



HERZING[®]
— UNIVERSITY —

2022

Birmingham Nursing Student Handbook

Associate of Science in Nursing

Diploma of Practical Nursing



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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 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 for the Diploma of Practical Nursing (PN) and Associate of Science in Nursing (ASN) programs. Successful completion of the program requires that you adhere to the policies and procedures of both the nursing programs and Herzing University. If you have questions, concerns, or need additional clarification, please talk with your advisor, faculty member, or program chair.

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

OVERVIEW/HISTORY OF HERZING UNIVERSITY AND THE PN AND ASN PROGRAMS

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.

HU is a nonprofit, coeducational university licensed and approved to award doctoral degrees, 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.

Practical Nursing – Program History

Herzing University - Birmingham submitted plans to the Alabama Board of Nursing to offer a PN program in June of 2005. In November of 2005, the campus received approval to offer the program and to admit students beginning in the Summer of 2006.

Associate of Science in Nursing – Program History

Herzing University - Birmingham received approval to offer an ASN – LPN to the RN Bridge program in May 2008 and permission to admit students to that program beginning Fall 2008. In October 2016, the program submitted a plan to offer a Generic ASN program in addition to the ASN – LPN to RN Bridge program. The program met with the Alabama Board of Nursing on November 17, 2016 to discuss the Generic ASN program, and the program was voted on and approved. The first cohort of students for the Generic ASN program began in May 2017.

MISSION, PHILOSOPHY, PROGRAM DESCRIPTIONS, AND STUDENT LEARNING OUTCOMES

Herzing University Mission

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

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 practical or professional nurses and lifelong learners.

Nursing Philosophy

The philosophy of the nursing program 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.

Practical Nursing – Program Description

The 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 multidiscipline 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. Medical surgical concepts, mental health, administration of medications, body structure, and function, maternal, and foundations of nursing are studied. Clinical experience is an integral part of the program. Graduates will be eligible to take 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 judgment 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. Use information technology to communicate, manage knowledge, mitigate error, and support decision making along with critical thinking.

Conceptual Framework of the Practical Nursing Curriculum

The conceptual framework of the School of Nursing at Herzing University is consistent with the Mission and Philosophy of the Program, providing a model of practical nursing practice, utilizing a variety of concepts grounded in nursing theory, and serving as a foundation for the selection and sequencing of courses, content, and learning activities in the nursing curriculum. Required courses provide foundational knowledge that builds key concepts used to frame the actions of the practical nurse.

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

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.

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

Spirit of inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused by 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 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.

Associate of Science in Nursing – Program Description

This associate degree in nursing program prepares students to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Students are provided with a foundation of general education, including courses in the natural sciences, social sciences, and mathematics, as well as the knowledge, skills, and abilities necessary to work in a healthcare environment. Theoretical instruction is complemented with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and stress health prevention and promotion as well as disease processes.

Associate of Science in Nursing – Program Outcomes (Student Learning Outcomes)

1. Demonstrate the ability to work as part of a multidisciplinary healthcare team.
2. Provide accurate patient assessments.
3. Provide appropriate health care interventions as a member of a treatment team.

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.

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.

4. Function as a beginning-level staff nurse in a variety of healthcare facilities to include hospitals, long-term care agencies, physician's offices, clinics, outpatient surgical facilities, and other community organizations.
5. Function as a safe practitioner and, through critical thinking and communication skills, act as a patient advocate and educator, including the family and community in the total care.
6. Understand and utilize nursing-related medical and technological equipment.
7. Demonstrate a full understanding and practice of accepted ethical and legal standards.
8. Exhibit leadership qualities in diverse healthcare settings.
9. Understand the unique needs of diverse populations in regard to socioeconomic, cultural, and lifespan issues.
10. Promote health and wellness in order to facilitate positive growth and development.
11. Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.

