Trinity Washington University

Nursing Student Handbook
2010-20011

School of Nursing and Health Professions
Trinity Washington University
Washington, DC 20017

www.trinitydc.edu
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Trinity Handbook for Nursing Students

Trinity provides this Handbook for Nursing Students (“Nursing Student Handbook”) as a supplemental compendium of policies stating requirements and conduct expectations for students enrolled in Trinity’s Nursing Program. This Nursing Handbook incorporates by reference the policies and conduct expectations for all students at Trinity as stated in these documents available on Trinity’s website at www.trinitydc.edu/policies:

1. Trinity Student Handbook
2. Academic Honesty Policy
3. Student Code of Conduct
4. Student Code of Conduct for Professional Students
5. Harassment Policy
6. Technology and Telecommunications Policy
7. All other policy statements that apply to all students at Trinity

In addition to the requirements and expectations set forth in those policies listed above, which apply to Nursing students in the same way as they apply to all other Trinity students, the Nursing Handbook provides specific statements of requirements and conduct expectations for Nursing Students while they are enrolled at Trinity.

This Handbook replaces all prior Nursing Handbooks and applies to all students currently in the Nursing Program. Trinity reserves the right to change and add to these policy statements at any time. Students are responsible to know these policies and to abide by these statements.

Students in the Nursing Program are preparing to enter a profession that demands the highest intellectual and ethical standards. Nurses confront critical life and death issues every day. Nurses must demonstrate consistent commitment to excellence in all dimensions of healthcare practice. Nursing students at Trinity must demonstrate the same kind of commitment to the highest intellectual and ethical standards, and excellence in all phases of healthcare practice.

As an institution with a mission specifically rooted in social justice, Trinity recognizes and upholds the rights and responsibilities of students, faculty and staff in all matters pertaining to their work and experiences at Trinity. Trinity’s policies and procedures seek to ensure that all policies respect the rights of all members of the community, and that every member of the campus community receives fair and impartial treatment in any administrative procedure. Trinity encourages student nurses to participate actively in opportunities for student self-governance at Trinity.

*This Handbook is for the guidance of Nursing students at Trinity as of August 2010. The policy statements in the document represent current policies. Trinity reserves the right to amend, replace or otherwise change any part of this document at any time, and will provide notice to students in a timely way.*
Expectations for Students in Trinity’s Nursing Program

Students in Trinity’s Nursing Program are preparing to enter a profession that requires the continuous manifestation of a deep personal commitment to integrity, compassion and concern for others. Nursing students must demonstrate these qualities along with high levels of motivation and effective interpersonal skills. For nurses, the development of mature, sensitive, and effective relationships with patients and other members of the health care team is essential.

In order to assess the student’s ability to develop such relationships, the Nursing faculty and administration at Trinity expect all Nursing students to reflect these professional expectations continuously.

Should a student fail to demonstrate the professional knowledge, skills, values and competencies expected specifically and generally in nursing education, the Dean of the School of Nursing and Health Professions, the Director of Nursing and the faculty reserve the right to take disciplinary action up to and including dismissal from the Nursing Program. This reservation of ultimate authority and responsibility to assess the student’s fitness for Nursing is in addition to the specific administrative rights and responsibilities addressed in the various sections of this Handbook.

Specific professional qualities that Nursing students at Trinity must manifest during their academic programs include: completion of all responsibilities in classroom and clinical settings; acceptance of supervision in clinical settings as well as in the Nursing program generally; sound and stable judgment; emotional maturity; ability to accept and integrate constructive criticism; ability to function as part of a health care team; flexibility and ability to adapt to changing environments; impeccable personal integrity.
Part One

Trinity Student Codes of Conduct
And Trinity Policies for All Students
I.A. Student Code of Conduct and Code of Conduct for Professional Students

All students enrolled at Trinity in all programs must abide by all Trinity policies as stated from time to time on Trinity’s website, in the Student Handbook, and as promulgated by appropriate members of the administration and faculty. These policies include the Honor System and Student Code of Responsible Conduct, and students in the professional schools must also abide by the Code of Conduct for Professional Students. While these codes are available on Trinity’s website, the excerpts below reinforce the expectations of the Nursing Program that all nursing students will abide by these policies:

**Student Code of Conduct**

Trinity expects all of its students to comport themselves as responsible adults acting honestly and with integrity through the Honor System. As a guide to community norms, Trinity has established this general code of student conduct to define the broad parameters of behaviors and actions that are prohibited and will incur penalties up to and including dismissal from the university. The list below is not all-inclusive, and Trinity reserves the right to expand, change or otherwise alter this list at any time. …

All students in all schools are bound by this Code of Responsible Conduct. … students in the Nursing Program and other professional preparation programs may have additional Code of Conduct requirements under policies and rules issued by accreditors and professional licensing organizations.

Trinity reserves the right to remove immediately from the campus any student who engages in any threatening conduct toward any person, who carries a weapon or who otherwise exhibits conduct that poses a danger to other persons. Trinity will call the police if necessary. Students who are expelled for violations of this policy will incur grades of "F" in their current courses and will not receive any refunds for tuition and fees paid.

1. Academic Dishonesty

The Policy Statement on Academic Honesty is included in the Student Handbook and is posted on the website, and is incorporated by reference into this Code of Conduct. Students must know that any instances of cheating, plagiarism or other forms of academic dishonesty will incur specific penalties up to and including expulsion.

2. Harassment and Intimidation

Trinity's Harassment Policy is included in the Handbook and is posted on the website, and is incorporated by reference into this Code of Conduct. Trinity will not tolerate abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, coerces, or injures another person or persons. Actions, which are intended to interfere with a person in the conduct of his or her customary or usual affairs, are prohibited. Such actions include but are not limited to the sending of threatening letters, posting threatening letters explicitly or by inference directed
to the person, use of threatening language directed at another, vandalism or misappropriation of a person's property, or vandalism of a person's residential room. **Hazing is a form of harassment specifically prohibited in any form for any reason.**

Offenses under this section may result in immediate suspension or expulsion.

### 3. Fighting

Fighting in any form is strictly prohibited. Students who engage in fighting on or off campus will incur serious penalties up to and including expulsion. This prohibition on fighting includes verbal as well as physical assault. Students are warned that all parties involved in any fights will be disciplined regardless of who started the fight. Discipline may include dismissal from residence, suspension from school, and dismissal from Trinity.

### 4. Weapons, Explosives and Dangerous Materials

No person may bring weapons of any kind onto Trinity's campus, except in the routine discharge of law enforcement duties. No person may possess explosives or other dangerous materials except in supervised circumstances for legitimate professional purposes, e.g., for chemistry labs or for construction needs. Any student who necessarily comes into contact with chemicals or similar dangerous materials has a serious obligation to treat those materials with care and to refrain from taking any of the materials out of the supervised lab area. Removing chemicals from a laboratory or other designated area will result in serious penalties up to and including expulsion.

Violations of this section may result in immediate disciplinary action up to and including immediate removal from campus and dismissal from Trinity, and Trinity will call the police in any case in which a student is in possession of a weapon of any kind.

### 5. Endangering Personal Safety

Actions that threaten or endanger in any way the personal safety of others are subject to disciplinary action as well as possible arrest. Such actions include interfering with Public Safety Officers while they are acting in the performance of their duties on the University premises, intentionally ignoring citations issued by Public Safety, failure to comply with evacuation procedures, tampering with fire protection equipment, the inappropriate use of open flame devices or combustible materials. Discipline may include suspension and dismissal from Trinity.

