

Timely Submittal of Work

All student assignments are to be submitted in the appropriate format on the date and time stated by the professor of a given course. If a student has a problem, they are to notify the course instructor prior to the due date. It is solely the instructor's decision only whether or not an extension will be granted. Points may be deducted from the late assignment at the instructor's discretion.

Student Issues/Grievances/Complaints

Student issues that are not grievable under university policy are referred to the Curriculum Committee of the Department of Nursing for resolution. The Governors State University policy regarding the grievance procedure may be found in the Community Standards Student Handbook (Policy 5).

Department Of Nursing Communications

In an effort to remain informed of changes and requirements in the nursing program, students are encouraged to access the Nursing Facebook page on a regular basis for broadcast announcements. In addition, bulletin boards located on the wall outside of the Department of Nursing Office contain important announcements, information on registration, continuing education, and job opportunities. Students are responsible for the announcements posted and are encouraged to check these boards and the weblog for information on a regular basis.

University Services

University Library

The University Library provides reference and information services at the circulation and reference desks. For more information about library services, check out the current university catalog or visit the website: www.govst.edu/library.

The GSU Writing Center

The Writing Center is located in the Learning Commons/Academic Resource Center, B1215. Visit the office or call 708-235-7337 to make an appointment for a one on one consultation. Writing consultants are also located in the university library for help on research papers. The consultants answer questions, but do not review papers. The online Writing Center offers help with papers at www.govst.edu/owl.

SECTION IV

Policies

Core Performance Standards

As a practice discipline, nursing requires cognitive, sensory, affective, and psychomotor performance. Students must meet both academic and performance requirements to remain in the nursing program. Academic requirements can be found in this handbook, the university catalog, and the university student handbook. In accordance with the practice of nursing, a student must additionally, with or without reasonable accommodations, satisfy these performance standards. The examples noted demonstrate some necessary activities but are not all-inclusive.

1. Critical/Analytical Thinking – Critical thinking ability sufficient for clinical judgment. Examples – Identify cause-effect relationships in clinical situations, develop nursing care plans, prioritize tasks, process information, and problem solve.
2. Interpersonal Skills – Interpersonal abilities sufficient to interact professionally with individuals, families, and groups from a variety of social, psychological, cultural, and intellectual backgrounds. Examples – Establish rapport with clients and colleagues.
3. Communication Skills – Communication abilities sufficient for interaction with others in both verbal and written English. Examples – Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
4. Mobility, Physical Strength, and Endurance – Physical abilities sufficient to move from room to room and maneuver in small spaces. Physical stamina to perform client care activities for entire length of work role. Physical strength to perform full range of client care activities. Examples – move about in patient rooms, workspaces and treatment areas, administer CPR, and stand for periods of time.
5. Motor Skills – Gross and fine motor abilities sufficient to provide safe and effective nursing care. Examples – calibrate and use equipment, position clients, and reach above shoulders.
6. Hearing – Auditory ability sufficient for observation and assessment necessary in nursing care. Examples – Auscultatory sounds, faint body sounds (B/P), cries for help, and able to hear without seeing lips (masked).
7. Smell – Olfactory ability sufficient to detect environmental and client odors. Examples – detect odors from clients, smoke, gases, or noxious smells.
8. Visual – Visual ability sufficient for observation and assessment necessary in nursing care. Examples – observe client responses, see markings on IV bottles, and distinguish color.
9. Tactile – Tactile ability sufficient for physical assessment. Examples – perform palpation, functions of physical examination and/or those related to therapeutic intervention (insertion of a catheter, administration of medication).
10. Emotional Stability – Emotional stability sufficient to assume responsibility and accountability for actions. Examples – provide client with emotional support, adapt to changing environment (stress), deal with unexpected (crisis), and monitor own emotions.

11. Reading and Arithmetic – Reading ability sufficient to comprehend the written word adequately for appropriate nursing practice. Arithmetic ability sufficient to do computations. Examples – read and understand documents, read graphic printouts and digital displays, count rates, compute fractions (medication doses), and use a calculator.

