W. CARY EDWARDS SCHOOL OF NURSING

Accelerated 2nd Degree BSN Program

2017-2018

Student Handbook

Derya Barc, BSN '16

THOMAS EDISON STATE UNIVERSITY

W. CARY EDWARDS SCHOOL OF NURSING

Contents

Welcome to the
W. Cary Edwards School of Nursing
at Thomas Edison State University

Welcome! As a newly enrolled student in the Accelerated 2nd Degree BSN Program at Thomas Edison State University, you have made the wise decision to become a registered nurse. You are entering a program with proven excellence and experience in the provision of nursing education. The School has provided the nursing community with quality nursing programs for more than 30 years. During these years, the School has maintained full accreditation status.

I am confident that you will find the Accelerated 2nd Degree BSN Program both challenging and rewarding as you pursue your goal to become a baccalaureate-prepared registered nurse. The program is current in the knowledge and experiences needed for you to be able to practice in today's complex and changing healthcare environments. Our University's online course mentors and campus-based nurse educators are academically qualified with varied backgrounds and experiences. Our staff is experienced in their work with adult learners and with students learning at the University and at a distance.

All students enrolled in the Accelerated 2nd Degree BSN Program receive a copy of this *Handbook* upon admission to the program. It is essential that you take time to read this and the other program materials that you have received. As an adult learner in an accelerated program, it is important that you have the tools needed to progress and to be successful. We encourage your involvement in the University and welcome your comments and feedback. We look forward to working with you during your enrollment and wish you success as you prepare to enter the profession of nursing.

If you have questions or concerns, please contact us at *nursing@tesu.edu*.

Best regards,

Filomela A. Marshall, EdD, RN, CNE
Dean, W. Cary Edwards School of Nursing

Accreditation

The W. Cary Edwards School of Nursing baccalaureate and master's degree programs at Thomas Edison State University are accredited by the Commission on Collegiate Nursing Education (CCNE).

> ## COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)
> *http://www.ccneaccreditation.org*

The W. Cary Edwards School at Nursing programs at Thomas Edison State University are accredited by the New Jersey Board of Nursing.

> ## NEW JERSEY BOARD OF NURSING
> P.O. Box 45010
> Newark, NJ 07101
> (973) 504-6430
> *www.state.nj.us/lps/ca/medical/nursing.htm*

Complaints about the nursing program may be directed to the aforementioned agencies.

Students are expected to comply with University Code of Conduct policies, W. Cary Edwards School of Nursing academic and clinical policies, and established practices found in this *Handbook*.

The information contained in this *Handbook* is not to be considered an irrevocable contract between a student and the University. The University reserves the right to change policies at any time without prior notice.

Thomas Edison State University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000.

W. Cary Edwards School of Nursing

MISSION AND PHILOSOPHY

The W. Cary Edwards School of Nursing accepts and upholds the mission of the University in providing flexible, high-quality, collegiate learning opportunities for self-directed adult learners. As such, the W. Cary Edwards School of Nursing believes that independent and self-directed study in a mentored, online environment is the hallmark of the academic programs offered to students by the W. Cary Edwards School of Nursing. In this learning environment, the student, as an adult learner, interacts and collaborates with mentors, educators and peers to create and enhance a dialogue within a community of learners. Through this innovative approach to programming, the W. Cary Edwards School of Nursing is actively shaping the nursing profession by preparing nurses who are intellectually curious, clinically competent and technologically prepared to assume leadership positions at the forefront of healthcare transformation.

The W. Cary Edwards School of Nursing supports the belief that attainment of the bachelor's degree is essential to the ongoing process of professional nursing education and development. The Bachelor of Science in Nursing (BSN) degree, building on the prior education and experience of the student, prepares graduates to practice nursing in a variety of settings and roles and provides a foundation for graduate study and lifelong learning. The Master of Science in Nursing (MSN) degree prepares graduates to assume leadership roles in a diverse, technologically challenging and global healthcare environment, and for advanced study and lifelong learning. The graduate nursing certificate programs offer opportunities for advanced specialized study to master's-prepared nurses seeking additional opportunities in nursing.

The Doctor of Nursing Practice (DNP) degree prepares nurse leaders to function at the highest level in healthcare organizations. Competencies in organizational leadership, economics and finance, healthcare policy, population-focused care and technology are emphasized.

Nursing is a dynamic profession that provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving the health status of the community. Nursing is practiced with respect for human dignity and individual differences. The art and science of nursing requires the ongoing application of specialized knowledge, principles, skills and values. As a distinct body of knowledge, nursing builds upon theories from various disciplines and works collaboratively with other professions to enhance the health status of individuals, families, groups and communities.

The client is viewed as an open and dynamic system with unique psychophysiological, spiritual and sociocultural characteristics. Within this system, the client interacts with the environment and experiences varying states of health. Health is described as a dynamic process fluctuating along a wellness-illness continuum. Nurses assist clients to function and effectively adapt to the environment along that continuum. The environment encompasses numerous factors that affect the development and behavior of clients. These factors have an impact on the client's ability to function and maintain optimal health status. Nurses are responsible for the promotion, maintenance and restoration of health.

The W. Cary Edwards School of Nursing is committed to the belief that the School uses a teaching-learning process based on the principles of adult learning; demonstrates effective design and delivery of educational experiences in varied learning environments; provides for collaboration and collegial interaction among mentors, educators and peers; effectively links theory, practice, research and technology; and extends its reach to people of diverse ethnic, racial, economic and gender groups.

Through these beliefs and contributions to the ongoing development of caring, competent, informed, ethical and accountable nurses, the W. Cary Edwards School of Nursing strives to play an influential and positive role in transforming the future of the practice of professional nursing.

PURPOSE AND GOALS

In keeping with the mission of the University and the commitment to provide high-quality education to address the needs of the greater community, the purpose of the W. Cary Edwards School of Nursing is to provide high-quality nursing education programs that meet the needs of RNs and the healthcare community, and the standards of the nursing profession.

THE GOALS OF THE W. CARY EDWARDS SCHOOL OF NURSING ARE TO:

> prepare graduates to assume leadership roles in a diverse society and changing healthcare environment;

> provide nontraditional nursing education programs that meet the needs of adult learners; and

> provide a foundation for advanced study and lifelong learning.

BSN DEGREE PROGRAM OUTCOMES

The Accelerated 2nd Degree BSN Program is an option under the BSN degree program offerings. Therefore, program outcomes are the same for all BSN students.

