



UNIVERSITY OF
SAINT JOSEPH

CONNECTICUT

Student
Handbook
For
Undergraduate
Nursing Majors

2026-2027

Please note: Every attempt has been made to ensure that the information contained in this manual is accurate at the time of publication. The University of Saint Joseph reserves the right to correct errors or change policies, procedures, and requirements as necessary.

Nursing Honor Code Pledge

I join my fellow students today to pledge my commitment to the highest ideals and academic standards of my professional nursing education at The University of Saint Joseph. I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions. Therefore, as a representative of the department of Nursing, I pledge to adhere to the highest standard of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty. I pledge to work together with my peers to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I will work to safeguard the health and welfare of patients who have placed their trust in me and will advocate for their best interest. I recognize that these responsibilities do not end with graduation but are a lifelong endeavor.

Adapted from University of Louisville Pledge

Table of Contents

About The Program	1
VISION	1
MISSION.....	1
PHILOSOPHY	1
ANA Code of Ethics for Nurses.....	2
Diversity, Health Equity, & Inclusion Statement	3
Civility Statement	3
Undergraduate Program Outcomes.....	5
American Association of Colleges of Nursing (AACN) Essentials.....	6
Accelerated Second Bachelor’s Degree (ASD) in Nursing Program	8
Pre-requisite Courses for the Accelerated Second-Degree Program in Nursing.....	8
Accelerated Second Degree (ASD) Program Plan of Study	8
Traditional Baccalaureate Program Plan of Study	9
New Traditional Baccalaureate Program Plan of Study.....	10
Student Athlete Policy	11
Mandatory Events	11
Chain of Command.....	13
Examinations	13
Testing Procedure.....	14
Final Exams.....	14
Missed Examinations.....,	15
Grading.....	15
Incomplete Grades and Extensions, and Grade Appeals.....	15
Credit Hours.....	15
Academic Grievance Policy.....	15
Notification of Needs Improvement (NNI).....	16
Dimensional Analysis Requirement	17
Academic Integrity,	17
USJ Comprehensive Final Examination	18
Student Compliance with the Health Insurance Portability and Accountability Act (HIPAA)	18
Clinical Policies	19
Uniforms.....	19
Grooming Policy	19
Personal Electronic Use Policy.....	20
Clinical Experiences and Assignments.....	20
Special Capstone Placement	22

CastleBranch Profile/CB Bridges	23
ProjectConcert.....	23
Student Illness during Clinical/Medical Leave of Absence.....	28
Blood-borne Pathogen/Needle Stick Exposure Protocol	28
CPR Certification.....	29
Technical Standards	29
Student Conduct in the Clinical Setting.....	29
Clinical Evaluation and Professional Behaviors.....	30
Clinical Make-up Requirements	31
Prelicensure Program Progression and Dismissal Policies.....	32
Student Support Services.....	34
Student Records.....	34
Student Accessibility Services	34
Center for Academic Excellence (CAE).....	34
Office of Information Technology (OIT).....	35
Office of Diversity and Inclusion.....	35
ExamSoft.....	36
Student Responsibilities Regarding ExamSoft.....	36
ATI Assessment and Remediation Policy	36
Blackboard.....	38
Nursing Learning Center.....	38
Rules of Conduct for the Nursing Learning Center	38
Sample Expenses for a Nursing Major	39
Application for Licensure	39
Department of Nursing Honors and Awards.....	39
Sigma Theta Tau Honor Society.....	40
Awards.....	40
Accreditation.....	41
Appendix A—Notification of Needs Improvement.....	42
Appendix B—Nursing Student Agreement for Clinical Experiences.....	43
Appendix C—Blood-borne Pathogen Post-Exposure Protocol.....	45
Student Injury Report.....	47
Appendix D—Technical Standards	48
Appendix E—Nursing Learning Center Agreement	51
Undergraduate Student Handbook Signature Sheet	52

UNIVERSITY OF SAINT JOSEPH BACCALAUREATE

NURSING PROGRAM

Dear Student:

We wish to welcome new students to our Baccalaureate Nursing program at the University of Saint Joseph. For returning students, welcome to a new academic year. The Baccalaureate curriculum is designed to prepare graduates for emerging nursing roles and to meet patient health needs in a rapidly changing health care environment. Since our Department of Nursing offers two entrance tracks leading to a Bachelor of Science degree, this handbook has been prepared for use as a guide to each, including the Traditional Undergraduate track and Accelerated Second Degree track. It also provides you with additional important information, such as grading, admission and progression policies, general departmental policies related to classroom and clinical requirements, and University policies related to academic integrity and student life. It contains the most current information about your program and is a valuable resource and guide throughout your nursing studies.

As you begin and progress through the Nursing Program, remember the commitment required to achieve academic success. The program is challenging and requires full-time immersion in nursing knowledge and skills development. To facilitate your success, we recommend the use of good study habits, regular class attendance, participation in study groups, completion of reading assignments, content remediation, and meeting with and discussing your progress with your faculty advisor and course faculty.

Also, as a nursing student, it is critical to be fully aware of the professional, ethical and moral responsibilities you are required to observe. The handbook will assist you in your orientation to these requirements. It is updated each academic year and may be updated more frequently as necessary. Students will be advised of any changes and responsible for following all department policies and being aware of any changes made. You will need to read through it thoroughly and then sign the final page and upload it to your clinical compliance program, CastleBranch if you entered prior to Fall 2024 and Project Concert for those students entering Fall 2024 and beyond.

Our Department of Nursing faculty and administration are also committed to your success as a student. Please communicate proactively and we will do all we can to encourage you to do your best work in the program. This handbook will serve as a critical guide to your academic progression, but we are always available to meet with you personally to assist in any way we can. Please feel free to make an appointment to meet with your advisor or program director at any time.

With best wishes for your success,

Denise Puia, PhD, RN
Chair, Department of Nursing
School of Interdisciplinary Health and Science University of Saint Joseph
dpuia@usj.edu 860-231-5249

Janet Knecht, PhD, RN
Director of Traditional Baccalaureate Program
School of Interdisciplinary Health and Science University of Saint Joseph
jknecht@usj.edu 860-231-5280

Heather Mangino, EdD, RN, CNE
Director of Accelerated Second Degree Program
School of Interdisciplinary Health and Science University of Saint Joseph
Hmangino@usj.edu 860-231-5613

About The Program

VISION

The Department of Nursing is an innovative center of nursing excellence which educates a diverse population across all levels of nursing practice. Graduates are prepared to lead the profession utilizing an evidence-based approach to reduce disparities and improve the health of persons, families, and communities.

MISSION

The mission of the Department of Nursing is to provide a rigorous professional education to a diverse population, built on a firm foundation in the liberal arts and sciences, that prepares students for leadership roles at all levels of nursing practice. The Department is committed to supporting holistic growth, fostering strong ethical values, providing an environment of equity and inclusion, promoting personal integrity, and preparing students committed to social justice.

PHILOSOPHY

The faculty of the USJ Department of Nursing believe that Nursing is a unique professional discipline with caring and competence at its core. The faculty believe that professional Nursing practice, at all levels, requires understanding of the self and adherence to strong moral and ethical values. We recognize the imperative to make sound health care judgments and the ability to take appropriate action, utilizing empiric, aesthetic, ethical, personal, and emancipatory knowing (Carper, 1978; Chinn & Kramer, 2019). We embrace a strong commitment to social justice, anti-racism, and mitigation of health disparities.

Further, the faculty believe that the art and science of nursing is operationalized through application of theoretical models, evidence-based practice, creative alternative approaches, patient advocacy, and caring interpersonal communication. The faculty offer educational programs that specifically challenge nursing students at all levels of practice to critique the status quo and act with moral courage to overcome social injustices, with the goal of attaining optimal human health and sustainable wellness for all.

The faculty consider health to be a personally perceived state of well-being that consists of a dynamic interplay among the physiological, spiritual, psychological, social, cultural, and cognitive dimensions inherent in all people, in interaction with environmental factors. Patients are viewed as diverse individuals, families, communities, or global societies experiencing transitions related to their health needs (Meleis et al., 2012); nurses form partnerships with patients to develop plans of care that encourage healing transitions to promote and sustain health.

The faculty believe in supporting admission and retention of a student population that is diverse in race, religion, ethnicity, cultural background, and gender identity and orientation. We strive to create student-centered teaching and learning environments that encourage, inspire, and challenge each student to develop all aspects of their personhood. Such personal development enables students develop their own unique, self-reflective practice to create a foundation of human understanding that is grounded in compassion.

The faculty believe that practicing professional Nursing requires an education that adheres to standards of excellence and is firmly grounded in the natural and social sciences and liberal arts. Effective teaching and learning for nursing practice are realized and enhanced through reflective practice, and culturally sensitive education in an environment of inclusivity and mutual respect for all. Faculty collaborate with multidisciplinary scholars, care professionals, and students, to build a cohesive curriculum that considers the ever-evolving and expanding volume of health-related knowledge. Faculty endeavor to integrate and apply technology, responsive practice, and meaningful clinical experiences to engage students to develop strong critical thinking, sound clinical judgment, and consistent growth in clinical skills competency. In striving for overall educational excellence, the faculty holds itself continually accountable for ongoing evaluation and improvement in all aspects of curriculum content and process.

Student nurses must always think and act professionally to maintain a culture of dignity and safety for peers, faculty, and facility staff, and patients in all venues, including classroom, conference, and clinical settings. The faculty reserves the right to dismiss any student from the nursing major who demonstrates unsafe and/or inappropriate professional judgment or behavior. This includes but is not limited to conduct that is disruptive, aggressive, confrontational, abusive, attacking or belittling, socially or medically unacceptable or unethical in on line or written messaging, in the classroom, laboratory, faculty office, and or clinical settings with peers, faculty, facility staff, and/or patients and their families. Such conduct is further identified in the ANA Code of Ethics, University of Saint Joseph Policies described in the Undergraduate Catalog, clinical agency policies, and the Joint Commission Sentinel Event Alert # 40 description.

ANA Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of the recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness and to provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities. And facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing

American Nurses Association. (2025). *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing.

Diversity, Health Equity, & Inclusion Statement

The Department of Nursing strives to foster an environment where similarities and differences are not only embraced and valued but also celebrated. We acknowledge that institutional diversity is the cornerstone for advancement of knowledge, delivering equitable care, and increasing access to care for all.

By working collaboratively with faculty, staff, students, and our community partners, the Department of Nursing at the University of Saint Joseph, strives to educate a culturally responsible and socially accountable healthcare workforce to meet the ever-evolving needs of the diverse populations we serve.

Civility Statement

By virtue of our practice and identification with professional nursing ethics and values, all faculty and students in The Department of Nursing are expected to adhere to the ethical provisions of the ANA Code of Ethics (American Nurses Association, 2025). The ten provisions, designed to ensure the highest levels of quality patient care, include specific guidelines and expectations for professional and inter-professional behavior.

To ensure the ongoing maintenance of a strong professional environment within the Department of Nursing that affirms our professional ethics and values, all students are expected to conduct themselves in a civil manner and demonstrate respect for others in all academic and clinical settings. Civility is defined as always behaving respectfully, professionally and courteously in all written and verbal communications with fellow students, faculty and staff, patients and the public on campus and in clinical settings. The following guidelines will provide further direction:

Students demonstrate **respect** for peers and faculty by following these guidelines:

- Supporting the work of their colleagues
- Accepting constructive comments from an instructor, preceptor, or clinical agency personnel
- Discussing conflicts in a constructive manner
- Refraining from public criticism of others
- Refraining from using threatening or belligerent language
- Refraining from inciting others to engage in disruptive conduct or bullying behaviors.

