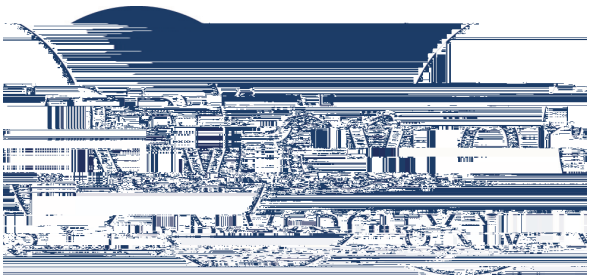

Division of Nursing & Health Professions

Nursing Student Handbook
2023-2024

August 2023

Dear Students,

On behalf of the Division of Nursing and Health Professions faculty and staff, I would like to welcome you, our new and returning nursing students, to a year of new experiences and professional growth at Rivier University.

You will see and experience many changes this fall. Our state-of-the-art Nursing Simulation and Clinical Education center is truly remarkable. The latest technology has been mastered by the faculty and all rooms and equipment are new! Nursing faculty are committed to guiding challenging experiences which will serve our graduates well as they enter the rich4meq0.00000912 0 612 792 reW* nBT/F1 12 Tf1 0 0 1 72 482.44 Tm0 g0 8(ch)4(all)-4(eng

rsing & Public Health Faculty 2023-2024

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Section 4

Introduction

The Division of Nursing & Health Professions (DNHP) at Rivier University has prepared students to meet the rapidly changing demands of the healthcare environment for almost three decades. Rivier University continually builds on its strengths, offering programs that provide students with individual attention, a quality education, and numerous opportunities for applying classroom theory to clinical practice. DNHP offers four undergraduate options: a part-time evening Associate of Science Degree, an LPN-ASN, a full-time, four-year Bachelor of Science Degree, and a flexible online RN-BS option for registered nurses. The program also offers graduate education in advanced clinical family and psychiatric nursing, nursing education, nursing leadership, and Doctor of Nursing Practice (DNP). Current professional standards are reflected in the learning competencies /outcomes, which move from simple to complex and are incremental and reinforced throughout the programs. The curriculum and instructional processes reflect education and nursing theory throughout all levels of programs. Coherent organization of the curriculum integrates general education with nursing theory and practice. Nursing education has grown through innovation and the DNHP emphasizes flexible high-quality programs that are the cutting edge.

The Nursing Student Handbook is published annually as a reference guide for all nursing students at Rivier University. The information is accurate at the time of publication. The University and the Division of Nursing & Health Professions reserves the right to make necessary changes as needed with prompt notification of changes to the students. Each student is responsible for knowing and understanding the information contained in the handbook. Adherence to guidelines is a responsibility shared by students, faculty and administrators. In addition to the policies outlined in this handbook, nursing students must adhere to Rivier University policies as published in the Rivier University Academic catalog and the Rivier University Student Handbook. Students enrolled in online courses should also refer to the Rivier Online Student Handbook.

Purpose/Mission

The Division of Nursing & Health Professions at Rivier University, in accordance with the mission of Rivier University, regards as its purpose the education of individuals who seek flexibility in the educational process and career mobility in nursing. The Division prepares its graduates to care for all persons with respect, valuing their personal worth and dignity. In pursuit of academic excellence, the Division bases its curriculum on a strong foundation of science and liberal arts. The Division prepares its graduates for practice at the associate, baccalaureate,

Philosophy

Faculty recognize each person as a unique combination of mind, body, and soul and are committed to caring for persons from conception through death. Caring is essential in the faculty-
relationships with others throughout the program. The concept of caring permeates the curricula. Caring is viewed as a total way of being, relating, and acting (Watson, 1988). The functional and ethical manifestations of caring include

Table 1. Caring reflects the qualities of engagement with, and investment in, another person and is the essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the development of sound clinical judgment, and the therapeutic use of self.

Table 1. Explanation of the Components of Caring (Roach, 2002)

Component	Explanation
Compassion	The ability to understand and share in people's experiences, and to exhibit a sensitivity and responsiveness to others (Roach, 2002). Compassion is discussed, modeled, nurtured, and expected throughout the curriculum. Compassion and competence are indispensable attributes of the caring nurse.
Competence	The unified application of knowledge, judgment, skills, energy, experience, and motivation required by the profession of nursing (Roach, 2002). Nursing process is the methodology used to organize nursing practice, and expertise in its application develops across the curriculum.
Confidence	A quality that fosters mutual trust and respect between client and nurse (Roach, 2002). As ility to develop a trusting and therapeutic nurse-client relationship.
Commitment	Convergence between one's desires and one's obligations, with a deliberate choice to act in accordance with the roles and responsibilities of the professional nurse in relation to oneself and others (Roach, 2002).
Conscience	A state of moral awareness (Roach, 2002). Conscience grows out of experience and a process of valuing self and others. Professional caring demands that our moral awareness be fine-tuned by knowledge and moral inquiry.
Comportment	A manner of bearing, demeanor, language, and dress that is in harmony with respect and caring for the individual patient (Roach, 2002). It reflects self-respect and serves to represent the profession as a whole to others.

