School of Nursing
RN to BSN Student Manual
2020 - 2021

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Student Manual Purpose

The purpose of this manual is to communicate information specifically related to Bushnell University's School of Nursing RN to BSN program and students. Students are responsible for becoming familiar with information in this manual as well as the University's Student Handbook and Academic Catalog. The provisions of this manual are supplementary to the University's Student Handbook and do not constitute a contract, express or implied, between any student, faculty member, or the University nor do they supersede university policies or procedures.

Bushnell University and the School of Nursing reserve the right to make changes to information contained herein at such times it deems appropriate. All changes will be promptly communicated the students, faculty, and other appropriate persons. The most current edition of the RN to BSN Student Manual is available on nursing's webpage.

Welcome from the Associate Dean of Nursing

It is my pleasure to welcome you to Bushnell University's School of Nursing. I am honored to serve as the Associate Dean of Nursing and look forward to partnering with you as you pursue your own calling to professional nursing practice. Your decision to pursue a baccalaureate degree in nursing will serve to advance the profession as well as improve the health of your workplace, local, regional, and national communities.

My office is located in the Siefke Hall, Room 206. You are welcome to drop in and/or make an appointment to meet with me by calling 541-684-7338 or emailing lveltri@bushnell.edu.

Once again, welcome!

Linda M. Veltri
Associate Professor/Associate Dean of Nursing
Office: Siefke Hall, Room 206.
Office Phone: 541-684-7338
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Bushnell University Mission
To foster wisdom, faith, and service through excellent academic programs within a Christ-centered community.

Bushnell University Vision
Aspires to be characterized by its commitment to equip students to discover and answer God's call in their lives.

Bushnell University Core Themes
- Manifest Excellence in Christian Higher Education
- Exercise Faithful Stewardship
- Foster Life-Transformation in a Christ-Centered Community
- Develop Purposeful Graduates

School of Nursing's Mission
The mission of the nursing program, as an integral part of Bushnell University, is to respond to the higher educational and healthcare needs of our culturally diverse communities. We prepare ethical nurse leaders and educators to lead the way toward continuous improvement in evidence-based healthcare within their complex workplace as well as local and global communities. We embrace the University's mission to foster wisdom, faith, and service through excellent academic programs grounded in the arts and sciences that demonstrate compassion and respect toward all people served.

RN to BSN Program Purpose
- Equip nurses to purse a professional career.
- Enable nurses to immediately impact their workplace and positively affect the health of our community.
- Prepare nurses for graduate education.

RN to BSN Program Objectives
The RN to BSN program prepares graduates to*:
1. Demonstrate critical thinking and ethical discernment in the provision of safe, quality, client-centered nursing care to individuals, families, and communities across the continuum of health care environments.
2. Utilize leadership principles and knowledge to deliver, manage, and evaluate health care, advance safe, quality, evidence-based nursing practice, and improve health outcomes.
3. Demonstrate an ethical and socially just view of nursing as a profession and as a ministry.
4. Integrate knowledge from the liberal arts, humanities, and sciences including nursing science to promote and enhance human flourishing for patients, families, communities, and self.
5. Synthesize nursing science and knowledge from other disciplines to make sound, evidence based nursing judgments.

6. Develop a professional identify as a nurse through actions reflecting integrity, standards of ethical, moral, and legal conduct, advocacy, and caring for all patients, families, and communities.
7. Demonstrate a spirit of inquiry by acting as an evolving scholar who contributes to the science of nursing through identification of practice issues in need of study, appraisal and integration of evidence, evaluation of outcomes, and sharing of evidence with the interprofessional team.
8. Demonstrate ability to engage in appropriate, effective communication and collaboration with clients, families, and inter-professionally to provide safe, quality, patient-centered care.
9. Utilize knowledge of the political process and healthcare policies, including financial and regulatory, to influence safety and quality in healthcare systems and nursing practice.
10. Demonstrate a level of professionalism congruent with the values, behaviors, and practice standards of the discipline of nursing.