Conceptual Framework of the Associate of Science in Nursing Curriculum

The conceptual framework of the School of Nursing at Herzing University is consistent with the Mission and Philosophy of the Program, providing a model of professional nursing practice, utilizing a variety of concepts grounded in nursing theory, and serving as a foundation for the selection and sequencing of courses, content, and learning activities in the nursing curriculum. Required courses provide foundational knowledge that builds key concepts used to frame the actions of the professional nurse.

It is the belief of the faculty that nurses, who are responsible for a wide variety of therapeutic interventions applied across a developmental lifespan, must possess competent didactic and clinical skills. Additionally, nursing, society, culture, and diversity form major components of the external environment, which is constantly changing and influences both the nurse and the client. Finally, the conceptual framework is a dynamic, ever-changing model that should reflect the growth of knowledge in the profession and innovations in technology. Continuous re-evaluation of the model is paramount to its success. Humanities, nursing concepts, and technical skills are intertwined to provide optimal care of the client.

Safety⁵

Patient safety is a multidimensional concept that is central to clinical education and refers to the minimization of physical and emotional risks and harm to patient/clients using critical thinking, clinical decision-making, and clinical judgment in the provision of nursing care. Included in safety measures are evaluations of system effectiveness and individual performance, and adherence to regulations, standards, and laws governing health care practice.

Evidence-Based Practice

Evidence-based practice (EBP) in nursing is a framework for approaching patient care. It represents a change in traditional nursing by requiring nursing professionals to rely on scientific research and

⁵ QSEN Institute, *QSEN Competencies* (2020), <https://qsen.org/competencies/pre-licensure-ksas/>.

evidence more often than experience or intuition. EBP guides treatment of clients in a systematic process by integrating the best research (current evidence) with clinical expertise and patient/client/family preferences and values.

Patient Centered Care

In patient-centered care, an individual's specific health needs and desired health outcomes are the driving force behind all health care decisions and quality measurements. Patients are partners with their health care providers, and providers treat patients not only from a clinical perspective, but also from an emotional, mental, spiritual, social, and financial perspective.

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Informatics

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Improvement

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

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 the Herzing University-Birmingham 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 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.

Nursing Programs-Special Grading Requirements

Minimum Passing Grade for Anatomy and Physiology and Nursing Pathophysiology:

Students enrolled in an Associate of Science in General Studies - Pre-Nursing, Associate or Associate of Applied Science in Nursing, are required to earn a B (80%) or higher in SC 154 Anatomy and Physiology I for Nurses and SC 254 Anatomy and Physiology II for Nurses. Students enrolled in a Diploma in Practical Nursing Program are required to earn a B (80%) or higher in SC 144 Introduction to Anatomy and Physiology

Minimum Passing Grade for Nursing Program Support Courses:

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The following nursing support courses must be completed with a grade of “B” (80%) or better. Only two attempts are permitted for each course and a student who fails to successfully complete in the maximum attempts is subject to dismissal from the nursing program.

- SC 154 - Anatomy and Physiology I for Nurses Semester Credit Hours: 4.00
- SC 254 - Anatomy and Physiology II for Nurses Semester Credit Hours: 4.00

The following nursing support courses must be completed with a grade of “C” (70%) or better for a student to continue in the nursing program.

- SC 166 - Microbiology Semester Credit Hours: 3.00
- MA 109 - College Algebra Semester Credit Hours: 3.00

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Nursing Program Support Courses

The following nursing support course must be completed with a grade of “B” (80%) or better. Only two attempts are permitted for each course and a student who fails to successfully complete in the maximum attempts is subject to dismissal from the nursing program.

- SC 144 - Introduction to Anatomy and Physiology Semester Credit Hours: 4.00

The following general education course must be completed with a grade of “C” (70%) or better for a student to continue in the nursing program.

