

RN-BSN HANDBOOK

Academic Year 2016-17

TABLE OF CONTENTS

	<u>Page</u>
University Resources	1
Department of Nursing Contacts	2
Department of Nursing Mission Statement	3
Student Learning Outcomes	4
Academic Regulations	5
• Class Attendance	5
• Academic Integrity	5
• Evaluation Methods	5

GENERAL UNIVERSITY INFORMATION

Academic Advising	6
Academic Portfolio	6
Computer Literacy and Access	6
Experiential Learning	7
Persons with Disabilities	7
Professional Liability Insurance	7
Professional Standards of Conduct	8
Program Completion Requirements	8
Steelman Library	8
Writing Policy	8
Student Life Expectations	9
• Student Involvement in the Nursing Department	9
• Drug-Free Campus	9
• Transfer of Credit	9

GENERAL INFORMATION FOR RN TO BSN PROGRAM

	<u>Page</u>
<u>Academic Advising</u>	10
<u>Experiential Learning</u>	10
<u>Orientation</u>	10
<u>Admission/Registration Dates</u>	10
<u>Co-Requisite and General Education</u>	11
<u>Courses of Study</u>	12
<u>Table B: Course Listing</u>	13
<u>Admission Requirements</u>	14
<u>Receipt for Copy of Handbook</u>	15

**SOUTHEASTERN UNIVERSITY
DEPARTMENT OF NURSING
COLLEGE OF NATURAL AND HEALTH SCIENCES
HANDBOOK**

UNIVERSITY RESOURCES

Address: 1000 Longfellow Blvd., Lakeland, FL 33801

Telephone: (863) 667-5000

Fax: (863) 667-5200

SEU Website: <http://www.seu.edu/>

SEU Student Handbook: <http://myseu.seu.edu>

SEU Academic Catalog:

- SEU Website → Academics → Catalog

Kent Ingle, DMin
President of the College
(863) 667-5002
kingle@seu.edu

Deborah Hazelbaker, PhD
Dean, College of Natural and Health Sciences
(863) 667-5112
djhzab@seu.edu

William Hackett, DMin
Provost
(863) 667-5004
wchackett@seu.edu

Kathy Kempa
Medical Librarian
(863) 667-5062
kfkempa@seu.edu

Andrew Permenter, DMin
Vice President Institutional Effectiveness
(863) 667-5993
ahpermenter@seu.edu

Linda Kelso
Registrar
(863) 667-5011
lmkelso@seu.edu

DEPARTMENT OF NURSING

Marcia Miller Posey, EdD, MSN, ARNP, FNP-BC
Department Chair/Director of Nursing
(863) 667-5252
maposey@seu.edu

Lucy Baccus Stella, DHSc, MN, MS, RN
Simulation Manager/Associate Professor
(863) 667-5262
lbstella@seu.edu

Kimberly Acevedo, MSN, ARNP, ANP-BC
Clinical Coordinator/Assistant Professor of Nursing
(863) 667-5317
klacevedo@seu.edu

Michelle Williams, PhD(c), MSN, RN
ATI Coordinator/Associate Professor of Nursing
(863) 667-5370
mlwilliams@seu.edu

Connie Fleming, MSN, ARNP-C
Assistant Professor of Nursing
(863) 667-5371
ckfleming@seu.edu

New Faculty 2016-17

Susan Tasker-Weaver, EdD, APRN, PMH-BC
Associate Professor of Nursing
Phone: TBA
Email: TBA

Teresa Ousley, MSN, RN
Assistant Professor of Nursing
Phone: TBA
Email: TBA

Jeanna Kerchner, BSN, RN
Clinical Faculty
Phone: TBA
jlkerchenr@seu.edu

Sandra Sheffield
Administrative Assistant
(863) 667-5264
sesheffield@seu.edu

DEPARTMENT OF NURSING MISSION STATEMENT AND VISION

The mission statement of the Nursing Program, written in concert with the mission statement of Southeastern University, is as follows:

Equipping students to serve Christ and the world as competent professional nurses through Spirit-empowered ethical practice informed by critical thinking, life-long learning, and leadership.

The vision of the Nursing Program, also developed to reflect the vision of the University, is described below:

The Southeastern University Nursing Program will offer a professional education program that prepares students to provide excellent nursing care to individuals, families, and communities through the integration of faith, learning, and service.