*RN to BSN program objectives are based on outcomes/competencies expected of graduates from a baccalaureate nursing program as established by the National League of Nursing (NLN, 2010) and the American Association of Colleges of Nursing (AACN, 2008) Essentials for Baccalaureate Educations for Professional Nursing Practice.

Accreditation
The RN to BSN program at Bushnell University is accredited by the Commission on Collegiate Nursing Education 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Bushnell University is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100 Redmond, WA 98052 (425) 558-4224 www.nwccu.org

Professional Membership
Bushnell University is a member of The American Association of Colleges of Nursing (AACN). AACN is the national voice for baccalaureate and graduate nursing education and works to establish quality standards for nursing education; assists schools in implementing those

standards; influences the nursing profession to improve health care; and promotes public support for professional nursing education, research, and practice.

Academic Catalog

Information related to admission, academic services, disability accommodations, grievance process, graduation, and other university policies and procedures are detailed in the University's [Academic Catalog.](#)

RN to BSN Program of Study

Students complete 10 three credit courses (30 credit hours) in the [RN to BSN major](#). Students may elect to complete their course work on a full-time or part-time basis. Students are encouraged to collaborate with their Academic Advisor prior to any change in enrollment status.

RN to BSN Program Orientation

New student orientation is carried out under the direction of the University's Admissions Office and is designed to provide the tools and resources students need to be successful in the RN to BSN program. Students are encouraged to attend an on-campus orientation, if possible. On-campus orientation events provide opportunity for new students to meet university staff and faculty, tour the campus, and get acclimated to being a student including how to order textbooks, access courses, tutoring services, library resources, and more. Individual and phone orientations are scheduled for students who cannot attend an on-campus session.

Student Photo Identification Card

Students receive a University photo ID card as part of the orientation process. Student ID cards are needed to checkout materials at Kellenberger Library and access the University of Oregon libraries. Students are required to display their student ID card when engaged in student related university and/or RN to BSN program activities, coursework, and capstone projects while onsite in health care organization and/or community agencies.

Academic Advising

Each RN to BSN student is assigned an [Academic Advisor](#) who serves as the primary contact for any questions pertaining at academic life at the university. Academic Advisors are available to:
- Provide a safe and respectful space to ask questions, discuss interests, and express concerns.
- Understand and effectively communicate degree and program requirements and institutional policies and procedures.
- Empower students to make informed decisions regarding courses, majors, minors, and other curriculum opportunities.
- Refer students to relevant resources both on and off campus.

Nursing's Academic Advisor is located in the Pomajevich Faculty Building and can be reached at (541) 684-7299 or acadvising@bushnell.edu

Informational Technology

Informational Technology (IT) support is available by calling 541-684-7272 or completing an IT Help Ticket.

IT can assist students locked out of My.Bushnell or Bushnell email accounts and with software, BeaconLearning, or specific course needs, etc. The IT department recommends the following computer specifications:

Windows Computer:
- Laptop or Desktop
- Windows 7 or 10
- Intel i5 processor or better, or an AMD from the last 3 years
- 4 gigabytes of RAM
- 50 gigabytes of spare hard drive space
- Antivirus software

Apple Computer:
- iMac or MacBook (Pro or Air) from within the last three years

Linux Computer:
- Ubuntu 16.04 or newer

NOTE: Chromebooks, iPads, and phones may be helpful in completing course requirements, but are not typically sufficient nor recommended as the primary device for completing academic course work. Most courses will require features only available on a traditional Windows or Apple computer.
- Students using Apple computers are strongly urged to have access to Microsoft Word since written assignments are to be submitted as a Word.doc.

Microsoft Office Download
Students may download a copy of MICROSOFT OFFICE & Windows to use while a student at Bushnell.

