



# Trinity

School of Nursing and Health Professions Nursing Program Student Handbook  
2023-2024

*School of Nursing and Health Professions  
Trinity Washington University  
Washington, DC 20017*

[www.trinitydc.edu](http://www.trinitydc.edu)

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## SECTION I: INTRODUCTION

The School of Nursing and Health Professions (NHP) was established in 2010. NHP was established to expand allied health education programs and a defined health professions educational unit within the university. NHP offers programs in nursing, occupational therapy, health services, public health, and counseling.

Students in the Nursing Program are preparing to enter a profession that demands the highest intellectual and ethical standards. Nurses confront critical life and death issues every day. Nurses must demonstrate consistent commitment to excellence in all dimensions of healthcare practice. Nursing students at Trinity demonstrate the same kind of commitment to uphold intellectual and ethical standards, and excellence in all phases of healthcare practice.

As an institution with a mission specifically rooted in social justice, Trinity recognizes and upholds the rights and responsibilities of students, faculty and staff in all matters pertaining to their work and experiences at Trinity. Trinity's policies and procedures seek to ensure that all policies respect the rights of all members of the community, and that every member of the campus community receives fair and impartial treatment in any administrative procedure. Trinity encourages student nurses to participate actively in opportunities for student self-governance at Trinity.

Trinity provides this Handbook for Nursing Students ("Nursing Student Handbook") as a supplemental compendium of policies and guidelines stating requirements and conduct expectations for students enrolled in Trinity's Nursing Program. This Nursing Handbook incorporates by reference the policies and conduct expectations for all students at Trinity as stated in these documents available on Trinity's website at [www.trinitydc.edu/policies](http://www.trinitydc.edu/policies):

1. [Trinity Student Handbook](#)
2. [Academic Honesty Policy](#)
3. [Student Code of Conduct](#)
4. [Student Code of Conduct for Professional Students](#)
5. [Harassment Policy](#)

6. [Technology and Telecommunications Policy](#)
7. All other policy statements that apply to all students at Trinity

In addition to the requirements and expectations set forth in those policies listed above, which apply to Nursing students in the same way as they apply to all other Trinity students, the Nursing Handbook provides specific statements of requirements and conduct expectations for Nursing Students while they are enrolled at Trinity.

This Handbook replaces all prior Nursing Handbooks and applies to all students currently in the Nursing Program. Trinity reserves the right to change and add to these policy statements at any time. It is the responsibility of the nursing students to know these policies and to abide by these statements.

*This Handbook is for the guidance of Nursing students at Trinity as of August 2022. The policy statements in the document represents current policies. Trinity reserves the right to amend, replace or otherwise change any part of this document at any time, and will provide notice to students in a timely way.*

### **Accreditation**

Initial accreditation for the Bachelor of Science in Nursing Program was granted by the Commission on Collegiate Nursing Education (CCNE) in 2007. The program holds 'Full Status' approval from the District of Columbia Board of Nursing (DCBON). The last CCNE On-Site Evaluation occurred in Spring 2017.

Trinity Washington University is accredited by the Middle States Commission on Higher Education.

**Mission**

Trinity prepares professional nurses at the undergraduate and graduate level to practice from an ethical, holistic, caring framework in the delivery of safe, competent and quality care. Nursing is committed to fostering an environment for learning which respects, nurtures, and celebrates social justice and cultural diversity among students, faculty, and staff. Trinity provides the local community and the larger global society with graduates who will be able to help alleviate nursing workforce shortages especially from underrepresented minority groups in the health care profession. In turn, graduates will help meet the health care needs of underrepresented, vulnerable populations in diverse communities. (Adopted October, 2016.)

**Nursing Program Philosophy**

Caring is a central aspect of nursing and nursing care. Caring practices impact the health and well-being of individuals. A professional caring nurse demonstrates qualities of altruism, autonomy, human dignity, integrity, and social justice. Nurses participate with members of other disciplines to advance human understanding to enhance personal and societal living within a global environment. The well-being and wholeness of persons, families, groups, communities, and populations are nurtured through caring relationships.

Professional caring nurses take into consideration not only their clients' disease processes, but also their clients' personal values and illness experiences. Holistic caring practice recognizes the need to address the mind, body, and spirit, as well as emotions. Nurses engage in care of themselves in order to care for others.

Caring nurses reflect on their own beliefs, attitudes, and values as they relate to issues that impact professional practice, such as the health care needs of vulnerable populations, unethical practices, and diversity in a multicultural healthcare environment. A supportive environment for learning is a caring environment, in which all aspects of the human person are respected, nurtured, and celebrated. Nursing education prepares graduates to practice within a holistic,

caring framework. These fundamental beliefs concerning caring express the values and guide the professional practices and teaching of the faculty.

### **Nursing Program Goals**

To facilitate our unique mission, we will:

- Promote academic excellence in the teaching and scholarly activities of our faculty
- Provide for a positive, nurturing, and caring educational environment that fosters independent learning, critical thinking, self-reflection, and the desire for continuing personal and professional growth
- Promote interactions and partnerships with our surrounding health care agencies and communities in the Washington DC Metropolitan area
- Build educational offerings and tracks that meet the evolving needs of the local students and health care communities
- Provide for innovative, supportive, high quality, and accessible academic programs
- Extend faculty expertise and interest through service to communities and professional organizations
- Promote and support diversity within the student population and university staff and faculty

### **Expected Student Outcomes for the BSN Program**

The expected student learning outcomes for the Nursing Program are derived from a variety of established professional nursing standards, including the American Association of Colleges of Nursing's (AACN) documents, The Essentials: Core Competencies for Professional Nursing Education (2021), the ANA Code of Ethics, and the District of Columbia Municipal Regulations for Nursing Schools (2015).



At completion of the BSN Nursing Program, the student will be able to:

BSN Essentials: “BSN program outcomes are consistent with professional standards and they are congruent with the program’s mission, goals, and objectives.”

<b>On completion of the baccalaureate nursing program the graduate will:</b>	<b>BSN Essential Alignment</b>	<b>QSEN Competencies</b>
1. Provide client-centered care which represents the diversity of clients’ preferences, values, and needs within the context of their families, communities and the health care delivery system.	Domains 1, 2, 3, 9	Client-centered care
2. Demonstrate professional behaviors in the moral, ethical, and legal practice of nursing epitomized by altruism, autonomy, human dignity, integrity, and social justice.	Domains 2, 4, 5, 7, 8	Client-centered care; Safety
3. Demonstrate integration of knowledge, skills and professional attitudes through the use of clinical evidence and reasoning based on integration from the liberal arts and sciences and application of evidence-based knowledge in the nursing discipline.	Domains I, 2, 3, 5, 7, 8, 10	Evidence-based practice; Quality Improvement
4. Identify threats to safety and develop strategies to minimize risk of harm to individuals and populations.	Domains 1, 2, 3, 9	Safety
5. Apply organizational, leadership, and management concepts including use of technology, teamwork, communication, finance, healthcare policy, and regulatory environments in the provision of high-quality nursing care.	Domains 3, 4, 5, 6, 7, 8, 10	Teamwork & Collaboration; Informatics; Quality Improvement; Safety
6. Provide competent nursing population focused care incorporating concepts of health promotion, disease and injury prevention at the local, national, and international levels to meet society’s needs and shape social policy.	Domains 3, 5, 7, 9, 10	Client-centered care; Teamwork & Communication; Quality Improvement; Evidence-based practice

## **Curricular Threads**

Curricular threads for the BSN program that are emphasized in every nursing course are:

- Client-centered Care
- Evidence-Based Practice
- Critical Thinking and Clinical Judgement
- Diversity, Equity, and Inclusion
- Information Technology Systems
- Safety in Client Care

## **Expectations for Students in Trinity's Nursing Program**

Students in Trinity's Nursing Program are preparing to enter a profession that requires the continuous manifestation of a deep personal commitment to integrity, compassion and concern for others. Nursing students must demonstrate these qualities along with high levels of motivation and effective interpersonal skills. For nurses, the development of mature, sensitive, and effective relationships with clients and other members of the health care team is essential.

In order to assess the student's ability to develop such relationships, the Nursing faculty and administration at Trinity expect all Nursing students to reflect these professional expectations continuously.

Should a student fail to demonstrate the professional knowledge, skills, values and competencies expected specifically and generally in nursing education, the Dean of the School of Nursing and Health Professions, the Director of Nursing Programs and the faculty reserve the right to take disciplinary action up to and including dismissal from the Nursing Program. This reservation of ultimate authority and responsibility to assess the student's fitness for Nursing is in addition to the specific administrative rights and responsibilities addressed in the various sections of this Handbook.

Specific professional qualities that Nursing students at Trinity must manifest during their academic programs include: completion of all responsibilities in classroom and clinical settings; acceptance of supervision in clinical settings as well as in the Nursing program generally; sound

and stable judgment; emotional maturity; ability to accept and integrate constructive criticism; ability to function as part of a health care team; flexibility and ability to adapt to changing environments; impeccable personal integrity.