The traditional metaparadigm of nursing incorporates four key attributes: person, health, environment, and nursing. Nursing is the professionalism of the human capacity to care. Nursing is a profession that can be learned by intentional exposure to selected information, experiences, and skills, as well as the examples of faculty and other

Health is a continuous, dynamic, and evolving process of adapting, coping, and growing. Health exists along a

Figure 1. The Components of the Organizational Framework for the Nursing Education Curriculum

The ultimate goal of nursing education is to prepare the student to think critically, communicate accurately, and perform appropriate therapeutic nursing interventions in patient care situations; integrate caring behaviors with nursing actions; incorporate an ethical perspective in clinical decision making, and function effectively as a team member within the organizational structures surrounding the delivery of safe patient-centered care.

Outcomes

Student Learning Outcomes - Doctor of Nursing Practice (DNP)

The Doctor of Nursing Practice (DNP) degree program offers two tracks and three entry points: a Professional Practice track for post- degree nurses who have passed a national certification exam and are working as nurse practitioners, and a Systems Leadership Track for nurse leaders who have either in nursing degree or a baccalaureate degree in nursing and a master in another health-care field, who would like to earn a terminal degree in clinical nursing. The curriculum includes content which enables graduates to practice at their highest potential to improve patient outcomes by utilizing informatics to enhance clinical decision-making, and critically evaluate scholarly research.

The DNP is not a research-focused degree, but a clinically-focused degree designed to improve patient outcomes. The program competencies are supported by the completion of core classes that are designed to help the student exit the program practicing as an expert clinician. These practitioners are also prepared to be leaders in industry, designed to advocate for targeted change to improve the healthcare environment. Although this degree is not targeted to develop clinicians that contribute to original research, they will be prepared to interpret qualitative research studies and synthesize the evidence for its relevance to improving patient outcomes.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the professional through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Ethical Behavior

ü **EPSILON TAU AT LARGE CHAPTER**
SIGMA
Honor Society of Nursing

Sigma is the International Honor Society for Nursing https://www.sigmanursing.org/why-sigma/sigma-membership/membership-faqs. Sigma was founded in 1922 to recognize superior achievement, to develop leadership qualities, to foster high professional standards in nursing and advance world health. In 2011 the Rivier-St. Joseph Nursing Honor Society (founded in 1986) joined the Saint Anselm College Epsilon Tau chapter (founded in 1982) to become Epsilon Tau At Large. Membership is by invitation.

To qualify for membership, undergraduate students must meet the following criteria:

Baccalaureate Nursing Program

Complete ½ the nursing curriculum = 35 credits. Rivier students who have successfully completed NSG350, Community and Mental Health Nursing and are currently enrolled in the BS program ma.72 Tnd

The numerous clubs and organizations listed in this section represent the various co-curricular activities within the University; some are funded by SGA and some are independent. For more information about the following clubs and organizations, contact the Coordinator of Student Activities and Orientation.

Academic Clubs
Alpha Sigma Lambda
Biology Club
Psychology Club
Rivier University Business Students Association
Student Nurses Association

ü RIVIER UNIVERSITY STUDENT NURSES' ASSOCIATION

The Student Nursing Association (SNA) integrates academics into the co-curricular experience.

Consistent with and supportive of the mission of Rivier University, the purpose of this organization is as follows: to promote responsibility, cooperation, and fellowship among students; to foster growth of the individual professionally and socially through the cooperative efforts and activities of the group; to help members become aware of the needs of the community and to respond appropriately and to cooperate with other groups on campus in promoting worthwhile programs and projects. Nursing faculty advisors assist members of the SNA to achieve these goals.

collaborative manner.

As nurses, or future nurses, Rivier University nursing students are developing and demonstrating qualities that professional nurses must exhibit in order to be successful. Professionals honor their commitments. Therefore, students are expected to attend all classes, clinicals and labs and to keep all appointments. They are expected to arrive at class or clinical prepared to begin at the assigned time. Punctuality is expected. If, for some reason, they are unable to honor these commitments, students are expected to call the persons involved and inform them of their inability to attend the class or meeting. It is courteous to make the call before the meeting in order not to inconvenience the other person.

Rivier University nursing students are guests in the clinical agencies and, as such, are expected to act respectfully and to maintain confidentiality at all times. Host agencies are helping nursing students to develop their knowledge and skills and are generously lending Rivier University their expertise. In return, they expect student nurses to be on time, to perform their responsibilities to the best of their abilities, and to show a commitment to the patient and to the profession of nursing. Professional behavior is expected at all times. (See Rivier Undergraduate Student Handbook for policies related to bullying, harassment and intoxication.)