10 Tips for Promoting Respect and Civility (Richmond, 2015)

- 1. Focus on others' needs and consider how your words and actions will impact others before you speak or act.**

Approach each interaction with respect, regardless of whether you believe that the other person's behaviors "earn" or even elicit that respect.

- 2. Be intentional in your communications.**

Plan to listen to the other person without interruption and practice effective listening skills. Develop an awareness of the respect that you display in all areas of your communications, including what you say, how you say it, your voice tone, and the body language that you demonstrate.

- 3. Become a bridge builder and act in a manner that creates an inclusive work environment.**

Look for various ways to have diversity in work teams and committees and in individual associations. Be aware of the downsides caused by labeling and stereotyping others. Replace these behaviors with respect for individual differences.

- 4. Appreciate the value of diverse opinions in developing approaches to varying situations.**

Recognize that it does not equate to agreement if you listen, clarify what was said, and ask questions to gain an understanding of others' opinions. In situations where disagreement results, learn to "agree to disagree" respectfully.

- 5. Understand that conflicts will occur in the workplace and take responsibility for your actions, regardless of the situation.**

Take time to understand your triggers or "hot buttons." Knowing what makes you angry and frustrated will enable you to manage your reactions and respond in a more appropriate manner. Practice self-restraint and focus on your overall objectives in responding to potential conflicts. A positive and solution-driven approach will facilitate your ability to reach resolution.

- 6. Guard against acting impulsively based on negative assumptions about another's intent, as that can lead to damaged relationships.**

Take time to analyze relevant facts and to reconsider your assumptions.

- 7. Avoid tendencies to become caught up in gossip, complaining, or other forms of negativity in day-to-day interactions.**

Be mindful of the following quote by Ruth Anne Crouse, "What Peter tells me about Paul tells me more about Peter than it tells me about Paul." Recognize that your actions will influence how others perceive you.

- 8. View today's difficult situations from a broader and more realistic perspective by considering what they mean relative to the overall scheme of things.**

Ask yourself questions such as, "How will I look back on these circumstances in a week, month, or year?"

- 9. Be supportive of your organization in your communications both inside and outside of the workplace.**

Ensure that any comments that you make place the organization (including departments and individuals) in a positive yet realistic light.

- 10. Pay attention to how respectful you are in your communications and other actions on an ongoing basis.**

Rate yourself (for instance, on a scale of 1-10) periodically after interactions to measure your success and to identify opportunities for improvement.

Please note: Demonstration of uncivil behavior on the part of any student constitutes a serious breach of nursing ethics, values, and professional expectations. Therefore, any such behavior will result in a written Notification of Needs Improvement (NNI). Failure to successfully resolve the NNI will result in failure of the course within which the incivility occurred.

References

American Nurses Association (2025). *Code of Ethics for Nurses*. Retrieved from [2025 Code of Ethics for Nurses | American Nurses Enterprise](#)

Richmond, B. (2015). *10 Actions You Can Focus on to Influence Culture of Respect, Civility in your Workplace*. Retrieved from <https://legacycultures.com/10-actions-you-can-focus-on-to-influence-culture-of-respect-civility-in-your-workplace/>

Undergraduate Program Outcomes

1. Integrate the aesthetics and empirics of nursing with the natural/behavioral sciences, the humanities, and inter-professional education to provide holistic care for individuals, families, groups, communities, and populations. (Domain 1, 2, 3, 4)
2. Demonstrate knowledge and skills in leadership that promote quality improvement and patient safety. (Domain 5, 8, 9 10)
3. Implement an evidence-based and theoretically guided framework for nursing practice including the five patterns of knowing in nursing and transition theory. (Domain 1, 4)
4. Utilize data from diverse sources with knowledge and skill in informatics and patient care technology to promote safety and optimal patient outcomes. (Domain 3, 4, 5, 8)
5. Appraise and respond to the economic, legal, political, and social issues that impact health and wellness of individuals, families, groups, communities, and populations through emancipatory knowing. (Domain 1, 3, 6, 7, 9)
6. Communicate and collaborate with other members of the health care team to advocate for high quality and safe patient care. (Domain 3, 5, 6, 7)
7. Deliver culturally appropriate nursing care through health promotion and ,disease prevention to populations on a local and global level. (Domain 1, 2, 3, 7)
8. Assume responsibility and accountability for ethical professional behavior and nursing care. (Domain 1, 2, 3, 5, 7, 9, 10)
9. Demonstrate competent nursing practice in diverse settings caring for individuals, families, groups, communities and populations. (Domain 1, 2, 3, 5, 6, 8, 9)

American Association of Colleges of Nursing (AACN, 2022) Essentials

The AACN Essentials outlines required components of nursing curriculum, used to define quality nursing education. The University of Saint Joseph nursing curriculum is based on these essentials.

Domain 1: Knowledge for Nursing Practice

Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

Domain 2: Person-Centered Care

Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Domain 3: Population Health

Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes

Domain 4: Scholarship for Nursing Practice

Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

Domain 5: Quality and Safety

Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Domain 6: Interprofessional Partnerships

Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

Domain 7: Systems-Based Practice

Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

Domain 8: Information and Healthcare Technologies

Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism

Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

Domain 10: Personal, Professional, and Leadership Development

Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

Accelerated Second Bachelor's Degree (ASD) in Nursing Program

A major in nursing requires the completion of all nursing academic requirements, including a passing score on a comprehensive exam and a minimum of 61 credits. Graduates will be eligible to apply to take the National Council Licensing Examination for licensure as a Registered Nurse.

Pre-requisite Courses for the Accelerated Second-Degree Program in Nursing

Elementary Statistics	3 Credits
Essentials of Anatomy & Physiology I	4 Credits – Includes Lab
Essentials of Anatomy & Physiology II	4 Credits – Includes Lab
Microbiology	4 Credits – Includes Lab
One General Chemistry	4 Credits – Includes Lab

*Accelerated Second Degree (ASD) Program Plan of Study *(as of May 2025)* (15 months, 61 Credits)

First Summer – Session I		
NURS 201 – Foundations of Professional Nursing (ASD)	3 Credits	
NURS 226 – Pathophysiology and Pharmacology I (ASD)	3 Credits	
First Summer – Session II		
NURS 220 – Health Assessment and Clinical Skills (ASD)	4 Credits	8 Clinical Hours per week
NURS 228 – Pathophysiology and Pharmacology II (ASD)	3 Credits	
Fall		
NURS 321- Adult Health Nursing I (ASD)	6 Credits	4 Didactic Hours plus 8 Clinical Hours per week
NURS 322- Nursing Research (ASD)	3 Credits	
NURS 337 - Mental health Nursing (ASD)	4 Credits	3 Didactic Hours plus 8 Clinical Hours per week
Spring		
NURS 306 – Community: Population and Public Health Nursing (ASD)	6 Credits	4 Didactic Hours plus 8 Clinical Hours per week
NURS 326– Care of Pediatric Patients and Families (ASD)	5 Credits	4 Didactic Hours plus 8 Clinical Hours per week
NURS 328– Care of Childbearing Families (ASD)	5 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Second Summer – Session I		
NURS 451 – Adult Health Nursing II (ASD)	8 Credits	8 Didactic Hours plus 32 Clinical Hours per week
NURS 302-Leadership and Management of Issues in Professional Practice (ASD) (will run the whole summer-session I and II)	3 credits	
Second Summer – Session II		
NURS 481 – Transition to Practice (ASD)	8 Credits	8 Didactic Hours plus 32 Clinical Hours per week

Traditional Baccalaureate Program Plan of Study

(students prior to Class of 2028)

Students in the traditional program are high school graduates, transfer students, or second-degree students who have had no previous education in professional nursing. See specific requirements below. *Total credits required for graduation will depend on the general education credits chosen. A minimum of 120 credits is required.*

Additional Pre-requisite and Co-requisite Courses with Traditional Program in Nursing

*Math 110	Elementary Statistics	3 Credits
Biology 114	Introduction to Cellular Biology	4 Credits – Includes Lab
Chemistry 170	Intro to General, Organic, and Biochem I	4 Credits – Includes Lab
Chemistry 172	Intro to Gen, Organic, Biochem II	4 Credits – Includes Lab
Biology 241	Essentials of Anatomy & Physiology I	4 Credits – Includes Lab
Biology 242	Essential of Anatomy & Physiology II	4 Credits – Includes Lab
Biology 301	Microbiology	4 Credits – Includes Lab
Nutrition 380	Nutrition for Nursing Practice	3 Credits
*Psychology 238	Human Growth & Development	3 Credits
*Comp 210	Database Design and Development	3 Credits
*Nursing 403	Health Care Systems in a Global Society	3 credits

* Not a required course, but strongly recommended

Traditional Undergraduate Nursing Program Plan of Study-Anyone before Class of 2028

Fall Sophomore Year			
Nursing 200	Foundations of Professional Nursing	3 Credits	
Spring Sophomore year			
Nursing 216	Pathophysiology and Pharmacology I	3 Credits	
Nursing 219	Health Assessment and Clinical Skills	4 Credits	3 Didactic Hours plus 8 Clinical Hours per week
Fall Junior Year			
Nursing 316	Pathophysiology and Pharmacology II	3 Credits	
Nursing 318	Foundations of Clinical & Theoretical Nursing Across the Lifespan I	6 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Spring Junior Year			
Nursing 310	Nursing Research	3 Credits	
Nursing 319	Foundations of Clinical & Theoretical Nursing Across the Lifespan II	7 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Fall Senior Year			
Nursing 404	Nursing Care of Populations and Individuals in the Community I	2 Credits	
Nursing 412 Lifespan III	Clinical & Theoretical Nursing Across the	8 Credits	4 Didactic Hours plus 16 Clinical Hours per week
Nursing 424	Leadership and Management of Issues in Professional Practice	3 Credits	
Spring Senior Year			
Nursing 406	Nursing Care of Populations and Individuals in the Community II	4 Credits	2 Didactic Hours plus 8 Clinical Hours per week
Nursing 417 Problems	Management of Complex Health	8 Credits	3 Didactic Hours plus 16 Clinical Hours per week

New Traditional Baccalaureate Program Plan of Study

(students beginning with Class of 2028)

Additional Pre-requisite and Co-requisite Courses with Traditional Program in Nursing

*Math 110	Elementary Statistics	3 Credits
Biology 114	Introduction to Cellular Biology	4 Credits – Includes Lab
Chemistry 170	Intro to General, Organic, and Biochem I	4 Credits – Includes Lab
Chemistry 172	Intro to Gen, Organic, Biochem II	4 Credits – Includes Lab
Biology 241	Essentials of Anatomy & Physiology I	4 Credits – Includes Lab
Biology 242	Essential of Anatomy & Physiology II	4 Credits – Includes Lab
Biology 301	Microbiology	4 Credits – Includes Lab
*Psychology 238	Human Growth & Development	3 Credits
*Comp 210	Database Design and Development	3 Credits
*Nursing 403	Health Care Systems in a Global Society	3 credits