As a matter of policy and practice, [Trinity's Disability Support Services](#) (DSS) complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (1990 and 2008 Amendments). If a student requires accommodations to meet the requirements of the Nursing Program, it is the student's responsibility to seek reasonable accommodations through Trinity's DSS.

## **SECTION II: TRINITY POLICIES**

### **Student Code of Conduct**

Trinity expects all of its students to comport themselves as responsible adults acting honestly and with integrity through the Honor System. As a guide to community norms, Trinity has established this general code of student conduct to define the broad parameters of behaviors and actions that are prohibited and will incur penalties up to and including dismissal from the university. The list below is not all-inclusive, and Trinity reserves the right to expand, change or otherwise alter this list at any time.

Under the [Honor System](#), all members of the Trinity Community share a responsibility to uphold all policies. Trinity administrators are responsible to investigate accusations of misconduct, to observe fundamental due process procedures, and to impose sanctions in certain kinds of cases.

In the same way, students enrolled in programs in the School of Nursing and Health Professions should know that the professional rules of Nursing and Occupational Therapy also form bedrock conduct principles for Trinity students in those programs and those rules are embedded in the respective handbooks for those programs. A violation of this Student Code of Responsible Conduct may also result in disciplinary action up to and including dismissal in the professional programs.

“Trinity reserves the right to remove immediately from the campus any student who engages in any threatening conduct toward any person, who carries a weapon or who otherwise exhibits conduct that poses a danger to other persons. Trinity will call the police if necessary. Students who are expelled for violations of this policy will incur grades of “F” in their current courses and will not receive any refunds for tuition and fees paid. “

### **Academic Dishonesty**

The [Policy Statement on Academic Honesty](#) is posted on the website, and is incorporated by reference into this Code of Conduct. Students must know that any instances of cheating, plagiarism or other forms of academic dishonesty will incur specific penalties up to and including expulsion.

### **Harassment and Intimidation**

Trinity’s [Harassment Policy](#) is posted on the website, and is incorporated by reference into this Code of Conduct. Trinity will not tolerate abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, coerces, or injures another person or persons. Actions, which are intended to interfere with a person in the conduct of his or her customary or usual affairs, are prohibited. Such actions include but are not limited to the sending of threatening letters or email, posting threatening letters explicitly or by inference directed to the person, use of threatening language directed at another, vandalism or misappropriation of a person’s property, or vandalism of a person’s residential room. Hazing is a form of harassment specifically prohibited in any form for any reason.

Offenses under this section may result in immediate suspension or expulsion.

### **Fighting**

Fighting in any form is strictly prohibited. Students who engage in fighting on or off campus will incur serious penalties up to and including expulsion. This prohibition on fighting includes verbal as well as physical assault. Students are warned that all parties involved in any fights will be disciplined regardless of who started the fight. Discipline may include dismissal from residence, suspension from school, and dismissal from Trinity.

### **Weapons, Explosives and Dangerous Materials**

No person may bring weapons of any kind onto Trinity's campus, except in the routine discharge of law enforcement duties. No person may possess explosives or other dangerous materials except in supervised circumstances for legitimate professional purposes, e.g., for chemistry labs or for construction needs. Any student who necessarily comes into contact with chemicals or similar dangerous materials has a serious obligation to treat those materials with care and to refrain from taking any of the materials out of the supervised lab area. Removing chemicals from a laboratory or other designated area will result in serious penalties up to and including expulsion.

Violations of this section may result in immediate disciplinary action up to and including immediate removal from campus and dismissal from Trinity, and Trinity will call the police in any case in which a student is in possession of a weapon of any kind.

### **Endangering Personal Safety**

Actions that threaten or endanger in any way the personal safety of others are subject to disciplinary action as well as possible arrest. Such actions include interfering with Public Safety Officers while they are acting in the performance of their duties on the University premises, intentionally ignoring citations issued by Public Safety, failure to comply with evacuation procedures, tampering with fire protection equipment, the inappropriate use of open flame devices or combustible materials. Discipline may include suspension and dismissal from Trinity.

\*If you see something say something! Students who are aware of potential dangers should report their concern immediately to DPS (202-884-9111).

### **Damage to Property**

Willful or grossly negligent damage or destruction of the property of others, or of the university, including but not limited to the deliberate defacement of library materials, buildings, sidewalks, walls, trees, or landscaping is prohibited. Leaving the scene of an accident on Trinity's campus is part of this section. Any acts of theft and/or the unauthorized sale of property belonging to the University, a member of the University community or guest of the University are prohibited. Disciplinary actions may include suspension or expulsion, and Trinity may also call the police.

## **Fraud, Theft and Financial Responsibility**

Theft, forgery, and the alteration, or use of University documents or instruments of identification with the intent to defraud, are grounds for disciplinary action.

Writing bad checks, stealing items from the bookstore, taking food from the cafeteria without paying for it, taking books from the library without checking them out properly, and similar acts intended to defraud Trinity, its vendors or other students will result in immediate and severe penalties.

Trinity students are also responsible to abide by the policy on [Student Financial Responsibilities](#), which is on the website, and incorporated by reference into this section. Any fraudulent behavior that attempts to circumvent this policy — for example, lying on financial aid forms, failing to honor checks written to cover Trinity bills, failing to respond to directions to make payment arrangements — will result in disciplinary action up to and including dismissal, and possible prosecution if fraud is involved.

Similarly, as further defined in Trinity's [Technology and Telecommunications](#) policy, any improper use of Trinity's telephones or technological systems for fraudulent or harassment purposes, or for commercial gain, may be grounds for serious disciplinary action.

In addition to taking disciplinary action up to and including dismissal, Trinity may refer cases of fraud and theft to law enforcement authorities for investigation and prosecution.

## **Alcohol and Drug Policy**

Alcohol is not permitted in any residence hall or student room. Students may not drink in lounges, their cars or on the parking lots or anywhere else on campus. Trinity does not serve alcohol at student functions, and no student organization may serve alcohol at any party or meeting on campus. Guests may not bring alcohol onto Trinity's campus and students are responsible to make sure that their guests abide by Trinity's policies.

Trinity abides by all laws concerning alcohol and drugs, and any violation of the law will also be construed as a violation of Trinity policy, and penalties will ensue at Trinity *in addition to* any

penalties the person may incur through the legal system. Trinity reserves the right to call the police and refer any case regarding violations of alcohol or drug laws to law enforcement authorities, and students should know that Trinity *will* call the police immediately in any case involving the illegal use, sale or possession of drugs or alcohol, or related materials.

This policy also applies to student guests, and the student may be held liable for the actions of her guests while on Trinity's campus. Hence, a student guest who brings drugs or alcohol into a Trinity residence hall, party or other place on campus will also endanger the student's standing at Trinity.

The Drug Free Schools and Communities Act, along with the Drug Free Workplace Act, require that agencies receiving any form of financial assistance under any federal program after October 1, 1990 certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Trinity has established the following policy.

The use, transfer, possession and/or sale of illegal drugs are against federal law and the laws of the District of Columbia. It is the administrative policy of Trinity that any student found to be in possession of illegal drugs, whether for personal use or for resale, will be subject to immediate dismissal and possible arrest. The possession for use, sale, distribution, or barter of any controlled substance, other than for whom the controlled substance was intended is prohibited. Similarly, any student's guest or other campus visitor guilty of acts involving illegal or illicit drugs will be subject to arrest and prosecution under District of Columbia laws.

Please also note that the use of illegal drugs may jeopardize a student's eligibility for certain types of financial aid.

### **Smoking**

Trinity's policy clearly states that [Smoking](#) is BANNED from all locations, inside and outside, on Trinity's campus. For the sole purpose of ensuring student safety after hours, Trinity makes an exception for resident students who may smoke on the parking lots adjacent to Cuvilly and Kerby Halls. Violations of this policy will incur serious disciplinary penalties.

### **Excessive Noise, Disruption or Obstruction of University Activities**

Excessive noise is not allowed. Study areas and those areas designated as quiet study areas (including the residence halls and Library) must maintain quiet. Any behavior that disrupts or obstructs teaching, research, administration, learning, disciplinary or other official proceedings, and/or any other normal university activity is prohibited.

### **Classroom Conduct**

Trinity expects all students to arrive at class on time, to remain in the classroom for the entire period of the class, and to follow the legitimate instructions of the teacher. Faculty members may establish additional ground rules for the behavior of students during class, including limitations on eating during class, and penalties for missing class sessions.

Faculty establish the grading rules and work product expectations for courses in their syllabi. Students are responsible to fulfill the expectations stated in course syllabi in a timely manner.

Cellphones may not be used in class. Other electronic devices (e.g., laptops, tablets) may only be used with the permission of the instructor.

Students who speak to faculty members or other students during class periods in ways that are disrespectful and disruptive will be dismissed from the course without reimbursement, and in such cases the students may incur an “F” grade as well as additional penalties.