- MA 109 - College Algebra Semester Credit Hours: 3.00

For students enrolled in the nursing program, the progression standards mean the following:

1. Any general education course may be repeated.
2. Any course with the prefix SC or MA required for nursing may be repeated two times.
3. The second failure of a nursing course (prefix PN or NA) will result in dismissal from the nursing program.
4. Nursing grades are not rounded.

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.

Program of Study Sequence – Practical Nursing

Semester 1	A Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	SC 144 Introduction to Anatomy and Physiology	4	45	30	0
	PD 121 Professional Dev I	1	15	0	0

B Term				
Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
MA 109 College Algebra	3	45	0	0

Semester 2	A Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	PN 111 Patient Assessment	1.5	15	15	0

B Term				
Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
PN 112 Pharmacology	1.5	15	15	0
EN 104 English Composition I	3	45	0	0

Semester 3	A Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	PN 108 Foundations of Nursing	6	75	30	0
	PN 109 Foundations of Nursing Clinical	1	45	0	45
	PD 202 Professional Development II	1	15	0	0

B Term				
Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
PN 212 Medical Surgical Nursing	6	90	0	0
PN 213 Medical Surgical Nursing Clinical	2	0	0	90

Semester 4	A Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	PN 222 Maternal and Child Nursing	3	45	0	0
	PN 223 Maternal and Child Nursing Clinical	1	0	0	45
	PN 246 Mental Health/Geriatric Nursing	2	30	0	0
	PN 247 Mental Health/Geriatric Nursing Clinical	1	0	0	45

B Term				
Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
PN 228 Adult/Child Nursing	4	60	0	0
PN 229 Adult/Child Nursing Clinical	3	0	0	135
PN 255 NCLEX-PN Review	4	60	0	0

Program of Study Sequence – Associate of Science Nursing (Generic)

Semester 1	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	MA 109 College Algebra	3	45	0	0	EN 104 English Composition I	3	45	0	0
EN 111 Information Literacy	3	45	0	0	PS 101 Psychology	3	45	0	0	
PD 121 Professional Development I	1	15	0	0						
Semester 2	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	SC 154 Anatomy and Physiology I	4	45	30	0	SC 254 Anatomy and Physiology II	4	45	30	0
EN 116 Speech	3	45	0	0						
Semester 3	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	NA 211 Health Assessment (GCC)	3	30	30	0	NA 208 Fundamentals of Nursing (GCC)	5	60	30	0
NA 222 Pharmacology (GCC)	2	30	0	0	NA 209 Fundamentals of Nursing Clinical (GCC)	3	0	0	135	
Semester 4	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	NA 230 Nutrition (GCC)	3	45	0	0	NA 220 Medical Surgical Nursing for RNs (GCC)	4	60	0	0
	HU 140 Cultural Diversity	3	45	0	0	NA 221 Medical Surgical Nursing for RNs Clinical (GCC)	2	0	0	90
SC 166 General Microbiology	3	30	30	0						
Semester 5	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	NA 260 Mental Health for the RN (GCC)	3	45	0	0	NA 240 Obstetrics/Pediatric Nursing Clinical (GCC)	1	0	0	45
NA 261 Mental Health for the RN Clinical (GCC)	1	0	0	45	NA 235 Obstetrics/Pediatric Nursing (GCC)	4	60	0	0	
Semester 6	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	NA 250 Medical Surgical Nursing II for RNs (GCC)	3	45	0	0	NA 282 NCLEX RN Review (GCC)	4	60	0	0
NA 295 RN Clinical Internship (GCC)	3	0	0	135	PD 202 Professional Development II	1	15	0	0	

Program of Study – Associate of Science Nursing (LPN to RN Bridge)