Faculty will provide a Christ-centered, student-focused learning community that encourages students to grow in their role as professional nurses.

Students will gain an educational foundation that allows them to provide safe, evidence-based and culturally competent care for all patients, with special emphasis on the underserved. They will use clinical judgment to integrate evolving technology and research findings into caring interventions that improve patients' health and support the sick and dying, their families and communities.

Students will commit to life-long learning, rigorous scholarship, leadership and collaborative interprofessional practice as a means of serving their communities.

BACHELOR OF SCIENCE IN NURSING

Student Learning Outcomes (SLOs)

Upon graduation, students completing Southeastern's Nursing Program will be able to:

1. Use liberal studies concepts, effective oral and written communication and Christian values to inform nursing practice, education and scholarship.
2. Integrate basic organizational and system leadership skills to develop, implement, and evaluate safe and effective nursing care for individuals, groups, populations, and communities.
3. Apply the nursing process to provide safe and effective nursing care, consistent with current scientific evidence and appropriate clinical judgment to individuals, groups, populations, and communities.
4. Integrate clinical prevention, patient safety and principles of continuous quality improvement into nursing care of individuals, groups, populations, and communities.
5. Implement strategies to reduce barriers and facilitate successful transition of patients through various levels of care.
6. Demonstrate beginning competence in information management and the use of patient care technology to insure safe and effective nursing care for individuals, groups and communities.
7. Integrate therapeutic communication in formal and informal interaction with patients, families, groups, and colleagues as part of the delivery of nursing care.
8. Integrate the roles of provider of care; designer/manager/coordinator of care; and member of the profession into individual practice.
9. Demonstrate beginning competence in interprofessional communication and collaboration to improve patient outcomes.
10. Integrate ethical and legal principles, including health care regulation and professional nursing values and standards, into one's nursing practice.
11. Actively pursue life-long learning to enhance one's development as a professional nurse.
12. Contribute to the development, utilization, and/or evaluation of health care policy, considering the human and financial consequences of the policy.

These Student Learning Outcomes are consistent with the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education (2008) and directed the development of the course of study for both the RN to BSN Program and the Pre-licensure BSN Program.

ACADEMIC REGULATIONS

Class Attendance

Students are expected to attend all class sessions on time and may be absent only for unavoidable documented reasons. It is the student's responsibility to inform the professor of any anticipated absences and to make up any missed work. A student may be withdrawn from a class at the discretion of the professor. Reasons for withdrawal may include, but are not limited to, lack of attendance or inappropriate classroom behavior. (Note: For Online students, timely participation in Discussion Boards denotes attendance for the week)

Please refer to the SEU Student Handbook for detailed policies and procedures regarding withdrawal from a class, academic performance requirements, incompletes, and academic grievance procedures.

Academic Integrity

Academic integrity is assumed and expected of all students taking courses at Southeastern University. Plagiarism – the use of someone else's words or ideas without giving that person credit – is dishonest and has serious consequences. The consequences of plagiarism are discussed in the SEU Student Handbook.

Evaluation Methods

Nursing Department Grading Scale

A	=	94-100
A-	=	90-93
B+	=	87-89
B	=	84-86
B-	=	80-83
C+	=	77-79
C	=	74-76
C-	=	70-73
D+	=	67-69
D	=	64-66
D-	=	60-63
F	=	0-59

A grade of 80% or higher is required to pass all undergraduate (NURS) nursing courses.

**For any Nursing prerequisite courses not fulfilled in the ADN/ASN program, the student must have obtained a grade of C or higher.*

GENERAL UNIVERSITY INFORMATION

Academic Advising

Faculty members and the Registrar are available to discuss curricular matters, class schedules, graduation requirements, etc. as the need arises.

Academic Portfolio

The teaching-learning philosophy of the Nursing Department emphasizes self-directed learning, self-evaluation and reflective practice. Toward this end, all students are required to maintain an academic portfolio. The portfolio is a collection of selected representative assignments completed throughout the Nursing Program. An individual student may choose to include material from non-nursing courses, but this is not required. One clean, ungraded copy of required assignments should be saved in the portfolio. Each student will be asked to perform a review and self-assessment of learning upon completion of the Nursing Program. Additionally, faculty members may periodically request the student to submit the portfolio in entirety for use in program outcome assessment or for outside review by accreditors.