* Not a required course, but strongly recommended

New Traditional Baccalaureate Nursing Program Plan of Study-Beginning Class of 2028

Fall Sophomore Year			
Nursing 200	Foundations of Professional Nursing	3 Credits	
Nursing 210	Nursing Research I: Introduction to Evidence-Based Practice	2 Credits	
Spring Sophomore year			
Nursing 216	Integrated Pathophysiology and Pharmacology I	3 Credits	
Nursing 219	Health Assessment and Clinical Skills	4 Credits	3 Didactic Hours plus 8 Clinical Hours per week
Fall Junior Year			
Nursing 316	Integrated Pathophysiology and Pharmacology II	3 Credits	
Nursing 325	Care of Pediatric Patients and Families	5 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Nursing 327	Care of Childbearing Families	5 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Spring Junior Year			
Nursing 319	Adult Health Nursing I	6 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Nursing 330	Nursing Research II: Evidenced-Based Practice And Quality Improvement	2 Credits	
Nursing 336	Mental Health Nursing	4 Credits	3 Didactic Hours plus 8 Clinical Hours per week
Fall Senior Year			
Nursing 450	Adult Health Nursing II	5 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Nursing 460	Community Population Health and Public Health Nursing	6 Credits	4 Didactic Hours plus 8 Clinical Hours per week
Spring Senior Year			
Nursing 424	Leadership and Management of Issues in Professional Practice	3 Credits	
Nursing 470	Community Population Health and Public Health II	1 Credits	
Nursing 480	Transition to Practice	8 Credits	3 Didactic Hours plus 16 Clinical Hours per week

Policies for all Undergraduate Nursing Majors

Student Athlete Policy

- Student athletes must report all practice and game schedules to the UG Director and the UG Director of Clinical Experiences before the start of the semester.
- All changes to the sports schedule or additions of practices and/or games must also be reported immediately to the UG Director and UG Director of Clinical Experiences.
- All effort will be made to accommodate student athletes' schedules around class and clinical. In some instances, this may not be possible, but the student athlete and coach will be made aware before clinical starts.
- At the start of each semester, the student athlete must notify the course instructor of any class days missed due to travel/games. The student should also remind faculty of upcoming sports-related absences several days prior to class.
- It is the student's responsibility to make up any missed assignments or exams.
- If the student athlete needs to miss clinical because of a game, the student must notify the UG Director of Clinical Experiences, the course faculty, and the clinical adjunct.
- Any absences related to a game will be considered excused.
- If a student athlete either misses a clinical day or must leave clinical prior to completing six hours, the clinical day will need to be made up.
-

Mandatory Events

The Department of Nursing coordinates events throughout the academic year that are part of professional development and therefore **mandatory** for nursing students to attend. These events are:

1. **Symposium Day:** This annual day-long event (8:45am-4:00pm) is held in April. Students registered for NURS 219 are required to attend 4 hours of the event. Junior and Senior Nursing Students are required to attend all day from 8:45am-4:00pm. Accelerated Second Degree students are strongly encouraged to attend.
2. **Mercy Nursing Lecture Series:** This annual event will be held during the fall semester, typically in November. All traditional Undergraduate Nursing Students are required to attend. Accelerated Second Degree students are strongly encouraged to attend.

Note: If a student fails to attend Symposium Day or the Mercy Nursing Lecture Series, there will be a mandatory written assignment required to fulfill the professional standards of nursing.

3. **NCLEX Live or Online Review** courses: Seniors and ASD students who will graduate are required to attend. Dates will be published one semester in advance. These review sessions typically occur during the week of pinning. It is three full days of review, from 8:45 am- 4:00 pm. Students should refrain from scheduling personal events during these courses. Students who do not attend will not be eligible for ATI assistance in the event of an unsuccessful first NCLEX attempt.
4. Other events as developed.

Excused absences include:

- USJ team sporting event
- Required class offered by another department at USJ
- Registrar or ADA accommodations

Chain of Command

Students and faculty are expected to work together constructively and collaboratively. Should you encounter an issue in either your academic or clinical course, there are people who can support you. It is usually beneficial to first address the issue with the individuals involved and to follow the Civility Policy. However, should it be necessary to discuss the issue further, this is the chain of command. Please note. It is not appropriate to contact the administrators of our clinical partners to arrange clinical placements.

Party Involved	First Level Person to Discuss	2 nd Level Person to discuss
Peer	Peer	Clinical Faculty, Course Faculty
Clinical Faculty	Clinical Faculty	Course Faculty, Program Director
Course Faculty	Course Faculty	Program Director
Program Director	Program Director	Department Chair
Clinical Placement Issues	UG Director of Clinical Experiences, Course Faculty and Program Director	

Examinations

To facilitate academic integrity and student ethical behavior, the following policy is to be followed for all examinations in the department of Nursing:

- All students must arrive on time for testing.
- All belongings should be placed in front of the room.
- All smart watches (Apple, Samsung, Fitbit, etc.) must be removed and stored in the front of the room (in the phone holder) prior to starting an exam.
- Faculty will supply any scrap paper used, and it will be returned at the end of the exam.
- No electronic equipment, including cell phones.
- No calculators; The only calculators that are allowed to be used are the ones provided by the department of nursing. There is a calculator built into the exam platforms.
- No hats, caps, jackets, or overcoats will be worn.
- All exams are considered secure and are not released to students.
- No exam will be reviewed except in the presence of the faculty.
- During exam reviews, all the above apply.
- Students must notify the instructor in advance if they will be absent due to illness or emergency.
- Students who have formally documented accommodations for testing must notify the instructor before the testing date.
- Students are not permitted to speak to one another during testing.

Review of unit exams and quizzes are scheduled and conducted like exams. The following procedures will be enforced in all situations in which students are given the opportunity to review an exam.

- A. Students are not allowed to copy any materials, take notes or pictures, or record during test review.
- B. No personal belongings, including writing instruments, shall be on the desk during review.

Testing Procedure

During Tests: Students are randomized for seat positioning and desks are spaced apart (if the classroom allows for this). Students line up outside the classroom and will be let in by the instructor. Students are asked to take the following personal items out of their bag, drink/water bottle, computer, watch, phone, and a writing utensil. The rest of the belongings including laptop covers (the softcover) and all extra papers are to be stored in their bag which remains in the front of the classroom. Once the students have only those items, they will place their phone & watch into the pre-assigned numbered slots in an over-the-door phone holder. Ensure the phone is silent prior to putting in the organizer. Students proceed to the desk with that assigned number. When faculty distributes the AI sheet, the assigned number paper on the desk can be collected to be reused for the next exam.

Final Exam Policy

The purpose of the final examination period is to provide a consistent, equitable, and academically sound assessment environment for all students. To maintain fairness and uphold academic standards, the following policy applies to all courses:

1. Scheduled Final Exam Dates

Final exams will be held on the dates assigned by the University. These schedules are published well in advance to allow students sufficient time to make necessary arrangements.

2. Mandatory Attendance

Students are required to take final exams at the scheduled time.

No early or late exams will be offered unless the student qualifies for an approved accommodation under University policy.

3. Non-Qualifying Reasons for Makeup Exams

The following reasons **do not** qualify for an alternate exam date or time:

- Personal work schedules or job responsibilities
- Travel plans, vacations, or family trips
- Non-emergency personal commitments
- Convenience or preference for a different exam time

Students are expected to plan work and travel around the final exam schedule.

4. Responsibility of Students

It is the student's responsibility to:

- Review the final exam schedule at the beginning of the semester
- Arrange work, childcare, transportation, and travel accordingly
- **Notify the instructor promptly if a qualifying emergency arises**

5. Consequences for Missing a Final Exam Students who miss a final exam for a non-qualifying reason will receive a grade of zero for the exam.

Missed Examinations

Quizzes and examinations must be taken at the assigned time on the course syllabus. Make-up examinations are administered at the discretion of the course faculty and may be different in format from the original examination administered to their peers.

Grading

- Grading in the Department of Nursing follows the university policy articulated in the Student Handbook for the university and the university catalog
- Final course grades will be rounded up to the nearest whole number if the tenth decimal place is .5-.9.
- No GPA will be rounded under any circumstances.

USJ Grading Scale					
Grade	GPA	100 Point Scale			
A	4.00	100-93	C	2.00	76-73
A-	3.66	92-90	C-		72-70
B+	3.33	89-87	D+		69-67
B	3.00	86-83	D		66-63
B-	2.67	82-80	D-		62-60
C+	2.33	79-77	F		Less than 60

Incomplete Grades and Extensions, and Grade Appeals

The University policies on Incomplete Grades and Extensions, and Grade Appeals can be found on the Academic Policies and Procedures page located at:

<http://catalog.usj.edu/content.php?catoid=13&navoid=680>

Credit Hours

At the University of Saint Joseph, a credit hour is defined as the amount of class time including out of class work to meet the learning outcomes set forth. Generally, for each academic credit assigned to a course, students are expected to spend three hours per week out of class on studying and class assignments for a 15-week semester. For graduate courses, online courses and/or accelerated courses, students are expected to spend five hours per credit hour per one hour course credit. Laboratories, internships, and practicums vary by program in terms of the number of hours required, but in general it is 2-3 hours per week per credit. No student is allowed credit for a course in which s/he has not been formally registered by the Registrar, nor a course in which s/he is registered as an auditor even though the student has taken all the quizzes and examinations and completed all the required work.

Academic Grievance Policy

Students who wish to file a grievance should refer to the [Accessibility Services](#) page on the USJ website and/or MyUSJ.

Notification of Needs Improvement (NNI)

Refer to Appendix A for the Notification of Needs Improvement Form. Reasons for receiving a Notification of Needs Improvement can be academic, clinical, and behavior-related in nature. Refer to the sections in the Handbook: Student Conduct in the Clinical Setting, Confidentiality and Fiction Agreement for the Nursing Learning Center.

A faculty member may give a student a Notification of Needs Improvement at any time during the semester. The intent of the Notification of Needs Improvement is to communicate the need for and identify a plan of remediation and improvement. Due dates for completion of remediation activities will be agreed upon by the faculty and the student. Documentation of completion will be the responsibility of the student, and the method of documentation will be agreed upon by the Faculty and the Student.

Clinical adjunct faculty should complete the NNI in consultation with the Course Lead Faculty and keep the Program Director and the UG Director of Clinical Experiences informed. The faculty will ensure completion of the Notification of Needs Improvement form with plan for remediation.

Failure to successfully complete the remediation plan will result in failure of the course.

Dimensional Analysis Proficiency Requirement

Dimensional Analysis content is taught in N219 of the traditional program and N220 of the ASD Program. A dimensional analysis exam is administered at the beginning of each clinical course to ensure proficiency and demonstrate that students are adequately prepared to provide safe care to patients. Coordination of the dimensional analysis requirement is the responsibility of the faculty teaching clinical courses. Students must earn 90% or above on the dimensional analysis exams administered in the Junior (319/321, 325/326) and Senior (450/451, 480) clinical courses. In general, these exams will be administered during the first week of class and students should come to the class prepared to take the exam.

Students will not be allowed to prepare or administer medications in the clinical setting until they earn the required 90% on the test. Students will be in jeopardy of progressing in the course if they do not earn a 90% on the second attempt. Students who fail to earn 90% on the second attempt will be able to meet with the Chair of the Department to discuss the appeal process.

