



HERZING[®]
— UNIVERSITY —

Nursing Program Student Handbook

Practical Nursing

2022

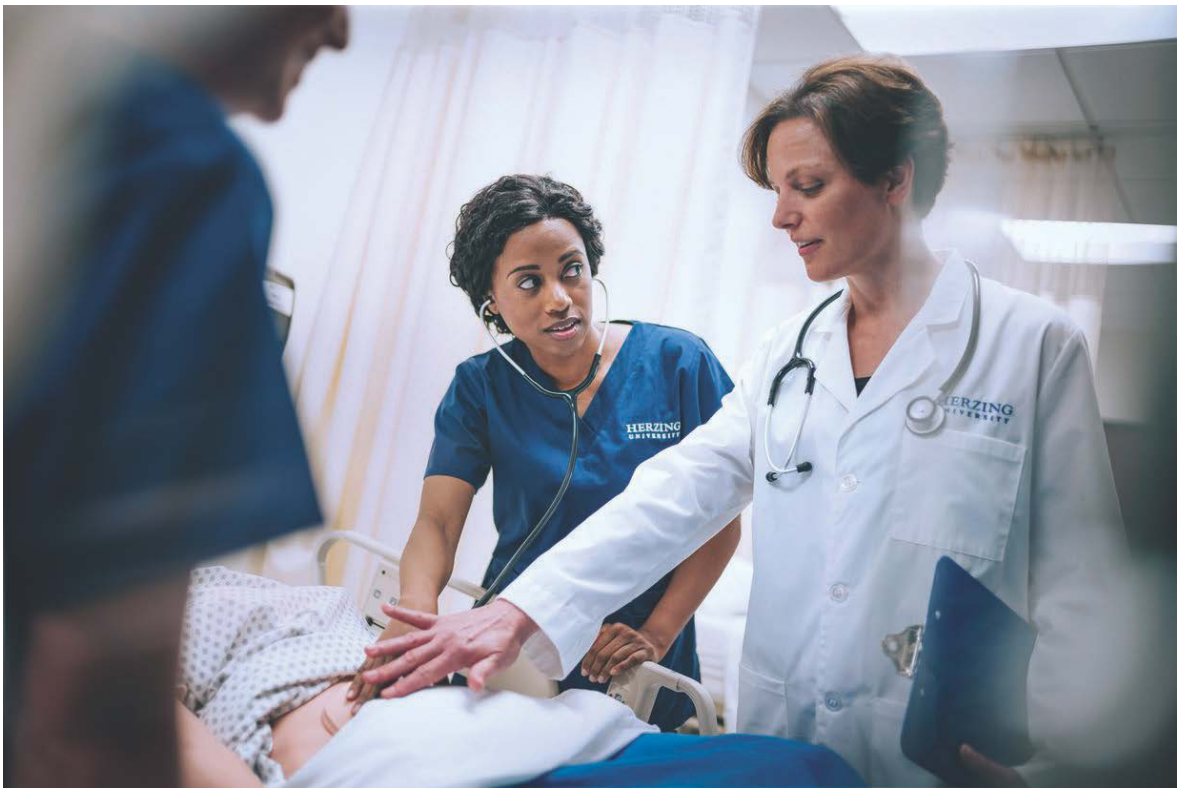


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WELCOME

Welcome to nursing at Herzing University. We are excited and pleased that you have chosen us to help prepare you for entry into the nursing profession. This Practical Nursing Student Handbook will provide you with a summary of the key procedures, policies, and information you will need to be successful in your efforts. Successful completion of the program requires that you adhere to the policies and procedures of both the nursing program and Herzing University. If you have questions, concerns, or need additional clarification, please talk with your advisor, faculty member, or program directors.

We wish you success in achieving your goal to become a practical nurse. Enjoy your time here at Herzing University.

OVERVIEW/HISTORY OF HERZING UNIVERSITY

Herzing University (HU) opened in 1965 as a computer training institute in Milwaukee, Wisconsin. In 1970, the name was changed to Herzing Institute, and the organization began to grow through the acquisition of other schools. These included the Wisconsin School of Electronics in Madison, Wisconsin, which has a history dating back to 1948. Later, the Milwaukee location was closed in favor of the Madison location, but the system headquarters has remained in Milwaukee. The name of the school was changed to Herzing College in 1996, and the institution has grown to eleven campuses plus Herzing Online. With the addition of graduate programs, the name was changed to Herzing University in 2009.

Herzing University is a nonprofit, coeducational university licensed and approved to award master's degrees, bachelor's degrees, associate degrees, and diplomas certificates. HU is owned and operated by Herzing University, Ltd., which is a 501(c) (3) nonprofit Wisconsin organization. The University is governed by a Board of Trustees.

Herzing University has 11 campuses throughout the United States and an online division. The ground campuses have nursing programs ranging from Diploma in Practical Nursing (PN) to a Bachelor of Science in Nursing (BSN). The online division also offers a BSN, RN-BSN, a Master of Science in Nursing program consisting of six concentrations, and a six Post Master's Certificate options.

MISSION, PHILOSOPHY, PROGRAM DESCRIPTIONS, AND STUDENT LEARNING OUTCOMES

Herzing University Mission

It is the mission of Herzing University to educate, support, and empower all students for success in work, learning, and engagement in our communities and our global society.

School of Nursing Mission Statement

The mission of the nursing program is to provide quality nursing education that prepares graduates to function in a caring, competent, ethical manner to enhance the health of persons within the local and global communities by providing safe, quality, and holistic healthcare as professional nurses and lifelong learners.

School of Nursing Philosophy

The School of Nursing philosophy is a continuing reflection of the mission of the University and speaks to caring, competence, and ethics. It is congruent with the mission of the nursing program and describes faculty beliefs related to person, environment, health, nursing, community, teaching, and learning. The mission, vision, and core values are holistic. Graduates will be prepared to work in a variety of healthcare settings with diverse populations.

The faculty of the School of Nursing recognize that nursing is a dynamic profession rooted in the arts and sciences and that nurses work collaboratively with the client and the community to achieve holistic health outcomes in a culturally diverse society. The nursing faculty believe nursing is a practice discipline based on caring, that is both an art and science. Theories and knowledge from nursing and other disciplines are used to assist clients toward maximum health and wellness.