Students participating in online courses must also exhibit appropriate conduct in all aspects of the course, including respectful communications, academic honesty, and timeliness of participation and fulfillment of assignments.

Students may not bring children to class. See the [Policy on Children on Campus](#).

### **Compliance with Other Policies**

This code of conduct also incorporates by reference all other policies of the University that govern student conduct and responsibilities, including the [Financial Responsibility Policy](#), the [Harassment Policy](#), the [Technology and Telecommunications Policy](#), and similar statements.

Students who violate Trinity’s policies may incur penalties up to and including dismissal.



## Code of Conduct for Students in Professional Programs

This Policy Statement is an addition to the Trinity Student Handbook and the Student Code of Responsible Conduct, and is incorporated by reference into those documents.

All students at Trinity must comply with the expectations of the Honor System which includes the [Student Code of Responsible Conduct](#) and other campus rules and policies, including this policy statement. The [Honor System](#) and the various policy statements always contain implied and explicit expectations about the conduct of all students. This policy statement amplifies these expectations with a particular emphasis on Trinity's expectation that students in professional programs will act with professionalism and high regard for ethical conduct in all matters.

1. Trinity's Honor System expects students to be truthful, to act with integrity, to respect community standards, and to manifest a commitment to ethical responsibility in all matters, including in all academic matters (see the Academic Honesty Policy), financial matters (see Student Financial Responsibility Policy) and other interactions on campus. The Honor System expects all students to act professionally in all matters, including regarding the resolution of disputes. Various policy statements have specific examples of ways in which conduct might violate the Honor System. At times, conduct might fall outside of specific policy statements but still be in violation of the Honor System. This occurs when conduct is dishonest, unprofessional, insubordinate or grossly disrespectful of the mission and values of the Trinity community. Examples of such misconduct include, but are not limited to:
  - forging signatures or otherwise unethically altering or manipulating any document for any reason;
  - misrepresenting facts, written or oral or in any electronic communication, including in appeals from administrative decisions or in disciplinary proceedings (lying in an appeals statement may be a separate offense from the first offense);
  - making false accusations against any other person, whether written or oral or in electronic communication;
  - fraudulent use of checks, credit card or bank account numbers, or other attempts to engage in illegal and deceptive financial transactions, whether with Trinity or its vendors,

faculty or staff; or engaging in schemes on Trinity's premises, or using Trinity's technological systems, that would result in fraud for third parties not associated with Trinity;

- any impermissible use of Trinity's technological systems (see the Technology and Telecommunications Policy);
- threats, efforts to intimidate, creation of a hostile climate for other students, faculty and staff (see Harassment Policy, Code of Student Conduct);
- misrepresenting the student's actual academic status at Trinity, or prior academic record, including failure to produce transcripts from other institutions in a timely way when the student's admission or academic progress depends upon the results of coursework taken elsewhere.

2. Academic Authority: Students must accept and follow the directions of their instructors in courses, their academic advisors, the deans of their academic units, and other legitimate campus authorities. By enrolling at Trinity, the student inherently accepts the rules of the institution and the directions of the faculty and administrative staff. This includes accepting academic policies and procedures regarding course schedules, registration, financial aid, payment arrangements, enrollment in specific courses, following course sequences, prerequisites and all related academic matters. The deans of the academic units and the provost have broad final authority to resolve student academic issues. Insubordination, which is the refusal to follow a legitimate direction, may be grounds for disciplinary action up to and including dismissal.
3. Trinity strictly prohibits any action which attempts to subvert the student financial aid system in order to obtain loans, grants or scholarships from federal or private sources based on impermissible factors, including enrolling in courses that are not necessary for student program completion; this includes a specific prohibition on retaking courses for which students have already received a passing grade. Students who engage in such actions will incur disciplinary action up to and including dismissal. As with other illegal conduct, Trinity reserves the right to refer cases of financial aid fraud to law enforcement authorities.

4. Students enrolled in professional programs — e.g., Nursing, Occupational Therapy, Teacher Education, School Administration, Counseling, Business — have special professional conduct expectations. This also applies to students doing professional work in internships. Students in professional programs and on internships must comport themselves according to all of Trinity's policies as well as according to the norms and standards of their professional associations and industries. Students who violate professional standards or workplace rules will incur disciplinary action up to and including dismissal, for violations of professional conduct norms.

### **SECTION III: NURSING ACADEMIC and CONDUCT POLICIES**

#### **Academic Expectations for Nursing Students**

The development and promotion of professional behavior is an integral component of a professional education program. This behavior includes preparation for, and attendance of classroom, clinical and laboratory experiences, adhering to stated deadlines, and being in class, clinical and lab at the designated time for the full duration of the course.

While the following sections provide general academic guidance, specific rules and expectations for student work in courses and clinical settings will appear in each course syllabus. The Dean and Director of Nursing Programs, and faculty reserve the right to expand and change the specific academic guidelines as necessary to maintain compliance with accreditation and licensure rules, as well as the expectations of clinical partners.

The Dean of NHP and the Director of Nursing Programs along with the nursing faculty have broad authority and responsibility to ensure the fulfillment of academic expectations and requirements for all students. While this Handbook provides general guidance, the Dean and Director of Nursing Programs reserve the right to make decisions in particular cases that are appropriate to the circumstances and facts presented.

### **Classroom, Clinical and Laboratory Attendance**

Attendance in nursing class, clinical and laboratory experiences is necessary in order to master the body of knowledge needed for safe clinical practice and adequate preparation for licensure. Therefore, students are expected to attend all course sessions, be punctual and stay for the duration of the class, clinical and laboratory experiences. Course syllabi provide specific requirements for attendance.

Nursing student absences for extended periods of time (more than two class, laboratory, or clinical sessions) require specific prior permission or written documentation explaining the absence. Examples of such absences would include extended illness, which requires medical verification; a family or professional emergency of a grave nature; a death of a family member. Students should recognize that the nursing program may not be able to accommodate extended absences and may counsel students to drop or withdraw from classes when they will compromise progression and/or academic performance. The Director of Nursing Programs will review all materials submitted for review and approval of an excused absence.

### **Assignments/Examinations**

Students are responsible for submitting assignments on the due date and time specified in the course syllabus, unless the instructor has granted express permission in advance, to submit materials at another time.

Tests (examinations and quizzes) are to be taken as scheduled. Only under extraordinary circumstances may a test be missed and rescheduled. Students must notify faculty in the case of missing an exam and provide documentation for the absence. Students are NOT to share content included on written, laboratory, or clinical examinations. Sharing questions on examinations is a violation of the [Trinity Honor Code](#) and is subject to disciplinary action. Non-compliance with faculty instructions when taking in-class or online quizzes, tests, or examinations can also result in a grade of 'F'.

**Email and Moodle Communication**

The nursing program uses Trinity email and Moodle, the Learning Management System as the major vehicles for communicating important information to students. Students are expected to check their email account and Moodle frequently. Faculty and students should make every attempt to respond to email and Moodle communication in a timely manner.

**Professional Behavior and the Care of Others**

As a practice profession, nursing places great trust and reliance upon individual responsibility and accountability. Students are expected to exhibit personal and professional behaviors consistent with a developing professional nurse role. These behavioral expectations should be exhibited beginning with the students' first course at Trinity. Such expectations are also incorporated by reference into the preface to this Handbook and Trinity's Code of Conduct for Professional Students.

**Reasonable Suspicion Drug and Alcohol Policy**

In the University setting, nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive client care. Because an impaired nursing student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice.

This policy addresses drug and alcohol testing of nursing students involved in clinical activities based on reasonable suspicion of drug or alcohol use. It is the policy of Trinity Washington University to comply with Federal and District laws and regulations detailing the use and detection of drugs and alcohol. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies.

If a faculty member has reasonable suspicion that a nursing student is impaired due to drug or alcohol use, that faculty member should consult with the Director. The Director may also consult with other university authorities depending upon the circumstances. The Director may require the student to take a drug test at the student's own expense. Depending upon the results

of the test, the Director may recommend additional disciplinary action to the Dean or Provost. A student's refusal to take a drug test may incur disciplinary action up to and including dismissal from the program.

Students must also know that the clinical site may require a drug test at any time. Students are responsible for complete cooperation with and fulfillment of all requirements of the clinical site supervisors.

### **Academic Honesty**

Nursing students are expected to adhere to [Trinity's Honor System](#) and demonstrate the ability to uphold the standard of integrity, including the standards set forth in [Trinity's Academic Honesty Policy](#).

## **SECTION IV: ACADEMIC PROGRESSION FOR NURSING STUDENTS**

### **Bachelor of Science Degree in Nursing (BSN) Graduation Criteria**

The requirements to graduate from Trinity with a Bachelor of Science in Nursing degree (B.S.N.) include the successful completion of the following:

- A minimum of 120 credits.
  - For students matriculating in or after Fall 2002, 45 of the final 60 credits, excluding credits for experiential learning, must be completed at Trinity. RN-BSN students must complete a minimum of 32 credits, excluding experiential learning, at Trinity.
  - For students matriculating before Fall 2002, 32 credits, excluding credits for experiential learning, must be completed at Trinity.
- All requirements of the General Education or Core Curriculum.
- All specific course work required for a major program of study in the respective health care program.
- A Senior Assessment if applicable.