### 6. Damage to Property

Willful or grossly negligent damage or destruction of the property of others, or of the university, including but not limited to the deliberate defacement of library materials, buildings, sidewalks, walls, trees, or landscaping is prohibited. Leaving the scene of an accident on Trinity's campus is part of this section. Any acts of theft and/or the unauthorized sale of property belonging to the University, a member of the University community or guest of the University are prohibited. Disciplinary actions may include suspension or expulsion, and Trinity may also call the police.
7. Fraud, Theft and Financial Responsibility

Theft, forgery, and the alteration, or use of University documents or instruments of identification with the intent to defraud, are grounds for disciplinary action.

Writing bad checks, stealing items from the bookstore, taking food from the cafeteria without paying for it, taking books from the library without checking them out properly, and similar acts intended to defraud Trinity, its vendors or other students will result in immediate and severe penalties.

Trinity students are also responsible to abide by the Policy on Student Financial Responsibilities, which is in the Handbook and website, and incorporated by reference into this section. Any fraudulent behavior that attempts to circumvent this policy --- for example, lying on financial aid forms, failing to honor checks written to cover Trinity bills, failing to respond to directions to make payment arrangements --- will result in disciplinary action up to and including dismissal, and possible prosecution if fraud is involved.

Similarly, as further defined in Trinity's Technology and Telecommunications Policy, any improper use of Trinity's telephones or technological systems for fraudulent or harassment purposes, or for commercial gain, may be grounds for serious disciplinary action.

In addition to taking disciplinary action up to and including dismissal, Trinity may refer cases of fraud and theft to law enforcement authorities for investigation and prosecution.

7. Alcohol and Drug Policy

Students who are under the age of 21 may not drink alcoholic beverages anywhere, including on Trinity's campus. Underage students who drink or possess alcohol will incur severe penalties.

Students over the age of 21 must exhibit responsible conduct with regard to alcoholic beverages. Any student who demonstrates an inability to treat alcohol responsibly will lose residential privileges and may incur penalties.

Trinity does not serve alcohol at student functions, and no student organization may serve alcohol at any party or meeting on campus.

Trinity abides by all laws concerning alcohol and drugs, and any violation of the law will also be construed as a violation of Trinity policy, and penalties will ensue at Trinity in addition to any penalties the person may incur through the legal system. Trinity reserves the right to call the police and refer any case regarding violations of alcohol or drug laws to law enforcement authorities, and students should know that Trinity will call the police immediately in any case involving the illegal use, sale or possession of drugs or alcohol, or related materials.

This policy also applies to student guests, and the student may be held liable for the actions of her guests while on Trinity's campus. Hence, a student guest who brings drugs or alcohol into a
Trinity residence hall, party or other place on campus will also endanger the student's standing at Trinity.

The Drug Free Schools and Communities Act, along with the Drug Free Workplace Act, require that agencies receiving any form of financial assistance under any federal program after October 1, 1990 certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Trinity has established the following policy.

The use, transfer, possession and/or sale of illegal drugs are against federal law and the laws of the District of Columbia. It is the administrative policy of Trinity that any student found to be in possession of illegal drugs, whether for personal use or for resale, will be subject to immediate dismissal and possible arrest. The possession for use, sale, distribution, or barter of any controlled substance, other than for whom the controlled substance was intended is prohibited. Similarly, any student's guest or other campus visitor guilty of acts involving illegal or illicit drugs will be subject to arrest and prosecution under District of Columbia laws.

8. Smoking

Smoking is BANNED from the vicinity of Main Hall, the Chapel, Alumnae Hall, the Science Building, the Library and the Trinity Center. People in those buildings who feel the need to smoke will have to do so on the sidewalk on Michigan Avenue. Smokers who reside in Cuvilly and Kerby may utilize the parking lots of those buildings to smoke. Violations of this policy will incur serious disciplinary penalties.

9. Excessive Noise, Disruption or Obstruction of University Activities

Excessive noise is not allowed. Study areas and those areas designated as quiet study areas (including the residence halls and Library) must maintain quiet. Any behavior that disrupts or obstructs teaching, research, administration, learning, disciplinary or other official proceedings, and/or any other normal university activity is prohibited.

10. Classroom Conduct

Trinity expects all students to arrive at class on time, to remain in the classroom for the entire period of the class, and to follow the legitimate instructions of the teacher. Faculty members may establish additional ground rules for the behavior of students during class, including limitations on eating during class, and penalties for missing class sessions.

Faculty establish the grading rules and work product expectations for courses in their syllabi. Students are responsible to fulfill the expectations stated in course syllabi in a timely manner.

Cell phones may not be used in class. Other electronic devices (e.g., laptops, PDAs) may only be used with the permission of the instructor.
Students who speak to faculty members or other students during class periods in ways that are disrespectful and disruptive will be dismissed from the course without reimbursement, and in such cases the students may incur an "F" grade as well as additional penalties.

Students participating in online courses must also exhibit appropriate conduct in all aspects of the course, including respectful communications, academic honesty, and timeliness of participation and fulfillment of assignments.

Students may not bring children to class. See the Policy on Children on Campus.

11. Residence Life Policies

Resident students are expected to follow all rules and regulations governing Residence life listed in this Handbook and in the Housing Agreement.

12. Compliance with Other Policies

This code of conduct also incorporates by reference all other policies of the University that govern student conduct and responsibilities, including the Financial Responsibility Policy, the Harassment Policy, the Technology and Telecommunications Policy, and similar statements. Students who violate Trinity's policies may incur penalties up to and including dismissal.

See the policy statement on the website for a description of the disciplinary process that accompanies these policies. http://www.trinitydc.edu/policies/Code_of_Conduct.html

Student Conduct for Students in Professional Programs

This Policy Statement is an addition to the Trinity Student Handbook and the Student Code of Responsible Conduct, and is incorporated by reference into those documents.

All students at Trinity must comply with the expectations of the Honor System which includes the Student Code of Responsible Conduct and other campus rules and policies, including this policy statement. The Honor System and the various policy statements contain implied and explicit expectations about the conduct of all students at all times. This policy statement amplifies these expectations with a particular emphasis on Trinity’s expectation that students in professional programs will act with professionalism and high regard for ethical conduct in all matters.

1. Trinity’s Honor System expects students to be truthful, to act with integrity, to respect community standards, and to manifest a commitment to ethical responsibility in all matters, including in all academic matters (see the Academic Honesty Policy), financial matters (see Student Financial Responsibility Policy) and other interactions on campus. The Honor System expects all students to act professionally in all matters, including with regard to the resolution of disputes. Various policy statements have specific examples of ways in which conduct might
violate the Honor System. At times, conduct might fall outside of specific policy statements but still be in violation of the Honor System. This occurs when conduct is dishonest, unprofessional, insubordinate or grossly disrespectful of the mission and values of the Trinity community. Examples of such misconduct include, but are not limited to:

a) forging signatures or otherwise unethically altering or manipulating any document for any reason;

b) misrepresenting facts, written or oral or in any electronic communication, including in appeals from administrative decisions or in disciplinary proceedings (lying in an appeals statement may be a separate offense from the first offense);

c) making false accusations against any other person, whether written or oral or in electronic communication;

d) fraudulent use of checks, credit card or bank account numbers, or other attempts to engage in illegal and deceptive financial transactions, whether with Trinity or its vendors, faculty or staff; or engaging in schemes on Trinity’s premises, or using Trinity’s technological systems, that would result in fraud for third parties not associated with Trinity;

e) any impermissible use of Trinity’s technological systems (see the Technology and Telecommunications Policy);

f) threats, efforts to intimidate, creation of a hostile climate for other students, faculty and staff (see Harassment Policy, Code of Student Conduct);

g) misrepresenting the student’s actual academic status at Trinity, or prior academic record, including failure to produce transcripts from other institutions in a timely way when the student’s admission or academic progress depends upon the results of coursework taken elsewhere.