Students who perceive they will have difficulty with any of the above performance standards are encouraged to consult with their advisor and the Office of Disability Services, regarding possible accommodations that may be available to assist the student. Reasonable accommodations can be made for an individual, providing they do not compromise the essential functions required by the nursing program or necessitate a modification of an academic standard.

Students With Disabilities

Governors State University and the Department of Nursing comply with the Americans with Disabilities Act of 1992 and with Section 504 of the Rehabilitation Act of 1973 and other federal and state legislation. Inquiries about assistance to meet special needs should be directed to the Division of Student Development, through which appropriate academic and service areas will be notified. Provision of such assistance will be based upon the individual student's need to have equal access to the learning environment. The Department of Nursing maintains core performance standards and has a functional abilities worksheet to assist the student and advisor in determining if accommodations are appropriate. If requests for auxiliary aids, academic adjustments, or other special services necessitate a modification of academic standards or create undue hardship on the university or the Department of Nursing, the requests may be denied.

Students, who have a disability or special needs and require accommodation in order to have equal access to the course, must register with the designated staff member in the Division of Student Development. Please call 708/534-4090 and ask for the Coordinator of Disability Services. Students will be required to provide documentation of any disability when an accommodation is requested.

Student Requirements

In order to be enrolled in the nursing program, students must fulfill the requirements of the university, the nursing program and the agencies used for practica within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file in order to register for any course in the nursing program. Documentation of requirements should be submitted in a packet to the nursing office. Students should submit only copies and keep originals in a file for their own reference. Students are required to keep a copy of all health documentation readily available as they may be asked to submit copies for faculty and preceptors while in a clinical course. Students are required to keep CPR-BLS Certification, Tuberculosis Skin Testing, Personal Professional Liability Insurance, Health Insurance and RN License coverage active. Students **MUST** submit a photocopy of renewed coverage on the anniversary of the date that coverage expires, showing inclusive dates. Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

Immunizations/Health Form Policy

An integral part of nursing education is practice in clinical areas. Visits to clinical sites may increase exposure to communicable disease, therefore up-to-date immunization is required to protect both students and clients. Prior to the onset of any nursing program course work, students must complete all clinical immunization and health requirements with concomitant paperwork on file in the nursing office. A Student Health form along with all other required forms are available online or in the file unit outside the Department of Nursing. Students may not be allowed to continue in the program without satisfying clinical health requirements. Students are also to provide documentation of yearly follow-up on TB requirements. ***Remember to keep a copy of all the required forms as you may be asked by your preceptor and/or instructor to demonstrate that you have met all the requirements.***

The following information must be provided:

Immunity to Rubeola, Rubella, Mumps, and Varicella

Immunity may be demonstrated by:

Measles (Rubeola)	Positive antibody titer (copy of lab report) or evidence of vaccine.
Rubella	Positive antibody titer (copy of lab report) or evidence of vaccine.
Varicella (Chicken Pox)	Positive antibody titer (copy of lab report) or evidence of vaccine.
Mumps	Positive antibody titer (copy of lab report) or evidence of vaccine.
Tetanus	Record of administration within last 10 years

Hepatitis B Vaccination

There must be a complete series of three injections over a six-month period. Dates of each injection and identification of the agency or health care professional administering the vaccination must be noted. Documentation of a positive antibody titer (copy of lab report) will also be accepted. If the student declines to receive the HBV vaccine, a *Statement of Refusal of Hepatitis B Vaccine* form must be signed.

Tuberculosis Screening

A Non-Reactive Two-Step Tuberculin Skin Test must be dated and contain identifying information on the agency administering the test. This test requires that the student receive two separate Mantoux skin tests. The first test must be read within 72 hours and, if negative, the second test is done from 1-3 weeks later and also must be read within 72 hours. Newly positive skin test reactors must submit documentation of a positive skin test and results of a chest film done within the past year, which shows no evidence of disease. Chronic positive TB skin test reactors must provide medical verification of no evidence of disease.