- Completion of all credits with a minimum cumulative grade point average (G.P.A.) of 2.5. Programs in the School of Nursing and Health Professions require a 2.5 grade point average to remain in good academic standing and be eligible for graduation.

Please see the [University Academic Catalog](#) for further information regarding graduation from Trinity.

### Course Sequencing

Students must successfully complete all nursing courses in sequence as specified on the nursing curriculum plan for the selected track (RN-BSN, Pre-licensure, 2<sup>nd</sup> degree Bachelors) prior to advancing to the next semester or level. Nursing course sequencing is designed to ensure that the student moves logically from simple to complex skills and has demonstrated mastery at each step. The sequence appears in the registration system and Nursing advisors will work with students to plan their programs accordingly. Exceptions require the approval of the Director.

### Grades for Progression

BSN students must earn a minimum of C+ (77%) as a final course grade in all nursing (NURS or SNHP) courses. Therefore, please note that **a final course grade below a C+ (77%) is a failing grade** in a NURS or SNHP course.

A final grade below a C+ (77%) will result in failure of progression in the nursing curriculum and a requirement to repeat the course. **The nursing program does not round up grades involving a numerical fraction for assignments or for the final course grade.**

A nursing student may receive a final grade below a C+ (77%) or withdraw from no more than **one** nursing course (NURS or SNHP prefix). If a student fails or withdraws from a nursing course, the student may repeat the nursing course only once. Students may repeat no more than **one** nursing course in their nursing curriculum plan. Failing or withdrawing from a second nursing course will result in dismissal from the Nursing Program, regardless of the student's overall GPA.

Students and faculty engage in a collaborative process of evaluating student progress throughout the program. Evaluation processes are presented in each course syllabus and reviewed by course faculty at the beginning of each class or clinical experience. Faculty will assign grades for each

Failure to meet established standards in the didactic, laboratory, simulation and clinical components of the course will constitute failure of the course. Requirements for meeting these standards are identified in each course syllabus. The Nursing Program may choose to use a variety of assessment modalities including standardized instruments developed externally and internally to assess student progress and satisfaction of requirements.

### *Undergraduate Grading Scale*

Grading Scale					
		<b>A</b>	93-100	<b>A-</b>	90-92
<b>B+</b>	87-89	<b>B</b>	83-86	<b>B-</b>	80-82
<b>C+</b>	77-79	<b>C</b>	73-76	<b>C-</b>	70-72
<b>D+</b>	67-69	<b>D</b>	60-66	<b>F</b>	59 and below

### **Incomplete Work**

Students who have not met all course requirements may request a provisional grade of incomplete upon the instructor's agreement. In all cases, the student and instructor must fill out and sign a Request for Incomplete form no later than the end of the final examination period, stipulating the work to be done before the grade and credit for the course will be recorded.

Students must complete all work as specified in the contract within four weeks of the final exam period, whether they register for courses in the subsequent semester or not. All summer sessions constitute one semester. If the incomplete grade is not removed before the end of the succeeding semester, the grade of incomplete (I) will automatically convert to a grade of "F" (Failure).

### **ATI Requirements and Expectations**

Overview: Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX® success. It is primarily used as an assessment tool and for acquisition of knowledge. ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing exam, and how to make sound clinical decisions. Practice and standardized assessments will help students identify what they know as well as areas requiring active learning/remediation. ATI is a **REQUIRED** component of the nursing program.



1. Students are required to complete the designated ATI Content Mastery Series (CMS) proctored assessments, tutorials, learning modules, practice assessments, and any other learning tool throughout the nursing program.
2. Students are required to take the Practice Assessment B without rationales and complete the **REQUIRED** focused review before taking the ATI CMS Proctored assessment. Failure to complete the Practice Assessment B and the focused review, will result in an ineligibility to take the proctored assessment. The practice assessment and focused review must be completed based on the course schedule as assigned by the ATI Coordinator.
3. The CMS Proctored Assessment counts for 5% of the total course grade (listed below). Students will have one (1) opportunity to take each proctored assessment and achieve a proficiency score based on the level in the curriculum. **ALL** students must complete remediation in order to receive a grade for test attempt.
4. Remediation following testing is **required** to receive a grade for test attempt. The grade for the attempt will not be awarded until after the student has completed and returned the required remediation from the ATI assessment.
  - a. **Remediation:** Remediation is utilized to meet the assigned course outcomes and the Nursing Program Student Learning Outcomes and is not just another task. Remediation must be completed for practice assessment B and the proctored assessment. Students will complete all topics for review identified by the individual student's "**Focused Review**" based on their ATI First Attempt. Students will review each missed item from the Assessment Report "Topics to Review" section. Once the proctored assessment is completed, complete the following instructions:
    - i. Follow the links provided to ATI Review Modules/books with online video, animations, and graphics and tutorials.
    - ii. Use course textbooks, slideshows, and class notes to review missed content.
    - iii. After reviewing missed content, handwrite the three most important nursing-related aspects for each missed item.
    - iv. Students will then handwrite and upload the handwritten focused review notes (including the three most important aspects) to Moodle in order to receive points for the proctored assessment.

5. All students are required to take each designated ATI CMS proctored assessment(s) at the designated time assigned by ATI Coordinator (**does not** have to be within the official class period). The ATI CMS Proctored assessment proficiency scale for Level 1 & 2 courses are outlined below:

**ATI Proficiency Grading Scale for the following Courses (NURS 219, 350, & 460):**

- **Level 3 Proficiency = Grade of 100**
- **Level 2 Proficiency = Grade of 87**
- **Level 1 Proficiency = Grade of 77**
- **Below Level 1 = Grade of 0 (Zero)**

**ATI Proficiency Grading Scale for the following Courses (NURS 360, 361, 410, 420, & 461):**

- **Level 3 Proficiency = Grade of 100**
- **Level 2 Proficiency = Grade of 87**
- **Level 1 Proficiency = Grade of 0 (Zero)**
- **Below Level 1 = Grade of 0 (Zero)**

6. RN Content Mastery Series 2019 Proficiency Levels

RN CMS 2019 PROCTORED ASSESSMENTS	CUT SCORES		
	LEVEL 1	LEVEL 2	LEVEL 3
Adult Medical Surgical (90 items)	56.7%	68.9%	82.2%
Community Health (50 items)	58.0%	74.0%	84.0%
Fundamentals (60 items)	50.0%	65.0%	81.7%
Leadership (60 items)	60.0%	76.7%	90.0%
Maternal Newborn (60 items)	55.0%	66.7%	81.7%
Mental Health (60 items)	56.7%	66.7%	85.0%
Nursing Care of Children (60 items)	51.7%	65.0%	78.3%
Nutrition (60 items)	48.3%	66.7%	83.3%
Pharmacology (60 items)	53.3%	71.7%	86.7%

RN Comprehensive Predictor 2019	
Benchmark	72.7%
<b>*Each student must complete RN Comprehensive Predictor 2019 as a program requirement.</b>	

**NOTE:** All ATI Review Module eBook material will be made available to the student **online** and for download from the ATI website (found under the “LEARN” tab on your student ‘My ATI’ page). All online materials are provided in PDF format and include the full text of ATI printed materials. *Printed books will be provided to students only upon request. There is a time delay between the request for printed materials and arrival of the materials from ATI. This time may vary.*

### **Nursing Program Student Testing Guidelines**

1. All items are to be placed at the designated location assigned by faculty prior to the beginning of the test.
2. Cellphones are to be turned off and placed in the designated area. If you do not wish to surrender your phone, **do not bring it to class.** You may collect your phone once all testing and/or review has been completed.
3. No smart watches or smart devices are allowed.
4. **NO drinking or eating** will be allowed during the testing period with the exception of water in a clear water bottle place in the designated area.
5. All students will begin the test at the same time (students with DSS accommodations may differ in timing).
6. Students will not be allowed to leave the testing area at any time; no exceptions will be made.
7. Students who are late will be allowed to take the exam per faculty discretion.
8. Faculty have the option to designate a time outside of class for a review of the test results.
9. Students will use the calculator application on the testing laptop.
10. Hats, scarves, gloves, jackets, and coats are to be place in the designated area. Provisions will be made for religious and cultural dress.

## **Academic Probation**

Undergraduate students must maintain a 2.5 overall GPA in order to progress in the nursing program. Students may be placed on academic probation if their cumulative GPA falls below 2.5. [Academic probation](#) indicates that the student is no longer in good academic standing and the student's eligibility to continue studies in nursing is under question. A student may remain on academic probation for no more than one semester. Failure to raise the GPA to the minimum standard of 2.5 during a student's semester on academic probation may result in dismissal from the Nursing Program.