Academic Integrity

It is the policy of the University of Saint Joseph that all members of the community act honestly. By enrolling in or working at the University, all members implicitly agree to uphold the University's policy of Academic Integrity (AI). This means all work presented to satisfy course requirements is the result of your original scholarly efforts that improves student skills and knowledge and places value on the USJ degree. Should you cheat or plagiarize an AI report will be filed with the Academic Integrity Office and sanctions could range from a reduced grade on the assignment to an F for the course or in extreme cases suspension or expulsion.

Review the AI policy located on MyUSJ (my.usj.edu) at:

https://www.my.usj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=e8400304-1787-4a99-9bba-adbc421a840a

USJ Comprehensive Final Examination

The USJ Comprehensive Examination is a university-wide requirement for all undergraduate graduating seniors and is given to determine basic competence in their area of study. Nursing students do not meet this graduation requirement until they have successfully completed the ATI Comprehensive Predictor Exam and remediation. If the students earn benchmark on the first attempt and have remediated, they have successfully met the requirements of the USJ Comprehensive Exam. If the benchmark has not been met, a second exam with remediation will be required before graduation in order to meet the USJ Comprehensive Exam requirement. If they have still not met the benchmark a third exam will be strongly encouraged to be scheduled after graduation.

Student Compliance with the Health Insurance Portability and Accountability Act (HIPAA)

According to the regulations of HIPAA, nursing students are permitted to have access to Protected Health Information (PHI) when observing and performing direct patient/client care as part of their learning activities. As such, they must follow approved HIPAA policies on the usage of PHI. Students must comply with requirements and expectations for appropriate storage and transmission of patient information. No PHI can leave a covered entity site unless it is de-identified.

To de-identify information HIPAA requires the removal of all the following identifiers:

- Names or initials
- Geographic subdivisions smaller than a state, e.g., county, city, Indian Reservation. In certain circumstances, the first 3 digits of a zip code can be used.
- All elements of dates (except year) directly related to an individual
- All ages or dates indicating an age over 89 (they can be lumped into one category of 90 or older)
- Telephone numbers
- Fax numbers
- Social security number
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers
- Web universal resource locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic or code

Clinical Policies

Uniforms

As a student in the University of Saint Joseph Department of Nursing, the expectations regarding your behavior and dress require a high professional standard.

The required uniform for USJ nursing students consists of:

- A white scrub top with a University of Saint Joseph patch on the left sleeve.
- A name tag with students' first name, student nurse, University of Saint Joseph. This must be displayed at all times.
- Navy blue scrub pants or skirt.
- A plain white (no other color) long sleeve shirt may be worn under the white scrub top.
- White or black shoes or sneakers (no patterns or color trim). Sling-back or open-back clogs are not permitted.
- Navy blue scrub jackets are optional but must have the University of Saint Joseph patch on the left sleeve.

Uniforms must be ordered through the Scrub Warehouse website or store (2409 Main St., Rocky Hill, CT 06067, 860-571-8966)

Uniforms are to be clean and pressed and have University patches attached.

- Visible name identification with a photo ID is to be worn at all times while in any clinical setting.
- Uniforms are to be worn while in any clinical setting, including the Nursing Learning Center at the discretion of the faculty and lab Director.
- A student may be dismissed from clinical, simulation or skills lab if the above policy is not adhered to.

Grooming: Acceptable grooming consists of the following:

For the purposes of infection control:

- Hair must be worn away from the face and not touch the collar.
- The only jewelry allowed on hands and wrists are watches, a wedding band, and medical alert bracelets.
- Necklaces are not permitted.
- Fingernails must be short, and artificial nails are not permitted.
- Facial hair must always be clean shaven while in the clinical setting to ensure proper fit of N95 masks.

Additional items such as:

- Unchipped nail polish is acceptable if allowed by the clinical site in which the clinical rotation is done.
- Tongue rings, facial jewelry, and ear gauges may be worn if they are allowed by the clinical site in which the clinical rotation is done.
- Tattoos may remain visible if they are allowed by the clinical site in which the clinical rotation is done and are in accordance with the USJ Department of Nursing Civility Statement.

Students must adhere to this dress code while in clinical and in the Nursing lab unless a specific dress or standard above this code supersedes this policy. Any medical condition or religious belief that inhibits adherence to the Department of Nursing Uniform policy should be discussed with the UG Director of Clinical Experiences.

Students not adhering to the USJ Department of Nursing uniform policy may be dismissed from clinical/lab.

Equipment requirements are as follows:

- You must purchase the appropriate equipment which includes a stethoscope and blood pressure cuff. The vendor, MDF Instruments, works with USJ to make certain you have the appropriate equipment. It is an investment, and you **MUST** order from MDF to ensure that you have the proper items. Stethoscope must have a “bell” and “flat” diaphragm capabilities. The link to our customized site with special pricing and an option for the USJ logo is as follows. It must be copied and pasted into your browser:
<https://www.mdfinstruments.com/edu/saintjoseph?coupon=saintjoseph>
- Watch with a second hand.
- Other equipment may be suggested by clinical faculty for use in particular clinical areas

Personal Electronic Use Policy:

Electronic devices should not be used for personal reasons in any clinical area. Nursing students are strictly prohibited from taking or being in photographs, videos, or any form of audio-visual recording in clinical settings for personal or patient use. This includes patient rooms, treatment areas, operating rooms, emergency departments, and any other areas where patient care is provided.

Personal electronic devices (such as smartphones, tablets, smart watches, and cameras) must not be used for videography in clinical areas. These devices should be used for educational purposes only, such as accessing clinical resources or communication related to patient care, under the supervision of clinical faculty or staff. Maintaining patient privacy and confidentiality is paramount. Any breach, including unauthorized capture or sharing of images or videos, will be considered a serious violation of patient rights.

Any student who observes a breach of this policy is required to report the incident to their clinical instructor and/or the Director of the Undergraduate Program immediately. Non-compliance with this policy will result in disciplinary action, which may include removal from the clinical site and further academic consequences.

Clinical Experiences and Assignments

Clinical experiences are designed to complement and integrate classroom content. They assist the student in obtaining the necessary psychomotor and application skills to achieve basic proficiency to practice as a nurse upon graduation.

The department of Nursing has contractual relationships with agencies that state the number of clinical hours and attest to the competence of the students practicing in their facilities. The State

Board of Nurse Examiners requires that students have a minimal number of clinical hours in order to take the NCLEX. Often, important information affecting patient care is communicated to students at the start of clinical experiences. Therefore, tardiness for clinical/lab or simulation experiences jeopardizes the student's ability to provide safe nursing care. Additionally, time management is a necessary professional skill, and punctuality is expected in professional workplaces. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes, and clinical judgment. Absence from clinical/lab can jeopardize the student's ability to successfully meet the required clinical course outcomes.

Students are expected to read the Nursing Student Agreement for Clinical Experiences (Appendix B) and initial the Signature Page at the end of the handbook. Students should make note of the following regarding clinical experiences:

1. Clinical experiences may be scheduled on any day of the week, including Saturday or Sunday, between the hours of 7 am to 11 pm. Clinical experiences will be scheduled within the state and up to one hour away from USJ campus.
2. Students are not allowed to work eight hours prior to the start of a clinical shift.
3. Students are not allowed to contact the administrators of our clinical partners in order to arrange clinical placements.
4. Work schedules and family obligations will NOT be considered when clinical placements are assigned.
5. Changes to the clinical placements can only be made by the Director of Clinical Experiences after the final schedule is issued.
6. Students are required to provide their own consistent, reliable transportation to all supervised clinical experiences.
7. Attendance at all clinical placements days is required. Clinical absence places the student in jeopardy of failing the course.
8. In the event a student anticipates missing a clinical day, the student must notify the clinical instructor, clinical agency, UG Director of Clinical Experiences and course coordinator BEFORE the clinical shift begins.
9. Clinical absences must be made up per the guidelines above.
10. Students should be well-rested and nourished for clinical.

11. Students should arrive at clinical on time, professionally dressed and groomed according to the guidelines above, and be prepared for patient care with the necessary equipment.
12. Cellphone or smart-watch communication is not allowed during clinical experiences unless students are researching patient care information.
13. Failure in professional behaviors will result in failure in the clinical experience.
Failure in the clinical experience will result in dismissal from the program if this is the student's second Nursing course with an earned grade of B- or less.

Special Capstone Placement

Students must have a 50% ATI pulse score, earned a minimum course grade of B in NURS 412/451, receive a Level 3 (assisted) for all 412/451 clinical competencies, and receive a satisfactory in all professional behaviors on their mid-semester and final 412/451 clinical evaluation tool in order to qualify for a specialty capstone placement.

CastleBranch Profile/CB Bridges (For All UG Classes Prior to 2028)

CastleBranch, Criminal Background Check, Drug Screening. All students purchase a package through a vendor called CastleBranch that includes a Criminal Background Check (CBI), drug screen and document and immunization tracker. The total cost of \$127 covers the cost of the CBI (\$59.00), the drug screening (\$48.00), and the document and immunization record tracker (\$20.00). The drug screening can be done at any Quest Lab location. It is the students' responsibility to go to <https://portal.castlebranch.com/uw79> and purchase a CBI with a credit card or money order. The CBI may need to be updated throughout the program. A letter will be sent to each student accepted into the major with instructions.

All Student Nurses must have a complete background check run prior to the first day of class for NURS 219/220. The background check will be part of the CastleBranch package that the student will purchase.

The following is included in the CastleBranch background screen:

- 7-year County Criminal Search
- Current, Maiden, and Alias Names Nationwide
- Healthcare Fraud & Abuse Scan
- Nationwide Federal Criminal Record
- Nationwide Record Indicator with Sex Offender Index
- Social Security Alert
- Residency History

ProjectConcert (For All ASD and UG Class of 2028 and later)

ProjectConcert, Criminal Background Check, Drug Screening. ASD students and UG students beginning with the Class of 2028 cohort will purchase a package through a vendor called ProjectConcert that includes a Criminal Background Check (CBI), drug screen (Surescan) and document and immunization tracker. Part of the cost for this package is the CBI (\$67.71), the drug screening (\$48.91), and the document and immunization record tracker (\$60.00). There will also be additional costs for ProjectConcert TBD per cohort. Students will be sent a location for their drug screening. It is the students' responsibility to go to [ProjectConcert USJ Prod](#) and purchase a CBI with a credit card. The CBI may need to be updated throughout the program. A letter will be sent to each student accepted into the major with instructions. *After the first year, students will need to pay a \$25.00 fee for each continuous year until graduation.*

All Student Nurses must have a complete background check run prior to the first day of class for NURS 219/220. The background check will be part of the ProjectConcert package that the student will purchase.

The following is included in the ProjectConcert background screen:

- 7-year County Criminal Search
- Current, Maiden, and Alias Names Nationwide
- Healthcare Fraud & Abuse Scan
- Nationwide Federal Criminal Record

- Nationwide Record Indicator with Sex Offender Index
- Social Security Alert
- Residency History

Any student with an open felony case, closed felony case, open misdemeanor case or recorded history of healthcare fraud or abuse should be aware that this information must be shared with the agency to which the student is assigned for clinical. Also, any student listed on the Sex Offender registry will be shared with the clinical agency. The decision to accept the student into the agency for clinical is dependent on the specific agency's policy regarding criminal history. Most clinical agencies will not accept a nursing student with a criminal record.

