

Policies and Information

Access

In compliance with the Americans with Disabilities Act, Research College of Nursing provides a range of services to allow persons with disabilities to participate in educational programs. Contact the Dean's Office to request accommodations.

Accreditation and Affiliations

Research College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), The Higher Learning Commission of the North Central Association of Colleges and Schools and is approved by the Missouri State Board of Nursing. Research College of Nursing holds membership in the Collegiate Nurse Educators of Greater Kansas City, the National League for Nursing, the Missouri League for Nursing, the Jesuit Conference of Nursing Programs, the Missouri Association of Colleges of Nursing and the American Association of Colleges of Nursing.

Breach of Privacy

Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person's consent and when the recording is likely to cause injury, distress, or damage to one's reputation. Such a recording includes, but is not limited to, taking video or photographic images in shower/locker rooms, restrooms, or private student rooms within residence halls. The posting and/or distribution of such unauthorized recording is also prohibited.

Cell Phone Usage Policy

Rationale: to insure nursing professionalism, safeguard patient and family privacy, and demonstrate respect for other students, faculty and staff in the use of cellular devices.

Use during Classroom and Lab Activities:

Cellular phone use (including the use of the text function) is not permitted during class, lab session, or other learning activity, such as post conference.

Use during Clinical Experiences:

Students will follow the policy of the clinical agency at all times, even if it is more stringent than the RCN Cell Phone Policy.

Cellular phone use (including the use of the text function) and use of any other personal communication, recorded or live listening devices while in a clinical setting is only permitted during limited times when clinical responsibilities are not being performed, such as a break or lunch period. Personal calls must never be taken in the presence of the patients or family members or in public use areas of the facility where visitors, family members, physicians, volunteers or vendors might overhear a conversation.

Personal Communication devices must be placed on silent mode at all times. They must be carried in a safe and concealed area on the person that does not interfere with the physical requirements of clinical activities. All "Blue Tooth" devices and wired earphones are prohibited.

Use of Cameras:

Use of personal cameras, whether cell phone cameras, stand alone cameras or cameras contained on any other such personal devices, while on duty or when performing any patient care function is strictly prohibited. Pictures are not to be taken in any clinical settings or lab environments without written consent of the individual or their legal representative and permission from the clinical facility. In all settings, compliance with the host agency's policy on photography is required.

Use for Emergencies:

Research College of Nursing acknowledges that situations might arise that necessitate a personal phone call. If this occurs during class, lab or clinical experience the phone call must be taken out of view, outside the class or lab and outside of the view of patients or family members.

Use for Clinical Communication or Information:

Clinical instructors might find it more efficient for students to communicate with them via cell phone or text use. If this is the case, use professional discretion to contact your clinical instructor outside of the presence of the patients or family members. Communicate why you are using your cell phone to other health care professionals.

Students are allowed to use personal communication devices to look up information pertaining to patient care (such as drug information). This must be done outside of the presence of the patients or family members.

This policy supports the Research College of Nursing's Respect Statement and the clinical objective (Objective #2) for students to "Demonstrate professional nursing knowledge, attitudes, and behaviors in the delivery of person-oriented care". Students violating the cell phone policy may be given "Needs Improvement" or "Unsatisfactory" evaluation by faculty. Clinical agency policy violations may result in expulsion from the clinical setting.

Clinical Agency Background Check Policy

As a pre-condition to participation in clinical experiences, students are required to participate in a comprehensive criminal background check. Depending upon the results of the background check, a student may not be able to progress into nursing coursework. The fee for the criminal background check is the responsibility of the student and is nonrefundable.

Cyberbullying

Cyberbullying is intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyberbullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student.

Disaster Plan

Listed below are the phases of the disaster drill, the meaning of each phase and the students' responsibility.

Emergency Stand-by - indicates Research Medical Center may receive casualties. Continue normal activities.

Emergency Phase I - indicates Research Medical Center is beginning to receive casualties. Students in clinical areas will remain there to continue normal assigned duties. If in class, report to the Research College of Nursing Auditorium.

Emergency Phase II - Research Medical Center facilities are fully expanded for admission and treatment of casualties. Student responsibilities are the same as the previous phase.