Students on academic probation may not register for more than 14 credit hours in a Fall or Spring Semester, or 6 credit hours in the Summer semester. Students on academic probation in Nursing may not take courses in Winter Term or May Term.

## **Grade Appeals**

Appeals may be made to change only for a failing grade for a specific course or the grade of “F” for a Senior Assessment (e.g., comprehensive examination or portfolio) required for a degree; such appeals will only be considered when the student alleges that the grade does not reflect appropriate academic criteria, i.e., achievement and proficiency in the subject matter. Students may not appeal any other course grades. The policy for appealing a failing grade is outlined on the Trinity website at <https://www.trinitydc.edu/catalog-19-20/policies-nhp/#appeal4>.

Appeals regarding academic probation or dismissal should be directed to the School of Nursing and Health Professions Dean.

Requests for an exception to an academic policy stated in the Trinity Catalog or the Academic Policy Handbook should be directed to the NHP CAP Committee. Any other application for the redress of a student grievance based on the charge of discrimination that relates to academic procedures or policies must be addressed to the NHP CAP Committee.

## **Clinical Evaluations**

At the beginning of each clinical course, it is the student's responsibility to review and become familiar with the clinical performance objectives and competencies expected for satisfactory performance in the clinical component of the course.

Students will complete a self-evaluation at the end of each clinical rotation, using tools that the nursing faculty adopts. The final clinical performance tool completed by clinical faculty will be reviewed with each student, signed by both the student and the clinical instructor, in an "end-of-course" clinical evaluation conference. The student's signature does not indicate agreement, only that the student received the evaluation. Students may add comments to the final evaluation. The final clinical course evaluation and grade, and the student's self-evaluation are kept on file as part of the student's academic record in the Nursing Program Office.

## **Faculty, Course and Program Evaluations**

Programmatic evaluation is one of many professional behaviors expected of nurses. As such, students are expected to participate in program evaluation activities. Students' feedback provides vital information necessary to improve the Nursing Program. During the program, students will be asked to participate in:

- **Course Evaluations:** Completed at the end of every semester for each nursing course to evaluate the effectiveness of the course in meeting course objectives as well as faculty teaching effectiveness; completed at the end of each nursing course;
- **Clinical Course Experiences:** Completed at the end of each clinical course experience.
- **Clinical Agency Placement Sites:** Completed at the conclusion of each clinical course.

The Nursing Program engages in ongoing evaluation as a means by which to monitor its effectiveness in preparing graduates for the nursing profession. Students participate in Exit Interviews (completed in the final semester of the nursing program) and Graduation surveys completed in the final semester of the nursing program. Post-graduation surveys will be administered to graduates at one-year post graduation and their employers at one and three years' post-graduation.

## **Nursing Student Advisement**

Students are assigned a Nursing academic advisor upon acceptance into the Nursing Program for assistance with academic planning and interpretation of academic policies and procedures, assist students to explore academic interests, recognize academic strengths, and areas for improvement and the resources needed for assistance.

- Nursing students are expected to meet with their nursing advisor in advance of the registration period for the next semester to ensure that they are following the nursing program academic plan and making progress toward the completion of their degree.
- It is the student's responsibility to periodically (beginning and end of each semester) to review Self -Service and Starfish for accuracy of their information. In the event an inaccuracy is found, students are responsible for contacting the appropriate office for resolution.
- Students must adhere to the program plan approved by their academic advisor.
- Students who do not follow the approved academic plan are in jeopardy of not completing their program of study by the projected date for graduation.
- Students are responsible for registering for each semester on time, meeting pre-requisites for each course, and meeting the clinical requirements in advance of attending clinical and related didactic courses.
- The schedule for clinical includes day, evening and or weekend (Saturday and Sunday) shifts to health care agencies/facilities within a 50-mile radius of Trinity and may require travel outside the DC Metropolitan area.

## **Student's Academic Program of Study**

The *student has primary responsibility* for ensuring that adherence to the prescribed academic plan. Central to this responsibility is the appropriate use of Self-Service, Starfish, academic advisement and adherence to registration requirements. Students are expected to know how to use the online registration functionalities to manage their academic program, including accessing the course catalog, schedule of classes and registration processes.

Trinity supports the Moodle platform for web-enhanced or blended courses. Students must be able to effectively use Moodle for their coursework. Selected textbooks have accompanying online or computerized elements. Students are expected to learn how to use these elements and “plug ins”.

### **Academic Counseling for Students Who are Failing**

As noted in the *Trinity Academic Catalog*, “Trinity is committed to providing all students with a wide array of services and support to help them succeed academically....” The [Academic Support Services Center](#) is available to all students enrolled in the university and offers a number of programs to assist students with academic difficulties. These services and programs include but are not limited to study skills, test-taking skills, testing anxiety workshops, student life planning, support services for students with disabilities, and one-on-one tutoring. Students who are demonstrating unsatisfactory performance at mid-term must meet with the course faculty to initiate a Student Success Plan (SSP).

### **Course Cancellation**

Trinity reserves the right to cancel courses during the add/drop period if enrollment is low. Every effort will be made to assist the student to identify an alternate course or to help the student adjust their academic plan so that their progression is not unduly delayed.

### **Dismissal from the Nursing Program**

Students may be dismissed from the Trinity Nursing Program for reasons including:

- Failure to satisfy the academic standards specified in the preceding section;
- Any violation of Trinity’s policies that specify dismissal, including the Academic Honesty Policy, Student Code of Conduct, and other relevant policies cited at the outset of this document;
- Unsafe, unprofessional or unethical conduct in a clinical setting;
- Inability to obtain a clinical placement because the clinical agency declines to accept the student for placement as a result of the criminal background check or other issues that arise in fulfilling the requirements for clinical placement. Students who cannot obtain

clinical placements cannot continue in the Nursing Program regardless of their grade point averages or performance in didactic courses.

### **Appeals of Academic Dismissals**

Trinity's policies on student conduct include appeals procedures for disciplinary dismissals.

Students who face dismissal for failing to meet academic standards will have notice of their academic standing through the publication of the rules for academic progress, including the 2.5 minimum grade point average, and the one-semester academic probation process. Students who must go on probation will also sign a student success plan that specifies the terms for their improvement. Failure to fulfill the terms of the success plan, including meeting the minimum academic requirements, results in dismissal. Students seeking to appeal an academic dismissal should consult the University Academic Catalog, [Appeals of Academic Dismissal](#).

Students who face dismissal for professional conduct reasons, e.g., unsafe or unethical conduct in clinical settings, may follow the standard process for appealing disciplinary decisions. This includes a written statement explaining the action in question. The Dean of NHP and Director will hold a hearing with the student to review the matter. The Dean and Director will determine whether the student may continue in the program and they will so inform the student. The student may appeal a dismissal notice to the Provost, who reviews the case and makes a recommendation to the President, whose review of the case and decision is final.

When clinical placement agencies refuse to accept a student for placement, the student does not have an appeal right through Trinity. Trinity has contracts with the agencies that extend the right to the agency to make decisions about clinical students.

### **Withdrawal from Trinity**

A withdrawal from NHP the student has no intention of returning to Trinity. If the student decides to return at a later date, the student must apply for readmission.



Since withdrawal from Trinity has immediate implications for financial aid, students must have an exit interview with a representative of Enrollment Services. Students are responsible for all tuition associated with the course registrations and any other fees associated with Trinity.

Students who withdraw from the School of Nursing and Health Professions should follow these procedures:

- The student notifies the Dean of intent to withdraw from Trinity.
- If the student withdraws from the college in the middle of a semester in which the student is taking classes, the student must also withdraw from all classes in accordance with the policy for course withdrawals (See [Withdrawal from a Course](#) below).
- The student meets with an academic advisor for an exit interview.
- The student meets with a representative from Enrollment Services.
- The student arranges payment for all outstanding bills with the Business Office.
- Transcripts will indicate withdrawal from Trinity after the withdrawal is complete.

## SECTION V: CLINICAL COURSES

The nursing program utilizes a number of clinical agencies for student clinical experiences to provide opportunities for students to care for diverse client populations in community and acute care environments. Student clinical experiences may be scheduled for any nursing shift available in the clinical agency (7a-3p; 3pm-11pm; 11pm-7am) and any clinical length (6, 8, 10, or 12 hour shifts) including holidays.

- Students **will not** be assigned to a clinical agency where they are currently employed. Exceptions to this policy will be addressed on a case-by-case basis.
- In the event that an agency declines to accept a student for clinical placement or requests that a student not continue at the agency, the student may be dismissed from the nursing program.

## Eligibility for Participation in Clinical Courses

By accepting admission and enrolling in the Trinity Nursing Program, the student certifies that he/she understands, meets, and continues to meet the essential eligibility requirements for clinical placement. Students must complete all health clearance information, which requires disclosure of any health conditions that may affect the student's ability to enter clinical settings or the ability of the School to secure clinical placements.