Semester	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
Semester 1	SC 146 Anatomy and Physiology I	4	45	30	0	SC 246 Anatomy and Physiology II	4	45	30	0
	EN 111 Information Literacy	3	45	0	0	EN 104 English Composition I	3	45	0	0
						MA 109 College Algebra	3	45	0	0
Semester 2	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	SC 166 General Microbiology	3	30	30	0	NA 220 Medical Surgical	4	60	0	0
	NA 212 Advanced Pharmacology	2	30	0	0	NA 225 Medical Surgical CL	1	0	0	45
EN 116 Speech	3	45	0	0	HU 140 Cultural Diversity	3	45	0	0	
Semester 3	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	NA 260 Mental Health	3	45	0	0	NA 230 Nutrition	3	45	0	0
	NA 261 Mental Health CL	1	0	0	45	NA 235 Obstetrics/Pediatric	4	60	0	0
PS 101 Psychology	3	45	0	0	NA 240 Obstetrics/Pediatric CL	1	0	0	45	
Semester 4	A Term					B Term				
	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours	Course	Credits	Didactic Hours	Lab Hours	Clinical Hours
	NA 250 Medical Surgical Nursing II	3	45	0	0	NA 281 Role Transition: LPN to RN	4	60	0	0
NA 295 RN Clinical Internship	3	0	0	135	NA 282 NCLEX RN Review	4	60	0	0	

STUDENT RESPONSIBILITIES

Felony Charges/Background Information

A student charged with a felony while enrolled in the nursing 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 3 background check. Additionally, students must meet the

requirements of the individual clinical facilities. If there is a concern regarding a background check, the nursing chair will make the decision if a student may or may not attend the facility.

Currently, background checks for Herzing University are conducted through a third-party vendor. 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.

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- exam for licensure. Clinical facilities, as well as the Alabama 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 a background check must be repeated if it has been over a year since it was originally completed by Herzing University.

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. The 10-panel drug screen must be repeated yearly.
- Any student may be subject to periodic drug screening when there is suspected impairment or drug use.
- Positive drug tests will be forwarded to the medical director of the testing agency. If proof of prescription is verified, the student will be cleared to continue in clinical.
- A positive drug test for any illegal substances will result in the student being dismissed from the nursing program.
- A dilute negative drug screen is considered a positive drug screen and must be repeated. A second report of a diluted negative drug screen will result in dismissal from the program.

Medical Requirements

It is the student's responsibility to ensure that all documentation meets the below requirements and remains current throughout their program. Documents must be submitted two weeks prior to term start to clinical coordinator and will be submitted to our clinical facilities per their requirements. 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 Program Chair in collaboration with the clinical coordinator makes the final determination.

Students who do not meet the submission deadline will be withdrawn from the clinical course and rescheduled for the next available clinical once all requirements are fulfilled.

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 will result in dismissal from the program.

Immunizations and other Medical Testing

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.

	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.

Physical Examination

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 accommodation will be made for students whose health examination indicates the need. If there are any physical restrictions, a request for participation in clinical must be submitted and approved by the Clinical Coordinator, nursing program chair, and the clinical site as required. *See form in Appendix A.*

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.

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 use and/or Abuse Policy

Negative drug screen at any time a screen is required. Any student who tests positive on a drug screen will be dismissed from the Nursing Program if a prescription is not verified.

- When drug screening is being held on campus, students who leave or are not in attendance must report to drug screening center within 24 hours as directed by the

Clinical Coordinator to prevent removal from clinical and program dismissal.

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.

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 2.0 to remain enrolled in the Nursing programs, according to the University Catalog. 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 the next semester where there is availability. Two failures of any core nursing course (either the same or different courses), will result 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 information and/or materials with the instructor outside of the scheduled class or by email.

- Any illness, injury, or condition in which physician or practitioner intervention was sought requires a signed release statement with documentation of any limitations or restrictions before classroom attendance is permitted.

- After a clinical absence due to illness, the student will 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.

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 is still unresolved, the student needs to set up an appointment with the Program Chair of Nursing.
3. If the issue remains unresolved, the “last step” is to consult with the Academic Dean.

Dosage Calculation Policy

Purpose: The Dosage Calculation Standard Operating Procedure has been established to provide guidelines for fair and consistent dosage calculation requirements throughout the Nursing Curriculum.

