



**Salem State University
Undergraduate Nursing
Student Handbook**

2019-2020



School of Nursing Undergraduate Nursing Student Handbook AY2019-2020

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School of Nursing Welcome

As the Associate Dean in the School of Nursing at Salem State University, I want to welcome you to an interesting, and rewarding profession. I congratulate you on choosing nursing as your major and Salem State University as your nursing school.

Nursing faculty strive to provide you with the best professional education. Faculty will utilize current clinical practice and knowledge to provide you with an evidence-based education. At the completion of the nursing program, you will possess a solid foundation of nursing knowledge and skills essential to safe nursing practice in today's complex health care environment. Our nursing program prepares caring registered nurses who are clinically proficient and are prepared to become the nurse leaders of the future.

Each faculty member is committed to assisting you in achieving academic success in the nursing program. Faculty are prepared in a variety of specialty areas in nursing and in nursing education. They will guide you as you navigate your journey at Salem State University.

The nursing program is progressive and integrates technology both on campus and in clinical to enhance your learning. The simulation and skills sessions in our laboratories provide you with a safe environment to learn skills and develop clinical judgement. Registered nurse Simulation instructors integrate best practices in simulation technology to increase your clinical skills and nursing knowledge as they prepare you in providing safe patient centered nursing care.

This Student Handbook contains information and policies that will guide you as you progress in your education in the nursing program. You will find that the student handbook will provide you with information whether you are a returning student or in your first year in the nursing program. The School of Nursing Chairperson will notify you of any changes.

Linda Frontiero, DNP RN
Associate Dean
Salem State University
School of Nursing

Overview

The School of Nursing at Salem State University is within the Maguire Meservey College of Health and Human Services. The Undergraduate Nursing Student Handbook contains important information for all undergraduate nursing students and assists nursing students to achieve a Bachelor of Science Degree in Nursing. The Handbook is updated annually. Students must adhere to the policies according to the calendar year of the Handbook in which they were admitted to the nursing program. Students enrolled in the nursing program must also adhere to the academic policies of Salem State University: [Salem State University Catalog](#)

Students will be notified via the School of Nursing list serve of any policy changes. All new or revised policies will be posted to the School of Nursing web-site: [Beyond the Classroom](#). In addition, the current Handbook and archived handbooks will be posted on the School of Nursing beyond the Classroom web-site.

School of Nursing Faculty and Staff

Faculty

Margaret Ackerman DNP, APN
Kathleen Adee DNP, MSN, APRN
Mercy Bashir DNP, ANP-C, GNP-BC (Graduate Coordinator)
Joanne Carlson PhD, RN, CNE (Department Chairperson)
Anne DeFelippo PhD, JD, RN, CNE
Nancy Ebersole PhD, RN (ABSN Coordinator)
Marion Frost DNP, RN (Undergraduate, RN to BSN, and LPN Coordinator)
Carol Gawrys DNP, RN
Donna Hills EdD, RN
Jan King DNP, PMHCNS, BC
Robin Leger RN, BSN, MS, PhD
Sheila Perrault MSN, RN
Wachsmuth, Amy MSN, RN
Cheryl Williams PhD, RN, CNE, NP-C

Staff

Nursing Resource Center

Shawna Farnsworth (Director, Nursing Resource Center and Clinical Placement)
Robin Champa (Nursing Computer Lab) – HB213
Sherry Miller (TEAS, scheduling) – HB213

Office

Krystle Cobb (Compliance Coordinator) – HB220
Julie DeMaio (Undergraduate Administrative Assistant) – HB233
Theresa Jenkins (Graduate and Professional Studies) - HB123
Diane O'Keefe - HB233

Associate Dean

Linda Frontiero, DNP, RN

Interim Dean of MMCHHS

Jeanne Corcoran, OTD, OTR/L

School of Nursing Mission

Salem State University School of Nursing educates students to become professional nurse leaders in practice, scholarship, and service. Grounded in patient-centered quality care, the program fosters a spirit of inquiry based upon ethical principles to lead in a diverse and dynamic global environment.

School of Nursing Core Values

1. A culture of caring
2. Professional nursing, academic excellence, and scholarship
3. Inter-professional education and practice
4. Evidence based practice
5. Student success
6. Culturally congruent patient centered care
7. Diversity awareness

Strategic Plan Initiatives

1. Ensure program quality and clinical excellence to enhance success of a diverse student population to become leaders in a dynamic healthcare system.
2. Implement creative, innovative, and evidence-based teaching methodologies to support robust transformational student learning, scholarship, and service that align with the Salem State University Strategic Plan.
3. Promote faculty scholarship, professional development, civic engagement, and inter-professional collaboration.
4. Develop local, regional and global partnerships to support the School of Nursing's mission to promote excellence within diverse healthcare environments.

End of Program Objectives

1. Demonstrate cultural competency in the provision of patient centered care to individuals, families and populations in diverse environments.
2. Develop an evolving professional identity grounded in honesty, integrity, respect, accountability.
3. Evaluate and integrate evidence into the delivery of safe and effective nursing care.
4. Apply principles of ethical, legal, regulatory, and clinical reasoning in professional nursing practice.
5. Measure and evaluate healthcare systems and patient outcomes to promote continuous quality improvement.
6. Communicate and collaborate within nursing and inter-professional teams to foster shared decision making and improve outcomes.

7. Manage information and technology to minimize errors, promote safety, and support the delivery of high quality and cost-effective health care.
8. Lead within diverse care environments and influence health policy to improve healthcare outcomes and promote the reduction of health disparities.

Student Representation on School of Nursing Committees

Student representation on School of Nursing department committees is encouraged. The undergraduate student advisory council (USAC) provides an opportunity for students to have a voice in the development and evaluation of the nursing program.

Good Moral Character

Applicants for initial RN licensure or initial APRN authorization by the Massachusetts Board of Registration in Nursing (Board) must comply with the "good moral character" (GMC) requirement specified at Massachusetts General Laws Chapter 112, sections 74, 74A and 76. The Board requires applicants who answer "yes" to questions related to criminal or disciplinary history to provide specific documentation for GMC evaluation.

Students are advised to visit the [Board of Registration in Nursing](#) for further information.

