<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policies</td>
<td>21</td>
</tr>
<tr>
<td>Accreditation</td>
<td>13</td>
</tr>
<tr>
<td>Appendices</td>
<td>37</td>
</tr>
<tr>
<td>Attendance</td>
<td>24-25</td>
</tr>
<tr>
<td>Career Placement Services</td>
<td>21</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>13</td>
</tr>
<tr>
<td>Degrees Awarded</td>
<td>13</td>
</tr>
<tr>
<td>Evaluation of Student Performance</td>
<td>15</td>
</tr>
<tr>
<td>Examination Policy</td>
<td>17-18</td>
</tr>
<tr>
<td>Faculty</td>
<td>13</td>
</tr>
<tr>
<td>General Educational Goals</td>
<td>6</td>
</tr>
<tr>
<td>Grading System</td>
<td>15-16</td>
</tr>
<tr>
<td>Historical Perspective</td>
<td>4</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>14</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>16</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Level Objectives Overview</td>
<td>7-8</td>
</tr>
<tr>
<td>Level Objectives</td>
<td>8-10</td>
</tr>
<tr>
<td>Licensure</td>
<td>14</td>
</tr>
<tr>
<td>Medication Calculation Test Policy</td>
<td>19-20</td>
</tr>
<tr>
<td>Mission, Objective, and Goals</td>
<td>6</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Nursing Health Requirements</td>
<td>33</td>
</tr>
<tr>
<td>Policies and Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Professional Conduct in the Clinical Setting</td>
<td>31</td>
</tr>
<tr>
<td>Requirements for Clinical Placements</td>
<td>34</td>
</tr>
<tr>
<td>School Schedule</td>
<td>14</td>
</tr>
<tr>
<td>Standard Precautions</td>
<td>30</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>19</td>
</tr>
<tr>
<td>Student Advisement Policy and Procedure</td>
<td>20</td>
</tr>
<tr>
<td>Student Appearance</td>
<td>31-32</td>
</tr>
<tr>
<td>Student Policy for Control of Infectious Diseases</td>
<td>38-42</td>
</tr>
<tr>
<td>Student Drug Test Policy</td>
<td>47</td>
</tr>
<tr>
<td>Student Grievances</td>
<td>27</td>
</tr>
<tr>
<td>Student Health Care</td>
<td>29</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>29</td>
</tr>
<tr>
<td>Student Immunizations</td>
<td>29</td>
</tr>
<tr>
<td>Student Services</td>
<td>26</td>
</tr>
<tr>
<td>Student Withdrawal</td>
<td>28</td>
</tr>
<tr>
<td>Technology and Access to Technology including TUN Library</td>
<td>30</td>
</tr>
<tr>
<td>Testing Procedure</td>
<td>17-18</td>
</tr>
<tr>
<td>The Curriculum</td>
<td>12</td>
</tr>
<tr>
<td>The School of Nursing at Touro University Nevada</td>
<td>5</td>
</tr>
<tr>
<td>Transfer Credit and Credit by Examination</td>
<td>28</td>
</tr>
<tr>
<td>Tuition Refund</td>
<td>27</td>
</tr>
</tbody>
</table>
INTRODUCTION

This handbook is a reference intended to provide accurate information to students and others regarding Touro University Nevada. It contains information about the organization of the University, academic matters, policies and regulations, student services, and student activities.

The provisions of the handbook are subject to changes as a result of official actions of the administration. Such changes may be without notice. The student should not consider this handbook to represent a contract between Touro University Nevada and the student. The university disclaims any misrepresentations or omissions that may have occurred as a result of error in preparation or typing.

Each student must recognize that he/she is responsible for knowledge of current academic regulations, general and specific requirements, student operational policies contained in this handbook, School Policies and Procedures, and other official announcements and published documents of the Programs and University.

HISTORICAL PERSPECTIVE

Touro University is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission. Lander was inspired by the democratic ethos enunciated by George Washington when in 1790 he visited the Touro Synagogue at Newport, Rhode Island. The Touro brothers provided major endowments for universities, the first free library in this continent, community infirmaries in the new United States of America and pioneering settlements in Israel.

Touro was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts students. Since those early days, the institution has experienced substantial growth.

Touro College/University embraces the following schools: The Lander College of Liberal Arts and Sciences (Men's and Women’s Divisions); The Jacob D. Fuchsberg Law Center; The Graduate School of Jewish Studies; The School of Health Sciences; The School of General Studies; The School of Lifelong Education; The International School of Business and Management; The Graduate School of Education and Psychology; and The School of Career and Applied Studies.
Touro operates degree programs in Israel, Germany, France, and in Russia. Agreements for exchange of students and faculty have been established with the People’s Republic of China.

Touro has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro to explore the possibility of establishing a college of osteopathic medicine. Touro sought incorporation in the State of California, and in 1995 located a campus in the San Francisco bay area. The campus was moved to Mare Island, California in 1997. Touro University California includes the Touro University College of Osteopathic Medicine, the College of Health Sciences, the College of Pharmacy, and the College of Education.