Due to the specific expectations of the nursing profession and our clinical agencies, the following requirements must be met prior to enrollment in all nursing clinical courses:

1. **Uniform:** Purchase of the approved Trinity nursing program uniform: (1) purple scrubs (or colors required by the clinical agency), (2) white leather shoes with closed toes and heel to protect feet against injury and contamination, (3) Trinity photo ID badge, (4) wrist watch with second hand and (5) health assessment tools (e.g., stethoscope, etc.). *Students are expected to follow the Nursing Student Handbook for attire and appearance. Failure to do so may result in a grade of unsatisfactory for that clinical day and/or dismissal from the clinical site.*
2. **Professional Behavior:** Students MUST conduct themselves with integrity and in a professional, respectful, and courteous manner at all times. *Attendance and promptness is expected.* Please carefully read the Trinity Student Handbook and the Nursing Student Handbook (<http://www.trinitydc.edu/policies/>).
3. **CPR Healthcare Provider:** Only Healthcare Provider Cardiopulmonary Resuscitation (BLS) *from the American Heart Association (2 years)* will be accepted. CPR from sources which do not provide the hands-on skills check-off will not be accepted. *Your CPR card must remain current while enrolled in the Nursing Program.*
4. **Health Requirements:** The following health requirements must be confirmed by a licensed health care provider. Each student is required to upload all records into <https://mycb.castlebranch.com/>.
  - a. **COVID-19:** all students must provide evidence of COVID-19 vaccination per CDC guidelines and facility requirements.

- b. **Annual TB Screening:** all students must provide evidence of having been screened for TB. This can be achieved through one of the following three ways by your health care provider.
- i. **BCG:** For those students with a history of Bacille Calmette–Guérin (BCG) injection: *you must provide documentation of testing with either IGRA (CDC recommendation) or PPD.*
  - ii. **Annual PPD:** Negative PPD [TB skin test (TST)] done within the past year.
    - a. *This must be renewed every year.*
  - iii. **Positive TB Skin Test:**
    - a. *Stating “history of positive PPD” is insufficient.* You must provide a copy of the original medical document containing the actual measurement reading.
    - b. A positive PPD requires either a negative chest x-ray every 2 years or a negative serum TB antibody screen (IRGA). A positive chest x-ray or antibody screen requires documentation of follow-up with a licensed provider and medical treatment as indicated.
    - c. *Annual TB screening thereafter:* Negative TB symptom questionnaire performed with a licensed health care provider. Any manifestations of disease will require a chest x-ray and follow-up with a licensed provider and medical treatment as indicated.
- c. **MMR (Measles, Mumps, Rubella):** 2 doses of MMR vaccine or positive antibody titer for each disease. *History of the disease is not adequate.*
- d. **Tetanus/Diphtheria, Pertussis (TDaP):** Vaccination with TD (tetanus/diphtheria) must be within 10 years. Vaccination with Pertussis must be no earlier than 2005. Pertussis vaccination may be given separately (alone) if dosing with the TDaP is too early for TD booster.
- e. **Varicella (Chicken Pox):** 2 injections of the Varicella vaccine or a positive Varicella antibody titer level. *History of the disease is not adequate.*
- f. **Polio:** Completed polio vaccination series or positive polio antibody titer.

- Documentation of 3 doses of either OPV or IPV is required for a completed series. Four doses are required for a completed series if the OPV and IPV are given as a combined treatment.
- g. **Hepatitis B:** Immunizations with 3 injections of the Hepatitis B vaccine or positive Hepatitis B antibody titer level and date drawn. *You must have initiated the series and provide documentation of the first injection to attend clinical. The series should be completed within 6 months of the initial injection. Students who fail to continue the series and/or complete the series will be unable to register for the next semester and/or risk being dropped from clinical courses.*
  - h. **Seasonal Influenza Vaccine (Flu):** This requirement is due each year. You will not be allowed in the clinical setting if your flu vaccine is expired. *Students who fail to keep their flu vaccine current will be unable to register for the next semester and/or risk being dropped from clinical courses.* Be aware that flu vaccine production may be limited. Also be aware that composition of the flu vaccine may change each year. Therefore, hospitals may require immunization with the newest flu vaccine lot, requiring up-dating the flu vaccine before your last immunization has expired. The current vaccine year must be stamped or written on the document submitted to show the vaccine is indeed for the current season.
  - i. **Drug Screen:** Completed upon entrance into the Nursing Program. *Be aware that all clinical agencies (hospitals, clinics, etc.) have the right to require an alcohol and/or drug screen on you at any time while you are in the clinical setting.*
  - j. **Physical Exam (PE):** You must be medically cleared to attend clinical. This is an **annual requirement**. *Students who fail to keep the PE current will be unable to register for the next semester and/or risk being dropped from clinical courses. Only the complete Trinity Physical Exam form completed by a licensed health care provider will be accepted. The form must be submitted to the student's CastleBranch account. (copies of original immunization records, titer lab results, chest x-ray report, etc.) The Trinity Health Forms can be downloaded from the Trinity website accessing the following link: [Updated Health Screening Form](#). The physical exam must be completed annually while enrolled in the nursing program.*

5. **Criminal Background Check with Fingerprinting:** Upon entrance into the Nursing Program, Trinity requires you to complete this background check through <https://mycb.castlebranch.com/>. *Please be aware that Trinity and the clinical agencies reserve the right to determine if it is appropriate for you to continue in clinical. Therefore, any serious findings on the background check may prevent a student from participating in clinical placements, thus being unable to continue in the Nursing Program. Any arrests occurring after acceptance and during enrollment must be immediately reported to the Director of Nursing Programs of the Nursing Program. Failure to do so promptly may be grounds for dismissal from the program. A new background check will be required for students who **lapse enrollment in nursing courses** for a semester or longer.*

The Criminal Background check that includes fingerprinting, sex offense registry, and check for crimes against minors, is mandatory for all nursing students prior to the start of their clinical coursework. The Nursing Program and clinical agencies reserve the right to review the results of the criminal background check and to deny student placement in a clinical setting on the basis of these results. Students may also be expected to submit to random drug testing (refer to ***Reasonable Suspicion Drug and Alcohol Policy***).

- Students must register online at [www.castlebranch.com](http://www.castlebranch.com) under the section labeled “Students.” In the Package Code box, enter the package code **RI53ALL**. Then select a method of payment. CastleBranch.com accepts Visa, MasterCard, and money orders.

Students are expected to complete the above requirements **PRIOR** the date designated by the Nursing Program. Failure to complete the requirements in this timeframe will result in the student dropping all clinical nursing courses.

- Evidence of past or present criminal behavior identified through the background check or through other documented evidence of criminal behavior may lead to administrative sanctions up to, and including dismissal from the School of Nursing.
- Non-compliance with the background checks and/or drug testing policies will prevent a student from completing clinical experiences required for successful completion of the nursing curriculum, thus may result dismissal from the nursing program.
- The National Council of State Boards of Nursing (NCSBN) has information regarding background checks and licensure: <https://www.ncsbn.org>

**NOTE:** *At the time of application for licensure, The Board of Nursing will ask the student applicant for disclosure of any felony, plea agreement, misdemeanor conviction, or drug related behaviors.*

6. **Proof of Personal Health Insurance Coverage:** Students are required to maintain major health insurance coverage for the duration of enrollment in the Nursing Program.

*Whether or not a student represents a threat to practice, disciplinary action, withdrawal from clinical courses or dismissal from the Nursing Program may result from failing to fully disclose relevant health history, criminal background, and/or falsification or omission of information.*

### **Health Requirements & Limitations**

In addition to the Trinity policy on [Disability Student Services](#) in the University Academic Catalog, the Trinity Nursing Program supports the guidelines for the ADA set forth by the National Council of State Boards of Nursing (NCSBN). These guidelines serve to guide applicants and students of nursing in understanding what functions, standards, and competencies will be required of them during their course of study and whether or not some accommodations will be necessary in order for them to be successful. The NCSBN has defined the following list of essential nursing functions necessary for the professional practice of nursing. This list of essential nursing functions is defined as:

- Physical (gross and fine motor, physical endurance, physical strength, mobility)
- Sensory (visual, tactile, olfactory, hearing)
- Cognitive (reading, arithmetic, analytical and critical thinking)
- Interactive (interpersonal, communicative)

***Prior to*** the first day of a class in the nursing program, the student must notify Trinity's Coordinator for Disability Student Services of any special accommodation required to complete requirements for the course of study in the nursing program. It is the student's responsibility to discuss with the class or clinical instructor, any special accommodation required, prior to the beginning of the course. Students must report, immediately in writing, any changes in health status which impacts their safety, the safety of clients or those whom the student encounters, to the Director of Nursing Programs.

**\*NOTE:** Students will not be allowed to participate in clinical experiences unless and until all of the above requirements have been completed and submitted as required.

In addition to the above requirements, the clinical agencies may have additional health or safety requirements which students are required to meet prior to receiving access to the clinical placement site. Changes may occur each semester in the Nursing Program's clinical requirements. Students are expected to routinely check the nursing section of the Trinity website for programmatic updates.