Kellenberger Library

The University's library has an array of physical and online resources (e-books, full-text and citation journal articles, and newspapers, etc.), including access to the CINAHL Complete database, to support all areas of curriculum, including nursing. Primo, the library's online catalog, provides searching for all of the library's physical holdings as well as direct access to most of the library's online resources. Signing in to Primo with your university log-on credentials is necessary to access the online resources. Additionally, CINAHL Complete and other online resources can be searched individually from the library's *Search Resources* page in My.Bushnell and through a link embedded in each nursing course in BeaconLearning. The library provides facilities for research, technology, and study. Library hours and services for students, policies and forms and directory of library staff are easily accessible from the University's library webpage.

- The circulation desk phone number is 541-684-7233 and is available during all open hours.
- If you have questions or concerns, call the front desk number or send email to Librarian@bushnell.edu
- The [AnswerLand](#) library help service is available 24/7

The *Using CINAHL Effectively* PowerPoint is available in BeaconLearning in all nursing courses. This PowerPoint provides a step by step guide on how to log in, navigate, and conduct a literature search in the CINAHL database.

Center for Career and Academic Resources

The Center for Career and Academic Resources, located within Kellenberger Library, serves as the hub for student services including the university's Career Development department, tutorial, accessibility, and testing, and resources for veterans.

Tutoring

The university provides free [tutoring services](#) for currently enrolled students in numerous subject areas and multiple delivery formats to meet your unique needs:
- Face-to-Face tutoring provided by dependable peer tutors in math and writing.
- Online Tutoring via Smart thinking, an academic online and on demand tutoring services provided by Pearson Education. This service is available 24/7
- Electronic writing Review

Students can contact tutor@bushnell.edu or call 541-684-7211 to receive additional help and information. Please note, tutors provide paper reviews, but do not provide editing services.

Counseling Services

Bushnell University's Counseling Center offers free and confidential counselling services to students. Sessions are provided by graduate students working towards a Master's Degree in Clinical Mental Health Counseling. Counselors work under the supervision of clinically experienced faculty. Call 541-349-7471 to schedule a free intake session.

Communication

Students are encouraged to initiate communication with their course faculty on any and all course related matters. Course faculty are available via email, phone, text, Big Blue Button, pre-arranged appointments, and other virtual settings (Skype, facetime, Zoom, Teams, etc). Students should include a course title or number in the subject line of their email communications. Please allow up to 24 hours for a return response from faculty. Students should follow up with faculty if after this time period they have not received a response.

Additionally students:

- Are issued a Bushnell University email account, which they are to activate.

- Are expected to check their Bushnell email *at least once a day* as official university, School of Nursing, RN to BSN program, course, and academic advisor correspondence is communicated via this email account.

- Are encouraged to engage in early communication with faculty when issues, questions, or concerns arise.

- Are expected to respond to faculty emails and other communications in a timely manner.

- Are to email faculty and staff via their Bushnell email address only.

- Receive access to BeaconLearning which is the web-based learning platform used to deliver online courses.

- Are expected to log into BeaconLearning and their current courses regularly as faculty often post course related announcements, updates, videos, and other important information.

- Should contact the University's IT Help Desk by phone (541-684-7272) or submit an IT Help Ticket if they encounter problems with their email or BeaconLearning accounts.

- Are responsible for ensuring their personal information (name, address, phone number etc.) remains up to date.

- Should not use their Bushnell email for personal solicitation or fund-raising activities except for those directly related to the nursing program and approved by the Associate Dean of Nursing.

Attendance and Participation

Attendance and participation in the online class room is an essential component of the RN to BSN program and student learning. Students are expected to log into their current courses on a regular basis. Additional attendance and participation requirements are detailed in each course syllabus.

Textbooks

Course textbook information is available by logging in to My.Bushnell > Registrar > Course Offerings > Textbooks. Students may choose to purchase textbooks from the University's e-campus bookstore or from any other vendor. When purchasing books from another vendor, ensure that the ISBN number of the book matches the ISBN number listed the Textbook link.