The portfolio will be kept in electronic format. The student is responsible for maintaining his or her portfolio and may be asked to provide it for use in program outcome evaluation. Students may choose to have a hard copy of their portfolio. This is also a useful tool for you to use in a job interview to demonstrate accomplishments.

Computer Literacy & Access

Technical requirements for using [MyFIRE](#):

Computer capable of using required software listed below.

1. Microsoft Office 2010 (Word, Excel, PowerPoint) or Microsoft Office 2008 for Mac (Word, Excel, PowerPoint). *
2. High speed internet connection (DSL, Cable or FIOS connection).
3. Latest version of Mozilla FireFox **
4. Latest version of Adobe Acrobat Reader **
5. Latest version of Adobe Flash Player **
6. Latest version of Java**
7. Latest version of QuickTime**
8. Latest version of Windows Media Player**
9. Current version of virus and spyware software

* Previous versions of Microsoft Office may be used with the installation of a compatibility pack, but such a configuration is *not recommended*.

** Southeastern University does not control and is not responsible for the contents of this linked site or any link contained within this linked site. The inclusion of this link(s) does not imply Southeastern University endorsement, either directly or indirectly, of the site, entity, product(s), or service(s).

Experiential Learning

Some of the nursing courses have experiential learning integrated into the course. For didactic courses that have experiential learning, two experiential learning hours will be equivalent to one classroom hour. For courses that incorporate undergraduate clinical experiences, the student will engage in three hours of clinical experience for every one credit hour.

Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email ADAservices@seu.edu. Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester. For more information, visit the SEU [Students with Disabilities](#) page on our website.

Professional Liability Insurance

A blanket student liability insurance policy will cover **all** nursing students. The policy is designed to protect SEU in the event of an adverse event. Additionally, nursing students will be required to carry their own professional liability insurance. This policy is for the student's protection if an adverse event occurs.

The student will be billed a fee of approximately \$15.00 - \$20.00 (price subject to change) annually while enrolled in a nursing program.

This policy ONLY covers the student when acting as an agent of the University regardless of the clinical site. If the student is conducting an assignment in their own workplace, they will be covered as long as they are not performing any functions of their regular role with pay.

Student Standards of Conduct

Students in the health professions are held to standards of conduct that both differ and exceed those usually expected of college students. Nursing students are required to demonstrate clinical competency in the care of patients, adhere to the standards in the Florida Nurse Practice Act, and to follow the tenets of the American Nurses Association *Code of Ethics for Nurses*. Civility is expected at all times when the student interacts with peers, faculty, patients, visitors and staff.

Students will identify themselves by wearing a Southeastern University name tag when they are in a clinical setting. All students are expected to be neatly groomed and wear clean clothing that is in good repair when representing SEU.

Grievance procedure is as follows: Student must follow the policy for filing grievance according to the Academic Catalog.

Failure to follow the guidelines listed under the Professional Standards of Conduct may result in disciplinary action that could result in a verbal warning, probation, suspension or expulsion from the Nursing Program at Southeastern University. If the disciplinary action results in dismissal from a clinical experience, it will count as an absence.

Program Completion Requirements

Students enrolled in any Nursing Program are required to complete the program within seven (7) years of admission.

Steelman Library

Library resources can be accessed at Steelman Library or through Inter Library Loan. Library resources include journals, books, videos and CD-ROMs. Search databases are available through the Steelman Library website. Several of the databases contain full text articles. Students must obtain a password in order to access these databases. Passwords may be obtained from the Steelman Library.

Writing Policy

Most, if not all courses in the Department of Nursing—College of Natural and Health Sciences will have a substantial writing requirement in accordance with our goal of writing competency. The American Psychological Association (APA) Manual for writing is the style guide used by the Department of Nursing and is required for preparation of all formal written papers. Students are expected to purchase and use a current edition of the APA Manual. Additionally, a copy is available in Steelman Library.

Papers are expected to reflect basic grammatical correctness and appropriate organization. Professors may ask that work with multiple grammatical or organizational errors be rewritten and resubmitted. Moreover, a professor may deem the re-written assignment to be late and grade accordingly.