Students should be aware that if the department of Nursing is unable to secure a clinical placement because of a past criminal record, the student will be unable to progress in the Nursing major and will be dismissed from the program.

Closed misdemeanor charges do not require reporting to the clinical agency for approval prior to placement.

Confidentiality of the information from the background check will be maintained consistent within FERPA (Family Educational Rights and Privacy Act) guidelines.

A negative drug screen is required for all undergraduate Nursing students prior to entering the clinical phase of the Nursing program. The drug screen must be completed prior to the first day of class for NURS 219/220. CastleBranch (for classes prior to 2028 and Surescan (for ASD and Class of 2028 and beyond) will create the lab requisition for an 11-panel drug screen once the package is purchased. The drug screen can be done at any Quest Lab. A secure report will then be available to the Director of Clinical Experiences.

Any student with a positive drug screen will undergo a medical review through CastleBranch or Surescan. The medical reviewer will reach out to the student to see if there is a current prescription for the drug that tested positive. If the medical reviewer is satisfied with the prescription provided, the drug screen will be reported as negative.

If the student does not have a prescription for the drug, he/she/they should be aware that this information must be shared with the clinical agency to which the student is assigned. The decision to accept the student into the agency is dependent on the specific agency's policy. Students should be aware that if the department of Nursing is unable to secure a clinical placement because of a positive drug screen without a proper prescription, the student will be unable to progress in the Nursing major and will be dismissed from the program.

Students are not permitted to be under the influence of any drug, legal or illegal, while participating in any clinical activity. If the student is suspected of being under the influence, they will be required to repeat the drug test at their cost. The student will not be able to participate in clinical until the results of the drug test are complete.

The drug screen tests for the following:

Amphetamines	Methamphetamines	MDMA Ecstasy
Barbiturates	Methadone	Cocaine
Benzodiazepines	Opiates	Phencyclidine
Cannabinoids	Oxycodone	

Confidentiality of the information from the drug screen will be maintained consistent within FERPA (Family Educational Rights and Privacy Act) guidelines.

Certain placements require CBIs to be obtained within 45 days of the beginning of the clinical experience. Students that attend such placements will have to repeat the CBI and will be given a code to order the repeat CBI package with an additional cost.

Immunization Tracker. Students will be required to complete the immunization tracker and physical exam by the seventh week of the semester during NURS 200 (or 2.5 weeks into the semester for NURS 201).

Additional Requirements from Clinical Partners. There are several clinical partners that require completion of additional packets that will be assigned to students through their CastleBranch Profile/CB Bridges account or through ProjectConcert (ASDs/Class of 2028 and later). This will have an additional fee.

Fingerprinting. There may be clinical placements that require state and federal fingerprinting to be obtained prior to the beginning of the clinical rotation. Students that attend such placements will be given a code to order the fingerprint package through CastleBranch or ProjectConcert (ASDs/Class of 2028 and later) for an additional fee.

Nursing Department Documents

Students will be required to read this Handbook in its entirety including the documents in the Appendices and complete the signature sheet at the end. The signature sheet will be signed annually and uploaded to Castle Branch.

An American Heart Association Basic Life Support (AHA/BLS) card and Health Insurance information will also need to be uploaded to Castle Branch or ProjectConcert (ASDs/Class of 2028 and later) annually.

- **Health Insurance:** Every January, upload a copy of your current health insurance card (both front and back of card) OR proof of coverage to Certified Background. **If the name on the card does NOT match the student's name, verification of coverage from **the insurance company** is required. Monthly issued insurance is NOT acceptable.

Portrait Pictures. Students will be required to upload a picture of themselves to Castle Branch or Projectconcert (ASDs/Class of 2028 and later). The requirements for the picture are as follows:

- Submit a color photo
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- You can wear your glasses
- Use a plain white or off-white background. Stand against a light-colored wall.
- Submit a high-resolution photo that is not blurry, grainy, or pixelated.
- Do not digitally change the photo
- Wear plain clothes not your USJ uniform
- No sunglasses or head coverings. If you wear a head covering for religious purposes, that is allowed.
- You cannot wear headphones or wireless hands-free devices.
- The picture must be from the shoulders up.

Occupational Safety and Health Administration Exam. Students will be required to take an Occupational Safety and Health Administration online exam provided by the Connecticut Hospital Association. The students will be required to complete a posttest and upload the certificate to CastleBranch or ProjectConcert (ASDs/Class of 2028 and later) This is a one-time requirement and will be done by the seventh week of the semester during NURS 200 (or 2.5 weeks into the semester for NURS 201).

Health Services and Immunization Requirements. Any student with a latex allergy is required to notify the faculty each semester and provide documentation from a health care professional (MD, APRN, PA) clearing the student for clinical and allowing the student to work in the Nursing Learning Center (which is NOT latex free).

All the following documentation is to be uploaded to CastleBranch Immunization Tracker at <https://portal.castlebranch.com/uw79> or ProjectConcert [ProjectConcert USJ Prod](#) (whichever is applicable) at least 3 weeks prior to starting clinical or class Students are responsible for maintaining current documents throughout each clinical semester. All nursing students in clinical courses are required to have the following completed and documented in the Health Services department at least three weeks before the beginning of each semester.

1. **Physical examination** upon admission and updated every two years unless required annually by a clinical agency.
2. **COVID -19**
 - There must be documentation of full vaccination including the required number of boosters as defined by the current university and agency policies.
3. **Hepatitis B**
 - There must be documentation of one of the following:
 - 3 vaccinations or completion of the vaccine declination form.
 - Positive antibody titer (lab report required)
4. **Influenza**
 - Submit documentation of a flu shot administered during the current flu season on a date determined by the department in compliance with agency protocols.
5. **Tetanus, Diphtheria & Pertussis (Tdap)**
 - There must be documentation of a Tdap booster within the past 10 years OR aTd booster within the past 2 years.
6. **Varicella (Chicken Pox)**
 - There must be documentation of one of the following:
 - 2 vaccinations
 - Positive antibody titer (lab report required)
7. **Measles (Rubeola)**
 - There must be documentation of one of the following:
 - 2 vaccinations
 - Positive antibody titer (lab report required) for Measles (Rubeola)
8. **Mumps**
 - There must be documentation of one of the following:
 - 2 vaccinations
 - Positive antibody titer (lab report required) for Mumps
9. **Rubella**
 - There must be documentation of one of the following:
 - 2 vaccinations
 - Positive antibody titer (lab report required) for Rubella
10. **TB Skin Test**
 - There must be documentation of one of the following:
 - 2 step TB Skin test (1-3 weeks apart)
 - Past 2 Step TB Skin test PLUS all subsequent annuals
 - QuantiFERON Gold Blood Test (lab report required)

- If positive results, provide a clear Chest X-Ray (lab report required) AND the annual Tuberculosis Risk/Symptom Inventory form
- Annual TB testing is required either through a PPD, QuantiFERON Gold blood test or completion of an annual Tuberculosis Risk/Symptom Inventory.

Student Illness during Clinical/Medical Leave of Absence

If a nursing student is ill or infectious, the student must notify the clinical faculty, the clinical agency, and the UG Director of Clinical Experiences prior to the expected absence at the clinical site. In the event the student arrives at the clinical site ill or infectious, the clinical faculty will determine whether the student should be excused from clinical activities and sent home.

Students who become ill or physically injured (excluding exposure to bodily fluids) during clinical activities are responsible for obtaining their own medical care. In an emergency, care will be provided by the clinical agency, and any cost of emergency care will be the student's responsibility.

Any student with an existing health problem that has the potential of affecting the student's ability to perform his/her student activities or which may compromise his/her health and safety, or the health and safety of patients, should discuss the health problem with the Student Accessibility Coordinator prior to the first day of clinical. Please visit the Student Accessibility Services page on MyUSJ for information about initiating services.

Students with more serious health issues may require a medical leave of absence. Please discuss this with the UG Director of Clinical Experiences and the Program Director. Proper forms need to be completed along with documentation from health care provider.

Blood-borne Pathogen/Needle Stick Exposure Protocol

Upon the occurrence of a needle stick at a clinical site, the student and faculty will follow the protocol outlined in Appendix C: clean the site, report to the Emergency Room and use the insurance information provided in the protocol. A University of Saint Joseph Injury Report should be completed and submitted to Student Health Services.

CPR Certification

CPR training/certification in BLS for Providers is required of all nursing students prior to participation at Clinical sites.

- CPR certification must remain current throughout the entire nursing program.
- There must be documentation of training from an **American Heart Association Healthcare Provider course**. **No other courses will be accepted and failure to complete this requirement will prevent a student from clinical participation.**
- Certificate MUST be good for two years. Copy must be front and back of the card & card must be signed.

Technical Standards

Technical standards are all the nonacademic functional abilities essential for the delivery of safe, effective nursing care. The ability to meet the technical standards is a required component of satisfactory progression through the nursing program and is necessary to meet the clinical competencies established in specific courses. Please read the Technical Standards (Appendix D) and initial the Signature Sheet at the end of the handbook.

Student Conduct in the Clinical Setting

Every student is fully responsible for his/her conduct in the clinical setting. Students are expected to always exhibit personal and academic integrity and safe clinical behaviors. There is zero tolerance for conduct violations. A student who demonstrates inappropriate conduct will be required to leave the clinical setting. Students will be subject to disciplinary action, including but not limited to probation, course failure, suspension, or dismissal.

Patient safety is of primary importance. Students should seek guidance from the clinical instructor and primary nurse to maintain patient safety. Errors (commission or omission) in the clinical area must be reported and discussed with the clinical instructor and primary nurse immediately. Students should also be aware that the Course Coordinator and the Program Director will be notified.

Inappropriate and unsafe clinical performance are defined as deficiencies in knowledge, skills and/or attitude that violates the procedures or policies of the department of Nursing of the assigned agency.

Examples of unacceptable behaviors may include but are not limited to:

- Falsifying attendance records (signing in for another)
- Profanity, vulgarity, disrespect, or rudeness to patients, visitors, faculty, students, or staff.
- Destruction of equipment or property.
- Patient abandonment
- Negligence
- Unsafe practice
- Incompetence and/or lack of knowledge or previously learned skills.
- Breaches in confidentiality as defined by HIPPA
- Concealing one's error or those of another.
- Falsification of data in patient records.
- Omission of relevant data from patient records.
- Verbal or physical abuse of a patient, visitor, faculty, staff, or peer.
- Violation of the Drug and Alcohol Policy
- Violation of scope of practice

It is the responsibility of all students to report any violations.

Clinical Evaluation and Professional Behaviors

UG Students Prior to the Class of 2028

Students are evaluated in clinical according to the competencies outlined for each clinical course in the Clinical Evaluation Tool, including professional behaviors.

Students must attain the required minimum level for each competency as specified by course AND a "pass" on each one of the clinical professional behaviors to PASS clinical.

417/419: Minimum level of 4 for all competencies

412/414-Minimum level of 3 for all competencies

406- Minimum level of 4 for all competencies

319/321-Minimum level of 3 or higher for all competencies

318/323- Minimum level of 3 or higher for majority of competencies

306- Minimum level of 3 or higher for majority of competencies

219/220-Minimum level of 2-3 for all competencies

Clinical Evaluation and Professional Behaviors

for ASD Program beginning May 2025 and UG beginning with Class of 2028

Students are evaluated in clinical according to the competencies outlined for each clinical course in the Clinical Evaluation Tool, including professional behaviors.