Upon completion of the BSN degree program, the graduate will be able to:

> demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;

> apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and quality management of healthcare across the lifespan;

> demonstrate the use of effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members;

> analyze the effect of health policy on the organization, financing and delivery of healthcare;

> use information technology to manage knowledge, communicate information and facilitate decision making in nursing practice;

> synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and

> demonstrate a commitment to advanced study and lifelong learning.

Accelerated 2nd Degree BSN Program ~~~~~~~~~~~~~~~

PROGRAM DESCRIPTION

The Accelerated 2nd Degree BSN Program (Accelerated Program) is a full-time 12-month Bachelor of Science in Nursing (BSN) degree program that educates prelicensure students who already have earned a bachelor's degree in another area of study, to enter the profession of nursing as beginning practitioners. Candidates are required to have previously earned all general education requirements prior to being accepted into the program. The 120-credit Accelerated Program includes 60 credits of professional nursing completed both online and on-campus at Thomas Edison State University. A criminal background check, drug screen, health and immunization verification, malpractice and health insurance, and CPR certification are required upon acceptance.

Graduates of the Accelerated Program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in all states in the United States. Satisfactory performance on the NCLEX-RN as prescribed by the respective state results in the graduate being known as a registered nurse (RN). Success on the NCLEX-RN in any state entitles the RN to apply for licensure in every other state.

The policies stated here apply only to students enrolling in the Accelerated Program with degree requirements effective Sept. 1, 2017. Due to the distinct nature of the program, many policies that apply to other W. Cary Edwards School of Nursing students do not apply to students in this program. Please check the Accelerated 2nd Degree BSN Program website or with the BSN advisor with any questions.

Graduates of this program will receive 6 graduate nursing credits included in the BSN degree requirements. Students will be eligible to apply to the MSN program only after they have earned the BSN degree and have successfully passed the NCLEX-RN. The 6 credits (grade of B or better) will be accepted as transfer credit upon admission to the MSN program.

ADMISSION TO THE PROGRAM

Applicants to the Accelerated 2nd Degree BSN Program must have the following:

> A bachelor's degree (non-nursing) from a regionally accredited college or university completed prior to acceptance.

> An earned cumulative GPA of 3.0 or better in the previous degree.

> All science prerequisites completed within five years prior to the date of acceptance.

> A grade of B or better in all science and statistics prerequisite courses.

> A grade of B or better in any prior nursing courses.

> Completion of general education and nursing prerequisites prior to acceptance.

> The ability to meet all the Essential Requirements of the clinical program.

> A current resume.

> A personal statement that includes why the student wants to be a nurse and why the student should be accepted into the program.

> Two signed letters of recommendation on letterhead (academic and professional).

> An in-person interview, scheduled by invitation.

> For students of foreign universities, all transcripts must be evaluated by an approved agency. The complete agency list can be found on the Accelerated Program website at *www.tesu.edu/2degreeBSN*. An official course-by-course evaluation must be submitted with the application.

> Written and Oral Test of English as a Foreign Language (TOEFL) if native language is not English. A minimum score of 600 (paper-based test), 250 (computer-based test) or 100 (internet-based test) is required. Scores should be sent directly from ETS (Educational Testing Service). Photocopied and faxed documents may not be used.

> The W. Cary Edwards School of Nursing has the discretion to require a nursing applicant to take the TOEFL, regardless of native language, if there is concern about the applicant's ability to communicate in English.

> Have proficiency in using a computer, browsing the web and sending and receiving email including attachments.

SYSTEM REQUIREMENTS

Minimum System Requirements for Windows and Mac:
- > Screen resolution of at least 800 x 600 pixels
- > Speakers or headphones for audio playback
- > Optical Drive[1]
- > Stable internet connection[2]
- > A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- > PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- > Windows XP or above; Mac Leopard 10.5 or above[3]

Preferred System Requirements for Windows and Mac:
- > Screen resolution of 1024 x 768 pixels or greater
- > Speakers or headphones for audio playback
- > Webcam
- > Optical Drive[4]
- > Broadband internet connection of 1 mbs or greater
- > A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- > PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- > Windows 7 or above; Mac Snow Leopard 10.6 or above[5]

1 For certain third-party supplemental course resources
2 Broadband preferable; dial-up connections may not be optimal for certain course features
3 A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac
4 For certain third-party supplemental course resources
5 A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

ESSENTIAL REQUIREMENTS

Admission to the Accelerated 2nd Degree BSN Program is highly competitive, and applicants are accepted on the basis of their predicted success in the program. The program is extremely demanding physically, mentally and emotionally. Specifically, the program requires the successful completion of 60 credits within one year. The course work combines a campus-based and online format; in addition, the clinical portion will require students to perform in a stressful direct patient care environment for two days per week for 10 hours each day. Because students in this program are required to effectively deliver safe, quality nursing care to patients in the clinical setting, each student must meet all of the Essential Requirements for admission, academic progression and graduation from the Accelerated Program.

Applicants to the Accelerated Program are presumed to be aware of the following Essential Requirements, located at *www.tesu.edu/bsnaessential*. By accepting admission and enrolling in the program, the student certifies that he/she has read these materials and understands the Essential Requirements of the clinical program.

Thomas Edison State University does not discriminate on the basis of disability. If reasonable accommodations will allow a student with a disability to meet these Essential Requirements for participation in the nursing program, Thomas Edison State University will assist the student in making the reasonable accommodations. Students who wish to request reasonable accommodations on the basis of disability will need to self-identify, provide current documentation of the disability from a licensed healthcare professional and submit a written request for accommodation(s).

Thomas Edison State University adheres to the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Therefore, the University provides reasonable accommodations for otherwise qualified students who disclose and verify disability to the University. The Office of Student Special Services provides assistance to students who wish to discuss reasonable accommodations for verifiable disabilities. Students are responsible for identifying themselves to the ADA coordinator at (609) 984-1141, ext. 3415. The TTY number for hearing-impaired students is (609) 341-3109. Application and information is available at *www.tesu.edu* or via email at *ada@tesu.edu*.

The areas of Essential Requirements are as follows:

General Ability
The student is expected to process data that can be integrated, analyzed and synthesized in a consistent and accurate manner. The student is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium and movement.

Communication Ability
The student is expected to be able to sufficiently demonstrate effective communication including verbal, nonverbal, written and observational skills during professional interactions with others. This requires the ability to use the English language to effectively communicate with patients, their families, peers, instructors and members of the healthcare team. The W. Cary Edwards School of Nursing has the discretion to require a nursing student to take the TOEFL regardless of the student's native language if there is a concern about the student's ability to communicate in English.

Observational Ability
The student is expected to be able to make accurate observations to assess the health status of the patient. This includes the functional use of the senses and sufficient motor activity to carry out the necessary assessment and reporting activities that are essential to patient care.