The nursing faculty believe that teaching and learning is a vigorous process where students demonstrate personal and professional accountability by taking an active role in their education. Instruction reflects respect for diversity, caring, and excellence in teaching through instructional delivery that is flexible to meet the needs of a diverse group of learners.

Program Description

This practical nursing program provides academic, theoretical, and clinical instruction in medical, surgical, obstetric, pediatric, geriatric, and mental health nursing. The program will introduce the basic elements of the healthcare delivery system and the multi-discipline that are incorporated into the system. Concepts of disease and wellness will be presented throughout the program and will bridge across the human lifespan. Legal and ethical issues, with an emphasis on confidentiality and effective communication skills, will be included. The student will acquire skills in nursing procedures, measurement of vital signs, and collaboration with other healthcare providers. They will understand the concepts of medical asepsis, infection control, and universal precautions applicable to all areas of healthcare. The importance of safe practice and the use of proper body mechanics are stressed. Mental health concepts, administration of medications, body structure and function, nutrition, and personal, family, and community concepts are studied. Clinical experience is an integral part of the program. Graduates will be eligible to write the National Council Licensing Examination for Practical Nurses (NCLEX-PN).

Program Outcomes (Student Learning Outcomes)

1. Practice quality, safe, and relationship-centered care as guided by practical nurse scope of practice.
2. Using a systems approach, ensure nursing judgement and collaboration in caring for diverse patients and families.
3. Employ a spirit of inquiry and integrity in providing care consistent with legal and professional standards of the practical nurse.
4. As a coordinator of care, generate system and professional resources for health and wellness which facilitate patient, family, personal, and professional growth.

Nursing Curriculum

The curriculum is guided by the mission of Herzing University and the School of Nursing philosophy as well as the National League for Nursing (NLN) competencies of practical nursing. The National League for Nursing (NLN) competencies of Human Flourishing, Nursing Judgement, Professional Identity, and Spirit of Inquiry.

Human Flourishing¹

Human flourishing is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illness, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing.

Professional Identity²

Professional identity is defined as including both personal and professional development. It involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the profession. Internalization of ethical codes of conduct is imperative. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Integral to this outcome is the nurse's commitment to advocacy for improved health care access and service delivery for vulnerable populations and to the growth and sustainability of the nursing profession.

Spirit of Inquiry³

A Spirit of inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused with a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problem-solving. A spirit of inquiry suggests, to some degree, a childlike sense of

¹ National League for Nursing, *Practical/Vocation Program Outcomes: Human Flourishing* (2014), https://www.nln.org/docs/default-source/uploadedfiles/default-document-library/human-flourishing-final.pdf?sfvrsn=90c6df0d_0.

² National League for Nursing, *Practical/Vocation Program Outcomes: Professional Identity* (2014), https://www.nln.org/docs/default-source/uploadedfiles/default-document-library/professional-identity-final.pdf?sfvrsn=a6c6df0d_0.

³ National League for Nursing, *Practical/Vocation Program Outcomes: Spirit of Inquiry* (2014), https://www.nln.org/docs/default-source/uploadedfiles/default-document-library/spirit-of-inquiry-final.pdf?sfvrsn=acc6df0d_0.

wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in both predictable and unpredictable situations.

Nursing Judgement⁴

Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse's practical experience. Making clinical decisions is rooted in the nurse's theoretical knowledge; ethical perspectives; relationships with patients, the patient's caregivers, and the community; and understanding of the influence of systems on health care outcomes.

⁴ National League for Nursing, *Practical/Vocation Program Outcomes: Nursing Judgement* (2014), https://www.nln.org/docs/default-source/uploadedfiles/default-document-library/nursing-judgment-final.pdf?sfvrsn=b2c6df0d_0.

PROGRESSION POLICIES

General Policies and Guidelines

The nursing student handbook is supplemental to the Herzing University Undergraduate Catalog (<http://catalog.herzing.edu>). The student should review and adhere to the Herzing University Undergraduate Catalog, and Herzing University Practical Nursing Student Handbook policies and guidelines.

Please refer to the Herzing University Undergraduate Catalog for the following, but not limited to topics:

- Academic Warning
- Grade Appeal Procedure
- Procedure of Appeal of Dismissal/Termination of Financial Aid Eligibility
- Readmission/Re-entry

Undergraduate Nursing Admission Requirements

See the Herzing University Undergraduate Catalog for admission details. See also, “Unconditional Admission to Undergraduate Pre-Licensure Nursing Programs” in the Herzing University Undergraduate Catalog.

Student Organization and Department Committees

Department of Nursing Committees

Student representation is expected on committees within the Nursing Program. These include:

- Curriculum Committee
- Program Evaluation Committee
- Faculty Student Awareness Committee
- Nursing Department Advisory Board

Student Representation on Faculty Governance

The School of Nursing provides students with various opportunities to participate in governance at the campus and University levels. At the campus level students have the opportunity to attend Advisory Board Meetings to provide input and feedback regarding the nursing program. In addition to the opportunities stated, students may share ideas or concerns with a faculty member, staff, or program chair at any time in person, via email, phone, or written format.

Student Participation in Evaluation Process

Students are invited and encouraged to contribute to the continuous improvement of the nursing programs through active and regular participation in the evaluative processes of the program of study, course, faculty, and preceptors.

Special Standards for Clinical Based Healthcare Program

In addition to the Standards of Satisfactory Academic Progress, Herzing University has special academic standards for Clinical-Based Healthcare programs. A student who fails to meet the additional standards as indicated below may be subject to dismissal without warning. See the Herzing University Undergraduate Catalog.

Essential Functions for Admission and Progression

Essential Functions reflect the abilities required to provide safe, competent nursing care. They are non-academic qualities that students must possess to be successful in the School of Nursing and work in healthcare field.

These essential functions include, but are not limited to:

- Communication skills in speech and writing, in the English language with some degree of grammatical competence.
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others.
- Hearing ability with auditory aid to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high- and low-pitched sounds with a stethoscope.
- Visual acuity with corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies.
- Strength and psychomotor coordination necessary to perform technical nursing procedures (ability to lift at least 20lbs or more) and cardiopulmonary resuscitation (at floor or bed level).
- Problem solving ability including the ability to collect, read, and interpret data; use the data to plan and implement a course of action; and evaluate the action taken.
- Physical and emotional ability to adapt to situations necessary to fulfill program requirements.
- Stamina to fulfill the requirements of the program and the customary requirements of the profession.