Students must attain the required minimum level for each competency as specified by course AND a "pass" on each one of the clinical professional behaviors to PASS clinical.

480/481: Minimum level of 4 for all competencies

450/451: Minimum level of 3 for all competencies

460: Minimum level of 4 for all competencies

325/326:Minimum level of 3 or high for majority of competencies

327/328:Minimum level of 3 or higher for majority of competencies

336/337:Minimum level of 3 or higher for majority of competencies

319/321:Minimum level of 3 or higher for all competencies

306:Minimum level of 3 or higher for majority of competencies

219/220:Minimum level of 2-3 for all competencies

Professional behaviors are intended to demonstrate that the student “accepts responsibility for professional practice” and include the following:

1. Adequately prepares in advance to provide knowledgeable care to patients.
2. Seeks new learning experiences.
3. Requests guidance as necessary.
4. Demonstrates growth with feedback.
5. Reports changes in a patient’s status in a timely manner.
6. Completes activities in a timely manner.
7. Organizes and prioritizes patient care in a safe manner.
8. Maintains confidentiality.
9. Reports absences to the clinical site.
10. Is punctual for on campus and clinical activities.
11. Completes written assignments on time.
12. Demonstrates respect for staff and colleagues.
13. Dresses and grooms in a manner that demands professional respect.
14. Accepts responsibility for own actions.
15. Identifies and evaluates strengths and areas for improvement.

Please note. Professional behavior is expected in the academic setting in addition to the clinical setting.

If at mid-term a student receives a Needs Improvement in professional behaviors an NNI form will be completed. At all other times during the semester, the policy outlined on the NNI will apply.

Clinical Make-up Requirements

All missed clinical time must be made up according to the guidelines below:

1. The first missed clinical day will be made-up during the scheduled makeup week or through a clinical experience arranged by the clinical faculty which may be on a different day and at a different location.
2. Students must complete a minimum of 6 hours of the clinical day. If less than 6 hours are completed, the student will be required to do a make-up clinical.
3. Any additional make-up days after the first one will be scheduled by the UG Director of Clinical Experience. The makeup day may be at a different location and on a different day than the assigned clinical day.
4. Three or more missed clinical days will prompt a review by a committee including the Program Director, Chair of the Department of Nursing, Academic advisor, Clinical faculty, the UG Director of Clinical Experiences and/or the Course Lead Faculty.
5. Any student requiring extended medical leave at any point during a clinical course that requires clinical absence must seek accommodations from the Accessibilities Services Office.
6. Any student who requires clinical make up following completion of the course will receive an incomplete in the course with the missed clinical time and may incur an additional fee to pay clinical faculty to complete these clinical hours.

Prelicensure Program Progression and Dismissal Policies Criteria for Progression in the Nursing Major

Students are allowed to progress in the Nursing Program under the following criteria:

Science courses:

All grades in required science courses must be a B- or higher with the following exceptions:

- Students may earn one C+ in a science course and progress without repeating the course.

OR

- Students may earn one grade below a C+ in a science course and will be eligible to repeat the course.
- Only one grade below a B- in a science course will be allowed. A second grade in a science course below a B- will result in dismissal from the nursing program.

Nursing Courses:

All grades in required nursing courses must be a B- or higher with the following exceptions:

- Students may earn one C+ in a nursing course and progress without repeating the course.

OR

- Students may earn one grade below a C+ in a nursing course and will be eligible to repeat the course.
- Only one grade below a B- in a nursing course will be allowed. A second grade in a nursing course below a B- will result in dismissal from the nursing program.

All Students:

- A student is allowed to withdraw only from one nursing course and one science course for academic reasons only. Withdrawals for non-academic reasons will be considered on a case-by-case basis.
- Pre-requisite science courses that are transferred to USJ are subject to the same grade, repeat, and withdrawal policies as outlined above.

In addition to the above guidelines, students will be **dismissed** from the program under the following additional circumstances:

- Failure to successfully remediate a Notification of Needs Improvement within the semester it is received.
- Failure to pass the clinical experience will result in failure of the course, despite the grade earned for the classroom content.
- Failure to pass a clinical experience will also result in dismissal from the program if this is the student's second nursing course with an earned grade of C+ or less.

A student has the right to appeal a progression/dismissal decision. If a student wishes to make an appeal, he/she must write a statement supporting the reasons for being granted an appeal of progression and submit this, along with any other supporting documentation to the

Department Chair, Dr. Puia dpuia@usj.edu, no later than five days after the notification of the

progression/dismissal decision. During the appeal process the student is permitted to attend class; however, the student is not permitted to attend clinical until the decision is made following the appeal process.

Any student who withdraws from a Nursing course must meet with his/her faculty advisor before withdrawal.

Once dismissed from the nursing major, a student cannot apply for and will not be admitted or reinstated into any USJ pre-licensure nursing program.

Student Support Services

Student Records

It is important for the department of Nursing and the university to monitor student outcomes throughout the program. This is one aspect of program evaluation. Nursing faculty will be reviewing student data available to the Nursing department and analyzing trends that can inform program improvements. The information will be used internally by the department and university in summary form. Students will not be identified individually outside of the university. Anonymous descriptive information may also be shared with organizations that evaluate the program such as the Connecticut State Board of Examiners for Nursing, or the accrediting body of the Commission on Collegiate Nursing Education (CCNE).

Student Accessibility Services

The University of Saint Joseph is committed to providing equal educational opportunities for students with disabilities. At USJ, the Office of Accessibility Services ensures a university experience that gives individuals with disabilities the same access to programs, opportunities, and activities as all other students. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, USJ provides reasonable accommodations to eligible students. The services offered by the Office of Accessibility Services at USJ are designed to meet the unique educational needs of all students with documented permanent and temporary disabilities. If you have a disability which may impact your academic achievement in this course and you require accommodations, you must provide the appropriate documentation to the Office of Accessibility Services. Please note that academic accommodations cannot be provided prior to your professor's receipt of an Accommodation Letter and are not retroactive. Please visit the Accessibility Services page on the USJ Website for information about registering for services. You can also contact the office directly at Accessibility@usj.edu.

Center for Academic Excellence (CAE)

The Center for Academic Excellence (CAE) provides tutoring to assist students with academic skills and all forms of communication. Academic skill tutoring supports students as they refine their abilities in areas like time management, critical reading, note-taking, and studying. Writing tutors help with graduate-level papers, discussion board posts, emails, and presentations. The CAE is located on the 2nd floor of the library. Email the CAE at caeappt@usj.edu or call 860-231-5514 for more information or to make an appointment.

Office of Information Technology (OIT)

Assistance with technology issues can be addressed by calling 860-231-5310 or by placing a work ticket at myIT: <https://usj.teamdynamix.com/TDClient/1899/Portal/Home/>

Office of Diversity and Inclusion

Notice of Rights Under Title IX: (adopted 2025-2026 AY)

Pregnancy and Parenting:

Pursuant to the United States Department of Education, University of Saint Joseph provides protections and accommodations for students who are pregnant or parenting. Pregnant and parenting students are entitled to reasonable accommodations related to pregnancy, childbirth, post-birth recovery, medical recovery from pregnancy-related conditions (including those not resulting in a live birth), adoption, and the medical needs of a child during the first year following birth or adoption.

Lactation Rooms are located on the first floor of McDonough Hall and the second floor of Lourdes Hall. Both spaces are equipped with a chair, refrigerator, and sink. Please contact Facilities or the Office of Accessibility Services if these items are missing or require maintenance. If a room is locked, please contact Public Safety for access.

For additional information, please contact the Office of Accessibility Services at Accessibility@usj.edu.

Sex Discrimination, Harassment, and Sexual Misconduct (Title IX)

At the University of Saint Joseph, we are committed to fostering a safe, respectful, and inclusive environment where all members of our community are free from sex- or gender-based discrimination and sexual misconduct. Under Title IX, prohibited conduct includes, but is not limited to sexual harassment, sexual assault, dating and domestic violence, sex-based discrimination, and retaliation. Our Title IX policy applies to conduct occurring on campus, on USJ-controlled property, at USJ-sponsored events, and, in some cases, off-campus or online conduct. The faculty and staff are *Mandated Reporters* and are required by University policy and federal law to report any disclosures or concerns to the USJ Title IX Coordinator.

For more information, please visit the Title IX page on MyUSJ here:

https://www.my.usj.edu/ICS/Sexual_Misconduct/ or contact any of the Title IX team members below.

To report an incident:

1. **Submit a Tell Somebody Report:** [Tell Somebody Report Form](#)
2. **Email** titleIX@usj.edu
3. **Contact the Title IX Team:**
 - o **Christopher McKee**, Title IX Coordinator (Student Affairs)
860.231.5396 | cmckee@usj.edu
 - o **Sheri Lee**, Title IX Deputy (Human Resources)
860.231.5390 | slee@usj.edu
4. **USJ Public Safety (Available 24/7):** 860.231.5222

ExamSoft

The Department of Nursing has contracted with a company called ExamSoft to administer tests and exams, using a computerized testing process. Examplify from ExamSoft provides a secure, offline testing program. There are multiple benefits to computer-based testing, including preparation for NCLEX licensing exam, reduction in academic integrity issues related to testing, mapping of test questions to the curriculum and program outcomes improving the overall academic rigor of our tests and exams. A \$55.00 per student per calendar year fee will be attached to certain courses for students to be enrolled with this product.

Student Responsibilities Regarding ExamSoft

Your faculty will let you know if they will be using ExamSoft in their course. If your course will be using ExamSoft, you will be enrolled in ExamSoft by the program administrator and will receive a username and password from ExamSoft via email to create your account. When you receive your ExamSoft username and password, please visit the University of Saint Joseph Website (at ExamSoft) <https://ei.examsoft.com/GKWeb/login/usjnursing> and log into your account. You can then change your password if you like. A practice test may be administered to check the systems and give you a chance to see what it will be like prior to the real test. When taking a test, you will be unable to navigate to another website until the test is completed and submitted. For additional information about registering and using ExamSoft, please visit {Custom.support.examsoft.com} or call Examsoft at +1 954.429.8889.

Student responsibilities are:

1. Download the Examplify platform. You can find the system requirements and download at: [_ https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements.](https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements)
2. Go to <https://ei.examsoft.com/GKWeb/login/usjnursing> and log in under 'Exam Takers' using:
 - a. StudentID: {Custom.StudentID}
 - b. Password: {Custom.Passwd}
3. Explore the various links and **complete the tutorial prior to the start of classes.**
4. Download the Exam prior to the exam date and address any technical issues by calling the Office of Information Technology (OIT) at 860-231-5316, or emailing helpdesk@usj.edu.
5. Bring a fully charged laptop computer on exam day. Loaner laptops are available from OIT.
6. Technical issues that occur during the exam will need to be addressed by OIT.

ATI Assessment and Remediation Policy

Assessment Technologies Institute (ATI) is an assessment driven comprehensive review program designed to enhance student NCLEX® success.

The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, along with the nursing program content, will help students prepare effectively, increasing their confidence and familiarity with nursing content.

- **Review Modules:**

ATI provides Review Modules in print and eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work. Review Modules may be assigned by the instructor either during a given course and/or as part of active learning/remediation following assessments. ATI resources assigned in any nursing course are intended to support student learning.