*Immunization records are also required by the University (www.govst.edu/immunizations/)

Annual Follow-up

Following an initial negative 2-step tuberculin skin test, a single tuberculin skin test (PPD) must be obtained, and documentation must be provided in order to remain enrolled. After a positive skin test, a chest x-ray is not required after an initial chest x-ray if no symptoms are present. A yearly symptom assessment from a private health care provider must be provided that indicates that a student has been assessed for symptoms of tuberculosis and that a chest x-ray is not currently warranted.

Insurance Coverage

Student Health Insurance Coverage

The Department of Nursing supports health promotion and as such, believes that all students must have personal access to health care. All students enrolled in the nursing program must carry health insurance, either through employment, spouse, or personal purchase throughout enrollment in the nursing program. Evidence of current health insurance (copy of insurance card), must be presented to the Department of Nursing Office prior to the beginning of each fall semester and upon request for less than full year contracts. Failure to have health insurance on file in the Department of Nursing Office may impact the student's ability to continue in the program

Personal Professional Liability Insurance

All nursing students must acquire and maintain personal professional liability insurance in the amount of at least **\$1,000,000 per claim and \$6,000,000 aggregate**. *FNP students must be insured by an FNP student policy.* Coverage obtained through a place of employment will not satisfy this requirement. Evidence of personal professional liability insurance (copy of policy) showing **dates of coverage** must be presented to the Department of Nursing Office upon admission and at renewal. Failure to have personal professional liability insurance on file in the Department of Nursing Office may impact a student's ability to continue in the program.

Universal Precautions Training

To eliminate or minimize occupational exposure to all blood borne pathogens, all nursing students are required to follow universal precautions by Federal Law: Occupational Safety and Health Administration (OSHA) Part 1910:1030. All students enrolled in the Nursing Program are required to complete an educational program on blood borne pathogens and universal precautions yearly. Documentation on completion of this requirement must be on file in the nursing office, on **admission**.

Communicable Disease Policy

The Department of Nursing seeks to minimize the risk of occupational exposure to communicable diseases, including Hepatitis (HBV) and the human immunodeficiency virus (HIV), for its students, faculty, and patients/clients. The Department of Nursing provides the following information regarding the possibility of occupational exposure to communicable diseases, including HBV and HIV, to students enrolled in the program.

The Department of Nursing will not request an individual's HIV status during the admissions process. If a student informs the program that he/she is HIV positive, reasonable academic adjustments will be made if

needed. A student who knows that he/she is HIV positive or believes he/she is a “high risk” for HIV transmission is ethically responsible to consider the risk of transmitting HIV to the patient/client during invasive procedures.

Upon admission, the student will be required to sign a form acknowledging that he/she has been informed of, and understands, the risk of exposure to communicable diseases in the clinical setting. Any student who refuses to sign the acknowledgement form may be terminated from the nursing program. All students are expected to care for any patient/client regardless of HBV and/or HIV status. A student who refuses to care for a patient/client who is known to be HIV positive and/or HBV positive may be terminated from the nursing program.

Students who have a diagnosed immunosuppressed condition, open wounds, or who are pregnant, will be exempted from caring for patients who are known to be HIV positive and/or HBV positive. Some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions.

Student Exposure to Blood-Borne Pathogens

While needle stick is the most obvious incident, any specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials is considered an exposure incident and should be reported. When an exposure incident occurs, students must follow specific Occupational Safety and Health Administration (OSHA) standards. In the clinical setting, all students will practice Universal Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines and will adhere to the policies of the clinical site as well. If a student is exposed to blood or other body fluids of a patient/client, an incident report for both the clinical site and Governors State University Department of Nursing must be completed.