STUDENT LIFE EXPECTATIONS

Southeastern University strives for excellence inside and outside of the classroom. All students are expected to follow all University regulations; to follow all local, state, and federal laws; to be honest in all situations, academic and nonacademic; to respect the rights and property of others; to live in a manner that brings excellence to the student and to Southeastern University; to take advantage of every opportunity to expand one's mind and to contribute positively to the University's environment.

Student Involvement in the Nursing Department

Nursing students are encouraged to participate in the functions of the Nursing Department. One student from each program (Pre-licensure BSN, RN to BSN) will be nominated by nursing faculty members annually to serve as representatives to provide input into curriculum decisions for both of the undergraduate programs. Please contact the Nursing Department for the names of the representatives or to nominate someone. Curriculum meeting minutes will be posted regularly on the *Nursing Communication Group* forum.

Drug-Free Campus

The University makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the university. All students are required to comply with this policy as a condition of their continued enrollment. The possession, use, or distribution of alcohol, narcotics, or other intoxicants is prohibited for on and off-campus students. The Nursing Faculty Team has the express right, at any time, to require a drug screen for any student who appears to be under the influence of an illegal substance or when there is evidence of the overuse of prescribed substances.

Southeastern does not permit students to provide alcohol to minors and/or possess or consume alcohol while under the legal age. Use of tobacco products such as cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, etc. on or off campus is not permitted.

Transfer of Credit

Transfer credits will be considered according to SEU policies and reviewed on an individual basis. For further information, please refer to the SEU academic catalog at [Transfer of Credit from Other Institutions](#).

GENERAL INFORMATION RN TO BSN PROGRAM

Academic Advising

Initial advising will be handled by The Learning House. The Enrollment Advisor will help with an individual course plan and registration advisement. For academic issues, the student will be assigned to a nursing faculty member.

Experiential Learning

Students may request to complete clinical experience in a specific clinical agency or may ask the assigned course professor for assistance in identifying an appropriate agency. The supervising faculty member must approve all sites prior to entry into the site and will assist the student in securing an appropriate contractual letter of agreement.

Orientation

Students will be required to view the online orientation session the first week of their initial class.

Admission/Registration Dates

Students are admitted to the RN to BSN program in the Fall and Spring and courses are offered on an accelerated 8-week term, six terms per year. Please refer to the SEU website for dates.

Co-Requisite and General Education

Completion of the general education courses identified in Table A, either as part of an Associate Degree in Nursing or other educational study.

Table A: Co-requisite and general education

Course Name	Student Credit Hours
English I	3
English II	3
Anatomy & Physiology I (with Lab)	4
Anatomy & Physiology II (with Lab)	4
Introduction to Psychology	3
Developmental Psychology	3
Introduction to Sociology	3
Introduction to Probability and Statistics	3
College Algebra	3
Microbiology (with Lab)	4
Chemistry (without lab)	3
Fundamentals of Speech	3
Total	39

In order to earn a BSN from Southeastern University, RN to BSN students must complete the following general education courses, either prior to entry into the RN to BSN program or during their course of study.

- Nine hours of required Religion courses; one of which is PHIL 2003, Principles of Ethics
- Six hours of Fine Arts and Humanities, if students have not taken these courses
- Three hours of required Arts of Communication

An *initial* student degree plan will be developed upon admission to the program based on unofficial transcripts and upon receipt of the official transcripts, a *final* plan will be done to ensure that all required courses are completed prior to graduation.

The total hours needed, including transfer hours, to complete the RN to BSN program is 121 hours.

RN to BSN Courses of Study

The nursing courses taken by the Registered Nurse at any regionally accredited community college or diploma program are accepted as transfer credits. Typically the transfer credit includes content associated with the following:

- A Basic or Fundamental of Nursing course
- Medical Surgical Nursing
- Care of the Childbearing Family
- Pediatric Nursing
- Psychiatric Nursing

Students may or may not have taken specific courses dedicated to pathophysiology, Health Assessment or pharmacology.

At Southeastern, RN to BSN students will take a three credit hour course, NURS 3203 Transition to the Baccalaureate Nursing Role, to prepare them for the unique roles and responsibilities of the baccalaureate nurse, particularly related to the conceptual frameworks associated with the BSN.