Disability Accommodations

Herzing University complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, other federal mandates, and state and local laws regarding individuals with disabilities. Students may request reasonable accommodation for their disabilities that do not comprise the academic integrity of the University's educational programs. Questions related to the University policy and procedures related to disability services should be directed to the central ADA Coordinator at ada@herzing.edu.

Students who need other assistance for test taking, class work and/or clinical work accommodations should follow the procedures outlined in the Herzing University Undergraduate Catalog.

Any illness, injury, or condition in which physician or practitioner intervention was sought requires a signed release statement with limitations or restrictions listed before attendance at clinical.

PN Program of Study

	SEMESTER 1	SEMESTER 2	SEMESTER 3
	<u>Credits</u>	<u>Credits</u>	<u>Credits</u>
YEAR 1	SC 144 Intro. to Anatomy and Physiology	NP 125 Medical Surgical Nursing I for LPNs	NP 235 Medical Surgical Nursing II for LPNs
	4	5	5
	HC 101 Medical Terminology	EN 104 English Composition I	PD 202 Professional Development II
	1	3	1
	NP 110 Pharmacology for Nurses with Lab	NP 230 Nursing Specialty	NP 275 LPN Practical Experience
2	4	3	
NP 120 Fundamentals of Nursing with Lab and Clinical	NP 100 Growth and Development	NP 280 Preparation for NCLEX-PN	
5	1	3	
	12 Semester Credit Hours	13 Semester Credit Hours	12 Semester Credit Hours

STUDENT RESPONSIBILITIES

Felony Charges/Background Information

A student charged with a felony while enrolled in the PN program may be dismissed and deemed ineligible to reapply to nursing programs at Herzing University.

A candidate for licensure who has been convicted of a felony may be required to have a hearing before the board of nursing to determine eligibility to take the licensure exam to practice nursing.

Students shall not be eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure in accordance with state board regulations.

Criminal Background Checks

Nursing students are required to have a level 2 background check. Additionally, students must meet the requirements of the individual clinical facilities. If there is a concern regarding a background check, the clinical facility will make a decision if a student may or may not attend the facility.

Currently, background checks for Herzing University are conducted through a third-party vendor. Students are provided with instructions on how to set up an account and complete all requirements. This must be completed prior to clinical activities. Herzing University students must comply with State and Federal laws as well as the requirements of the clinical facilities with which we work. Students are responsible for the cost of the background check.

If a criminal background is verified, this could prevent a student from completing clinical and course requirements and affect their eligibility to take the NCLEX-RN exam for licensure. Clinical facilities, as well as the State Board of Nursing, have the right to reject any student who fails to meet the required standards.

If a clinical facility will not accept a student based on his/her criminal background check, the student will not be able to successfully complete the Nursing Program at Herzing University. If a student determines that the background report is incorrect or wishes to take legal action regarding past criminal activity, he/she must do so independently, and must obtain and pay for any legal or other assistance required independently. A student is ineligible for placement at a clinical facility until a corrected or revised background check is available. A student (or a representative of the student) **may not** contact the facility or its liaison to debate or challenge the facility's decision to deny clinical opportunities.

If there is a break in a student's enrollment, the Background Check form must be repeated.

Drug Screening

The following is required for any nursing student:

- All nursing students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case, additional screens may be requested. If there is a break in a student's enrollment, the 10-panel urine drug screen will need to be repeated.
- Any student may be subject to periodic drug screening when there is suspected impairment or drug use.
- Positive drug tests will result in the student being suspended for a minimum of one (1)

semester. The student will not be able to participate in a clinical placement and will be withdrawn from all nursing courses.

- A dilute negative drug screen is considered a positive drug screen and must be repeated. A second report of a dilute negative drug screen will result in dismissal from the program.
- Students will be required to pay for the drug screen and any subsequent testing.
- The student will also be required to complete the drug screen before being considered for re-entry to the program.

Clinical Schedule

Clinical hours may take place during day, evening or night hours according to the schedule and requirements of the clinical facilities. Students are expected to make arrangements in order to be present in all clinical activities and to participate in any orientations required by clinical facilities. Clinical placements are typically within a 75-mile radius of the student's home campus and are determined by best opportunity for learning success and clinical site availability.

Medical Requirements

In order to enroll in, and attend clinical courses, documentation of the following requirements must be provided to the Nursing Department at Herzing University:

- Health history and examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course. Reasonable accommodations will be made for students whose health examination indicate the need. If there are any physical restrictions, a request for participation in clinical must be submitted and approved by the Clinical Coordinator for Herzing University and the clinical site. See *Appendix A Medical Form*.
- After a clinical absence due to illness, the student may be required to submit to the Clinical Coordinator a return to clinical without restrictions form from his/her healthcare provider, and the statement must be on letterhead from the provider. The student may not return to clinical until cleared.
- If a student is pregnant, the student must notify the Clinical Coordinator and submit a medical clearance form to continue in clinical. The student is also required to submit a medical clearance form and notify the Clinical Coordinator when returning after delivery.
- Proof of vaccination and lab report of titers are required as follows:

Measles (Rubeola)	Two doses of a live measles vaccine given after the first birthday or evidence of measles immunity. <ul style="list-style-type: none"> • A blood titer is required to prove immunity.
Mumps	Two doses of a live mumps vaccination given after the first birthday or evidence of mumps immunity. <ul style="list-style-type: none"> • A blood titer is required to prove immunity.
German measles (Rubella)	Two doses of a live German measles vaccination given after the first birthday or evidence of German measles immunity. <ul style="list-style-type: none"> • A blood titer is required to prove immunity.
Tetanus, Diphtheria, and Pertussis (Tdap)	Tetanus, Diphtheria, and Pertussis booster within the last ten years.
Hepatitis B	<ul style="list-style-type: none"> • Documentation of three immunizations within recommended time frame and not past five years from the last injection. • The student may also present documentation showing the start of the immunization series. • A blood titer can be drawn for proof of immunity if record of vaccines cannot be found. • If immunity is not shown, a booster will be required.
Varicella	Two doses of a Chickenpox vaccine given after the

	first birthday or evidence of Varicella immunity. <ul style="list-style-type: none"> • A blood titer is required to prove immunity.
Seasonal Flu Vaccine	Proof of vaccination for the annual flu vaccine. Annual date of vaccination cannot expire during the clinical course during flu season.
COVID-19 Vaccine	<ul style="list-style-type: none"> • Proof of initial vaccine • Proof of boosters as student becomes eligible.
Tuberculosis Testing (TB)	<ul style="list-style-type: none"> • Skin Test within the past year and every year thereafter • Chest x-ray and physician documentation of freedom from TB are required if skin test results are positive. X-ray within 4 years. • Or the Tuberculosis QuantiFERON blood test is required by some agencies.