Diversity Statement

Research College of Nursing is committed to building a community in which diversity in all of its forms unites in a spirit of learning to celebrate the uniqueness of each individual and affirm human differences. We are dedicated to being leaders within our community by fostering an environment where the

principles of personal responsibility, mutual respect and the pursuit of social justice are vigorously pursued.

Family Educational Rights and Privacy Act

In compliance with Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, Research College of Nursing defines directory information as student's name, address, telephone number, date of birth, place of birth, parent's names, address and telephone number, class, major, dates of attendance, degrees and awards received, participation in officially recognized activities and sports and the previous educational institutions attended by the student. A student directory for internal college use is duplicated and distributed to faculty, administration and students. Students who wish to restrict the release of directory information must notify the Student Affairs Office of Research College of Nursing and the Registrar's Office of Rockhurst University in writing during the first week of each academic term. Upon receipt of such request their directory information will be designated confidential and will not be released outside the institution(s) except to individuals, institutions, agencies and organizations authorized in the Act.

Also in compliance with the Privacy Act, Research College of Nursing and Rockhurst University provide students access to their official educational records in the Registrar's Office and additional records in the Student Affairs Office by appointment and provide an opportunity to challenge such records on the grounds that they are inaccurate through the Registrar and the Dean, respectively. Students may file a complaint with the Office for Civil Rights in the Department of Education (OCR) to seek redress if the College fails to comply with the requirements of the Act. Educational records are maintained by the Office of Academic Programs and copies of records are provided to advisors. Official transcripts are maintained by the Registrar's Office at Rockhurst and are released upon the student's written request only. For the graduate program official transcripts are maintained by the Office of Academic Programs and are released upon the student's written request only.

Fire Alarm

If you are on the clinical unit when a "Doctor Red" is announced, report to the instructor, team leader or head nurse. It is helpful to close all doors. If you are in class when a "Doctor Red" is announced, remain in the classroom and follow the instructor's directions.

Impaired Nursing Student Policy

To provide safe, effective patient care, nursing students must be free of chemical impairment from alcohol and drugs. This applies to any academic setting. Research College of Nursing believes that chemical abuse or dependency is a treatable disorder. The College desires early identification, evaluation and treatment to promote positive outcomes for nursing students.

Signs and symptoms of chemical impairment may include, but are not limited to, odor of alcohol, mood swings, patterns of irresponsible behavior, unexplained absences, frequent tardiness, poor documentation, poor physical appearance, pupillary changes, red eyes, unsteady gait, slurred speech, frequent crises, blackouts and erratic performance.

Procedure for Drug/Alcohol Screening of Students

If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member should suspend the student from participation in the academic activity (i.e. class, lab or clinical) and ask the student to wait in a secure, private area for testing. Testing should be done as soon as possible. The College assumes the cost of the testing by Concentra or its representative under an established agreement. Testing will include a drug screen and a BAT (breath analyzer test). If

the student does not cooperate with the required testing, the College will consider the student to be of the same status as if the test results were positive.

If the student is on the RMC campus during regular business hours (M-F 8:00 AM - 4:00 PM), the faculty member will notify the Dean's Administrative Assistant to have the Director of Student Affairs or the Associate Dean escort the student to the Concentra office at 6420 Prospect for testing. The Dean's Administrative Assistant will contact the Concentra office to notify them that a student is coming for testing. If not on the RMC campus, or if outside of regular business hours, the faculty member will contact the After Hours Emergency Drug and Alcohol Testing Services. A representative will come to conduct the BAT on site.

If the screening test results are negative, the student suspension is removed without penalty to the student.

If drug or alcohol test results are positive the student will be required to participate in an evaluation conducted by a licensed healthcare provider and complete an approved treatment program. The student's continued participation in class, clinical and other college activities is contingent on evidence that the student completes an approved treatment program and remains alcohol and drug free. If the student does not provide evidence of completion of an approved program, he/she will be dismissed from the College. Evidence of participation will require the student's signed release of records so that the treatment personnel may communicate with a College official. The extent of the release may be limited to compliance with and satisfactory progress in the treatment program. The College will make every reasonable effort to help the student make up any class or clinical experience missed due to absence because of action taken to enforce of this policy. However, the regular college and course absence procedures are applicable.

The College may require random drug and alcohol testing for the remainder of the student's enrollment in the College after successful completion of an approved treatment program. A second occurrence of positive drug or alcohol testing will result in the student's immediate dismissal from the College.