Requirements for Licensure for Nursing

Application requirements may vary from state to state; subsequently, each state will make its own investigation regarding compliance with application requirements at the time the application for licensure is filed. The Division of Nursing & Health Professions prepares its nursing graduates to meet eligibility requirements to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire and its graduate students to sit for the national certifying exams. Students who plan to sit for the NCLEX-RN in another state should check with the Board of Nursing of that state prior to the submission of his/her application for examination.

providing patient/client care. The standard precautions to be used for preventing transmission of blood-borne pathogens in health care settings are those recommended by the Centers for Disease Control (CDC) which are available on the CDC web site: https://www.cdc.gov/infectioncontrol/guidelines/isolation/precautions.html#IIIa

Unit of Credit

The unit of credit is the semester hour. One semester hour of classroom credit is granted for the successful completion of one hour (50-minutes weekly instruction), or two to four hours (100-200) minutes of laboratory work, for approximately 14 weeks. Additional credit ratios for lab, clinical, practicum and seminar participation vary by program.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DISPOSAL OF BIOHAZARDOUS WASTE

I. PURPOSE:

To provide guidelines for faculty, staff, and students regarding the disposal of biohazardous waste.

Definition:

Biohazardous waste is defined as waste contaminated with human blood or the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids (OSHA, 2015).

II. POLICY:

A. Dispose of biohazardous waste in a precaution red bag. These new and used bags are stored in the locked hall closet room 212 in the Nursing Simulation Center.

B. Dispose of sharps in a sharps container. When the container is ¾ full, the container will be replaced and a new container will be used. New and used sharp containers are stored in the locked hall closet in room 212 of the Nursing Simulation Center..

Rivier University
Division of Nursing & Health Professions

MEMORANDUM

To: Nursing Students; Faculty; Adjunct Faculty

From:

Section 2

Policies

Undergraduate Nursing
Pre-licensure

ii. The student will sign the form, add any additional ideas for improvement, and return to faculty.
iii. Faculty will forward the form to the undergraduate Administrative Assistant to be placed in the

iv. The student is responsible for implementation of the plan for improvement.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-

Profession's Clinical Coordinator who will provide the clinical clearance form for your instructor(s) as required by the clinical facility with which the University has affiliated its nursing program.

8. Students who do not report a clinical absence according to the procedure (see Procedure below) will receive a

9. Students may be billed a $50.00 per day make up fee for each clinical day missed.

C. Bereavement Absence:

1. brother, spouse, children, grandparents, mother-in-law, father-in-law, person residing in your same , friend, or significant other, the student will be granted up to three (3) consecutive days absence from her/his normal school schedule. Clinical absence for bereavement does not require makeup. All other assignments are arranged with faculty.

   Additional student bereavement time may be approved at the discretion of the Director of Undergraduate Nursing Education or the Dean, Division of Nursing & Health Professions.

2. A student is NOT required to pay for any clinical laboratory make up hours that may have been missed due to bereavement. The student is responsible, upon his/her return, for arranging time with the instructor to review any course material that has been missed.

10. Demonstrate acceptable personal, ethical and legal behaviors in all nursing activities as defined in the ANA Code for Nurses, the ANA Standards of Practice, the State's Nurse Practice Act, and the Board of Nursing Regulations.

11. Receive report from appropriate nursing staff upon arrival to the assigned clinical laboratory area and give report on assigned patient(s) prior to leaving the nursing unit/agency.

12. Document all nursing care completely and correctly according to agency policies.

13. Clinical/Practicum Requirements must be completed prior to the first day of each clinical. Instructors are informed by the Clinical Coordinators if a student is not allowed to attend due to a missing requirement. Students whose requirements

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

CLINICAL MAKE-UP POLICY

I. PURPOSE:

To provide a proactive and consistent approach for student completion of clinical objectives within scheduled course dates.

II. POLICY:

Clinical and theory faculty will collaborate to maintain accurate records of student clinical absences in order to ensure all students meet required clinical hours/objectives.

III. PROCEDURE:

A. Clinical faculty will record student clinical absences on the Clinical Attendance Student form. (See Attendance Policy)

B. The Undergraduate Nursing Program Assistant will keep on file student clinical absences.

C. All clinical make-up will occur by the end of each clinical nursing course. Clinical make-up will occur at the clinical site except with approval from the Director of Undergraduate Nursing Education.

D. Students may incur a $50.00 per day make-up fee for each clinical day missed.

E. Any situations that arise which prevent clinical make-up from being completed by the end of the clinical nursing course shall be referred to the Director of Undergraduate Nursing Education.

F. Students missing assigned clinical make-ups must meet with their clinical faculty member, theory faculty, and the Director of Undergraduate Nursing Education to determine steps needed for course completion.

G. All required clinical laboratory hours must be met for each clinical nursing course BEFORE a final course grade can be given. (See Clinical Absence Policy).

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

DISMISSAL POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding dismissal from the nursing program.

II. POLICY:

A. A student who does not achieve the minimum required grade of B- (80 or 2.67) in a nursing course will be dismissed from the Nursing Program.

B. A student who does not achieve a minimum overall University cumulative average of 2.67 will be dismissed from the Nursing Program. If a student does not meet the 2.67 required cumulative GPA at the end of a semester, but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.