2. Academic Authority: Students must accept and follow the directions of their instructors in courses, their academic advisors, the deans of their academic units, and other legitimate campus authorities. By enrolling at Trinity, the student inherently accepts the rules of the institution and the directions of the faculty and administrative staff. This includes accepting academic policies and procedures with regard to course schedules, registration, financial aid, payment arrangements, enrollment in specific courses, following course sequences, prerequisites and all related academic matters. The deans of the academic units and the provost have broad final authority to resolve student academic issues. Insubordination, which is the refusal to follow a legitimate direction, may be grounds for disciplinary action up to and including dismissal.

3. Trinity strictly prohibits any action which attempts to subvert the student financial aid system in order to obtain loans, grants or scholarships from federal or private sources based on impermissible factors, including enrolling in courses that are not necessary for student program completion; this includes a specific prohibition on retaking courses for which students have already received a passing grade. Students who engage in such actions will incur disciplinary
action up to and including dismissal. As with other illegal conduct, Trinity reserves the right to refer cases of financial aid fraud to law enforcement authorities.

4. Students enrolled in professional programs --- e.g., Nursing, Teacher Education, School Administration, Counseling, Business --- have special professional conduct expectations. This also applies to students doing professional work in internships. Students in professional programs and on internships must comport themselves according to all of Trinity’s policies as well as according to the norms and standards of their professional associations and industries. Students who violate professional standards or workplace rules will incur disciplinary action up to and including dismissal, for violations of professional conduct norms.

The disciplinary procedures under this policy may be found on the website.
Part Two

__________________________________________

Academic and Conduct Policies
Specific to the Nursing Program
II.A. Admission to the Trinity Nursing Program

The policies and procedures for admission to the Trinity Nursing Program appear on Trinity’s website at www.trinitydc.edu/programs/nursing/index.htm.

II.B. Academic Expectations for Nursing Students

The development and promotion of professional behavior is an integral component of a professional education program. This behavior includes preparation for, and attendance of classroom, clinical and laboratory experiences, adhering to stated deadlines, and being in class, clinical and lab at the designated time for the full duration of the course.

While the following sections provide general academic guidance, specific rules and expectations for student work in courses and clinical settings will appear in each course syllabus. The dean, program director and faculty reserve the right to expand and change the specific academic guidelines as necessary to maintain compliance with accreditation and licensure rules, as well as the rules and expectations of clinical partners.

The Dean of the School of Nursing and Health Professions and the Director of the Nursing Program, along with the faculty of Nursing, have broad authority and responsibility to ensure the fulfillment of academic expectations and requirements for all students. While this Handbook provides general guidance, the dean and director reserve the right to make decisions in particular cases that are appropriate to the circumstances and facts presented.

1. Classroom, Clinical and Laboratory Attendance

Course syllabi provide specific requirements for attendance and obtaining excused absences. Attendance in nursing class, clinical and laboratory experiences is necessary in order to master the body of knowledge needed for safe clinical practice and adequate preparation for licensure. Therefore, students are expected to attend all course sessions, be punctual and stay for the duration of the class, clinical and laboratory experiences.

Occasionally, life events occur that prevent a student from attending a singular class. Faculty will instruct students about notifications for the occasional absence. However absences for extended periods of time (more than two class sessions) require specific prior permission or written documentation explaining the absence. Examples of such absences would include extended illness, which requires medical verification; a family or professional emergency of a grave nature; a death of a close relative. Students should recognize that faculty may not be able to accept extended absences and may counsel students to drop or withdraw from classes in cases where absences will compromise their academic performance. Nursing Director/Faculty may issue additional guidelines. Specific rules for attendance, makeup assignments and other related permissions will be specified in the respective course syllabi.
2. Assignments

Students are responsible for submitting requirements on the due date specified in the course syllabus, at the beginning of class unless the instructor has granted express permission in advance, to submit materials at another time.

3. Examinations

Examinations are to be taken as scheduled. Only under extraordinary circumstances may an exam be missed and rescheduled. Students are NOT to share content included on written, laboratory, or clinical examinations. Sharing questions on examinations is a violation of the Trinity honor code and is subject to disciplinary action per the Trinity Washington University Honor Code.

4. Email & Moodle Communication

The nursing program uses email and Moodle as the major vehicles for communicating important information to students. Students should check their email account and Moodle at least once each day. Faculty and students should make every attempt to respond to email and Moodle communication in a timely manner.

II.C. Behavioral Expectations for Nursing Students

1. Professional Behavior and the Care of Others

As a practice profession, nursing places great trust and reliance upon individual responsibility and accountability. Students are expected to exhibit personal and emotional characteristics consistent with a developing professional nurse role and conduct themselves in a professional manner. These behavioral expectations role should be exhibited beginning with the students’ first course at Trinity. Such expectations are also incorporated by reference into the preface to this Handbook and Trinity’s Code of Conduct for Professional Students.

2. Reasonable Suspicion Drug and Alcohol Policy

In the University setting, nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive patient care. Because an impaired nursing student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice.

This policy addresses drug and alcohol testing of nursing students involved in clinical activities based on reasonable suspicion of drug or alcohol use. It is the policy of Trinity Washington University to comply with federal and District laws and regulations detailing the use and detection of drugs and alcohol. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies.
If a faculty member has reasonable suspicion that a nursing student is impaired due to drug or alcohol use, that faculty member should consult with the Director of Nursing. The Director may also consult with other university authorities depending upon the circumstances. The Director may require the student to take a drug test at the student’s own expense. Depending upon the results of the test, the Director may recommend additional disciplinary action to the Dean or Provost. A student’s refusal to take a drug test may incur disciplinary action up to and including dismissal from the program.

Students must also know that the clinical site may require a drug test at any time. Students are responsible for complete cooperation with and fulfillment of all requirements of the clinical site supervisors.

3. Academic Honesty

Trinity expects all students to uphold the highest standards for academic honesty and integrity. Trinity’s Honor System, dating to the earliest classes to attend Trinity, is a longstanding tradition that embodies the ethical and moral values of the university.

Nursing students must embrace Trinity’s Honor System and demonstrate the ability to uphold standard of integrity, including the standards set forth in Trinity’s Academic Honesty Policy. The policy is available on the website at http://www.trinitydc.edu/policies/honesty_plagiarism_and_honor_system.php

II.D. Academic Progression for Nursing Students

1. Graduation criteria (BSN) Degree

The requirements to graduate from Trinity with a Bachelor of Science in Nursing (BSN) degree include the successful completion of:

- A minimum of 128 credits (45 of the final 60 credits must be taken at Trinity; RN to BSN students must complete at least 32 credits at Trinity.)
- All requirements of the Core Curriculum/General Education Courses
- All specific courses required for the major with a grade of C or better including all Core or General Education requirements
- A minimum cumulative grade point average (GPA) of 2.5 or better

Please see the University Catalog for further information regarding graduation from Trinity.