Course Syllabi

RN to BSN course syllabi are available in BeaconLearning to all students for the specific courses they are enrolled in. Course requirements, assignments, grading, and student expectations are stated in course syllabi. Students are expected to thoroughly review the course syllabus at the beginning of each course. It is the student's responsibility to be familiar with information included in course syllabi including but not limited to faculty contact information, assignments, due dates, etc.

Grading and Program Progression

Students are to achieve a grade of C- or better in each course in the BSN major. As of fall 2016, final course grades in all RN to BSN courses are assigned based on the university's standardized grading scale:

A	93% and above
A-	90 - 92.99%
B+	87 - 89.99%
B	83 – 86.99%
B-	80 – 82.99%
C+	77 – 79.99%
C	73 – 76.99%
C-*	70 – 72.99%
D+	67 – 69.99%
D	63 – 66.99%
D-	60 – 62.99%
F	Below 60%
P	70% and above
N	Below 70%

*A grade of 70%, or C- and above is considered passing

Signature Assignments

RN to BSN courses include a Signature Assignment (SA). SA's provide students opportunity to demonstrate how they have achieved course and program objectives and AACN's (2008) Baccalaureate Essentials.

Patricia Benner's 1984 *Stages of Clinical Competencies* and select National League for Nursing's (2010) competencies have been used to develop nursing's course and program objectives and Signature Assignment grading criteria. Familiarity with the following definitions, which are based on these competencies, assist students and faculty evaluate the degree to which course and program objectives have been achieved. Faculty and students should consider the following definitions when completing, scoring, and providing feedback on Signature Assignments.

Expert: Possesses an intuitive grasp of each situation; zeroes in on the accurate region of a problem; operates from a deep understanding of the total situation.

Proficient: Perceives and understands situations as whole parts; learns from experience what typical events to expect in a given situation and how plans need to be modified in response to these events; has a holistic understanding which improves decision-making; has a perspective on which of the many existing attributes and aspects in the present situation are the important ones.

Competent: Demonstrates efficiency, is coordinated and has confidence in their actions; generally more aware of long-term goals; gains perspective from planning their own actions which helps to achieve greater efficiency and organization.

Advanced Beginner: Shows marginally acceptable performance; has prior experience in actual situations; requires occasional supportive cues; knowledge is developing.

Novice: Lacks confidence; requires continual cueing; rule-governed behavior is limited and inflexible. In other words, they are told what to do and simply follow instruction.

Human Flourishing: "An effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing" (NLN, 2010, p. 33).

Nursing Judgment: "The intellectual process the nurse exercises in form an opinion and reaching a clinical decision based on analysis of evidence or data" (Oregon State Board of Nursing, 2017). It also "encompasses three process: namely, critical thinking, clinical judgement, and integration of best evidence into practice" (NLN, 2010, p. 34). "Critical thinking means identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning. Clinical judgment refers to a process of observing, interpreting respond, and reflecting situated within and emerging from the nurse's knowledge and perspective" (Tanner, 2006 as cited in NLN, 2010, p. 34.). At the baccalaureate level, nurses make judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families, and communities (NLN, 2010, p. 34).

Ethical Discernment: Non-judgmental understanding of how moral/ethical standards are formed, influence aspects of our lives, and shape public discourse and policy. Moral and ethical discernment is linked to integrity, objectivity, public interest, and justice (Lindberg, 2013).

SA assignments are graded according to the Signature Assignment Grading Rubric which utilizes the following categories and corresponding points:

Exemplary (90-100)	Accomplished (70-80)	Developing (40-60)	Incomplete (10-30)	Missing (0)

BSN Resource Repository
The BSN Student Repository, available in BeaconLearning, provides access to select documents, videos, and other resources from prior undergraduate level nursing courses. Access requires a one-time self-enrollment in the BSN Resource Repository. Contact Dr. Veltri if you don't see the resource you are looking for at lveltri@bushnell.edu

Professional Writing and APA
The ability to engage in appropriate, effective communication is an RN to BSN program outcome. Writing is an essential component of effective communication used in professional

nursing practice. The ability of nurses and nurse leaders to express ideas and opinions in a clear, precise, and logical manner is essential for provision of quality leadership as well as safe nursing care to clients, families, and communities.

