



## Bachelor of Science in Nursing (BSN) Handbook

Academic Year  
2024 - 2025

***COVID-19 Addendum:*** Students enrolled in the BSN program must be fully vaccinated against COVID-19 by the first day of each semester. The clinical agencies that we use to provide clinical education and experiences for our students require that our students be fully vaccinated. The University's policy to require vaccination is tied to the requirements of the clinical practicum site. Please refer to the COVID19 resources and policies posted at the university website:  
<https://www.hpu.edu/security/covid.html>



# BSN Student Handbook 2024 – 2025

## Hawai'i Pacific University School of Nursing

### Table of Contents

ABOUT THIS HANDBOOK.....	5
ACCREDITATION .....	5
DEAN’S WELCOME.....	6
THE HISTORY OF THE SCHOOL OF NURSING .....	7
SCHOOLS OF NURSING AND PUBLIC HEALTH ORGANIZATIONAL CHART .....	8
SCHOOL OF NURSING DIRECTORY.....	9
MISSION, VISION & VALUES .....	11
<b>Hawai’i Pacific University</b> .....	11
<b>School of Nursing</b> .....	11
BSN PROGRAM LEARNING OUTCOMES, CONCEPTS & DEFINITIONS .....	12
<b>PLO Concept Definitions</b> .....	13
STANDARDS & REQUIREMENTS OF THE BSN STUDENT .....	13
<b>Essential Skills &amp; Abilities</b> .....	13
ANA CODE OF ETHICS.....	15
ANA STANDARDS OF PRACTICE & PROFESSIONAL PERFORMANCE .....	16
<b>The Standards of Practice</b> .....	16
<b>The Standards of Professional Performance</b> .....	16
CLINICAL COURSE POLICIES & PROCEDURES .....	17
<b>Clinical Facilities</b> .....	17
<b>Clinical Preceptorships</b> .....	17
<b>Community &amp; Home Visitations</b> .....	17

Background Check.....	18
Transportation to Clinical Facilities .....	18
Clinical Orientation .....	18
Maintenance of Confidentiality .....	18
Social Media & HIPAA Policies .....	20
Clinical Registration .....	20
Clinical Attendance .....	20
Illness or Injury in the Clinical Setting .....	21
Clinical Health Record & Documentation Requirements.....	21
Castle Branch & Getting Cleared .....	21
What to Submit.....	23
Deadlines .....	24
Appearance Standards .....	24
<b>ACADEMIC POLICIES &amp; PROCEDURES .....</b>	<b>25</b>
Grading Policy .....	25
Grade Point Average (GPA).....	26
Progression in the Nursing Major for BSN Students.....	27
Nursing Program Probation Policy .....	27
Clinical Course Grading .....	28
Clinical Skills Policy .....	28
Medication Calculation Competency Policy .....	28
Test Preparation Program Policy.....	30
Kaplan Nursing.....	30
Attendance (Engagement) Policy .....	32
Student Code of Conduct .....	32
Academic Integrity .....	32
Academic Warning .....	33
Unacceptable Practice.....	33
Course Withdrawal/Course Drop.....	34
Withdrawal from the University and/or Nursing Major .....	35
Leave of Absence .....	35
Dismissal from the BSN Program .....	36
Student Problem Resolution System.....	36
<b>RESOURCES FOR STUDENT SUCCESS .....</b>	<b>36</b>
HPU Academic Advising .....	36

Counseling & Behavioral Health Services (CBHS) .....	36
Accessibility Services.....	36
Tutoring Services.....	37
Military Service Member Support .....	37
International Student Support .....	37
HPU Library Services .....	37
Security and Safety .....	38
Title IX – Sexual Discrimination and Sexual Misconduct Policy .....	38
Take Care of Yourself (Health and Wellness Resources) .....	38
Experiential Simulation Center (ESC) .....	38
Transcultural Nursing Center (TNC).....	39
Student Nurses Association (SNA) .....	39
Balancing Life as a Nursing Student .....	39
Tips for Success in the Nursing Major .....	40
<b>STUDENT RESPONSIBILITIES .....</b>	<b>40</b>
Communication.....	40
Change of Name and/or Address and/or Phone numbers .....	40
Program Evaluation & Quality Improvement.....	41
School of Nursing Committees – Student Participation .....	41
Letters of Recommendation.....	41
<b>HONOR SOCIETY .....</b>	<b>42</b>
Sigma Theta Tau International Nursing Honor Society (STTI).....	42
<b>END OF PROGRAM EVENTS.....</b>	<b>42</b>
Pinning Ceremony & Committee.....	42
University Graduation.....	43
NCLEX-RN Exam .....	43
<b>APPENDICES .....</b>	<b>44</b>
Appendix A: Use of Social Media by School of Nursing Students .....	44
Appendix B: HIPAA POLICY.....	45
<b>STUDENT VERIFICATION FORM.....</b>	<b>49</b>
Student Copy .....	49
Department Copy.....	49

## ABOUT THIS HANDBOOK

The **BSN Student Handbook** is a guide to the policies and procedures that Bachelor of Science in Nursing (BSN) students will need to know as they journey to obtain an HPU BSN degree. This handbook is supplementary to the Hawai'i Pacific University (HPU) Student Handbook. The data contained within reflect current policies and may be subject to modification. The HPU School of Nursing reserves the right to change any of the policies, rules, regulations, and standards at any time as may be necessary in the interest of HPU and the School of Nursing and also reserves the right to modify, add, or discontinue any of the services, programs, or activities described in this publication. The BSN Student Handbook is updated on a continual basis. Students are advised to access the most current handbook on the **HPU School of Nursing (SON) website** and to *carefully* read any updates provided via email and/or handouts in class.

For HPU information, policies, and procedures in general, please refer to the HPU Catalog and academic materials. Please also refer to **The Hawai'i Pacific University's Student Life** which is available online at <https://www.hpu.edu/student-life/index.html>. The link to the current university handbook is on this page.

## ACCREDITATION

**WASC** – The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) has fully accredited Hawai'i Pacific University.

**Address:** Western Association of Schools and Colleges  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
(510) 748-9001

**State** – The School of Nursing of Hawai'i Pacific University are approved in accordance with the laws and regulations of the state of Hawai'i.

<b>Address:</b>	Hawai'i Board of Nursing DCCA, PVL Licensing 335 Merchant Street, Room 301 Honolulu, HI 96813 (808) 586-3000	<b>OR</b>	Hawai'i Board of Nursing DCCA, PVL Licensing P.O. Box 3469 Honolulu, HI 96801
-----------------	--	-----------	---

**CCNE** – Accreditation by the American Association of Colleges of Nursing Commission on Nursing (CCNE) is voluntary and serves as national validation of a quality educational experience in a given institution. The Baccalaureate degree in Nursing, Master's degree in nursing, and post-graduate APRN certificate programs at Hawai'i Pacific University are accredited by the Commission on Collegiate Nursing Education. In 2017, the School of Nursing received notice from CCNE of reaccreditation through 2027. The 10-year term is the maximum accreditation that is awarded by CCNE.

**Address:** Commission on Collegiate Nursing  
Education One DuPont Circle, NW Suite 530  
Washington, DC 20036-1120  
(202) 887-6791

## DEAN'S WELCOME

Welcome to the School of Nursing at Hawai'i Pacific University (HPU). The School of Nursing includes Public Health. The two departments will build on each other's strengths.

Nursing is a very exciting and rewarding major. Learning on becoming a nurse should be taken seriously as there are many challenges that may come your way. One of the challenges is being able to balance your studies with family and work life. Making time to study efficiently is the key. Critical thinking is crucial to one's preparation to pass the NCLEX exam to be able to practice as a future nurse. Each semester in your nursing education allows you to build the necessary knowledge and skills to succeed. I suggest that at the beginning of every semester set some measurable goals for yourself and at the end of every semester evaluate your progress.

Who are you? Why did you want to become a nurse? These questions should help you refocus when you are having one of those challenging moments in your nursing journey. Lean on your peers and faculty who should understand what you are going through. Surround yourself with positive people who will always uplift you and be honest with you. Take advantage of all the opportunities you are provided. Try something new even if you are uncomfortable. Be active in co-curricular activities and service to your community. Be involved in student research. Seek mentorship of your peers and/or faculty. There is always a growth in any activities one gets involved in intentionally.

As a nursing student, your actions of Kuleana (shared responsibility), Pono (integrity), Aloha (kindness and humility) are the pillars of your identity as a future HPU nurse. We expect that your commitment to these values are exemplified in your actions towards your peers, faculty, patients and community. It is a privilege and a gift to be a nurse.

As part of the HPU School of Nursing ohana (family), we wish you a very smooth sailing nursing journey!

Always grateful,  
Dr. Edna Magpantay-Monroe

## HISTORY OF THE SCHOOL OF NURSING

Hawai'i Pacific University began in 1965 as Hawai'i Pacific College, an independent, non-sectarian liberal arts college. In 1973 the university received its first WASC accreditation. The college continued to grow and by 1990 had approximately 30 associate and bachelor's programs/fields of study and two masters programs when it was renamed Hawai'i Pacific University.

In the summer of 1992, Hawai'i Pacific University merged with another independent liberal arts college on Oahu, Hawai'i Loa College (HLC). The merger added an additional contingent of liberal arts students, a major in marine science, pre-professional programs, and a Bachelor of Science in nursing program that included an RN to BSN completion program, an LPN to BSN completion program, and a four-year BSN program.

The Division of Nursing also expanded to off-campus classes, offering satellite programs at The Queens Medical Center and Tripler Army Medical Center. In March of 1992, the National League for Nursing (NLN) accredited the program for five years. A second visit of the NLN in November of 1996 resulted in an eight-year re-accreditation. The next visit in February 2005 resulted in another eight-year re-accreditation.

A Master of Science in Nursing (MSN) program was initiated in the fall of 1998. Accreditation by NLNAC for the MSN program was achieved in October 2000. The next combined BSN/MSN site visit by the NLNAC was held in February 2005 and resulted in a recommendation for re-accreditation for another eight years, until 2013. CCNE accreditation was also attained for the MSN programs in 2011.

In June 2017, the Hawai'i Pacific University's School of Nursing – bachelor, master, and post-master received reaccreditation through 2027 from the Commission on Collegiate Nursing Education (CCNE). The CCNE reaccreditation came on the heels of the exciting news that HPU's first doctoral program, a Doctor of Nursing Practice (DNP), had been accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission. In fall 2017, the HPU DNP program admitted its inaugural cohort of diverse DNP students.

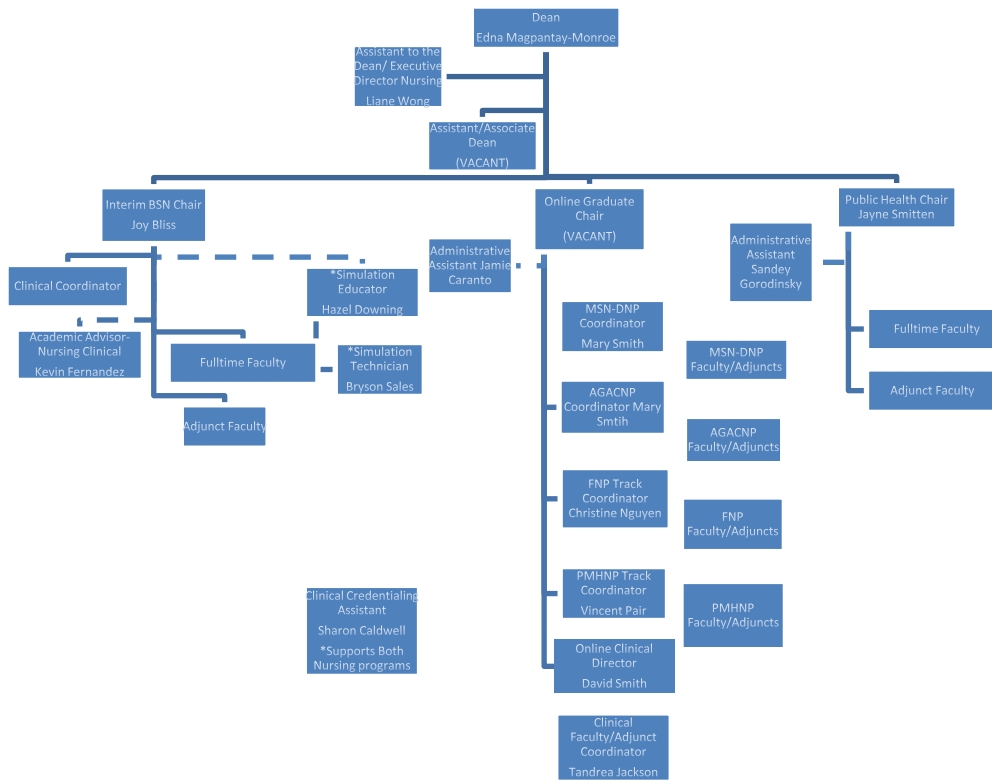
In fall 2019, the School of Nursing moved from the Hawaii Loa campus in Kaneohe to the downtown Honolulu campus located at Waterfront Plaza. The new consolidated urban campus allows students to easily commute to clinicals, community events, and Aloha Tower Marketplace. The Waterfront Plaza campus is also home to a newly designed simulation center with two large skills and health assessment labs as well as five high-fidelity simulation rooms for experiential student learning.

In 2021, the School of Nursing created a fully online graduate program leading to master's degree and Doctor of Nursing Practice, expanding the reach of the nursing program to numerous states.

In January 2022, the School of Nursing separated out from the College of Health and Society and became a stand-alone school. A new permanent Dean was hired in December 2022. The School of Public Health joined the School of Nursing under the same deanship.