As Touro College looked to other potential sites for a college of osteopathic medicine, Nevada was chosen as a potential site due to the current physician shortage in Nevada and the rapidly growing population within Nevada and the surrounding community. The branch campus, Touro University Nevada College of Osteopathic Medicine, accomplished matriculation of its first class in August of 2004. Simultaneously, Touro University Nevada initiated its first Masters in Physician Assistant Studies in 2004. Touro University Nevada founded the College of Health and Human Services in 2005 which includes the Schools of Occupational Therapy, Nursing, Education, and Physical Therapy.

**THE SCHOOL OF NURSING AT TOURO UNIVERSITY NEVADA**

**A History of the School of Nursing**

A regional needs assessment indicated a looming crisis in the availability of nurses to provide care in Southern Nevada for the burgeoning population, many of whom were of retirement age. A strategic plan was implemented to provide Clark County with a nursing school that would provide graduate level education for students who hold a baccalaureate degree in another discipline or for registered nurses seeking to further their education in the functional areas of nursing administration or nursing education. Efforts were begun in January 2005 to initiate the School of Nursing by hiring the school’s director and by beginning the re-approval accreditation process by the Western Association of Schools and Colleges (WASC), as well as the Nevada State Board of Nursing approval process. Space designated for the School of Nursing included a 3600 sq ft. skills lab, classrooms, seminar rooms, physical assessment rooms, faculty offices, and work stations. This project was completed in November of 2005.
MISSION, OBJECTIVES, AND GOALS

Mission Statement

Characterized by scholarship and community service, the School of Nursing prepares competent and caring nurses who meet the health care needs and expectations of individuals, families, communities, and the profession.

Philosophy

The School of Nursing, as a constituent of Touro University Nevada, accepts responsibility for promoting the University's general purposes of teaching, research, and service. The School’s philosophy builds upon concepts regarding humans, society, health, nursing, and learning.

The faculty believes that:
1. The human is a holistic being who develops through continuous interaction with the environment.
2. Society is composed of individuals, families, groups, communities, and other population aggregates. Society possesses structure, values, and beliefs that influence human responses.
3. Health is a dynamic, multidimensional, measurable state of being that is influenced by the internal and external environment.
4. Nursing is a profession and an academic discipline possessing a scientific body of knowledge.
5. Learning is a dynamic, lifelong interactive process involving sensory perception, conceptualization, and critical thinking.
6. Nursing education guides the learner to attain competencies required to practice professional nursing.
7. Nursing education at the baccalaureate level is the basis for professional practice as a nurse generalist, and should be accessible to individuals with diverse cultural, experiential, and academic backgrounds.
8. Nursing education at the master’s level focuses on preparation for advanced practice through the integration of selected theoretical formulations and the expansion of knowledge and skills through critical inquiry.
9. Nurses prepared at each of the two academic levels are responsible for continuing their professional development to promote constructive, effective, ethical, and societal relevant modifications within the discipline of nursing.

EDUCATIONAL GOALS

A graduating student:
1. Integrates concepts and principles from the natural and behavioral sciences, humanities, and nursing into professional nursing practice.
2. Applies theory-based clinical judgment and demonstrates effective decision-making processes as the basis for professional nursing practice.
3. Is a caring and competent nurse in the delivery of nursing therapeutics in diverse settings with individuals, families, and communities throughout the lifespan.
4. Uses critical thinking when integrating technological information, research, health information, and client needs to practice evidence-based nursing.
5. Applies concepts of leadership, autonomy, and advocacy in designing, implementing, coordinating, and evaluating nursing care for individuals, families, and communities throughout the lifespan.
6. Implements effective interpersonal communication processes when interacting with clients, peers, and other health care providers.
7. Collaborates with other health care providers and members of the community in promoting health and well-being for all.
8. Exhibits responsibility and accountability as a member of the nursing profession through life-long learning, personal growth, leadership, and advancement of the profession.
9. Demonstrates attitudes, values, and behaviors consistent with legal and ethical nursing practice.
10. Participates in the advancement of the profession to improve health care for the betterment of the global society.

**LEVEL OBJECTIVES OVERVIEW**

**Level I: First Semester of Pre-licensure Programs**

Level I courses are the first nursing courses taken after admission to the program, after completion of program prerequisites. Concepts from behavioral sciences, natural sciences, liberal arts, and humanities serve as a foundation for the student’s first forays into the world of professional nursing. Foci include the roles of the nurse in today’s society, the historical basis of nursing, the profession of nursing, and various theories and concepts that help explain behavior in and around healthcare. Students are initially placed in situations which require simple behaviors—cognitive, psychomotor, and affective. Students become familiar with care planning. Students experience clinical rotations that prepare them to progress towards caring for one or two predictable patients.

**Level II Second Semester of Pre-licensure Programs**

Level II focuses upon specialty areas, representing the second semester of the program. Courses at this level include concepts that are more in-depth than Level I, partly because of the complexity of the disease process themselves, either physiological or psychological, and partly because of the emphasis on the family. Progression to increasingly independent situations, and the beginning of interdependent behaviors, is expected within each course at this level. Patient situations manifest a greater level of unpredictability. Complexity of environment is also apparent, with this level’s increase exposure of students to community agencies, in addition to in-patient experiences.