An administrative officer of the College appointed by the Dean on a case by case basis will monitor the student's compliance with the rehabilitation program requirements. This monitoring of compliance may include a written contract with the student which specifies the treatment program, its length, the nature of progress reports and other conditions deemed appropriate for successful treatment. Failure to meet the requirements in the contract will result in immediate dismissal from the College. Confidentiality of the student's test results and participation in the treatment program will be maintained by the College.

The cost of the treatment program is the responsibility of the student. Students must select an approved program which meets the commonly accepted standards of the profession of alcohol and drug rehabilitation treatment.

The type and standards of drug and alcohol testing used by the College of Nursing are determined by the testing organization (Concentra) and are outlined in the Research Medical Center Illegal Drug and Alcohol Policy.

If a student is taking prescription medication which may affect his/her behavior he/she should report this to his/her faculty. The College expects students to make every effort to take appropriate action regarding patient care and to avoid confusion about the possible use of alcohol and illegal drugs when the use of prescription medication is required.

Inclement Weather Policy

The authority and responsibility to cancel all classes or clinical experiences for Research College of Nursing rests with the President/Dean. The President/Dean will contact the media and make the official announcement for broadcast on Kansas City television station KMBC9 and WDAF-TV Fox 4. Decisions to cancel daytime/early morning classes due to inclement weather are generally made by 5:30 AM. On the occasion that inclement weather begins during class or clinical, faculty will be notified by the President/Dean via a text message on their pagers if there is need to cancel class or clinical. The expectation is that students and faculty will use good judgment in determining whether they are able to safely travel to the College and/or their clinical site.

Interference with the Student Code of Conduct Process

Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Conduct Referral. This includes, but is not limited to, encouraging or influencing another person to commit an abuse of the Student Code of Conduct, discouraging an individual's proper participation in, or use of, the Student Code of Conduct process, or distributing or interfering with the orderly process of conducting a proceeding.

Meningitis Vaccination Policy

The recommendation from the Center for Disease Control (CDC) and the American College Health Association was for all college freshmen to be immunized for meningococcal meningitis as it is more common among newly aggregated adults in communal living settings. The vaccine provides protection from some, but not all, of the types of bacteria that can cause Meningococcal meningitis. It has an efficacy rate of about 90% for these serotypes in persons over the age of five years. The annual incidence of meningococcal infection in college students is estimated to be about 1.3 per 100,000 students. Like many other communicable diseases, some of the most important preventive measures are centered on simple good hygiene:

- To protect others, always cover the nose and mouth when coughing or sneezing.
- Dispose of used tissues and other similar objects appropriately.
- Do not share glasses, eating utensils, etc. – those on athletic teams should not share water bottles, cups, etc.
- Do not share personal hygiene items such as toothbrushes, bathroom glasses etc.
- Wash hands frequently!

Rockhurst University requires all incoming freshmen living on campus to comply with the meningococcal vaccination requirement either by providing documentation of vaccination OR by completing a waiver. In addition, all students living in the Research Student Village must also comply with the above stated requirement. The Meningitis Vaccination Form is available in the Student Affairs Office.

Non-discriminatory Policy

Research College of Nursing admits qualified students of any race, religion, sex, age, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. Research College of Nursing does not discriminate on the basis of race, color, sex, disability, national or ethnic origin, or age in administration of its admission policies, educational programs, activities or employment policies. Inquiries regarding this policy may be directed to the President/Dean of the College.

Outside Vendor Policy

To ensure the educational integrity and prevent disruptions of the learning environment, students are prohibited from making arrangements with outside vendors and marketers to promote or sell their products at Research College of Nursing. No funding from Research College of Nursing, including student activity fees, will be used to promote any outside vendors or marketers.

Reasonable Academic Progress for Continued Receipt of Financial Aid

Students receiving financial aid must make reasonable academic progress toward graduation according to federal and state regulations in order to receive financial aid. Rockhurst University and Research College of Nursing also adhere to the same expectation for students receiving financial aid from institutional sources.