Accreditation and Approval

Salem State University School of Nursing is fully approved:

[MA Board of Registered Nursing](#)
39 Causeway Street, Suite 500
Boston, MA 02114
Telephone: 617.727.9961

The baccalaureate program is fully accredited by:

Commission on Collegiate Nursing Education
[CCNE Accreditation](#)
655 K Street, Suite 750
Washington DC 20001
Telephone: 202.887.6791

Academic Flowsheets (Program of Study)

The academic flowsheet is a tool used in conjunction with degree tracker to document progression in the program of study. Please visit the Salem State University Academic Catalog to view the applicable Academic Flow Sheet.

Bachelor of Science in Nursing
Bachelor of Science in Nursing, RN to BSN
Bachelor of Science in Nursing, LPN to BSN
Bachelor of Science in Nursing, Accelerated Second Bachelor Degree

School of Nursing Academic Policies

Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes. Both Salem State University and the School of Nursing policies are publicly accessible, non-discriminatory, and consistently applied.

School of Nursing Attendance Policy

The School of Nursing believes attendance at all scheduled classes, nursing skills or simulation labs, and clinical practicums enhances student success and is necessary to prepare students for professional nursing practice.

The School of Nursing recognizes illness and emergencies will and do occur. Students are required to notify course faculty if absent from clinical, class, skills laboratory, or simulation laboratory. If there are unexplained absences and/or proper notification is not given, the student's ability to continue in the nursing program may be affected.

Absences from Examinations

Students are expected to take all examinations as scheduled. If the student is ill or experiences an emergency, the student should, if at all possible, contact the course faculty prior to the scheduled exam. Failure to notify faculty will result in an exam score of zero.

Absences from Class

Class attendance is strongly encouraged. Students are required to meet with course faculty when absent from class for more than two times. Students are responsible for all class assignments and announcements that are missed.

Absences from Clinical/ Skills Laboratory/ Simulation Laboratory

Students are expected to attend all scheduled clinical, skills laboratory, and Simulation laboratory experiences. Students must notify the instructor and/or Nursing Resource Center scheduling coordinator for any intended absence or tardiness as soon as possible. An absence or excessive tardiness without prior notification will result in a written critical element failure.

Two critical element failures constitute a course failure.

School of Nursing Advanced Placement Policy

Students enrolled in the undergraduate nursing program shall abide by the Salem State University policies on Advanced Placement. Please see:

[Salem State University Catalog](#)

School of Nursing Course Exemption Policy

In some cases, students may be eligible for limited course exemptions. Exemptions for university wide General Education requirements are based upon prior completion of the Commonwealth of Massachusetts General Education Foundations (Mass Transfer Block) or the prior completion of a baccalaureate degree from a regionally accredited college or university in the United States.

Limited exemptions for specific General Education requirements may be granted under the university policies related to credit by examination or credit for prior learning. Please see: [Salem State University Catalog](#)

Exemptions for courses required by the Nursing program are limited but may be granted in certain circumstances. Students who have completed prior coursework or received examination credit for courses that meet or exceed the content and learning outcomes of specific support courses may be eligible for course substitutions or exemptions. The Chairperson of the Nursing department shall review all such requests and will inform the student and the Registrar's Office of any substitutions or waivers granted.

Required nursing courses may not be exempted, but students who have completed prior coursework in an accredited nursing program may have specific foundation courses considered for transfer credit.

School of Nursing Course Withdrawal Policy

Students shall abide by the Salem State University policy on Course Withdrawal:

[Salem State University Catalog](#)

In addition to the Salem State University course withdrawal policy, students must abide by the School of Nursing course withdrawal policy:

1. A course withdrawal from any course with a NUR designation in which the student has a grade of less than 77% at the time of withdrawal constitutes a course failure.
2. A course withdrawal from any course with a NUR designation in which the student has a grade equal to or greater than 77% at the time of withdrawal does not constitute a course failure.
3. A student who drops a course during the Salem State University add/drop period will not incur a penalty and will be allowed to retake the course.

4. A student considering a nursing course withdrawal after the add/drop period is required to meet with the course faculty and the School of Nursing Department Chairperson prior to withdrawing from the course, failure to do so may impact the student's ability to retake the course in accordance with the School of Nursing Progression Policy.
5. A student must apply for a Leave of Absence if the student does not plan to enroll in any courses for the following semester. Please see: [Salem State University Catalog](#)
6. A "W" grade does not factor into the student's cumulative or major GPA.
7. Students who withdraw from a nursing course and who are eligible to repeat the course in accordance with the School of Nursing Academic Progression Policy may do so on a space available basis.

School of Nursing Educational Mobility Policy

Students shall abide by the Salem State University policies related to educational mobility, [Salem State University Catalog](#) including but not limited to transfer policies; prior learning credit; advanced placement credit and credit by examination.

School of Nursing Graduation Policy

In accordance with the Salem State University review process, undergraduate program nursing students are eligible to graduate from Salem State University when the following criteria are met:

1. Completion of all General Education requirements.
2. Completion of all supporting science courses BIO105, CHE117, BI0200, BI0201, and BI0304 with a C grade or higher in each course.
3. Completion of all courses with a NUR designation with a C+ grade or higher.
4. Achievement of a cumulative minimum GPA of 2.0.
5. Completion of all requirements associated with any optional minors or second majors that have been formally declared by the student.
6. Completion of a minimum of 120 course credits.

School of Nursing Academic Rights and Grievance Policy

Students shall abide by the Salem State University policies of Student Rights found in the Salem State University Academic Catalog: [Salem State University Catalog](#)

In addition, students shall abide by the School of Nursing Student Academic Rights and Grievance Policy:

1. **Student and Faculty Member:** The student and faculty member will directly discuss circumstances related to any aggrieved issue. If an acceptable resolution is not attained, the student may bring the concern to

the Department Chairperson. Students must notify the Chairperson of the aggrieved issue within seven business days of meeting with faculty (Monday through Friday-excluding observed holidays and the university's winter and spring break).

2. **Chairperson:** The Chairperson will meet with both the student and faculty either together or separately to review the aggrieved issue and determine an acceptable resolution. The Chairperson will respond with a decision within seven business days of the meeting(s) (Monday through Friday-excluding observed holidays and the university's winter and spring break).
3. **Associate Dean:** If there is no resolution following steps 1 and 2, a formal written complaint may be submitted by the student within seven business days following any meetings with the Chairperson and faculty to the Associate Dean. The Associate Dean will respond within seven business days of the receipt of the complaint (Monday through Friday-excluding observed holidays and the university's winter and spring break).
4. **Dean of the Maguire Meservey College of Health and Human Services:** If there is no resolution following steps 1, 2, and 3 the student may submit a formal written appeal to the Dean within seven business days following receipt of the Associate Dean's decision. The Dean will respond within seven business days (Monday through Friday-excluding observed holidays and the university's winter and spring break) to the written appeal.