The discipline of nursing and the University's nursing program uses the American Psychological Association (APA) standards to guide clear, professional, written communication. Use of APA format refers to clear and concise writing, paper organization, proper use of grammar and syntax, punctuation, capitalization, abbreviations, citations, and avoidance of bias language, etc. as detailed in the *Publication Manual of the American Psychological Association*. Student papers and other written assignments are to comply with principles outlined in the most current edition of the APA manual *and* the following APA Ground Rules unless otherwise indicated by the course instructor:

- A properly formatted professional title page*
- Proper use of APA style headings
- Properly formatted in-text citations
- Properly formatted Appendices
- Use of 12-point, Times New Roman font
- Proper use of double spacing
- A properly formatted reference page*

*Author's note and key words are not required on the title page.
An Abstract is not required unless otherwise specified by faculty.
Title and reference pages do not count toward the assignment page limit

Licensure and Other Compliance Documents
Students are responsible for maintaining an active, unencumbered RN license while enrolled in nursing courses. Licensure status is verified as part of the admission process and prior to enrollment in NURS 440: The Aging Population and NURS 499: Nursing Capstone courses.

NURS 499: Nursing Capstone
The nursing capstone course provides students' opportunity to complete a project based experiential learning within the context of an organization or community agency. Students work *in collaboration with course faculty and the Associate Dean of Nursing* to identify a 1) health related problem/issue, 2) population, 3) an organization/community agency in which to carry out a project and, 4) a Project Liaison. The purpose of this course is for students to design, implement, and evaluate a project aimed at improving health, health outcomes, safety, or quality of care.

NURS 499 is offered fall, spring, and summer semesters and runs for 15 weeks. Students devote 9 hours per week for a total 135 hours to course assignments and project work. Students may complete their project within the organization/agency where they work, however must clearly

separate their work/role as an employee from work/role as a student. For example, students must:

- o   Choose a project separate from a project normally done as part of your regular job.
- o   Obtain student log on credentials to access electronic information.
- o   Display University issued student photo identification card while on site.
  - o   Students who do not have a Bushnell student photo ID card are to contact Student Life at 541-684-7345 to obtain. You may request photo ID card be mailed to you.
- o   Wear professional dress/ lab coat if required to wear scrubs on the job.
- o   Complete school related activities during non-working hours.

The University is required to obtain an affiliation agreement, Memorandum of Understanding (MOU), and or other agreement with organizations/agencies in which capstone projects are carried out. Students *may not begin work on your project until the University has an agreement in place* with selected organization/agency.

The Associate Dean of Nursing emails detailed information about the capstone course to students eligible to take NURS 499 prior to the semester in which they enroll in the course. Students are highly encouraged to read information and respond quickly to all requests. Doing so assists the Associate Dean of Nursing to clear students to begin work on capstone projects.

Students enrolled in the NURS 499 Nursing Capstone course will, at their own expense, obtain and submit appropriate organization/community agency required documents. Documents include, but are not limited to:

- •   Background check
- •   10 panel Urine Drug Screen + Alcohol
- •   Immunization status: DTP, Hepatitis, Measles, Mumps, Rubella or + Rubella titer, evidence of Varicella status, Influenza vaccine, and current TB testing
- •   Current CPR with Basic Life Support (American Heart Association recommended)
- •   Completed application form and/or orientation quiz/packet
- •   Confidentially Statement
- •   Computer Access form

Students are to submit required documents to NextCloud which is an encrypted file transfer and storage service.