In order to receive financial aid for the next academic year all full-time (12 credits or more) undergraduate students must progress at a rate that would lead to graduation within five years. Students must therefore earn credits each year and demonstrate the cumulative grade point average listed below at the end of each academic year regardless of whether the student received financial aid during these periods. Entering transfer students are expected to earn at least 18 credits during their first year and achieve the grade point average for the class level at which they enter Rockhurst or Research (determined by the number of transfer credits applicable toward the student's degree program).

At End of Academic Year	Credits Earned	Cum. GPA
1	24	2.00
2	48	2.00
3	74	2.00
4	100	2.00
5	128	2.00

Academic progress is reviewed at the end of each semester. Students not meeting the requirements listed above will be placed in a "suspension" status during which period no financial aid from any federal, state or institutional source may be received. These students will be removed from "suspension" when they can demonstrate academic progress as listed above.

Part-time graduate students must progress at a rate that would lead to graduation within 12 semesters.

Students may appeal the withdrawal of financial aid to the Loan and Scholarship Committee. This written appeal must be submitted no more than one week after being informed of the withdrawal of financial aid and should explain any mitigating circumstances which apply to the particular situation.

The Loan and Scholarship Committee will review the appeal and respond to the student within two weeks from receipt of the appeal.

Refunds

Should a student withdraw from school or be dismissed from their program during the first week of the semester or term, the total amount of tuition and academic fees paid by the student will be refunded less a \$100.00 withdrawal fee.

Traditional Undergraduate and Graduate Student Refund Schedule

Students withdrawing or dismissed after the first week are eligible for refunds in accordance with the schedule as indicated on the Rockhurst University website ww.rockhurst.edu/registrar/tuition.asp.

Students receiving federal financial aid will also have a refund calculated based on Department of Education requirements.

Students receiving financial aid which exceeds the cost of tuition, fees, room and board will be required to repay the appropriate fund as stipulated in federal regulations.

Accelerated Program Refund Schedule

The Accelerated Nursing Program tuition refund schedule differs from the traditional semester refund schedule. For specific information refer to Tuition Refund Schedule for the Accelerated Nursing Program (distributed in orientation) regarding dates for refunds. These will be different for each term. This information is also available in the Research College of Nursing Office of Financial Aid.

NOTE: No refunds, either for withdrawal from single classes or for entire withdrawal from the College, are made unless the student has withdrawn properly in writing through the appropriate office. Notification of the individual faculty does not constitute an official withdrawal. Until the Academic Programs Office is informed by an official withdrawal notice the student is billed as though he/she is still attending classes.

Respect Statement

Nursing is a caring and compassionate profession that is rooted in personal and professional accountability. Treating others with respect and dignity is central to our mission and purposes. Faculty, students, staff and clinical partners are considered equal and active members of our community. All who work, live, study, and teach in our community are here by choice and as a part of that choice should be committed to principles of respect which are an integral part of Research College of Nursing. As members of a community, our goal is to treat others and ourselves with respect, dignity and care.

We will achieve that goal by engaging in the following activities:

- Sensitive communication practices and behaviors.
- Acknowledging each person's self worth and unique contributions to the community.
- Recognizing our individual backgrounds, outlooks, values and styles.
- Sharing principles of personal responsibility, mutual respect and common decency.
- Celebrating the uniqueness of the individual and developing our understanding and tolerance of differences in gender, ethnicity, age, spiritual belief, sexual orientation, and physical or mental potential.
- Growing and sustaining a caring culture, nurturing growth and fulfillment in one another and in the larger communities of which we are a part.
- Discouraging intolerance, hatred, and injustice and promote constructive resolution of conflict.

As members of our community, students are expected to:

- Respect the sanctity of the education process by expressing respect for the faculty member as the organizer and guide through this learning experience as well as for fellow students.
- Take responsibility for their own learning.
- Treat other members of our community with respect, a sense of cooperation and with concern for their welfare.

As members of our community, faculty members are expected to:

- Respect the sanctity of the education process by honoring their commitment to students in terms of time, fairness and enthusiasm.

- Provide responsible teaching to the students.
- Treat other members of our community with respect, a sense of cooperation and with concern for their welfare.

As members of our community, staff members are expected to:

- Respect the sanctity of the education process by acknowledging the importance of education and supporting the process to the fullest.
- Treat other members of our community with respect, a sense of cooperation and with concern for their welfare.