- Students needing any required immunizations and/or titers are responsible for making the arrangements for receiving the immunizations and/or titers, and bear financial responsibility for all aspects.
- All health forms must be submitted and approved by CastleBranch by June 1<sup>st</sup> for students admitted for the Fall semester and February 1<sup>st</sup> for students admitted for the Spring semester prior to beginning clinical coursework. It is the responsibility of each student to make sure their health records are updated annually.

The nursing program confirms health compliance for each student to clinical agencies however, health documents from a student's file are not released to any third party without authorization from the student. Students should keep their own copies of health records submitted to the program.

Trinity takes very seriously its institutional obligation to protect the privacy of student records as mandated through the Family Educational Rights and Privacy Act (FERPA) and individual health records covered by the Health Insurance Portability and Accountability Act (HIPAA). The records of nursing students are maintained in secure files to which only authorized individuals may have access.

## **RN-BSN STUDENTS**

1. Professional liability insurance coverage in the amount of \$1 million /\$3 million is required for all RN-BSN students (and recommended for the traditional BSN students) prior to the beginning of the first day of clinical. A copy of the policy reflecting the amount of coverage must be submitted.
2. All RN students entering the undergraduate and graduate programs must show evidence of current licensure in a U.S. jurisdiction. RN students who participate in clinical experiences must show evidence of licensure in that jurisdiction prior to the clinical experience.

### **Exposure to Bloodborne Pathogens**

Any accident or injury in the clinical setting that requires immediate attention will be treated at the nearest facility providing emergency care. If a student is exposed to a blood or body fluid pathogen, the supervisor at the clinical site and the administration in the Nursing Program is to be notified immediately. If the facility has an Employee Health Department, clinical faculty will escort the student to the department and follow the agency guidelines for immediate treatment. If there is no facility on-site, the nearest emergency department will be contacted and immediate treatment guidelines will be followed. The student is responsible for contacting their personal health care provider for the necessary follow-up care. Appropriate documentation of the incident will be kept in the student's confidential health information file.

### **Student Transportation**

Students are responsible for their own transportation to clinical agencies. An effort will be made for students who lack a personal mode of transportation to be assigned to an agency which has access to public transportation. The student will be responsible for the cost incurred.

### **Inclement Weather**

The nursing program will comply with formal announcements by the University concerning cancellation or delay of classes. For bulletins concerning inclement weather and university delays or closing, follow the guidelines in the [Emergency and Weather Communications](#) policy site.



- When it is necessary to cancel class, clinical, simulation, and/or laboratory session prior to a University cancellation decision, notification of the Nursing Program administration and course faculty will be instituted by clinical course faculty.
- Classes, laboratory sessions, simulation sessions, and clinical experiences cancelled by the Trinity Nursing Program will be rescheduled at the discretion of the faculty and clinical agency. In addition, students are responsible for ensuring their own safety and should make travel decisions accordingly.

In the event the University cancels classes on campus, clinical courses may be held at the discretion of the clinical facility. Keeping everyone safe is of utmost importance. Students and clinical faculty are expected to use sound judgment on whether to attend the clinical class session,

## **SECTION VI: PROFESSIONAL ACCOUNTABILITY**

When in the clinical area, students represent Trinity Washington University, as well as the Trinity Nursing Program. Students preparing for a nursing career bear the responsibility to conduct themselves and dress in a manner that reflects professionalism.

### **Health Insurance Portability and Accountability Act (HIPAA)**

Federal regulations under the Health Insurance Portability and Accountability Act (HIPAA) include provisions designed to protect the privacy of client information. These regulations are commonly known as the Privacy and Security Rules. Confidential client information means information that identifies the client, relates to the client's diagnosis or condition, the client's care, treatment or other services provided to the client, or the client's billing and payment information. It is the student's responsibility to be familiar with, understand and comply with the requirements of the Health Insurance Portability and Accountability Act.

Examples of confidential information are listed below. Failure to adhere to any of the HIPAA regulatory expectations may result in immediate removal from the clinical settings and additional academic sanctions, including course failure and if necessary dismissal from the Nursing

Program. Personal confidential information includes the client's:

- name, address, phone number, fax number, e-mail address
- occupation, age or date of birth, place of birth, date/time of death
- social security, driver's license, license plate, and professional license number
- medical record number, account number, health plan number
- photographs, fingerprints, voiceprints
- distinguishing physical characteristics, including height, weight, gender, race, hair and eye color, presence or absence of facial hair (beard or moustache), scars, and tattoos
- diagnosis and Healthcare Common Procedure Coding System (HCPCS) codes, narrative diagnosis, signs and symptoms, description of procedures
- history & physical, discharge summary, physician orders/prescriptions, clinical notes
- test results, imaging results, Web Universal Resource Locator (URL), Internet Protocol (IP) address number
- Any other unique identifying number, characteristic, or code

Students are expected to maintain the privacy of individually identifiable health information (IIHI) by taking the following steps to protect against disclosure of IIHI:

- Students must not share or discuss information outside the educational setting.
- Students are expected to follow the HIPAA guidelines of the clinical placement setting.
- Students should read, understand, sign, and follow confidentiality and privacy policy statements, which will vary by clinical site

Students are prohibited from taking any IIHI from a clinical setting back to the classroom.

- Students must not bring IIHI acquired during their clinical coursework into the classroom
- Students must remove any IIHI when discussing their clinical experiences as part of any coursework
- Students should not retain any IIHI after the need to use it has ended □ IIHI must be used only for research and/or education purposes

## Health Habits & Requirements

Maintaining good mental and physical health habits are essential to meet the stress of a demanding curriculum such as nursing.

- Students encounter multiple stressors while in nursing programs. Students must be able to manage stressful situations.
  - These stressors may be, but are not limited to, personal, client & family care, faculty or peer, and or program related.
  - The student must be able to adapt to and function effectively to stressful situations in both the classroom and clinical settings, including emergency situations.

Performance expectations will not be modified because of a student's work commitments.

Students may not work the preceding eight hours prior to attending a nursing clinical experience.

- Students must report, immediately in writing, to the Director of Nursing Programs any changes in health status which impact their safety, the safety of clients or others, or which significantly affect their progression in the nursing program.
- Students are expected to comply with all agency requirements for placement in the clinical setting. These include documentation of health and immunization requirements and current cardiopulmonary resuscitation (CPR) certification and may include drug/toxicology screening or an updated criminal background check. Failure to comply with these requirements may result in withdrawal from clinical courses with a resultant effect upon the progression in the Nursing Program.
- Disciplinary action or dismissal from the Nursing Program may result from the following, whether or not they represent a current threat to practice:
  - Failing to fully disclose relevant health history or criminal background
  - Falsification or omission of information

## Unsafe Practice

Unsafe practice is a behavior that threatens or has the potential to threaten the safety of a client, student, faculty member, or member of the health care team in the clinical setting.

- Students are not allowed to practice in a clinical setting without the knowledge or supervision of a faculty member.
- Any student who exhibits potentially unsafe practice during a clinical experience may be immediately withdrawn from the clinical setting. This decision may be made by the clinical faculty or at the request of the clinical agency.
- Students who are at risk for unsafe practice may be prevented from attending their clinical practicum until the unsafe practice concern has been investigated and satisfactorily resolved.
- If the concern cannot be resolved, the student may be subject to additional administrative sanctions and may be subject to administrative dismissal from the program.
- The student has the right to appeal a course failure or program dismissal following the appeal processes outlined in the catalog.

### **Professional Attire & Conduct**

Proper attire and appearance enhances both the student's credibility and that of the University with clients, their families, and agency personnel. A professional and neat appearance is expected and required for all clinical and University related experiences. The following information outlines the expectations for professional attire and conduct in the clinical and laboratory settings.

- Professional conduct is expected at all times. This includes not talking loudly, not chewing gum and no transaction of personal business in the clinical area, except for emergency situations.
- Students who appear in a clinical setting who are inappropriately attired or groomed may be sent home and the absence treated as an unexcused clinical absence.
- Students should consider the impact of cosmetics and decorative hair styles/colors upon client, staff and other individuals. The clinical agencies and faculty have the discretion to require modification of these factors when students are in the clinical setting.
- Body piercing & tattoos are discouraged. If tattoos do exist, they must be covered when possible. Cases of permanent cosmetics will be addressed on a case-by-case basis.

- Faculty have the responsibility and reserve the right to judge the appropriateness of a student's attire, and may modify the uniform policy in accordance with agency guidelines and standards.
- Proper attention to hygiene is mandatory. This is more than common courtesy. In order to convey respect to clients and colleagues and because of health laws, isolation and aseptic techniques, students must maintain good personal hygiene. Students must:
  - Observe proper bathing habits
  - Use deodorant products to prevent odor
  - Avoid any use of colognes or perfumes
- Please note that all noise-making devices (pagers, cell phones, etc.) must be turned off during class, laboratory and clinical sessions.