The Dean's decision is final. Any further appeal of the decision is limited to documentable lapses in procedure. Students may not seek an appeal of the Dean's decision for a reconsideration of the facts. Procedural-based appeals will be heard by the Provost or designee. The Provost or designee's findings are final.

School of Nursing Progression Policy

Students shall abide by the Salem State University Academic Status and Satisfactory Academic Progress Policy:

[Salem State University Catalog](#)

In addition to the Salem State University Academic Status and Satisfactory Academic Progress Policy student shall abide to the School of Nursing Academic Progression Policy:

Undergraduate Nursing Students:

1. Achievement of a minimum GPA of 2.0 (C) in each the following science courses or equivalent: BIO105, CHE117, BIO200, BIO201, and BIO304.
2. Students who do not meet the minimum science GPA requirement in each of the required science course may only repeat a required science course one time.
3. Students failing to meet the science progression requirement will be dismissed from the nursing major.
4. Achievement of a minimum GPA of 2.3 (C+) in all course with a NUR designation.

5. Students are allowed to repeat a NUR course one time only on a space available basis.
6. A NUR course withdrawal constitutes a failure, if the grade at time of withdrawal is less than 77%.
7. A course withdrawal from any nursing course in which the student has a grade equal to or greater than 77% at the time of withdrawal does not constitute a course failure.
8. A second NUR course failure will result in dismissal from the nursing major.
9. Any student considering withdrawal from a NUR course must first meet with the course faculty and then meet with School of Nursing Department Chairperson. Failure to do so may impact the student's ability to progress in the nursing program in good standing.

Undergraduate Accelerated BSN (ABSN) Nursing Students:

1. ABSN students who achieve a grade of less than 77% in any course are dismissed from the nursing program.
2. An ABSN student who withdraws from a course with a grade equal to or greater than 77% is subject to the School of Nursing Readmission Policy.
3. Any student considering withdrawal from a course is required to first meet with the course faculty and then meet with School of Nursing Department Chairperson. Failure to do so may result in the student's ability to progress in good standing in the nursing program.

All undergraduate nursing courses with both a clinical and theoretical component must achieve a grade of C+ in the theory component and a passing grade in the clinical component. A failure in either will result in an automatic course failure. The student will receive a grade of not greater than a C for the course. A grade of C in any NUR course constitutes a course failure.

School of Nursing Readmission Policy

The Readmission Policy applies to any student seeking readmission to the nursing program following an approved absence in accordance with the Salem State University School of Nursing Progression policy, and Salem State University policies pertaining to readmission.

1. A student dismissed for violation of professional behavior/conduct is not eligible for readmission to the nursing program.
2. A student who fails a second course with a NUR designation is not eligible for readmission, in accordance with the School of Nursing Academic Progression Policy.
3. A student who fails a second core science course (BIO105, CHE117, BIO200, BIO201, and BIO304) is not eligible for readmission in accordance with the School of Nursing Academic Progression Policy.
4. A student who has not been dismissed for any of the above reasons and has filed an application for readmission with the Academic Advising office, if no longer a matriculated student, and is in good standing in accordance with the

School of Nursing Academic Progression policy is eligible for readmission to the nursing program one time only.

Readmission to the undergraduate pre-licensure nursing program is conditional, not guaranteed, and not limited to the following:

1. Interview with School of Nursing Department Chairperson.
2. Approval of readmission request by the School of Nursing Admission Committee.
3. An educational contract developed to enhance student success.
4. Self-evaluation of any areas that are needed to be improved upon.
5. Availability of class and/or clinical space.
6. Successful demonstration of required clinical skills and knowledge based upon placement in the nursing program, if warranted, to be determined by nursing faculty.

Technical Standards for Nursing Student Success

Salem State University School of Nursing has a responsibility to educate competent nurses to care for patients (persons, families and/or communities) utilizing effective means of communication, critical judgment, knowledge which is broad-based, evidence-based practice, and competency in psychomotor abilities. Salem State University nursing program has academic requirements as well as technical standards that must be met by all students to successfully progress and graduate from its programs. This policy addresses the technical standards.

Technical Standards: Salem State University School of Nursing (SSU SON) provides the following description/examples of technical standards to inform all prospective and enrolled students in a non-discriminatory manner, of a sampling of technical standards required to complete the SSU nursing curriculum. The standards are not requirements of admission into the programs and the examples are not all-inclusive. Key areas for technical standards in nursing include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities (AACN, 2017) and (6) exhibiting specific psychomotor criteria.

Technical Standards:

Requirements	Standards Demonstrate ability to:	Examples
1. Acquiring fundamental knowledge (AACN, 2017)	1. Learn in classroom and educational settings 2. Locate sources of knowledge and acquire the knowledge 3. Accomplish the learning objectives for each course as well as end of program objectives by graduation.	<ul style="list-style-type: none"> • Acquire, conceptualize, and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based • Accurately follows course syllabi, assignment directions, patient care protocols, and corrective plans developed by faculty, staff, and other designees
2. Developing communication skills (AACN)	1. Communicate within sensitive and effective interactions with patients (persons, families and/or communities) 2. Communicate effectively with the healthcare team (patients, their supports, other professional and non-professional team members) 3. Make sense of information gathered from communication 4. Exhibit social intelligence	<ul style="list-style-type: none"> • Accurately elicit or interpret information: medical history and other information to adequately and effectively evaluate a client or patient's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted [such as TTY] and/or electronic) to patients, families and the healthcare team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to validate and verify information