Members of our community are honor bound to address disruptive, disrespectful or discriminatory behavior. We will work together to achieve our goal of treating others with respect, dignity and care and work toward sensitizing ourselves to what could be interpreted as disrespect. This goal should be reflected in our daily lives and our interactions and moments with other members of our community and with our clinical partners.

Violations of the Respect Statement should be reported to the Director of Student Affairs. The Director of Student Affairs can initiate a conduct procedure. Informal resolution may involve either a meeting between the complainant, the accused and the Director of Student Affairs or separate meetings by the Director of Student Affairs with each party. Proposals for resolution are discussed by the Director of Student Affairs with each party, after which the Director of Student Affairs will decide what disciplinary or other action will be taken. If a mutually satisfactory resolution of the complaint is achieved, a letter saying so, signed by both parties, will be secured by the Director of Student Affairs, with a copy to each party.

If both parties do not agree to the informal process, or if the informal process does not lead to mutually satisfactory resolution of the complaint, then the formal process described in the “College Standards and Student Conduct” section of this guide will be followed.

Review and Disposition of Formal Complaints

A formal complaint is defined as one which focuses on serious, non-trivial academic or nonacademic matters, is made in writing and signed by the author, is submitted to an institutional officer with the responsibility to handle the complaint, and is outside the scope of the Academic Appeal (described in RCN Catalog) or Student Code of Conduct Actions (as described in this Guide).

Formal complaints from students may be directed to one of two organizational officers:

- a. Formal complaints of an academic nature are directed to the Associate Dean for Academic Programs and Community Partnerships
- b. Formal complaints of a nonacademic nature are to be directed to the Dean of the College.

All formal complaints will be treated in a confidential manner. The organizational officer receiving the complaint will address the expressed concern in a timely manner. All formal complaints and a summary of their dispositions will be maintained in the office of the President of the College.

Petitions for appeal/waiver of College regulations and policies, disciplinary actions, and grade appeals are not formal student complaints.

Smoking Policy

Research Medical Center is a tobacco-free campus as of September 1, 2006. Tobacco use is prohibited by anyone – staff, volunteers, medical staff, faculty, students, patients and visitors – on all property, including the medical office building, Research Brookside campus, Research College of Nursing, Research Student Village and Research Psychiatric Hospital.

Enforcement of this policy is the responsibility of all employees and students. Violations of this policy should be courteously called to the attention of the offending party. RMC Safety and Security and Housing Staff will assist in the enforcement of this policy.

Students who violate this policy are subject to disciplinary action as specified in the College Standards and Student Conduct section.

Social Media Policy

All students, faculty and staff at Research College of Nursing must follow the HCA established policy regarding the use of social media. HCA and its affiliates respect the right of employees to participate in blogs and use social networking sites during non-working hours and does not discourage self-publishing or self-expression. All students, faculty and staff are expected to follow these guidelines and policies to provide a clear distinction between you as an individual and you as a representative of RCN and HCA.

- Personal Responsibility. You are personally responsible for your commentary on social media. You can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just RCN and HCA.
- Non-threatening. Employees should not use blogs or social networking sites to harass, threaten, discriminate or disparage employees or anyone associated with or doing business with RCN, HCA or its affiliates.
- Disclaimer. When you identify yourself as connected to RCN and HCA or an affiliate, some readers may view you as a spokesperson for RCN, HCA and/or that affiliate. Because of this possibility, you must state that the views expressed by you through social media are your own and not those of the College, Company, nor of any person or organization affiliated or doing business with RCN, HCA and/or an affiliate.
- Privileged or Confidential Information. Students, faculty and staff cannot post on personal blogs or other sites the name, trademark or logo of RCN, HCA, its affiliates, or any business with a connection to HCA or its affiliates. Students, faculty and staff cannot post College or Company-privileged or confidential information, including copyrighted information, College or Company-issued documents, or patient protected health information.
- Workplace photographs. Students, faculty and staff must follow the College's policy regarding photos taken in the workplace.
- Patient Information. Do not use your personal social media account to discuss or communicate patient information with one of your patients, even if the patient initiated the contact or communication. Always use approved communication methods when communicating with patients about their health or treatment.

For the complete policy, please see the Student Affairs Office or Human Resources at RMC.