**Level III: Third Semester of Pre-licensure Programs**

Level III contains the more advanced courses taken during the third semester of the pre-licensure part of the program. These courses demand a higher level of function, both conceptually and in practice, as they require the synthesis and application of previously acquired concepts and theories. Students encounter both predictable and
unpredictable situations within their community health and advanced medical-surgical experiences. They are expected to facilitate adaptation through communication with individuals, families, and communities.

Level IV: Fourth Semester Pre-licensure
In semester IV, students concentrate on strengthening conceptual and clinical skills and preparing for the NCLEX-RN examination. Upon successful completion of semester 4, students will receive a BSN and will be eligible to sit for the NCLEX exam.

LEVEL OBJECTIVES
1. Integrates concepts and principles from the natural and behavioral sciences, humanities, and nursing into professional nursing practice.
   Level I
   • Identifies concepts and principles from the natural and behavioral sciences, humanities, and nursing as they relate to professional nursing practice.
   Level II
   • Applies concepts and principles from the natural and behavioral sciences, humanities, and nursing in the promotion of health for individuals, families, and communities across the lifespan.
   • Utilizes concepts and principles from the natural and behavioral sciences, humanities, and nursing in providing nursing care for individuals, families, and communities with acute and chronic health care needs.
   Level III
   • Utilizes concepts and principles from the natural and behavioral sciences, humanities, and nursing in providing nursing care for individuals, families, and communities with complex health care needs.
   Level IV
   • Integrates concepts and principles from the natural and behavioral sciences, humanities, and nursing in the design and evaluation of nursing care.

2. Applies theory-based clinical judgment and decision making as the basis for professional nursing practice.
   Level I
   • Describes the major theoretical concepts within the domain of nursing.
   Level II
   • Utilizes theory-based clinical judgment and decision-making as the basis for nursing practice with individuals, families, and communities with acute and chronic health care needs.
   Level III
   • Uses critical thinking to formulate theory based nursing interventions in providing nursing care for individuals, families, and communities with complex nursing care needs.
   Level IV
   • Uses critical thinking and independent judgment in designing, implementing, and managing nursing care.
3. Provides caring and competent nursing care in the delivery of nursing therapeutics in diverse settings with individuals, families, and communities throughout the lifespan.
   Level I
   • Identifies levels of prevention as applied in health care systems.
   • Examines caring and the use of the nursing process to implement therapeutic interventions in diverse settings with individuals throughout the lifespan.
   Level II
   • Demonstrates caring in the provision of nursing therapeutics to individuals, families, and communities with acute and chronic health care needs, in diverse settings, throughout the lifespan.
   • Delivers nursing therapeutics competently to individuals, families, and communities with acute and chronic health care needs.
   Level III
   • Demonstrates caring in the provision of nursing therapeutics to individuals, families, and communities with complex health care needs, in diverse settings, throughout the lifespan.
   • Delivers nursing therapeutics competently to individuals, families, and communities with complex nursing care needs.
   Level IV
   • Analyzes and evaluates the provision of health care directed at the prevention, maintenance, or restoration of health of individuals, families, and communities along the health continuum.

4. Uses critical thinking when integrating technological information, research, health information, and client needs information to practice evidence-based nursing.
   Level I
   • Identifies the need for research in professional nursing practice.
   Level II
   • Examines the research process as it relates to the provision of evidence-based practice.
   • Critiques and analyzes nursing research for applicability to professional nursing practice.
   Level III
   • Utilizes research findings, critical thinking, and information about client needs in the clinical decision-making process.
   Level IV
   • Promotes evidence-based practice by identifying clinical research problems and collaborating in research utilization projects.

5. Applies concepts of leadership, autonomy, power, and advocacy in designing, implementing and coordinating nursing care for individuals, families, and communities throughout the lifespan.
   Level I
   • Explores the leadership role and the concepts of autonomy, power, and advocacy as they relate to nursing practice.
Level II
- Uses leadership behaviors to advance the care for individuals, families, and communities with acute or chronic health care needs throughout the lifespan.

Level III
- Applies concepts of leadership, autonomy, power, and advocacy in the design and implementation of nursing care for individuals, families, and communities with complex health care needs.
- Evaluates the effect leadership behaviors of self and others have on the provision of health care.

Level IV
- Applies concepts of leadership, autonomy, power, and advocacy in the design and coordination of nursing care throughout the lifespan
- Compares and contrasts leadership styles in relation to health systems, nursing theorists, and professional nursing.

6. **Implements effective interpersonal and communication processes when interacting with clients, peers, and other health care providers.**

Level I
- Explore communication techniques and principles that enhance therapeutic nursing care.
- Examine the effect nursing informatics has on the provision of health care.

Level II
- Utilize a variety of therapeutic interactions with individuals, families, and communities in the provision of nursing care in diverse settings and across the lifespan.

Level III
- Applies selected communication techniques that enhance therapeutic relationships with individuals, families, or communities in crisis.
- Evaluates effectiveness of own communication patterns in terms of empowerment and advocacy.

Level IV
- Evaluates the effectiveness of communication and informatics in the provision of health care to diverse populations in a variety of health care systems.