Requirements	Standards Demonstrate ability to:	Examples
3. Interpreting data (AACN)	<ol style="list-style-type: none"> 1. Observe patient conditions and responses to health and illness 2. Assess and monitor health needs 3. Exhibits computational thinking 4. Demonstrate cognitive load management 	<ul style="list-style-type: none"> • Obtain and interpret information from assessment such as, but not limited to: assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostics • Obtain and interpret information from the assessment of patient's environment and responses to health across the continuum • Obtain and interpret for evaluation information about responses to nursing action • Synthesize objective and subjective findings and diagnostic findings to formulate plans of care.
4. Integrating knowledge to establish clinical judgment (AACN)	<ol style="list-style-type: none"> 1. Employ critical thinking, problem-solving and decision making needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments 2. Think intellectually and conceptually to accomplish the essentials of the nursing program (for example, baccalaureate essentials) 3. Perform within an interprofessional team 4. Utilizes informational technology and other forms of information management 5. Function effectively within micro and macro systems of care 	<ul style="list-style-type: none"> • Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate of plans of care or direct the development, implementation and evaluation of care <p>Retrieves and critically appraises reference material to use in a patient's nursing care plan</p> <ul style="list-style-type: none"> • Literacy in and ability to understand concepts across disciplines(i.e. interprofessional) • Critically assess and develop content that uses current technology • Represent and develop tasks and work processes for desired outcomes

Requirements	Standards Demonstrate ability to:	Examples
5. Incorporating appropriate professional attitudes and behaviors into nursing practice (AACN)	<ol style="list-style-type: none"> 1. Express concern for others, integrity, ethical conduct, accountability, interest, and motivation 2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families, and communities 3. Acquire interpersonal skills for professional interactions with members of the healthcare team including patients, their supports, other health care professionals and team members 4. Acquire the skills necessary for promoting change for necessary quality health care 5. Cross-cultural competency 	<ul style="list-style-type: none"> • Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances • Make appropriate judgments regarding safe, evidence-based care • Function effectively under stress and adapt to changing environments inherent in clinical practice • Integrate constructive criticism from instructors performance • Correctly judge when a nursing intervention requires additional assistance from clinical faculty or staff • Conform to all requirements set forth by the SSUSON healthcare affiliation agreements as well as any additional regulations and practices specific to particular clinical settings • Conform to SSUSON attendance and clinical dress code/professional appearance at all times in the learning environment • Demonstrate professional role in interactions with patients, intra, and inter professional teams • Operate in different cultural settings (including disability culture)

Requirements	Standards Demonstrate ability to:	Examples
6. Psychomotor	To move in and around care settings, handle equipment safely and participate in the physical care of patients in clinical placement settings	<ul style="list-style-type: none"> • Possess sufficient proprioception (position, pressure, movement, stereognosis, and vibration), to carry out comprehensive physical assessments and other nursing procedures • Demonstrate sufficient manual dexterity and fine and gross muscular coordination to provide safe general care and perform specific treatments • Navigate patients' rooms, workspaces, and treatment areas with appropriate precision and speed to carry out the nursing process during the delivery of general nursing care or in emergency situations. • Demonstrate an appropriate and timely response to emergency situations, including any circumstance requiring immediate and rapid resolution. • Perform emergency procedures reasonably required by nurses, but not limited to include: CPR, medication administration, application of pressure to stop bleeding (AACN, 2017) • Exhibit the endurance to complete all required tasks during a clinical practice day of a customary or contracted length

In summary, if a student has any questions regarding the content of this policy or ability to be successful in the SSU nursing program, it is recommended that the student make an appointment with the SON advisor, chairperson or Disabilities Office. If accommodations are anticipated to attain success, please be aware this may take time to operationalize.

ATI Examination Policy for Grading & Remediation

Definition: The Salem State University School of Nursing utilizes standardized testing to prepare students for licensure success on the NCLEX-RN exam. In all courses that utilize standardized testing, the policy will be used to guide ATI test administration, grading, and remediation.

Procedure:

Practice Assessment: Complete practice tests A and B with a minimum passing grade of 80%. Students may re-take the practice test to achieve this grade. The practice tests will be completed prior to the proctored exam with a due date determined by classroom faculty.

Standardized Proctored Assessments:

The Standardized Proctored Assessment will be scheduled through the Nursing Resource Computer Lab (one Standardized Proctored Assessment per nursing specialty area).

Grading: The Standardized Proctored Assessment will be graded using the ATI Scoring Scale. The grade will be 10% of the overall course grade, with the exception of NUR212 and NUR370 which will be 5% of overall grade.

ATI RN Comprehensive Examinations:

All students are required to take two ATI RN Comprehensive Examinations in NUR420A, one at the beginning of the semester and one at the end of the semester. Students scoring below 66% on comprehensive examination one are required to complete 6 hours supplemental instruction prior to taking Comprehensive examination two.

NCLEX Review Course:

NCLEX Review Course is mandatory for all undergraduate nursing students. All students are responsible to pay ATI for the review course. All students are required to attend the entire review course.

A student failing to pay and attend the NCLEX review course will receive an incomplete grade for NUR420 or NUR476. A student will be ineligible to graduate with an incomplete grade on their transcript.

Nursing Honors Program

The Commonwealth Honors Program at Salem State University is designed to offer students whose abilities and previous performance are demonstrably higher than the norm, a curriculum option that will be more challenging than the general university curriculum. Courses in the Honors Program are qualitatively different in their design and content from the standard University requirements, and smaller class sizes allow greater individual interaction with faculty members. A seminar format is used in most Honors Program courses, giving students the opportunity for independent research and class presentation. Special field trips and sessions taught by visiting scholars contribute to a particularly rich academic experience for students enrolled in the Honors Program.

Each semester, students in the Honors Program take part of their academic program in Honors Program courses which take the place of University-wide required courses. Thus, even students in credit-intensive programs such as Nursing, and Business Administration can participate in the Honors Program and still stay in sequence in courses required by their majors.