Standards for Dress and Appearance (Approved by FGA October 2010)

Students must recognize that they represent not only themselves but Research College of Nursing and the nursing profession as a whole. The College standards for dress and appearance are more conservative in order to be acceptable in all settings. Individual courses may vary slightly at the discretion of faculty. In all clinical settings, compliance with the host agency's policy on dress and appearance is required. This policy is intended to be consistent with the Research Medical Center policy titled "Dress Code Policy," policy number 100-900-2, revised in December of 2005.

1. Students should be neat and clean while on campus and when participating in college/academic activities. Clothes worn should be wrinkle free and be devoid of holes or tears. Lounge wear and pajamas may not be worn while attending class or events at Research College of Nursing or Research Medical Center. Students should not emanate offensive body odor and should not wear strong perfumes, colognes or body oils.
2. Student ID badges are to be worn at all times. Badges must be displayed in an upright and readable position in the upper chest area at all times. The picture may not be covered.
3. Outpatient, home health, clinic and assessment days, and community settings: Students will dress in accordance with agency policy. If an agency policy does not exist, students will wear professional attire suitable for the setting with their ID badge. On assessment days, students will wear appropriate dress and their white lab coat. No jeans, denim, shorts, mini-skirts or leggings.
4. Shoes must be clean, polished and in good repair. Students may wear nurse shoes or leather sport shoes. Shoes with open toes or other holes are not allowed. Crocs may be worn as long as they have no holes in them.
5. The uniform for clinical settings is navy blue scrubs. T-Shirts may be worn under scrubs as long as they are white, gray, black or light blue with no writing or pattern. T-shirts may have long or short sleeves.
6. Students participating in capstone may wear scrubs in a color of their choice. In the event there is an agency policy, students are required to follow agency policy
7. Artificial and Natural Fingernails. Artificial nails are substances or devices applied to natural nails to augment or enhance nails. Artificial nails shall not be worn by students when providing direct patient care. Natural nails shall be kept clean and nail polish should be in good repair. Natural nails shall be trimmed so they are no longer than $\frac{1}{4}$ inch past the tip of the finger. Students who do not comply with this policy will not be allowed on clinical units.
8. Hair must be kept from falling forward onto clients or bedside equipment. Male students must have neatly groomed facial hair (beards, mustaches and sideburns).
9. Body markings or brands such as tattoos that a reasonable person would consider offensive are prohibited unless they can be covered so they are not visible to coworkers and patients.
10. Engagement and wedding bands, watches, and stud earrings are the only jewelry permitted. Stud earrings should be simple, modest and not present a safety hazard to patients or employees. Jewelry may not be worn in any other parts of the body that is observable by coworkers and patients. For example earrings or studs in the nose, tongue, eyebrow, lip, etc.
11. Cosmetics are to be kept to a minimum. Perfumes and/or colognes are to be avoided. Smokers must be sensitive to excessive "smoker's odor" on hair, clothing and breath.
12. Clothing must fit properly.
 - a. Shirts and tops should be long enough to cover the midriff at all times.
 - b. Stomachs, chests, backs and shoulders should be covered at all times.
 - c. Hemlines of skirts/dresses/shorts/bottoms should be no shorter than mid-thigh. Short shorts and booty shorts may not be worn while attending class or events at Research College of Nursing or Research Medical Center.
 - d. Undergarments should not be visible through or outside of clothing at any time.

13. Students who are in community settings represent Research College of Nursing. All students must follow the above standards and in addition:
 - a. Students must wear khaki, navy or black slacks.
 - b. Students are required to purchase a polo shirt with the College logo on it in their choice of colors. These shirts will be ordered through Research College of Nursing.
 - c. Shirts must look neat and professional and no cleavage, backs or abdomens should be exposed.
 - d. Nametags must be worn while representing Research College of Nursing in the community.

Student Computer Policy

General Statement:

IBM compatible computers are accessible to all students. The use of computers can be an excellent tool and asset while you're attending Research College of Nursing. Using a personal computer allows students to complete all coursework and general curriculum requirements within their designated program at Research College of Nursing. Courses are either web-enhanced or completely web-based using an Internet tool called WebCT <http://webct.rockhurst.edu> (Note: There is no www prior to the URL). This website also addresses Internet browser requirements and tune-ups.