If a clinical agency requires repeat or additional drug screening or other tests, the student is responsible for meeting those requirements.

On an ongoing basis throughout the Nursing Program at Herzing University, students must meet these additional requirements:

- Annual documentation of TB testing.
- Negative drug screen at any time a screen is required. Any student who tests positive on a drug screen may be dismissed from the Nursing Program. and/or clinical classes.

Insurance Coverage

Current health care insurance coverage must be provided.

CPR Certification

Evidence of the American Heart Association Health Care Provider CPR (cardiopulmonary resuscitation) certification must be valid through the end of program. Renewal will be required if expiration occurs before completion of program.

It is the student’s responsibility to ensure that all documentation meets the above requirements and remains current throughout their program. In addition, clinical requirements cannot expire prior to the end of the academic semester. All health and Castle Branch© forms are submitted four weeks prior to the beginning of the semester to our clinical facilities. Failure to meet submission deadlines for these requirements results in the inability to attend clinical for the semester. Students will NOT be allowed to submit health or required documentation after the deadline date. The Nursing Program Chair in collaboration with the Clinical Coordinator makes the final recommendation.

Students who do not meet the submission deadline will not be allowed to participate until the following semester, if all requirements are fulfilled at that time.

The Nursing program and its contracted agencies reserve the right to request repeat background checks or drug screens at any time during enrollment. Failure to comply with this request may result in

dismissal from the program.

Pregnancy Policy

If a student is pregnant, the student must notify the Clinical Coordinator and submit a medical clearance form to continue in clinical. The student is also required to submit a medical clearance form and notify the Clinical Coordinator when returning after delivery.

**Please note that although we consider pregnancy to be a normal event, for the student's safety, the School of Nursing requires a statement from the student's healthcare provider providing permission to continue the clinical experience or delineate any special needs or restrictions. **

Substance Abuse

Herzing University always requires that nursing students be capable of providing safe and effective patient care. To that end, the University is committed to a substance-free workplace and environment. This means that nursing students must not be impaired by any substances during any part of the Nursing Program, including classroom work, lab assignments, and clinical settings in which the nursing students participate. See "Drug and Alcohol Policy" in the Herzing University Undergraduate Catalog for additional information. Therefore, any situation where a student's ability or performance is impaired by drugs or alcohol will be dealt with in the following manner within the Nursing Department:

- The student will be removed from the clinical site, lab, or classroom.
- The student will be required to obtain drug testing at the testing facility identified by the Nursing Department.
- If the results are positive, the student will be released from the nursing program.
- The student is afforded the right of challenge under the procedure set forth in the Herzing University Undergraduate Catalog. Student conduct hearings at Herzing University are bound by the published guidelines in the Herzing University Undergraduate Catalog.

Reasons to suspect impairment include, but are not limited to the following:

- Alcohol on the breath or odor of alcohol
- Flushed face and/or bloodshot eyes
- Tremors of the hands
- Unsteady gait
- Patterned absenteeism
- Frequent breaks or disappearance during clinical day
- Repeated tardiness
- Memory lapses, difficulty concentrating, confusion
- Lack of coordination/dexterity
- Slurred or incoherent speech
- Deterioration of appearance
- Dilation or constricted pupils
- Anger, hostility, irritability, mood swings, agitation
- Presence of drug paraphernalia
- Drowsiness and sleepiness

Methods of Instruction for Nursing Courses

We utilize an innovative platform for nursing education called Realizeit. Instead of being assigned six chapters to read before a class, content is broken down into small components. Through this interactive modality, information is delivered in modules and then quizzed on the content. If needed, additional material is reviewed. Class is delivered and organized to meet your learning needs based on your activity in the platform.

Clinical activities take place in the acute care and community setting. Additional clinical learning opportunities are delivered through virtual pathways. One of these pathways is vSim®. Through vSim®, you engage in a clinical scenario on the computer. Herzing University considers vSim® as a clinical day. The instructor conducts a preconference, after which there is engagement in the virtual platform. This is followed with a post conference with your clinical classmates to discuss what you learned.

The second pathway is through patient simulation on campus. Multiple campuses have high fidelity simulation centers that provide an opportunity to standardize patient care in a safe setting. Simulation research studies have demonstrated and affirmed that the skills that are learned are replicable in the acute care setting. In the simulation center, there is active engagement in patient care with your classmates. Faculty will guide and mentor you during the simulation activity and then conduct a debriefing.

Our education prepares the student to be a competent, safe Practical Nurse. Our pathways prepare you to pass the NCLEX exam for licensure upon graduation. Throughout the curriculum, milestone exams ensure you have assimilated, mastered and can apply the content so you are fully prepared upon graduation for the national exam.

Methods of Evaluation for Nursing Courses

Any or all measures of student learning may be administered in the classroom, on a computer, in clinical nursing lab, or in the clinical setting at faculty discretion. All required course work as outlined in the syllabus is considered in the calculation of the final grade. There will be no rounding up of exam or final course grades. No extra credit assignments may be used.

Grading Policies

Students must maintain a minimum grade point average of 2.00 to remain enrolled in the N program. Students must follow the curriculum mapped out upon admission to the program, if a student is unable to fulfill the minimum grade requirements and are unsuccessful the student will have to reapply and be approved by the appeals committee to return with the next entering cohort. Two failures of a nursing course (either the same or different courses), results in failure of the program and ineligibility for readmission.

Students must achieve a minimum passing grade in all nursing courses of 76% /C according to the below grading scale.

A	4.00	90.00-100.00
B	3.00	80.00-89.99
C	2.00	76.00-79.99
F	0.00	75.99 or below

Exam and Make-up Policy

See Herzing University Undergraduate Catalog.