### **Uniforms**

- An official Trinity uniform, a white lab coat with the Trinity patch, and the Trinity name pin is available at the Trinity Bookstore. The uniform and name tags are required in institutional and community settings where street clothes are not permitted and where the clinical agency does not require a specific alternate uniform (i.e. in pediatric settings).
- Students should visit the designated uniform supplier (either on site or via the supplier's website) at least four-six weeks prior to beginning nursing classes, to allow for sufficient time for the proper uniform size to be ordered and to be ready.
- Uniforms should be fitted appropriately and not tight or too loosely fitted. Faculty and clinical agency staff reserve the right to deny the student access to the clinical experience if dressed inappropriately.
- Students should use good judgment wearing the uniforms outside of the clinical setting. Remember that the uniform has been worn in a contaminated environment.
- To insure client safety and prevent the transmission of microorganisms, the following *should not* be worn in institutional and community settings:
  - bracelets, chains, necklaces
  - dangle, hoop or large earrings

- rings with stones
- no type of button or pin may be worn other than the Trinity name tag.
- Due to limited space for students' belongings, avoid carrying purses or other valuables to clinical settings.
- No waist or fanny packs may be worn due to the probability of cross contamination and the transmission of nosocomial infections
- Students who need to cover their hair for religious reasons should consult with the faculty member to ensure that the cover selected meets safety and infection control standards.

### **The Basic Uniform**

- Shirt or Top: Purple scrub top monogrammed with “*Trinity Nursing Program*” on left side
- Pants: Purple scrub bottoms
- Shoes: White leather; closed heel and toe; no canvas sneakers or clogs; polished, clean, and in good repair
- Hose/Socks: Neutral colored stockings or white colored socks, worn at all times
- ID Badge: Trinity Washington University Photo ID Badge
- Watch: Watch with second hand (cellphone is NOT sufficient)
- Bandage Scissors: Regulation bandage scissors are optional; Scissors should be regularly cleaned
- Jewelry:
  - Wedding bands only (no stones)
  - Watch with a second hand (cellphone is NOT sufficient)
  - One pair of stud earrings
  - No other jewelry may be worn
- Perfume or After Shave: No perfumed scents; lotions; or body sprays
- Hair:
  - Women – Hair must be neatly arranged, either short or pulled back and away from the face; discreet hair accessories only
  - Men - Beards and mustaches must be clean, trimmed and well groomed

- Sweater Washable white or black cardigan
- Nails: Short (fingertip length); well-manicured; **NO** polish, acrylics or tips.

### **Community Settings Uniform**

- Women and Men: Tailored Trinity (purple) polo purchased at approved reseller and Khaki colored (tan) pants, and skirts; The length of skirts must be at least to the knee, reasonable and discreet;
- Women & Men:
  - No jeans, sweatpants, stirrup pants, or scrub pants or tops
  - No exposed midriffs
  - Sturdy, closed-toe and heel shoes; clean, polished and in good repair
  - Neatly arranged hair, off the face or tied back (discreet hair accessories only)
  - Stockings or socks worn at all times.
- Trinity Badge identification and hospital ID if required are to be worn at all times (no other type of pin may be worn).
- Jewelry:
  - Wedding bands only
  - Watch with a second hand
  - No chains, necklaces, bracelets, dangle or hoop earrings
- Nails: Short (fingertip length); well-manicured; **NO** polish, acrylics or tips.

### **Section VII: STUDENT LIFE, ORGANIZATIONS, HONORS and AWARDS**

- Students in the RNBSN Program are encouraged to become members of the American Nurses' Association (ANA): [www.nursingworld.org](http://www.nursingworld.org)
- Students in the traditional BSN pathway are encouraged to become members of the Trinity Student Nurses Association (TSNA): [www.nsna.org](http://www.nsna.org)
- All students who graduate from Trinity are members of the Trinity Alumnae Association.

## **Ceremonies**

### **White Coat Ceremony**

The White Coat Ceremony for nursing occurs at the beginning of students' nursing school program. The White Coat Nursing Ceremony was developed to champion scientifically sound, compassionate care and to promote the importance of humanistic, client-centered care to new nursing students.

The ceremony consists of the recitation of an oath, the cloaking of students in a white coat, an address by an eminent role model, and a reception for students and invited guests. Students are given a specially designed pin that serves as a visual reminder of their oath and commitment to providing high quality care.

### **The Pinning Ceremony**

A "*Pinning Ceremony*" is held for graduating Baccalaureate nursing students. The pinning ceremony recognizes students who have completed the nursing program, and signifies the knowledge, skills, values, meanings, and experiences gained during their academic career. Students may choose to buy the program's nursing pin, which identifies them as graduates of Trinity Washington University.

The Pinning Ceremony is a wonderful time-honored nursing school tradition, dating back before the turn of the twentieth century. It is a celebration of what students have accomplished during their past years here at Trinity. The ceremony is for the students and their families who understand what they have been through to get where they are. Students invite the people who helped them through their nursing studies, and sacrificed, sometimes as much as they did.

Traditionally, nursing students hold a Pinning Ceremony to mark the passage of the student nurse role to the practice role. The graduates will recite a nursing pledge, which reaches back to Florence Nightingale, who distinguished herself during the Crimean War by nursing the sick and wounded British soldiers. Because of her selfless duty during this



war, Florence Nightingale became known as the "lady with the lamp." As a tribute to her dedication, the lamp icon became symbolic of nursing. The lamp, which is on our Trinity nursing pin, will always shine brightly as a symbol of the care and devotion the nurse administers to the sick and injured in the practice of Nursing.

This pin is worn by nurses and identifies the nursing school from which they graduated. Trinity's logo is incorporated into our nursing pin, along with the brightly shining "lamp" symbolizing the care and devotion of the nurse who wears it. Nurses wear their pin proudly, clearly stating that they are a Registered Nurse with a Bachelor's Degree in Nursing, and distinguishing them from all other health care professions and professionals.

### *The Trinity Nursing Pin*



Students may purchase their individual pin engraved with their initials and graduation year, through directions provided by the Nursing Program Office. Orders may be taken during designated times when students are certified for graduation.

Students will receive their pin during the Pinning Ceremony. While the purchase of a pin is optional, all students are recognized during the ceremony. The graduating class assists the faculty and administration of the Nursing Program in planning the event.

### **Trinity Commencement Ceremony**

Please visit the University [Commencement](#) website for further information regarding the Commencement Ceremony. The Degree Clearance Process is available on the Trinity [Graduation Process](#) website.

## SECTION VIII: ADDITIONAL EXPENSES

As part of professional behavior and professionalism in the classroom, clinical setting, and community learning experiences, students in the Nursing program should expect to incur additional expenses beyond tuition and fees. Students will receive a detailed list during the nursing program orientation.

1. **Uniform and Supplies:** Students receive a list at their initial orientation after acceptance in the nursing program. The list outlines uniform, equipment, and supplies that nursing students are required to purchase as part of their Nursing program.
2. **Travel and Transportation to community agencies:** Students are expected to have reliable transportation to, from and around the Metro Washington area for clinical courses, fieldtrips and advocacy events. Students will be required to attend off campus events for certain courses as well as clinical courses
3. **Books and Software Applications:** Nursing books and third-party software applications are expensive but are an investment in your future. The faculty have chosen current and frequently used books as well as third-party software applications in Nursing Programs that provide you with evidence-based nursing information.
4. **Health Clearance:** Clinical experiences depend on individual student health clearance based on standards outlined by the Nursing program according to hospital and community site policies. Prior to participating in clinical courses students must provide official documentation required for clinical clearance. Students without clinical clearance will not be able to register for clinical and associated didactic courses for matriculation through the nursing program.
5. **Health Insurance:** Nursing students are required to carry personal health insurance.
6. **Criminal Background Check:** Students must complete a criminal background check, finger printing and drug screen prior to participating in clinical experiences. If background testing reveals positive findings clinical sites may not permit the student to participate in clinical experiences.
7. **Digital Devices:** Nursing students are required to have a laptop computer or tablet running either Windows or Mac operating systems – Chromebooks are NOT permitted as the operating system on these computers are not compatible with some of the

software applications required by the nursing program) to be used regularly in Nursing Program classes. A cellphone is NOT sufficient for use of required software applications in nursing programs.

8. **Liability Insurance:** Professional liability insurance coverage in the amount of \$1 million/\$3 million is required for all RN-BSN students (and recommended for the traditional BSN students) prior to the beginning of the first day of clinical. A copy of the policy reflecting the amount of coverage must be submitted.

### **SECTION IX: Financial Aid and Scholarships**

Student financial aid is handled through the Enrollment Services Office. Students can access financial aid and scholarship information by viewing the Enrollment Services website (<http://www.trinitydc.edu/EnrollmentServices> or visiting the Enrollment Services Office.

### **SECTION X: OUTSIDE EMPLOYMENT**

***NOTE: Students may not work the previous 8 hours prior to participating in nursing clinical experiences.***