7. **Collaborates with patients, other health care professionals, and members of the community in promoting health and well-being for all.**

Level I
- Describes differences in the primary, secondary, and tertiary levels of prevention.

Level II
- Collaborates with patients, family members, and health care professionals to assess the health status of individuals and families, and their need for community health resources.

Level III
- Participates with health care professionals to assist individuals, families, and communities meet their health care goals.
Level IV
- Participates with other health care professionals and members of the community to identify health care goals.

8. **Exhibits responsibility and accountability as a member of the nursing profession through life-long learning, personal growth, leadership, and advancement of the profession.**
   - Level I
     - Recognize the concepts of responsibility and accountability as being inherent in advancing the profession of nursing.
   - Level II
     - Demonstrates accountability by identifying the student’s own learning needs and seeking activities to meet those learning needs.
     - Evaluates own practice in relation to accepted legal and ethical standards of practice.
   - Level III
     - Is accountable for own practice and demonstrates responsibility for the nursing care of individuals, families, and communities as clients.
   - Level IV
     - Evaluates the outcomes of practice and identifies activities aimed at enhancing effectiveness as a designer, provider, and manager of nursing care.

9. **Demonstrates attitudes, values, and behaviors consistent with legal and ethical nursing practice.**
   - Level I
     - Identifies attitudes, values, and behaviors that encompass professional nursing practice.
     - Explores ethical and legal issues which impact professional nursing practice.
   - Level II
     - Makes clinical practice decisions based on accepted legal and ethical standards.
     - Identifies the effect of the student’s own attitudes, values, and behaviors on nurse-patient interactions.
   - Level III
     - Utilizes ethical decision-making processes in resolving ethical dilemmas.
   - Level IV
     - Develops a personal values system that reflects the nursing code of ethics and legally accepted standards of practice.

10. **Participates in the advancement of the profession to improve health care for the betterment of the global society.**
    - Level I
      - Examines the history of nursing in meeting health needs of society.
    - Level II
      - Analyzes ways in which nursing care affects the health of communities.
Level III
- Describes how social, political, economic, and technological issues affect the health of society and identifies potential solutions for addressing these issues from a nursing perspective.

Level IV
- Explores the broad global issues that affect the health of society and, as a member of the profession, proposes potential solutions for addressing these issues.

POLICIES AND REQUIREMENTS

General Statements

It is the policy of the School of Nursing to admit qualified students irrespective of race, sex, color, national origin, religion, sexual orientation, or disability. To be considered for admission to the Program a student must possess the academic credentials and professional attributes deemed essential by the Touro University Nevada School of Nursing for selection to the School.

The Student Handbook contains policies and requirements which govern academic performance and student conduct for all students who are enrolled in any phase of the School of Nursing. These policies are designed to promote standards for academic competency, professional discipline and personal responsibility representing parameters of achievement and behavior expected of its students.

All policies and requirements in this catalog are effective for all students enrolling in academic year 2010-2011 and thereafter. It is the responsibility of all students to be knowledgeable about these policies as well as all published requirements and standards set forth by Touro University Nevada School of Nursing found in this document. The student will be required to sign a declaration which states that he/she understands all of the policies contained herein, understand that the policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled in the School, and agrees to be governed by these policies for as long as the student is enrolled.

The School of Nursing also maintains the right to refuse to matriculate, or continue to matriculate, a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment in the School’s programs.

THE CURRICULUM

The learning experiences within the didactic, skills laboratory, and clinical phases of the curriculum are designed to develop each graduating student's ability to demonstrate competencies required to practice in the discipline of Nursing. Courses are expected to be taken in concert with one another and in the sequence listed.
COURSE DESCRIPTIONS

Refer to the Touro University Nevada Catalog for specific course descriptions.

FACULTY - FULL-TIME

Mary Brann, DNP, MSN, RN, CPUR
Mary Ann Esteban, MSN RN
Elizabeth Fildes, EdD, RN, MAC, CNE, CARN-AP
Laura Fillmore, DNP, MSN, RN
Wallace Henkelman, EdD remove MSN, RN
Carrie O’Reilly, PhD MSN, RN
Scott Lamprecht, DNP, MSN, RN
Ramona Pantar, MSN, RN
Raymond Pantar, BS, RN, Laboratory Coordinator
Pat Roselle, MSN, RN
Christine Watson, MSN, RN
Joshua Hamilton, DNP, RN-C, NP-C, CNE
Susan Michael, DNSc, RN, CDE

PROGRAM ADMINISTRATION

Rebecca Mills, EdD
Interim Dean, College of Health and Human Services
Laura Fillmore, DNP, MSN, RN Director

DEGREES AWARDED

Bachelor of Science in Nursing
Master of Science in Nursing
Doctor of Nursing Practice

ACCREDITATION

Nevada State Board of Nursing granted provisional approval on March 16, 2005, and full program approval in May 2009. The School of Nursing was accredited by the Western Association of Colleges in June, 2005 and granted a license by the Commission on Post Secondary Education. The school has received national professional accreditation through the Commission on Collegiate Nursing Education (CCNE) for five years, 2007-2012.