Please visit the [Salem State University Catalog](#)

School of Nursing Grading Guide

Percent	Grade Point	Letter Grade	Percent	Grade Point	Letter Grade	Percent	Grade Point	Letter Grade
100	4	A	86	3	B	72	1.6	C-
99	4	A	85	2.9	B	71	1.5	C-
98	4	A	84	2.8	B	70	1.4	C-
97	3.9	A	83	2.7	B-	69	1.3	D+
96	3.9	A	82	2.6	B-	68	1.2	D+
95	3.8	A	81	2.5	B-	67	1.1	D+
94	3.8	A	80	2.4	B-	66	1	D
93	3.7	A-	79	2.3	C+	65	0.9	D
92	3.6	A-	78	2.2	C+	64	0.8	D
91	3.5	A-	77	2.1	C+	63	0.7	D-
90	3.4	A-	76	2	C	62	0.6	D-
89	3.3	B+	75	1.9	C	61	0.5	D-
88	3.2	B+	74	1.8	C	60	0.4	D-
87	3.1	B+	73	1.7	C-	59	0	F

Academic Advising

BSN and Transfer Nursing Advising

Identifying Advisor and Scheduling an Appointment: Each undergraduate student will be assigned a School of Nursing faculty advisor. The list of students and their advisors is posted on the second floor of the Harrington Building (Room 233) prior to the start of registration each semester (fall and spring). Faculty advisors post their advising schedules and/or advising instructions on their office door. Students can also locate their faculty advisor on their navigator account. The BSN student should be familiar with the BSN flowsheet, degree requirements and credits required for graduation.

Preregistration Academic Advising: Students are responsible for meeting with their assigned advisor prior to registration and reviewing their Degree Tracker. See Academic Calendar for dates of advising.

Changing Course Sequence: All Nursing Courses require pre-requisites and must be taken sequentially. Students are required to discuss any changes in courses with their assigned advisor prior to action. A copy of the office number and telephone number for each faculty advisor will be posted beside the Advisee List.

Completion of Degree Requirements: To graduate with a BSN, the nursing student must meet the criteria of progression and retention as above, as well as complete at least 120 credits.

Academic Status: This includes but not limited to a Leave of Absence, withdrawal from the university or withdrawal from a course. Please see the [Salem State University Academic Catalog](#)

NOTE: *Students on leave are fully responsible for notifying the Registrar's Office of their intent to return on or before the specified notification dates. In addition the student must notify the School of Nursing of the date of return to plan for clinical placement if needed.*

LPN-BSN Advising

Identifying Advisor and Scheduling an Appointment: Students can locate their advisor in Navigator. The LPN-BSN student should be familiar with the LPN-BSN Flow Sheet, degree requirements and credits for graduation.

Preregistration Academic Advising: Students are responsible for meeting with their assigned advisor prior to registration and reviewing their Degree Tracker. See Academic Calendar for dates of advising.

Completion of Degree Requirements: To graduate from the LPN-BSN program, the nursing student must meet the criteria of progression and retention as above, as well as complete at least 120 credits.

RN-BSN Advising

Identifying Advisor and Scheduling an Appointment: The Post Licensure Coordinator will be assigned as the advisor for all RN-BSN students. The student can also locate the name of the advisor in student navigator. The RN-BSN student should be familiar with the RN-BSN Flow Sheet, degree requirements and credits for graduation.

Preregistration Academic Advising: Students are responsible for contacting the Post Licensure Coordinator to confirm their advising plan and reviewing their Degree Tracker prior to advising. See Academic Calendar for dates of advising.

Completion of Degree Requirements: To graduate from the RN-BSN program, the nursing student must meet the criteria of progression and retention as above, as well as complete at least 120 credits.

ABSN Advising

Accelerated BSN Nursing students are subject to all the academic, general and clinical policies as the undergraduate nursing students. The following academic progression and retention policies for the ABSN are specified.

Progression and Retention: ABSN program students who fail a course will be dismissed from the program.

Transfer to generic undergraduate program: Students in the ABSN program do not have the option of transferring into the undergraduate day BSN program.

Identifying Advisor and Scheduling an Appointment: The ABSN program is a cohort model and therefore follows a specific sequence. All students are assigned to the ABSN Coordinator for advising. Students can also locate their advisor in Navigator.

Completion of Degree Requirements: 120 Credits are needed to complete the Accelerated Second Degree BSN program. All students must apply for graduation in the spring prior to the completion of the program through their navigator.

Mandatory Orientation: Accepted students must attend a half day orientation that will be scheduled approximately one month prior to the start of classes in May.

Leave of Absence: Please see the Undergraduate Academic Catalog [Leave of Absence Policy](#) and meet with the ABSN program Coordinator.

School of Nursing Student Immunization & Clinical Requirements Policy

Salem State University School of Nursing students are required to adhere to both the Salem State University immunization policy (which is in accordance with the Massachusetts College Immunization Law 105 CMR 220.600, implemented by counseling and health services) and the School of Nursing Immunization and Clinical Requirements Policy. The School of Nursing immunization and clinical requirements are below:

Requirements upon Admission to Salem State University

Hepatitis B	3-dose series of hepatitis B vaccines or laboratory evidence of immunity is required. If titer is negative consult your Health Care Provider and follow the Massachusetts Department of Public Health requirements.
Meningococcal Vaccines	All full-time students 21 years of age or younger will be required to present documentation of one dose of MenACWY administered on or after their 16th birthday, regardless of housing status.
MMR (Measles, Mumps, rubella)	2 doses of live measles, mumps and rubella vaccines or laboratory evidence of immunity is required. If the titer is negative, consult your Health Care Provider and follow the Massachusetts Department of Public Health requirements.
Tdap/Td (Tetanus, diphtheria, pertussis)	1 dose of adult Tdap within the past 10 years is required. If it has been more than 10 years since Tdap was given, a dose of Td is recommended.
Varicella	2 doses of live varicella vaccine or laboratory evidence of immunity is required. If titer is negative consult your Health Care Provider and follow the Massachusetts Department of Public Health requirements.

Please Note: According to MGL Chapter 76, Section 15C, a nursing student may exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. However, immunization exemption may place the student in jeopardy of not being able to participate in direct patient care which is a requirement for the clinical component of many nursing courses. This may in turn lead to the student not being able to progress in the nursing program.

Requirements prior to enrollment in a Clinical Nursing Course

CPR	<p>CPR certification for Health Care Providers (infant, child and adult) is required.</p> <p>Students must provide a front and back signed copy of the card or certificate of completion.</p> <p>Online programs are not acceptable for CPR compliance.</p>
Background Check	<p>Student must complete a CORI to authorize a search of records for past criminal offenses. Good Moral Character is required for clinical experiences as well as applying for the NCLEX exam.</p> <p>See the Board of Nursing website for further details regarding Good Moral Character.</p>
Tuberculosis (TB)	<p>All students are screened by Health Services upon admission, and must complete the Tuberculosis Risk Questionnaire.</p> <p>All nursing students are required annually to present evidence of a TB Screen: IGRA- serology (T-SPOT or Quantaferon GOLD) or Mantoux testing (PPD).</p> <p>If the TB screen is positive, the student is required to be evaluated by a Health Care Provider and provide documentation of evaluation to the School of Nursing.</p> <p>Please note some clinical agencies may require more frequent screening.</p>
Influenza	<p>1 dose of influenza vaccine annually is required.</p> <p>An exemption to the influenza vaccine requirement may be granted by the School of Nursing when the student provides documentation of a contraindication from a health care provider.</p> <p>Certain hospitals/agencies may mandate an influenza vaccine and this may impact the students' ability to complete required clinical rotations.</p>

Note: Some clinical facilities where students will be assigned may require additional information and/or screenings prior to clinical placement. Students may incur an additional fee for any added requirements.