The student must immediately notify the faculty supervising the clinical experience and the clinical site. Faculty members shall notify the chair of the Department of Nursing and follow-up with the Infection Control nurse at the clinical site, in any incidents involving a student.

The policies of the institution where the exposure occurred and/or the CDC Guidelines and OSHA Standards shall be consulted and followed. The student is strongly encouraged to immediately obtain HIV and HBV testing to establish zero-negativity. Testing should be repeated at six weeks, three months, six months, and one-year post-exposure. The nursing program or the institution will suggest follow-up counseling referrals for students exposed to blood or body fluids of a patient/client.

Clinical Practicum Policies

Agency Drug Testing

Some clinical agencies used by the Department of Nursing have policies regarding drug testing which allow these agencies to request drug testing of employees, volunteers, and students. In addition, the Department of Nursing fully supports the Governors State University Student Code of Conduct, which “prohibits the use, possession, and distribution of, or being under the influence of drugs or alcohol, except as permitted by law.” [[Community Standards Student Handbook](#)]

In an effort to protect patients/clients and other students, the nursing program will request drug testing to meet agency requirements. These drug screens will be at the student’s own expense. If a student has a positive drug test, there will be an immediate referral to the Dean of Student Affairs and Services. The student will be unable to continue within the nursing program (clinical or course work) and criminal charges may be filed, as described in the [Community Standards Student Handbook](#). If a student refuses to participate in required agency drug screening, the student may be dismissed from the nursing program. Forms to obtain drug screening are available in the Department of Nursing Office.

Agency Background Checks

All students are required to have criminal background checks prior to the start of their clinical practicum. Criminal background checks are done by a professional company. Information may be obtained from practicum faculty. Students are required to pay the charge for the background check.

Influenza Immunizations

Some clinical sites may also require proof of influenza immunization.

Transportation

The nursing program seeks to provide optimal clinical practicum experiences. In providing clinical practicum experiences, it may be necessary to acquire clinical sites that are outside of the GSU immediate geographic area. Each student is responsible for providing reliable, personal transportation to and from clinical practicum experiences.

Student Attire

Student attire will be governed by the clinical setting. Faculty will inform students of any special requirements concerning attire, security badges, etc. In some situations students will wear a full-length white laboratory coat, bearing the GSU nursing patch on the left shoulder sleeve. The laboratory coat is worn over appropriate street clothes. No blue jeans, sweat pants, sweatshirts, scrub suits, sneakers, jogging shoes, or boots are allowed.

Nursing Patch

The Governors State University nursing patch is purchased by the student at the university bookstore. The patch is to be securely sewn to left shoulder sleeve of a full-length laboratory coat worn for clinical practicum.

Clinical Site Safety Issues

The students may be required to visit clients or organizations in a variety of areas, and it is the responsibility of the student to review issues of street safety. All nursing students are required to follow the procedures and guidelines listed below when making community visits:

- Clinical hours are negotiated with the clinical site. Some agencies may require clinical activities that extend into the early morning/evening. Be aware of this need for flexibility in your clinical schedule and make adjustments as needed.
- Never take a client/patient anywhere in your personal car.
- Be sure you know where you are going before setting out; obtain a detailed map of the area and plan the route.
- Let the client know when to expect your visit, if appropriate.
- Do not wear expensive clothes or jewelry.
- Park near your destination, and be aware of your surroundings.
- If there are concerns or issues with the site please notify your instructor.
- Additional issues and/or guidelines may be provided by the instructor.

Clinical Practicum Faculty

Faculty Member/Professor

The GSU nursing faculty member carries the responsibility for overall leadership, coordination, and supervision, and evaluation of the designated practicum. The primary functions of the faculty member/professor are as follows:

- Along with the clinical site supervisor select or assist the student to select the sites for graduate student practica.
- Approve the clinical site.
- Select or assist the student to select the adjunct clinical faculty who will cooperate with the university.
- Interpret the practicum experience to the health care agency and/or the prospective adjunct clinical faculty.
- Coordinate and communicate schedules, deadlines, and other information in fulfilling the practicum goals.
- Supervise and evaluate the graduate student's development, progress, and overall performance.