C. The student must successfully meet all clinical outcomes and behaviors by the final clinical evaluation to pass. Unsafe behaviors may warrant disciplinary actions or immediate dismissal from the nursing program.

D. A student may be dismissed immediately from the nursing program for lack of adherence to or any violation of any Nursing Student Handbook policy.

E. Dismissal letters will be generated by the Office of the Divisional Dean. A copy will be forwarded to Division of Nursing & Health Professions to be placed in

F. A student who is dismissed from the program may petition for readmission, if eligible (see Readmission Policy for guidelines).

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

DRESS CODE AND PERSONAL APPEARANCE POLICY - CLINICAL & SIM

I. PURPOSE:

To provide a statement regarding personal appearance and professional attire to be worn in the clinical setting (agency/simulation lab).

II. POLICY:

A. Uniform

1. The student uniform includes: clean, wrinkle-free, loose-fitting royal blue scrub top and pants. The Rivier University approved scrub jacket or fleece is optional. Pants should be hemmed so that they do not touch the floor.

2. Undergarments must be worn but not visible. Front and back cleavage must not be exposed.

3. A clean white or royal blue long-sleeve T-shirt may be worn under the scrub top.

4. Clean white or black shoes or leather sneakers in good repair with closed toe and heel with clean white or black laces (if applicable) and clean white socks (crew length or higher). Clogs, crocs, or cloth shoes may not be worn.

B. Equipment

1. Students are required to have a watch with a second hand, bandage scissors, stethoscope and penlight.

2. The Rivier name badge or clinical agency identification badge must be worn above the waist at all times.

C. Hair

1. Hair is to be clean, neat, well groomed and within the natural hair color spectrum. Long hair must

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

EXAMINATION POLICY

I. PURPOSE:

To provide guidelines for students regarding course examinations and course examination reviews.

II. POLICY:

A. Course Examinations:

1. Grades for nursing course examinations, assignments, and quizzes, as well as final course grades, are not rounded. All student assignments, examinations, and quizzes will be entered into the gradebook to the second decimal point.

2. See course syllabus for specific policies regarding quizzes.

3. It is the responsibility of the student to attend all exams on the scheduled dates. The student is required to notify the theory faculty member before an examination when an absence is necessary.

4. Exams need to be taken on the scheduled day and time. Only under extreme circumstances will a makeup test be granted**.** to make arrangements with the faculty member to take the makeup examination. Test make-up should be within 24-48 hours of the

Appendix A.

Rivier University
Division of Nursing and Health Professions

Nursing Course Examination Frequently Missed Concepts Template

FREQUENTLY MISSED CONCEPT	IDEAS TO CONSIDER
In this column, include all item content on course examination that >50% of the class did not answer correctly. This should not be the specific question that is on the exam, but the concept it is related to. *Example:* *Bleeding Precautions*	*In this column, help students review the priorities of this concept, including but not limited to, important assessments, interventions,*

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

LEAVE OF ABSENCE AND ILLNESS POLICY AND PROCEDURE

I. PURPOSE:

To establish guidelines for students seeking a leave of absence for medical

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

MEDICATION COMPETENCY

I. PURPOSE:

To provide a consistent approach for assuring student competency in clinical medication administration.

II. POLICY:

The majority of clinical nursing courses contain a medication competency requirement. A passing score of 90% is required. Students will be given three attempts to meet the 90% benchmark. Students who do not obtain this score are required to seek and obtain remedial assistance between attempts. Information about this can be found in course syllabi. All students are expected to meet this requirement.

III. PROCEDURE:

A. If the student does not meet the required 90% benchmark after three attempts the student will receive an Academic Notice and meet with the Director of the Undergraduate Nursing Program.

1. The student will be required to sign a contract for success. T 0 0 10.f 10.f 9red to sign a contract for success. T 0iistl

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAM IN NURSING Pre-Licensure

NOTIFICATION OF CHANGE IN RESIDENCE

I. PURPOSE

The purpose of this policy is to ensure any student who changes state-of-residence AFTER being accepted into the Undergraduate Nursing Program-notifies the Dean of the Division of Nursing and Health Professions of this change in residence prior to the move. The exception would be a move to Massachusetts.

II. POLICY

Any undergraduate-nursing student who changes state-of-residence AFTER being accepted into the Undergraduate Nursing Program must notify the Dean of the Division of Nursing in writing AT LEAST 90 days prior to the move, to ensure there will be no barriers to securing licensure at the completion of the program (as applicable).

Students enrolled in the pre-licensure program will meet criteria to take NCLEX within their State of Residence at program completion. Board of Nursing requirements to test for the NCLEX varies within dence at program comp

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING Pre-Licensure

NurseThink Clinical Judgment Exams (CJEs)
Grading Rubric

Open Check Practice Assessment

STEP 1. Complete Open Check Exam

STEP 2. Remediation (using the Strengths and Opportunities Plan)

If the score is in the Excels Standard NurseThink Benchmark Range, remediate 30 minutes for each of 4 weakest concepts (total 2 hours).

If the score is within the Meets Standard NurseThink Benchmark Range, remediate for 45 minutes for each of weakest concepts (total 3 hours).