Attendance Policy

The School of Nursing requires class attendance. Students are expected to inform faculty when they will miss a class. Students returning to class from an absence are expected to address missed materials with the instructor outside of the scheduled class; therefore, the student must schedule an appointment with the faculty member. Please see the “Clinical Policies: Absences and Tardiness” policy for important notes.

Student Chain of Command

For issues related to the classroom, clinical, and/or lab component of a nursing course:

1. Communicate and resolve the issue with the assigned classroom, clinical, and/or lab instructor.
2. If the issue cannot be resolved, the instructor and student will include the Course Lead in the resolution.
3. If the issue is still unresolved, the student needs to set up an appointment with the Program Chair of Nursing. If the issue is clinical in nature the student needs to consult with the Clinical Coordinator.
4. If the issue remains unresolved, the “last step” is to consult with the Academic Dean.

Third-Party Testing

Assessment and remediation are critical components of nursing education. Students in the nursing program may be required to take third-party, standardized exams in an electronic format throughout the curriculum. These standardized tests are valid and reliable predictors of success on the NCLEX examination and provide valuable feedback concerning student strengths and weaknesses. Student learning outcome data identifies content areas that require remediation, allowing faculty to personalize student support and intervention. Courses that utilize third-party exams will incorporate the points earned on the test as a percentage of the final grade earned for the course as specified in the course syllabus.

Nursing courses will utilize a HESI custom final exam. Student scores on this exam will be determined as follows:

HESI Score	Percentage
1200 or greater	100
1000-1199	96
950-999	93
900-949	90
850-899	87
800-849	84
750-799	80
700-749	75
650-699	70
600-649	65
550-599	60
500-549	55

Dress Code

The Nursing program at Herzing University has an official uniform that is worn at all clinical facilities as required. Uniforms are expected to be kept clean, in good repair, and pressed for the clinical experience. Substitution of other clothing or uniform types is permitted when requested by the clinical site and/or agency. Students must present a professional appearance whenever they are in the skills lab and/or clinical facilities; therefore, uniforms are to be worn to class in the nursing lab and at the clinical sites.

The required uniform consists of:

- Two official Herzing scrub sets with the embroidered Herzing logo and one lab jacket. Uniforms are provided by Herzing and will be issued to all students at the time of the first lab. Students are responsible for providing stockings or socks, and shoes. Students can wear a long sleeve white shirt under their scrub top.
- White shoes with closed heels and toes, and rubberized soles.
- White or dark socks.
- Name badges (student ID), which will be worn in all clinical settings.
- Alternate uniforms (as defined by the agency) generally require the following:
 - Business casual dress clothing
 - Closed toed shoes
 - No visible cleavage
 - If wearing dresses, no shorter than just above knee level
 - Name badge worn in clinical setting
 - Lab coat may be optional

Personal Appearance Expectations:

To comply with infection control policies and enhance the comfort of patients/clients, the student must be clean, neat, and in compliance with the Nursing Program at and agency dress code when reporting for clinical experiences. Non-compliance with the professional appearance practices may result in dismissal from the clinical setting for the day.

- **Jewelry:** Wedding or engagement rings and a maximum of two stud earrings per ear are allowed. No dangling earrings, hoops, necklaces, facial piercings, or tongue piercings can be worn. The student should bring a large safety pin for pinning jewelry to clothing when rings must be taken off for certain clinical areas (i.e. surgery, OB delivery, nursery, etc.).
- **Hair:** Hair is to be clean, neat, pulled back and secured so that hair does not encounter the patient/client or the sterile field. All body hair must be of a natural color (no purple, green, yellow or blue) including eyebrows. Men must be shaven or have neatly trimmed beards and/or mustaches. In some cases, students may be required to be fit tested for a N-95 type of mask. If the clinical facility requires this type of mask, students must be able to conform to the fit test and successfully wear a N-95 mask.
- **Nails:** Nails are to be kept short, clean, and in good repair without polish. No artificial nails or nail enhancements are permitted (this includes artificial nail tips, appliques, acrylic gels, dipping powders, and any additional items applied to nail surface).
- **Body Art:** Any tattoos or other form of body art should be covered by the uniform. Fake eyelashes are not permitted including temporary “magnetic” lashes or lash extensions.

Equipment Requirements

For both classroom practice and clinical experiences use each nursing student is expected to have the following:

- Watch with a second hand
- Stethoscope with bell and diaphragm capabilities
- Black ink pen

All students in clinical settings must wear their Herzing University student ID and whatever other identification the facility may always require. If a student arrives without the appropriate name/ID badge, they will not be allowed to participate in clinical or to provide patient/client care. This will count as a clinical absence and hours must be made up. See below for clinical absence policy.

LAB RESPONSIBILITY

Preparation

The nursing lab has a faculty member that coordinate and plan lab experiences on each campus.

- **Lab Instruction:** The course instructor will collaborate with nursing leadership to develop a schedule of lab hours allowing students time to practice and validate skills. Students will complete validation per course expectations.
- **Lab Cleaning and Maintenance:** Students have the responsibility to help maintain the labs as a safe and clean environment. Assistance with lab clean up after use is expected.

Lab Hours

Lab hours are reviewed each semester and scheduled to meet the needs of the students. The laboratory schedule is posted for student convenience. Students may also check with the lab coordinator for additional lab time.

CLINICAL POLICIES

Clinical Placements

Clinical placements are designed to meet psychomotor use of the nursing process and critical thinking required as course outcomes. Clinical placements are typically within a 75-mile radius of the student's home campus and are determined by best opportunity for learning success and clinical site availability. Students are not placed for assignment on clinical units on which they are employed. The student may not have worked another job eight (8) hour prior to the start of an academic clinical experience as the total for hours for safe practice may be exceeded.

Absences and Tardiness – (On Ground/Virtual)

A student may be marked present for clinical if he/she participates in all clinical day activities as assigned by faculty. Students are expected to be at clinical on time according to their schedule. However, emergencies do happen.