- Arrange for periodic conferences with the graduate student and the adjunct clinical faculty (if applicable), as needed.
- Prepare evaluation criteria, and provide the criteria to the students in writing.
- Provide feedback after observation of the student's performance of a clinical assignment.
- Serve as liaison during the practicum experience that involve adjunct clinical faculty.
- Along with the Clinical Site supervisor, assist students to obtain affiliation agreements between clinical agency and GSU.

In addition to university faculty, two categories of clinical agency personnel may be involved in student clinical learning experiences. These roles are preceptor/residency supervisor and clinical resource person. Following are the requirements, roles, and responsibilities ascribed to these positions.

Preceptor/Residency Supervisor

Requirements:

- Registered Nurse – depending upon program/degree of the student, the preceptor/residency supervisor must have a Clinical Nursing Master's degree, a Family Nurse Practitioner Master's degree, Nursing Administrative Master's degree, or a MD/D.O.
- DNP students consult with the faculty for requirements for the residency supervisor
- Excellence in specialty area chosen by student

Roles/Responsibilities:

- Meet with the graduate student prior to the beginning of the practicum.
- Discuss the graduate student's clinical objectives for the practicum.
- Plan the activities needed to meet the clinical objectives with the student.
- Orient the nursing staff to the graduate student's purpose and objectives for the clinical experience.
- Provide the student with the opportunities to design his/her own teaching strategies and evaluation tools.
- Review appropriate materials with the student.
- Assist the student in developing and using self-evaluation techniques.
- Participate in three-way evaluative conference(s) attended by student, professor, and the adjunct clinical faculty regarding the student's progress.
- Notify course professor immediately of any concerns.

Clinical Resource Persons

Requirements:

- Registered Nurse, preferably with a B.S. or M.S. in nursing or an MD/ D.O.
- Competency in specialty area or leadership role at clinical site.

Roles/Responsibilities:

- Meet with the student prior to the beginning of the practicum.
- Discuss the student's clinical objectives for the practicum experience.

- Orient the nursing staff to the student's purpose and objectives for the clinical experience.
- Participate in conferences with the student and the course professor as needed regarding student progress.
- Facilitate contacts with other appropriate resource people.

Clinical Practicum Placement

In NURS 8107, NURS 8108, NURS 8109, and NURS 8110 clinical experiences are faculty-supervised, and the faculty will determine student placement. See FNP Clinical Handbook for more specific information.

In NURS 8210, NURS 8220, NURS 8946, NURS 8947 and NURS 8956 students submit clinical objectives in their specialty area to the university faculty. After the objectives are finalized and approved, the university faculty initiates placement procedures with the appropriate personnel or director. The student takes a copy of the student's objectives, professional resume, and teaching plan to the preceptor/residency supervisor on their initial practicum meeting.

Students

1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors. Determine if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.
2. Once the procedure for approaching a potential preceptor is approved, make an appointment for an interview.
3. Create clinical objectives to present to the preceptor which would accomplish the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above)
4. Provide information regarding clinical contract/affiliation agreements to the course faculty member who will forward them to the Clinical Placement Coordinator and the administrative assistant for affiliation agreements.
5. Establish dates and times for clinical hours with the preceptor and the course instructor
6. Document the clinical hours in a log signed by the preceptor and course faculty
7. Attend periodic conferences with the preceptor and faculty

Termination of Graduate Student Assignment

In a student practicum, each student must comply in a professional manner with the policies, procedures, and standards of behavior, hygiene, and dress of the health care facility or institution. Failure to do so may result in the termination of the student's assignment and an inability to complete the course.

The nursing program is not obligated to make alternative assignments in the event a student placement is terminated. A student who disagrees with the final decision may refer to the university grievance committee procedure found in the Community Standards Student Handbook.