Project Liaisons
The Associate Dean of Nursing, in collaboration with nursing faculty and students, nurse educators, and other key people within organizations and community agencies where capstone experiences take place identify, recruit, and select Project Liaisons. The qualifications of those serving in this role is detailed below:
- •   Possess knowledge, experience, and/or expertise related to student's project
- •   Is a Registered Nurse*
- •   Employed by the organization/agency in which project is carried out

- Willing and cleared to serve as Project Liaison
- Does not supervise or evaluate the student during the course of his/her job
- Is not related to and/or is not a personal friend of the student
- Meets any additional requirements outlined by the Board of Nursing in the state where the capstone experience and project is carried out

*When possible, the Project Liaison will be a Registered Nurse. At times, an interdisciplinary Project Liaison who possess specific education, knowledge, expertise, and/or experience related to a student's capstone learning experience will be used when a similarly qualified RN is not be available.

Course, Faculty, and Program Assessment
The following opportunities provide students and alumni to participate in the assessment of RN to BSN courses, faculty, and program:

Course Evaluations
- Toward the end of each course students have access to and are encouraged to complete course/faculty evaluations.
- Students are expected to carefully weigh their assessments and narrative comments as well as model *Behaviors Implying the Presences of Professional Values* when completing course and faculty evaluations.
- The course/faculty evaluations are accessible in My.Bushnell. Your thoughtful and constructive feedback helps faculty to improve their teaching. It also helps the university to reward good teaching and address weaknesses and problems in a timely fashion.
- If you'd like to write the most powerful, helpful evaluation you possibly can, do one simple thing: set aside space where you take notes to jot down details of my teaching that are either helpful or unhelpful. When it comes time to fill out the evaluation, take those details, add a sentence or two explaining *why* they helped or didn't help you, and submit that in the open text boxes. Faculty will read them carefully, and so will the administration.

Additional Program Assessment Opportunities
- The online Undergraduate Nursing Education Exit Assessment.
- The online Undergraduate Nursing Education Alumni Assessment.
  - The Associate Dean of Nursing will send the Exit and Alumni assessments to your personal email address on file within 12 months of program completion.
- Student participation in the Nursing Program's Community Advisory Committee.
- Individual or groups of students may also provide unsolicited feedback to faculty and administrators at any time in person, via phone and/or email message.
- University Satisfaction Assessments*
  - Following graduation, students can provide feedback by completing the university's First Destination Survey*. The Office of Career Development Office will send students a link to this survey via email.

o Students should notify the Office of the Registrar about changes to email and permanent addresses to ensure delivery of the Exit, Alumni, and First Destination Surveys.

Nursing Scholarship, Engagement, and Professional Development

Helen Stafford Walsh Nursing Scholarship

Through charitable gifts to the University, this scholarship has been established to help students preparing for careers in nursing. Helen Stafford Walsh was proud to be a Registered Nurse. Her family established this award to honor her commitment to nursing, her long career in the profession, and the nurse-friends she made along the way. Education was important to her. Through the funding of this award, Helen would be pleased that her hard work now supports a colleague continuing their nursing education.

One scholarship for $500 will be awarded each academic year. Review eligibility requirements and/or contact Nathan Icenhower at nicenhower@bushnell.edu for more information.

The Helen Stafford Walsh Nursing Scholarship recipient will be notified by email and the Walsh Family will present the scholarship to the recipient during the May Blessing of the Hands ceremony.

School of Nursing's Community Advisory Committee

Nursing's Community Advisory Committee is a standing committee offering our professional health community of interest, nursing students and faculty, and other representative from across the university to contribute in an advisory capacity on issues related to continuous quality improvement of Bushnell University's nursing program and trends impacting needs of health care organizations. This committee serves as a formal communication link between the University, nursing students, faculty, other university representatives and the community concerning nursing, health care, and program issues. This advisory committee meets annually.

Students currently enrolled in the RN to BSN program at Bushnell are eligible and invited to apply for one of two elected student positions on the Community Advisory Committee. Elected students will serve for a period of 12 months. Thereafter, both students are invited and encouraged to remain on the committee for an additional 12-month period.

The Associate Dean of Nursing will send out a call for applications via email during spring semester. Upon receipt of applications, a Candidate Information Profile will be created and distributed in electronic format to all current Bushnell RN to BSN nursing students who are eligible to vote for two of the candidates to serve as representatives to the advisory committee. The two candidates with the majority of peer votes will become members of the community advisory committee.