- **Tutorials:**

ATI offers Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** helps nursing students to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the **Learning System** tests to help students gain an understanding of the content.

- **Assessments:**

Standardized assessments will help the student identify what content they are strong in, as well as areas that require more active learning and remediation. Practice assessments as well as standardized proctored assessments are scheduled during nursing courses.

- **Remediation:**

Remediation of incorrect answers is required following practice and proctored assessments and is an important learning activity. Guidelines for grading remediation will be presented in your syllabus.

- **Custom Builders:**

ATI Custom Builder Assessments are standardized, faculty-designed exams created within the ATI testing platform to evaluate student learning in alignment with specific course objectives and program outcomes. Students are required to complete these assessments throughout the program. Each Custom Builder Assessment must be completed independently, without collaboration. The score from the first attempt on each ATI Customer Builder will represent the official grade recorded in Blackboard. Subsequent attempts will not affect the grade. Following completion of the assessment, students are required to complete remediation as described in each course.

Accessing ATI. Students are added as users of ATI during N200/201 by the Department of Nursing and assigned a product code to enter the ATI platform. It is highly recommended that all students spend time navigating through ATI orientation resources which can be accessed from your student home page at www.atitesting.com.

Blackboard

The Department of Nursing utilizes Blackboard as a platform for online and regular courses. Students should access Blackboard once each day to check for announcements or course updates. All grades will be posted on Blackboard for student review. Course documents and assignments may be posted at the faculty member's discretion. Blackboard Resource helpline at 1-844-435-2163 or by live chat 24 hours/day, 7 days/week, 365 days/year. The web address is www.Bb.usj.edu and click on the technical support tab.

Nursing Learning Center

The Nursing Learning Center provides an environment where nursing students study and practice clinical skills. The following are services provided through the lab:

- Individual and group tutoring (by appointment only)
- Skill practice and simulations (by appointment)
- Study space for group work
- Practice with low and high-fidelity simulators (faculty or the lab director must be present for some of these practices)
- Access to video library and other references covering a wide variety of topics

Rules of Conduct for the Nursing Learning Center

1. The Simulation lab is NOT a latex free environment. Please notify the Director of the Nursing Learning Center if you have a latex allergy.
2. No lab participant shall infringe upon the privacy, rights, privileges, health, or safety of other participants. The Nursing Learning Center Agreement on Professionalism and Academic Integrity in Simulation Experiences (Appendix D) must be read and initialed on the Signature Sheet of the Student Handbook (last page).
3. Adherence to the University of Saint Joseph dress code is expected. You must be in uniform or wearing a lab coat to participate in any Simulation activity in the lab.
4. All electronics including cell phones, PDA's, cameras, camera phones, and videorecorders should be turned off in the Nursing Learning Center.
5. Equipment should be disposed of in the appropriate container, i.e. sharps containers, biohazard trash containers, and laundry bins.
6. The lab should be left in the manner in which it was found. Please make all beds, change exam table paper, and return equipment to the appropriate storage area before leaving the lab.
7. In accordance with the Center for Disease Control (CDC), all sharps are to be handled safely and disposed of properly. In the event of a "clean" needle stick, the lab Director should be notified immediately so first aid can be provided and a minor injury report completed. In the event of a major injury, Public Safety will be notified.
8. Exceptions to the above rules are at the discretion of the Director or Course Faculty only. Failure to adhere to the rules may result in removal from the lab activity.

Sample Expenses for a Nursing Major

The expenses described below are meant to be a guide and are subject to change each year. The fees listed reflect approximations only.

- Background checks, immunizations, drug screening, fingerprinting, and other health care costs
- Ongoing computer access and internet service.
- Laptops/tablets are strongly recommended.
- Lab fees include the cost of ATI, supplies used in lab, as well as the cost of ExamSoft. These charges have been added to certain courses to spread them out over the curriculum.
- Expenses associated with clinical courses: purchase of uniforms, name badge, stethoscope, sphygmomanometer, scissors, pen light and ATI simulation for clinical make-up when required.
- Initial CPR certification and/or renewals
- Mileage or parking fees at clinical agencies
- Additional background checks as required by clinical agencies
- **Students who need to make up more than one clinical day will incur additional fees to compensate the faculty for additional time at the agency with the student.**
- Senior year additional expenses: Nursing pins--nursing pins vary in price depending upon the size, design, and metal of the pin (range is \$29.00 -\$400+) and registration for the Connecticut State Board examination is \$200.00.

*Additional fees for professional conferences can be expected, as well.

Application for Licensure

All senior students will receive orientation and instruction about applying for the NCLEX examination in their capstone course.

Department of Nursing Honors and Awards

Sigma Theta Tau Honor Society

The purposes of Sigma Theta Tau are to recognize superior achievement of scholarship, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the profession. Undergraduates are required to achieve a 3.0 GPA and rank in the upper 35th percentile of their class and be in good standing of the nursing program. They are also expected to meet the expectations of academic integrity. Students are required to have completed one fourth of the program of study to be considered for membership. This program's completion criterion refers to the total number of semester hours and is not limited to nursing courses only.

Students are considered and invited to Sigma during their senior year of the nursing program.

Sigma Theta Tau's philosophy of membership is based upon the purposes of the society. Membership is a reward for achievement of the criteria for Sigma Theta Tau. Awarding membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarships, leadership, creativity and commitment to nursing.

Awards

Peer Leadership Award - This award is given to a graduating senior who is elected by peers. The recipient demonstrates:

- Willingness to mentor, support and foster the growth of peers rather than compete with them;
- Ability to collaborate with peers and faculty to further the interests of the nursing program;
- Respect for all individuals regardless of race, religion, ethnicity, values and/or beliefs;
- Commitment to own personal and professional growth and integrity.

Nightingale Award - This is an award given by the faculty in honor of Dr. Charlotte Coe, a former faculty member and Chairperson of the Department of Nursing.

- 3.0 GPA or greater at the end of the fall semester senior year.
- Demonstration of clinical excellence.
- Evidence of university, community, and professional activity.

Professional Practice Award - This award is given by faculty to a graduating senior who has excelled in clinical practice and who has distinguished himself or herself through caring behaviors integrating the theoretical underpinnings of the University of Saint Joseph model for holistic care, patient and family centered practice and appreciation for the uniqueness of the individual in his/her practice.

Accreditation

The University of Saint Joseph is accredited by the New England Commission of Higher Education (NECHE). Complaints regarding the University may be sent to:

The New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880
781-425-7785
info@neche.org

CT Office of Higher Education

61 Woodland Street
Hartford, CT 06105-2326
800.842.0229 www.ctohe.org/studentcomplaints.shtml

The University of Saint Joseph Baccalaureate Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE,) The National League for Nursing and is approved by the Connecticut Board of Examiners for Nursing. Complaints regarding the program may be sent to the CT Board of Examiners for Nursing (BOEN) or the Collegiate Commission on Nursing Education (CCNE). Contact information for the nursing accreditation bodies are as follows:

Commission on Collegiate Nursing Education
655 K. Street, NW, Suite 750
Washington, DC 20001
202.887.6791 www.aacnnursing.org/CCNE

National Council of State Boards of Nursing
111 East Wacker Drive, Suite 2900
Chicago, IL 60601-4277
312.525.3600 www.ncsbn.org

CT Department of Public Health
410 Capitol Ave.
Hartford, CT 06134
860.509.8000 www.portal.ct.gov/dph

PLEASE NOTE:

Students are advised that the information contained in this handbook is subject to change at any time at the discretion of the University Administration and faculty. Professional standards and state and/or federal regulations may mandate changes in this document.



Appendix A—Notification of Needs Improvement

Directions: Refer to the Notification of Needs Improvement Section in the Student Handbook. This form should be completed in consultation with the student and the Course Lead Faculty. A copy should be placed in the student file and sent to: Student, Program Director, and Advisor. Faculty should also keep a copy.

Date: _____

Student: _____ Student ID#: _____

Faculty: _____ Course _____ Date(s) _____

if Applicable: _____

Areas of Improvement Needed – Use other side as needed.

- | | |
|---|--|
| ☐ Notification of Absence/Lateness | ☐ Clinical preparedness |
| ☐ Professional conduct in the clinical setting | ☐ Safe practice |
| ☐ Meeting written requirements | ☐ Clinical skills |
| ☐ Communication with faculty, staff, administrators and/or peers | ☐ Classroom behavior |
| ☐ Integration of theoretical and clinical knowledge | ☐ Other: _____ |

Brief Description of the situation that needs improvement:

Remediation activities and due dates as appropriate:

Student comments:

Referred to (please check):

Student Counseling _____ Learning Lab _____ Tutoring _____ Other _____

Student signature:

I have received the Notification of Warning: _____ Date: _____

I agree with the Remediation Plan: _____ Date: _____

Faculty signature: _____ Date: _____

Successful Resolution: Attach any relevant documentation.

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

Appendix B—Nursing Student Agreement for Clinical Experiences

1. HIPAA: I understand that information I may obtain during any Nursing Supervised Clinical Experience(s) may be confidential information and is protected by the HIPAA Privacy Rule (42 C.F.R. Parts 160 and 164) (the “Privacy Rule”) of the Health Insurance Portability and Accountability Act of 1996, as amended (“HIPAA”) and other state and federal laws and regulations.
 - a. I agree that I will not disclose to any unauthorized parties any information received and/or generated through the course of the Nursing Supervised Clinical Experience. I agree to comply with HIPAA and all other state or federal laws and regulations.
 - b. I understand that unauthorized use or disclosure of protected information may subject me to criminal and/or civil penalties, fines and/or imprisonment. I also understand that I must reimburse the institution for any damages caused by any disclosure by me of any protected information
2. Blood-borne Pathogens: I agree to comply with the Occupational Safety and Health Administration of the United States Department of Labor (“OSHA”) regulations related to Occupational Exposure to Bloodborne Pathogens and all other applicable OSHA rules and regulations.
3. Clinical Partners: I agree to follow all policies, procedures, rules and regulations of our Clinical Partners.
4. Contact with Clients: I agree to comply with the Centers for Disease Control and prevention of the United States Department of Health and Human Services (“CDC”) guidelines related to contact with clients and/or patients during clinical experiences.
5. Physical Health: I agree to provide evidence of passing a physical examination and that I know of no health issues that would place any clients and/or patients at risk. I agree to comply with the immunization requirements of our Clinical Partners and the University of Saint Joseph.
6. Cost of Personal Medical Care: I agree that I am solely responsible for the cost of any medical care rendered to me.
7. Health Insurance Coverage: I agree to comply with the USJ Department of Nursing health insurance coverage requirements and to provide evidence of health insurance coverage.
8. Transportation to Clinical Experiences: I agree that I am solely responsible for the cost of transportation to or from clinical experiences.
9. Identification during Clinical Experiences: I agree to wear University identification and a name tag at all times while participating in the Nursing Supervised Clinical Experience at the Institution.
10. Loss or Damage to Personal Property: I acknowledge that the University of Saint Joseph will not be responsible for loss or damage to my personal property while on the Institution’s premises during the Nursing Supervised Clinical Experience.

Indemnity: I agree to indemnify, defend and hold harmless the Institution and the University, their respective agents, faculty, staff, Students and employees from any and all claims, damages, liabilities, costs and expenses including without limitation, reasonable attorney's fees, arising out of, or caused by my negligent acts or omissions while on the Institution's premises during the Nursing Supervised Clinical Experience.