# Schools of Nursing & Public Health

## Organizational Chart: Academic Year 2023-2024





## SCHOOL OF NURSING (SON) DIRECTORY

SON Administration & Staff	Email
<b>Edna Magpantay-Monroe Ed.D., APRN, CMDCP</b> Dean and Professor	<a href="mailto:emmonroe@hpu.edu">emmonroe@hpu.edu</a>
<b>Liane Wong, BA, BBA</b> Assistant to the Dean & Executive Assistant to the SON	<a href="mailto:lwong@hpu.edu">lwong@hpu.edu</a>
<b>Jamie Caranto, BA</b> Administrative Assistant to the Online Graduate Education	<a href="mailto:jcaranto@hpu.edu">jcaranto@hpu.edu</a>
<b>Bryson Sales, BA</b> Simulation Technician	<a href="mailto:bsales@hpu.edu">bsales@hpu.edu</a>
<b>Sharon Caldwell</b> Clinical Credentialing Assistant	<a href="mailto:scaldwell@hpu.edu">scaldwell@hpu.edu</a>
Full-Time Faculty	Email
<b>April Akeo, PhD, MSN, MBA</b> Assistant Professor	<a href="mailto:aakeo@hpu.edu">aakeo@hpu.edu</a>
<b>Joy Bliss, PhD, RN</b> Assistant Professor & Interim BSN Chair	<a href="mailto:jbliss@hpu.edu">jbliss@hpu.edu</a>
<b>Patricia Burrell, PhD, APRN-BC, CNE</b> Professor	<a href="mailto:pburrell@hpu.edu">pburrell@hpu.edu</a>
<b>Kelly Collins, PhD, RN</b> Assistant Professor	<a href="mailto:kcollins@hpu.edu">kcollins@hpu.edu</a>
<b>Hazel Downing, EdD, RN</b> Associate Professor & Simulation Educator	<a href="mailto:hdowning@hpu.edu">hdowning@hpu.edu</a>
<b>Tandrea Jackson, DNP, FNP-BC</b> Assistant Professor & Clinical Faculty Adjunct Coordinator	<a href="mailto:tajackson@hpu.edu">tajackson@hpu.edu</a>
<b>Leeah Javier, DNP, RN</b> Assistant Professor	<a href="mailto:ljavier@hpu.edu">ljavier@hpu.edu</a>
<b>Crystal Laramore, MSN, RN</b> Adjunct & BSN Clinical Coordinator	<a href="mailto:claramore@hpu.edu">claramore@hpu.edu</a>
<b>Michelle Higgins-Mahe, DNP, RN</b> Assistant Professor	<a href="mailto:mhigginsmahe@hpu.edu">mhigginsmahe@hpu.edu</a>
<b>Kathy Kaya MSN, APRN, FNP-BC, RNC-OB, C-EFM</b> Senior Adjunct	<a href="mailto:khanley@hpu.edu">khanley@hpu.edu</a>
<b>Christine Nguyen, DNP, FNP</b> Assistant Professor & FNP Track Coordinator	<a href="mailto:canguyen@hpu.edu">canguyen@hpu.edu</a>
<b>Jessica Nishikawa, DNP, NP-C</b> Associate Professor	<a href="mailto:jnishika@hpu.edu">jnishika@hpu.edu</a>
<b>Vincent Pair, DNP, MPH, MS, PMHNP-BC, FNP-BC, RDN, CNE</b> Associate Professor & PMHNP Track Coordinator	<a href="mailto:vpair@hpu.edu">vpair@hpu.edu</a>
<b>Richard Ramirez, DNP APRN, AG-ACNP-BC, FNP-BC, ENP-C, CEN, CPEN</b> Assistant Professor	<a href="mailto:rjramirez@hpu.edu">rjramirez@hpu.edu</a>
<b>Mary Smith, PhD, DNP, FNP-BC, FAANP</b> Associate Professor & AGACNP Track Coordinator & MSN to DNP Track Coordinator	<a href="mailto:masmith@hpu.edu">masmith@hpu.edu</a>

<b>David Smith, DNP, RN</b> Associate Professor & Clinical Director of Online Graduate Nursing	<b>dasmith@hpu.edu</b>
<b>Jo Wakayama, MSN, APRN, FNP-BC</b> Lecturer & MSN Advisor	<b>jowakayama@hpu.edu</b>

*Adjuncts primarily supports our BSN clinical courses. If there is a need for specific speciality, adjuncts can also support our didactic course(s) until a full time faculty is hired. It is customary for our BSN didactic courses to be taught by doctorally prepared faculty within their speciality, experience or passion.*

## MISSION, VISION & VALUES

### Hawai'i Pacific University

**MISSION:** Hawai'i Pacific University is an international learning community set in the rich cultural context of Hawai'i. Students from around the world join us for an American education built on a liberal arts foundation. Our innovative undergraduate and graduate programs anticipate the changing needs of the community and prepare our graduates to live, work, and learn as active members of a global society.

**VISION:** Hawai'i Pacific will be consistently ranked among the United States' top 10 Western, independent, comprehensive universities, leveraging its geographic position between the Western and Eastern hemispheres and its relationships around the Pacific Rim to deliver an educational experience that is distinct among American campuses.

**VALUES:** The faculty, staff, students and overall university community of Hawai'i Pacific embrace the following values as representative of the spiritual, ethical and philosophical principles that support our community as well as of the aspirational ideals to which we collectively aspire. Expressed both in Hawaiian and English, they are as follows:

**ALOHA:** meaning hello, goodbye, love, kindness and grace, unity, humility, patience and waiting for the right moment. Within the Hawai'i Pacific University community, it also stands for shared future/goals, collaboration, decisive, disciplined, culture of accomplishment and valuing university communities.

**PONO:** meaning righteous, honest and moral and an energy of necessity. Within the Hawai'i Pacific University community, it also stands for truth and ethics, trust and respect, civility, transparency, gratitude, acceptance and purposefulness.

**KULEANA:** meaning responsibility and rights and concern for all interests, property and people. Within the Hawai'i Pacific University community, it also stands for sustainability, student focused, value added, academic rigor, state of the art, stewardship and shared governance

### School of Nursing

**MISSION:** Hawai'i Pacific University School of Nursing is committed to educating competent and caring professionals in the practice of health promotion and healthcare. Graduates are life-long learners and leaders dedicated to delivering holistic care in the spirit of aloha for a global community.

**VISION:** The School of Nursing will be ranked in the top nursing and health science programs delivering a distinct transcultural healthcare educational experience.

**PHILOSOPHY:** The philosophy of the School of Nursing is in harmony with the University's mission and is based on the metaparadigms of people, environment, health, learning, and nursing.

**People:** We believe patient centered care incorporates respectful, compassionate, coordinated care based on patient preferences, values, and needs. Our goal is to facilitate patient autonomy, independence, and

self-determination in a quest to control their own health.

**Environment:** We believe in creating an environment that supports cultural competence, collaboration, and collegiality. We believe in empowering people by delivering health education and nursing care that enhances wellness and quality of life. Our goal is to achieve health equity, eliminate disparities in healthcare and improve the health of all.

**Health:** We believe health is a state of complete physical, mental, and social well-being and not merely the absence of disease. Nursing focuses on the optimization of health throughout the lifespan. We believe there are individual and cultural variations in health and health care. We believe health is a personal responsibility and all individuals have the right to quality health care and/or end of life care.

**Learning:** The faculty believes that learning is a collaborative effort between teacher and student with the recognition that learners are unique with individual learning styles, abilities, and goals. Students are responsible for their learning and must demonstrate honesty, integrity, and accountability.

**Nursing:** We believe nursing to be a caring profession exemplifying collaboration, honesty, and integrity. Based on evidence-based practice and cultural competency, nursing promotes optimization of health, prevention of illness and injury, and advocacy in the care individuals, families, communities and populations. Within a holistic world view, nurses use critical thinking and ethical considerations in collegial relationships with other professions.

## **BSN PROGRAM LEARNING OUTCOMES, CONCEPTS & DEFINITIONS**

<b>BSN PROGRAM LEARNING OUTCOMES</b>	
<b>PLO Concepts</b>	<b>The BSN Graduate Will:</b>
<b>Person-Centered Care</b>	Deliver holistic, equitable, compassionate, developmentally-appropriate, and culturally-sensitive nursing care.
<b>Teamwork &amp; Collaboration</b>	Collaborate and communicate effectively with individuals, families, and interdisciplinary teams to improve healthcare outcomes.
<b>Evidence-Based Practice</b>	Integrate reliable evidence and other sources of knowledge to make sound clinical judgments and guide nursing practice.
<b>Quality Improvement</b>	Apply quality improvement principles for continuous improvement to the delivery of person-centered care.
<b>Information &amp; Healthcare Technology</b>	Use evidence-based information and healthcare technology to assist in the provision of safe, quality, person-centered care.
<b>Safety</b>	Employ principles of safety-science to reduce the risk of harm to individuals, communities, and self.
<b>Professionalism</b>	Demonstrate the inherent values, ethics, and behaviors congruent with the discipline of nursing.
<b>Leadership</b>	Integrate leadership and communication skills into practice to facilitate positive healthcare outcomes.

## PLO Concept Definitions

**Person-centered care.** The provision of compassionate, equitable, age, and culturally-sensitive nursing care that is based on a patient’s physiological, psychological, sociological, and spiritual needs as well as preferences, values, and beliefs which respect the patient and designee to promote safe, quality care.

**Teamwork and Collaboration.** The delivery of a coordinated approach to person-centered care in partnership with the patient, other nurses, and interprofessional team members, fostering open communication, mutual respect, and shared decision-making to achieve safe quality care.

**Evidence-based practice.** The integration of best current evidence, clinical expertise, and patient involvement to make sound clinical judgments and guide nursing practice to achieve optimal person-centered care.

**Quality improvement.** The use of data and improvement methods consistent with current professional knowledge and evidence to monitor outcomes of care processes for the continuous improvement of health care services.

**Information and Healthcare Technology.** The design, development, use, and management of information science and technology as a communication and information management tool to direct care, mitigate error, and support clinical decision making and evidence-based nursing practice.

**Safety.** The minimization of risk factors and errors of commission and omission that could cause harm to patient, self, or others or delay patient recovery through individual, unit, or system performance.

**Professionalism.** The demonstration of accountable and responsible behavior of the nurse and internalization of core values integral to the profession of nursing that incorporates legal and ethical principles and regulatory guidelines that comply with standards of nursing practice.

**Leadership.** The process by which nurses act ethically to influence the behavior of individuals or groups of individuals using principles and standards fundamental to the profession of nursing and that facilitate the establishment and achievement of shared goals.

## STANDARDS & REQUIREMENTS OF THE BSN STUDENT

### Essential Skills & Abilities

A candidate for professional nursing must have the abilities and skills necessary to use the nursing process. These skills and abilities include observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. Technological compensation can be made for some disabilities in certain areas, but a candidate must be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate’s judgment must not be mediated by another’s power of observation and selection.

**The following skills and abilities are necessary to meet the requirements of the nursing curriculum and to achieve the level of competence required for safe professional practice:**

**ACCOMMODATION:** Student accommodations are negotiated through the American Disabilities Act (ADA) through the ADA Coordinator of Academic Advising and Student Support. Please refer to HPU's Student Handbook which is available online or contact the Center for Academic Success at (808) 544-9334.

**OBSERVATION:** The candidate must be able to observe a client at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation, and is enhanced by the use of smell.

**COMMUNICATION:** The candidate must be able to speak, to hear and to observe clients in order to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communication. A candidate must be able to communicate effectively, efficiently, and sensitively with clients, colleagues, instructors, professors and other health care providers. Communication includes speech, reading and writing in the English language.

**MOTOR ABILITY:** Candidates must have sufficient motor function to elicit information from clients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of clients receiving professional nursing care. Such actions require equilibrium, coordination of both fine and gross muscular movements, and functional use of the senses of touch and vision. Candidates must be able to tolerate physically taxing workloads including lifting and turning patients (candidates must be able to lift 25 pounds or more).

**CONCEPTUAL, INTEGRATIVE, AND QUALITATIVE ABILITIES:** The candidate must be able to problem solve using the skills of measurement, calculation, reasoning, analysis, and synthesis. The candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**BEHAVIORAL, ETHICAL, AND SOCIAL ATTRIBUTES:** Candidates must possess emotional health in order to: fully utilize their intellectual abilities; exercise good judgment; promptly complete all responsibilities attendant to the care of clients; and develop mature, sensitive, and effective relationships with clients, colleagues, instructors, professors and other health care providers. Candidates must be able to function effectively under stressful conditions. The candidate must be able to display flexibility and adapt to change in the environment. The candidate is expected to learn to function in the face of uncertainties inherent in the clinical problems of clients. Candidates are expected to behave at all times in a legal and ethical manner in school as well as the clinical arena. Candidates are expected to administer nursing care with respect for the cultural values of their clients.

At Hawai'i Pacific University School of Nursing, we recognize the invaluable contributions of individuals from all backgrounds and abilities within the dynamic field of nursing. While we are committed to providing reasonable accommodations to support nursing students, we acknowledge that there may be certain limitations that would prevent a student from being able to participate in all aspects of nursing curriculum. Student requests for program modifications will be assessed on a case-by-case basis, consistent the objectives of fairness and inclusivity, as well as Board of Nursing requirements for licensure. If any nursing student cannot meet the above essential criteria, with or without reasonable accommodations, the School of Nursing reserves the right to dismiss the student. Students have a right to appeal the decision. Procedures are found in the HPU Student Handbook.

## ANA CODE OF ETHICS

In 1976, the American Nurses Association (ANA) developed an ethical code for nursing practice that has become the standard by which nursing practice is evaluated. HPU nursing students are expected to adhere to the ANA Code of Ethics as well as the ANA Standards for Nursing Practice and other codes and standards specific to the clinical setting.

The nine components of the ANA Code of Ethics for Nurses (ANA, 2015) are listed here:

- 1) The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- 2) The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- 3) The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- 4) The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- 5) The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve the wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- 6) The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, health care.
- 7) The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standard development, and the generation of both nursing and health policy.
- 8) The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- 9) The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

## ANA STANDARDS OF PRACTICE & PROFESSIONAL PERFORMANCE

The standards of practice and professional performance (ANA, 2015) describe a competent level of nursing practice and behavior in the professional role. They are applicable to all registered nurses regardless of role, population, or specialty. These national standards describe who, what, where, when, why and how of nursing practice and illustrate the nursing process which is based upon a critical thinking model.

HPU nursing students are expected to adhere to these standards of competent practice and performance.

### The Standards of Practice

- 1) **Assessment:** The registered nurse collects comprehensive data pertinent to the health and situation of client.
- 2) **Diagnosis:** The registered nurse analyzes the assessed data to determine the diagnosis or issues.
- 3) **Outcomes Identification:** The registered nurse identifies expected outcomes for the plan specific to the client or situation.
- 4) **Planning:** The registered nurse develops plan indicating strategies and alternatives to reach expected outcomes.
- 5) **Implementation:** The registered nurse implements an identified plan to include coordination of care, health teaching, and health promotion.
- 6) **Evaluation:** Evaluates progress towards attainment of outcomes.

### The Standards of Professional Performance

- 1) **Ethics:** The registered nurse practices ethically.
- 2) **Cultural Congruence:** The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.
- 3) **Communication:** The registered nurse communicates effectively in a variety of formats in all areas of practice.
- 4) **Collaboration:** The registered nurse collaborates with the healthcare consumer, family and others in the conduct of nursing practice.
- 5) **Leadership:** The registered nurse demonstrates leadership in the professional practice setting and the profession.
- 6) **Education:** The registered nurse attains knowledge and competence that reflects current nursing practice.
- 7) **Evidence-Based Practice and Research:** The registered nurse integrates evidence and research findings into practice.
- 8) **Quality of Practice:** The registered nurse contributes to quality nursing practice.
- 9) **Professional Practice Evaluation:** The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.
- 10) **Resource Utilization:** The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible.
- 11) **Environmental Health:** The registered nurse practices in an environmentally safe and healthy manner.



## CLINICAL COURSE POLICIES & PROCEDURES

### Clinical Facilities

The School of Nursing utilizes a variety of clinical health care agencies on the island of Oahu for students' learning experiences. Facility use is a cooperative arrangement with the various clinical agencies, as well as other nursing, medical, and allied health programs requiring clinical placements. An HPU nursing faculty member serves as the program's Clinical Facilities Coordinator and acts as the liaison to the health care facilities, negotiating for the clinical placements for HPU nursing students each semester. Clinical placements are then provided to HPU by health care facilities based on a number of factors including the number of requests from all nursing, medical, and allied health programs, internal agency staffing and availability, course requirements, and instructor availability. Therefore, **clinical placements at health care agencies are always subject to change and no student can be guaranteed their personal preferences for day, times, or facility when registering for clinical nursing courses. Practicum requirements can only be satisfied at locations/healthcare agencies that are under an existing agreement with HPU for clinical placements.**

Clinical facilities choose to include students as part of their commitment to nursing education. There is no reimbursement for the educators who perform student orientations or computer training or for the nurses who work with students on the units. Both students and faculty should consider themselves guests in the facilities and abide by any requests or requirements. Unprofessional behavior by students or faculty can jeopardize the collaborative relationship that HPU and the School of Nursing have with the clinical agencies. This can potentially lead to the loss of the facility for educating students. Unprofessional behaviors in clinical nursing courses are considered serious and unacceptable practices which may result in dismissal from the nursing major.

### Clinical Preceptorships

Some clinical experiences utilize a clinical preceptor, in addition to a faculty instructor, to facilitate a student's learning experience in a particular agency. Preceptors are registered nurses, preferably with a minimum of a baccalaureate degree in nursing. Preceptors are selected by the clinical facility on the basis of a high level of clinical expertise in a particular area and the ability to provide a positive learning experience for the student. HPU faculty coordinates and oversees the overall clinical preceptor experience.

Students can apply for a select number of clinical preceptorship placement opportunities in the semester prior to their final semester in the nursing program. If accepted, the student works with their RN preceptor to fulfill the clinical hours associated with the final Comprehensive Nursing Care course rather than attending traditional group clinical hours of the course.

### Community & Home Visitations

In some clinical courses, students will provide patient teaching and/or nursing care in community and/or home settings. All clinical course policies and procedures apply to these learning experiences and students are expected to strictly adhere to confidentiality guidelines. Student attire must be professional and follow any guidelines provided by the course instructor and/or student nurse association faculty advisor. Name tags must be worn. Students are reminded that they represent HPU and the School of Nursing when in the clinical, community, and/or home setting. Impeccable professionalism is therefore expected. Also, note that

transportation to and from these sites is the responsibility of the student.

## Background Check

All nursing students are required to complete a background check through a designated company prior to the start of their first clinical experience and at other times during the nursing program as indicated. Students are also required to report alleged violations of federal, state, and local laws that have occurred since the latest submission of the background check. If a student has a violation reported on their background check, an affiliated clinical site may not allow their presence at their facility. Students who cannot participate in clinical experiences due to adverse backgrounds are unable to fulfill the requirements of the nursing program and need to withdraw from the program.

Students are also reminded that licensing boards for nursing may deny, suspend, or revoke a license or may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Students should consult the State Board of Nursing in the state they are seeking licensure for more information on additional documentation requirements in these cases.

## Transportation to Clinical Facilities

**Transportation to and from clinical facilities and parking fees are the student's responsibility.** Some agencies offer discounted parking fees to students or have designated parking areas. Students are encouraged to carpool and at some facilities carpooling may be required. Due to very limited parking at some facilities, students may need to park on the street in nearby neighborhoods. Students are expected to follow the guidelines for parking provided to them by their assigned clinical facility and to utilize respectful and responsible parking behaviors.

## Clinical Orientation

**EACH CLINICAL FACILITY HAS SPECIFIC ORIENTATION REQUIREMENTS FOR STUDENTS AND FACULTY.** This information (including, but not limited to, additional health documentation and/or background verifications, registration for orientation, student expectations, preparation and required reading, computer training, and parking information, etc.) is posted on BlackBoard → Organizations → HPU-Nursing Undergraduate Student Community . **It is every student's responsibility to review the specific orientation information for their assigned clinical facility EVERY TIME they register for a clinical course.**

Clinical facilities often **require attendance at a mandatory orientation session prior to the start of the semester.** All students must attend this orientation. Failure to attend the mandatory orientation (or late arrival) to the clinical site orientation will result in removal from the course and associated theory course. There are **NO EXCEPTIONS** for missing clinical orientation, so **please plan accordingly.**

The **preclinical uniform is required for all orientations** and training on or off-campus. If students wear unprofessional dress, or are disruptive in any way, they may be asked to leave the orientation session and will be removed from the clinical course and associated theory course for that semester, for not meeting orientation requirements as outlined above.

## Maintenance of Confidentiality

**Students must maintain the confidentiality of client records and rights to privacy at all times.** This is not only the policy of the School of Nursing but mandated by State and Federal law under the Health Insurance

and Portability and Accountability Act (HIPAA). Confidentiality must be maintained whenever the protected health information of a client is used or disclosed for educational purposes. Client identifiable information obtained through the course of study may not be used or disclosed in any form (written, oral, electronically, etc.). Any reference to the identity of the client must be left out of any case presentation, pre-clinical worksheets, clinical worksheet assignments, journal, notes, or any other educational activities. Client identifiers include: client name, address, telephone or fax numbers, medical record number, account number, social security number, health plan number, date of birth, name of relatives or employers, photographic images, or any other information that could be combined to identify the subject of the health information.

Students will be required to sign a promise of nondisclosure of all client information by clinical agencies. Additionally, they are required to sign a promise of nondisclosure as an HPU nursing student, which will be maintained in your student file in the School of Nursing office.

Students are accountable for maintaining confidentiality and may receive disciplinary action ranging from the loss of grading points to dismissal from the nursing major, for the misuse of client information. The misuse of client information can also result in criminal charges. **The State of Hawai'i views failure to follow confidentiality and HIPAA guidelines as a Class C felony and you are subject to both criminal and civil penalties for violating the law. See full policy on HIPAA in Appendix B.**

**COMMUNICATION:** At all times, nursing students are expected to protect confidential, sensitive, and proprietary information in their communications. Students are not to share client information with friends, relatives, or other unauthorized persons in any form of communication, including social media. **See full policy on social media in Appendix A.**

**PHOTOGRAPHY AND/OR VIDEOTAPING:** At all times it is strictly forbidden to videotape or photograph a patient or patient's documentation.

**CLINICAL ASSIGNMENT DOCUMENTATION:** Care plans, pre-clinical worksheets, clinical worksheets, and other client notations are to be destroyed by the student as soon as the course is finished.

- Do not use client initials or names in either your written work or oral presentations.
- Do not use date of birth. You may use age.
- Do not use occupation and other demographics if they could result in the identification of the individual (Ex: occupation: Major of Honolulu). You may use gender.

**COMPUTER/COMPUTER RECORDS:** Many of the clinical facilities utilize computerized charting and records. Under no circumstance is any portion of a clinical record, including lab results (even if the patient's name has been removed) to be removed from the hospital. You **may not** photocopy (Xerox) the records or accept a photocopy from a staff member either. You may not email any information from the computer record to yourself, or anyone else. You may not take pictures of any part of the computer record. Unauthorized entry into the computer or misuse of clinical records is grounds for course failure.

**PEER AND/OR FACULTY INFORMATION:** In both the clinical and classroom setting, students may become privy to confidential information shared by faculty or fellow students about themselves, their clients, or their clinical or work settings. Information shared in this manner is not to be discussed outside the teaching/learning setting.

## Social Media & HIPAA Policies

- See Appendix A for a copy of the **Social Media Policy**
- See Appendix B for a copy of the **HIPAA Policy**

## Clinical Registration

All students who maintain standard progression in the nursing program are guaranteed a clinical experience for their clinical courses. However, as noted above, personal preferences for clinical facility assignments cannot be accommodated due to the many variables impacting clinical placement availabilities. In addition, **clinical course registrations will be locked to changes prior to the start of each semester, on the following deadlines** due to clinical agency requirements for submission of final student rosters, health requirement attestations, and other paperwork. Dates for locked registration for administrative processes subject to change each semester. **Students may not change a clinical section after final registration has been completed unless approved by the BSN Program Chairperson and/or Director of Clinical Coordination.**

## Clinical Attendance

Students are expected to be on time and are required to attend all assigned clinical days and complete all required clinical hours. This is to maintain the clinical hour curriculum requirements of the Hawai'i State Board of Nursing, and School of Nursing accrediting bodies.

- **Students who are acutely ill, potentially contagious, have an injury that limits their strength and/or full range of motion/mobility or who have been so advised by their health care provider should not attend clinical.**
- **As clinical facilities all have their own specific Covid guidelines – any student that tests positive for Covid-19 must submit PCR test results displaying positive test so that further instructions may be provided regarding facility specific restrictions, as needed.**
- If needing to be absent from, or late to, a scheduled clinical session, the student must call **their clinical instructor directly** by phone. Text message is not acceptable if late or absent. This must be done **no later than 2 hours prior** to the start of the clinical. It is not acceptable to send a message to the clinical instructor indirectly (i.e. via message from a classmate or family member). Failure to notify the clinical instructor of an absence or lateness a minimum of 2 hours prior to the start of clinical will result in an unacceptable practice violation.
- Excessive absence (more than one day) from clinical course hours at an assigned clinical agency prevents adequate opportunity for learning and evaluation of student performance. This will require the student to withdraw from the clinical course and corresponding theory course. If during the course withdrawal period, student may have a “W” noted on grade report for the course.
- **Clinical hours for may be made up for ONE missed clinical ONLY**, with alternative methods for achieving required clinical hours. All makeup methods will be the equivalent amount of work for hours missed. The clinical instructor and/or clinical coordinator will advise the student on the method for makeup hours. Additional missed clinical days will result in dismissal from the course.
- **Students who are tardy to clinical, may be sent home from clinical at the discretion of their clinical instructor.** In the event that student is sent home for tardiness for clinical, this will count as an unexcused absence and may affect progression in the nursing major.
- Students are not permitted to provide patient care in the clinical area unless under the supervision of a faculty member or they are assigned specifically by a faculty member to a specialty unit or community setting with specific performance guidelines.

- Attendance by students and/or faculty on days not included in the HPU calendar for the designated clinical course and/or during university holidays/breaks is strictly prohibited due to liability issues. This includes preceptorship, community, and home visitation hours.

## Illness or Injury in the Clinical Setting

Each clinical agency has a policy for staff members who become ill or injured in the work setting. An ill or injured student should immediately notify the faculty member and then follow the agency protocol for staff members. The student must have the faculty member's permission to leave the agency. An injury **must be reported to the Clinical Facilities Coordinator within 24 hours** of the injury in the form of an **Incident Report** prior to returning to clinical duties a clearance letter from the student's health care provider (HCP) must be submitted to the course coordinator and BSN Program Chairperson. This clearance letter must be on HCP letterhead, with HCP original signature, and state that the student "is cleared for all clinical nursing duties without limitation".

**NOTE:** Students are required to have current medical insurance *throughout* the School of Nursing and should have policy information available if needed in the clinical setting. Costs for any necessary medical treatment are to be covered by students' personal medical insurance plans. Students are responsible for costs that are not covered by their own medical insurance plan.

## Clinical Health Record & Documentation Requirements

Undergraduate nursing majors acquire and maintain throughout their course of study a number of health records and documentation requirements. Requirement standards are set according to the Center for Disease Control regulations, and guidelines from the State of Hawai'i. Specific requirements are also determined by each facility, and some facilities may require more testing or paperwork than others. Requirements are also subject to change.

Students who are not in compliance with clinical health records and documentation requirements will not be permitted on-site at the designated clinical facility. Non-compliance by the designated submission deadlines will result in the student being dropped from their clinical course(s) and corresponding theory courses, with no opportunity to re-register for them in the same semester. Clinical courses are a mandatory part of the nursing curriculum, so students must comply with health and clinical documentation requirements in order to meet the BSN degree requirements.

## Castle Branch & Getting Cleared for Clinical Setting

In order to maintain, track, and submit your health records, you must create a profile with **Castle Branch**. Your profile will serve as your individualized document management system during your time as a nursing student. Through your account, you will be able to upload and update your health and other clinical documentation requirements, maintain your records in one secure location, track upcoming due dates, and view any outstanding requirements.

To get cleared to attend a clinical course, HPU's School of Nursing reviews your records and prepares paperwork for each clinical facility via your Castle Branch submissions. If your records are *not* on file or do not meet the requirements, the School of Nursing will not be able to submit information to the appropriate clinical facility. You **must** maintain your files in Castle Branch so that the department can access your records. Email and hard-copy versions of documentation are not acceptable.

All records must be cleared first by Castle Branch and then by the School of Nursing in order to participate in clinical courses, but **it is your responsibility to regularly check your profile** to view upcoming renewals and/or make corrections as needed. It is advised that you start your profile early to make sure you get cleared on time.

**To be cleared to attend a clinical facility, you must:**

- Upload your health requirements to Castle Branch
- Make sure each record receives a **“CLEARED”** status by the submission deadline
- If a record is **"Rejected"** or **"Overdue"**, work with Castle Branch to make the appropriate correction

**If your profile is complete and all records are approved (CLEARED) in castle branch, your information will:**

- Be reviewed by School of Nursing administrators, who will use it to prepare additional paperwork required by each facility
- Be passed on to the facility once all documents have been cleared and approved (both in Castle Branch, and by the School of Nursing)

**If your profile has missing documents (REJECTED or OVERDUE items) by the submission deadline:**

- Your profile will be considered incomplete and not compliant. Students who are not in compliance with clinical health records and documentation requirements will *not* be permitted on-site at any clinical facility. If requirements are persistently unmet, the student will be dropped from their clinical course(s) and corresponding theory course(s), with no opportunity to re-register for them in the relative semester.

Once records are approved by BOTH Castle Branch and the School of Nursing, a student's health record information is passed on to the appropriate facility for clearance. If you are having trouble with your account or getting a record cleared, you should always contact Castle Branch first before bringing the issue to the School of Nursing. To do so, you may:

- Call the Castle Branch Student Line at [888-723-4263](tel:888-723-4263) x 7196
- Visit Castle Branch [online](#) to submit a request
- Check out Castle Branch's list of [Student FAQs](#)

**REMEMBER:**

- It is **YOUR** responsibility to manage your clinical records profile in Castle Branch and provide updates as needed.
- Check your account regularly and well before the deadline each semester. Do not wait for an alert from Castle Branch to check your profile.
- You are liable for maintaining current and accurate health records throughout your enrollment in the School of Nursing.
- Specific requirements are determined per individual facility and are subject to change; some facilities may require additional testing and/or paperwork.
- You must meet all deadlines so the School of Nursing has enough time to get you cleared with the appropriate site.
- Without proper documentation, you will not be eligible to participate in clinical courses and

you will be administratively deregistered from your course(s).

## What to Submit

Below is an outline of the clinical course documentation and requirements. Full requirement details are listed online at <https://www.hpu.edu/nursing/health-requirement/index.html>. You are required to read the information listed online in its entirety. **NOTE: ALL RECORDS MUST REMAIN CURRENT FOR THE DURATION OF THE TERM.**

ONE TIME SUBMISSIONS	
1) <b>MMR &amp; Varicella</b> Proof of a positive titer or proof of immunization is required.	4) <b>Health Insurance</b> Proof of current health insurance is required.
2) <b>Hepatitis B</b> Proof of a positive titer is required.	5) <b>Physical Exam</b> Complete the <a href="#">Physical Exam Form</a> . The form must be stamped by your healthcare provider.
3) <b>TDAP</b> Immunization within the past 10 years is required.	6) <b>Social Security Number Release</b> Submit a copy of the <a href="#">SSN Release Form</a> .
RECURRING SUBMISSIONS	
1) <b>TB Skin Test: Negative Result</b> A negative, 2-step PPD test is required upon entry into the School of Nursing. Thereafter, a 1-step renewal is required each year, placed annually, no more than 365 days from your last test.	5) <b>TB Skin Test: Positive Result</b> If you have ever tested <b>positive</b> for TB, you must submit: <ul style="list-style-type: none"> <li>• A record of the date of your positive result, along with the amount listed in mm (one-time submission)</li> <li>• A clear chest x-ray from the year you started Level 1 of the School of Nursing (one-time submission)</li> <li>• A clear <a href="#">TB Monitoring Form</a>, submitted annually</li> </ul>
2) <b>AHA BLS Card</b> An American Heart Association (AHA) BLS Healthcare Provider card is required.	6) <b>Flu Vaccination</b> All students are required to submit an <a href="#">Influenza Vaccine Form</a> , and proof of vaccination for the current flu season.  <b>COVID Vaccinations All students must be up to date with COVID vaccinations and boosters, with proof of vaccinations.</b>
3) <b>HIPAA &amp; BBP Certification</b> Submit proof that you have watched and completed the HIPAA & BBP training modules and post-tests, via the <a href="#">instructions listed online</a> .	7) <b>Confidentiality Statement</b> Complete and sign the <a href="#">Confidentiality Statement</a> .
4) <b>Declaration of Fitness &amp; Background Check</b> Complete and sign the <a href="#">Declaration of Fitness &amp; Background Check Form</a> .	8) <b>Background Check Renewal</b> Your background check must be issued within 12 months of the semester's start date to be considered current.
Licensure: RN & LPN/LVN to BSN Students Only	
LPNs, RNs, and international nurses must show proof of license renewal, annually/biannually (depending on the jurisdiction's renewal procedure).	



## Deadlines

- In order to participate in clinical courses, you must have all your health requirements submitted to - and "**CLEARED**" by - Castle Branch prior to each deadline. The School of Nursing cannot provide extensions as dates are set according to clinical facility regulations and processing time.

### Deadlines for Each Semester

- **FALL** All records must be cleared in Castle Branch by **July 1**
  - **SPRING** All records must be cleared in Castle Branch by **November 1**
- **REMEMBER:** If you do not clear your health and clinical documentation requirements, facilities will not allow you onsite. You will be dropped from your clinical course(s), and you will not be allowed to reregister for the semester.

## Appearance Standards

Students are expected to dress in an appropriate manner for both clinical and classroom activities. **Failure to conform to appearance standards in a clinical setting will result in the student being sent home and received an absence for the day, that may affect their progression in the program**

The mandatory **pre-clinical attire** (worn for pre-clinical sessions/orientations) consists of:

- Blue Nursing polo shirt (available in HPU Bookstore).
- Black slacks, socks, and shoes.
- Shirts may be worn untucked or tucked with a plain black belt.
- HPU name badge on left upper lab coat.

The mandatory **clinical uniform** (worn for clinical /patient contact hours/simulation activities) consists of:

- Blue scrubs set (pants and top with school logo) sold exclusively by Barnes and Noble College Campus
- White or black closed-toe and closed-heel shoes with white socks. Shoes should be of leather or other sturdy material. Low topped, white athletic shoes worn exclusively for nursing rotations may be acceptable.
- HPU name badge on left upper lab coat.
- Nursing badge with photo must be worn.
- During mental health rotations, students may be instructed to cover their last names on the nametags
- With the exception of on-campus labs, uniforms will not be worn in the classroom setting at HPU.

### Scrub Attire

- In some specialty areas (labor & delivery; perioperative) students may be required to wear hospital-issued scrub attire. Students will not wear their own scrub clothing outside of school uniform, or hospital-issued scrubs.

### Street Clothes

- The wearing of street clothes is generally confined to mental health and community health clinical rotations and may involve a combination of street clothes (top) and blue uniform (bottom). Before you wear street clothes check with the Course Coordinator.
- If street clothes are worn to or in the agency, they are to be conservative. Shirts and blouses are to

have sleeves and finished necklines. Tee shirts are not acceptable. Clothes must be non-clinging, non-flesh revealing; Navels may not be exposed in any setting. Street clothes must be professional-type.

- Shoes will be closed-toe and heel and appropriate to the dress and agency (NOTE: students are not allowed to wear logo bearing athletic shoes, tennis shoes, or dress shoes in mental health settings – wear flats).

### **Jewelry**

- Students may only wear one pair of stud earrings. No hoops, loops, or dangling earrings are permitted.
- Jewelry in other body parts (i.e. noses, tongues, eyebrows, cheeks, etc.) and bracelets, rings, and other jewelry are not to be worn in the clinical setting.
- Students may wear a non-raised, plain wedding band.
- Watches should have a second hand and are generally not considered jewelry.

### **Grooming and Hygiene**

- Students must be meticulous about personal and dental hygiene.
- Body tattoos are to be covered when in the clinical setting, based on site policy.
- Acrylic and other fake-type nails and long nails are unacceptable for clinical. Nails need to be at fingertip, with clear polish only..
- NO perfume or cologne. Deodorants and antiperspirants should be unscented.
- Uniforms and/or other clothing for clinical rotations must be clean, neat, and ironed.
- Hair will be clean and neat in appearance and secured in barrettes or bands sufficient to prevent obstruction of the student’s view or interference with client care and to meet agency standards. Students are required to put hair up off their collars.
- Students will be clean-shaven or have neatly trimmed beards and/or mustaches.

### **Clinical Equipment**

- Students are expected to report for the clinical experience equipped with the following items:
- Stethoscope, bandage scissors, a pen with black ink, penlight, and a watch with a second hand. Students may contact Accessibility Services to request an accommodation (e.g., use of an auxiliary aid).
- Clinical instructors may request additional items based on clinical facility policy, patient population served, and/or other identified learning need.

## **ACADEMIC POLICIES & PROCEDURES**

### **Grading Policy**

**All nursing students must achieve a minimum final course grade of C (73%) in each nursing course.** Failure to achieve a grade of C or better in a nursing course constitutes a failure of the course and will prevent the student from continuing to the next sequential nursing course.

**Failed Clinical or Failed Lecture:** A nursing student who fails to achieve a grade of “Credit (CR)” in the clinical course will receive a grade of “NC” for the course and must repeat both the clinical and corresponding lecture courses. If a student receives a “C-”, “D (+) or “F” in the lecture course, then the corresponding clinical course grade is an automatic “NC.” The student must repeat both courses. A nursing student who fails (“NC”) to successfully repeat the required nursing courses will be dismissed from the nursing major even if a 2.75 GPA is maintained. Corresponding lecture and clinical courses count as one nursing course failure. Two course failures/”NC” will lead to dismissal from the School of Nursing. The student dismissed from the nursing major

is not eligible for readmission into the nursing major.

**GRADING SCALE:** Course grades are assigned based on the numerical percentages achieved.

<b>A</b>	93 – 100	<b>C+</b>	77 – 79
<b>A-</b>	90 – 92	<b>C</b>	73 – 76
<b>B+</b>	87 – 89	<b>C-</b>	70 – 72
<b>B</b>	83 – 86	<b>D+</b>	67 – 69
<b>B-</b>	80 – 82	<b>F</b>	< 62

**The School of Nursing does not round grades.  
The School of Nursing does not offer extra credit assignments.**

### Grade Point Average (GPA)

Progression to the next semester of clinical nursing courses requires an HPU GPA of 2.75 or higher and NUR GPA of 2.75 or higher in each semester. See the progression policy for full details.

The GPA is determined by dividing the total grade points per credit earned by the total number of course credits. Transfer credits and P/F grades are not included in calculating the GPA. The following sample shows how to calculate your GPA:

<b>A</b>	=	4 grade points per credit
<b>A-</b>	=	3.7 grade points per credit
<b>B+</b>	=	3.3 grade points per credit
<b>B</b>	=	3 grade points per credit
<b>B-</b>	=	2.7 grade points per credit
<b>C+</b>	=	2.3 grade points per credit
<b>C</b>	=	2 grade points per credit
<b>C-</b>	=	1.7 grade points per credit
<b>D+</b>	=	1.3 grade points per credit
<b>D</b>	=	1 grade point per credit
<b>F</b>	=	0 grade points per credit

Sample calculation:

Course	Credits	Grade	Grade Points Earned
WRI 1200	3	B+	9.9 (3 x 3.3)
HUM 1000	3	A	12 (3 x 4)
MATH 1150	3	C	6 (3 x 2)
BIOL 1500	3	B-	8.1 (3 x 2.7)
BIOL 1501	1	C+	2.3 (1 x 2.3)
<b>TOTALS</b>	<b>13</b>		<b>38.3 GPA = divided by 13 = 2.95*</b>

**\*NOTE:** GPAs are calculated to the hundredth place, so a 2.49 does not equal 2.5. The Nursing (NUR) GPA is calculated in an identical manner, except only NUR courses are used in the calculation.

**INCOMPLETE (INC) GRADES:** Occasionally, due to illness or other extenuating circumstances, students may be unable to complete a course within the confines of a semester. If the instructor feels there is a **valid** reason for an incomplete grade, a contract is written in which the student agrees to complete specified work within a particular time. The student must complete the work within the specified time frame (and **no later than the end of the following semester**) or the “INC” will automatically convert to an “F”. The student cannot progress to the next level until the incomplete has been resolved.

**GRADE APPEALS:** The awarded grade is based upon objective measures and should follow the course syllabus. If the student believes the grade was incorrectly calculated or has questions related to the assigned grade, the student should take the matter to the course instructor for either correction or clarification. If, after meeting with the instructor, the student decides to challenge their grade further, they should next meet with the BSN Program Chairperson. If the student is still dissatisfied with the grading decision after meeting with the chairperson, they should bring their appeal to the Dean. **Refer to the HPU Student Handbook, Academic Grade Appeals for Students, for the full policy on grade appeals.**

## Progression in the Nursing Major for BSN Students

All nursing students must achieve a **minimum final course grade of C (73%) in each nursing course**. Failure to achieve a grade of C or better in a nursing course will prevent the student from continuing to the next sequential nursing course. **Two course failures in the nursing program will lead to final dismissal from the nursing program**, but not the university.

Nursing courses must be taken in sequence as outlined in the BSN program of study. Students must take theory and corresponding clinical courses concurrently. Part-time progression through the nursing program is not possible except in extremely extenuating circumstances and with approval from the Dean.

## Nursing Program Probation Policy

Probation in the nursing program occurs with a single nursing (NUR) course failure and/or when the student fails to attain or maintain a cumulative NUR course GPA of 2.75 or greater in semesters 1-4.

- Nursing students who **fail a single NUR course** will be placed on nursing program probation and trigger additional remedial support. The student must re-take the failed course during the following semester and complete it successfully. If the student fails to register for the failed course, is unsuccessful on a second attempt, or withdraws from it during the semester, the student will be recommended for dismissal from the nursing program by the faculty member, BSN Program Chairperson, or Dean. The Dean will make the final decision.
- Nursing students whose **NUR GPA falls below 2.75** at the end of a semester will be placed on nursing program probation and trigger additional remedial support. If the student fails to achieve a NUR GPA of **2.75** or greater in their courses in the following semester, the student will be recommended for dismissal from the nursing program by the faculty member, or the Dean. The Dean will make the final decision.

### NURSING PROGRAM PROBATION PROCEDURE:

- 1) Nursing students will be notified when placed on Nursing Program Probation. A letter will detail recommendations and steps to be followed by the student who is on probation.
- 2) **Nursing students are responsible for scheduling an appointment with their academic advisor and meeting with them no later than the 3<sup>rd</sup> week of the semester to discuss strategies for improvement and to develop an action plan.**
- 3) Students are placed on a *Learning Contract* at the time of their first face-to-face meeting. This document details the student's action plan and is signed by the faculty member, advisor, or BSN Chair, and student.
- 4) The student and designated faculty member will meet regularly during the semester to review the *Learning Contract* and to follow-up on student progress. Meetings (virtual or face-to-face) should occur every 2-3 weeks until the end of the student's probation.
- 5) Students who fail to comply with the above procedures are at risk for failure in the nursing program.
- 6) At the end of the semester, both student and designated faculty member must once again sign the *Learning Contract* and a copy of the completed *Learning Contract* will be placed in the student file.

## Clinical Course Grading

Clinical courses provide nursing students with an opportunity to apply nursing principles in a practice setting. Student clinical performance is evaluated by the clinical instructor and graded as CR/NC. Clinical evaluation is based on a student's ability to make accurate clinical decisions for safe, quality, patient care. A clinical evaluation tool outlining the expected student competency in Patient-centered care, Teamwork and Collaboration, Evidence-based Practice, Quality improvement, Healthcare Informatics, Safety, Professionalism, and Leadership is utilized as a numerical grading rubric (see below). Students enrolled in semester long clinical courses are evaluated in the clinical setting at the semester mid-point and end of the semester. Students enrolled in shortened semester clinical courses are evaluated at the end of the clinical rotation.

When a student is not meeting clinical course expectations, an Academic Warning will be issued by the clinical instructor with a recommended remediation plan and student goals. It is the responsibility of the student to take adequate remediation measures to improve their clinical performance. Failure to make needed improvements following an Academic Warning will result in a failing grade for clinical. In addition, a student who, in the opinion of their clinical instructor (and in consultation with the BSN Chair and/or Dean), has demonstrated a behavior, action, or performance that is sufficiently egregious in nature may be dismissed from the clinical area and receive a course failure (NC) and possible dismissal from the program.

## Clinical Skills Policy

Nursing students are responsible for achieving competency in all nursing skills taught throughout the program and to maintain their skill level throughout the program. Students are expected to engage in continuous critical self-evaluation to determine if they are underperforming or unsure of performing any clinical skill, and then taking action toward improvement if necessary. This should include consultation with the clinical instructor and/or nursing faculty, as well as independent actions such as reviewing of skills videos and physical practice in the Experiential Learning Center and any other remediation recommended by their faculty member. Students who do not attain or maintain clinical skill competencies will receive an academic warning and may ultimately receive a failing grade in clinical lab courses.

## Medication Calculation Competency Policy

**BACKGROUND:** In that students are required to demonstrate safe practice in their clinical care of clients; the School of Nursing provides **Medication Calculation Competency Assessment (MCCA)** every semester to ensure the students' ability to calculate medication dosages accurately. **The MCCA score will be a weighted component (2%) of the course grade in NUR2720, NUR2740, NUR3720, NUR3740, and NUR4770.**

The successful completion of the MCCA is a pre-requisite to dispensing medications in clinical practicums. Delay in passing the MCCA may, therefore, put a student in jeopardy of not being able to fulfill clinical course objectives and of failing clinical.

A PowerPoint **Tutorial on Dosage Calculation** and practice questions are available to students on the HPU-Nursing Undergraduate Nursing Community site. **Students are responsible for reviewing the tutorial and its accompanying instructions regarding semester-by-semester competency expectations, completing practice questions and seeking whatever additional support they need from HPU and School of Nursing resources before MCCA testing.**

Adequate preparation for success in passing the MCCA on the first attempt is an expectation of all students.

Pathway for Semester 1	Pathway for Semesters 2,3,4
<p><b>Students in their first semester</b> of the nursing program will take the MCCA in either NUR2720 or NUR2740 during week 5.</p> <p>If the student passes (a score of 90% or higher), they will receive the full 2 points toward the weighted component (2%) in NUR2720 or NUR2740.</p>	<p><b>Students entering semester 2,3,4</b> of the nursing program will take the MCCA either the week prior to the start of the semester, or during the first week of the semester. Several MCCA testing sessions will be offered, and students will register for one of these sessions on a first-come/first-served basis.</p> <p>If the student passes (a score of 90% or higher), they will receive the full 2 points toward the weighted component (2%) in NUR 3720, NUR3740, or NUR4770.</p>
<p><b>If the student fails</b> (a score less than 90%):</p> <ul style="list-style-type: none"> <li>• The student must attend a remediation session and take a re-assessment during Week 6 of the semester.</li> <li>• The student will not be permitted to dispense medications in any of the clinical courses they are enrolled.</li> </ul>	<p><b>If the student fails</b> (a score less than 90%):</p> <ul style="list-style-type: none"> <li>• The student will receive 0 points toward the 2% weighted component of NUR 3720, NUR3740, or NUR4770.</li> <li>• An Academic Warning will be placed in the student's file, which may have a negative bearing on their future selection for enhanced learning experiences such as participation in medical missions, senior preceptorships, and SNA leadership positions._</li> <li>• The student must attend a remediation session and take a re-assessment during Week 2 of the semester.</li> <li>• The student will not be permitted to dispense medications in any of the clinical courses they are enrolled.</li> </ul>
<p><b>If the student fails an MCCA re-assessment:</b></p> <ul style="list-style-type: none"> <li>• The student will receive 0 points toward the 2% weighted component of NUR 2720 or NUR2740.</li> <li>• An Academic Warning will be placed in the student's file, which may have a negative bearing on their future selection for enhanced learning experiences such as participation in medical missions, senior preceptorships, and SNA leadership positions.</li> <li>• The student must remediate and retake the MCCA</li> </ul>	<p><b>If the student fails an MCCA re-assessment:</b></p> <ul style="list-style-type: none"> <li>• Another Academic Warning will be placed in the student's file.</li> <li>• The student must remediate and retake the MCCA.</li> </ul>
<ul style="list-style-type: none"> <li>• A repeated need to remediate and retake the MCCA will place the student in jeopardy of failing all of the clinical courses they are enrolled.</li> <li>• Policy note: A failure of a clinical course also results in a failure of the accompanying didactic course.</li> </ul>	<ul style="list-style-type: none"> <li>• A repeated need to remediate and retake the MCCA will place the student in jeopardy of failing all of the clinical courses they are enrolled.</li> <li>• Policy note: A failure of a clinical course also results in a failure of the accompanying didactic course.</li> </ul>

- 1) The student must pass the MCCA with a **minimum score of 90%**.
- 2) **Thirty-five (35) minutes** will be allowed for completion of the MCCA.
- 3) **Only non-programmable calculators** are allowed. Programmable calculators, phones, or other smart device calculators are not permitted.
- 4) All **calculations must be shown** to receive credit for an answer.
- 5) All **answers must be correctly rounded**, as stated in the exam instructions.
- 6) **No partial credit** is given for any answers. All answers must be notated correctly.
- 7) **Students are NOT allowed to give medications in the clinical setting until they have passed the MCCA.**

## Test Preparation Program Policy

Research has demonstrated a strong correlation between the integration of test preparation programs in nursing curricula and successful first-time pass rates on the NCLEX-RN. Therefore, such programs are included as a requirement in the HPU nursing program. Students are required to complete preparation and practice as well as proctored assessments as part of the course requirements for specific courses in the undergraduate curriculum.

Students will be assigned the Kaplan Nursing test preparation program and will follow the Kaplan Nursing policy outlined below.

- Access to test preparation programs are linked to a student's cohort-specific product code. Any student who is repeating a course or in any other way out of their usual sequence of progression in the program **MUST** notify their course instructor at the beginning of the semester to get their new applicable cohort-specific product code.
- Currently licensed RN and national exchange students are exempt from the test preparation program requirement. Alternate assignments and a final exam may be required in place of these tests.

## Kaplan Nursing

The Kaplan Nursing test preparation program supplies practice assessments and integrated proctored exams as well as an end-of-program live review to assist students in their preparation for the NCLEX-RN. In most HPU nursing courses, the Kaplan Nursing products that correspond to course objectives will be included as a weighted component of the course. In preparation and practice for Kaplan proctored exams, students must first complete practice assessments and focused reviews designed to identify and assist each student in remediating their particular areas of weakness. Before taking a proctored integrated exam, student practice and preparation work must be completed. Both the practice preparation work and the scores on integrated proctored exams are weighted into course grades as outlined in the table below.

Proctored integrated exams are administered within the last 4 weeks of the semester and are given in the classroom, **requiring the student to have and bring a laptop** with HPU WI-FI capability and Kaplan Nursing Program access to the testing session. Students are not permitted to re-take proctored integrated exams unless they are repeating a course.

In addition, a process of student **remediation is an expectation for all Kaplan focused reviews and exams**. Students are required to review results and work to improve their understanding of the curriculum content on which they scored incorrectly. Remediation is required for at least ONE minute on all incorrect exam answers (to be done for both Focused Reviews and Integrated Tests).

\* **NCLEX-RN Live Review:** Attendance at a Live Kaplan Review will be an additional weighted component in NUR 4711. This review will be held at the end of the final semester and is designed to improve competency on nursing topics as well as to enhance NCLEX test-taking strategies. Attendance at this review is mandatory. In addition, access to Kaplan products continues for three months post-graduation from the program, and students are encouraged to use them as a resource for NCLEX-RN success.

<b>Course Integration of Kaplan Focused Review Practice and Integrated Exams</b>	<b>BSN Course Kaplan Occurs</b>	<b>Weighted Total in Course</b>
Pharmacology	NUR 2300	5%
Pathophysiology	NUR 2930	5%
Fundamentals	NUR 2720	5%
Health Assessment	NUR 2730	5%
Management of Professional Issues	NUR 3710	5%
Psychosocial	NUR 3730	5%
Medical-Surgical 1	NUR 3720	5%
Medical-Surgical 2	NUR 3740	10%
Pediatrics	NUR 3750	10%
Obstetrics	NUR 3760	10%
Gerontology	NUR 4710	10%
Kaplan Secure Predictor/Diagnostics & NCLEX-RN Review	NUR 4711	TBD
Medical-Surgical Comprehensive	NUR 4770	10%
Community	NUR 4780	10%

<b>Kaplan Assessment &amp; Remediation Grading Criteria</b>			
<b>Possible Points for Preparation &amp; Practice</b>	<b>Possible Points for Integrated Exam</b>	<b>Possible Points for Remediation of Integrated Test</b>	<b>Total Percentage of Course Grade</b>
<b>2</b>	<b>3</b>	<b>5</b>	<b>= 10</b>
1) Score 90% or > on Focused Review Test(s) = 1 point 2) Complete 2 hours of Remediation on Focused Review of Area = 1 point	60 <sup>th</sup> percentile or > =3 points 50-59 <sup>th</sup> percentile =2 points 40-49 <sup>th</sup> percentile =1 point 39 <sup>th</sup> percentile or < =0 points	Complete remediation of each question spending at least 1” per question	

**\*Please refer to your faculty of record for any changes in your KAPLAN assessment.**



## Attendance (Engagement) Policy

Both the Hawaii Pacific University (HPU) and the School of Nursing attendance (engagement) policies will be enforced. **Students are expected to attend all classes and all clinical days** to meet licensure requirements through engagement.

Students are expected to be ready to begin all nursing classes at the appointed time and to remain in class until the class is ended. A pattern of lateness, leaving class early and/or absence in lecture, laboratory, or the clinical setting will negatively affect a student's grade. Excessive absence or lateness may lead to course failure. If a student arrives late for a quiz or exam, at the discretion of the faculty, the student may or may not be allowed to take the quiz or exam. If allowed, they will only be allowed the time remaining.

Students are expected to notify their instructor when going to be absent or late for class or clinical. Planned absences or lateness **must** be arranged **prior** to class and discussed with your instructor.

A student may not have more than one clinical absence per course each semester. A second clinical absence will require that the student withdraws from the course, or result in dismissal from the course. **SEE ADDITIONAL GUIDELINES FOR CLINICAL ATTENDANCE UNDER THE CLINICAL COURSE POLICY AND PROCEDURES OF THIS HANDBOOK.**

**In the event of extenuating circumstances and/or need for additional medical care that would require student to miss more than one clinical, student may be granted a medical withdrawal from the course.** A medical withdrawal cannot be approved unless documentation and proper paperwork are submitted to the university. When returning from medical leave, the student must produce proof of medical/health clearance before re-starting classes.

Students are responsible for obtaining missed lecture notes and arranging for make-up exams and other work as allowed by the syllabus. The instructor and/or course coordinator determines if, when, and how make-up work will be performed. This may include simulation or skills lab time, completion of additional assignments, or other equivalent activities.

## Student Code of Conduct

In addition to the student expectations outlined in this BSN Student Handbook, students in the School of Nursing are subject to the student conduct policies and procedures of Hawai'i Pacific University. Please refer to the HPU Student Handbook.

## Academic Integrity

Both HPU and SON academic integrity policies will be enforced. Any act of academic dishonesty will incur a penalty up to and including expulsion from the university. Students who cheat on an academic exercise, lend unauthorized assistance to others, or hands in a completed assignment that is not his or her work will be sanctioned. The term academic exercise includes all forms of work submitted either electronically or on paper for points, grade, or credit. Refer to the HPU Student Handbook for more details on university policies.

## Academic Warning

A student experiencing difficulties in either lecture, lab, or clinical (i.e. failing grades, tardiness, work not completed on time, etc.) will receive a written Academic Warning from the faculty member or BSN Program Chairperson and have a meeting to discuss the areas of concern. If an academic warning is received, the student will be expected to remediate the areas of concern and achieve any outlined learning and/or behavioral goals listed. Failure to attend to this remediation, achieve the outlined goals, and/or the receipt of a second written Academic Warning and/or Unacceptable Practice Citation may result in course failure.

## Unacceptable Practice

School of Nursing faculty members are academically committed to preparing baccalaureate graduates who are competent in the skills of nursing practice: technical, diagnostic and interpersonal. Faculty members have an ethical and legal responsibility and accountability for the protection of others within the health care and larger community from unsafe, unethical, or illegal nursing practice on the part of HPU students and graduates. Therefore, students may be disciplined or dismissed from the nursing major for practice or behavior which threatens, or has the potential to threaten, the safety of a client, family member, authorized representative, student peer, faculty member, health care provider, and/or self, or is unethical or illegal. The unacceptable practice may be a one-time event or a series of events.

An Unacceptable Practice Citation advises students of an imminent potential for failure in a course and/or dismissal from the School of Nursing. Within nursing courses, counseling and advising processes, and other instructional forums, students will be provided the opportunity to discuss the policy on unacceptable practice and its implications. All students are expected to be familiar with the principles of safe, ethical, and legal practice and are expected to perform accordingly.

**DEFINITION:** Unacceptable practice is defined as:

- 1) An act(s) or behavior(s) of the type that violates the *Hawai'i Nurse Practice Act, Chapter 457*
- 2) *Hawai'i Revised Statutes* and/or *Title 16, Chapter 89: Hawai'i Administrative Rules*.
- 3) An act(s) or behavior(s) that violates the American Nurse Association (ANA) *Code [of Ethics] for Nurses* or the *ANA Standards of Clinical Practice*.
- 4) An act(s) or behavior(s) that threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of a client, family member or designate, student peer, a faculty member, health care provider, or self.
- 5) An act(s) of behavior(s) that constitutes nursing practice for which the student is not authorized to perform, or has not been taught, at the time of the incident.
- 6) An act(s) or behavior(s) that is unethical, dishonest, or illegal.
- 7) Unauthorized entries into the computer or misuse of clinical records.
- 8) Violation of laws or rules relating to patient record confidentiality.
- 9) A pattern of behavior often characterized by being unprepared or inadequately prepared for clinical.
- 10) Continued inability to perform safely, ethically, or legally without immediate/close instructor supervision (in this case, there may not be a single isolated incident of unacceptable practice).
- 11) Classroom behavior that is threatening or potentially harmful towards peers, instructors, or others.
- 12) Unsatisfactory attendance in clinical or classroom.
- 13) Plagiarism on clinical worksheets, case studies, written or other required course assignments.

**PROCEDURE:** When an incident or pattern of behaviors occurs that a faculty member believes to be unacceptable nursing practice, or when such an incident is discovered, the faculty member will complete the Unacceptable Practice Citation. The student will be notified immediately (when feasible) and may be required to leave the clinical or classroom setting (if appropriate). Failure to leave the clinical or classroom setting when instructed to do so is grounds for dismissal from the School of Nursing. If a student is removed from the clinical setting for unacceptable practice, the student will not return to that clinical setting unless cleared by the Course Coordinator or Undergraduate Nursing Chairperson under the advisement of the Dean

The unacceptable practice incident or pattern of behaviors will be reported to the Course Coordinator and Undergraduate Nursing Chairperson. The incident will be investigated by the Course Coordinator with guidance with the BSN Program Chairperson. The Course Coordinator will share the findings with the student and will allow the student to respond in writing. The BSN Program Chairperson and/or Dean will then determine the consequences of the unacceptable action, in accordance with HPU policy. The student has the right to appeal by following the university's policy. Link to the university process <https://www.hpu.edu/student-services/student-complaint-procedures.html>

Consequences may include:

- Remedial work and/or instruction
- Physical and/or mental evaluation
- Award of grade of "F" for the course
- Withdrawal from the course
- Immediate dismissal from the nursing major

**Concurrent enrollment in a second clinical course:** in the event the student is enrolled in two clinical courses during the semester in which the unacceptable practice occurs, a determination of safety to practice will be made in the second clinical course by the BSN Program Chairperson and the student may not be allowed to continue in the second course.

**NOTE:** If an "Unacceptable Practice" investigation is imminent, in progress and/or if a student receives an "Unacceptable Practice" citation in a nursing (NUR) course, the student may not withdraw from the course. Students will need to have a clearance (signature on the withdrawal form) from the Dean of the School of Nursing in order to withdraw from nursing (NUR) courses.

## Course Withdrawal/Course Drop

Nursing students maintain their rights to withdraw from a nursing course or courses according to university policies. However, **repeated course withdrawals to avoid achieving a failing grade are highly discouraged as an inappropriate remedial approach to academic difficulties.** Rather, students should consult with their nursing faculty and HPU academic advisors regularly throughout the semester to strategize and develop an academic success plan.

Nursing students are not permitted to deviate from the sequential progression of courses in their designated BSN curriculum pathway. Therefore, students who withdraw from nursing courses must complete those courses prior to entering into any subsequent nursing courses. Any nursing student who withdraws from a nursing course because of failing grades, will not be permitted to enroll in an accelerated summer session. **Withdrawal from a nursing course will always result in a student's delayed completion of the program.**

Students should reference the HPU Academic Calendar each semester to familiarize themselves with the university's **designated withdrawal drop deadlines**. Tuition refunds are based on the date of drop. Important deadlines to recognize are the "Last Day to Drop *without* a W Grade" which is typically the fourth week from the start of a semester and "Last Day to Drop with a W Grade". A student may withdraw up until the "Last Day to Drop without a W Grade" deadline without their instructor's signature. After that date, the student must get instructor approval to drop a course.

After the "Last Day to Drop *with* a W Grade" deadline, nursing students cannot withdraw from their nursing courses unless they have clearance (signature on the withdrawal form) from the Dean of the School of Nursing. Such requests for late withdrawal after the deadline are rarely accommodated. Students are advised to consult with their nursing faculty advisor throughout the semester and, if having difficulty in a course, not wait until the last minute or attempt to remedy the situation with a late withdrawal request.

In all cases, the student must also obtain their HPU academic advisor signature on a Course Add/Drop Request Form and also consult with the Financial Aid Office regarding the impact on financial aid eligibility. It is the student's responsibility to complete, acquire necessary signatures, and then submit the appropriate paperwork to the university registrar. Failure to do so may result in an 'F' grade being placed on the student's transcript.

## Withdrawal from the University and/or Nursing Major

Any student who officially withdraws from the University and/or from the Nursing Major for any reason must complete a Withdrawal or Change of Program Form and submit the form to their academic advisor for approval. Financial aid and business offices should also be consulted. Nursing students must also notify the Undergraduate Nursing Chairperson and Dean.

## Leave of Absence

Students who have achieved satisfactory clinical and/or academic performance, yet for reasons other than academic need time away from their studies, can request a leave of absence. Students wishing to request a leave of absence should inform their nursing faculty, the Undergraduate Nursing Chairperson and Dean, as well as their HPU academic advisor.

A student who has been granted a leave of absence (for no more than one calendar year) may continue, upon return, in the program in which he or she was last enrolled. However, a student who has decided to take **a leave of absence for more than a year is no longer considered a nursing major**. If the student desires to resume nursing courses after the one-year period, the student must reapply to the School of Nursing and the University. If readmitted to the School of Nursing, the student may be required to retake nursing courses or restart the nursing curriculum depending on the length of the leave of absence. Students returning after a leave of absence are subject to fulfilling any changes in the School of Nursing curriculum, policies, procedures, and other requirements.

**Medical Leave:** Upon the recommendation by a certified health care provider, a medical withdrawal may be granted by HPU. A medical withdrawal cannot be approved unless documentation and proper paperwork are submitted to the university. When returning from medical leave, the student must produce proof of medical/health clearance before re-starting classes.

## Dismissal from the BSN Program

A student who has not achieved satisfactory clinical and/or academic performance and has been dismissed from the nursing major is considered transferred from/no longer having nursing major status. This student retains status within the University, but as other than a nursing major. The student dismissed from the nursing major is not eligible for readmission into the nursing major.

## Student Problem Resolution System

In professional conflict resolution, it is important to follow a specific course of action and to begin by clearly identifying and defining the problem. The problem should first be discussed with the person with whom you have the conflict. If you have unsuccessfully tried to resolve the problem with the individual involved, then your concerns should be presented to the next level of authority within the School of Nursing.

**Step 1:** Schedule a meeting with the faculty member to discuss the problem. If unresolved, proceed to Step 2.

**Step 2:** Schedule a meeting with the course coordinator. If unresolved, proceed to Step 3.

**Step 3:** Schedule a meeting with Undergraduate Nursing Chairperson. If unresolved proceed to Step 4.

**Step 4:** Schedule a meeting with the Dean.

When these measures do not result in a resolution, a student should follow the formal HPU grievance procedure as outlined in the HPU Academic Catalog and HPU Student Handbook.

## RESOURCES FOR STUDENT SUCCESS

### HPU Academic Advising

HPU Academic Advisors help students set and achieve their academic and personal goals. They are available to assist students with registration needs, assistance with academic progress, creating an academic plan, tracking progress toward graduation, and understanding your degree plan and requirements.

### Counseling & Behavioral Health Services (CBHS)

CBHS provides current HPU students with free and confidential psychological counseling. Sometimes the stress of school along with personal issues can be too much to handle. CBHS provides the opportunity for students to discuss any personal problems or concerns and explore solutions. Appointments can be scheduled by phone at (808) 687-7076 or in person at the Waterfront Plaza campus, 500 Ala Moana Blvd., Building 6, Suite 402. Office hours are Monday – Friday, 9:00 a.m. – 5:00 p.m.

### Accessibility Services

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act Amendments Act 2008 (ADAAA), and Title III (Public Accommodations) Hawai'i Pacific University does not discriminate against individuals with disabilities. Any student who feels he/she may need an accommodation based on the impact of a disability is invited to contact Accessibility Services at HPU (808-544-1197), [access@hpu.edu](mailto:access@hpu.edu), or at the Accessibility Office (Waterfront Plaza, 500 Ala Moana Blvd., Building 6, Suite 440).

This is a necessary step in order to ensure reasonable accommodations in a course. Students are not expected to disclose their specific disability to the faculty member; Accessibility Services will provide a letter for an instructor explaining the accommodations and not the nature of the disability. If you would like to discuss other concerns, such as medical emergencies or arrangements in the event of an emergency evacuation, please make an appointment to talk with the faculty member as soon as possible.

## Tutoring Services

The Center for Academic Success provides tutoring services both downtown at the Aloha Tower Marketplace and at the Lower Bishop Building. Services are also provided on the Hawaii Loa Campus within the Educational Technology Center on the 3<sup>rd</sup> floor of the Academic Center Building. Appointments are required. Email [tutoring@hpu.edu](mailto:tutoring@hpu.edu). Although the CAS does not provide tutors for nursing courses, they can assist nursing students in Math, Science, and Writing. They also hold various workshops on test-taking, research writing, and other pertinent topics for nursing students throughout the school term. 24-hour online tutoring service is also available through SMARTTHINKING. To access this service login to the MyHPU Portal - Student Services— Online Tutoring Services.

## Military Service Member Support

Sometimes, the transition from military to civilian life, managing school, and other personal issues can be challenging. MVC has one full time mental health provider from the Veterans Administration who offers confidential psychological counseling to military veterans. An onsite provider is present at the downtown campus and appointments can be scheduled by phone at (808) 940-4287. Office hours are by appointment only. Virtual appointments are available Tuesday - Thursday, 8:00am - 5:00pm. On-campus appointments are reserved for Fridays, 8:00am - 5:00pm.

## International Student Support

The Office of International Students and Scholars has full-time advisors to assist international students. The office provides a variety of handouts, orientation sessions, and workshops of importance to international students. The International Student Handbook, which can be found at the HPU website, provides a wealth of information on adjusting to American life, travel and immigration, employment, income tax, health care, community resources, and more. Contact [iss@hpu.edu](mailto:iss@hpu.edu) or (808) 356-5299 for more information.

## HPU Library Services

HPU Libraries provides services and resources to serve the research needs of the HPU community. Print books, periodicals, and audiovisual materials are available at the Library at Waterfront Plaza (500 Ala Moana Blvd., Building 6, Suite 302) and at Atherton Library at the Hawai'i Loa Campus (45-045 Kamehameha Hwy, Kaneohe). The Gulab and Indru Watumull Learning Commons at Aloha Tower Marketplace (1 Aloha Tower Drive, Honolulu) is also available to students to conduct academic work. All locations have study rooms, study tables, computer stations, printers, media equipment and Wi-Fi.

Online resources, such as articles, eBooks, and streaming videos are available from the Library's homepage at [hpu.edu/libraries](http://hpu.edu/libraries). Off-campus access to online content will require users to input their my.hpu.edu credentials. Students can stop by the reference desk at any Library location for research assistance. Librarians are also available over the phone (808.544.1133), via email ([reference@hpu.edu](mailto:reference@hpu.edu)), and through the Libraries' 24/7/365 online chat service (<https://hpu.on.worldcat.org/chat/librarian>). To schedule a research consultation with a subject specialist, visit [hpu.libcal.com/appointments](http://hpu.libcal.com/appointments).

## Security and Safety

We want all students to help keep our campus safe and secure. For emergency situations, call 911; for non-emergencies, contact HPU security (808-544-1400). Timely reports of observations to security and the police can go a long way in preventing future crimes. Also, HPU security provides a walking escort known as SafeWalk for anyone walking alone on foot to any university parking lot, facility, or city bus stop. Call 808-236-3515 (Hawaii Loa) or 808-544-1400 (for all other locations). A security officer will be sent to your location. Also, HPU has installed two emergency blue light call stations at Aloha Tower. The first is on Fort St. at the Nimitz Entrance by the stop light and the second is at Pier 6 at the entrance to the ATM campus. To use these call boxes simply push the big red button and it will call the Security Operation Center at ATM. When the officer answers simply let them know where you are and what kind of help you need, and an officer will be dispatched to assist.

At military base locations, call Base Security at (808) 474-2222. To receive critical information via text messaging, update your mobile number with Rave Alert (<http://phone.hpu.edu>), HPU's emergency text program. Go to <https://www.hpu.edu/security/index.html> for more information about campus security and emergency preparedness.

## Title IX – Sexual Discrimination and Sexual Misconduct Policy

HPU is committed to providing an educational environment free from sexual discrimination. Students, faculty and staff must report violations of sexual harassment, sexual assaults, stalking, domestic violence, dating violence, and retaliation to trigger corrective and preventative actions as well as victim support services. Victim support services include assistance with filing police reports, referrals to counseling and medical providers, assignment of a victim advocate, and assistance with academic accommodations. Faculty and students who become aware of such violations should contact the Title IX Coordinator (808-544-0276), complete the Report Sexual or Relationship Violence Form, or file a report an anonymous report using the Compliance Hotline (877-270-5054 or [www.tnwinc.com/hpu](http://www.tnwinc.com/hpu)). More details can be found in the Student Handbook.

## Take Care of Yourself (Health and Wellness Resources)

Success at HPU depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. We strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak.

Do your best to live a healthy lifestyle throughout the academic year. In addition to eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and relaxing, utilize support resources before the situation becomes overwhelming: Participate in co-curricular and extra-curricular activities; make an appointment with counseling services; visit the student health center if you are feeling unwell; utilize the online peer to peer support network; visit the student pantry; find tips and tools on how to thrive and succeed at YOU@HPU; and/or contact HPU's Chaplain. More resources are available here.

## Experiential Simulation Center (ESC)

Simulation and nursing skills application in the Experiential Simulation Center (ESC) are intended to provide hands-on practice for nursing students prior to/ and in supplementation to clinical activities performed with live patients. The ESC supports student practice of clinical skills, medication/IV administration, physical

assessment, dressing changes, and other practical and team working skills. A number of nursing classes take place in the ESC, but there are also times available for **Open Skills Sessions**. A simulation staff member will be available during OpenSkills Sessions to assist students on all nursing levels of clinical and team working skills and other resource applications (i.e. NCLEX prep questions). All students will be introduced to the ESC and receive a briefing on guidelines, policies and procedures prior to direct experiential learning events within the Center.

**BORROWING EQUIPMENT:** Occasionally students may borrow equipment for use in classroom demonstrations or for the clinical setting. A sign-in sheet is required. Equipment may be signed out through the Experiential Simulation Coordinator (ESC). A reminder: replacement of simulation models, stethoscopes, otoscopes, etc. can be very expensive, so *please be careful!*

## Transcultural Nursing Center (TNC)

The Transcultural Nursing Center was founded in 2002 by Jeanine Tweedie, Dr. ReNel Davis, Dr. Patricia Burrell, and Dr. Dale Allison. The center is strongly committed to the belief that cultural competency is a crucial factor in providing quality care to diverse populations.

The essence of Transcultural Nursing is ***caring, respect, and healing*** within the context of one's cultural beliefs and health practices. The center is committed to enhancing the health care of a changing, more culturally dynamic population, with a particular focus on reducing health disparities. The center realizes its mission through a focus on education and consultation, practice, and research.

## Student Nurses Association (SNA)

The HPU Student Nurses' Association (HPU-SNA) was organized to promote student participation in the School of Nursing, in the affairs of the University and in the community. HPU-SNA is a constituent of the National Student Nurses' Association (NSNA) and the state SNA (HISNA) in partnership with nursing students of other schools in Hawai'i. Membership is voluntary, but all nursing majors are considered members. There are no dues for HPU-SNA members; however, there are dues for NSNA. Meetings are held monthly. Watch for posted announcements on the SNA bulletin board near the nursing offices. Officers are elected each year during the spring semester. Belonging to the HPU-SNA is a lot of fun, hard work, and good fellowship. COME JOIN US! And read your monthly HPU-SNA newsletter. For more information about the HPU SNA, please contact them at [sna.hpu@my.hpu.edu](mailto:sna.hpu@my.hpu.edu).

### Websites:

- The National Student Nurses' Association (NSNA): <http://www.nсна.org>.
- Hawaii Student Nurses' Association (HISNA): <http://hisna.org/index.html>

## Balancing Life as a Nursing Student

Many nursing students work either part-time or fulltime and/or have additional family obligations. This combination of work, school, and family may result in tremendous conflict and stress. It is recommended that students critically reflect on their work and family obligations in relation to academic success in the nursing program. Students may need to consider reducing work hours and reducing other time obligations



wherever possible in order to be successful in the nursing program. Keeping life-work-study balance is crucially important. Self-care and time management are just as important to your success in the School of Nursing as your academic due diligence. Please seek help from your academic advisor or with other HPU student services if you need assistance

### Tips for Success in the Nursing Major

- Become familiar with the current copy of the *Student Nurses' Handbook*
- Attend mandatory Level One Orientation
- Manage time effectively and study three hours for each credit per week (15 credits: 45 study hours)
- Have your health records and other clinical documentation current & uploaded online by the deadline date!
- Communicate with, and ask for assistance if needed from, your course faculty
- Actively take notes in class
- Utilize open lab sessions to practice your skills
- Become acquainted with the SON Academic Advisor
- Develop study groups or find study partners
- Utilize the HPU tutoring services: math for meds, English writing, and APA format
- Seek help from Counseling and Behavioral Services and other HPU student resources as needed
- Use the Nursing and Health Sciences Research and APA guides for your written assignments
- Locate and review on a weekly basis, the SON & SNA bulletin boards
- Read your HPU and Blackboard emails frequently.
- Become involved in the Student Nurses Association (SNA)
- Identify and solve problems early and follow the chain of command for reporting.

## STUDENT RESPONSIBILITIES

### Communication

The School of Nursing considers your HPU email account the official means of communication while enrolled in the nursing program. Students are expected to check their HPU email frequently (daily) and to use their HPU email account when sending emails to faculty and staff in the School of Nursing. In addition to email, information is communicated in a variety of ways:

- Posted on the School of Nursing bulletin board on the 4th floor of the WP-1
- Posted on the SNA bulletin board (also on the 4th floor)
- In-class announcements
- New student orientations
- Blackboard Announcements
- Nursing Website at <https://www.hpu.edu/nursing/index.html>

### Change of Name and/or Address and/or Phone numbers

Please keep the University Registrar and Administrative Assistant for Nursing informed of name, address, and/or phone number changes. Even though you may have given the University an official change form, sometimes it takes a while to reach the School of Nursing. Please give us a courtesy copy. It will help us to

keep you informed.

## Program Evaluation & Quality Improvement

Evaluation is a very important part of any academic program and one that involves both faculty and student input. The faculty has a commitment to providing high-quality nursing education as well as an obligation to the nursing profession, the health care community, and clients to ensure that HPU graduate nurses are safe practitioners. Ongoing evaluation of every aspect of the School of Nursing helps to accomplish this commitment and obligation. Student participation in this process of program evaluation is integral to quality improvement.

Each semester, students will have the opportunity to collaborate with faculty regarding program curriculum and policies at various meetings, and to provide an evaluation of program components such as course and faculty evaluations. In the last semester, student input will be sought with an end of program survey and approximately 6 months after graduation students will be contacted to complete another program evaluation survey.

**End-of-Semester course evaluation surveys are to be completed by students.** These are emailed directly to each student's HPU email account. Course evaluations are available 24 hours a day/7 days a week during the evaluation period. Students may complete their course evaluation with any mobile device with internet access, including smartphones, tablets, or laptop computers. Courses with 4 or fewer students enrolled are not provided a university course evaluation to protect the anonymity of the students.

## School of Nursing Committees – Student Participation

Hawai'i Pacific University utilizes a Shared Governance Model. This model requires that faculty and students are represented as part of that governance. The School of Nursing has committees that are comprised of faculty and student representatives that contribute to the overall governance of the School and the University. The following School Committees have student representatives:

**UNDERGRADUATE PROGRAM COMMITTEE:** To assure that the curriculum is being implemented according to the stated outcomes and within the framework of the model that guides the HPU School.

**NURSING FACULTY ASSEMBLY:** To provide a voice for faculty and students in the shared governance of the School.

**PROGRAM EVALUATION COMMITTEE:** To evaluate the School of Nursing's effectiveness as a whole and to ensure that the published evaluation structure and processes are both implemented and effective.

## Letters of Recommendation

In a number of instances such as scholarships, employment applications, and general letters of reference, students request letters of recommendation from faculty members and nursing administrators. Such requests are generally accommodated; however, please provide both a reasonable lead time (10 days), resume, and a written summary of any information that may be pertinent to the recommendation.

## HONOR SOCIETY

### **Sigma Theta Tau International Nursing Honor Society (STTI)**

Sigma Theta Tau International Honor Society (STTI) is the honor society established in 1922 by six nursing students at the Indiana University School of Nursing to:

- Recognize achievement
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals of the profession

The criterion for individual membership is the demonstration of academic excellence by students in the baccalaureate and graduate School of Nursing. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in the community are also eligible for membership.

Hawai'i Pacific University's School of Nursing, the Schools of Nursing at the University of Hawai'i (Manoa and Hilo), Chaminade University School of Nursing, along with nurse community leaders make up the Gamma Psi Chapter-at-Large of STTI. HPU nursing students may be candidates to the Gamma Psi Chapter at-Large.

Once you have completed 50% of your nursing coursework if you have a GPA of 3.0 or higher, have junior or senior status, and rank in the top 35% of your class, you will be considered for eligibility in STTI. If you qualify to belong to the honor society, you will be invited to join via email.

STTI applications are accepted during both fall and spring semesters. The STTI application process is lengthy and includes approval by an eligibility committee, the Executive Board of Gamma Psi, and the general membership of the Chapter. You will be notified of your acceptance mid-semester (usually in November/March) with an invitation to an induction ceremony. There are annual dues initially payable upon acceptance to the society. You may be inducted "in absentia" if you have graduated and moved. NOTE: If you know you will be moving, be sure to include a permanent address on your honor society application.

Each nursing student is evaluated for eligibility at some point in his or her student career. If you think you are eligible and haven't heard anything, please call your HPU STTI counselors to check on your status.

## END OF PROGRAM EVENTS

### **Pinning Ceremony & Committee**

Nursing schools traditionally perform a Pinning Ceremony to recognize graduating seniors in the nursing major. The ceremony combines traditional aspects of pinning, capping, and convocation. It is a time for reflection and a time of sharing with family and friends what it means to be a registered nurse. The ceremony may include reciting the Nightingale Pledge, the lighting of candles to symbolize a new light, awarding a pin that symbolizes the school, and remarks from keynote speakers. This is also a time to recognize the accomplishments of the graduates and to say "thank-you" to family and friends for their support during the student's BSN journey.

The original HPU Nursing pin is derived from the original logo of Hawai'i Loa College and now features the

Hawai'i Pacific University symbol and motto as well. It features three stylized green mountains, representing the Ko'olau Mountains against a deep blue sky. A bird soars above the mountains, and the inscription proclaims *holomuame ka oiaio*, which roughly translated means: go forward (progress) with truth. A new nursing pin is being created to reflect the separation of School of Nursing from the College of Health and Society in January 2022. Information on ordering the HPU pin will be made available by the and Pinning Committee in the last semester of the nursing major.

The pinning committee which consist of representation from the SNA, faculty and staff plans the ceremony with input from the Dean. As your graduation time approaches, get involved with the pinning committee so that the ceremony is meaningful to you.

## University Graduation

The Bachelor of Science in Nursing (BSN) degree is conferred upon students who satisfactorily complete the General Education requirements and the prescribed curriculum. To earn this degree, a student must complete a minimum of 120 credit hours and meet all the requirements of the nursing major (60 credit hours) with at least a 2.75 cumulative nursing grade point average and an overall HPU cumulative grade point average of 2.75 or higher. Refer to the HPU Academic Catalog for additional graduation requirements.

Students who are completing their degree requirements by the end of a given term must complete a **Petition to Graduate (PTG) form** at the beginning of that term. The PTG must be approved and signed by the student's HPU academic advisor. Additional information can be found on the HPU Academic Advising web page.

## NCLEX-RN Exam

Graduates of the HPU BSN program are eligible to take the National Council of State Boards of Nursing Examination for Registered Nurses (**NCLEX-RN**) which is a comprehensive examination designed by the National Council of State Boards of Nursing (NCSBN) to test the ability of a graduate of an Associate Degree, Diploma, or BSN-granting School of Nursing to practice entry-level registered nursing in a safe and effective manner. This licensing exam evaluates the graduate's ability to apply beginning-level knowledge and interventions to commonly occurring health care situations. The test is administered in a single, six-hour setting in a "computerized adaptive testing" (CAT) format.

This is a nationwide exam with a nationally set passing score. This means that if you pass the exam in one state, you can seek reciprocity in the District of Columbia and any other state in the United States. You may take the exam in any state or the District of Columbia and certain countries overseas. You must apply to the appropriate state board of nursing for permission to take the NCLEX-RN and pay a series of fees.

In order to take the exam, you must be a graduate of a nationally accredited School of Nursing by the date of the examination and an official transcript must be sent by the HPU Registrar to the appropriate state board to document compliance with requirements. **Instructions on how to register for the NCLEX-RN exam and State Board of Nursing licensure are located on the CNHS Groups page on Blackboard.**

Students are also reminded that licensing boards for nursing may deny, suspend, or revoke a license or may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Students should consult the State Board of Nursing in the state they are seeking licensure for more information on additional documentation requirements in these cases.

## **PLAN to PASS THE NCLEX-RN THE FIRST TIME**

It is crucially important that candidates for NCLEX-RN adequately prepare for the exam before making any attempts at it. HPU BSN graduates should approach such preparation with appropriate due diligence. Do not consider just ‘trying it out’ and then retaking it. As reported by the National Council of State Boards of Nursing, only 44% of repeat-takers passed the NCLEX in 2019 in contrast to the 91% pass rate of first-time takers. Passing the NCLEX-RN on your first attempt is not only important to the timely launch of your professional nursing career; it is a critical program outcome measure for the continued accreditation of your alma mater – Hawai’i Pacific University BSN Program. Equally important to adequate preparation is the timely delivery of the NCLEX exam. Research demonstrates that NCLEX candidates are less likely to pass the NCLEX as their lag time increases. Therefore, it is recommended that you prepare for and take the exam within 6 months of your graduation date (Eich & O’Neill, 2007; Woo, et al., 2009).

## **APPENDICES**

### **Appendix A: Use of Social Media by School of Nursing Students**

While social media allows the University to reach many audiences including faculty, staff and students, the use of social media by the School of Nursing students presents special concerns for privacy and confidentiality. The general use of social media by nursing students is not affected by the following policy; however, any use related to confidential information about the School (including faculty, staff, and students), patients or clinical affiliate agencies with which the SON has entered into a contractual relationship to provide clinical experiences/opportunities is notably restricted.

Social media sites/apps are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g. Wikipedia), blogs and microblogs (e.g. Twitter), content communities (e.g. YouTube), social networking sites (e.g. Facebook), virtual game worlds (e.g. World of Warcraft), and virtual social worlds (e.g. Second Life). Regardless of how these forms of media are used, faculty/staff and students are responsible for the content they post and promote. Content contributed to these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual’s control forever and may be traced back to the individual in perpetuity.

#### **Communication**

Official SON electronic communication, regarding academic classes or academic schedules, will occur through University-sanctioned channels (e.g. HPU email, listservs, Blackboard and HPU websites, only). Electronic communication outside of these channels is not endorsed for academic courses.

#### **Social Media**

- Nursing students and faculty/staff are prohibited from disclosing any of the following through social media:
- Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA). For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by initials or by their location (e.g. hospital name or unit).
- Confidential Personnel Information, as defined by the State Personnel Act. Faculty/staff may not disclose confidential information regarding other faculty/staff.
- Confidential, non-public or proprietary information about: Families, clinical facility staff or clinical institutions; The University, its faculty/staff and students;

- Copyrighted or intellectual property, belonging to the University,
- Comments that express or imply sponsorship or endorsement by the School or the University, unless you are officially authorized in writing to act in this capacity for this purpose on behalf of the University or the School.
- Personally Identifiable Information (PII) or other student information or educational records, as defined therein, protected by and restricted under The Family Educational Rights and Privacy Act of 1974 (FERPA).
- The use of social media for clinical discussions that include identifiable information related to patients or School of Nursing- affiliated clinical facilities is prohibited.

If a student identifies themselves as such online (e.g. list affiliation with the University or School in their Facebook profile); a disclaimer should be added that any opinions or views expressed do not represent the opinions of the School of Nursing or the University.

Students in violation of this policy may be considered as having violated HPU Honor Code and other HPU policies and procedures, as applicable. In addition, students may face disciplinary action, up to and including, termination from the University and BSN program.

### **Photography, Videotaping & Audio Recording**

Students are prohibited from photographing, videotaping and/or audio recording faculty, patients, or students without having first obtained written consent.

Disclosure (posting/upload) of photographed or videotaped images of faculty, patients, and clinical facilities on social media is strictly prohibited.

## **Appendix B: HIPAA POLICY**

### **POLICY STATEMENT**

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. All School of Nursing students are required to complete HIPAA training. Students meet the requirements of HIPAA through this mandatory training. Reminders of these requirements occur at every course level and a Statement on the Privacy of Patient Information is included in each course syllabus.

Students are expected to know and abide by HIPAA privacy requirements. Students who violate requirements may be subject to disciplinary action. Five categories of violations of the privacy requirements of HIPAA that reflect increasing levels of culpability are listed below.

All violations will result in a written report to be placed in the student's file.

### **DEFINITIONS & CAVEATS**

**PROTECTED HEALTH INFORMATION (PHI)** – the information we must appropriately use, disclose and safeguard. Also referred to as "Patient Information" or "Personal Health Information"

- PHI includes spoken, written and electronic information. o PHI is any health information that is individually identifiable by name, address, e-Mail address, social security number, location in our facility, employer, name of relatives, birth date, date of birth, dates associated with care, fingerprints, full-face photo, and any other unique identifying number, characteristic or code like the Medical Record Number.
- PHI is found in the patient's medical record as well as in the patient's billing records and appointment schedule

**ELECTRONIC PHI (e-PHI)** is PHI created, processed or stored in any electronic format such as Epic, e-mail, CDs, flash drives, smartphones, and other electronic devices

**RESTRICTED CONFIDENTIAL INFORMATION** is PHI related to substance abuse treatment records and psychotherapy notes.

- Depending on the nature of the breach, violations at any level may result in more severe action or termination.
- Levels I-III violations are considered to be without malicious intent; Level IV and V connote malicious intent.
- At Level IV and V, students may also be subject to civil or criminal liability under HIPAA for actions in violation of the law.
- For any offense, a preliminary investigation will precede the assignment of level of violation.

VIOLATIONS, PROCESS, ACTIONS & NOTIFICATIONS

Type of Violation		
I. Accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information.		
Process	Corrective Action	Notification
Discussion between instructor and student.	Re-education and/or process improvement.	An Unacceptable Practice Form will be completed
Examples of Violation I: Misdirected faxes, e-mails & mail. Failing to log-off or close or secure a computer with protected PHI displayed. Leaving copy of PHI in a non-secure area. Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator, etc.). Failing to redact or de-identify patient information for operational/business uses. Transmission of PHI using an unsecured method. Leaving detailed PHI on an answering machine. Improper disposal of PHI.		
Type of Violation		
II. Failure to follow existing policies/procedures governing patient confidentiality.		
Process	Corrective Action	Notification
Discussion between instructor and student.	Re-education and/or process improvement.	An Unacceptable Practice Form will be completed. Student may be placed on Non-Academic Warning
Examples of Violation II: Leaving copy of PHI in a non-secure area. Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator, etc.). Failure to obtain appropriate consent to release information Failure to fulfill training requirements Requesting another individual to inappropriately access patient information. Inappropriate sharing of ID/password with another coworker or encouraging coworker to share. Failure to secure data on mobile devices through encryption/password.		
Type of Violation		
III. Repeat Offense of Type I or II Violation.		
Process	Corrective Action	Notification
May range from discussion of instructor and student to Dean convening a committee to address action	May range from reeducation and process improvement; to disciplinary sanctions, such as: <i>reprimand; removal from clinical site; or probation or other disciplinary action including dismissal from the School of Nursing.</i>	Written communication between instructor and student will be included in student record and sent to the Undergraduate Chairperson and Chief Nurse Administrator. An Unacceptable Practice Form will be completed
Examples of Violation I II:		



Type of Violation		
IV. Inappropriately accessing a patient's record without a need to know.		
Process	Corrective Action	Notification
May range from discussion between instructor and student to Dean convening a committee to address action.	May range from removal from course; to disciplinary sanctions, such as: <i>Probation; Suspension; Expulsion.</i>	Written report to: Student Record Office of the Dean of Students Dean of the School of Nursing
<p>Examples of Violation IV:</p> <p>Releasing or using aggregate patient data without facility approval for research, studies, publications, etc.</p> <p>Accessing or allowing access to PHI without having a legitimate reason.</p> <p>Giving an individual access to your electronic signature.</p> <p>Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc.</p> <p>Posting PHI to social media.</p>		
Type of Violation		
V. Accessing and using patient information for personal use or gain or to harm another individual.		
Process	Corrective Action	Notification
Notification to Dean or designee. Dean convenes committee to address action.	May range from removal from course; to disciplinary sanctions, such as: <i>Probation; Suspension; Expulsion .</i>	Written report to: Student Record Office of the Dean of Students Dean of the School of Nursing
<p>Examples of Violation V:</p> <p>Examples of Violation V:</p> <p>Releasing or using data for personal gain.</p> <p>Compiling a mailing list to be sold for personal gain or for some personal use.</p> <p>Disclosure or abusive use of PHI</p> <p>Tampering with or unauthorized destruction of information.</p>		

## STUDENT VERIFICATION FORM

### Student Copy

<b>Hawai'i Pacific University</b> <b>BSN Student Handbook</b>	
STUDENT VERIFICATION NOTICE	
<p>I have reviewed a copy of the Nursing Student Handbook. I am aware that I am responsible for reviewing and adhering to each policy and procedure.</p> <p>I understand that I will be held accountable for reviewing annual updates as well as emails or other announcements from the HPU School of Nursing regarding changes to this handbook or its policies.</p> <p>My signature on this verification form indicates that I have completed my review of the handbook as requested and that I understand my responsibilities as outlined in the handbook. I understand that if I am not clear about any of the policies and procedures I should ask my BSN Chair.</p>	
_____	_____
FULL NAME (PRINT)	DATE
_____	@ _____
SIGNATURE	STUDENT ID NUMBER

### Department Copy

*Detach & Return*

<b>Hawai'i Pacific University</b> <b>BSN Student Handbook</b>	
STUDENT VERIFICATION NOTICE	
<p>I have reviewed a copy of the Nursing Student Handbook. I am aware that I am responsible for reviewing and adhering to each policy and procedure.</p> <p>I understand that I will be held accountable for reviewing annual updates as well as emails or other announcements from the HPU School of Nursing regarding changes to this handbook or its policies.</p> <p>My signature on this verification form indicates that I have completed my review of the handbook as requested and that I understand my responsibilities as outlined in the handbook. I understand that if I am not clear about any of the policies and procedures I should ask my BSN Chair.</p>	
_____	_____
FULL NAME (PRINT)	DATE
_____	@ _____
SIGNATURE	STUDENT ID NUMBER