Motor Ability
The student is expected to be able to perform gross and fine motor movements required to perform safe and comprehensive nursing care. Examples of care that the students must be able to perform include, but are not limited to, turning, transferring, transporting and exercising patients. The student is expected to have the psychomotor

skills necessary to perform or assist with procedures, treatments, assessments, administration of medications and emergency interventions. Examples include performing cardiopulmonary resuscitation, preparing and administering medication, suctioning of obstructed airways and protecting patients in the event of fire. The student is expected to maintain consciousness and equilibrium and have the physical strength and mental stamina to meet the demands associated with extended periods of sitting, standing, moving and physical exertion required to perform satisfactorily in clinical nursing experiences. The student must also have the ability to document patient care by writing or typing on an electronic medical record for long periods of time.

Cognitive Ability ~~~~~~

The student is expected to have the ability to develop problem-solving skills and demonstrate the ability to establish plans of care and set priorities. This includes the ability to measure, calculate, remember, analyze and synthesize objectives as well as subjective data and make time-sensitive decisions that reflect consistent and thoughtful deliberation of the appropriate data. The student is expected to have the ability to read and understand written documents in English; to listen, speak, write and reason; and perform mathematical functions at a level that is required to safely care for patients. The student is expected to have the ability to understand in both a written and verbal format the materials presented throughout his or her course of study.

Behavioral and Social Attributes ~~~~~~~~~~~~~~~~~~~~~~~

The student is expected to possess the emotional stability required for the use of his/her intellectual, communication/observation, motor and sensory abilities in order to exercise appropriate judgment and promptly complete all responsibilities attendant to the diagnosis and care of diverse patients in a variety of settings. The student is expected to be able to care for patients, relate to their family members and work cooperatively with peers, supervisors, instructors and health team members with honesty, integrity and civility and without discrimination in relation to race, color, ethnic group, age, gender, sexual orientation, religious or political preference, or ability to pay. The student is expected to have the flexibility to function effectively under stress; that is, the individual is expected to be able to learn to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

The Essential Requirements identified are derived from the principles contained in the American Nurses Association (2015) *Nursing: Scope and Standards of Practice (3rd Edition)* and the American Association of Colleges of Nursing (2008) *The Essentials of Baccalaureate Education for Professional Nursing Practice.* The items previously listed include some examples of care that the student must be able to perform safely, but the care of patients is not limited to those examples. The clinical facility reserves the right to deny placement to a student based on agency requirements.

PROGRAM REQUIREMENTS

The Accelerated 2nd Degree BSN Program requires a minimum of 120 credits:

> 60 credits in general education and nursing prerequisites earned prior to acceptance.

> 60 credits in W. Cary Edwards School of Nursing credits.

> The 60-credit nursing requirement includes 35 credits of campus-based courses including clinical experiences and 25 credits of online nursing courses. All nursing courses will be completed through the W. Cary Edwards School of Nursing. These courses will be taken as a full-time student and cannot be taken out of sequence. Because of the rigorous nature of the program, outside employment is not recommended.

Accelerated 2nd Degree BSN Program Nursing Prerequisite Requirements

	Credits
Introduction to Psychology	3
Developmental Psychology/Lifespan	3
Anatomy and Physiology with Lab*	8
Microbiology with Lab*	4
Chemistry*	3
Nutrition*	3
Ethics	3
Introduction to Sociology	3
Statistics*	3
CAMPUS-BASED COURSES	**35**
NUR-320 Introduction to Professional Nursing	7
NUR-328 Health Assessment and Health Promotion	3
NUR-400 Nursing Care Across the Lifespan	8
NUR-410 Nursing Care of Vulnerable Populations	8
NUR-420 Integrating Advanced Nursing Concepts	9
ONLINE COURSES	**25**
NUR-340 Nursing Informatics	3
NUR-342 Advancing Nursing Practice	3
NUR-418 Nursing Research	3
NUR-428 Leadership and Management in Nursing	3
NUR-443 Public Health Nursing	4
NUR-445 Validating Nursing Competence	3
NUR-529 Health Policy**	3
NUR-531 Nursing Informatics: Concepts and Issues*	3
TOTAL	**60**

Grade of B or better is required.

**Two graduate courses, NUR-529 Health Policy and NUR-531 Nursing Informatics: Concepts and Issues, will be completed by all BSN degree students as part of the professional nursing requirements. These 6 graduate credits will apply to the MSN degree requirements at Thomas Edison State University upon acceptance to that degree program. Accelerated 2nd Degree BSN Program students may apply to the MSN program after successful completion of the BSN program and passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

GENERAL EDUCATION AND NURSING PREREQUISITE REQUIREMENTS

The 60-credit requirement in general education and nursing prerequisites provide students with a foundation for professional nursing requirements and graduate study. Appropriate credits may be transferred, earned at Thomas Edison State University or earned through an additional variety of ways. All general education and nursing prerequisite credits must be completed prior to acceptance into the program. All science prerequisites must have been taken within five years prior to the time of acceptance and reflect a B grade or better for each course.

PROGRESSION AND GRADUATION REQUIREMENTS

In addition to course exams, clinical requirements and other assignments, students will be required to take a diagnostic assessment skills exam in each of the clinical courses.

If the student fails any course, with a grade lower than C+ (78) the student cannot progress to the next clinical course or to the next term. Tuition is billed on a quarterly basis and not on a per-credit basis. No tuition refunds will be granted after the 21st day of the term. A tuition refund schedule is available on *www.tesu.edu/refunds*.

Students are expected to comply with all clinical guidelines and performance requirements set forth in this *Handbook*. Any breach of clinical policy may result in dismissal from the program. Students must also be able to meet all the Essential Requirements of the clinical program to progress and graduate.

A criminal background check, drug screen, health and immunization verification, malpractice and health insurance, and CPR certification are required prior to the onset of clinicals. No exceptions.

READMISSION TO THE ACCELERATED 2ND DEGREE BSN PROGRAM

When a student withdraws from the nursing program or is not successful in a nursing course, he or she must submit an *Intent to Return* Form by emailing *nursing@tesu.edu* no later than 90 days prior to the intended return date. Students' *Intent to Return* Forms will not be reviewed until all previous financial requirements have been satisfied. Students who meet readmission requirements may be subject to an interview with the Admissions Committee. A score of "Proficient" or higher on the Test of Essential Academic Skills (TEAS) is required for readmission to the program. The test is to be taken at the School at the student's expense. A decision will not be made until all readmission requirements are complete. Readmission to the program is not a guarantee.