Policy Objectives:

- Provide formal dosage calculation content and instruction where needed in the curriculum.
- Provide dosage calculation remediation early and often.
- Align dosage calculation testing with appropriate courses and competencies.

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.

Dress Code

The Nursing program at Herzing University has an official uniform that is to be worn on campus and at all clinical facilities. Uniforms are expected to be kept clean, in good repair, and pressed. Substitution of other clothing or uniform types is permitted when requested by the clinical site and/or agency. 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 and agency dress code when reporting for clinical experiences. Non-compliance with the professional appearance practices will result in point deductions.

The required uniform consists of:

- Two official Herzing scrub sets and one lab jacket with the embroidered Herzing logo. Uniforms are provided by Herzing and will be issued within the first two weeks of class. A third set of

scrubs will be issued to all students prior to their first clinical. Students are responsible for providing stockings or socks, and shoes. Students can wear a long sleeve white or navy shirt under their scrub top.

- White shoes with closed heels and toes, and rubberized soles.
- White socks only.
- Name badge (student ID), which will be worn on campus and at all clinical settings.
- All students in the clinical setting must wear their Herzing University student ID and any other facility required ID. Failure to have ID will result in point deduction for clinical day. Lab coat will be worn on clinical units and with guidance of the clinical instructor.

Personal Appearance expectations:

- **Jewelry:** One ring band only and a maximum of one stud earring per ear are allowed. No dangling earrings, hoops, necklaces, facial piercings, or tongue piercings can be worn.
- **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 etc.) 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 with glue or UV LED/blue light to cure nails).
- **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, lash extensions, or sewn in lashes.

Personal Equipment Requirement

For both classroom practice and clinical experiences, students must have the following:

- Watch with a second hand.
- Clinical bag with all clinical equipment given to student on skills/lab day.
- Notepad or clipboard.
- University student ID and any other identification the clinical facility may require.

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 100-mile radius of the campus and are determined by the best opportunity for learning success and clinical site availability. Students are not placed for assignments on clinical units on which they are employed.

Absences and Tardiness - Clinical

Students are expected to be at the clinical facility on time according to their schedule and clinical instructor. *See Clinical Point Deductions below.*

Should an unforeseen circumstance occur, the student is expected to contact the clinical instructor **at least one (1) hour prior to the start of a clinical**. The instructor will then contact the nursing chair to discuss possible options for a makeup clinical according to facility and clinical instructor availability. If no options are available this could result in clinical failure.

If the student fails to show up, this will result in a clinical failure for NO CALL/NO SHOW.

Any student who does not show up for a scheduled facility clinical and does not call the instructor within 30 minutes after the stated start time of clinical will be automatically failed from clinical.

*Extenuating circumstances will be reviewed and considered by the clinical instructor and the program chair.

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. If a student must leave early, the student will give a report on patients to the clinical instructor and will receive point deductions according to the tardy deductions listed below. This could result in clinical day failure if a student is leaving over 30 minutes early.

Tardy deductions are enforced and will include the following: arrival to clinical, return from lunch, and leaving early with instructor notification. (Loss of clinical hours must be made up if applicable.)

Clinical make-up. Herzing University does not provide make-up opportunities for students who take elective vacations or time off during the semester. These absences may result in failure of the course.

Clinical Schedule and Transportation requirements

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. Clinical hours may take place during day, evening or night hours according to the schedule and requirements of the clinical facilities.