Responsibilities:

Students are responsible for knowing how to operate the computer system they choose and the software packages required. Students are responsible for all repairs, updates and configurations to their own computer. Students are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer system. Remember you always have the Computer Labs as an alternative.

Over the course of a student's program computer upgrades may be necessary. Students are responsible for upgrades required for curriculum completion.

Individual coursework may require additional specialized software not already delineated. In this case, it is the faculty member's responsibility to insure the software requirements are clearly delineated on the class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.

Access:

Options for access include, but are not limited to, home Cable, DSL, or Satellite High Speed Internet Access, the Learning Resource Center (LRC) and the computer labs at Research College of Nursing or Rockhurst University. The computer labs at Research College of Nursing and Rockhurst are equipped with computers robust enough to access the Internet, run web browsers, Windows XP, Office 2003 and WebCT. If the student chooses to purchase a computer, the computer should meet the recommended computer requirements.

Minimum Requirements:

Minimum requirements include both hardware and software applications. Contact the Director of Technological Resources to receive a copy of the current minimum requirements.

Student Disability Policy

Research College of Nursing complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Research College of Nursing strives to help students with disabilities to participate equally in our educational programs and activities. A student is eligible for services if they are:

1. considered a person with a disability,
2. identify themselves to the College,

3. submit documented diagnosis of the disability and need for reasonable accommodations.

The student is expected to notify the College as soon as any disability is diagnosed that will require an accommodation. However, if a student does not report information about a known disability before the beginning of class, the College is not responsible to make retroactive changes in any grades or clinical evaluations associated in the course.

The Associate Dean will review the documentation and in consultation with the student and appropriate professionals develop recommendations for any needed accommodations. These recommendations will be provided to the appropriate faculty. Faculty are expected to maintain the same standards and course objectives as with any Research College student.

Examples of reasonable accommodations that Research College of Nursing will make are: large print copies of classroom handouts, special testing format such as untimed or verbal, flexible assignment deadlines and allowing the student to audio tape record lectures.

Any questions about this policy, requirements for documentation or accommodations should be directed to the Associate Dean.

Student Illness, Injury or Exposure during Clinical/Classroom Experiences Policy and Procedure

Health Insurance

Students should be aware that if they become ill, injured or exposed to blood or body fluids during a clinical/classroom experience, they must seek appropriate medical care at a health care facility. Traditional B.S.N. students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver. Insurance for Accelerated B.S.N. students is optional; however students may enroll in a health insurance plan through Rockhurst. Accelerated B.S.N. and graduate students who do not choose to carry health insurance must sign a waiver indicating that they assume responsibility for all costs of medical treatment due to illness or injury. All students must be aware that if illness or injury occurs during a clinical or classroom experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Proof of insurance or a waiver must be documented annually.

Student Injury during Academic Experiences

If an injury occurs during an academic experience (e.g. laboratory experiences in the Learning Resource Center, or clinical experiences at Research Medical Center or elsewhere) the clinical faculty or preceptor should be notified immediately. An incident report should be made out according to the agency policy (if applicable), and an RCN Student Injury/Exposure Report form should be completed and faxed as soon as possible to the RCN Office of Academic Programs. All faxes are handled confidentially. Information should be concise but complete relative to the injury or illness. Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury this should be noted on the form.

Blood or Body Fluid Exposure during Clinical Experiences

To assure adequate follow-up, nursing students sustaining an accidental percutaneous-puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:

Immediate treatment must be carried out.

- A. Stop the current activity
- B. Thoroughly clean the wound with soap and water.
- C. Flush mucous membranes with large amount of water.

D. Report the occurrence immediately to faculty or preceptor so that evaluation of risk and need for treatment can occur promptly.

Blood or Body Fluid Exposure at RMC or Brookside Campus

After the student has reported the exposure to the appropriate faculty/preceptor, the student will complete the Non-Employee Blood and Body Pathogen Exposure Packet. This packet can be obtained from Employee Health (Monday-Friday 8-4:30) or from the House Supervisor on nights and weekends. The Non-Employee Injury Report form in the packet must have "Research College of Nursing Student" noted at the top in order to track the occurrence. All completed information should be returned to Employee Health as soon as possible. Faculty should notify Employee Health via email or voicemail that the occurrence took place. An RCN Student Injury/Exposure Report form should also be completed and faxed to the RCN Office of Academic Programs. All material will be treated as confidential.