LICENSURE

Registered Nurses are required to be licensed by the state within which they practice. Each state has its own procedure for granting licensure and its own licensing board. A first time licensing applicant must successfully pass the NCLEX-RN exam – the national
licensing examination for registered nurses. Students in the School of Nursing who complete any clinical or practicum requirement within the State of Nevada must be enrolled in an approved educational program. Registered Nurses who return to school must be licensed in the State of Nevada if completing a practicum for the BS, MS or DNP.

HOURS OF OPERATION

School of Nursing Administration Hours

The School of Nursing programs are designed so that students will attend courses on campus on weekdays, whenever possible. Many courses will fall into an 8:00 AM to 5:00 PM schedule. However, schedules can vary and clinical rotations may occur on any day of the week during any shift of the day.

A full-time faculty advisor is assigned to each student. Faculty will post office hours and will arrange additional appointments directly with students for advisement or other student needs. When students are assigned to a clinical preceptor placement, their schedule will be determined by the clinical site. Interactions within the community will be arranged and scheduled in concurrence with the needs of the patient/clinical site.

SCHOOL SCHEDULE

Academic Year

Summer 2010
Classes Begin July 6, 2010
Classes End October 22, 2010

Fall 2010
Classes Begin November 1, 2010
Thanksgiving Thursday, Nov 25-26th
Winter Break December 22- January 2, 2011
Martin Luther King Day January 17, 2011
Classes End February 18, 2011

Spring 2011
Classes Begin February 28, 2011
Spring Break April 16-26th, 2011
Classes End June 17, 2011

EVALUATION OF STUDENT PERFORMANCE

The faculty of the Touro University Nevada School of Nursing is charged with the responsibility for educating students as well as determining the capacity of every student for professional competency and responsibility. At regular times throughout the length of
the program, the faculty will evaluate this capacity for each student and recommend whether or not the student should continue in the curriculum. Decisions will include information from all sources relevant to the academic standing of the student and will include input from advisers’ reports.

The faculty reserves the right and has the responsibility to recommend the academic or disciplinary dismissal of a student when unsatisfactory academic progress, academic dishonesty, unsatisfactory clinical performance, unsatisfactory professional growth, impaired mental or physical health, unsatisfactory personal conduct, failure to comply with published program requirements or other factors deemed necessary for professional competency make it impractical or advisable for the student to continue in the program.

If at any time during his/her course of study a student is in the position of being recommended for academic or disciplinary dismissal, a prescribed procedure will be followed for student notification. This includes a written letter from the Director. Policies and procedures relative to such circumstances are identified in the Academic Policies section.

**Grading Policies**

Student grades will reflect the quality and content of work the student produces as part of course assignments within the curriculum, and the student’s clinical performance in clinical assignments.

Course faculty have the prerogative over determination of student grades and other marks of performance as evidenced within the course in question.

**Grading System**

Courses in the curriculum utilize the following grading system:

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<th>Grade</th>
<th>Grade Point</th>
<th>Equivalent</th>
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<tr>
<td>93-100%</td>
<td>3.65 – 4.0</td>
<td>A</td>
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<tr>
<td>90 - 92%</td>
<td>3.50 – 3.60</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89%</td>
<td>3.35 – 3.45</td>
<td>B+</td>
</tr>
<tr>
<td>83 - 86%</td>
<td>3.15 – 3.30</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82%</td>
<td>3.00 – 3.10</td>
<td>B-</td>
</tr>
<tr>
<td>77 - 79%</td>
<td>2.70 – 2.90</td>
<td>C+</td>
</tr>
<tr>
<td>73 - 76%</td>
<td>2.30 – 2.60</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72%</td>
<td>2.00 – 2.20</td>
<td>C-</td>
</tr>
<tr>
<td>69% or below</td>
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<td>U</td>
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**Incomplete Grades**

Incomplete grades are awarded when less than 25% of required course work has not been completed and evaluated in the prescribed period of time. It is the responsibility of the
student to request the incomplete grade from the instructor, bring pertinent information to

the attention of the instructor, and to determine from the instructor the remaining course

requirements which must be satisfied to remove the incomplete. Incompletes are issued

at the discretion of the instructor only. The faculty member will document the

outstanding requirements in writing, and both student and faculty member will sign an

agreement, including a time frame that constitutes required work that must be submitted
to convert the Incomplete to a letter grade. The student must submit work that reflects
the grade earned.

An “Incomplete” grade for any pre-licensure nursing course must be removed before
students can progress to the next semester of course work. An “Incomplete” grade for
any post-licensure nursing course must be removed in no greater than one semester from
the time it is earned. The required assignment(s)/requirement(s) must be
submitted/completed to the appropriate faculty for grading in sufficient time for the grade
to be removed prior to the beginning of the next semester. Incompletes are not given for
inferior work or performance which means students must be achieving at a passing level.

Incomplete grades will automatically convert to a grade of U if not removed within the
approved time frame. An incomplete grade is not counted in the grade point calculation
until a final grade replaces it. Students who are making up an incomplete do not re-enroll
for the course, but make arrangements with the instructor who assigned the grade of
incomplete to finish the requirements.

End of Course Evaluations

The School of Nursing supports a continuous self-evaluation process. A process must be
in place to gather information in order to critically assess the effectiveness of the
instructor and the course presentation.