Students who are readmitted are subject to the tuition and policies of the class to which they will be readmitted. Students who are readmitted to the program must submit a $500 nonrefundable deposit (applied toward that term's tuition) to secure their place in the class.

A student who has been out of the Accelerated Program for more than one year must submit a new application and pay the application fee. All current admission requirements must be met, and students must demonstrate competence in selected clinical skills and assessments.

A complete list of requirements for returning students can be found on the Intent to Register Form, which is found on the website under Student Forms.

Accelerated 2nd Degree BSN Program Curriculum ~~~~~~~~~~~~~~~~~~~~~~~~

Course Sequence Chart for Accelerated 2nd Degree BSN Program Option - 60 Credits

ONGROUND COURSES AT THOMAS EDISON STATE UNIVERSITY - 35 CREDITS ~~~~~~~~~~~~~~~~

TERM 1	Credits	TERM 2	Credits	TERM 3	Credits	TERM 4	Credits
NUR-320 Introduction to Professional Nursing	7	NUR-400 Nursing Care Across the Lifespan	8	NUR-410 Nursing Care of Vulnerable Populations	8	NUR-420 Integrating Advanced Nursing Concepts	9
NUR-328 Health Assessment and Health Promotion	3						

ONLINE COURSE - 25 CREDITS ~~~~~~

TERM 1	Credits	TERM 2	Credits	TERM 3	Credits	TERM 4	Credits
NUR-340 Nursing Informatics	3	NUR-418 Nursing Research	3	NUR-443 Public Health Nursing	4	NUR-428 Leadership and Management in Nursing	3
NUR-342 Advancing Nursing Practice	3	NUR-531 Nursing Informatics: Concepts and Issues*	3	NUR-529 Health Policy*	3	NUR-445 Validating Nursing Competence	3
TOTAL	**16**		**14**		**15**		**15**

All prerequisites must be completed before students can begin the program.
*Six graduate credits are earned at the BSN level.

Course Descriptions ~~~~~~

All courses will have a course platform in the online environment. The campus-based courses NUR-320, NUR-328, NUR-400, NUR-410 and NUR-420 will have a clinical laboratory component as well as an online component. Students are expected to adhere to all online participation course guidelines found in each course.

NUR-320 INTRODUCTION TO
PROFESSIONAL NURSING   7 CR

In this course, students are introduced to the profession of nursing. The theoretic constructs of the metaparadigm of nursing serve as a basis for role development and understanding the practice of nursing. Health promotion, disease prevention, safety and quality of care provide a context for the practice of evidence-based nursing.

This course is designed to be taken concurrently with NUR-328, NUR-340 and NUR-342.

NUR-328 HEALTH ASSESSMENT AND
HEALTH PROMOTION   3 CR

This course introduces the student to the process of systematic and comprehensive health data collection and assessment. Emphasis is placed on strategies for interpersonal communication, skillful examination techniques and data validation. Culturally and age appropriate health promotion and disease prevention activities are explored.

This course is designed to be taken concurrently with NUR-320, NUR-340 and NUR-342.

NUR-340 NURSING INFORMATICS   3 CR

Nursing Informatics focuses on the use of electronic technologies and the management of information to facilitate nursing practice and enhance nursing knowledge. The use of electronic technologies in nursing practice, administration, education and research is explored. Learning experiences are provided to develop the basic skills nurses need to practice competently in an electronic healthcare environment. A reflective learning portfolio, initiated in the course, is used to validate professional and academic achievements and growth throughout the baccalaureate program.

NUR-342 ADVANCING NURSING
PRACTICE   3 CR

This course creates a foundation for transition to baccalaureate nursing practice. An overview of professional practices, standards and models of clinical competence is provided. Issues related to current nursing practice within the complex healthcare environment are examined. The contemporary role of the baccalaureate-prepared nurse is explored. A reflective learning portfolio will serve as a means to validate professional and academic achievements and growth throughout the program.

NUR-400 NURSING CARE ACROSS
THE LIFESPAN   8 CR

This course prepares the student with the knowledge, skills and attitudes required to provide safe, quality nursing care to the childbearing, childrearing and gerontological client. Family-centered care, including health education and advocacy, are emphasized as essential to ensure high-quality health outcomes. Nursing care for clients with selected altered health states are discussed with application to client-focused clinical practice.

This course is designed to be taken concurrently with NUR-418 and NUR-531. Completion of NUR-320, NUR-328, NUR-340 and NUR-342 are prerequisites for these courses.

NUR-418 NURSING RESEARCH   3 CR

The course is designed to increase the professional nurse's knowledge and use of the research process. Emphasis is placed on reading, interpreting and evaluating research findings, including considering ethical and practical aspects as a basis for evidence-based nursing practice.

NUR-531 NURSING INFORMATICS: CONCEPTS AND ISSUES (GRADUATE)   3 CR

Nursing Informatics: Concepts and Issues combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all MSN students as well as the foundation for all additional informatics courses.

NUR-410 NURSING CARE OF VULNERABLE POPULATIONS   8 CR

In this course, students are introduced to the profession of nursing. The theoretic constructs of the metaparadigm of nursing serve as a basis for role development and understanding the practice of nursing. Health promotion, disease prevention, safety and quality of care provide a context for the practice of evidence-based nursing.

This course is designed to be taken concurrently with NUR-443 and NUR-529. NUR-400, NUR-418 and NUR-531 are prerequisites for this course.

NUR-443 PUBLIC HEALTH NURSING   4 CR

The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning, set the foundation for students to critically analyze the health of selected populations in a community. *Healthy People 2020* serves as a guide for the identification of at-risk groups throughout the lifespan.

NUR-529 HEALTH POLICY (GRADUATE)   3 CR

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the healthcare trends, forces and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

NUR-420 INTEGRATING ADVANCED NURSING CONCEPTS   9 CR

In this course, students integrate advanced nursing concepts and leadership principles to plan and implement care for clients with critical care needs. Contemporary issues related to professional nursing practice are analyzed for their impact on the client, nurse and the healthcare system. Assimilation into the professional nursing role is initiated with a final clinical transition experience designed to promote student independence and accountability through guidance and collaboration with nurse preceptors and other health team members. Regular clinical hours may vary during this rotation. The student will work the same shift as the assigned nurse preceptor.

This course is designed to be taken concurrently with NUR-428 and NUR-445. Completion of NUR-410, NUR-443 and NUR-529 are prerequisites for these courses..

NUR-428 LEADERSHIP AND MANAGEMENT IN NURSING   3 CR

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored.

NUR-445 VALIDATING NURSING COMPETENCE   3 CR

In this course, students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice and transformative learning, students finalize their e-Portfolio, which provides evidence of their clinical competence as baccalaureate nurse generalists. Validating Nursing Competence, a Capstone course, is the final course in the Accelerated Program.