2. Course Sequencing

Students must successfully complete all pre-requisite courses prior to advancing to the next course. Nursing course sequencing is designed to ensure that the student moves logically from simple to complex skills and has demonstrated mastery at each step. The sequence appears in
the registration system and Nursing advisors will work with students to plan their programs accordingly.

3. Grades for Progression

BSN students must earn a minimum of C (78%) as a final course grade in all nursing (NURS) courses. A final grade below a C will result in failure of the course. Any grade involving a numerical fraction is NOT rounded up at the end of the semester in the final course grade.

Undergraduate students who fail, withdraw or drop a Pre-nursing or NURS didactic course may repeat it only once. Students may not repeat more than two pre-nursing or NURS didactic courses. A third failure will result in dismissal from the Nursing Program.

Undergraduate students who fail, withdraw or drop from a NURS clinical course may repeat it only once. Students may not repeat more than one NURS clinical course. A second failure will result in dismissal from the Nursing Program.

4. Academic Probation

Undergraduate students must maintain a 2.5 overall GPA in order to progress in the nursing program. Students may be placed on academic probation if their cumulative GPA falls below 2.5.

Academic probation indicates that the student is no longer in good academic standing and the student's eligibility to continue studies in nursing is under question.

A student may remain on academic probation for no more than one semester. Failure to raise the GPA to the minimum standard of 2.5 during a student's semester on academic probation may result in dismissal from the Nursing Program.

A student on academic probation may not register for more than 12 credit hours in a Fall or Spring Semester, or 6 credit hours in the Summer semester. Students on academic probation in Nursing may not take courses in Winter Term or May Term.

5. Grade Appeals

Students may only appeal a final grade of “F” in a course.

Appeals of “F” grades must be in writing. There is no right to any hearing in grade appeal cases.

The procedure for the grade appeal and review of the “F” grade is as follows:

a) The student must submit a written grade appeal to the Nursing Director setting forth the reasons why the “F” grade should not stand. The student must submit this written appeal no later than ten days after the issuance of grade reports for the semester in which the course was taken.
b) The Nursing Director will send the grade appeal to the instructor of record with a request to the instructor to review the process by which the instructor assessed the student and determined the final grade. The instructor will report the result of this review to the Nursing Director no later than ten days after receiving notice of the grade appeal. (In cases in which the instructor is unavailable for this review between semesters, the Director reserves the right to waive the ten-day review period until such time as the instructor becomes available.)

c) If the instructor and Nursing Director agree that a change in the grade is warranted, the Nursing Director may approve the change and will notify the student immediately.

d) If the instructor’s review concludes that no grade change is warranted, the Nursing Director will report the case to the NHP-CAP Committee at the next regular CAP meeting. The CAP committee may inquire further into the case, may uphold the grade, or may ask for additional information.

e) Once the CAP Committee has reviewed the grade and made its determination, the Nursing Director will provide a final decision to the student.

f) If the “F” grade results in the student’s dismissal from Trinity for failure to meet academic standards, the student may appeal the Nursing Director’s decision to the Dean of NHP.

g) The Dean of NHP will review the case and make a final determination. The Dean may consult with the Provost as necessary.

h) The Dean will notify the student of the final decision.

i) Students who are dismissed from Trinity for academic reasons have the right to submit written appeals to the Provost, who reviews the cases and makes recommendations to the President, who has final authority in all dismissal cases. The right to submit written appeals does not include the right to a hearing. The Provost and President review the case materials, and the President sends a letter to the student confirming the final decision. There are no other avenues of appeal from the President’s decision in a case involving dismissal.

II.E. The Evaluation Process

Evaluation is an ongoing process aimed at assisting the student in meeting course and program objectives. Students and faculty engage in a collaborative process of evaluating student progress throughout the program. Evaluation processes are explained in each course syllabus and at the beginning of each class or clinical experience. Faculty will assign grades for each course based on the extent to which the student meets outcome objectives.

Grading criteria in all nursing courses reflect the KSVME framework. Students are expected to demonstrate proficiency in all of these areas in order to successfully pass the required pre-requisite and nursing courses. Failure to meet established standards in any one of these areas
may constitute failure of the course. Requirements for meeting these standards are identified in each course syllabus.

**Undergraduate Nursing Grading Scale for all HPNU and NURS courses**

Includes: HPNU 110, 220, etc and all courses with NURS prefix

- 96 -100 = A
- 93 - 95 = A-
- 90 - 92 = B+
- 87 - 89 = B
- 84 - 86 = B-
- 81 - 83 = C+
- 78 - 80 = C
- >77.9 = F

**Incomplete Work**

Students who have not completed the requirements of a course for legitimate reasons may receive a provisional grade of incomplete upon the instructor’s agreement. The student and instructor must fill out and sign the contract form for an incomplete grade, stipulating the work to be completed, no later than the end of the final examination period, before the grade and credit for the course will be recorded.

Students must complete all work as specified in the contract within four weeks of the final exam period, whether they register for courses in the subsequent semester or not. All summer sessions constitute one semester. If the incomplete grade is not removed before the end of the succeeding semester, the grade of incomplete (I) will automatically convert to a grade of “F” (Failure).

**Student Evaluation**

A Critical Thinking Exam will be administered upon entrance into the nursing program, then again upon exiting the nursing program. The purpose of this exam is to measure students’ growth in critical thinking skills during the course of the nursing program.

The Nursing Program may choose to use a variety of assessment modalities including standardized instruments developed externally and internally to assess student progress and satisfaction of requirements.

**Clinical Evaluations**

At the beginning of each clinical course, it is the student’s responsibility to review and become familiar with the clinical performance objectives and competencies that are expected for the course, using tools that the nursing faculty adopt.
Students will complete a self-evaluation at the end of each clinical course, using tools that the nursing faculty adopt. Following submission of the student’s self-evaluation, the final clinical course grade will be evaluated by the clinical instructor.

The final clinical course grade will be reviewed with each student and signed by both the student and the clinical instructor, in an “end-of-course” clinical evaluation conference. The student’s signature does not indicate agreement, only that the student received the evaluation. Students may add comments to the final evaluation.

The final clinical course evaluation and grade, and the student’s self-evaluation is kept on file as part of the student’s academic record in the Nursing Program Office.

Faculty, Course & Program Evaluations

Programmatic evaluation is one of many professional behaviors expected of nurses. As such, students are expected to participate in program evaluation activities. Students’ constructive feedback provide vital information necessary to improve the Nursing Program. During the program, students will be asked to participate in:

a) Course evaluations: completed at the end of every semester for each nursing course to evaluate the effectiveness of the course in meeting course objectives as well as faculty teaching effectiveness; completed at the end of each nursing course;

b) Clinical Course Experiences: completed at the end of each clinical course experience

c) Clinical agency placement sites: completed at the conclusion of each clinical course.