UNIVERSITY OF SAINT JOSEPH

STUDENT HEALTH SERVICES

The Beekley Center for Student Health and Wellness

860.231.5530 / 8:30a – 4:30p M – F

fax 860.231.6794 /

healthservices@usj.edu

Appendix C ACCIDENTAL INJURY AND BLOOD-BORNE PATHOGEN POST-EXPOSURE PROTOCOL

1. TREAT THE EXPOSURE SITE

- wash exposed skin with soap and water
- flush exposed mucous membranes with water
- flush exposed eyes with water or saline

2. NOTIFY YOUR CLINICAL INSTRUCTOR

- and follow institutional and program-specific procedures

3. SEEK CARE AS SOON AS REASONABLY POSSIBLE

- at the emergency department of your assigned facility or nearby hospital or
- at Physician One Urgent Care

4. PRESENT THE UNIVERSITY-PROVIDED INSURANCE AT TIME OF CARE ALONG WITH YOUR PERSONAL MEDICAL INSURANCE INFORMATION

- your personal medical insurance policy is the primary policy
- the Wellfleet insurance policy (below) is the secondary policy

Carrier: WELLFLEET SPECIAL RISK PO
BOX 15369
SPRINGFIELD, MA 01115-5369
Fax: 413.733.4612

Policy: **M0000700775**

Group: SR511364PA

Inquiries: specialriskCS@wellfleetinsurance.com
877.657.5039

5. COMPLETE AN INJURY REPORT

- forward to healthservices@usj.edu with notification of your injury or exposure

6. MEDICAL FOLLOW-UP WILL BE DETERMINED BY THE TREATING PROVIDER

- Student Health Services is not involved in your initial and subsequent care
- you are responsible for complying with the recommended follow-up, if any

7. SUBMIT ALL BILLS AND EOB (estimation of benefits) STATEMENTS

- forward to healthservices@usj.edu with notification of your injury or exposure

FOR ADDITIONAL ASSISTANCE

<i>M – F, 8:30a – 4:30p</i>	<i>860.231.5530</i>	<i>STUDENT HEALTH SERVICES</i>
<i>AFTER HOURS</i>	<i>860.231.5222</i>	<i>PUBLIC SAFETY</i>



UNIVERSITY OF SAINT JOSEPH

STUDENT HEALTH SERVICES
The Beckley Center for Student Health and Wellness

STUDENT ACCIDENTAL INJURY REPORT

STUDENT NAME	DOB	USJ ID
REPORT DATE	DATE OF INCIDENT	
PERMANENT ADDRESS		
CELL PHONE		
LOCATION OF INCIDENT () ON CAMPUS () OFF CAMPUS		
IF ON CAMPUS, SPECIFY EXACT LOCATION:		
IF OFF CAMPUS, SPECIFY CLINICAL SITE & UNIT:		
DESCRIBE INITIAL CARE / LOCATION RECEIVED:		
WAS ACCIDENT INSURANCE PRESENTED AT TIME OF CARE? () YES () NO () N/A		
WAS SOURCE PATIENT'S BLOOD DRAWN? () YES () NO () N/A		
WAS STUDENT'S BLOOD DRAWN? () YES () NO () N/A		
PROPHYLAXIS MEDICATION PRESCRIBED? () YES () NO () N/A		
SPECIFIC PART OF BODY AFFECTED:		
DESCRIBE HOW INCIDENT OCCURRED:		
FOR OFFICE USE ONLY		
() POLICYHOLDER REPORT SUBMITTED / DATE:		
() CONFIRMATION OF REPORT RECEIVED /DATE:		
NOTES / COMMENTS:		

Appendix D—Technical Standards

Undergraduate Nursing Technical Standards

The University of Saint Joseph (USJ) is committed to attracting, welcoming, and educating students as they prepare for a career in the health care workforce that reflects the national population.

The following requirements apply to all students. Students with accommodations may achieve these requirements with or without assistance.

In alignment with the *AACN Essentials: Core Competencies for Professional Nursing Education*, the Undergraduate Nursing Technical Standards are intentionally designed to support and advance the stated goals of the nursing program. Therefore, the faculty has determined that the following Undergraduate Nursing Technical Standards describe the minimum expectations students must satisfy to enroll in, progress through, and graduate from USJ's undergraduate nursing program.

A student may participate in USJ's undergraduate nursing program if they are able to meet the Undergraduate Nursing Technical Standards with or without reasonable accommodations. In addition to classroom learning, clinical learning occurs throughout the program and involves collaborating with clinical partners that may have different requirements and standards. Completing the program's clinical component is essential to graduation from the program. (American Association of Colleges of Nursing [AACN], 2021)

Students who wish to request accommodations for disabilities should contact the Office of Accessibility Services (OAS). Any applicant or student who seeks accommodations must request an assessment of the types of reasonable accommodations needed for both the classroom learning and clinical components of the program. OAS will determine a student's eligibility for accommodations and, if eligible, reasonable accommodations. OAS may be reached by phone at (860) 231-5730 or by email at accessibility@usj.edu.

Table 1. Alignment of the Department of Nursing Undergraduate Program Outcomes with Undergraduate Nursing Technical Standards

Related Undergraduate Program Outcome(s)	Requirements	Standards	Examples include but are not limited to
1.Integrate the aesthetics and empirics of nursing with the natural/behavioral sciences, the humanities, and inter-professional education to provide holistic care for individuals, families, groups, communities, and populations. 4. Utilize data from diverse sources with	Critical thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.	- Initiate, evaluate, and update the plan of care. - Organize workload to manage time effectively and prioritize the delivery of client care. - Use resources effectively to respond to the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions.

knowledge and skill in informatics and patient care technology to promote safety and optimal patient outcomes.			
6. Communicate and collaborate with other members of the health care team to advocate for high quality and safe patient care 7. Deliver culturally appropriate nursing care through health promotion and disease prevention to populations on a local and global level. 8. Assume responsibility and accountability for ethical professional behavior and nursing care	Interpersonal skills	Interpersonal skills sufficient for professional interactions with all populations of individuals, families, and groups.	• Maintain client confidentiality/privacy. • Establish professional and ethical relationships. • Display accountability, personal integrity and concern for others. • Delegate appropriately. • Interact with different populations. • Display interest and motivation.
6. Communicate and collaborate with other members of the health care team to advocate for high quality and safe patient care.	Communication skills	Effective communication essential for professional interactions.	• Document and interpret nursing actions and client responses. • Engage in conflict resolution and advocate for client's rights and needs. • Effectively communicate with coworkers, clients, and members of the interdisciplinary team. • Use therapeutic communication. • Explain treatments, procedures, initiate health teaching, and verify client consents to care.
9. Demonstrate competent nursing practice in diverse settings caring for individuals, families, groups, communities and	Integrate Knowledge	Skills sufficient for providing effective nursing care.	• Complete the nursing process. • American Association of Colleges of Nursing. (2021). The Essentials: Core competencies for professional nursing education. See Domain 2: Person-Centered Care p. 29-32 Accessible online at https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

populations.			
9. Demonstrate competent nursing practice in diverse settings caring for individuals, families, groups, communities and populations.	Assessment skills	Assessment skills sufficient for providing effective nursing care.	• Assess clients' conditions and responses to treatments. • Interpret monitors, medication labels, and other equipment accurately. • American Association of Colleges of Nursing. (2021). The Essentials: Core competencies for professional nursing education. See Domain 2: Person-Centered Care, Subcompetency 2.3 Integrate assessment skills in practice p. 30 Accessible online at https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

Revised 4/8/26

Appendix E—Nursing Learning Center Agreement Professionalism and Academic Integrity in Simulation Experiences

Throughout their nursing education, all students participate in simulation exercises as an essential element of their clinical learning experience. Simulations are performed with groups of students, and the same simulation is often scheduled sequentially with different groups. To ensure maximum learning potential, it is important to ensure that all students are able to experience each simulation without prior exposure to any of its content. To assure that all students can participate in a safe and comfortable learning environment during simulations, it is imperative that all students maintain a respectful and collegial posture toward their student colleagues both during and after the completion of any simulation experience.

Diversity, Health Equity, & Inclusion Statement

The Nursing Learning Center & Simulation strives to foster an environment where similarities and differences are not only embraced and valued but also celebrated. We acknowledge that institutional diversity is the cornerstone for the advancement of knowledge, the delivery of equitable care, and increasing access to care for all.

By working collaboratively with faculty, staff, students, and our community partnerships, the Nursing Learning Center & Simulation at the University of Saint Joseph, strives to educate a culturally responsible and socially accountable healthcare workforce to meet the ever- evolving needs of the diverse populations we serve.

Therefore, it is critical to the quality and integrity of this type of learning experience that all students agree to adhere to the following guidelines:

1. All information related to any simulation, including patient information (real or fictional) and electronic, written, overhead or observed materials related to the simulation is to be considered privileged and confidential. Students are prohibited from discussing any information relating to a simulation with classmates who are not members of their specific simulation lab group.
2. The simulation lab is to be treated as a safe learning environment that prepares students for practice with actual patients. Therefore, when practicing simulations, the student nurse's role is to assume all aspects of a practicing health care provider's appropriate professional, ethical, and interpersonal behavior
3. All students participating in any simulation should feel safe during the exercise and should receive respectful and non-judgmental attention from their student colleagues. Discussing any student's simulation performance outside of the lab situation is prohibited and may result in disciplinary action.
4. Video/audio recording may be utilized during specific simulation scenarios as an assessment tool for debriefing that will be done at the end of the exercise. Students are prohibited from discussing any element of these recordings outside of the learning lab.

Please initial and sign the signature sheet at the end of the handbook.

Undergraduate Student Handbook Signature Sheet

Please upload this form to within 1 week of receipt.

For UG Students Prior to Class of 2028- Upload to CastleBranch

For all ASD Students and UG Students Class of 2028 and later- Upload to ProjectConcert

Name	
------	--

Directions: Please initial each item inside the box.

- ☐ 1. Student Handbook for Undergraduate Nursing Students: I acknowledge that I have received and read a copy of the 2026-2027 University of Saint Joseph Student Handbook for Undergraduate Nursing Majors. I furthermore agree to abide by all the rules, regulations, and policies stated herein. I acknowledge that I am responsible for following these policies, and if I do not understand them, it is my responsibility to seek clarification PRIOR to an issue. This applies to all the documents listed below.
- ☐ 2. Release of Photograph to Clinical Agencies: I give permission to release my photograph to clinical agencies upon their request. These will be used for facility-specific identification.
- ☐ 3. Academic Integrity Policy: I have reviewed the University of Saint Joseph Academic Integrity policy_
https://my.usj.edu/ics/icsfs/USJ_Academic_Integrity_Policy_.pdf?target=ba6f34fe-ece5-4e25-9cc7-9df36e8bd804
- ☐ 4. Nursing Learning Center Agreement: I agree to adhere to the guidelines of the Nursing Learning Center Agreement.
- ☐ 5. Technical Standards: I have read and understand the Technical Standards.
- ☐ 6. Nursing Student Agreement for Clinical Experiences: I agree to abide by the policies outlined in the Nursing Student Agreement for Clinical Experiences document.

Signature: _____ Date: _____

Reviewed by MKalis 12.7.23