Six graduate credits are earned at the BSN level.
Note: Students must earn a grade of B or better in graduate courses for transfer to a graduate program.

Policies and Procedures ~~~~~~

RETENTION AND PROGRESSION IN THE CURRICULUM

All courses must be taken in sequence. Students must earn a grade of C+ (78) or better in all nursing courses to progress through the curriculum. Accelerated Program students must fulfill the following theory and clinical requirements to successfully progress through the curriculum:

> A designation of "satisfactory" in all clinical rotations and clinical laboratory experiences.

> Successful completion of all courses as outlined in the curriculum plan, with a grade of C+ (78) or better.

> A cumulative grade of C+ (78) or better is required to graduate.

GRADING SCALE

Campus-based nursing courses have a theory and clinical practice/clinical laboratory component. The student must pass all of these components to progress to the next nursing course. Raw test scores will be used to calculate the students grade on exams. A failure in any of these components constitutes a failure in the course.

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D	60-69
F	below 60

INCOMPLETE/EXTENSION – Accelerated Program students cannot request or receive a grade of incomplete or extension in any course.

WITHDRAWAL – Students may withdraw from only one course, one time throughout the program. Withdrawal is not permitted past mid-semester. Staff signature is required on Request for Course Withdrawal form. Because students' progress in a cohort, the student must wait until the following year to return and only if there is space in the course. Return is contingent on space availability.

REPEATS – Students may repeat only one course, one time. A second course failure results in dismissal from the program. A course from which a student has withdrawn cannot be repeated if they have previously failed. Students who fail two courses in the program are not permitted to return in a future cohort. For information regarding re-enrollment, see Page 7.

STANDARDIZED TESTING

Specialty standardized exams are integrated throughout each course to evaluate student learning.

ATI TESTING

ATI tests and testing resources will be utilized throughout each term of the program. These ATI tools, in combination with the BSNA nursing curriculum at TESU, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing concepts. ATI proctored tests will validate student strengths and identify areas in need of improvement. Students will have access to online tutorials, practice tests, ATI modules and focused reviews to facilitate mastery of knowledge necessary for success in the nursing program and ultimately on the NCLEX-RN exam.

CLASSROOM EXPECTATIONS

> Attendance at all scheduled classes is mandatory.

> In the event of an absence, the student will notify the nurse educator via email prior to the start of the class.

> Students are responsible for obtaining the missed class materials. Class content will not be retaught.

> Students will be asked to submit documentation for absences (i.e., physician's note, obituary notice).

> Absence from class may place the student in jeopardy of course failure.

> Professional behavior and appearance is expected at all times. Students should refer to the University Code of Conduct Policy found online at *www.tesu.edu/academics/catalog*.

> Use of cell phones and texting in class is prohibited.

EXAMINATION POLICY

Examinations may be administered electronically or by paper and pencil. The following policies will be observed:

> No books, notebooks, graphic calculators, cell phones or any electronic devices will be permitted at the student's testing seat.

> All examinations are mandatory on the scheduled test date.

> Students are expected to arrive on time for the exam. If a student is late, no additional time will be alloted.

> If a student arrives more than 15 minutes late to an exam, for any reason, they will have to make up the exam at a later date.

> It is the student's responsibility to notify the nurse educator immediately in the event the student is to be absent on the day of a scheduled examination.

> The student must contact the nurse educator to schedule a make-up examination within 24 hours of the missed exam.

> The highest grade that can be earned on a makeup exam will be a B (83).

> When a student fails an exam, they must schedule an appointment with the assistant dean to create a remediation plan.

> All efforts will be made to have grades posted to the course gradebook within a minimum of one week.

EXAMINATION REVIEW POLICY

> A group exam review, excluding the final comprehensive exam, will take place when all students have taken the exam and the exam has been graded.

> Attendance at exam review is required.

> All students with a grade below 78 percent are responsible to make an appointment with the assistant dean within one week of the exam failure for a remediation plan.

> No books, graphic calculators, cell phones or any electronic devices will be permitted during exam review.

PLAGIARISM

The expectation at the W. Cary Edwards School of Nursing is that the principles of truth and honesty will be rigorously followed in all academic endeavors. Students must abide by the University Code of Conduct as outlined in the online *University Catalog* at *www.tesu.edu/catalog*. These behaviors include, but are not limited to:

> The work completed will be done by the person who purports to do the work without unauthorized aids.

> Consistent with APA format, the student must attribute the source of the material utilized. This refers to use of language, information and some ideas not his/her own, whether quoting them directly or paraphrasing them into their own words.

> Online course mentors or nurse educators suspecting plagiarism will refer students to the assistant dean.

APPEALS

All students in the W. Cary Edwards School of Nursing will follow University policies on academic appeals as outlined in the online *University Catalog* at *www.tesu.edu/catalog*. Appeals are to be submitted only after a course ends.

COMPLAINTS

The W. Cary Edwards School of Nursing student complaint policies are congruent with the University complaint policies and procedures. Students are directed to the online *University Catalog* at *www.tesu.edu/catalog* for information.

GRADUATION REQUIREMENTS

The awarding of the Thomas Edison State University Bachelor of Science in Nursing degree from the W. Cary Edwards School of Nursing signifies graduation and eligibility to take the NCLEX-RN Licensing Examination. Once graduation requirements are met, the dean of the School will send the letter of program completion to the New Jersey Board of Nursing.

Additional requirements include:

> Successful completion of the program of study as outlined in the curriculum plan.

> Satisfaction of all fees and/or debts to Thomas Edison State University and the New Jersey State Library.

> Verification that student records are complete.

> Completion of all course requirements.

> Successful completion of Live NCLEX Review. Evidence of course payment in full and attendance is required.

> All students in the W. Cary Edwards degree programs will submit the *Request for Graduation* form with a fee according to University guidelines.

CLINICAL EXPECTATIONS/ RESPONSIBILITIES

> All clinical experiences are mandatory whether held in the clinical laboratory or clinical practice settings.

> Students demonstrating unsafe or unethical clinical practice not consistent with course objectives, ANA Standards of Professional Nursing Practice and ANA Code of Ethics are subject to immediate dismissal from the program.

> Students are required to comply with all clinical agency policies and procedures, including Health Insurance Portability and Accountability Act (HIPAA) to specific institutional policies in each clinical experience.

> Students will be prepared for the clinical experience and may be dismissed if they are unprepared to safely care for a patient.