Student Reflective Statement

At the end of each course the student is expected to write a concise, but thorough, reflective self-evaluation that relates the student's learning in the course to the expected outcomes. The self-reflection should begin with an honest self-assessment and include those strategies, skill building activities, and other processes the student used to enhance his/her own learning in the class. This is graded on a "Pass-Fail" basis. A "Pass" is required to complete the course successfully.

Admission To Candidacy

Application for candidacy should be made with the approval of the academic advisor at the completion of all core nursing courses.

Comprehensive Examination - Masters

The degree requirements for the Masters of Science in Nursing stipulate that students must meet all university requirements for a master's degree and that each student must pass a comprehensive examination over the major area of study during the last semester of study prior to graduation. The examination provides a sample of the student's performance in scholarly synthesis of mastery concepts, discussion, evaluation, and writing.

Purposes of the Comprehensive Examination in Nursing are (1) to establish a level of students' theoretical knowledge of advanced nursing and subjects clearly related to nursing, (2) to assess the students' knowledge of professional issues affecting his/her functional role as a clinical specialist, (3) to evaluate the ability to integrate research skills in advance nursing practice roles, and (4) to provide a source for the demonstration of the students' reasoning abilities and competencies in communication.

Successful completion of the comprehensive examination include the following:

1. The development of a professionally constructed poster that synthesizes the major components of the student's capstone project (CNS and Administration) or case study (FNP).
2. Oral component of the poster presentation of the major elements and constructs of the project capstone including discussion with the designated faculty reviewers.
3. A written abstract of the core elements of the project/case study

Procedures

1. Capstone course faculty designate graduate students who are eligible for the comprehensive examination.
2. The Department of Nursing Chair and/or designee and the members of the capstone courses, will meet with students to discuss the Comprehensive Exam process.
3. Students will prepare their (CNS, NAD, INUR) project or case study (FNP) poster and abstract.
4. Students will present project or case study at poster presentation session (the poster should follow the poster guidelines).
5. Students will prepare an abstract as part of the capstone paper/case study.
6. Students will provide three (3) copies of the abstract to the faculty member of the capstone course one week before the poster presentation date.
7. The capstone course faculty member will distribute abstracts to assigned faculty member after receiving them.
8. The Curriculum Committee sets the date(s) and schedules the comprehensive exam. The schedule is posted in the nursing office and online early in the semester
9. Members of the Curriculum Committee manage the comprehensive examination each semester.
10. The managing team of the comprehensive examination randomly assign three (3) members of the faculty to review each poster to be presented. Each student poster has at least one faculty member of that clinical program reviewing the poster and abstract. Of the two remaining members of the team one faculty member should tenured/tenure track.
11. Guidelines for the comprehensive presentation and written summary are included in the syllabi for the final major course in the Study Plan for each major.
12. There are three major areas that questions are directed: theory, practice and research.

A. Theory:

Focus on the graduate student's position with respect to the value of theory in professional practice and other disciplines. The student discusses the deliberate application of philosophy/theory in achieving practice goals specific to the project.

B. Practice:

Clinical Specialist/Family Nurse Practitioner/Nurse Administrator

The student provides evidence of the application of an evidence-based or practical theoretical model for the clinical specialist/nurse practitioner or nurse administrator/nurse informatics specialist role. The student demonstrates analytical skills, as well as the ability to synthesize research findings in performing the applicable roles and sub-roles in the development and performance of the capstone project. The student demonstrates an understanding of health care policy and organizational changes, and cost-effectiveness within the role of the clinical specialist/nurse practitioner/nurse

administrator/nurse informatics. The student articulates the client/family advocacy and resultant social policy implications. The student is able to synthesize the case management process and or leadership processes and is able to articulate a plan for continued professional development.

C. Research

The student will articulate the research process through:

- a) Application of research findings specific to the capstone project
- b) Participation in analysis of data and evaluation of outcomes of the project.