School of Nursing Confidentiality Policy

State and federal law requires health care providers to keep private a patient's protected health information (PHI). PHI is any information used to identify a patient's physical or mental health status, services delivered and cost of care. Health care providers may use a patient's PHI to develop a treatment plan, determine services covered by their insurance plan and complete regular evaluations in accordance with serving the patient.

Students working under the supervision of their instructors or other health care providers are also required to keep private a patient's protected health information confidential. An additional responsibility extends to all times "off duty" when they are not involved in direct patient care.

Student adherence with HIPAA regulations is required. Any student who breaches patient confidentiality by sharing or having unauthorized access to protected health information will receive a critical element failure and may be dismissed from the Nursing program.

Examples of breaches in patient confidentiality include, but are not limited to the following:

1. Removing patient's protected health information (PHI) from the clinical setting
2. Discussing protected health information (PHI) in any public space such as the cafeteria, corridors, parking lots, elevators or other areas where there is no expectation of privacy
3. Unauthorized access of protected health information without a valid need to know
4. Taking pictures of patients or patient's body parts
5. Recording of any information using audio/visual means in the clinical setting
6. Posting protected patient health information of any form on social media site

Centralized Clinical Placement (CCP)

Salem State University School of Nursing is a member of Centralized Clinical Placement (CCP) system which was developed by DHE and MCN was designed to manage the scheduling clinical nursing education placements. All students are required to complete the annual Online Orientation Program after August 1st prior to beginning their clinical education experience. In addition, the student is responsible for updating the CCP with the agency and dates of every clinical rotation. The School of Nursing follows the guidelines of MA State and Federal guidelines that are covered in the following orientation modules. The online orientation covers

confidentiality including HIPAA. There are four modules that must be completed which include the following:

- 1) Basic student clinical placement-** patient rights, patient confidentiality and HIPAA Education, detecting and reporting abuse and safe patient handling
- 2) Nurse Core Competencies overview** – providing population –competent care, national patient safety goals, alarm fatigue, communication and documentation, workplace violence and conflict resolution, quality improvement and informatics and technology.
- 3) Infection Control and Prevention-**Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis, Healthcare-associated infections, transmission-based precautions, blood and/or body fluid exposure accidents, personal protective equipment, and hand hygiene.
- 4) Environments of Care-** Electrical Safety, medical waste, emergency codes, emergency preparedness, hazard communication, latex allergy, needle sticks or sharps injuries and radiation safety.

[Instructions for students certifying for the first-time](#)

[Instructions for returning \(re-certifying\) students](#)

Clinical Policies

Clinical Make-up Policy

Clinical experiences are mandatory and all absences must be made up in the clinical setting, simulation and/or other active learning experiences, in collaboration with the course and clinical instructors. The student's successful completion of the course is determined by the student's ability to meet the course objectives.

Clinical Attire and Equipment Requirements for Clinical Practice

Appropriate Dress include:

- School Uniform- navy blue scrub top with the Salem State University emblem, navy blue scrub bottom and a white lab coat with the Salem State University emblem (this can be purchased in the [Salem State University bookstore](#))
- Clean white sneakers or nurse's shoes, no backless clogs.
- Name Tag (This can be purchased through the University bookstore)
- Short, clean nails, and no artificial nails. Only unchipped polish – clear or pale pink.
- Minimal jewelry, no dangling earrings.
- No facial/tongue piercing or visible tattoos.
- Minimal cosmetics and no perfume or fragrances.
- Stethoscope in clip or pocket, not around neck.

Note: Students must also adhere to agency dress codes.

Equipment for Lab/Clinical Courses:

- Watch with second hand
- Bandage, scissors and clamp accordance with agency policy
- Stethoscope
- Pen with black or red ink (NO BLUE)
- Calculator (optional) – only specified four function calculator will be allowed in the classroom and clinical area. No other electronic devices will be allowed during quizzes and exams.

•

Transportation:

Students are responsible for providing their own transportation to clinical placements.

Return to Clinical after a Health Altering Event

Definition of Health Altering Event: A sudden health issue for which a student receives medical care and/or treatment, such as but not limited to illness, surgery, childbirth, trauma, injury or accident.

If a student experiences a health altering event, the student must present documentation of medical clearance by a licensed healthcare provider to return to the clinical setting with full function. The student must also meet all clinical site requirements as well, before returning to the clinical setting. The student must be able to practice safely. Please see course syllabi and SON Clinical Make-up Policy.

Safe Medication Administration Test Policy

All students must pass a Safe Medication Administration Test before being allowed to administer medications in the clinical setting. Nursing courses with this required test are NUR200, NUR212, NUR320, NUR321, NUR412, NUR415, NUR423, NUR461, NUR463, NUR464, NUR466, NUR468, NUR469, and NUR475.

The benchmark for the Safe Medication Administration Test is 90%. The benchmark must be achieved by the second attempt. Failure of the second attempt will result in a Critical Element Failure and a clinical warning contract will be implemented.

Failure of a 3rd test attempt will result in a second Critical Element Failure, and subsequent failure of the course.

The Safe Medication Administration Test will consist of 20 items total, including math calculation items (including conversions) and safe medication administration items (such as assessing a medication order for completeness).

Math calculation items are to be fill-in-the-blank (not multiple choice), with rounding specified for the student in the instructions. Medication administration

items may be multiple-choice. The Safe Medication Administration Test grade will be 5% of the overall course grade, based on the grade the student achieves on their first test attempt.

Courses with both a Theoretical and Clinical Component

Students must pass both theory and clinical components to pass the course. A failure in either component constitutes a failure for the course.