Two types of evaluation are completed by the student, faculty evaluation and course
evaluation.

Faculty Evaluation: Students receive an email notice through their university account
when the faculty evaluations are available for completion. This occurs at or near the end
of each course through CoursEval, an online survey mechanism. The student’s evaluation
is anonymous to the faculty. This information is very important and students are expected
to complete the evaluations. The results of the evaluations will be made available to each
instructor for teaching and self-improvement purposes. A summary of the faculty
evaluation will be maintained in the instructor’s file that is kept in the College of Health
and Human Services.

Course Evaluations: These evaluations may be provided electronically through the
Blackboard Education Suite course site or on paper in the classroom. Again, this
information is very important and students are expected to complete the evaluations. A
copy of the course evaluation is provided to the faculty who provide an overview of the course to the Curriculum Committee for program evaluation. The information from the evaluations will be used for self improvement endeavors and by the Curriculum Committee. Faculty may ask for additional course information in class to assist with course revisions.

Program Evaluation

The School of Nursing supports a continuous self evaluation process. It is the expectation of multiple accreditation agencies that a process be in place to gather information in order to critically assess the effectiveness of the instructor and the course presentation.

A course and faculty evaluation will be completed by each student upon completion of each course. The results of the evaluations will be made available to the School Director and course faculty member(s). Confidentiality will be maintained. The information from the evaluations will be considered for potential course and curriculum improvements and accreditation purposes.

Examination Policy

Testing within the School of Nursing is to validate the individual learning of students as they progress through the program. Testing also serves to prepare students to confidently sit for the NCLEX exam. The individual course will determine the number of tests and the format of these tests. Tests may be cumulative and can include a cumulative final exam. Students scoring below 73% on an exam will be given a plan of remediation. Remediation is to assist the student in improving future exam scores and is up to the student to complete. Remediation is not done following a final course examination.

Testing Procedure

In an effort to eliminate issues with testing and to provide consistency from one course to another, all faculty and students are required to abide by the following testing procedures:

1. Proctors will actively observe students at all times and move about the room as necessary to ensure the integrity of the testing environment. At no time should both proctors congregate in either the front or the back of the room at the same time. Students are not to leave the testing area before completing the test.

2. Any student that talks during the test, passes information to another, receives assistance from another, or leaves the room without an escort will receive a zero on the test and be reported to the SON Director immediately. Once the test has been collected, the student will be advised of the issue and that they will be contacted by the SON Director.

3. Students will remain in their seat and raise their hand if they have a question or when they have completed the test. A proctor will answer the question, as appropriate, or collect the test if completed.
4. When time has expired an announcement will be made, all students will immediately stop writing the test, and the proctors will collect tests from the student’s desk while the students remain seated.

5. Once the test is completed and the proctor has collected the test. The student will quietly exit the room and will not be permitted to return until all students have completed the test or the time has expired for writing the test and all tests have been collected by the proctors.

6. Students must leave any articles they bring into the room at the front of the room (including purses, backpacks, etc.) and are advised to bring nothing except a writing instrument. Students will not be allowed to collect items left at the front of the room until the proctor has declared the testing session complete.

7. Specific testing instructions will be reviewed with students prior to the beginning of each test and will appear in the directions section of each test.

8. If calculators are permitted they will be provided by the SON at the beginning of the test session and collected at the end of the test session.

9. The desktop must be clear of ALL items (including food and drink) with the exception of the test and a writing instrument and an instructor provided calculator.

10. Violation of this testing procedure will result in disciplinary action brought against the student per the student handbook and TUN catalog.

11. Tests will be administered by pen and paper using Scantrons or electronically in a secure browser.

12. Name badges may not be worn during testing and should be placed in a pocket or left with belongings at the front of the room.

**Standardized Testing**

All pre-licensure nursing students will be required to take nationally “normed” standardized subject tests near the end the following courses:

- NUR 401
- NUR 402
- NUR 421
- NUR 422
- NUR 441
- NUR 442
- NUR 460
Students identified by the course faculty as having significant weaknesses on the standardized subject test will be required to meet with the course faculty of record and complete a School of Nursing Remediation Form (See Appendix).

During the second, third, and final semester, all students will be required to complete a nationally normed standardized exam. These tests will be held at the end of NUR 421 and NUR 460. Students must achieve a score predictive of content comprehension appropriate for the level of the course on this exam to become eligible to successfully pass the course and move into the next semester. During the final semester, all students will be required to complete a nationally normed standardized exam which is predictive of success on the NCLEX exam. Students must achieve a score predictive of NCLEX success on this exit exam to become eligible to take the NCLEX. Students who do not achieve this score will need to complete the remediation package that comes with the nationally normed comprehensive exam. A second comprehensive exit exam must be completed in no more than 30 days from the original test date. If the student does not achieve the predictive score or does not complete the retest within 30 days from the original test date, the student will receive a grade of Incomplete for NUR 490. At this point, the student will receive a U for the course and will be required to repeat NUR 490. Conferral of the degree will be postponed until NUR 490 is successfully completed.