Evaluation of Student's Performance

Faculty rate the student's performance in terms of the following criteria:

1. **Advanced Practice Role:** Evidence of achievement in grasping the roles for an advance practice nurse.
2. **Critical Thinking Skills:** Ability to organize and present material relevant to the question in a logical and well-reasoned manner, utilizing critical, logical, reflective, metacognitive, and creative thinking skills. Successful application of skills result in explanations, decisions, performances, and products that support progressive development of intellectual skills.
3. **Communication Skills:** Ability to convey effectively the relatively complex material required.

A rating scale of 1-4 is used to score each criteria; (1) unsatisfactory, (2) satisfactory, (3) good, and (4) excellent. The rating forms used to evaluate the poster/discussion and the written summary. The *Description of Rating Scores* is found in a different section of this guide.

Each faculty averages the scores and compiles an overall average score. An overall average score of 2 or better is required to pass the comprehensive examination. This evidence will be entered in the student's record along with the final statement of satisfactory (or unsatisfactory) performance on the examination.

Each faculty signs the evaluation sheet for the examination signifying student performance as satisfactory or unsatisfactory. If two or more members of the faculty believes that performance was satisfactory based on description of rating scores, the student is designated as passing the examination. If two or more faculty members deem the student's performance as unsatisfactory, the student will be advised on areas of deficiency and advised to prepare to retake the examination. The comprehensive examination may be repeated only once.

The student is notified of the results within two weeks after the poster examination session.

Remediation of Failed Comprehensive Examination

Students are allowed to retake the exam one time within one year of taking the initial examination.

1. The student will meet with the Chair to discuss the educational plan.

2. A faculty member will be assigned by the Chair to remediate the student.
3. The student will register for one hour credit to work with the faculty member
4. The student will present this revised poster at the scheduled comprehensive examination presentation date selected that semester.

SECTION V

Appendices

Appendix A

**TIMETABLE FOR SUBMITTING
DOCUMENTATION REQUIRED FOR THE NURSING PROGRAMS**

DOCUMENTATION REQUIRED	BEFORE TAKING ANY NURSING CLASS	UPON ADMISSION TO THE PROGRAM	YEARLY	OTHER
RN LICENSE	X			AT RENEWAL
BACKGROUND CHECK				PRIOR TO CLINICAL
FINGERPRINTING				UPON REQUEST
DRUG TESTING				PRIOR TO CLINICAL
CPR-BLS CERTIFICATION		X	X	AT RENEWAL
PERSONAL PROFESSIONAL LIABILITY INSURANCE*	X		X	AT RENEWAL
UNIVERSAL PRECAUTIONS EDUCATION		X	X	
HEALTH INSURANCE COVERAGE		X		WHEN EXPIRES OR CARRIER CHANGES
TB CLEARANCE			X	PRIOR TO CLINICAL
HEPATITIS B IMMUNIZATION OR REFUSAL			X	PRIOR TO CLINICAL
RUBELLA IMMUNITY			X	PRIOR TO CLINICAL
RUBEOLA (MEASLES) IMMUNITY			X	PRIOR TO CLINICAL
MUMPS IMMUNITY			X	PRIOR TO CLINICAL
VARICELLA (CHICKEN POX) IMMUNITY			X	PRIOR TO CLINICAL
TETANUS			X	BOOSTER EVERY 10 YEARS

STUDENT REFLECTIVE STATEMENT

for **SAMPLE**

Jane E. Smith
(name of student)

Master's Nursing Program

Governors State University
University Park, Illinois

____ - ____ (Dates of
Enrollment)

**CLINICAL LOG SUMMARY
SHEET**

CLINICAL LOG SUMMARY SHEET

STUDENT NAME _____ **Student Signature** _____

AGENCY _____

DATE	# HOURS DAILY	SUMMARY OF CLINICAL WORK	TOTAL HOURS TO DATE
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Preceptor Signature: _____ **Faculty Signature:** _____