Theoretical Course: A theoretical course failure is determined by the student achievement of the specific course evaluative methodology. A failure in the theory course constitutes a course failure (See Academic Progression Nursing Courses.) No special waivers in academic progression will be granted for failure of the theory component of a nursing course.

Clinical Component: A course clinical component failure is determined by student achievement of the specified course evaluation tool evaluative methodology. Students will be notified by the clinical instructor at the time of occurrence if the student is not successful in meeting the Critical Elements at any point during the clinical rotation (see Clinical Contract).

All students will meet with the clinical instructor at the mid-point and complete the Midterm Clinical Evaluation tool; this midterm tool is sent to the Course Coordinator at midterm so a plan for remediation can be determined if needed. A clinical component failure constitutes a course failure.

Clinical Evaluation Procedure

The clinical faculty is responsible for providing professional, objective and timely feedback to the student in the clinical group on an ongoing basis. The formal evaluation process takes place at midterm and at the conclusion of the clinical rotation. The clinical faculty will meet with the student in a private setting to discuss the student's progress in meeting the clinical competencies and the objectives of the course as outlined on the clinical evaluation tool. The clinical instructor is responsible for giving constructive feedback to assist the student to achieve these objectives and competencies. The student is responsible for letting the clinical instructor know if they have a knowledge deficit before providing patient care. See Remediation.

The faculty of the SSU SON have identified nine Critical Elements that are expected of all students at all times in all clinical courses (see clinical evaluation tool for all courses.) The failure to successfully achieve one or more of these identified critical elements requires remediation to be successful in the course and program. See Clinical Contract.

Remediation

If remediation is identified, the clinical instructor contacts the Course Coordinator to communicate a student deficit. Remediation can occur within the clinical setting by the clinical instructor if applicable. If remediation requires additional instruction in a laboratory setting for safety or practical reasons, the Course Coordinator will assist in the development of a plan which is documented on a Remediation request form and shared with the Nursing Resource Center (NRC). NRC staff will contact the student to arrange a time to complete remediation. The NRC instructor will document student progress on the Remediation form and send this back to the Course Coordinator who will in turn communicate to the clinical instructor and student. This remediation form is attached to the student's clinical evaluation tool.

Clinical Contract: includes Written Verbal Warning and/or Critical Element Failure

When a faculty member determines that a student is not meeting the clinical objectives the faculty member will:

- Meet with the student in a private setting to discuss behavior(s) identified as an issue/concern according to the behaviors cited in the clinical evaluation tool.
If this behavior involves a Critical Element the Clinical Element Failure tool is completed and a clinical contract is initiated. If the incident is not a Critical Element but still concerning, then a Written Verbal Warning tool is completed.
- Document the incident/behavior(s) using the School of Nursing Clinical Warning and/or Critical Element Failure tool. Include the date of the incident, the date of the review with the student (within 24 hours), and the signature of both the student and the clinical instructor. Both tools identify the breach in professional behavior, the desired behavior, the remediation required and the time frame within which the remediation must occur.
- Give the student the option to write a response on the Clinical Warning or Critical Element Failure tool and should be given a copy. [Note that a clinical warning does not have to precede a Critical Element failure; the specific Warning/Critical Element failure is determined by the safety of the situation]. The student is required to meet with the Course Coordinator at the earliest time possible for both to discuss the situation further and discuss a plan for success.
- Notify the Course Coordinator within 24 hours of the incident; send an electronic copy to the Course Coordinator and follow up with a phone call or email.

- Attach the original copy of the Clinical Warning or Critical Element Failure tool to the student's Clinical Evaluation Tool which will be filed at the School of Nursing.

Social Media Use Policy

Definition of social media: Forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).

For social media use in the classroom setting:

- a. Cell phone use is not allowed in the classroom setting unless by instructor permission.
- b. If technology (cell phone or computer) is being used for learning, students are not allowed to use their device(s) to interact on social media or for personal use.
- c. Classroom content is the property of Salem State University, and is not to be distributed or transmitted online via pictures, videos, or postings unless instructor permission is given.

For social media use in the clinical setting:

- d. Cell phone use is not allowed in the clinical setting unless by clinical agency and instructor permission.
- e. If technology (cell phone or computer) is being used for learning, students are not allowed to use their device(s) to interact on social media or for personal use.
- f. The Salem State University School of Nursing adheres to the National Council of State Boards of Nursing Social Media Policy, and the [ANA Principles for Social Media](#)
 - i. Nurses must not transmit or place online individually identifiable patient information.
 - ii. Nurses must observe ethically prescribed professional patient-nurse boundaries.
 - iii. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
 - iv. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
 - v. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

- vi. Nurses should participate in developing institutional policies governing online conduct.

Student Support Services

Salem State University offers many student support services to aid in student academic success. Please visit the following:

[Mary G Walsh Writing Center](#) – open to all Salem State University Students, tutors are available to help with writing assignments.

[Peer Tutoring](#) – Center for Academic Excellence (CAE) offer peer tutoring for all enrolled undergraduate BSN students only during the fall and spring semesters on an availability basis. Peer tutoring is not offered in the summer.

[Supplemental Instruction](#) – School of Nursing faculty are hired to lead review sessions for selected courses for our undergraduate ABSN, BSN and Transfer students.

[Frederick E. Berry Library and Learning Commons](#) – The Salem State University Library is located on North Campus; visit the Salem State University library website for more information regarding the multiple data base holdings and hours of operation.

[Salem State University Support Services](#) – Salem State University is committed to providing support services from the classroom to your physical well-being. Please take the time to visit the website and see what other support services are available.

[Disability Services](#) – Students who request any classroom or clinical accommodation must contact the Disability Services office directly at disability-services@saalemstate.edu.

Scholarship and Grants, School of Nursing

Salem State Academic Scholarship

Awarded to incoming students who meet eligibility requirements set by admissions. Students awarded academic scholarships must maintain a full-time course load and meet academic progress goals.

Salem State Grant

Need-based grants are awarded to students. This grant may or may not be awarded to a student annually and will be prorated based on number of credits a student is enrolled in each semester.

Nurse Scholarships

Nurse student scholarships are available for all enrolled and matriculated undergraduate and graduate nursing students. The Salem State University scholarship committee in addition to the School of Nursing scholarship committee reviews all applications and awards each spring for the following academic year.

The Application is available through [Academicworks](#) located in student navigator account.