> Students who come to clinical or laboratory and appear to be in an impaired state will be evaluated. Students will be subject to disciplinary action and possible dismissal based on evaluation findings.

> Additional clinical responsibilities are identified on the clinical performance evaluation tool.

> Failure to meet the clinical competencies and course objectives will result in a clinical failure and subsequent failure of the course.

CLINICAL ABSENCE

Attendance at all clinical and laboratory experiences is mandatory. Attendance at clinical and laboratory experiences is essential to the achievement of course objectives and success in the program. Student absence from clinical or laboratory experiences is subject to nurse educator review in regard to the student's ability to meet course objectives.

> If a student is absent from clinical, he or she is to notify the assigned clinical unit and the nurse educator prior to the scheduled experience.

> Students will be asked to submit documentation for absences (i.e., physician's note, obituary notice).

> Makeup of clinical and laboratory experiences is at the discretion of the nurse educator. More than two excused clinical absences puts students at risk for course failure.

> Unexcused absences are not permitted.

CLINICAL ATTIRE

> Students will wear ID badges at all times at all clinical experiences. They are coded for entrance into the facility. If an ID badge is lost, the student must report it to security and pay for a new badge.

> All attire, including uniforms, must be clean, wrinkle free, neat and in good condition at all times. Students must maintain a clean and well-groomed appearance.

> The approved student uniform consists of burgundy pants, a white top and a white lab coat. Undergarments must not be visible through uniforms.

> All uniform clothing must be purchased from the W. Cary Edwards School of Nursing uniform vendor. Information regarding the approved uniform will be distributed (uniform fittings on campus) during orientation.

> Students are to be in complete uniform when on clinical. Necessary equipment includes name pin, ID badge, pen with black permanent ink, bandage scissors, watch with a second hand, stethoscope and sphygmomanometer.

> White lab coats are to be worn at all times when students are not involved in direct patient care.

> No denim, sweat clothes or shorts are permitted in any clinical, including the clinical laboratory.

> Clean white sneakers with clean white laces will be worn with white socks. Clogs, sandals, cloth sneakers, backless or high platform shoes are NOT acceptable.

> The use of cosmetics for clinical experience should be at a minimum. Perfume, cologne or aftershave lotion may not be used when on clinical.

> Fingernails should be trimmed and clean. Artificial, acrylic or silk wrap nails are not allowed. Nail polish, if used, should be clear.

> All hair must be neat, clean and off the collar. Beard and mustache must be clean and neatly trimmed or student must be clean shaven. Exotic hairstyles or hair color is not permitted.

> The only jewelry (in addition to a watch) that can be worn with uniforms are wedding rings and small sized studs for pierced ears. Only two small sized studs per ear and these must be worn on the lower lobe. Body jewelry and facial piercings are NOT permitted.

> No tattoos are to be visible.

COUNTERSIGNING STUDENT NOTES

The student is responsible for obtaining the nurse educator's signature on all clinical documentation.

SAFETY EVENT/MEDICATION ERROR

If the student is involved in a safety event at the clinical site, such as a medication error or exposure to blood/body fluids, the student must immediately report this event to the nurse educator and the registered nurse assigned to the patient. A Safety Report Form must be completed with the nurse educator's assistance.

CLINICAL PERFORMANCE EVALUATION

The evaluation of clinical performance is based on the course objectives. Clinical competencies are delineated below each objective and will be rated in accordance with the following scale. Each clinical competency under the course objective on the evaluation tool will be rated on a Satisfactory/Unsatisfactory basis. To pass the clinical experience, the student must receive satisfactory in all areas.

S = Satisfactory
The clinical performance/behavior is in accordance with standards of safe nursing practice and meets the criteria specified for that point in the curriculum.

NI = Needs Improvement
The clinical performance/behavior is within the standards of safe nursing practice, but is not consistently in accordance with the criteria specified for that point in the curriculum.

U = Unsatisfactory
The clinical performance/behavior is not in accordance with standards of safe nursing practice specified for that point in the curriculum and/or failure to demonstrate improvement in areas previously identified as "Needs Improvement."

N/A = Not Applicable/Not Available
The clinical experience was not applicable/not available.

Clinical Performance Guidelines

STUDENT RESPONSIBILITY

The student is expected to complete a biweekly self-evaluation of his/her clinical performance. This includes:

> evaluating each competency listed under the major course objectives utilizing the clinical evaluation grading/rating scale and provided examples as appropriate; and

> documenting in the comment section strengths and areas for improvement.

NURSE EDUCATOR RESPONSIBILITY

> Review the Clinical Performance Evaluation Tool completed by student.

> Complete the evaluation based on behavior exhibited by the student.

> Identify on the comments section any incongruence of rating.

> The evaluation tool will be completed and signed by both the student and the nurse educator during the evaluation conference. The signatures mean that the evaluation statements were read and discussed by both the student and the nurse educator.

> The nurse educator will be responsible for forwarding the completed evaluation tool to the nurse educator in the next sequential course.

GUIDELINES FOR NEEDS IMPROVEMENT (NI) AND UNSATISFACTORY (U) CLINICAL PERFORMANCE

> The nurse educator will notify the student of the needs improvement or unsatisfactory clinical performance on the day of the occurrence.

> The specifics of the NI or U clinical performance will be documented on the clinical performance evaluation tool.

> The nurse educator will assist the student in identifying strategies for improvement in NI and U areas using a clinical improvement plan.

> If the student is assigned to a new nurse educator within the semester, the nurse educator will be apprised of the clinical performance and the improvement plan.

> Repeated NI in the same competency may result in a U.

CLINICAL WARNING

> A student will receive a clinical warning if he/she has failed to improve his/her Unsatisfactory/Needs Improvement clinical performance in accordance with the documented improvement plan.

> The student will be notified verbally and in writing of the clinical warning; a copy of the documentation will be placed in the student's file.

> An additional improvement plan will be identified by the student with input from the nurse educator.

> The student will remain on clinical warning until the unsatisfactory clinical performance is resolved. All Us and NIs must become satisfactory in order to move to the next clinical course.

CLINICAL DISMISSAL

A clinical dismissal may be initiated if the student exhibits unsafe or unethical clinical practice. Unsafe clinical behavior that is in violation of the standards of professional nursing practice includes, but is not limited to the following:

> Failure to adhere to institutional policies and professional standards that serve to safeguard the client.

> Inability to consistently apply previously learned concepts to the clinical experience.

> Violation or omission of essential elements of safe nursing care.

> Failure to be self-directed, accountable and accept responsibility for own behavior.

> Failure to recognize and report a change in the client's condition that could prove harmful.

> Requiring continued direct supervision and presence of the nurse educator to complete nursing care, thereby jeopardizing the supervision and learning of other students.