If the score is within in the Minimally Acceptable does not meet NurseThink Benchmark range, the student should remediate for 60 minutes for each of 4 weakest concepts (total 4 hours).

Exam with Required Remediation = 1 point

Benchmark (Proctored) Exams			

B. The faculty member which issues the notice will discuss the reasons for the notice and the actions that are appropriate. The student signature does not signify agreement or disagreement, only that the notice has been read.

C. Faculty shall provide the student with a copy of the Professional Comportment notice and forward the original to the Director of Undergraduate Nursing Education to be placed in the students academic file in the Division of Nursing and Health Professions.

D. Students receiving a Professional Comportment notice must meet with the Director of Undergraduate Education within 72 hours. Disciplinary action, including immediate dismissal, may result.

E. Appeals

   a. Students have the right to appeal all disciplinary decisions, as outlined in the Rivier University Student Handbook.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

PROGRESSION/RETENTION/GRADUATION POLICY

I. PURPOSE:

To provide a uniform statement for faculty and students regarding the progression/retention and successful completion of graduation requirements in the Undergraduate Program in Nursing. The requirements for

C. Rivier University will confer an Associate of Science Degree in Nursing on those students who have successfully fulfilled 30 general education requirements and 42 major requirements as noted in the educatociate of Science Degree in Nursing on the 2nd Nursing program catalog.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

SCIENCE GRADE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding required grades for science courses.

II. POLICY:

A. Students must earn a minimum grade of B- (2.67) in Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology.

B. Students must successfully complete A & P I and II (with minimum grade of "B-") prior to enrolling in BIO201, Microbiology and NSG101, Nursing Fundamentals. AS students must complete BIO201 Microbiology prior to enrolling in NSG101. BS students must complete BIO201 Microbiology prior to enrolling in NSG202 or NSG205.

C. Students may repeat each science course only one time during their academic Nursing Program. Students who do not achieve the minimum grade of "B-" on their second attempt will be dismissed from the program and will be ineligible for readmission.

D. Students wishing to transfer any of the above science courses from another school must have achieved a grade of "B-" in the course to have the course accepted in the Nursing Program. The courses must be 4-credit courses, one credit of which is a lab credit.

E. A student who does not meet the minimum science grades as outlined above must repeat the course at Rivier University, except with permission of the Director of Undergraduate Nursing Education.

F. Students conditionally accepted to the Nursing Program who do not achieve the required minimum grade of "B-" in Anatomy & Physiology I and II on their first attempt will be dismissed from the Nursing Program and ineligible for readmission.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure

WITHDRAWAL POLICY - PROGRAM

I. PURPOSE:

To provide guidelines for faculty and students regarding the withdrawal of a student from the program.

II. POLICY:

A. A student who decides to withdraw from the Nursing Program must inform their academic advisor and

Section 3

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING Post Licensure

ATTENDANCE POLICY

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

EVALUATION POLICY - STUDENT

I. PURPOSE:

To provide a statement regarding the student's evaluation.

II. POLICY:

A. Theory:

1. Midway, or at any time necessary, through each semester each student is evaluated according to the academic requirements of the program. The theory average for each of the nursing courses in which the student is enrolled is calculated by the course instructor. The student whose course average in any nursing course falls below B- (2.67 grade points) will receive a written notice from the course instructor. (See Written Notice Policy)

2. At the end of the semester, each student's academic progression is evaluated according to the RN-BS Nursing Program. (See Graduation Policy)

n:\Nursing Student Handbook\2023-2024
Revised: August 21, 2012
Reviewed: August 16, 2016
Revised: August 29, 2017

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission.

II. POLICY:

A student who has withdrawn or been dismissed from the RN-BS Program for not meeting academic criteria will be considered for readmission on an individual basis.

A. The applicant must submit a request in writing to the Division of Nursing & Health Professions (DNHP) Admissions Committee in care of the Dean of the Division of Nursing & Health Professions. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applica

B. Rivier University is under no obligation to accept transfer credits earned during this interval, nor will such accepted for readmission to the RN-BS Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.

C. Readmission applicants must meet progression requirements for the RN-BS Nursing Program.

D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.

E. The request for readmission will be reviewed by the Director of Undergraduate Nursing Education in consultation with the Dean of Nursing & Health Professions. The Dean will notify student of the readmission decision in writing within two (2) business days.

Section 4

Policies

Graduate Nursing

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ACADEMIC NOTICE POLICY

I. PURPOSE:

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student warrants a written notice.

II. POLICY:

A faculty member may give a student a written warning for any behavior regarded as inimical to the best interest of the student or to the Division of Nursing & Health Professions.

A. Throughout each semester each student is evaluated according to the academic requirements of the course and of the program. The theory instructor will monitor grades for each course. The student whose course course instructor.

B. Degree Program. (See Academic Policy for Retention).

C. In practicum courses, each student who does not meet and maintain a satisfactory level of clinical performance as described in the course syllabus and Nursing Student Handbook section regarding performance/progress/conduct will be released from the program regardless of academic achievement.