Student Nurses' Association (SNA)

The Student Nurses' Association (SNA) is the local chapter of the Massachusetts Student Nurses' Association ([MASNA](#)) and the National Student Nurses' Association ([NSNA](#)). The goal of this pre-professional association is to aid students in the development of the whole person, his/her professional role and his/her responsibility for the health care of all people, provide programs representative of fundamental and current professional interest and concerns, assume responsibility for contributing to nursing education in order to provide for the highest quality health care and to advocate for nursing students in preparing for their professional roles in nursing.

There are many reason to join, Salem State University [SNA](#) is opened to all current nursing students.

SIGMA THETA TAU (International Nursing Honor Society)

Sigma Theta Tau International is the worldwide honor society of nursing. Constituent chapters are established in accredited collegiate schools of nursing. The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership and service.

Eta Tau is the Salem State chapter and represents the founding values of Sigma Theta Tau International: wisdom, discernment, love, courage, honor, service, professional endeavor, leadership, and knowledge.

Every spring students and community members who meet the following criteria are extended an invitation to join:

Undergraduate Student - Junior or senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35% of their graduation class and have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.0).

Graduate Student - MSN students enrolled in graduate programs at accredited institutions of higher education who have completed at least 1/4 of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5).

Nurse Leader - The candidates are legally recognized to practice nursing in Massachusetts, have at least a baccalaureate degree in nursing or other field and demonstrate achievement in nursing.

University Closure Due to Weather

Please visit the [Salem State University website homepage](#), updates are provided to the campus community when there is a delay or school closing.

School of Nursing Procedure when University is closed

If the University is closed clinical will be cancelled; students will be required to leave the clinical setting. If the University is not closed the decision to cancel clinical will be made by the clinical faculty in consultation with the course coordinator. Students are expected to assume responsibility for his/her own safety.

Verbal Warning Incident Report

Date _____

Student Name _____

Faculty Name _____

Clinical Facility _____

Details of Incident:

Interventions/Action/Consequences:

Signature of Clinical Faculty: _____

Signature of Student: _____

Signature of Course Coordinator: _____

DH-10/3/16

Contract of Academic Honesty

Academic Honesty is considered an essential component of the Nursing Program.

Salem State University School of Nursing follows the University policy with reference to academic dishonesty. This can be found at: [Salem State Academic Regulations](#)

Students enrolled in the nursing program at Salem State University write papers, accounting for a significant portion of the course grade.

These papers must be original and researched works and be written utilizing current American Psychological Association (APA) guidelines. APA takes into account (among other aspects) writing style, format and plagiarism. Salem State University considers plagiarism a serious offense and will treat all occurrences in a serious manner. A guide to avoiding plagiarism can be found at: [Copyright, Fair Use and Plagiarism](#)

I, _____ (print name), acknowledge that I have read the above referenced materials on academic honesty and agree to the terms as outlined within the Salem State University School of Nursing Academic Policies.

Signed: _____ Date: _____

School of Nursing Advisor/Advisee Agreement

I, _____, understand that:

Student Name

1. I am required to read the School of Nursing Undergraduate Nursing Student Handbook:
[School of Nursing Handbook](#)
2. I should contact my School of Nursing Academic Advisor if I need any clarification for any information contained in the Handbook.
3. I am accountable for all policies and associated requirements contained in the School of Nursing Handbook for the effective date: _____
4. I will be notified by email if there are any revisions or changes to any School of Nursing policy.

STUDENT SIGNATURE: _____

DATE: _____

FACULTY SIGNATURE: _____

DATE: _____

SALEM STATE UNIVERSITY
SCHOOL OF NURSING
**Documentation of Critical Element(s) or
Unsatisfactory Student Clinical Performance**

NUR_____ DATE: _____ CLINICAL AGENCY: _____

STUDENT NAME: _____ FACULTY NAME: _____

The specific critical element failure(s) is determined by the individual situation and the course syllabus. The clinical instructor (and/or the Course Coordinator) should meet with the student in a private area and in a timely manner. A copy of the critical element failure will be transmitted electronically to the Course Coordinator and to the student. A hard copy will be placed in the student's folder in the SON office and later attached to the student's clinical evaluation tool.

CRITICAL ELEMENT FAILURE(s): _____ # _____
(Insert the name and number of the critical Element Failure from the Clinical Evaluation Tool)

SITUATION: (Statement of the Problem)

BACKGROUND: (What are the circumstances?)

ASSESSMENT: (State the outcome of the behavior, the implications)

REQUIRED ACTION AND REMEDIATION PLAN AND DATE TO BE COMPLETED: (What is the recommendation/action that needs to be taken? Please include a date by which these behaviors need to be remediated. Also indicate consequences for not meeting required actions and/or behaviors.)

I acknowledge that I have read and understand the notification of unsatisfactory clinical performance. I understand the recommendations/actions and consequences not meeting requirements.

Student Signature

Date

Clinical Faculty Signature

Date

Course Faculty Signature

Date

DH-10/13/16

Mid-Course Clinical Evaluation
Salem State University – School of Nursing

STUDENT NAME: _____ Course: _____ Practicum Dates: _____
Clinical Agency: _____ Clinical Faculty Name: _____
Clinical Absence: _____ Make up: _____ Critical Element Failure: _____

Purpose: Mid-course clinical evaluation ensures student feedback in the clinical setting is consistent and formalized. Students are formatively evaluated at mid-course on the progress towards meeting the course objectives.

1. All students enrolled in a clinical nursing course shall be formally evaluated at two points in the clinical experience. This ensures feedback in the clinical setting is consistent. The clinical faculty will utilize the evaluation tool at mid-course and at the completion of the clinical experience.
2. All faculty will include notice of the required mid-course evaluation with the clinical instructor in the syllabus.
3. Mid-course clinical evaluations will identify professional development that meets expectations and those that need improvement.
4. All areas of “needs improvement” require a plan of action to be determined by the clinical faculty with the student and communicated to the Course Coordinator.
5. The plan of action is to specifically provide direction and assistance to the student for successful completion of the course objectives.
6. The clinical instructor is required to complete this mid-course evaluation with the student and send electronically to the Course Coordinator within one week of the mid-course date.

Identify Course Competencies that Need Improvement and Plan of Action:

(Attach additional document as needed)

Clinical Faculty Signature

Student Signature

Date