The following policy is in effect:

- **First occurrence:** if 15 minutes or less from stated clinical start time—written warning. If greater than 15 minutes from stated clinical start time—student will not be allowed to participate in clinical or to provide patient care; counts as clinical absence—hours must be made up. A paper may also be required of the student. See No Call/No Show policy below for instructor notification requirements.
- **Second occurrence:** any tardiness after first occurrence—student will not be allowed to participate in clinical or to provide patient care; counts as clinical absence—hours must be made up. The completion of an instructor specified activity may also be required.
- The student who misses clinical jeopardizes achievement of the course objectives and may receive an unsatisfactory clinical grade. An unsatisfactory clinical grade results in failure of the course.
- **Emergency.** Should an emergency arise, the student is expected to contact the professor **at least one (1) hour prior to the start of a clinical.** Faculty will contact the Clinical Coordinator. The unit must also be contacted **at least one (1) hour** prior to the beginning of the scheduled shift.
- **Clinical make-up.** Herzing University does not provide for make-up opportunities for students who take elective vacations or time off during the semester. These absences may result in failure of the course. No unexcused absences are allowed for clinical. Absences will be reviewed by the nursing program chair even if supported by appropriate and valid documentation.
- **NO CALL/NO SHOW.** Any student who does not show up for clinical on campus or off campus and who does not call the instructor within 15 minutes after the stated start time of clinical will be automatically failed from clinical. No call/no-show results in an automatic clinical failure. *Extenuating circumstances will be reviewed and considered by the instructor and the Program Chair and Clinical Coordinator.
- **Leaving a clinical site prior to the end of a clinical.** At no time should a student leave a clinical site prior to the end of a clinical unless directed to by faculty. If this should occur, it would be considered “patient abandonment” and cause for clinical failure and possibly program dismissal.

Dismissal from Clinical

Students will be dismissed from clinical if any of the following occur:

- Being unprepared for the clinical experience
- Being inappropriately dressed for the clinical experience
- Demonstrating unsafe behaviors
- Delivering unsafe care to assigned patient(s)/client(s)
- Exhibiting inappropriate professional behaviors
- Violations or recommendations of the facility and/or Herzing University policies, expectations, or standards

Transportation to Clinical Sites

The Nursing Program at Herzing University uses a variety of clinical facilities for student learning experiences. The facilities are in various areas of the community and require students to provide transportation to/from the facility. Students are responsible for their transportation to/from health care agencies for clinical experiences. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

Required Nursing Abilities

Students accepted into the nursing program will need the cognitive ability, emotional stability, physical ability, and endurance to complete the nursing program and practice practical nursing. The nursing student cannot pose a significant risk or direct threat to the health or safety of themselves or others. The nursing student must be able to: exercise safe judgments based on assessment data, remain visibly calm in emergency situations, effectively respond to the evaluation process, be flexible, and demonstrate honesty and integrity.

Specific functions, abilities, and physical requirements for the nursing student are:

- Delivers nursing care that may involve standing, sitting, kneeling, bending, pushing, and pulling, carrying, lifting, walking, reaching, and twisting. The ability to lift at least 50 pounds is essential to assist clients with ambulation, transfers, position changes, and to transport clients within the health care setting. Students with injuries may be required to submit a health care provider's statement regarding their ability to perform the above duties. Manual dexterity is essential in the performance of many nursing tasks (i.e. preparation of certain medications, administration of treatments such as dressing changes and intravenous fluids, obtaining vital signs, etc.) and CPR certification without restrictions is required.
- Follows written and verbal directions.
- Communicates knowledge both verbally and in writing (electronically or hand-written). This includes the ability to read, write, hear, and see. Students must be able to speak clearly enough to participate in individual and group discussions in a variety of settings. They must be able to use the computer without restrictions.
- Observes and interprets client data and incorporates that data into the plan of care. This includes on-going data collection of the physiological, psychosocial, spiritual, and cultural needs of the client. The ability to see, hear, feel, and smell is essential to the collection of data.
- Implements and evaluates nursing care based on the plan of care for a group of clients in all settings in which nursing care is provided. This includes the ability to utilize standard nursing equipment.
- Reinforces education for clients and their families, including discharge planning. There are additional educational tasks the nursing student performs which involve teaching peers and

others.

This description of the essential abilities of the nursing student is meant to include the major areas of responsibility and is not intended to be limited to the above information. If a student believes he/she needs a reasonable accommodation to be able to perform these essential functions, please contact the Nursing Program Clinical Coordinator.

SAFE PRACTICE GUIDELINES

Supervision of a Student in Clinical

A faculty member, clinical lab personnel, or preceptor will always be available to a nursing student to provide guidance and evaluation of student's performance. Preceptors are used for specialized clinical experiences and are selected according to University policy to meet course objectives and enhance the variety of clinical experiences for the student.

Safe Nursing Practice Definition

Safe nursing practice is essential to all clinical courses. Safe nursing practice is defined as the application of scientific principles and nursing theory in performing nursing care. Care is provided in a reasonable and prudent manner providing for the welfare and protecting the well-being of the patient/client. Safe practices imply that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the patient/client.

Unsafe Nursing Practice

- An act or behavior of the type which puts the patient/client or staff at risk for injury or harm.
- An act or behavior which violates the Code for Nurses of the American Nurses' Association (www.nursingworld.org).
- An act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the patient/client, a family member or substitute familial person, another student, a faculty member, or other health care provider.
- An act or behavior which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

Unsafe Practice Procedures

Safe practice is an essential requirement for progression to the next course and will be judged by the clinical support personnel. A student who engages in unsafe practices will receive an unsatisfactory grade for the clinical portion of the course, resulting in a grade of "F" for the course. Documentation of unsafe practices will be formulated by faculty and discussed with, and signed by, the student(s). Faculty will determine if the student is to be dismissed for the day or the remaining portion of the course. In addition, unsafe practices may result in release of the student from the Nursing Program at Herzing University.