D. Non-adherence to any of the graduate nursing policies contained in the Nursing Student Handbook may be grounds for release from the program regardless of academic achievement.

III. PROCEDURE:

A. The faculty member who issues the notice will discuss with the student the reasons for the notice and work with the student to jointly design a plan for improvement. The plan for improvement is documented on the

responsibility to check Rivier email on a regular basis. The student will read and sign the notice. The student signature does not mean agreement or disagreement, only that the notice has been read.

B.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

ADMISSION PORTFOLIO (RN to MS/RN to MS Bridge Track)

I. PURPOSE:

The purpose of this policy is to outline the process and requirements for the submission of a professional portfolio for acceptance into the RN to MSN tracks. The purpose of the development of an admission portfolio is to demonstrate the applicant has achieved the Baccalaureate Nursing Program Outcomes and Competencies, without academic achievement of the BSN degree. This alternative method of achievement will be measured by the elements provided in the admission portfolio.

II. POLICY:

RN to MS (Bridge Track)
This track is for Registered Nurse applicants who have an earned associated degree in nursing (ADN), as well as an earned baccalaureate degree outside of nursing.

If an applicant has achieved a GPA>3.0 in their baccalaureate degree outside of nursing, a portfolio will not be required for admission.

To be consistent with the graduate nursing admission criteria (GPA>3.0), and the graduate transfer credit policy (acceptance of grades B or better), if the earned GPA is <3.0 in the baccalaureate degree outside of nursing, an admission portfolio will be required to demonstrate achievement of the baccalaureate outcomes and competencies.

RN to MS Track
This track is for Registered Nurse applicants who have an earned associated degree in nursing (ADN), without

achievement of the Baccalaureate Nursing Program Outcomes and Competencies, in an alternative manner.

The graduate nursing administrative assistant will provide potential applicants with the most current Admission Portfolio Guidelines and required elements, which will demonstrate achievement of the Baccalaureate Nursing Program Outcomes and Competencies, under the domains of Education, Professional Nursing Performance, Clinical Exemplar, and Professional Activities and Service.

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RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

APPLYING FOR POST-

I. PURPOSE:

To provide faculty and students with guidelines regarding registering for post-degree.

II. POLICY:

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RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

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DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

NOTIFICATION OF CHANGE IN RESIDENCE

I. PURPOSE:

The purpose of this policy is to ensure any hybrid or online student who changes state-of-residence AFTER being accepted into the Master of Science, Graduate Nursing program notifies the Dean of the Division of Nursing & Health Professions of this change in residence prior to the move.

II. POLICY:

Any graduate nursing student who changes state-of-residence AFTER being accepted into the Master of Science, Graduate Nursing Program must notify the Dean of Nursing & Health Professions in writing AT LEAST 90 days prior to the move, to ensure there will be no barriers to securing licensure at the completion of the program (as applicable).

Students enrolled in the Family Nurse Practitioner or Psychiatric Mental Health Nurse Practitioner Track, or the Post-Masters Certificate Tracks (leading to licensure to practice) will meet criteria to challenge the National Certification Exam for their specialty certification (AANP or ANCC) at program completion. Requirements for advanced practice state licensure varies, and a change in residence may prohibit the student from obtaining APRN licensure outside of New Hampshire. The 90-day notice will be used to inform the student of any known barriers to out of state licensure, however the burden resides with the student to explore these barriers prior to changing state-of-residence, prior to program completion.

Students enrolled in the Family Nurse Practitioner, Psychiatric Mental Health, Leadership Health Systems Management Track, the Nurse Educator, or Post-Masters Certificate tracks will be required to complete supervised practicum hours as part of their set curriculum. Students who change residence AFTER progr41 0 0 7(ntaxphl7(of

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PRACTICUM PLACEMENT POLICY

I.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PRACTICUM PLACEMENT: ALTERNATIVE NURSE PRACTITIONER CLINICAL PRACTICUM PLACEMENT

I. PURPOSE:

considered as approved. This includes but is not limited to clinical placements in the area of Dermatology, Orthopedics, Surgical, Sports Medicine, ENT, GI, Oncology, Hospice or Palliative Care.

B. MSN: Psychiatric Nurse Practitioner Track/PMC

Psychiatric Nurse Practitioner graduate students are required to secure a clinical placement with a psychiatrist or nurse practitioner certified in psychiatric mental health. This may be working with clients across the lifespan, including outpatient or inpatient services.

Up to half (270 practicum hours) of the 540 total hours required over all three practicum semesters may be working with a prescriber using telehealth to render services. It is strongly suggested students seek practicum experiences across the lifespan (pediatric, adolescent, adult and geriatric) in both outpatient and inpatient settings, across the 540 required hours.

III. PROCEDURE:

Graduate nurse practitioner students who wish to select these alternative practice hours shall work with the clinical practicum coordinator and the Program Director, to have these alternative placement hours approved.

The standard process for placement approval will follow, including the submission of required documents. This includes but is not limited to a copy of the preceptors resume, the name and address of the facility, and other health-related documents.