The Nursing Program engages in ongoing evaluation as a means by which to monitor its effectiveness in preparing graduates for the nursing profession. Students, graduates, and employers will participate in Exit Interviews (completed in the final semester of the nursing program) and Graduation surveys completed in the final semester of the nursing program. One-year post graduation surveys: completed by graduates and their employers at one and three years post graduation

II.G. Academic Advisement

Academic advisement is a support service provided to all students. Students are assigned a Nursing academic advisor upon acceptance into the Nursing Program who will assist them with academic planning and interpretation of academic policies and procedures. The Nursing academic advisor will assist students to explore academic interests, to recognize academic strengths, and to identify resources to address weaknesses related to the Nursing program.

- Incoming nursing students must meet with their advisor in order to enroll in courses.
• Students are expected to contact their advisor at least once per semester in advance of the registration period for the next semester to ensure that they are making progress toward the completion of their degree.

• It is the student’s responsibility to periodically (beginning and end of each semester) review Self-Service for accuracy of their information. In the event an inaccuracy is found, students are responsible for contacting the appropriate office for resolution.

1. Registration Requirements

The required courses for each degree program track are found on the Trinity Website via links to the nursing program and then to the specific degree.

• Students must adhere to the program plan approved by their academic advisor.

• Students who do not follow the approved academic plan may not be able to complete their program of study by their projected date.

• Students are responsible for registering for each semester on time, meeting pre-requisites for each course for which they register.

• Some nursing courses are offered during either the Fall or Spring semester as opposed to both semesters; some nursing courses are also offered during the Summer session. Courses may be offered in day, evening, or weekend (Saturday and/or Sunday) schedules.

• The schedule for clinical rotations will include day, evening and or weekend (Saturday and Sunday) and may require travel outside the DC Metropolitan area.

• Students who are unable to take a nursing course in the semester it is scheduled should consult with their academic advisor regarding the impact on their academic progression.

2. Meeting with Faculty

Students who wish to meet with faculty in person may book an appointment during the faculty member’s office hours or contact faculty directly via email or phone to request an appointment at a mutually convenient time.

3. Student’s Academic Program of Study

• The student has primary responsibility for ensuring that adherence to the prescribed academic plan. Central to this responsibility is the appropriate use of Self-Service, academic advisement and adherence to registration requirements. Students are expected to know how to use the online registration functionalities to manage their academic program, including accessing the course catalog, schedule of classes and registration processes.
• Trinity supports the Moodle platform for web-enhanced or blended courses. Students must be able to effectively use Moodle for their coursework. Selected textbooks have accompanying online or computerized elements. Students are expected to learn how to use these elements and “plug ins”.

4. Academic counseling for students who are failing

• As noted in the Trinity Academic Catalog, “Trinity is committed to providing all students with a wide array of services and support to help them succeed academically….”. The Academic Support Center is available to all students enrolled in the university and offers a number of programs to assist students with academic difficulties. These services and programs include, but are not limited to study skills, test-taking skills, testing anxiety workshops, student life planning, support services for students with disabilities, and one-on-one tutoring.

• Students who are not passing at mid-term of the semester will receive an academic warning from the course instructor and must meet with the instructor teaching the course to develop a remediation plan. See Section IID on Academic Progression.

5. Course Cancellation

Trinity reserves the right to cancel courses during the add/drop period if enrolment is low. Every effort will be made to assist the student to identify an alternate course or to help the student adjust their academic plan so that their progression is not unduly delayed.

II.G. Dismissal from the Nursing Program

Students may be dismissed from the Trinity Nursing Program for reasons including:

a) Failure to satisfy the academic standards specified in the preceding section;

b) Any violation of Trinity’s policies that specify dismissal, including the Academic Honesty Policy, Student Code of Conduct, and other relevant policies cited at the outset of this document;

c) Unsafe, unprofessional or unethical conduct in a clinical setting;

d) Inability to obtain a clinical placement because the clinical agency declines to accept the student for placement as a result of the criminal background check or other issues that arise in fulfilling the requirements for clinical placement. Students who cannot obtain clinical placements cannot continue in the Nursing Program regardless of their grade point averages or performance in didactic courses.

Trinity’s policies on student conduct include appeals procedures for disciplinary dismissals.
Students who face dismissal for failing to meet academic standards will have notice of their academic standing through the publication of the rules for academic progress, including the 2.5 minimum grade point average, and the one-semester academic probation process. Students who must go on probation will also sign a learning contract that specifies the terms for their improvement. Failure to fulfill the terms of the learning contract, including meeting the minimum academic requirements, results in dismissal. Such dismissal is not appealable.

Students who face dismissal for professional conduct reasons, e.g., unsafe or unethical conduct in clinical settings, may follow the standard process for appealing disciplinary decisions. This includes a written statement explaining the action in question. The Dean of NHP and Director of Nursing will hold a hearing with the student to review the matter. The Dean and Director will determine whether the student may continue in the program and they will so inform the student. The student may appeal a dismissal notice to the Provost, who reviews the case and makes a recommendation to the President, whose review of the case and decision is final.

When clinical placement agencies refuse to accept a student for placement, the student does not have an appeal right through Trinity. Trinity has contracts with the agencies that extend the right to the agency to make decisions about clinical students.
Part Three

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CLINICAL PRACTICE POLICIES
III.A. Requirements for Participation in Clinical Placements

By accepting admission and enrolling in the Trinity Nursing Program, the student certifies that he/she understands, meets, and continues to meet the essential eligibility requirements for clinical placement. These requirements pertain to candor, health-related standards, and eligibility for placement in clinical settings.

Candor or full disclosure of pertinent information as well as correction of inaccuracies or misperceptions is required of all nursing students. Students must complete all health clearance information, which requires disclosure of any health conditions that may affect the student’s ability to enter clinical settings or the ability of the School to secure clinical placements.

Students are required to submit to a criminal background check and to fully disclose their relevant health history that may impact their health or safety in a clinical setting, or the health or safety of those around them. This may include, but is not limited to, any history of chemical dependency/substance use (i.e. alcohol, drugs, controlled substances).

Whether or not a student represents a threat to practice, disciplinary action, withdrawal from clinical courses or dismissal from the Nursing Program may result from failing to fully disclose relevant health history, criminal background, and/or falsification or omission of information.

1. Health Requirements & Limitations

In addition to the Trinity policy on Accommodations for Persons with Disabilities in the university catalog, the Trinity Nursing Program supports the guidelines for the ADA set forth by the National Council of State Boards of Nursing (NCSB). These guidelines serve to guide applicants and students of nursing in understanding what functions, standards, and competencies will be required of them during their course of study and whether or not some accommodations will be necessary in order for them to be successful. The NCSB has defined the following list of essential nursing functions necessary for the professional practice of nursing. This list of essential nursing functions is defined as:

- Physical (gross and fine motor, physical endurance, physical strength, mobility)
- Sensory (visual, tactile, olfactory, hearing)
- Cognitive (reading, arithmetic, analytical and critical thinking)
- Interactive (interpersonal, communicative)

Prior to the first day of a class in the nursing program, the student must notify Trinity’s Coordinator for Disability Services of any special accommodation required to complete requirements for the course of study in the nursing program. It is the student’s responsibility to discuss with the class or clinical instructor, any special accommodation required, prior to the beginning of the course.
Students must report, immediately in writing, any changes in health status which impacts their safety, the safety of patients or those whom the student encounters, to the Director of the Nursing Program.

**NOTE:** At the time of application for licensure, the applicant will be asked by the Board of Nursing about any accommodations that were necessary to complete the nursing education requirements.