AACN Student Policy Summit

The AACN Student Policy Summit is a three-day conference held in Washington, DC and is open to Bushnell's RN to BSN students. Students attending the Summit are immersed in didactic

program sessions focused on the federal policy process and nursing's role in professional advocacy. One RN to BSN student will be selected annually to attend the Student Policy Summit and receive a $500 stipend to support Summit registration and travel expenses. Students interested in attending the Summit should contact the Associate Dean of Nursing at lveltri@bushnell.edu

Blessing of the Hands Ceremony

A *Blessing of the Hands Ceremony* is held to celebrate the University's nurse graduates in December and May. This non-denominational ceremony is designed to honor the healing, holistic, and compassionate care nurses provide as well as reaffirms their commitment to the nursing profession.

- Students and nursing faculty wear academic regalia to the Blessing Ceremony.
- A professional photographer will take a group photo of graduating nursing students and faculty following the Blessing Ceremony.
- Friends, family, colleagues, and others are invited to attend the Blessing ceremony

Sigma Pi Delta, Nursing Honor Society

Students achieving academic excellence and who rank in the top 35% of their graduating class are invited to become a member of Sigma Pi Delta, Nursing Honor Society. Final grades achieved in nursing courses are used to calculate students' GPA. Eligible students will be notified by email as well as receive an honor cord and certificate at the Blessing of the Hands Ceremony.

Nursing Pin

Graduates from the RN to BSN program receive a complimentary nursing pin from the University. Nursing pins are given to graduates at the Blessing of the Hands ceremony or mailed.

Code of Conduct and Civility

Students are responsible for conducting themselves in accordance with University's Code of Conduct located in the Student Handbook and Nursing's Online Netiquette Guideline. As a licensed nurse, students shall conduct themselves according to Oregon or other State Administrative Rules applicable to their nursing practice and state in which they hold licensure.

Academic Grievance/Complaint Procedure

  Students may direct other complaints to the Associate Dean of Nursing or the University's Vice President of Academic Affairs and Dean of Faculty. Complaints related to licensed nursing students are reported to the Board of Nursing in the state(s) in which licensure is held when appropriate.

Code of Ethics for Nurses
Students are expected to function within the framework of the American Nurses Association (ANA, 2015) Code for Nurses with Interpretive Statements. The Code of Ethics is available for purchase from the American Nurses Association Publishing Company.

Social Media
The University recognizes that social media sites such as Facebook, LinkedIn, Twitter, YouTube, etc. and personal Web sites or blogs can be effective tools for exchanging information. Students are encouraged to remember that social networking sites are public domain and can be viewed by multiple entities on and off campus.

Any online behavior violating policies and/or procedures as outlined in the University's Academic Catalog, Student Handbook, or RN to BSN Student Manual brought to the attention of school officials will be treated as any other violation of the University's Student Code of Conduct, ANA Code for Nurses, and/or Behaviors Implying Professional Values.

The School of Nursing has a Nursing Facebook page to which students are invited to join.

Professional Behavior
Students are expected to model *Behaviors Implying the Presence of Professional Values* including but not limited to: altruism and advocacy, professional socialization, collegiality, accountability and honesty as detailed below:

Value: *Altruism* and *Advocacy* - Placing the client's* welfare first:
- Is accessible and prompt in responding to client.
- Keeps clients informed.
- Completes assignments on time.
- Selects appropriate response to client even if preferring to focus on something else.
- Is responsive and reliable when needs are identified by client.
- Advocates for the welfare of client.

Value: *Professional Socialization* - Commitment to nursing:
- Present and willing to learn; complies voluntarily with university and RN to BSN program policies and procedures.
- Demonstrates enthusiasm for learning.
- Looks, acts, and communicates in a professional manner.
- Gives appropriate and timely information to client* and others.
- Accepts and thoughtfully considers feedback from others; works to incorporate feedback into course work and/or nursing practice.