> Inability to conform to the professional values and behaviors required of the professional nurse.

BACKGROUND CHECK

> The W. Cary Edwards School of Nursing requires a background check on all students entering the Accelerated Program. Certain affiliated agencies or facilities have the right and/or responsibility to preclude students who have a history of criminal activity, sexual abuse or child abuse from the assigned facility.

> If the student's report is unsatisfactory, admission to the W. Cary Edwards School of Nursing is denied.

> A criminal check may be done on an as needed basis while the student is in the program.

> A student who is returning to a nursing course after more than a one year leave of absence will need to have a repeat criminal background check.

> After graduating from the Accelerated Program, the student will be required to pass the National Council

Licensure Examination for Registered Nurses (NCLEX-RN), which will allow the student to practice as a registered nurse. Acceptance to Thomas Edison State University does not guarantee that all licensure eligibility requirements have been met. State boards of nursing determine who is eligible to sit for the NCLEX-RN after completing the requirements of an educational program. Previous convictions, misdemeanors, felonies and specific physical/psychological conditions, including substance abuse, are also considered when determining eligibility status. It is the student's responsibility to contact the New Jersey State Board of Nursing or the state in which one plans to take the NCLEX-RN via the National Council of State Boards of Nursing (*www.ncsbn.org*) prior to enrolling in the W. Cary Edwards School of Nursing, if clarification is needed. Please note that Thomas Edison State University will not intervene in individual matters concerning state board eligibility requirements associated with any of the above issues.

SPECIAL NEEDS ACCOMMODATION POLICY

The W. Cary Edwards School of Nursing is committed to a policy of equal opportunity and diversity. The University is in compliance with the American Disability and Rehabilitation Act of 1973. The School and University provide reasonable accommodations to qualified individuals with officially documented physical, mental and learning disabilities. With these accommodations, students must be able to meet the program requirements. Documentation, including specific recommendations for all students with disabilities, is required prior to giving accommodations. Once the documentation has been submitted to the ADA coordinator, reasonable accommodations will be made for the student. Students are responsible for identifying themselves to the ADA coordinator at (609) 984-1141, ext. 3415. The TTY number for hearing-impaired students is (609) 341-3109. Application and information is available at *www.tesu.edu* or via email *ada@tesu.edu*.

REPORTING CHANGE OF ADDRESS, TELEPHONE NUMBER AND/OR NAME

Students of the Accelerated Program must immediately notify the program assistant and nurse educator of any change of address, telephone number or change of name. To do this, students must email *nursing@tesu.edu*. Additionally, to notify the University, students must complete the *Student Data Change Form* found at *www.tesu.edu/studentforms*.

CONFIDENTIALITY OF STUDENT RECORDS

The W. Cary Edwards School of Nursing is in compliance with University policy with respect to the Family Educational Rights and Privacy Act of 1974. (FERPA). Please see the online *University Catalog* for more information at *www.tesu.edu/catalog*.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

The W. Cary Edwards School of Nursing is in compliance with University policy against discrimination and harassment. Please see the online *University Catalog* for more information at *www.tesu.edu/catalog*.

Security and Emergency Information

PARKING/TRANSPORTATION

Students must register their car's make, model and plate number with Thomas Edison State University during orientation. Free parking will be provided by Thomas Edison State University. Parking for students at clinical agencies will be provided.

Transportation to and from outside clinical agencies is the responsibility of the student. For public health nursing clinical experiences, students must have access to their own vehicle.

WEATHER RELATED UNIVERSITY CLOSINGS/EMERGENCY NOTIFICATIONS

In the event of inclement weather, notice will be placed on the University website and a text message will be sent via cell phone. Emergency notifications related to the University will also be sent via text message.

GLEN CAIRN HALL SECURITY

Students may contact the security desk at 301 W. State Street at (609) 599-9443, ext. 4325. Contact numbers for clinical agencies will be provided.

Federal and State Law Information

COMPLIANCE WITH FEDERAL AND STATE LAW

> The Civil Rights Act of 1964 prohibits discrimination because of race, color, religion or national origin.

> Public Law 90-202 prohibits discrimination because of age.

> Title IX of the 1972 Education Amendments prohibits discrimination because of sex.

> Family Education Rights and Privacy Act of 1974 was designated to protect the privacy of education records to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

> American Disabilities Act grants equal opportunity for admission and program progression to all qualified individuals without regard to disability. The W. Cary Edwards School of Nursing will make reasonable accommodations for the otherwise qualified individuals who can meet the admission and program standards.

> Health Insurance Portability and Accountability Act (HIPAA) of 1996 protects the privacy of health information.

> New Jersey Registered Nurse Practice Act defines the scope of nursing practice.

CLINICAL CREDENTIALS POLICY

The New Jersey State Board of Nursing requires that the health program include: pre-entrance and periodic health examinations, an immunization policy and that appropriate cumulative student health records be maintained throughout the enrollment of the student. All clearance and student health records are to be submitted through American DataBank at *www.tesunursingbackground.com*.

The criminal background requirements must be completed using American DataBank. Please follow the application directions at *www.tesunursingbackground.com*. Results will be returned to the student and to the School. Health requirements, malpractice insurance and other requirements must be submitted by the student in accordance with policies that are outlined by American DataBank.

Prior to initiating clinical experiences, students in the Accelerated Program are required to:

> Meet the standards of the New Jersey State Board of Nursing as well as standards required by clinical facilities to which they are assigned.

> Enroll in the American DataBank management system for clearances and health information at *www.tesunursingbackground.com* and pay all designated fees for both services.

> Complete criminal background check through American DataBank. This criminal background clearance is required and must be current. If a student has a positive background, for any reason, they may be dismissed from the program until their record is expunged.

> Complete all other clearances through *www.tesunursingbackground.com* maintained by American DataBank. Any offense (arrest, conviction, misdemeanor, felony, etc.) on a student's record may prohibit him/her from progression into the nursing program. If the offense is eligible to be expunged, the student is encouraged to seek legal counsel. If the student's record is cleared, once the record shows as "clear" the student is eligible for readmission for the following year provided all other eligibility requirements are met.

> Maintain current cardiopulmonary resuscitation (CPR) competency for healthcare professionals through the American Heart Association or the American Red Cross. Proof of current American Heart Association or American Red Cross CPR FOR HEALTHCARE PROVIDERS will need to be submitted at *www.tesunursingbackground.com* with the immunization and health information.

> Purchase and keep health insurance current. A current health insurance card is to be submitted to American DataBank. Health insurance information must be faxed or electronically uploaded to American DataBank. Any student who has registered for clinical courses and has not submitted proof of current health insurance coverage will be withdrawn from the courses.