2. Health & Immunization Requirements

In order to comply with the regulations established by the clinical agencies to which students are assigned, and to minimize risks to student health, all nursing students must submit evidence of good health and currency in immunizations, vaccines, and screening requirements.

Health requirements must be submitted using ONLY the *Trinity Nursing Program Health Clearance Forms*. Any form(s) other than the *Trinity Nursing Program Health Clearance Form(s)* will not be accepted. The following three (3) *Trinity Nursing Program Health Clearance Forms MUST BE completed by, and mailed directly from the student’s health care provider only*, and not from or through the student.

1) *The Health Screening Form Part I*
2) *The Health Screening Form Part II*
3) *The Immunization Record Form*

- The *Health Clearance Forms Part I and Part II* require disclosure of any health conditions which may affect the student’s ability to enter clinical settings or the ability of the Nursing Program Office to secure clinical placements.

- The *Immunization Record Form* is used to provide evidence of having had the following communicable diseases or appropriate vaccinations and screening. This is recorded by the student’s health care provider **ONLY**.

  - MMR (Measles, Mumps, Rubella) - two immunizations or positive titer
  - Varicella (Chicken Pox) vaccination or positive titer
  - Hepatitis B (Series of three (3) vaccinations) or positive titer
  - TD (Tetanus, Diphtheria) Every 10 years
  - PPD (Tuberculin Skin Test) Annually; **if positive – Chest X-Ray every 2 years**
  - Seasonal Influenza Vaccination

- Students needing any required immunizations and/or titers are responsible for making the arrangements for receiving the immunizations and/or titers, and bear financial responsibility for all aspects.

- The student’s health care provider should mail the three *Health Clearance Forms* in a sealed, return address envelope to:
Trinity Washington University  
Nursing Program Office  
125 Michigan Avenue, N.E.  
Washington, D.C. 20017-1094

- All health forms must be received by the Nursing Program Office **NO LATER THAN** the end of the semester prior to beginning clinical coursework, and health records must be updated annually.

The Nursing Program Office maintains health and immunization records independently of the University Student Health Office. Each student’s health compliance must be verified with clinical agencies before the student is allowed to enter any clinical environment. Confirmation of health compliance to the requirements of clinical agencies is verified, but health documents from a student’s file are not released to any third party without authorization from the student. Students should keep their own copies of health records available for clinical assignments should the agency require documentation.

Trinity takes very seriously its institutional obligation to protect the privacy of student records as mandated through the Family Educational Rights and Privacy Act (FERPA) and individual health records covered by the Health Insurance Portability and Accountability Act (HIPAA). The records of nursing students are maintained in secure files to which only authorized individuals may have access.

3. **Criminal Background Check**

The Criminal Background check, which includes fingerprinting, sex offense registry, and check for crimes against minors is mandatory for all nursing students prior to the start of their clinical coursework. The Nursing Program Office and clinical agencies reserve the right to review the results of the criminal background check and to deny student placement in a clinical setting on the basis of these results.

- Students are required to register with CertifiedBackground.com and authorize the following background checks:
  - A criminal background check
  - Fingerprinting
  - Sex offense registry and check for crimes against minors
  - Drug screening test
    Students may also be expected to submit to random drug testing
    (refer to **Reasonable Suspicion Drug and Alcohol Policy**)

- Students must register online at www.CertifiedBackground.com under the section labeled “Students.” In the Package Code box, enter the package code **RI53ALL**. Then select a method of payment. CertifiedBackground.com accepts Visa, MasterCard, and money orders.
• Students are expected to complete the above requirements NO LATER THAN the end of the semester prior to beginning the NURS clinical courses. Failure to complete the requirements in this timeframe will result in the student having to drop all clinical nursing courses. Students will not be allowed to attend nursing clinical classes until all requirements have been completed and submitted.

• Evidence of past or present criminal behavior identified through the background check or through other documented evidence of criminal behavior may lead to administrative sanctions up to, and including dismissal from the School of Nursing.

• Non-compliance with the background checks and/or drug testing policies is cause for dismissal from the nursing program.

• The National Council of State Boards of Nursing (NCSBN) has information regarding background checks and licensure: https://www.ncsbn.org/794.htm

• **NOTE:** At the time of application for licensure, The Board of Nursing will ask the student applicant for disclosure of any felony, plea agreement, misdemeanor conviction, or drug related behaviors.

4. Health Insurance Portability & Accountability Act (HIPAA)

   **Notice of Privacy Form**

   The HIPAA Notice of Privacy Form must be signed by the student and faxed directly to BackgroundCheck.com.
   - The form can be downloaded from CertifiedBackground.com, obtained from the Nursing Program Office, or from the Student Health Services Office.
   - Students will not be permitted to attend clinical courses until the HIPAA Notice of Privacy Form has been signed by the student and submitted to BackgroundCheck.com.
   - For additional information pertaining to the Health Insurance Portability and Accountability Act (HIPAA), please see the Health Insurance Portability & Accountability Act (HIPAA) section under **Laboratory & Clinical Experience**.

5. CPR Certification

Prior to entering the clinical setting, students must present evidence of having completed Cardiopulmonary Resuscitation (CPR) Certification. The course must be approved by American Heart Association (Course C – CPR for the Health Care Professional) and include 1 and 2 person for the adult, child, and infant rescue.

• CPR certification must be renewed annually and remain valid through the end of the program
• It is the student's responsibility to maintain current certification
• Absence from clinical because of lack of current certification is considered as unexcused absence and is subject to the same governing policies
6. Personal Health Insurance

All students enrolled in the Trinity Nursing Program are required to present evidence of personal health insurance coverage prior to beginning clinical coursework.

- Students must be covered by year round health insurance.
- Student must be insured under the University Health Insurance Plan or by another insurance contract that the student or his/her parents purchase with comparable benefits to the University Plan.
- Proof of current insurance coverage must be presented to the Nursing Program Office.
- Health insurance information should include the type of health insurance (i.e. HMO, PPO, etc) where the student may be treated. This information will enable the Administration to assist the student should injury or illness occur.
- Students are responsible for any cost incurred that is not covered by their personal health insurance. Trinity does not assume liability for an incident or injury which may occur during a clinical or laboratory experience.

7. Professional Liability Insurance

Professional liability insurance coverage in the amount of $1 million / $3 million is required for all RN-BSN students (and recommended for the traditional BSN students) prior to the beginning of the first day of clinical. A copy of the policy reflecting the amount of coverage must be submitted.

8. State Board of Nursing & Licensure

All RN students entering the undergraduate and graduate programs must show evidence of current licensure in the District of Columbia. Licensed RN students who participate in a clinical experience in another state must obtain licensure in that state prior to the clinical experience.

III.B. Additional Guidelines for Laboratory & Clinical Experience

1. Exposure to Bloodborne Pathogens

Any accident or injury in the clinical setting that requires immediate attention will be treated at the nearest facility providing emergency care. If a student is exposed to a blood or body fluid pathogen, the supervisor at the clinical site and the administration in the Nursing Program is to be notified immediately. If the facility has an Employee Health Department, Clinical faculty will escort the student to the department and follow the agency guidelines for immediate treatment. If there is no facility on-site, the nearest emergency department will be contacted and immediate treatment guidelines will be followed. The student is responsible for contacting their personal health care provider for the necessary follow-up care. Appropriate documentation of the incident will be kept in the student’s confidential health information file.
2. Student Transportation

The student is responsible for his/her own transportation to clinical experiences related to the nursing program. An effort will be made for students who lack a personal mode of transportation to be assigned to an agency which has access to public transportation; however the student is responsible for the cost incurred.