Statement of Confidentiality

All information that a student learns about a client/patient while providing care is private and confidential. This information is not to be shared with anyone except an instructor and those members of the health team directly involved with the care of the client/patient. The right of privacy is paramount; therefore, confidential information about the client acquired from any source is to be

safeguarded. With the nurse- client relationship based on trust, the client's welfare and the reputation can be jeopardized by inappropriate disclosure and the nurse-client relationship destroyed. Students are expected, without exception, to observe the patient's/client's right to privacy. Serious consequences such as release from the Nursing Program may result if the student fails to maintain this privacy. Students are reminded that confidentiality has legal and ethical implications and that an inappropriate break of confidentiality may expose the student and University to liability. *See Appendix B for acknowledgement form.*

PROFESSIONAL STUDENT CONDUCT

The Program Chair and faculty will implement policies related to student conduct that incorporates the standards for safe nursing care, including, but not limited to the following:

- A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient/client, and the patient's/client's response to that care.
- A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- A student shall not falsify any patient/client record, or any other document prepared or utilized during, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- A student shall implement measure to promote a safe environment for each patient/client.
- A student shall delineate, establish, and maintain professional boundaries with each patient/client.
- At all times when a student is providing direct nursing care to a patient/client the student shall:
 - Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - Treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
- A student shall practice within the appropriate scope of practice as set forth in the Board of Nursing standards for the registered nurse (or practical nurse).
- A student shall use universal blood and bodily fluid precautions.
- A student shall not:
 - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient/client; or
 - Engage in behavior toward a patient/client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- A student shall not misappropriate a patient's/client's property or:
 - Engage in behavior to seek or obtain personal gain at the patient's/client's expense;
 - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense;
 - Engage in behavior that constitutes inappropriate involvement in the patient's/client's personal relationships; or
 - Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient/client personal relationships.
- A student shall not:
 - Engage in sexual conduct with a patient/client;
 - Engage in conduct during practice that may reasonably be interpreted as sexual;
 - Engage in any verbal behavior that is seductive or sexually demeaning to a patient/client;
 - Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient/client.
- A student shall not self-administer or otherwise take into the body any dangerous drug in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a Schedule I controlled substance.

- A student shall not habitually or excessively use controlled substances, other habit-forming drugs, alcohol, or other chemical substances to an extent that ability to practice is impaired.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability. (As required by Federal and State law, appropriate and reasonable accommodations will be made to students with qualifying disabilities if requested according to procedures set forth in the Herzing Undergraduate Catalog).
- A student shall not assault or cause harm to a patient/client or deprive a patient/client of the means to summon assistance.
- A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception during practice.
- A student shall not obtain or attempt to obtain money or anything of value from a patient.
- A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the Board, or administration of medications as a medication aide without a certificate issued by the Board.
- A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- A student shall not assist suicide.
- A student shall not submit or cause to be submitted, any false, misleading, or deceptive statements, information, or document to Herzing University, its administrators, faculty or preceptors, or to the board.
- A student shall maintain the confidentiality of patient information. The student shall communicate patient/client information with other members of the health care team for health care purposes only, shall access patient/client information only for purposes of patient/client care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient/client information for purposes other than patient/client care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing, or any other form of communication.
- To maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient/client has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient/client information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- For the purposes of professional boundaries; provision of direct patient/client care; physical, verbal, mental, or emotional abuse; misappropriation of the patient's/client's property; engage in sexual misconduct; or consent to sexual activity, a student shall not use social media, texting, emailing, or other forms of communications with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.
- A student shall not violate the policies and guidelines of the clinical agency to which they are assigned.

MEDICAL FORM

Dear Student:

Welcome to Nursing at Herzing University. **All new nursing students are required to have a Health Record on file with the School of Nursing.**

General Student Information

Name: _____
Last Name First Name Middle Name Any Previous Names

Date of Birth: _____/_____/_____
Month Date Year

Gender: Male Female Other

Permanent Address: _____

Phone Numbers: _____ (Home) _____ (Cell)

Email Address (for use until you receive your permanent Herzing email address):

Emergency Contact (include name, relationship, address, and phone number):

Medical Insurance:

Company Policy Number Group Number Contact Phone

Expected Date of Graduation: _____

Release of Information

I authorize release of the health information requested below to Herzing University. I understand that information related to immunizations will be released to clinical agencies so that I may participate in the required experiences of the program.

Printed Name: _____ Date: _____

Signature: _____

MEDICAL INFORMATION

To be completed by the student. Please circle "Yes" if you have had any of the following:

	Circle One	If yes, please explain further		Circle One	If yes, please explain further
Asthma; Wheeze / Cough	Yes No		Heart murmur, high blood pressure or passing out	Yes No	
Back Problems	Yes No		Immune suppressed	Yes No	
Birth Defects	Yes No		Rapid, irregular pulse	Yes No	
Blood disorders (i.e., hemophilia, sickle cell, other); Explain	Yes No		Seizures (describe)	Yes No	
Boone, joint problems or injury; scoliosis	Yes No		Shortness of breath (describe)	Yes No	
Developmental Delay	Yes No		Loss of function of one of the below paired organs (eye, ear, kidney, or testicle)	Yes No	
Diagnosed Arthritis / Limitations	Yes No		Family history of sudden death before age 50	Yes No	
Diabetes	Yes No		Tobacco Use (typed and frequency)	Yes No	
Dizziness or chest pain with exercise	Yes No		Alcohol or drug use	Yes No	
Ear or hearing problems	Yes No		Allergies: Medicine	Yes No	
Head Injury / Concussion / Passed Out	Yes No		Allergies: Food or Environmental	Yes No	
Dental Health			Eye/Vision: Glasses Contacts Last Eye Exam:		
Hospitalizations (please explain):			Surgeries, serious injuries, or illness (please explain):		
Medications currently taking (may use back of form):					
Are you currently under care for a medial or emotional condition (explain):					
Other Concerns:					

WORKPLACE PHYSICAL ABILITIES REQUIREMENTS

Read and sign off on the following list of required nursing activities: R=required O=optional

Abilities	R	O	Measurable Descriptor	Abilities	R	O	Measurable Descriptor
Vision: Corrected or Normal	X		Ability to read syringes, labels, instructions, and equipment labels	Lifting	X		Lbs./ft.: 50, clients, equipment, and supplies
Color Vision	X		Color coded equipment, supplies, medications	Floor to Waist	X		Lbs.: 75, 3-man lift of patients
Hearing	X		Ability to hear in noisy environments	Reaching Forward	X		Moving clients & equipment
Touch/Temperature Discrimination	X		Palpation of pulses & discriminate temperature & sensation. Must be able to use equipment requiring fine motor skills	Carrying	X		Lbs.: 50
Smell	X		Differentiate body odors, drainage, skill, & stool odors	Standing & Walking	X		Long periods up to 12 hours
Finger Dexterity	X		Manipulation of equipment, dressings, IV, & other functions requiring finger dexterity; assessment	Sitting	X		Infrequent and short periods; lunch and breaks
Turning (head/neck/waist)	X		May be in position for long periods	Stooping/Bending	X		Infrequent and short periods; adjusting of equipment
Repetitive hand/arm movements	X		Typing/computer usage	Kneeling/Crouching		X	Infrequent and short periods; adjusting of equipment
Intelligible Oral Communication	X		Communication with clients, staff, peers, & faculty	Running		X	Infrequent, emergency situations
Appropriate non-verbal communication	X		Therapeutic communication with client and healthcare team	Crawling		X	Short periods, emergency, adjusting equipment
Pushing	X		Lbs./ft.: 100, equipment, carts with and without clients	Climbing	X		Infrequent, patient care activities
Pulling	X		Lbs./ft.: 50, equipment & client carts	Stairs (ascending & descending)		X	Infrequent, patient care activities; emergencies

I have read, understand, and accept the above working conditions expected of a nursing student in the academic and clinical setting and certify that I am able to meet these requirements.