Note: The content of this policy is subject to change as the complex healthcare environment is impacted by the Corona virus (Covid-19).

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PROGRAM OF STUDY CHANGE

I. PURPOSE:

To provide
program of study.

II. POLICY:

A. A matriculated student wishing to change her/his program of study must inform the Director of Graduate Nursing Education in writing of her/his intent. Included in this intent must be the reason for requesting the change, the effective date and a projected program of study.

B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for this change to their program of study.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

PROGRESSION, RETENTION, DISMISSAL POLICY

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the graduate nursing program.

II. POLICY:

A. Graduate level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.

B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the graduate program.

C. If a student earns a BC or C grade, in a graduate course**,** the student will be placed on academic probation for one semester. If the course is a graduate theory course, the student will be required to repeat the course to achieve an 84% (B) or better on the second attempt. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester. A second course grade of less than "B" will result in the student being dismissed from the program, regardless of grade point average.

If the student receives less than a B in a FNP Theory course (NSG510 or NSG512), the student will be required to repeat the course prior to progressing in the program and will be given the option to 1) repeat the theory course and continue with 80 hours of clinical to maintain competency and proficiency in the clinical arena. These hours will not be counted towards future clinical hours or 2) repeat the theory course WITHOUT continuation of clinical hours, and the student will be scheduled for a competency

practicum availability. Re-development of a student POS does not guarantee the same practicum term will be available to the student**.** Should a student withdraw from the same course more than twice, upon the third time the student withdraws it will be associated with program dismissal.

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RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

Readmission After Approved-4..h

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

STANDARD PRECAUTIONS & O.S.H.A. CERTIFICATION

I. PURPOSE:

To provide faculty and students with guidelines regarding Universal (Standard) Precautions and O.S.H.A. regulations.

II. POLICY:

Since agencies are increasingly requiring certification that students be trained in Standard Precautions and O.S.H.A. regulations, videos on the above material are included in the course content of Health Assessment on the Masters level. Each student must pass a proficiency examination on this content prior to proceeding in the course.

III. PROCEDURE:

Students enrolled in the Division of Nursing & Health Professions are required to utilize standard

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

STUDENT SIGNATURE POLICY

I. PURPOSE:

area.

II. POLICY:

The student signature on documents in the clinical area will be standardized as first initial, last name followed by RN, SNPRU (nurse practitioner students) or RN, SNRU (nursing education and leadership students), unless otherwise directed by the clinical facility.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

MASTER OF SCIENCE DEGREE PROGRAM IN NURSING

TRANSFER OF CREDIT POLICY

I. PURPOSE:

To provide guidelines for faculty and applicants regarding the transfer of credit.

II POLICY:

Candidates for the Master of Science Degree in Nursing may transfer a maximum of nine (9) semester hours for graduate credit provided that:

A. These credits were earned at an accredited college or university.

B. These credits are of a "B" grade or better.

C. These transfer credits have been approved by the Director of Graduate Nursing Education.

III. PROCEDURE:

Applicants requesting transfer of credits into the Division of Nursing & Health Professions must:

A.

Section 5

Policies

Doctor of Nursing Practice (DNP)

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

ATTENDANCE POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered. In the online environment, presence in discussion board and a timely submission of course assignments will be reflective of attendance.

B. Attendance in all components of each nursing courses (including on-campus intensive dates) is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety (See Rivier University Student Handbook: Cancellation Policy). Each student is expected to adhere to the following guidelines:

1. All required clinical laboratory hours must be met for each practicum nursing course before a final course grade can be given.

2. Students in nursing clinical/practicum courses who are unable to report to assigned clinical area shall notify the preceptor immediately and the faculty as soon as possible.

3. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress.

A grade of F will be assigned when the student has not met the minimum standards of the course, and earned a grade equivalent to an F. This is also used when the student has stopped engaging in the course, and the last date of student course part43.n1abe4y6(stu)4(de)4(nt)sa1 14EAFhe lTER(n ty as so)intify t

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

GRIEVANCE - ACADEMIC

I. PURPOSE:

To provide faculty and students guidelines for processing an academic grievance.

II. POLICY:

A. The grading of a student's work by faculty is the result of careful assessment, deliberation, and judgment, which is the responsibility of the instructor(s) and which may not be delegated to an appeals committee. Nevertheless, the faculty recognizes that in some instances the evaluation(s) leading to a specific grade may be the result of an error in judgment or injustice.

B. The first step in appealing a grading decision is for the aggrieved student to notify the instructor who granted the grade requesting reconsideration of the grade. Such notification must be in writing and must set forth the student's reasons for the request. If the instructor fails to respond or refuses to meet with the student, or if student and instructor are unable to negotiate a solution which is satisfactory to the student, the student may then appeal to the DNP Nursing Faculty Committee. This must be done within ten (10) calendar days following the time of the alleged violation or grievance.

The student requesting appeal to the DNP Nursing Faculty Committee for review will be asked to provide written consent allowing the members of the Committee permission to review all course-related student submitted assignments, and any associated qualitative and quantitative feedback from the faculty member, provided to the student.

