hours, or at the discretion of the instructor.

Nursing Departmental Policies

Core Performance Standards for Admission and Progression in Nursing

The Department of Nursing requires that students in the undergraduate nursing program possess the eight essential functions found in the table below.

Essential Function	Standard	Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-and-effect relationships in classroom and clinical situations, develop nursing care plans Evaluation of the effectiveness of nursing interventions
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.

Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and client responses. The candidate must be able to communicate in English (oral and written).
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patients' rooms, workspaces, and treatment areas; administer cardiopulmonary resuscitation procedures; transfer, position and reposition clients.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients; medication administration; able to operate IV pumps, cardiac monitor, and electric and manual blood pressure equipment, and electric beds.
Hearing	Auditory ability sufficient for observation and assessment necessary in nursing care	Hear monitor alarm, emergency signals, auscultate breath sounds, and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention (such as insertion of a catheter)

Student Representation on Departmental Committees

The faculty recognizes the rights and obligations of the student body to participate in the decision-making process relative to their educational program. The Student Advisory Council has student representatives from each class that provides feedback to the Undergraduate Program Director and Faculty. The appointed representatives are responsible for attending scheduled meetings and keeping the student body informed of proceedings.

Notice of Concern (NOC) Policy

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

Progression Policy

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

Prerequisites for Progression in the Nursing Curriculum

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

Repeating Courses and Nursing Program Progression Policies

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

Students may repeat a major course once to earn a higher grade; only the highest grade earned will be used in calculating the cumulative grade point average. Students will not be permitted to repeat any major course more than twice. See the Repeating a Course Policy (University Policy 02.10.12) at

https://www.temple.edu/bulletin/archive/webarchive/bulletin2013/Academic_policies/policies_p art5/pol

Academic Standing (Warning, Probation, Dismissal & Recovery)

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

Grading

Conversion of Grades from Numerical to Letter:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

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

Incomplete Grade

A student may request to receive an incomplete grade in a nursing course. The decision to provide an "I" is at the discretion of the faculty member in accordance with University policy. An instructor may file an "I" (Incomplete) only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the

student's control.

Please refer to the Academic policies section, “Incomplete Coursework” in the UG Bulletin at <http://bulletin.temple.edu/undergraduate/academic-policies/incomplete-coursework/>. The incomplete form may be obtained through TUportal or from your instructor.

Nursing Student Organizations and Activities

Student Nurses Association of Pennsylvania (SNAP)

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

Sigma Theta Tau

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

Nursing Student Resources

Student Health Services

Students are eligible for services through the Student Health Office on the Main Campus at 1700 North Broad Street, 4th Floor and on the Health Sciences Campus in the Student Faculty Conference Center (SFCC, SW corner, Broad & Ontario Streets) in Room 43, lower basement. Please review the website for a comprehensive list of all the services and hours at <https://www.temple.edu/studenthealth/> Student Health Services is available to assist with required nursing student compliances.

Tuttleman Counseling Service

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

Student Success Center

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

<http://www.temple.edu/class/>

Student Financial/Scholarship Information

For information related to financial aid, please click the following link to view the Student Financial Services Office website: <https://sfs.temple.edu/> Scholarships are available for students enrolled in the College of Public Health and School of Social Work.

For information related to qualifications and award amount or to apply, please visit:

https://temple.academicworks.com/users/sign_in (Sign in with your Accessnet ID# and password).

The Writing Center

The Writing Center is located in Tuttleman Learning Center, Room 201, on the Main Campus. The center offers tutoring, computer lab, reference materials and study space. Telephone: 215-204-0700 * Web site: www.temple.edu/writing Email: tutoring@temple.edu

Disability Resources and Services

Temple University is committed to supporting students with disabilities in our programs. Any student with a disability who requires reasonable accommodations to participate in one of our programs should contact Disability Resources and Services at: <https://disabilityresources.temple.edu>

Appendix A

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

NAME _____

Temple ID # _____

Section I: Student statement of understanding

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

Signature of Student

Date

The waiver is being sought for: (check one)

_____ Medical Exemption (complete section II)

_____ Religious Exemption (complete section III)

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

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

Name of Immunization	Specific Medical Contraindication

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

Signature of Licensed Primary Care Provider

Date

Print Name Licensed Primary Care Provider

License #, State, Expiration Date

Address: _____

Phone Number _____

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

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

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

Signature of Student

Date

Signature of Clergy (if available)

Date

Printed Name of Clergy

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

Signature of Undergraduate Program Director

Date

Signature of Director

Date

Immunization Exemption Waiver Form

Appendix B

PROCEDURE: ACCIDENTAL EXPOSURE TO TUBERCULOSIS

Clinical Agency Without On-site Medical Services	Clinical Agency With On-site Medical Services
1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.
3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post- incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x- ray to establish that no active disease is present.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.
4. Complete <i>Department of Nursing Blood or Body Fluid or TB Incident Report</i> within 24 hours.	4. Complete <i>Department of Nursing Blood or Body Fluid or TB Incident Report</i> within 24 hours
5. Report incident to program administrator.	5. Report incident to program administrator.
6. Sign the <i>Department of Nursing Post Exposure Responsibility Form*</i> . Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure	6. Sign the <i>Department of Nursing Post Exposure Responsibility Form*</i> . Student must provide the program administrator the results of the PPD test within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure

<p>7. It is expected that the student will follow all recommended post exposure follow up treatment. <i>The student, who previously tested negative for TB,</i> must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. <i>The student, who previously had a positive PPD (prior to the exposure),</i> will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.</p>	<p>7. It is expected that the student will follow all recommended post exposure follow up treatment. <i>The student, who previously tested negative for TB,</i> must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. <i>The student, who tested positive for TB prior to the exposure,</i> will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.</p>
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Students must complete the Post-exposure Responsibility Form and the Post-Exposure Incident Report

Appendix C

Temple University Department of Nursing

Post Exposure Responsibility Form

Student Name: _____ Student ID: _____

Date: _____

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

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

Initial all statements that are correct.

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

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

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

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

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

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

_____ I have had a TB exposure and I do not plan to participate in follow-up care as recommended. I understand my decision to not participate in continued monitoring for the presence of TB will require that I withdraw from the program

The student must initial each statement below. The student's initials indicate understanding of each statement.

_____ I realize that I am responsible for any health care expenses related to this situation.

_____ I realize that I have the right to refuse to be tested for exposure/infection.

Student signature

Date

Witness signature

Date

Witness printed name

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

Appendix D

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

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

Student Name: _____ Student ID: _____

Date of Incident: _____ Date of Report: _____

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

Person(s) involved in the Incident:

Instructor/Preceptor/ Supervisor Name:

Describe the Incident:

Detail what equipment was being used:

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

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

Signature of Student: _____ Date: _____

Student Address: _____

Phone Number: _____

Appendix F

Temple University Department of Nursing Notice of Concern Form

Student: Last Name _____ First _____ TU ID _____

Semester _____ Year _____ Course Number/Title _____

Faculty Name _____

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

PART ONE: Action Plan and

Student signature:

Date:

Faculty signature:

Date:

**Temple University Department of Nursing
Notice of Concern Policy and Procedure**

Student: Last Name _____ First _____ TU ID _

Today's Date: _

PART TWO: Follow Up

FURTHER ACTION REQUIRED? (*Circle one: Yes / No*) **If Yes, describe below:**

Student signature:

Date:

Full-time faculty: