



**Goodwin**  
University

# **ADN Program**

## **NURSING STUDENT HANDBOOK**

# **2026-2027**

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# Goodwin University

## Introduction and Welcome

Welcome to the School of Nursing and Health Professions at Goodwin University. The intent of this handbook is to provide you with user-friendly information that will facilitate your success in the nursing program. It is not meant to replace the Goodwin University catalog but rather to augment it and assist you to identify issues and policies specific to the nursing program. It is only available in an online format.

As a nursing student, you are expected to function in an increasingly professional manner, and some of your education is designed specifically to socialize you into the role of the professional nurse. You also are expected to assume responsibility for your learning and related events.

The faculty in the nursing program will attempt to give you the support necessary for completing the program. The Progressive Discipline policy is meant for those who show unprofessional behaviors during their progress through the program. The faculty hopes that this policy will rarely be used.

Please refer to the Goodwin University student handbook and catalog for information regarding:

- Academic Information/Policies
- Directory of Faculty and University Administration
- Nursing Course Descriptions

Thank you!

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## **Mission, Philosophy, Goals and Objectives**

The Mission of the School of Nursing and Health Professions is derived from the Mission of Goodwin University. It focuses on the educational preparation of students to become nurses who are life-long learners. The Division is responsible for the implementation of three nursing programs; the Associate in Science in Nursing Degree, the Bachelors of Science in Nursing Degree (the RN to Bachelor of Science in Nursing Degree and the Accelerated Bachelor of Science in Nursing) and the Masters in Nursing (the Generic Master of Science in Nursing Degree, the Family Nurse Practitioner and the Psych-Mental Health Nurse Practitioner). The Division provides an atmosphere whereby its diverse student population can grow intellectually by promoting critical thinking skills, personal development, and community involvement. The Nursing Division's curriculum provides a technical educational foundation upon which students of nursing may continue to build their professional nursing careers by integrating theory and research into professional and advanced nursing practice.

The philosophy of the Division of Nursing also mirrors the mission of the University. That mission includes the following elements that are particularly relevant for nurses and nursing education:

- Education of a culturally diverse student population.
- Fostering the interdependence between education and enterprise.
- Programs that combine opportunity for life-long learning with the needs of the marketplace; and
- A core component that addresses the rapid growth of technology.<sup>1</sup>

The Goals of Goodwin University provide additional guidance for the nursing program, specifically:

- To provide an environment that promotes tolerance for diverse cultures, beliefs and opinions.
- To promote study of the humanities and social sciences through their incorporation into the programs of study to foster appreciation and commitment of students to community and society.
- To foster a high-quality professional community that values a service-oriented teamwork approach to the retention and achievement of each student.
- To provide education that blends hands-on specialized professional preparation with the creative thinking skills required by employers of the graduates of Goodwin University; and
- To identify occupations that offer competitive wages and career growth opportunities for the graduates of the University.

The objectives of the Associate in Science in Nursing program are to prepare graduates to meet the following outcomes:

1. Practice within the ethical, legal and regulatory frameworks and scope of practice for registered nurses.
2. Plan and implement culturally appropriate care which is safe and holistic, using critical thinking and information technology.
3. Engage in therapeutic and professional communication with all members of the healthcare team including the patient/family to meet patient/family centered goals.
4. Utilize a process of self-evaluation that fosters personal and professional growth and

- contributes to life-long learning.
5. Demonstrate the ability to use evidence-based practices and quality improvement methods to facilitate the delivery of safe and appropriate patient care.
  6. Articulate their role and responsibility in the larger system of health care.

In addition, the philosophy of the Associate in Science in Nursing program is derived from the beliefs of the faculty about humankind, health, nursing, education and the relationship of these elements to the physical, social and political environment, as well as the health care environment.

## **Faculty Beliefs**

### **Humankind**

Humans are unique, complex individuals who have biological, psychological, social, and spiritual qualities. They also possess inherent dignity and worth. As living systems, human beings have constant, dynamic, and reciprocal interactions with their environment, including both internal and external circumstances that affect their health status and their ability to adapt to changes in health status. Human beings have a capacity to change based on their interactions with their environments. They can learn, communicate and actively manipulate those environments toward meeting their own needs, personal growth, and development.

To adapt to their environment, people use a variety of responses that depend upon factors such as their socio-cultural backgrounds, age, previous life experiences and personal skills and abilities. Under ideal circumstances, people adapt to their environments with minimal disruption of their well-being. However, situations can be such that people cannot always meet their own needs and must depend on family, friends and other support systems to adapt positively to their situations. Acquiring new skills enhances the ability of people to adapt to their ever-changing environments.

### **Health**

The faculty subscribe to the World Health Organization (WHO) definition of health as "...a state of complete physical, mental, and social well-being, and not merely the absence of infirmity."<sup>2</sup> Health is a dynamic state of physical, psychological, social and spiritual well-being and is unique for each person. Since health can be conceived as a continuum of levels of wellness, people are potentially able to move from lower to higher levels of health throughout their lives. People engage in behaviors to promote health, to prevent disease, to maintain health and to recover health.

Actual or perceived changes in health status can occur because of the interaction of people with their environment, both internal and external. This is particularly true when circumstances are extreme and/or people are vulnerable. Changes in health status can occur at any time in a person's life span and vary in complexity and severity.

### **Nursing**

The practice of nursing is the diagnosis and treatment of individual responses to actual or potential health problems.<sup>3</sup> Nursing care is part of a multi-faceted health care system focused on assisting people (known as patients/clients) in achieving optimal levels of wellness. The theoretical base for the practice of nursing stems from a foundation of knowledge of the

biological, social, and behavioral sciences. This knowledge is synthesized into a systematic process of goal-directed assessment, planning, intervention and evaluation, known as the nursing process, through which the nurse assists persons in various health care settings to promote, attain, maintain and restore maximum potential levels of wellness and prevent disease.

Nursing provides compassion, education, and support to people who are experiencing pain, uncertainty, discomfort, separation and other stressful components of changes in health status. The nurse accomplishes this through nursing methods that include empathy and caring, communication, teaching, critical thinking, psychomotor skills, applied therapeutics, ethical-legal considerations and professionalism. The nurse is committed to the potential of clients to achieve their maximum potential levels of wellness. Through the provision of competent physical care, directed by critical thinking and planning, the nurse provides comfort and consolation to clients. The nurse uses opportunities to provide clients and families with the information and skills necessary for making health choices and achieving higher levels of wellness by assessing their need for teaching, developing mutually identified learning objectives, and providing the environment for positive behavioral change in client and/or family.

The practice of nursing includes independent, dependent and interdependent functions, defined by educational preparation and ethical, legal and regulatory standards of the nursing profession. Independent function includes diagnosing and treating human responses to health problems as well as advocating for clients. The nurse is accountable for those nursing actions performed or delegated to others. Dependent functions include the application of therapeutic and other treatments as prescribed by the physician. Interdependent functions include collaboration with others to achieve the purpose of client care. Nursing is practiced in a variety of settings and within a dynamic cultural system.

## **Education**

The Associate in Science in Nursing program at Goodwin University is founded upon the belief that learning is a complex activity and results in behavioral change through the acquisition and assimilation of knowledge, the development of skills, and the clarification and formation of values and attitudes. The faculty agrees with the goals of the University. These goals promote professional education in the context of preparation for contributing to the community and society and a life-long commitment to learning. Program faculty believe that education must conform to standards set by professional and accrediting bodies to achieve and maintain the highest quality of processes and outcomes.

Education is best provided in a democratic milieu where the adult learner's goals, strengths, prior experiences, skills, assets and potential are addressed in a mutual and reciprocal process of teaching and learning. The education should be flexible in responding to students who enter at different skill levels and with a variety of learning styles.<sup>4</sup> Responsive education allows for multiple points of entry and alternative methods of progression toward educational outcomes.

## **Nursing Education**

Nursing education is an organized program of studies that combines general education courses from the biological, social and behavioral sciences and the humanities, with courses in the theory and practice of nursing. The program develops the student in the process of nursing, promotes critical

thinking, fosters the development of moral and ethical professional behaviors and promotes continued self-development and personal and professional growth.

It is incumbent upon nursing education to remain attuned and responsive to changes in the health care environment and an increasingly multicultural and global society to prepare nurses to provide care to diverse clients in a variety of settings.

Associate degree nursing education prepares nurses for entry-level positions in both acute and long-term care settings. The Associate Degree graduates function as contributing members of the health care team and utilize the nursing process to provide care to individuals and groups of clients. These graduates assume positions of both providers and managers of health care. They serve as positive professional role models in the health care setting and the community. As providers of care, they are competent, caring and accountable. As care managers, they are critical thinkers and advocates who assume responsibility for those tasks that they delegate to other licensed and non-licensed members of the health care team. They demonstrate a commitment to the nursing profession by practicing within the ethical and legal boundaries of the profession and through their continued learning, self-development and professional growth. The faculty agrees that clinical and classroom attendance optimizes student learning and skill development.

Nursing education recognizes the potential for career flexibility within the practice of nursing. It facilitates upward mobility between levels of nursing practice. By building upon previous learning and creating possibilities for articulation, the programs prepare nursing students for progression into higher levels of professional education and practice.

### **Environment**

The Associate Science in Nursing program faculty believe that living systems are in constant interaction with their environment. This dynamic interchange keeps systems healthy and growing. Client, family, nursing and health care systems must respond with flexibility to their individual and mutual environment if they are to keep pace with changes and achieve quality outcomes. Some of the factors in the environment that influence clients and families include, but are not limited to:

- Political change
- Education
- Housing
- Homelessness
- Poverty
- The welfare system
- Diverse family structures
- Diverse cultural systems
- Economic fluctuations
- Job markets
- Health behaviors
- Pollution/Noise/Contamination
- Crime
- Transportation

Nursing intervenes in the lives of clients and families when these and other factors affect health status by assisting individuals to adapt or by actively manipulating the environment.

### **Health Care Environment**

The Associate in Science in Nursing program faculty are cognizant that the health care environment has changed drastically and quickly because of new technologies, population demographics, shifts of care sites from hospital to community, changes in payment for health care, increasing cultural diversity and improved disease prevention and management. This has occurred over the past several decades.

Cost containment approaches have caused the rearrangement of previous structures and processes of care and have directly affected the nursing workforce. Nursing staff have been downsized, clients are moved rapidly from in-hospital care to alternative settings, and there are decreased support services for client care. Faculty believe that these processes contribute to the extremely demanding nature of the practice of nursing.<sup>5</sup>

To respond to the current and anticipated changes in the health care environment, graduate nurses must be flexible and creative and be prepared to practice in diverse settings with skills specialized for those settings. In addition, nurses must be skilled in the use of computing systems and other technical tools, analyzing health care trends, and dealing with complex ethical and legal situations. The faculty believes that providing options for educational and career mobility for nurses and people wishing to study nursing is critical in responding to the ever-changing health care environment.

### **Purpose, Goals and Objectives**

The overall purpose of the Goodwin University Associate Degree in Nursing Program is to prepare graduate nurses who are qualified to sit for the Connecticut NCLEX-RN® licensing examination and assume positions in the health care system as registered nurses. The goals of the program are:

- To provide students with professional and technological education designed to prepare them to assume entry-level positions in a variety of settings in today's health care system.
- To incorporate the biological, social, behavioral sciences and humanities into student education so that they will be equipped to contribute to an increasingly diverse community and society.
- To promote critical and creative thinking that will challenge students to reach their personal, academic and professional goals.
- To provide a learning environment that promotes tolerance and acceptance of diverse cultures, beliefs, experiences, approaches and opinions, and
- To promote and facilitate upward educational and career mobility within nursing and the health care system.

The end of program learning outcomes prepare graduates to meet the following:

- Practice within the ethical, legal and regulatory frameworks and scope of practice for registered nurses.
- Plan and implement culturally appropriate care which is safe and holistic, using critical thinking and information technology.

- Engage in therapeutic & professional communication with all members of the healthcare team including the patient/family to meet patient/family centered goals.
- Utilize a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.
- Demonstrate the ability to use evidence-based practices and quality improvement methods to facilitate the delivery of safe and appropriate patient care.
- Articulate their role and responsibility in the larger system of healthcare.

Program outcomes also include:

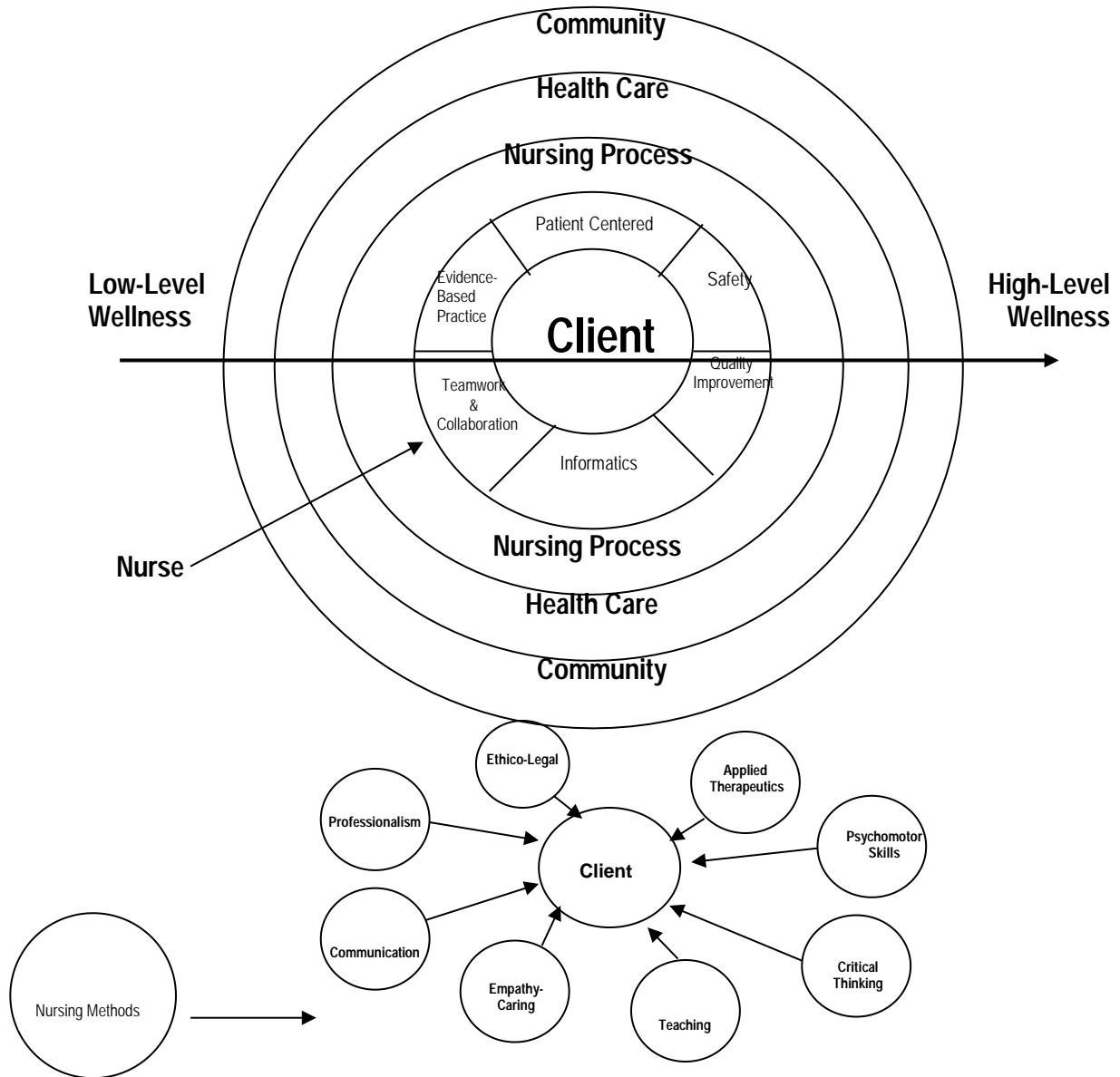
- Many graduates obtain entry-level positions within six months of graduation in a variety of health care settings appropriate for Associate Degree nursing practice.
- The first-time pass rate on the NCLEX-RN® is at the national average.

## References

1. Preamble to the Constitution of the World Health Organization, adopted 1946.
2. American Nurses Association (1996). American Nurses Association model practice act; Kansas City, Missouri: American Nurses Association.
3. American Association of University's of Nursing. (1998). Educational mobility. [online], Available at <http://www.aacn.nche.edu/publications/position/educational-mobility>.
4. American Association of University's of Nursing. (2002). Hallmarks of the professional nursing practice environment: An AACN white paper. [online]. Available at [www.aacn.nche.edu/Publications/positions/hallmarks.htm](http://www.aacn.nche.edu/Publications/positions/hallmarks.htm).
5. National League for Nursing. (2000). Educational competencies for graduates of associate degree nursing programs. Boston, MA, Jones and Bartlett Publishers, 7-11.

## Curriculum Framework

The purpose of the theoretical framework is to provide guidance and purpose for the curriculum. The nurse is instrumental in assisting clients to move to ever-higher levels of wellness. Goodwin University utilizes the Wellness Model and the competencies outlined in Quality and Safety Education for Nurses as the basis for its curriculum.



## Wellness Model

The patient is on a continuum of wellness; from a low level of wellness (total disruption of wellbeing) to high level wellness (or a total integration of physical, psychosocial, spiritual wellbeing).

- Patient Centered
  - Empathy-Caring
  - Teaching
  - Communication
  - Ethical-Legal
  - Psycho-Motor Skills
- Teamwork and Collaboration
  - Communication
  - Professionalism
  - Empathy-Caring
  - Ethical-Legal
- Evidence-Based Practice
  - Critical Thinking
  - Psycho-Motor Skills
  - Applied Therapeutics
  - Professionalism
  - Teaching
- Quality Improvement
  - Professionalism
  - Empathy-Caring
  - Ethical-Legal
- Safety
  - Psycho-Motor Skills
  - Applied Therapeutics
  - Communication
- Informatics
  - Professionalism
  - Communication
  - Applied Therapeutics

The conceptual framework for the Nursing Program at Goodwin University indicates that the focus of the nurse is on the client whose holistic health is on a continuum from low-level wellness to high-level wellness. Guided by the nursing process, the nurse utilizes nursing methods to plan and implement nursing care for the client, designed to assist the client in moving to higher levels of wellness. The nurse functions within the context of the health care team and all of this occurs within the context of the environment (physical, social, psychological, economic, political and spiritual).

## Quality and Safety Education for Nurses

Quality and Safety Education for Nurses (QSEN) address the challenge of preparing nurses with the competencies necessary to continuously improve the quality and safety of the health care systems in which they work.

- Patient-Centered Care is the recognition that the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs. Graduates who develop the KSA (Knowledge, Skills and Attitudes) would be advocates for removing barriers to the presence of patient surrogates and would invite patients or surrogates to partner with them, for example, in safe medication administration and safe transitions in care.
- Teamwork and Collaboration is demonstrated by the nurse working effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. Graduates who develop the KSA's would use team communication practices and seek system support for effective team functioning wherever they worked.
- Evidence-Based Practice (EBP) integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. Graduates who develop KSA's would differentiate between clinical opinion and various levels of scientific evidence and value the need for continuous improvement based on new knowledge. They would also understand that EBP is about more than evidence-that it involves patient preferences and values and the clinical expertise necessary to understand when it is appropriate for clinicians to deviate from evidence-based guidelines to deliver high quality, patient-centered care.
- Quality Improvement uses data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. Graduates who develop KSA's would learn to use improvement methods as part of their coursework and clinical practicum, and they would enter the workforce prepared to participate in improvement work as part of their daily work as health professionals.
- Safety minimizes risk of harm to patients and providers through both system effectiveness and individual performance. Graduates who develop KSA's will know about human factors and safety design principles, understand the importance of reporting and safety cultures, and values vigilance and cross-monitoring among patients, families, and members of the health care team.
- Informatics refers to using information and technology to communicate, manage knowledge, and mitigate errors and support decision making. Graduates who develop the KSA's in informatics will be able to participate in the design, selection, and evaluation of information technologies used in support of patient care.

## References

1. Cronenwett, L. et al. Quality and Safety Education for Nurses, Nursing Outlook, 55(3), 122-131. Rev. 10/23/2008

## Nursing Core Values

Nursing methods are those entities in nursing practice that are brought to bear on the client during the planning, implementing, and evaluating of nursing care. The specific entities identified below are those the faculty believes are fundamental to a curriculum based on the Associate Degree in Nursing program philosophy.

- Empathy-Caring

Empathy is the nurse's ability to understand, be aware of, be sensitive to, and vicariously experience the feelings, thoughts, and experiences of the client and/or family. The faculty believes that it is the nurse's ability and willingness to "tune in" to and focus on the client's experiences that is fundamental to the methods nurses use to manage care for clients. Empathy is based upon respect for the dignity of the client and an appreciation for the independence and self-actualization of the client.

Caring involves knowing and trusting the client, an interest in the client's growth and well-being, honesty, courage, and humility. The caring nurse knows that (s)he does not know all there is to know about the client and projects confidence and patience to help the client maintain hope or the sense of continued possibility for growth and change. Caring involves the planning and provision of culturally sensitive and appropriate care.

- Communication

Communication, or the exchange of thoughts, messages, or information, by speech, signals, writing, or behavior, is of vital importance to the nursing process. The nurse uses communication skills during client assessment as well as the planning, implementing, and evaluating of nursing care. The nurse communicates with clients, families, groups, and members of the health care team. The nurse is competent in oral and written forms of communication as well as in techniques of therapeutic communication.

- Teaching

One of the most important roles of the nurse is to assist clients and their families with receiving information that is necessary for maintaining optimal health. The nurse provides clients and families with information that is based on the clients' assessed learning needs, their abilities, their learning preference and readiness to learn.

Fundamental to the provision of client education is the nurse's belief that clients have the right to make informed decisions about their care. The nurse provides information that is accurate, complete and relevant to client needs. The nurse often clarifies information provided by other members of the health care team.

- Critical Thinking

Nurses are constantly involved with making accurate and appropriate clinical decisions. Nurses must be able to think critically and make decisions when clients present problems for which there may not be clear, textbook solutions. The nurse must question, wonder and be able to explore various perspectives and possibilities to best help clients. Critical thinking involves an active, organized cognitive process designed to allow the nurse to explore options and challenge assumptions. Nurses that engage in critical thinking reflect on past experiences, think independently, take risks based on knowledge, persevere in the face of difficult problems, are curious, creative and ethical.

- Psychomotor Skills

Fundamental to nursing is the “laying on of hands” to provide comfort and the use of specific skills to accomplish client assessment and to provide and evaluate nursing care. Nursing skills are utilized in a manner that maximizes client comfort and dignity, optimizes the client’s ability to respond positively, provides the highest level of accuracy of information, and provides for the most favorable client outcomes. Psychomotor skills are best learned through practice after achieving an understanding of the basic principles of skills.

- Applied Therapeutics

The nurse applies medically – ordered therapeutic modalities (i.e., pharmacological, and nutritional interventions). The nurse’s application of these modalities is based on a knowledge base regarding their therapeutic uses as well as skills in client assessment and evaluation when these modalities are used. The competent application of nutritional knowledge also involves its use in health and wellness as when therapeutic diets are prescribed.

- Ethical-Legal Considerations

The nurse plans, provides and evaluates nursing care guided by specific ethical and legal boundaries. The Code of Ethics for Nurses provides the ideal framework for safe and correct practices and behavior. Ethical behavior also involves accountability, responsibility, confidentiality, truthfulness, fidelity and justice. Nurses who clarify their values are enhanced in their ability to practice ethically.

Legal parameters of nursing are defined by statutory, regulatory and common law. In addition, professional standards of care provide legal guidelines for nursing practice. Legal considerations in the care of clients involve issues like negligence, malpractice, abandonment, assault, battery and informed consent. Nurses must understand legal boundaries to protect their clients’ and their own rights.

- Professionalism

Professionalism involves the characteristics of the nurse that reflect his/her professional status. These characteristics involve behaviors of the nurse regarding themselves, clients, others, and the public as they reflect the values of the nursing profession. Professional people are knowledgeable in their subject, conscientious in their actions, and responsible for themselves and others. Written standards for practice and professional performance guide the behaviors of professional practitioners. Nurses enhance their professionalism by understanding history, educational choice, professional research and theory and their professional organizations and standards.

## Program Policies

### **Pre and Post Admission Policies and Requirements**

Students should refer to the Goodwin University catalog for specific admission requirements to the Nursing Program and acceptance into the program. Students must complete A-P-I (BIO 211), A-P-II, (BIO 212) and Microbiology (BIO 235) prior to applying to the Associate Degree in Nursing Program. General Education requirements can be taken with the nursing courses, but it is recommended that the courses are completed before being accepted into the program.

Applicants will be notified of acceptance in advance of the registration period for the following semester. Students may ONLY apply to the program a MAXIMUM of 6 times.

Students must pay a \$500 tuition deposit to the Business Office to hold a seat in the NUR100 course. This deposit is applied to tuition if the student starts class. **If the student does not start classes, this deposit is not refundable.**

Accepted students must submit a medical examination report, completed by a physician or APRN, describing the student's physical and emotional ability to enter the nursing program, due two weeks prior to the start of the program. Students should refer to the Technical Standards at the conclusion of this handbook for specific physical and mental health requirements. All required immunizations must be completed prior to the start of the first nursing course. The Hepatitis B vaccination series may be in progress.

All students accepted to the AD nursing program will be required to have a **background check** and **drug screen** completed and accepted prior to the start of the nursing program.

- The initial background check must be initiated 30-45 days prior to the start of the first nursing class. This initial cost will be covered by the University. However, if the student has lived in any other state outside of Connecticut or has multiple legal surnames (last name), then the cost of the background check will increase and that additional cost is absorbed by the student, NOT the university.
- Students may need to **repeat** the background check between 30-45 days prior to the start of the 4th semester for the pediatric clinical assignments depending on the clinical placement. The cost of this second background check will be the student's expense and **will not be covered by the University**. It is the responsibility of the student to cover the additional cost and pay directly to the source for the background check service by the student.
- In the event the background check identifies an area of concern that may interfere with future licensing or a positive drug screen that cannot be qualified by a physician, the student(s) will be notified and is required to meet with the ADN Director within 48-72 hours of receipt of notice.
- A **failed drug screen** for a positive finding may preclude admission to the program if there is no medical justification provided in writing by their physician or prescriber. The drug screen vendor's (Quest) medical director will attempt to contact the student to

clarify any positive findings. It is the responsibility of the student to speak with the medical director to answer their questions.

- A finding of “negative dilute” requires that the student complete a second drug screen **at their own expense** within 7 calendar days of the communication to repeat the test. The University will provide the drug screen requisition at that time for Quest processing. If the student is allowed to continue with the program, they will do so knowing the following: If any clinical facility has concerns with the findings on the background check and/or drug screen and will not allow the student at their facility, the department will make two (2) attempts to place them in other available clinical sites. If those facilities do not accept the student, they cannot progress in the program.

The initial drug screen must be completed within 7 days of receipt of the screening requisition. If an appointment cannot be scheduled within that time frame, the student will provide a screen shot of the scheduled appointment time with the ADN Administrative Assistant.

Notably, all positive results are verified by the lab and the Medical Review Officer, who also will reach out to the student to discuss positive results. The primary goal of the drug screen is all negative results to ensure the safety of the patients, staff and other students.

Students will submit admission documentation as indicated in their acceptance notification into Exxat. The Exxat software is at no cost to the student. A link will be sent to the student’s Goodwin email to set up an account. The student is responsible for uploading the necessary documentation into Exxat. Should the documentation not meet the guidelines, the student will be notified via email from Exxat or a nursing department staff member. The student is responsible for meeting the documentation guidelines, as well as updating Exxat when any required documentation expires. The student will have access to their Exxat account, as well as their documentation throughout the duration of the program.

Items required for the program include, but are not limited to:

### **CPR**

This must be through either the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) before starting the first nursing course and must maintain that certification throughout the nursing program. The course must include CPR and the use of an AED. The cost related to obtaining and maintaining CPR certification is the responsibility of the student. CPR classes must be in person or hybrid with the skills portion in person. Completely online CPR courses will not be accepted.

### **Liability/Malpractice Insurance**

This must be maintained for the length of the program and have coverage of \$1 million per claim and \$6 million aggregate. The cost is the responsibility of the student.

## **Health Insurance**

Students are required to carry health insurance throughout the entire program. Our clinical partners require students to have health insurance.

## **Covid Vaccines**

Goodwin University does not require the COVID vaccine, however many of our clinical partners require COVID vaccines. Students should have two doses of the COVID vaccine or submit a completed declination form signed by their medical provider into the system prior to the start of their first semester.

## **Physical Exam**

Students must provide a physical exam that is less than 12 months old and meet the guidelines as outlined in the online tracking system.

## **TB Test**

Students must provide TB test results (PPD test or QuantiFERON Gold blood draw) that is less than 12 months old. This needs to be renewed annually.

## **NSNA (National Student Nurses Association)**

Membership is required and must be renewed annually. The membership card needs to be uploaded to Exxat. This membership automatically makes the student a member of the Goodwin University Student Nurses Association (GUSNA) chapter. Additionally, according to the bylaws of the GUSNA, each student will pay dues. The dues are a one-time payment only and are \$25 for traditional students paid directly to the business office no later than 2 weeks prior to start of NUR 100 class. LPN Bridge Students must pay \$15 to the business office for GUSNA dues. In both cases, a receipt will be provided by the Business Office, and a copy of the receipt must be uploaded into Exxat no later than two weeks prior to the start of classes.

## **Flu Vaccine**

This vaccine is required by our clinical partners during flu season (Nov 1-April 30) and is needed annually.

## **Additional Vaccinations**

Students need to provide proof of:

1. Tdap (received within the last ten years).
2. Completed Hepatitis B vaccine series and positive titer, or,
3. Initiation of the series with appointment card for remaining doses, and further, documentation of the titer to show immunity after completion of the series
4. Measles/Mumps/Rubella (MMR) vaccine history and positive titers indicating immunity,
5. Varicella (chicken pox) vaccine and lab titers indicating immunity. An individual who has not had a Varicella vaccine, but has had the Varicella disease, can obtain a lab titer to show immunity.

## Advanced Placement

There is no advanced placement for students who have completed a portion of nursing courses at another institution.

**Licensed Practical Nurses (LPNs)** may achieve advanced placement LPN license, through the Connecticut Articulation Model. This option is open to Licensed Practical Nurses, with an unencumbered license from the State of Connecticut, who have been accepted to the Goodwin University Nursing Program. Acceptance is granted by successfully completing the prerequisite and admission requirements listed in the university catalog. Their LPN license must remain unencumbered for the duration of the time they are in the program. It is the student's responsibility to immediately report any change in the status of their LPN license to the program director. If their license becomes suspended, they must take a leave of absence from the program until their license is reinstated or as determined by the Program Director. Per policy, if they are out of the program for more than two (2) consecutive semesters they would need to reapply. LPNs may apply to the Nursing Program for acceptance into the **January and May semesters only** (Spring and Summer) to complete their bridge course.

The LPN to RN Bridge students must successfully complete a three-credit LPN-RN Articulation Course offered online by Charter Oak State College and a one credit LPN-RN Bridge Course offered by Goodwin University. Upon successful completion of both bridge courses, the LPN is awarded twelve (12) credits and enters the nursing program in the third nursing course, Nursing 200, and completes Nursing 210 and Nursing 220.

## Progression in the Nursing Program

Nursing courses are graded as indicated in the specific course syllabi.

The evaluation of the **Clinical Learning Outcomes** pertinent to each nursing course will be completed at midterm and at the completion of the course except for NUR 210 where there is no mid-semester evaluation. The clinical evaluation score required will be course specific according to the program's clinical evaluation tool based on the Lasater Critical Thinking Rubric. All students must achieve the required level of performance for the course they are in by the conclusion of the semester to pass clinical. In NUR 210 where the students complete 2-seven-week experiences, one in Pediatrics and one in Obstetrics, they will receive an evaluation at the conclusion of each 7-week clinical experience. Students in NUR 210 will be assessed to have passed clinically if they meet the clinical objectives for Pedi and OB. A **Performance Advisory and Performance Improvement Plan** will be given to the student with a timetable for bringing the outcome to an acceptable level if they are not meeting the expected level of performance for any objective. The goals of the Performance Improvement Plan must be satisfactorily met two weeks after the plan has been received by the student. Failure to meet the goals will result in a progressive discipline warning.

Any student not passing on any outcome at the completion of the course will have failed clinically. Failing clinically of either PEDI and/or OB will constitute failure of the course and will prevent advancement to the next nursing course.

All Nursing courses must be completed with a grade of C+ (77%) or higher to progress to the next nursing course. There is no rounding of scores.

Students must pass both the clinical and classroom portions of the course to advance to the next nursing course.

In the event a student fails either the clinical or classroom portion of a course, the student may re-attempt **one** nursing course one time. A withdrawal from a course may count as the first attempt. A leave of absence may or may not count as an attempt and a final decision is made at the discretion of the Program Director or designee. **The student will adhere to Goodwin University's policy on withdrawal (including medical).** When the student returns to the program, they will adhere to the graduation requirements that apply to that cohort.

### **Guidelines for Appeal of Classroom Grades**

If the student has a concern about any learning activity or grade within any nursing course, the guidelines below must be followed:

1. The student meets with the nursing faculty member about whom the student has concern within 3-5 days of receiving the grade.
2. If the concern is not resolved, the student meets with the coordinator of the nursing course within 3-5 days of meeting with his/her instructor.
3. If the concern is not resolved, the student meets with the Nursing Program Director within 15 days of the grade posting.
4. If the concern is not resolved, the student meets with a board composed of at least 3 nursing faculty. The faculty about whom the complaint is lodged is excluded from this meeting. This meeting should occur within 21 days of the grade posting. The student will come prepared to discuss the relevant concern and present appropriate documentation. Faculty may question the student to clarify any point during and/or after the presentation. The student will not be present when a consensus is reached regarding the final recommendation but will be informed of the decision as soon as the meeting has concluded.

If the student is not satisfied with the recommendation of the nursing faculty, (s)he should refer to the *Student Appeal Process* fully outlined in the Goodwin University catalog.

### **Access to Student Records**

The student is referred to the policy governing rights under the Family Educational Rights and Privacy Act (FERPA) in the Goodwin University catalog.

### **Graduation Requirements**

The following requirements must be completed to graduate from the nursing program:

1. Completion of the following course requirements. Science pre-requisites (BIO 211, BIO 212 and BIO 235) and nursing courses must be completed with a "C+" (77) or higher.

Biology 211- Anatomy & Physiology I	4 Credits
Biology 212- Anatomy & Physiology II	4 Credits
English 101- English Composition	3 Credits
English 1XX- Writing Elective	3 Credits
Psychology 112- Introduction to Psychology	3 Credits
Psychology 212- Lifespan Development	3 Credits
Sociology 101- Introduction to Sociology	3 Credits
Literature, Fine Arts, Language, or Humanities Elective	3 Credits
Nursing 100- Nursing Skill Development	3 Credits
Nursing 110- Adults & Wellness I	6 Credits
Nursing 200- Adults & Wellness II	6 Credits
Nursing 210- Families & Wellness Across the Lifespan	7 Credits
Nursing 220- Integration of Nursing Practice	9 Credits
<b>Total Credits:</b>	<b>65</b>

2. Completion of above courses with an academic average of at least 2.3 (C+) within the maximum time frame.
3. Fulfillment of all financial obligations to the University.
4. **Graduation from the program does not guarantee passing the NCLEX-RN® licensing exam.** If a student in the program has a felony record, the State Board of Nursing will determine their eligibility to take the NCLEX-RN® when the student applies to take the exam. The university has no responsibility for making this decision.

### **NCLEX Eligibility**

Complete and pass NUR220 with a 77% (C+ or higher).

For additional information on graduation, please see the University Catalog.

### **Guidelines for Requesting Recommendations / References**

1. Students must contact the faculty member to make a formal request for a recommendation, including the address they would like the recommendation to be mailed.
2. If the faculty agrees to give a recommendation, students must go to the Registrar and fill out the recommendation form which will apply to written or telephone recommendations.
3. Students must make a copy of the request form and hand it directly to the administrative assistant in the nursing department for distribution to the appropriate faculty
4. Should only be requested if required by hiring facility.

Students can expect to receive one original copy of the written recommendation.

It is advisable to obtain a reference from clinical faculty rather than classroom faculty as potential employers will prefer clinical assessment. It is also advisable to obtain the most current clinical experience, as well as the most clinically relevant experience based on the practice area where you are applying.

If students have difficulty obtaining a recommendation from an adjunct professor, please contact the course coordinator. Course coordinators will be able to provide a letter confirming that the student has completed the clinical experience.

### **Student Conduct**

Students are expected to conduct themselves in a manner that is consistent with the Mission, Philosophy, and Goals of Goodwin University as previously outlined in this handbook as well as the American Nurses Association's Standards of Practice and Ethical Code for Nurses. Part of the students' education focuses on preparing them for the workforce. To meet this goal, a discipline policy, which is modeled after typical employment policies, is followed to facilitate the graduates' transition into the workforce. It is critical that the program prime students for total professionalism to achieve future success. Failure to meet certain standards may cause students to receive progressive discipline. Examples of behaviors that can lead to progressive discipline include, but are not limited to:

- Disruptive behaviors in the classroom
- Disrespectful behaviors toward the instructor (clinical or classroom)
- Perceived threatening, harassing and/or bullying (or intimidation) behaviors to faculty, staff and/or peers
- **Failure to adhere to the clinical dress code** · **Failure to complete assignments**
- Performance issues
- Attendance and tardiness issues

### **Progressive Discipline**

The Department of Nursing follows a progressive discipline policy that typically consists of four steps. Depending on the seriousness of any situation, however, any step may be skipped with the approval of the Director of the department. A student will enter progressive discipline whenever

(s)he fails to meet the expectations of the department. Typically, progressive discipline adheres to the following:

- **Counseling:** Documented on a Student Advisory form, documents verbal counseling and outlines expectations.
- **1st Written Warning** - Student has been counseled regarding the need to improve in a specific area and has failed to demonstrate improvement or the severity of the situation precludes the opportunity for counseling. A performance improvement plan and/or a

tutoring prescription may be implemented to specifically describe to the student how expectations may be met.

- **2nd Written Warning** - Occurs when the student has already received a 1st Written Warning and new issues arise or unresolved issues continue.
- **3rd/Final Written Warning** - follows the 2nd Written Warning if new issues arise or unresolved issues continue.
- **Recommendation for Dismissal or Course Failure** - This recommendation may be made when the student has received a 3rd written warning, continues to fail to meet the standards of the department and does not demonstrate the ability, desire, or willingness to change behavior. If student conduct warrants a 3rd written warning, then they will need to meet with the Program Director for planning and discussion of the student's status in the program. If there is additional disciplinary action indicated after this discussion, the student will automatically fail the course.

All warnings are to be signed by the Instructor, Student and the Program Director. Student signatures indicate receipt of the document. If the student disagrees with the document, he/she can write comments on the back of the form. If the student refuses to sign the document, it will still be placed in the student discipline file with a note indicating same.

Although these steps usually follow a progressive pattern, **please note that at the discretion of the Program Director, any step may be skipped depending on the seriousness of the situation.** Please refer to the following section, which describes specific criteria that constitute dismissal from the program. **Students are also referred to the Student Code of Conduct in the Undergraduate Academic Catalog.**

### **Dismissal from the Program**

The decision to dismiss a student from the program may result from a combination of behaviors, listed below, that may have caused the student to enter the progressive discipline process. Examples of such behaviors include but are not limited to:

1. Unauthorized possession, use, sale or distribution of alcoholic beverages or of any illegal or controlled substance.
2. Unauthorized use, possession, or storage of any weapon.
3. Verbal, physical and/or psychological abuse, threat or harassment of any client, visitor, agency staff, student or faculty member.
4. Theft, abuse, misuse or destruction of another person's or agency's property.
5. Unauthorized disclosure, removal or misuse of confidential information about any client, student or agency staff.
6. Violation of Clinical Conduct policies as stated on specific pages of this handbook.
7. Engaging in or prompting others to engage in conduct that threatens or endangers the health, safety or physical/psychological well-being of another person.
8. Leaving the clinical agency without authorization from clinical faculty.
9. Being on clinical agency property, in a student capacity, without proper authorization.
10. Unsafe practice in the clinical area.

11. Violation of Academic Integrity policies.
12. Violation of a policy from the Undergraduate Academic University Catalog that would warrant dismissal.

### **Process of Dismissal and Guidelines for Appeal**

If a nursing faculty member recommends a student for **dismissal who is not in the progressive discipline process**, the following process will be followed:

1. The nursing faculty member recommending dismissal submits, in writing, the circumstances preceding/surrounding the recommendation.
2. The written report is given to the student who signs and dates it, indicating only that the student has read the report.
3. A group comprised of at least three (3) nursing faculty, not including the Program Director or the faculty member making the recommendation, meet to discuss the recommendation and surrounding circumstances; the student and faculty member may be asked to attend all or part of that meeting to present their perceptions of the situation.
4. The faculty group conducts a vote, in the absence of the student, on whether to dismiss the student or not. A simple majority vote decides.
5. The student is informed of the faculty's decision.
6. Students wishing to appeal the nursing department faculty's decision may follow the procedure on Suggestions and Grievances, found in the Goodwin University catalog.

### **Re-entry After Withdrawal**

Students will not automatically be considered for re-entry into the program if they have been out of the program for more than two (2) consecutive semesters or for multiple non-consecutive semesters of being absent from the program. Any student who is out for more than 2 consecutive semesters must reapply to the program unless permitted by the Program Director. A student, who withdrew from the Associate Degree Nursing Program for two consecutive semesters or less, because of mitigating circumstances, may re-enter the nursing program at the level they left. The student must contact the Nursing Academic Advisor approximately 6 weeks prior to the start of the semester.

It is the responsibility of the student to return to the program having maintained the knowledge base acquired to that point in the program as well as the appropriate clinical skill set. They may seek tutoring assistance at any time prior to their return.

Return to the program will be based on space availability in the clinical settings.

Students who are making a 2nd attempt at nursing courses related to failing the clinical portion will adhere to the following guidelines:

1. An attempt will be made to assign the student a clinical group that does not include any

- other students making a second attempt.
2. The student will be assigned a different clinical instructor from the first attempt if possible.
  3. The students will be expected to meet the requirements set forth in the Performance Improvement Plan not met in prior clinical experience.
  4. This plan will be reviewed with the student at the start of the new semester.
  5. The student will need to meet the identified expectations by the fourth (4th) clinical experience.
  6. The clinical instructor will remain in weekly contact with the Course Coordinator.
  7. If all requirements are not met, the student will fail clinically and be dismissed from the program as (s)he will have attempted the course twice.

### **Academic Standing**

All students must be familiar with the policies regarding academics (including, but not limited to, placement, credits, grading, classification, advanced placement, independent study, externship, attendance, tardiness, satisfactory progress, minimum achievement and course completion, academic probation, extended enrollment status, reinstatement, appeal process, failing, academic counseling, course repeats, course incompletes or withdrawals, transfers, course/program changes, student rights regarding review of records and graduation requirements). **These policies are clearly outlined in the Goodwin University catalog.** A student's academic standing is determined by his/her cumulative Grade Point Average (GPA).

### **Programmatic (Academic) Failure**

A student will earn a programmatic (academic) failure when they have failed (earned less than 77% or less than a C+) in two nursing courses (NUR100, NUR110, NUR200, NUR210, NUR220).

## Classroom Policies

### **Behavior**

As in the clinical setting, students are expected to behave in a manner that demonstrates respect for their instructors, patients and peers. They should come to class prepared to actively participate in discussions. Disruptions (e.g., cell phones, whispering, passing notes, etc.) in class will not be tolerated and may necessitate progressive discipline.)

### **APA Paper Requirements (if applicable to your course)**

1. In addition to the guidelines provided in your syllabus, the following guidelines apply:
  - a. Papers are due as specified in the syllabus.
  - b. Papers not completed by the due date will receive a grade of “(0)” zero but must still be completed as a course requirement.
  - c. Papers may be handed in or submitted electronically as specified in the syllabus.

### **Grading Guidelines**

1. Specific grading guidelines for each course will be included in the syllabus and will be reviewed with students in the first class. However, for some nursing courses, students must attain a grade of C+ (77%) or higher cumulatively on quizzes and tests to advance to the next nursing course. Please refer to your course syllabus for grading guidelines specific to each course.
2. There is no rounding up of grades in this program. For example, a 76.5-76.99 does not round up to a 77.
3. Students will have access to a complete syllabus for all courses via Canvas on or before the first class session. The syllabi will clearly outline the expectations of the student. This shall include an indication of reading assignments, project descriptions and other assignments with accompanying dates for submission.
4. Students who get a 77% or below on an exam must meet with the course coordinator or tutor prior to the next exam. Failure to comply with this will result in the progressive disciplinary process.

### **Attendance**

1. Students are expected to attend every class, as classroom content correlates with the clinical experience to the degree possible. If a student needs to miss a class, it is their responsibility to notify the instructor prior to the start of the class by phone or email.
2. Students are expected to stay for the duration of the class out of respect for their peers and instructors. However, if circumstances arise that require a student to leave, the student should be courteous and inform the instructor of their intent to leave early.
3. If the student misses class on a day when an exam or quiz is scheduled to be given, the makeup must be completed before the next scheduled class, or the student will receive a “0” for that exam or quiz grade. Students will receive an advisory for the 1st miss and a warning for the 2nd to protect academic integrity.
4. Students are not to attend on-ground activities if they are sick. This includes feeling sick, feeling like you are coming down with something, feeling not right and knowing you

should not attend on-ground activities, fever, cough, sore throat, diarrhea, etc.

5. Your participation in class will be a portion of the overall class grade and assessed using the following criteria: (a) engaging actively in and with course materials, assignments, and activities; (b) contributing to discussions and course activities in ways that demonstrate advancements in your knowledge and skills; (c) posing questions and offering comments that facilitate critical thinking and deeper learning during course activities; (d) sharing resources that extend and support learning; and (e) practicing self-assessment and reflection.

Students are expected to attend every class, as ACEN requires that classroom content correlates with the clinical experience to the degree possible. **Scheduled vacations are NOT an acceptable reason for missing class or clinical.**

It is your responsibility to notify the instructor **prior to the start of the class via email.** **Students missing class will be given a makeup assignment to be turned in by the next class session. Quizzes and any in-class graded assignments cannot be made up in the event of absence.**

Note that excessive instances of leaving class early can impact the Engagement/Participation grade.

### **Testing Policies**

1. On exam days when a computerized exam is being administered, students WILL NOT be allowed to enter the room after the test begins. They will need to attend the other section of the class if that is an option OR make arrangements to take the exam before their next scheduled class time or they will receive a "0". If the student attempts to access the computerized exam outside of their scheduled time to take the exam when they should be in a proctored setting, they will receive a "0" as well as a final warning for breaching academic integrity policies. Final exams must be during the nursing program's designated time frame for final exams, or the student will receive an Incomplete (I) grade.
2. Students must remove any type of watch and place them away from their testing area prior to any exam.
3. Students are not allowed to wear hats, watches, or have drink containers of any kind in their immediate testing area during an exam.
4. Cellphones need to be powered off and put away during all exams.
5. Students must have a computer or tablet with a required lock-down browser installed and functional.
6. Students need to take exams using their own account/login. Failure to ensure this will result in an exam failure without the ability to retake the exam.

## Clinical Policies

### **Attendance**

1. Students are expected to attend every clinical scheduled for the semester.
2. The first clinical absence of the semester will be made up by completing an assignment as posted by the Course Coordinator for the course. This could be a V-clinical, DXR, or other assignment. The student must complete that assignment within two weeks of the absence, attaining the grade required by the Course Coordinator. If a student misses one scheduled clinical, even though they may have completed the make-up assignment and regardless of the reason for the absence, they will receive a written advisory. The advisory will be annotated "sick". The Clinical Instructor will notify the Course Coordinator of the student's absence, and the Course Coordinator will contact the student with the designated assignment, providing a code or codes if needed.
3. In the case of a DXR assignment, the student must attain a grade of 77% on each of the assigned case studies. If a grade of 77% is not attained, the student will need to contact the Course Coordinator for additional codes and will repeat the assignment until the required grade is attained on each case study, all within two weeks of absence.
4. In the event of a second absence in the semester, the student will receive a Progressive Discipline warning from the Course Coordinator and will complete the designated make-up assignment posted by the Course Coordinator within two weeks of the absence. (If a student misses two scheduled clinicals, even if they have completed the make-up assignment, they will receive a written warning in the progressive discipline process.)
5. If a student needs to miss a clinical, they must notify the clinical instructor at least 1 hour prior to the start of the clinical experience as directed by the clinical instructor. Please utilize the method of contact as directed by your clinical instructor. **A NO CALL / NO SHOW for clinical is an automatic written warning.** Students should not plan an absence during the semester as they will receive progressive discipline for such an absence.
6. **Scheduled vacations are NOT an acceptable reason for missing clinical.**
7. If the clinical day falls on a university recognized holiday or if the University is closed for another reason, then the clinical will not be held and does not need to be made up.
8. Clinical will be held during "Reading Week", which occurs every Spring semester.
9. Students must meet all the technical standard requirements found later in this handbook to attend clinical. There is no "light" or "restricted" duty allowed.
10. If specific cultural needs interfere with attendance expectations, please contact the Course Coordinator and Program Director.
11. Students with military obligations should confer with the Program Director and Course Coordinator.
12. Students may not leave the clinical facility grounds during breaks of any kind.
13. Cell phones and smart watches are not to be used in the clinical setting (ex. patient's room) unless directed to do so by the clinical faculty, for example, as a clinical resource; specifically, they should not be used to send or receive messages and/or phone calls.
14. Clinical time spent in the lab is considered a clinical day and students need to come prepared as directed or either be sent home or enter progressive discipline in the form

of a warning.

15. Students are videotaped during simulation exercises in the nursing lab, and these recordings will be used for educational debriefing purposes only.
16. All students will sign a simulation agreement prior to their first participation in a simulated experience.

### **Snow Day Guidelines:**

1. In the event of Goodwin University closing, there is no clinical and no make-up.
2. In the event of multiple closings due to inclement weather, make-up assignments will be at the discretion of the course coordinator.
3. In the event of a day delay for inclement weather or any other reason, day clinical will be held remotely per the assignment posted by the course coordinator, unless otherwise instructed. Evening clinical will be held at the clinical site at the regularly scheduled time.

### **Tardiness**

1. Students are expected to arrive at clinical at the time specified by your instructor on the first day of clinical.
2. A student who arrives 5 minutes past the assigned start time will be considered “late”, even if they have notified the instructor that they will be late.
3. Students will receive a student advisory regarding their first incidence of tardiness.
4. On the 2nd incidence of tardiness, they will receive a written warning in the progressive discipline process.
5. Any student who has arrived at clinical 30 minutes or more past the designated arrival time will be turned away and sent home. They will receive a disciplinary document for the missed clinical and given an assignment per the syllabus.

### **Clinical Documentation**

1. Clinical documentation is due as specified by the Course Coordinator.
2. Students will receive a written warning in the progressive discipline process if they incur a second incidence of being late with paperwork.
3. Students will keep all returned and/or corrected paperwork related to the clinical setting, as well as the cumulative skills checklist, in a three-ring binder for each semester.
4. Clinical paperwork is due at the start of your next clinical shift. If a student is absent from clinical, they will submit their clinical paperwork due that day via electronic means to the clinical adjunct faculty on the same day it was due or receive progressive discipline for the missed assignment.
5. Students can expect feedback from clinical faculty on their required documentation 24 hours before the next assignment is due, if it is submitted electronically.

### **Student Conduct in the Clinical / Classroom Setting**

The nursing student is expected to demonstrate safe and ethical professional behavior in preparation for provision and documentation of nursing care according to course objectives. In

addition, the student is expected to demonstrate professional behavior with other students, all clinical site staff, patients, family, and faculty while in the classroom or in clinical (i.e. patient care sites).

Examples of unsafe, unethical or unprofessional conduct include, but are not limited to:

1. Failure to notify the instructor of clinical absence.
2. Failure to follow Nursing Program or clinical agency policy and procedures.
3. Reporting for clinical sessions under the influence of drugs and/or alcohol.
4. Refusing assignments based on the client's race, culture, religious preference, sex, national origin, age, handicapping condition, medical diagnosis or any protected status category.
5. Denying, covering up or not reporting own errors in clinical practice.
6. Ignoring or failing to report unethical behavior of other health care persons in the clinical setting, i.e., behavior that jeopardizes client welfare.
7. Displaying mental, physical or emotional behavior(s) that may adversely affect well-being of self or others.
8. Failure to follow through on suggested referrals or interventions to correct deficit areas that may result in harm to others.
9. Acts of commission or omission in the preparation for and actual care of clients (i.e., including, but not limited to, any type of abuse, such as physical abuse, emotional abuse, neglect, placing or leaving clients in hazardous positions, conditions or circumstances, medication errors).
10. Interacting inappropriately with agency staff, co-workers, peers, clients, families or faculty resulting in miscommunication, errors, lapse in care or any form of abuse/neglect.
11. Lacking physical coordination is essential for carrying out nursing procedures.
12. Lacking critical or analytical thinking skills necessary for making appropriate clinical judgments or decisions.
13. Performing activities that are beyond the preparation or capabilities of the student.
14. Performing activities that do not fall within the legal realm of professional nursing practice (i.e. acting outside the scope of student nurse).
15. Failure to be prepared in either the clinical or lab setting.
16. Students are not to attend on-ground class or on-ground clinical if they are sick. This includes feeling sick, feeling like you are coming down with something, feeling not right and knowing you should not attend on-ground class or clinical, fever, cough, sore throat, diarrhea, etc. Should you need to miss a clinical because of an illness you will receive a student advisory, the advisory will be annotated "student sick". Please see the progressive disciplinary process for additional details.
17. No smoking or vaping is allowed during clinical shifts/rotations.

A faculty member may take the following measures if a student demonstrates unsafe or unethical behavior(s) in any setting:

1. Immediate dismissal from the learning setting and initiation of remediation addressing the problem behavior in collaboration with the student.

2. Recommendation for immediate dismissal from the nursing program – i.e., if the behavior is of a grave nature, including but not limited to safety violations, substance abuse, unlawful or unethical acts.

### **Clinical Assignments - Sections, Attendance, Preparation and Evaluation**

All nursing courses offer one or more skill labs, as well as patient care opportunities in an appropriate clinical/classroom setting. The clinical component of each course is 9 hours each week.

The time spent in skills/simulation laboratory is outlined in detail in each course syllabi. This experience allows the student to observe, practice and demonstrate competency in specific skills within specific scenarios.

A Skills Checklist will be completed for each skill, as well as a cumulative record of skills passed. This skills list must be kept in a binder by the student for the duration of the program. The performance of all skills must be successfully completed, if only in an observation by faculty in the lab setting, to pass the clinical portion of the course.

Assignments to clinical sections are made once arrangements are finalized with the clinical sites and faculty. Within the constraints imposed by clinical sites and faculty schedules, clinical sections will be offered during daytime, evening and weekend hours. The one exception to this is Nursing 210 where it may not be possible to schedule all pediatric and obstetrical experiences during evening and weekend hours. Clinical sections are limited to the maximum number of students as specified by the hosting facility.

Clinical experiences are chosen on a lottery basis. If a student has not submitted all required medical and other paperwork, (s)he will not be scheduled for clinical sessions. Students are **required** to provide multiple selections for clinical choices. If a student puts the same clinical for all choices, they will not get their desired choice, and they will be advised to make appropriate choices or risk not being fit into the schedule until all other students have been chosen. Further, if there are any schedule conflicts, they must be included in detail on the initial selection sheet.

### **Clinical Preparation**

Students are expected to review the clinical record to be prepared to administer appropriate care on their assigned clinical day. Please follow the directions of the clinical instructor regarding when this is done for each specific group. Privacy regulations as stated in the Health Insurance Portability and Accountability Act (HIPAA) will be followed by students and no information that explicitly identifies patients by name will leave the facility or be left in any common areas for others to view.

## Clinical Dress Code

1. Students must dress in their uniforms when attending a clinical lab session or patient care clinical: the specific ceil blue scrub top associated with the nursing program containing the Goodwin University logo, navy pants, clean white or black shoes with closed or strapped backs (no open holes are permitted), with socks.
2. Students may wear a navy, black or white turtleneck or collarless shirt under their scrub top during cooler weather. Students who prefer to wear a jacket at clinical, during cooler weather, may ONLY wear the ceil blue jacket with Goodwin University Nursing Program logo, which is available from the Goodwin University bookstore. The jacket is an optional piece to the Goodwin University uniform and is NOT mandatory.
3. Lab coats and/or hoodies will not be worn.
4. Identification tags must be displayed so that students are easily identifiable as Goodwin University nursing students. If your clinical site provides facility-based ID's, these ID's must be worn; otherwise, the Goodwin University ID will be worn.
5. Jewelry is limited to stud type earrings, a watch and a wedding band.
6. **No ear buds (or headphones) are to be worn during clinical.**
7. No visible body piercing is allowed. This includes tongue rings.
8. **Acrylic and artificial fingernails are not allowed.** Gel polish (clear or nude only) is acceptable. No colored nail polish is permitted, and nails should not extend > ¼ inch beyond the nail bed.
9. Hair should be neat, clean and in a style that contains the hair and keeps it off the collar. Any beards/mustaches should be neat and well groomed.
10. Appropriate underarm and oral hygiene should be practiced since patients are particularly sensitive to odors.
11. **No heavy perfume or after-shave lotions are to be applied.** Your clinical instructor reserves the right to determine what is considered "heavy".
12. \* Specific cultural needs in relation to dress code will be respected. \*

The first infraction for failing to adhere to the clinical dress code will initiate the progressive disciplinary policy and warrants an advisory. The second infraction will lead to a warning.

## Evaluation/Failure

The evaluation of the Clinical Learning Outcomes pertinent to each nursing course will be completed at midterm and at the completion of the course except for NUR 210 where there is no mid-semester evaluation. Failure to complete and bring the self-evaluation tool to the mid-semester evaluation with clinical faculty will constitute the need for an advisory. An automatic written warning will be issued if the tool is not brought to the final evaluation. Students must support their self-ratings with specific behaviors demonstrated in the clinical setting. The clinical evaluation score required will be course specific according to the program's clinical evaluation tool based on the Lasater Critical Thinking Rubric. All students must achieve the required level of performance for the course they are in by the conclusion of the semester to pass clinical. In NUR 210 where the students complete 2-seven-week experiences, one in Pediatrics and one in Obstetrics, they will not receive a midterm evaluation and must be at the

required level of performance at the conclusion of the Pediatric and Obstetric clinical experiences. A Performance Advisory and Performance Improvement Plan will be given to the student with a timetable for bringing the outcome to an acceptable level if they are not meeting the expected level of performance for any objective. They will be given a two-week period to meet the goals of the Performance Improvement Plan. Failure to meet the goals will result in a progressive discipline warning.

Any student not passing on an outcome at the completion of the course will have failed clinically. Failure clinically will constitute failure of the course and will prevent advancement to the next nursing course.

### **Cancellation Information**

The Goodwin University administration carefully considers student safety, weather reports and the ability to clear campus parking when deciding on inclement weather closings. Every effort is made to post closings by 7AM for day classes and 3PM for evening classes, but allowances must be made for changing weather and road conditions.

In the event of snow or inclement weather, information about plans for the day will be communicated via:

- WFSB 3
- WTNH 8
- NBC 30
- Goodwin University Homepage: [www.goodwin.edu](http://www.goodwin.edu)
- Facebook: <https://www.facebook.com/GoodwinUniversity>
- Instagram: <https://www.instagram.com/goodwinuniversity>
- Twitter: <https://twitter.com/goodwinuniv>
- Text Message
- Email
- Main Goodwin University Phone Line — 860.528.4111

Students are responsible for checking Canvas and their Goodwin email regularly, particularly on days when classes are cancelled, to learn of any alternate arrangements. If a class is rescheduled, a student who is unable to attend will not be penalized for non-attendance but is still responsible for the work missed.

If the university is closed due to inclement weather, the clinical experience is also canceled.

### **Assessing Body (DPH, JCAHO, etc.) Visits**

If there is an assessing body (DPH, Joint Commission, etc.) in the facility, students are encouraged to stay unless otherwise directed by the facility. In the event, there is no direction provided, the clinical instructor should check with the Nurse Manager, Nurse Educator or Charge / Senior nurse on the respective unit.

## **Early Dismissal**

Adjunct instructors, including classroom, lab, simulation, and didactic instructors, must check in with and notify the course coordinator prior to sending students home early.

## **Additional Nursing Policies**

### **Needle Sticks**

If you experience a needle stick at the clinical site, you need to be seen in their Emergency Room or by your own physician for follow-up. Your instructor needs to complete a Goodwin University Incident report as soon as possible. A facility report must be filed by the end of the shift. You must also notify the Course Coordinator, who will in turn notify the Program Director. **Costs should be covered by your own health insurance.** The student bears the responsibility of reporting the results of the exposure follow-up to the Chair of the department.

### **Email Etiquette**

The Nursing department expects that all communication will be conducted in a professional, appropriate manner. Regarding email etiquette students will not use capital letters inappropriately, nor will communication be bolded and followed by exclamation points. This is considered “Yelling” and is not acceptable. Faculty should be addressed as indicated by each faculty member. On occasion words will be bolded or capitalized in communications from the department to emphasize a requirement and assist students to find information within a policy.

### **Chain of Command**

In the event of issues with faculty in the classroom or clinical faculty, the direct faculty member involved should be approached by the student to resolve the issue. If communication is not effective, and unless the faculty member is the coordinator of the course, you would speak with the coordinator of the course. In the event the faculty member is the coordinator of the course, the student should seek out the Nursing Program Director. If you require “advice” on how to approach a situation you may reach out to the Nursing Program Director, but you will always be directed back to the appropriate person. Students and faculty are advised to document any verbal communication to establish a paper trail for the event.

### **Academic Integrity**

Academic honesty is paramount in preparing students for practice in our highly revered and respected profession. For that reason, any sharing/copying of exam/quiz/assignment information is strictly prohibited. This includes obtaining or seeking specific exam/quiz information from another student or submitting another student’s work as their own. This will lead to activation of the Goodwin University Academic Integrity process outlined in the Goodwin 2026-2027 Student Handbook. Also, the student(s) involved will be placed in the Nursing Department Progressive Discipline process in the Nursing Student Handbook. This includes students who know about, but do not report, incidences of academic dishonesty. Please refer to the Goodwin Student Handbook and the Nursing Student Handbook

for other important details.

### **Social Media Policy**

Students are expected to adhere to all HIPAA regulations regarding patient information. Specifically, information regarding your patients will only be shared in the learning environment with members of the health care team involved with their care or with faculty and peers during a relevant learning experience. Students may not reproduce any part of their patients' records nor post any information about their patients on any type of social media. Non-adherence to this policy will result in a final warning with the possibility of dismissal from the program.

### **Technical Standards**

The following standards serve as the technical requirements a student must meet to participate in the nursing program.

The standards reflect reasonable expectations of the RN student for the performance of common functions of the registered nurse. In adopting these standards Goodwin University is mindful of the client's right to safe and quality health care provided both by our students and graduates. The RN student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations.

Each student in the Associate in Science degree program must have the ability to learn and perform the following competencies and skills:

**Motor.** The student must possess sufficient motor capabilities to execute the movements and skills required to provide safe and effective nursing interventions. These include, but are not limited to:

1. Coordination, speed, and agility to assist and safely guard (protect), with safe and proper body mechanics, clients who are ambulating, transferring, or performing other activities.
2. Ability to adjust and position equipment and clients, which involves bending or stooping freely to floor level and reaching above the head.
3. Ability to move or position clients and equipment, which involves lifting, carrying, pulling, and no weightlifting restrictions.
4. Ability to guide, resist, and assist clients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, or walking.
5. Ability and dexterity to manipulate the devices used in giving nursing care. 6. Ability to administer CPR without assistance.

**Sensory.** The student must possess the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation, and other measures, including but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, read or set

parameters on various equipment, to discriminate color changes, and to interpret and assess the environment.

2. Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure, breath sounds, etc.
3. Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body contour, muscle tone, and joint movement.
4. Sufficient position, movement, and balance sensations to assist and safely guard (protect) clients who are ambulating, transferring, or performing other activities.

**Communication.** The student must be able to utilize effective communication with peers, faculty, clients and their families, and other health care providers. This includes, but is not limited to:

1. Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (examples: handwritten chart data, printed policy and procedure manuals).
2. Ability to effectively interpret and process information.
3. Ability to effectively communicate (verbally and in writing) with clients/families, health care professionals, and others within the community.
4. Ability to access information and to communicate and document effectively via computer.
5. Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

**Behavior.** The student must be capable of exercising good judgment, developing empathic and therapeutic relationships with clients and others, and tolerating close and direct physical contact with a diverse population. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. This also includes, but is not limited to:

1. Ability to work with multiple clients/families and colleagues at the same time.
2. Ability to work with classmates, instructors, health care providers, clients, families and others under stressful conditions, including but not limited to providing care to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR, or other emergency interventions.
3. Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other health care providers, clients and their families.

**Critical Thinking.** The student must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes, but is not limited to:

1. Ability to collect, interpret and analyze written, verbal and observed data about clients.
2. Ability to prioritize multiple tasks, integrate information and make decisions.
3. Ability to apply knowledge of the principles, indications, and contraindications for nursing interventions.
4. Ability to act safely and ethically in the university clinical lab and in clinical placements within the community.

### **Academic Calendar**

There are a state mandated number of classroom and clinical hours for nursing students. The clinical session is not held when the university is observing the following holidays:

- Christmas
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day Weekend
- Labor Day Weekend
- Columbus Day
- Veteran's Day
- Thanksgiving Weekend (Friday- Sunday)

Vacations typically occur at the following times: Late April/early May, the end of August, and in December/January. The specific dates are available in the education office.

**END**