C.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

ACADEMIC GRIEVANCE STUDENT CONSENT FORM

I, _____, have submitted a written academic grievance to the DNP
(Student Name)

Nursing Faculty Committee for review. I understand as part of this review process the committee members will need to review course related work (discussion board postings, course attendance and participation, written assignments, or other course-related student activities) as well as assigned faculty feedback and grading for _____, to fully understand, assess and evaluate my
(Course Number)

academic grievance. My signature below indicates my consent to committee member review of the aforementioned course-related work.

_____
Student Name (Print)

_____ _____
Date Student Signature

n:\Nursing Student Handbook\2023-2024
Approved: March 7, 2018

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

MAINTAINING PROFESSIONAL LICENSURE

I. PURPOSE:

To provide guidelines for faculty and students regarding the maintaining of professional licensure during the academic program.

II. POLICY:

A. Students enrolled in the Doctorate of Nursing Practice Program must maintain a current unencumbered Registered Nurse (RN) license, specifically in the state where they will be implementing their DNP2 reW* nBT/F14 10.0

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

PRACTICUM COURSE POLICY

I. PURPOSE:

To provide faculty and students with a statement regarding practicum course requirements.

II. POLICY:

For the duration of the four practicum courses, each student will Tf1</M 12 Tf1 0 0 1 307.7 670.74 Tm0 g0 G[cO)-2swiica s

As stated above, the practicum experience will vary significantly among each student. If the students approved practicum experience will immerse the student in the patient care (direct care) environment, it will be necessary for the doctoral student to com
entering the patient care environment. If the practicum experience will take place in a public, or non-clinical environment (business environment, community center, etc.), the student will be required to meet the health screening requirements of facility at hand.

should work with the clinical practicum coordinator to submit all required documentation to the clinical practicum portal, before entering a clinical/practicum. This includes documentation of current RN & APRN licensure in the specific state where you will be completing your clinical practicums, CPR certification, liability insurance and health related information. Prior to registering for a clinical/practicum, students will be given guidelines for the preparation of these requirements. Failure to comply with this expectation could
until such documents are provided. (See Section 1: Clinical/Practicum Requirements)

Ref: AACN DNP Task Force
(Aug 2015)

https://www.aacnnursing.org/Portals/42/News/White-Papers/DNP-Implementation-TF-Report-8-15.pdf

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

PROGRESSION, RETENTION, DISMISSAL POLICY

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the doctoral nursing program.

II. POLICY:

A. Doctoral level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.

B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the doctoral program.

C. If a student earns a BC or C grade, in a doctoral course**,** the student will be placed on academic probation for one semester. If the course is a didactic course, the student will be required to repeat the course to achieve an 84% (B) or better on the second attempt. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester.

D. A single grade of "F" will result in the student being dismissed from the program regardless of grade point average.

E. A final grade of <84% (B) in a practicum course will result in dismissal from the DNP Program. Students should be referred to the Readmission Policy for guidance on the readmission process.

F.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

READMISSION POLICY

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

F. The DNP Nursing Admissions Committee will convene at the end of each semester to review and recommend students for readmission; if needed, as well as to determine requirements for demonstrating having retained the competencies necessary for progression. The student will be invited to attend the meeting to address specific areas that they believe support their request for readmission.

in writing.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

STUDENT SCHOLARLY PROJECT-SCHOLARLY PROJECT TEAM

I. PURPOSE:

To provide guidelines for faculty and students regarding the identification of a faculty guide and external

II. POLICY:

Faculty Guide

A. Selection of the faculty guide occurs early in the first semester of the program. Any full-time faculty member of the Division of Nursing and Health Professions, has earned a research or clinical doctorate degree (PhD or DNP) may assume the role of faculty guide.

RIVIER UNIVERSITY
DIVISION OF NURSING & HEALTH PROFESSIONS

DOCTOR OF NURSING PRACTICE

WITHDRAWAL OR LEAVE OF ABSENCE

I. PURPOSE:

To provide guidelines for faculty and students regarding the Withdrawal/ Leave of Absence from the Program.

A leave of absence is a period during which students defer their studies but maintain their matriculated status and may be granted to any student in good academic standing and in compliance with the code of professional conduct (refer to Graduate Studies Catalog Code of Professional Conduct policy). During this time, they are not entitled to any of the services of the University provided by the payment of tuition or fees. Students are advised that lending agencies do not consider a leave of absence a substitute for registered status. Students should contact Student Financial Services regarding their loan repayment and financial aid status while on a leave of absence.

II. POLICY:

A. A student who decides to withdraw/request a leave of absence within the Division of Nursing & Health Professions must inform the Director of the Doctor of Nursing Practice, in writing, of her/his intent.

F. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.

G. Students wishing to return to active status after withdrawal or leave of absence are required to contact the Director of the Doctor of Nursing Practice, in consultation with designated faculty, to determine competency prior to developing a revised program of studies. The Readmission Policy will be

Rivier University
Division of Nursing