> Health information, health insurance and CPR information is on the site. Follow directions on the American DataBank website at *www.tesunursingbackground.com*.
ALL OF THIS INFORMATION NEEDS TO BE ENTERED BY OCT. 1.

DRUG TESTING POLICY FOR CLINICAL EDUCATION

A student will not be permitted to progress into nursing courses unless the students' comprehensive drug screen is negative. Drug testing is done according to protocol outlined on the American DataBank website, *www.tesunursingbackground.com.*

Students with a positive drug screen will NOT be permitted to progress into the program. If the drug screen is positive, the student will be advised at that time as to his/her options.

Should the student have any questions or concerns, he/she can contact American DataBank at (800) 200-0853 (toll free) or via email to *support@americandatabank.com.*

HEALTH REQUIREMENTS

Documentation of the requirements includes, but is not limited to, the following:

Completion of Physical Examination and Health History within six months prior to clinical start date

> Physical exam and health history form provided by student's practitioner.

> Statement from student's practitioner that they are fit for clinical practice.

> Receipt of Tetanus-Diphtheria booster or documentation of date of booster shot must be within the last 10 years. This must be included on the health and history form.

Immunity to Hepatitis B

> Laboratory report of a positive blood titer, evidence of Hepatitis B series in progress, or

Immunity to Measles

> Laboratory report of a positive blood titer within the last 12 months.

Immunity to Mumps

> Laboratory report of a positive blood titer within the last 12 months.

Immunity to Rubella

> Laboratory report of a positive blood titer within the last 12 months.

Immunity to Chicken Pox/Varicella

> Laboratory report of a positive blood titer within the last 12 months.

Results of a PPD skin test

> A two-step PPD skin test needs to be performed within six months of clinical start date. Any student who has a positive PPD skin test, has previously taken BCG or is allergic to the tuberculin vaccine must have a chest X-ray. The chest X-ray must be completed within six months of the clinical start date. Any student with a positive chest X-ray can only participate in any clinical experience if they provide documentation from his/her physician stating the student is not contagious for tuberculosis.

Proof of Flu Shot

Proof of Health Insurance

> Copy of current insurance card valid through end of program.

> If students are injured at the clinical site, the cost of care will be billed to the student's health insurance. All costs are the responsibility of the student.

Proof of Student Malpractice Insurance

> Copy of current malpractice insurance is submitted to the assistant dean.

CPR Certification

> Copy of American Heart Association or American Red Cross CPR for Healthcare Providers (BLS) CPR certification valid through end of program.

Please note: All the required materials for entry into clinical must be received by Oct. 1. Failure to comply may result in administrative withdrawal from the course.

Support Services

LIBRARY AND EDUCATIONAL SERVICES AND RESOURCES

The New Jersey State Library, which is an affiliate of the University, offers Thomas Edison State University students access to many resources for study. The Library may be contacted through the University website at *www.tesu.edu*. Additional educational resources may be accessed through the University website at *www.tesu.edu* and at sites identified for students in the online nursing courses. Information on library services is provided with enrollment materials. Students are also encouraged to take advantage of college and public libraries in their communities. Through their interaction online in the nursing courses as well as access to the moderated discussion board for all enrolled students on the University website, students may inquire and share information about additional learning resources.

A Capital Health (CH) library facility is located on each campus and staffed by professional librarians and library assistants. Each library is open from 7:30 a.m. to 5 p.m., ET, Monday through Friday, and offers the following services:

> orientation to library resources, hours and borrowing regulations;

> assistance with literature searches and other research;

> interlibrary loan service to obtain articles that are not available in the CH libraries; and

> electronic searches through CHS World, which can be accessed in the student computer laboratory and on the patient care units in the Regional Medical Center.

TECHNICAL SUPPORT

Thomas Edison State University, in partnership with Presidium Learning, Inc., provides after-hours technical support service for online courses, student services and myEdison® systems. This service allows students and mentors to receive 24/7 technical support for the platforms that power the online courses as well as many other University services and information sources. By calling (609) 777-5680 or emailing *support@tesu.edu* at any time, students and mentors can receive technical support for such functions as logging into myEdison®, resetting passwords, submitting assignments and handling pop-up blockers. Users of this expanded service are advised that only technical support questions will be addressed. Questions pertaining to such services as advising, course registration, financial aid or program-related services are not able to be answered. Additional technical support is provided for the online nursing courses by a mentor available in each course specifically for this purpose.

FINANCIAL AID

Information on financial aid may be obtained by contacting the Learner Support Center at (609) 777-5680, the Office of Financial Aid at (609) 633-9658, via email at *finaid@tesu.edu* or online at *www.tesu.edu.* Information on scholarships and other financial aid opportunities for students may be posted on the University website at *www.tesu.edu/nursing* when appropriate. Scholarship and other funding information is also available at *www.discovernursing.com.* Students on financial aid should familiarize themselves with the recommended course sequence and prerequisites to make the best use of financial aid awarded and progress toward degree completion.

SUPPORT SERVICES - ACADEMIC

The mentors and staff are available to help the student achieve academic, professional and personal goals. Ultimately, it is the student's responsibility to take full advantage of the many services offered by Thomas Edison State University.

ACADEMIC IMPROVEMENT PROGRAMS

The W. Cary Edwards School of Nursing is committed to providing a variety of strategies for learning support throughout the curriculum to increase student knowledge and prepare for achieving NCLEX–RN success.

To attain this goal, the School utilizes an online educational program that offers individual testing opportunities and case studies. This program is designed to promote critical thinking and problem solving and to reinforce nursing concepts. These online applications can be used anywhere internet access is available. The individual nursing courses utilize these resources as part of the class requirement; however, students often use the program independently to review nursing content and practice testing.

ACADEMIC IMPROVEMENT

The assistant dean plans and implements an academic improvement program designed to increase the students' success in the nursing program.

The assistant dean:

> receives student referrals for academic remediation plan from advisors and/or nurse educators; and

> oversees the educational resource testing program.

HONOR SOCIETY

The Upsilon Rho chapter of Sigma Theta Tau International Honor Society of Nursing was chartered in 2008. Eligibility to the chapter for all Accelerated 2nd Degree BSN students includes a cumulative GPA of 3.0 or higher, upper 35 percent in class rank and demonstration of academic integrity. Graduates of the School may apply under the nurse leader criteria. Eligible candidates will be inducted at the annual pinning ceremony. Additional information on the Upsilon Rho chapter is located at *www.tesu.edu/nursing.*

Thomas Edison State University

W. Cary Edwards School of Nursing

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