Value: *Collegiality* – Cooperation and Civility:
- Able to disagree diplomatically.
- Knows when to stop arguing and start helping.
- Accepts the roles of others and works in appropriate capacity in response to others.
- Deals with stress and frustration without taking it out on others.
- Objectively handles conflict with others; tries to see both sides of issues.

- Calls and makes appropriate arrangements if unable to be on time or present for learning experiences.
- Is respectful of all clients* regardless of race, ethnicity, age, citizenship, disability, or sexual orientation.

Values: *Accountability* and *Honesty*- Intellectual and personal integrity:
- Readily admits mistakes and oversights; takes criticism constructively.
- Forthright with clients*.
- Accepts responsibility for errors and tries to take appropriate corrective action.
- Statements appear to be based on fact and believable; does not provide information of facts unless known to be correct.
- Does own work and does not represent the work of others as being original.
- Acts in accordance with American Nurses Association (2015) *Code of Ethics for Nurses* and other accepted standards of nursing practice.

*Client is defined as individuals, families, communities, populations, peers, and faculty.

School of Nursing's Online Netiquette Guidelines

Online discussion and other course work are essential components of the RN to BSN program. Students are to read and follow the principles outlined in the School of Nursing's Online Netiquette Guidelines. Students in violation of any of these principles will be subject to academic discipline.

Nursing is a profession that adheres to values, behaviors, and standards which are to be followed. Netiquette is one of the behaviors nurses must follow given their work as a professional who communicates in a variety of electronic format, including the online classroom. It is important faculty and students recognize that the online classroom is in fact a classroom, and certain behaviors are expected when communicating with peers and faculty. These guidelines for online behavior and interaction are known as netiquette. The following Netiquette Guidelines have been adopted by University's nursing program to guide behavior in the online classroom:

1. **Treat people the same as you would face-to-face.** There is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
2. **Think and breathe before hitting send**: Everything typed into your computer can be copied and sent worldwide. Think before making emotional, outrageous, or sarcastic remarks, using foul language, or attacking others online. Take a few breaths, step away from your computer, and think twice before hitting send.
3. **Avoid negativity.** You can disagree. You should disagree. You can challenge ideas and the course content. However, you must avoid becoming negative online because it impacts you negatively, hinders the class discussion, and may give others a wrong impression of you.
4. **Avoid use of all caps:** Use of all caps, or !!!!, or ???? is yelling in the online world.
5. **Avoid use of offensive, unprofessional language and images:** This includes swear words and other demeaning racial, ethnic, sexual, political, religious comments or images.
6. **Be polite/disagree politely.** Discussions are constructed to foster critical thinking and opportunity to offer theory, evidence, and opinion. Questions posed invite different points of view which means there will be differences in opinions. Disagreeing politely stimulates and

encourages great discussion. It also allows for maintenance of positive relationships with others with whom you may disagree.

7. **Don't disrupt and keep it relevant.** Do not stray from the discussion. Join in, add to, ask a question, or offer an alternative view but do not derail a dialogue or train of thought. If you have something entirely different to bring up, wait or post it in another thread.

8. **Use appropriate grammar and structure:** Use spell check, complete sentences, and paragraphs. Sentences like "I agree", "good point', or "me too" are unacceptable because they take time to read and do not add to the discussion. Avoid writing "R U" instead of "are you". Not everyone understands this type of abbreviation nor does it help expand your writing.

9. **Be cautious:** Using humor or sarcasm can be 'lost' in an email or discussion post and your message might be taken seriously or offensive. Be careful with personal information (both yours and other's). Do not send confidential patient information via e-mail.

10. **Respect the time of others.** You are not the only person with a busy schedule. Be flexible. Do not procrastinate!

Approved by Academic Council, on this date 8/17 , 2020

Signature: _____

Dr. Dennis Lindsay, Vice President for Academic Affairs and Dean of Faculty; Chair of Academic Council