Signature: _____ Date: _____

REQUIRED IMMUNIZATION FORM

Please complete this form as soon as possible and then immediately make a copy for your records. You may need to obtain dates/documentation from your health care provider or previous school records. If documentation is unavailable, a lab report of a blood test (titer) to determine level of immunity or re-immunization is required.

1. Tuberculin Test—

**MUST BE VALID THROUGH _____ --NO EXCEPTIONS
REQUIRED ANNUALLY OR AS REQUIRED BY THE CLINICAL AGENCIES. May be either a
tuberculin skin test, chest x-ray, or blood test (QuantiFERON) (if medically deemed by HCP)**

	MM	DD	YY
Tuberculin Test			

2. MMR (Measles, Mumps, Rubella)

Immunization with two doses of MMR, given on or after first birthday, separated by at least one month

	MM	DD	YY		MM	DD	YY
MMR #1				MMR #2			
Measles #1				Measles #2			
Mumps #1				Mumps #2			
Rubella #1				Rubella #2			

3. Varicella

Positive Titer: attached lab report showing positive immunity _____

4. Hepatitis B: Series of 3 doses: 0, 1, and 6 months

	MM	DD	YY
Hepatitis B #1			
Hepatitis B #2			
Hepatitis B #3			

The first dose of the series must be completed to register. The remaining doses can follow the series dose timeline.

5. Influenza: annual dosage

	MM	DD	YY
Influenza			

6. Diphtheria, Tetanus, and Pertussis

	MM	DD	YY
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Diphtheria, Tetanus, and Pertussis			
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I have read and understand the immunization requirements of this form and the enclosed information. This form has been truthfully completed to the best of my knowledge and I freely consent to this form being used for educational requirements for Herzing University.

Student Signature: _____ Date: _____

MEDICAL EXAMINATION FORM

Nursing Student Name:					
<p>To the physician, physician assistant, or nurse practitioner: The above-named individual is a student in the Herzing University nursing program. This program trains individuals to provide nursing care in both inpatient and community settings. Applicants are required to submit evidence of good physical and mental health status. Please complete the following which allows this student to apply for and participate in the nursing program.</p>					
Physical Exam by Physician/Advanced Practice Nurse/Physician Assistant					
Height	Weight	Blood Pressure	Heart Rate		
	Normal	Comments/Follow-Up/Needs		Normal	Comments/Follow-Up/Needs
Skin			Endocrine		
Ears			Gastrointestinal		
Eyes/Vision/Screen			Genito-Urinary		
Nose			Neurological		
Throat			Musculoskeletal		
Mouth/Dental			Spinal Exam		
Cardiovascular/HTN			Nutritional Status		
Respiratory			Mental Health		
Allergies (food, drug, environmental, and other):			Medication (list all prescribed medication or medication taken daily:		
Needs/modifications required in the nursing setting; able to lift to 50 lbs.			Dietary needs/modifications:		
Special Instructions/Devices (e.g. safety glasses, glass eye, chest protector for arrhythmia, pacemaker, prosthetic device, dental bridges, false teeth, etc.):					
Mental Health/Other					
Emergency action needed while in school due to person's health conditions (seizures, asthma, insect sting, food, peanut allergy, bleeding problem, diabetes, heart condition)?					
Tuberculin testing required annually for nursing students/faculty, chest ex-ray or QuantiFERON if skin test medically waived by MD. Date Given: / / Date Read: / / Results: mm dd yy mm dd yy					
Additional comments:					

I have examined and reported the medical history of the above-named applicant and find him/her to be in (check one) SATISFACTORY UNSATISFACTORY physical and mental health to undertake a course of study in the field of Nursing.

Print Name:

Signature:

Date:

Address:

Phone:

Fax:



CONFIDENTIALITY STATEMENT NURSING PROGRAMS

Herzing University has an obligation to maintain the privacy and confidentiality of patient satisfaction with the healthcare services they receive here. It also demonstrates our commitment to professional standards and state and federal laws. Protected health information (PHI) including the patient's admission, diagnosis, treatment, and financial status is confidential and is protected by law (HIPAA). You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to minimum amount of information necessary. Mental health records of patients are under special protection and may not be released. You are required to keep all records and communications pertaining to patients confidential and show respect of patients' privacy.

Access to patient information in electronic, hard copy, or other forms is restricted to those involved in the patient's care or in monitoring the quality of patient care. Any additional use and disclosure of patient's protected health information requires written authorization by the patient or his/her legally designated representative, except as described above. Herzing University considers a breach of patient privacy and confidentiality a serious infraction of Herzing University policies. Violations will result in disciplinary action and sanctions being taken by Herzing University and may include dismissal from the program.

By signing below, you acknowledge your understanding of this policy and that it applies to patient records, personnel records, and certain business records for all health care agencies you are assigned and affiliated with during your tenure as a Herzing University student.

Nursing Department, Herzing University

Student Name: _____
(please print)

(signature)

(date)

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— UNIVERSITY —

NURSING PROGRAM

HANDBOOK ACKNOWLEDGEMENT AND PROFESSIONAL CONDUCT

I, _____ (print name) have reviewed the requirements for student conduct as listed in the Herzing University Nursing Program Handbook. I understand that I will be held responsible for behavior that is within the expected norms for a nursing student in a higher education setting. I understand the state board of nursing, defines a professional code of conduct and I will abide by those requirements. _____ (Initial)

I have received a copy of the Herzing University Nursing Student Handbook and I fully understand that I must adhere to the policies therein. _____ (Initial)

I understand this acknowledgement will be stored in my nursing file for the duration of the program. _____ (Initial)

Signature _____
Date _____