- ***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.***
- ***Expectations have been set and point deductions are as follows for the listed infractions. These points will be deducted from the overall daily clinical average that corresponds with occurrence.***

Clinical Point Deductions

Automatic deductions for the clinical setting occurrences listed below will be deducted from daily clinical grade average on date offense occurred.				
Occurrence:	1 st	2 nd	3 RD	4 TH
Stained, dirty, or unkept uniform	20	30	40	50
Dirty shoes, or wrong color shoes, no white socks or stockings	20	30	40	50
NO facial piercings. Only 1 band hand ring, watch, & 1 small stud max in each ear lobe allowed, no other Jewelry at ALL!	20	30	40	50
NO Fingernails longer than fingertips, No artificial nails of any kind or nail art, No nail polish	50	50	50	50
Visible tattoos and Extreme hair color/style,	20	30	40	50
False Eyelashes	25	25	25	25
Strong Perfume/lotion, Hair not pulled back/facial hair not well groomed	10	20	30	40
No Name Badge	25	25	25	25
No Lab Coat / Wrong Uniform	25	25	25	25
Missing Clinical Tools (stethoscope, B/P cuff, pen light, etc.) Included in clinical bag given in lab	25	25	25	25
Inappropriate Cell Phone Usage	25	50	75	100
BREACH in PRICE BEHAVIOR	25	50	75	100
Tardy (1 ST Ten minutes of each Clinical) example 0701 to 0710 if meet time is 0700	20	20	20	20
Tardy (from 11 minutes to 30 minutes of each clinical)	25	25	25	25
Tardies 31 minutes or more will result in a Zero for the Clinical Day. (NO GRADES WILL BE GIVEN FOR ANY SUBMITTED ASSIGNMENTS FOR THAT DAY JUST FEEDBACK) Student must stay and complete the clinical hours required.				

LAB RESPONSIBILITY

Preparation

Faculty teaching courses with a lab component plan lab experience and are assisted by other nursing faculty.

- **Lab Instruction:** All faculty will have expectations that students will practice lab skills with an instructor or peer prior to the final skills check-off. The course instructors monitor the completion of skills checkoffs.
- **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.
- **Ordering of Supplies:** Faculty request supplies. If there are items student(s) feel are needed, he/she should share with the instructor. Our goal is to ensure students have what is needed to meet the course objectives.

Lab Hours

Lab hours are maintained by course faculty to meet the needs of the students. Additional requests for lab times may be requested through the faculty member.

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 instructor and discussed with the nursing chair. A student who engages in unsafe practices will receive a grade of "F" for the clinical course. Documentation of unsafe practices will be formulated by nursing chair and discussed with, and signed by, the student(s). In addition, unsafe practices may result in the release of the student from the Nursing Program at Herzing University.

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 measures 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 a physical or mental disability. (As required by Federal and State law, appropriate and reasonable accommodation will be made for 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 the 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 (Please circle answer)

Permanent Address: _____

Phone Numbers: (Home) _____ (Cell) _____

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

City: _____ State: _____

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

Medical Insurance: Primary _____

Secondary _____

<i>Company</i>	<i>Policy Number</i>	<i>Group Number</i>	<i>Contact Phone</i>
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<i>Company</i>	<i>Policy Number</i>	<i>Group Number</i>	<i>Contact Phone</i>
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Expected Date of Graduation: _____

Release of Information

I authorize the 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	
Bone, 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
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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 IMMUNIZATIONS 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 Documentation--Read on Time: 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
Date \Tuberculin Test			
Date Read: Circle Negative / Positive			

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
Diphtheria, Tetanus, and Pertussis			

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: _____

PHYSICAL 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 is required annually for nursing students/faculty, chest ex-ray or QuantiFERON if skin test medically waived by MD.					

Date Given: / / mm dd yy	Date Read: / / mm dd yy	Results:
Additional comments:		
<p>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.</p>		
Print Name:	Signature:	Date:
Address:	Phone:	Fax:

HERZING UNIVERSITY 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 and practical standards and state and federal laws. Protected health information including the patient's admission, diagnosis, treatment, and financial status is confidential and must be protected by law. You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to the 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 a 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.

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.

School of Nursing, Herzing University

Student Name: _____ (Please print)

(Signature) _____

(Date) _____

NURSING STUDENT 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, American Nurses Association and the National Student Nurses Association 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 _____