**Medication Calculation Test Policy**

All students must pass, each semester, the medication calculation test with 90% or higher. If a student does not achieve a 90% on the first test, the student may retake the test ONCE only (again needing to achieve 90% of better), within 10 calendar days after the first attempt. Remediation via online modules must be completed by the student prior to retesting. All students who failed the medication calculation test will retake the test as a group. The course faculty will schedule the test date. The student will fail clinical and will receive an Unsatisfactory grade for the course if one or more of the following conditions occur: 1) Student scores less than 90% on the retest; 2) Student fails to complete the remediation; and 3) Student fails to take the second test within the 10 calendar days. If the student fails the course, the entire course must be repeated when it is taught again and the student must petition the Student Affairs Committee to repeat the course.

**Withdrawing from a Course**

Requests to withdraw from courses within the School of Nursing after the second week of the semester will be considered only for serious and compelling reasons and at the discretion of the instructor(s) and the School Director. Dropping courses is not permitted during the last three weeks of the semester except for situations clearly beyond the student’s control, and as deemed necessary by the Nursing School Progression Committee. See the University Catalog for the policy on withdrawal from the University.
STUDENT ADVISEMENT POLICY AND PROCEDURE

Students enrolled in the School of Nursing of Touro University Nevada will be monitored for progress throughout their educational program, and they will be counseled by their advisor as needed. It is the student’s responsibility to keep the faculty advisor informed of any issues that might impact their ability to succeed or progress in the program of study.

Procedure for Student Advisement

Upon the student’s admission into the School of Nursing the Program Director will assign each student a faculty advisor. Every attempt will be made for faculty advisors to remain with their advisees throughout the student’s nursing education at Touro University Nevada. Students will schedule an appointment for an advisement counseling session once per semester with their faculty advisor, and the advisor will be available as needed outside the regularly scheduled once-per-semester schedule. Full-time faculty members who are advisors will post office hours of three hours per week. The faculty advisor will request the student’s grades from all courses and track the students’ progress toward program completion. The student will provide a copy of unofficial transcript upon faculty request. The faculty advisor will document each meeting with their advisee. The faculty advisor will maintain the student’s progress in the student’s permanent record in the School of Nursing student files.

Academic Transcript Policy

A record of the student’s courses completed and their grades received from each course will be reported on the student’s permanent record transcript. The transcript will include the course title, grade, dates of attendance, date of graduation, and GPA.

CAREER PLACEMENT SERVICES

Touro University Nevada offers no official career placement services for nursing graduates at the time of the writing of this document; however, faculty and advisors will be allowed to write recommendation letters on behalf of the student who needs a Letter of Reference or a Letter of Recommendation. Writing a letter of reference is at the discretion of the individual faculty member.

ACADEMIC POLICIES

Academic Integrity

It is essential that a model of high academic standards be followed for the integrity of the Institution, but standards must also be set and followed for the integrity of the profession. Therefore, violations of academic integrity are of grave concern and will not be tolerated.
In order to assure an understanding between students, faculty and staff concerning what types of activity constitute violations of academic integrity, see the University Catalog.

Should an issue of questionable academic integrity arise it will be addressed between the faculty member involved and the student(s) with appropriate counseling, reprimand, or penalty at the discretion of the faculty member involved, on the first occurrence. A second occurrence will result in a grade of zero on the assignment and potential dismissal from the School of Nursing. Any subsequent occurrence will result in course failure and program dismissal. Each incident must be reported in writing to the Director of the School of Nursing who will be required to report it to the Dean of the College and the Dean of Students. Documentation of the incident will be kept in the student’s school file. Occurrences are cumulative over the length of the academic program. If dismissed for academic integrity the student will not be allowed reentry into the School of Nursing at any point in the future.

**Academic Performance**

The quality of an educational program can be measured by the academic performance of its students. The responsibility for superior performance lies in collaboration with the students, the faculty, and the institution as a whole. With regard to academic performance, standards are set to insure that the integrity of the Program and Institution are maintained.

The School of Nursing prides itself on academic excellence and as such follows academic and ethical standards to maintain the scholastic status of students. The following minimum provisions shall govern the students and faculty.

**Progression into the Next Semester**

Students must obtain a grade of 73% in all didactic courses and a “passing” grade (credit) in the lab and clinical components to complete any nursing course and progress through the pre-licensure or graduate program. If a student receives a grade of 73% or higher and does not achieve at the passing level in lab and/or clinical, the entire course must be repeated. Pre-licensure students must complete any ungraded, but required, components of all courses prior to progressing. A failure of any two courses in the pre-licensure program will result in dismissal from the School of Nursing.

**Academic Probation**

A student will be placed on academic probation due to an overall GPA less than the required minimum (2.3 for pre-licensure undergraduate).

**Course Grades**

Undergraduate students whose grades fall below the required 2.3 level will have an opportunity to improve the grade point average in the subsequent semester.
Students may remain on academic probation for no longer than one semester during which time the GPA must be returned to the required minimum level. Failure to return the GPA to the required minimum level will result in academic dismissal from the School of Nursing. A student will only be allowed one academic probation during his or her course of study. Any occasion for a second academic probation will result in termination of enrollment.