Research Medical Center will assume the cost of source blood testing. If baseline and/or follow up testing is required, students should contact their personal health care provider within 72 hours of the event. The emergency department should be used only when the source is known to be HIV positive or active Hepatitis B as prophylaxis should begin within hours of exposure.

The student is responsible for the cost of all follow-up testing and/or treatment. If the student defers the recommended testing procedures and/or treatment this should be noted on the form and signed by the student.

Blood or Body Fluid Exposure at Facilities Other than Research Medical Center and Brookside Campus

Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as feasible. An incident report should be made out according to the agency policy. An RCN Student Injury/Exposure Report form should also be completed and faxed to the RCN Office of Academic Programs.

The student should follow the clinical agency policy for students regarding treatment. If baseline and/or follow up testing is required, students should contact their personal health care provider within 72 hours of the event. The emergency department should be used only when the source is known to be HIV positive or active Hepatitis B as prophylaxis should begin within hours of exposure.

The student is responsible for the cost of all follow-up testing and/or treatment. If the student defers the recommended testing procedures and/or treatment this should be noted on the form and signed by the student.

If the exposure occurs in a facility with no policy regarding exposures, the student should follow-up with their personal health care provider within 72 hrs of the event. If exposed to a known or suspected HIV or active Hepatitis B source patient, the student should be sent to the nearest ED immediately as prophylaxis should begin within hours of exposure.

The College of Nursing supports the principle of confidentiality and individual rights in conjunction with CDC guidelines on exposure to blood borne pathogens.

Student Right-to-Know and Jeanne Clery Campus Security Act

This Act defines the responsibilities of Research College of Nursing for collecting relevant crime statistics, establishing appropriate security policies and making this information available to current and prospective students through publication and distribution. Persons interested in this information may inquire at the Rockhurst Office of Admission and Financial Aid and the Research College of Nursing Student Affairs Office.

Temporary Conditions that may Affect Student Performance

Students must be mentally and physically able, with or without reasonable accommodation, to meet the classroom objectives and function safely in the clinical area. Students must notify their faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. Students may need to withdraw from nursing courses in order to give themselves time to receive treatment and improve their mental or physical health. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the students' health. Faculty are responsible to judge students' performance to provide safe patient care.

Students may be dismissed or temporarily suspended from the College of Nursing if they do not notify faculty of their health problems which may affect patient safety. Students may also be dismissed or suspended if, in the faculty member's judgment, they are not able to provide safe patient care.

No specific program policies exist concerning pregnancy in regard to admission, retention or return to class following delivery. Students are expected to meet the regular expectations for class and clinical attendance and for the completion of all requirements in course theory and clinical experiences. Research College of Nursing recommends that pregnant students inform their instructors of their pregnancy as soon as it is known as some clinical areas may be unsafe for the developing embryo or fetus.

Undergraduate Medication Administration Policy (revised 12/98)

1. The policy of each clinical site must be followed at all times when administering any medication.
2. Students are responsible for knowing classification, mechanism of action, route, dose, side effects and nursing implications of every medication administered.
3. Medications, EXCEPT IV DRUGS, will be administered and prepared at the discretion of the faculty or designated clinical resource person.
4. Preparation and administration of all intravenous medications/infusions must be done under the supervision of faculty. The faculty member may use discretion and designate a clinical resource person to supervise the preparation and administration of intravenous medications/infusions with a student(s).
5. Students may not give any medications:
 - a) in an emergency situation,
 - b) that are investigational drugs,
 - c) that are antineoplastic drugs,
 - d) during pregnancy and delivery except with faculty discretion.

Verbal / Telephone Orders Policy for Undergraduate Students

To reduce the risk of errors and to protect the quality of patient care Research College of Nursing undergraduate (Traditional and Accelerated B.S.N.) students will not accept or communicate verbal or telephone orders in any clinical agency.

Students should be aware of the Read Back Verbal / Telephone Orders policy in each clinical agency. If requested to take a verbal or telephone order the student should:

- a. Identify himself/herself as a nursing student.
- b. Explain that he or she may not accept a verbal or telephone order.
- c. Direct the individual to the appropriate licensed person who may accept verbal or telephone orders.