If students have not had Pathophysiology, Health Assessment and/or Pharmacology, they will be required to complete NURS 2123, NURS 3214 and/or NURS 3113. Although the course description and objectives of these courses are the same as the courses taken by the pre-licensure BSN student, there are differences in the syllabi and learning activities for the RN to BSN students. Learning activities of both of these courses build upon the knowledge the RN has gained in previous education and as practicing nurses.

Since Research/Evidence-Based Practice, and Quality and Safety are not included in the A.D.N. curriculum; the RN to BSN student will use the same course syllabi for these courses as pre-licensure students. However, sections of these courses will be specific for the RN to BSN student as a result of the different delivery method and socialization requirements for these students. Community Health and Leadership and Management are also included in the curriculum, due to limited exposure to this area of coursework in ADN and Diploma programs.

The RN to BSN program will also include courses specifically for the RN to BSN student, including Transition to the Baccalaureate Nursing Role, Clinical Applications for the RN, Again, these courses provide a broader perspective of the topic than the A.D.N. student might have received during their pre-licensure education. The focus of these courses is to build on the basic knowledge of the A.D.N., providing them higher level skills or proficiencies that will be meaningful in the practice arena following graduation. Table B outlines the suggested nursing course sequence for the RN to BSN program.

TABLE B: Course listing

Name of Course	Credits	Number of contact hours in clinical
NURS 3203 Transition to the Baccalaureate Nursing Role	3	
NURS 3133 Pharmacology	3	
NURS 3214 Health Assessment for the RN	4	45 hours Non-Traditional Clinical hours
NURS 4415 Community Nursing and Population Health	5	90 hours Non-Traditional Clinical hours
NURS 2123 Pathophysiology	3	
NURS 4333 Quality and Safety	3	
PHIL 2003 Principles of Ethics	3	Counts as 3 credits of Religion Core
NURS 4405 Leadership and Management for the RN	5	90 hours Non-Traditional Clinical hours
NURS 3153 Research and Evidence-Based Practice	3	
NURS 4434 Clinical Applications for the RN	4	45 hours Non-Traditional Clinical hours
Religion Electives (2)	6	
*Electives	18	* if all electives are taken in one area the student can earn a minor in that area
Degree Program Totals		
	60	270 total contact hours

RN TO BSN PROGRAM **ADMISSION REQUIREMENTS**

Please refer to the college catalog for complete information on Evening, Weekend and Online admissions policies and procedures.

All RN to BSN students must submit the following information to their Learning House Enrollment Counselor.

1. Submit an application to seu.edu/apply
2. Essay (1-2 pages, typed, double spaced) on the following topic: “Describe who you are, why you want to attend Southeastern University and how this degree may help you in the future”.
3. \$40.00 application fee
4. \$50.00 enrollment deposit. Deposit will be credited towards your account when you enroll for class.
5. Photo I.D.
6. Two professional references (one must be from a supervisor or nurse leader as to their clinical ability)
7. ***Official*** transcripts from all colleges and universities attended (even if no credit was earned or grades received).
8. Present evidence of current, unencumbered RN license in their current state of practice
9. Must be graduate of a NLN accredited nursing program
10. Professional liability insurance
<http://www.nso.com/professional-liability-insurance/nurse-coverage.jsp?refID=iiWW2PPi>
<http://www.aninsurancesite.com/ProfessionalLiabilityInsurance.aspx>

(The links above are for the required professional liability insurance that protects the student).

Certifiedbackground.com is the company that provides all of the pre-entry screening and tracking for the Nursing programs.

By signing into their website and paying one fee, they will complete a criminal background check and urine drug screen. In addition, they will maintain tracking of the required immunizations, yearly flu shots, PPD tests, BLS card and nursing license renewals.

NOTE: If a faculty member suspects a student of being impaired, a drug screen may be required.

Immunizations will be required for clinical experiences. Some healthcare agencies may require additional immunizations.

Nursing Department Handbook Receipt

Southeastern University

1000 Longfellow Blvd.

Lakeland, FL 33801

Phone: (863) 667-5264

Fax: (863) 667-5200

My signature below denotes that I understand that the Nursing Student Handbook is a living, breathing document and can be viewed on the Nursing Forum as the most recent and updated version.

Student signature: _____

Advisor signature: _____

You must sign and return this **Receipt** to the Nursing Department either by fax or email.