3. Inclement Weather

The nursing program will comply with formal announcements by the University concerning cancellation or delay of classes. For bulletins concerning inclement weather and university delays or closing, check the www.trinitydc.edu web site.

- Should the nursing program decide it is necessary to cancel class, clinical and/or Campus Learning Lab prior to a University cancellation decision, a phone tree notification system may be instituted by course faculty if time permits.

- Classes, Campus Learning Labs and Clinicals canceled by the Trinity Nursing Program will be rescheduled at the discretion of the faculty and clinical agency. In addition, students are responsible for ensuring their own safety and should make travel decisions accordingly.

4. Clinical Placements

Many agencies are used for placement of students in clinical courses. Every attempt is made by the faculty to assign students to a variety of clinical placements in order to allow the students to care for diverse client populations and to interact with different groups of students within their clinical sections.

- All attempts are made to facilitate professional growth and learning in the educational experience. The clinical assignments are made in collaboration with faculty, student and clinical agency.

- Students will not be assigned in a clinical area where they are currently employed. Exceptions to this policy will be addressed on a case-by-case basis.

- In the event that an agency declines to accept a student for clinical placement or requests that a student not continue at the agency, the student may be dismissed from the nursing program.

- Clinical placements may be held on day, evening, weekend, and holiday schedules.

5. Health Insurance Portability and Accountability Act (HIPAA)

Federal regulations under the Health Insurance Portability and Accountability Act (HIPAA) include provisions designed to protect the privacy of patient information. These regulations are
commonly known as the Privacy and Security Rules. Confidential patient information means information that identifies the patient, relates to the patient's diagnosis or condition, the patient's care, treatment or other services provided to the patient, or the patient's billing and payment information. It is the student’s responsibility to be familiar with, understand and comply with the requirements of the Health Insurance Portability and Accountability Act.

Examples of confidential information are listed below. Failure to adhere to any of the HIPAA regulatory expectations may result in immediate removal from the clinical settings and additional academic sanctions, including course failure and if necessary dismissal from the Nursing Program. The patient’s:

- name, address, phone number, fax number, e-mail address
- occupation, age or date of birth, place of birth, date/time of death
- social security, driver’s license, license plate, and professional license number
- medical record number, account number, health plan number
- photographs, fingerprints, voiceprints
- distinguishing physical characteristics, including height, weight, gender, race, hair and eye color, presence or absence of facial hair (beard or moustache), scars, and tattoos
- diagnosis and Healthcare Common Procedure Coding System (HCPCS) codes, narrative diagnosis, signs and symptoms, description of procedures
- history & physical, discharge summary, physician orders/prescriptions, clinical notes
- test results, imaging results, Web Universal Resource Locator (URL), Internet Protocol (IP) address number
- Any other unique identifying number, characteristic, or code

Students are expected to maintain the privacy of individually identifiable health information (IIHI) by taking the following steps to protect against disclosure of IIHI:

- Students must not share or discuss information outside the educational setting.
- Students are expected to follow the HIPAA guidelines of the clinical placement setting.
- Students should read, understand, sign, and follow confidentiality and privacy policy statements, which will vary by clinical site.
- Students are prohibited from taking any IIHI from a clinical setting back to the classroom.
- Students must not bring IIHI acquired during their clinical coursework into the classroom.
- Students must remove any IIHI when discussing their clinical experiences as part of any coursework.
- Students should not retain any IIHI after the need to use it has ended.
- IIHI must be used only for research and/or education purposes.

6. Health Habits & Requirements

Maintaining good mental and physical health habits are essential to meet the stress of a demanding curriculum such as nursing.
• Students encounter multiple stressors while in nursing programs. Students must be able to manage stressful situations.

  ➢ These stressors may be, but are not limited to, personal, patient & family care, faculty or peer, and or program related.
  ➢ The student must be able to adapt to and function effectively to stressful situations in both the classroom and clinical settings, including emergency situations.

Performance expectations will not be modified because of a student’s work commitments. Students may not work the preceding eight hours prior to attending a nursing clinical experience.

• Students must report, immediately in writing, to the Director of Nursing, any changes in health status which impact their safety, the safety of patients or others, or which significantly affect their progression in the nursing program.

• Students are expected to comply with all agency requirements for placement in the clinical setting. These include documentation of health and immunization requirements and current cardiopulmonary resuscitation (CPR) certification and may include drug/toxicology screening or an updated criminal background check. Failure to comply with these requirements may result in withdrawal from clinical courses with a resultant effect upon the progression in the Nursing Program.

• Disciplinary action or dismissal from the Nursing Program may result from the following, whether or not they represent a current threat to practice:

  ➢ Failing to fully disclose relevant health history or criminal background
  ➢ Falsification or omission of information

7. Unsafe Practice

Unsafe practice is a behavior that threatens or has the potential to threaten the safety of a client, student, faculty member, or member of the health care team in the clinical setting.

• Students are not allowed to practice in a clinical setting without the knowledge or supervision of a faculty member.

• Any student who exhibits potentially unsafe practice during a clinical experience may be immediately withdrawn from the clinical setting. This decision may be made by the clinical faculty or at the request of the clinical agency.

• Students who are at risk for unsafe practice may be prevented from attending their clinical practicum until the unsafe practice concern has been investigated and satisfactorily resolved.

• If the concern cannot be resolved, the student may be subject to additional administrative sanctions and may be subject to administrative dismissal from the program.
• The student has the right to follow the procedures for course failure or program dismissal.

III.C. Professional Attire & Conduct

When in the clinical area, students represent Trinity University, as well as the Trinity Nursing Program. Students preparing for a nursing career bear the responsibility to conduct themselves and dress in a manner that reflects professionalism. Proper attire and appearance enhances both the student’s credibility and that of the University with clients, their families, and agency personnel. A professional and neat appearance is expected and required for all clinical and University related experiences. The following information outlines the expectations for professional attire and conduct in the clinical and laboratory settings.

• Professional conduct is expected at all times. This includes talking loudly, not chewing gum and no transaction of personal business in the clinical area, except for emergency situations.

• Students who appear in a clinical setting who are inappropriately attired or groomed may be sent home and the absence treated as an unexcused clinical absence.

• Students should consider the impact of cosmetics and decorative hair styles/colors upon patient, staff and other individuals. The clinical agencies and faculty have the discretion to require modification of these factors when students are in the clinical setting.

• Body piercing & tattoos are discouraged. If tattoos do exist, they must be covered when possible. Cases of permanent cosmetics will be addressed on a case-by-case basis.

• Faculty have the responsibility and reserve the right to judge the appropriateness of a student’s attire, and may modify the uniform policy in accordance with agency guidelines and standards.

• Proper attention to hygiene is mandatory. This is more than common courtesy. In order to convey respect to clients and colleagues and because of health laws, isolation and aseptic techniques, students must maintain good personal hygiene. Students must:
  ➢ Observe proper bathing habits
  ➢ Use deodorant products to prevent odor
  ➢ Avoid any use of colognes or perfumes

• Please note that all noise-making devices (pagers, cell phones, etc.) must be turned off during class, laboratory and clinical sessions.

1. Uniform Policy

• An official Trinity uniform, a white lab coat with the Trinity patch, and the Trinity name pin is available at Fenton’s Uniforms. The uniform, name pin, and/or lab coat is required
in institutional and community settings where street clothes are not permitted and where the clinical agency does not require a specific alternate uniform (i.e. in pediatric settings).

- Fenton’s Uniforms is located at 8726 Georgia Ave, Silver Spring, MD 20910. The telephone number is 301-588-4320. Please contact the Nursing Program Office for questions concerning the purchase of any of the above.

- Students should visit Fenton’s at least two weeks prior to beginning nursing classes, to allow for sufficient time for the proper uniform size to be ordered, and the name pin to be ready.

- The lab coat should be worn during all campus laboratory experiences and in designated clinical courses.

- Uniforms should be fitted appropriately and not tight or too loosely fitted. Faculty and clinical agency staff reserve the right to deny the student access to the clinical experience if dressed inappropriately.

- Students should use good judgment wearing the uniform outside of the clinical setting. Remember that the uniform has been worn in a contaminated environment.

- To insure client safety and prevent the transmission of microorganisms, the following should not be worn in institutional and community settings.
  
  ➢ bracelets, chains, necklaces
  ➢ dangle, hoop or large earrings
  ➢ rings with stones
  ➢ no type of button or pin may be worn other than the Trinity name pin

- Due to limited space for students’ belongings, avoid carrying purses or other valuables to clinical settings.

- No waist or fanny packs may be worn due to the probability of cross contamination and the transmission of nosocomial infections

- Students who need to cover their hair for religious reasons should consult with the faculty member to ensure that the cover selected meets safety and infection control standards.

2. The Basic Uniform

- Shirt or Top: Purple scrub top monogrammed with “Trinity Nursing Program” on left side

- Pants: Purple scrub bottoms
• Jacket: White lab jacket with “Trinity Nursing Program” patch on left shoulder (lab jacket must be worn when in the campus laboratory)

• Shoes: White leather; closed heel and toe; no canvas sneakers or clogs; polished, clean, and in good repair

• Hose/Socks: Neutral colored stockings or white colored socks, worn at all times

• Name Pin: Trinity Nursing Student name pin with, worn on lab jacket or scrub top

• ID Badge: Trinity University Photo ID Badge

• Watch: Plain watch with second hand

• Bandage Scissors: Regulation bandage scissors are optional; Scissors should be regularly cleaned

• Jewelry: Wedding bands only (no stones)
  Watch with a second hand
  One pair of stud earrings
  No other jewelry may be worn

• Perfume or After Shave: No perfumed scents; lotions; or body sprays

• Hair: Women – Hair must be neatly arranged, either short or pulled back and away from the face; discreet hair accessories only

  Men - Beards and mustaches must be clean, trimmed and well groomed

• Sweater: Washable white cardigan or white lab coat with Trinity patch

• Nails: Short (fingertip length); well-manicured
  No polish, acrylics or tips

3. Community Settings

• Women: Tailored polo tops, pants, dresses, and skirts; The length of dresses and skirts must be at least to the knee, reasonable and discreet;
  One pair of small stud earrings

• Men: Tailored trouser and shirts or polo shirts; shirt & tie when required;
  Beards and/or mustaches should be neatly trimmed

• Women & Men:
• No jeans, sweatpants, stirrup pants, or scrub pants or tops
• No exposed midriffs
• Sturdy, closed-toe and heel shoes; clean, polished and in good repair
• Neatly arranged hair, off the face or tied back (discreet hair accessories only)
• Stockings or socks worn at all times
• Trinity name pin and identification should be worn at all times (no other type of pin may be worn)
• Wedding bands only
• A watch with a second hand
• No chains, necklaces, bracelets, dangle or hoop earrings
• Short nails, clear polish only (no artificial nails or tips)
Part Four

Student Life, Organizations, Honors and Awards
IV.A. Professional Organizations

- Students in the RN to BSN Program are encouraged to become members of the American Nurses’ Association (ANA): www.nursingworld.org

- Students in the traditional BSN pathway are encouraged to become members of the National Student Nurses Association (NSNA): www.nsna.org

- Qualified students will be invited to apply for membership in the International Honor Society of Nursing, Sigma Theta Tau. Invitation will be mailed to students who meet the criteria below during their final semester in the nursing program. www.nursingsociety.org
  - Student applicants must have a minimum cumulative GPA of 3.0
  - Student applicants must be in the top 15% of their graduating class.

- All students who graduate from Trinity are members of the Trinity Alumnae Association.

IV.B. Ceremonies

1. The Pinning Ceremony

A “Pinning Ceremony” is held for graduating Baccalaureate nursing students during the Graduation week. The pinning ceremony recognizes students who have completed the nursing program, and signifies the knowledge, skills, values, meanings, and experiences gained during their academic career. Students may choose to buy the program’s nursing pin, which identifies them as graduates of Trinity University.

- The Ceremony

  The Pinning Ceremony is a wonderful time-honored nursing school tradition, dating back before the turn of the twentieth century. It is a celebration of what students have accomplished during their past years here at Trinity. The ceremony is for the students and their families who understand what they have been through to get where they are. Students invite the people who helped them through their nursing studies, and sacrificed, sometimes as much as they did.

  Traditionally, nursing students hold a Pinning Ceremony to mark the passage of the student nurse role to the practice role. The graduates will recite a nursing pledge, which reaches back to Florence Nightingale, who distinguished herself during the Crimean War by nursing the sick and wounded British soldiers. Because of her selfless duty during this war, Florence Nightingale became known as the "lady with the lamp." As a tribute to her dedication, the lamp icon became symbolic of nursing. The lamp, which is on our Trinity nursing pin, will always shine brightly as a symbol of the care and devotion the nurse administers to the sick and injured in the practice of Nursing.
This pin is worn by nurses and identifies the nursing school from which they graduated. Trinity’s logo is incorporated into our nursing pin, along with the brightly shining “lamp” symbolizing the care and devotion of the nurse who wears it. Nurses wear their pin proudly, clearly stating that they are a Registered Nurse with a Bachelor’s Degree in Nursing, and distinguishing them from all other health care professions and professionals.

- **The Trinity Nursing Pin**
  - Students may purchase their individual pin engraved with their initials and graduation year, through the Nursing Program Office.
  - Orders may be taken during designated times when students are certified for graduation.
  - Students will receive their pin during the Pinning Ceremony.
  - While the purchase of a pin is optional, all students are recognized during the ceremony.

- The graduating class assists the faculty and administration of the Nursing Program in planning the event.

2. **The University Commencement Ceremony**

- Students must apply for graduation
  - Obtain the “Application for Graduation Form” on-line at Trinity’s website or from the Enrollment Services office.
  - Obtain the signature required on the form from Enrollment Services.
  - The student must also sign the completed form.
  - Submit it to the Enrollment Services office by the posted deadline.

- Enrollment Services will coordinate with students’ advisors and financial aid to conduct a formal review of each student’s academic record and determine eligibility for graduation.

- Once graduation clearances are completed, Enrollment Services will notify students that are cleared to graduate, by mail, with information on how to receive diplomas.

- Students who are not cleared to graduate, will receive a letter explaining why they are not cleared, and who to contact for further information.

- Please visit the University Catalog for further information regarding the Commencement Ceremony.