**Decision Process**

The decision for termination of enrollment will be made by the School of Nursing Student Affairs Committee (SAC) and their recommendation will be made to the Director of the School of Nursing. The Director will determine the final course of action based upon the recommendation of the SAC. The decision may be appealed to the Dean of the College.

**Academic Remediation**

Students are expected to demonstrate competency in each area of the program. Remediation may be recommended to the student by the course faculty at any time, but is required following a grade of less than 73% or U on any assignment. It is the student’s responsibility to implement the recommended remediation plan. Remediation is a privilege which must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available. Students are not permitted to remediate a final examination or a course grade, but instead, must repeat the entire course. If the failed course is a requirement for progression in the program of study the student may petition to retake the course the next time it is offered. An opportunity to repeat a course is not automatic.

Student access to tutoring services is arranged through communication with the Dean of Students in the Office of Student Affairs. Students should seek assistance from tutors at the earliest opportunity to intervene rather than waiting until an examination indicates difficulty learning the course material. See appendix for Tutor Program Request for Services form.

**Academic Dismissal**

A student is subject to dismissal if she/he has failed to meet the minimum standards of progress as defined below and as stipulated in the academic regulations of the School and University. The School and University may require dismissal at any time it deems necessary to safeguard its standards of scholarship, to conduct orderly operations, to insure the safety of patients, or to uphold the professional standards required by the Nursing profession. A Nursing student may be dismissed following failure of a course required for progression. The student may be recommended for dismissal for the following reasons:
- A student who, under terms of probation, fails to achieve satisfactory progress.
- Cheating
- Plagiarism
- Fabrication
- Unprofessional conduct
- Two or more nursing course failures

Should a student fall within any of these instances they will meet with the Director of the School of Nursing and with the Dean of Student Services for conduct issues.

**Academic Appeal**

An appeals process is in place should a student feel that a decision rendered is unfair. The Student Progression Committee shall be responsible for facilitating the process should the student wish to appeal a decision. The appeal is forwarded to the Dean of College of Health and Human Services.

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances relating to the case. The recommendation will be made to the Director based upon the recommendation of the Student Progression Committee (SPC). The SPC will base its recommendation not only on the student's academic record, but will also consult with the student's faculty advisor, course instructors, the student involved, or other individuals as appropriate. The student has the right to appeal the decision. The appeal process is in accordance with the Touro University Nevada policies as stated in the catalog.

**Professional Performance**

The School of Nursing believes that a nursing graduate should display professional attributes that will reflect well on his/her profession. These attributes are considered as important as academic achievements and will be considered equally when evaluating the student during the course of the program. The School also believes that mentoring a student is just as valuable as classroom/clinical teaching.

Each student will be evaluated for professional performance during each 15 week session by the core faculty. An evaluation form will be utilized and will be kept in each student's record at the School of Nursing. These evaluations will be used for the following:

- Progression in the program
- Academic appeals
- Graduation
- Continuous self assessment of the educational program
- Other uses as deemed appropriate by the School of Nursing
Each student will be required to meet with his/her clinical faculty to review the evaluation and must sign the form to indicate that he/she has read the evaluation.

Program Progression Policy and Procedure

Students will receive feedback in a timely fashion regarding possible performance and advancement issues. Students will be reviewed on an individual basis continually throughout the academic semesters. Students will be made aware of possible jeopardy at the earliest possible time after a faculty member determines substandard grade/performance status.

After each unacceptable student performance on course assignment, examination, or other performance, the student is to be notified by status form (See Appendix) and the steps toward rectification enumerated. The student will be spoken to by the faculty member responsible for the course in which the substandard performance took place. Remediation recommendations will be at the discretion of the course faculty. The advisor will be notified. The advisor will review student performance issues during routine meetings with the student and track issues throughout the student’s enrollment. The program director will issue notification letters per policy and procedure as appropriate based on feedback from course faculty and will provide copies of such documentation to the student’s advisor. Copies of all documents will be kept in the student’s SON file.

Attendance

The curriculum of the School of Nursing is intensive in how it is delivered. Important information may be presented only once so it is students are required to attend all lectures, laboratory activities, clinical days, and other course-related events. Attendance at all classes is considered an aspect of professional behavior, professional responsibility, and individual dependability. Faculty are responsible to track and monitor student attendance.

The faculty believes that absences interfere with one’s ability to meet course objectives. While it is recognized that objectives may be reached through numerous avenues of experiences, each activity planned has a specific purpose for the learner. Many of the experiences cannot be duplicated and therefore make-up may be required. This make up may be an added clinical, a simulation, or an assignment which is up to the discretion of the faculty member teaching the course. If a clinical make up is necessary, the student may be required to pay the actual cost of clinical faculty.

Procedures:

1. The student must notify the clinical/lab faculty at least one hour before the scheduled clinical/lab or as quickly as feasible. The faculty member will document the absence/lateness and communicate each incidence with the Director of the School of Nursing.
2. If a student is absent from clinical/lab, the student must:
   a. Provide documentation or supporting evidence of absence.
   b. Meet with the faculty member regarding required make-up work. It is the students’ responsibility to complete makeup work required for all missed experiences. This may involve clinical/lab hours at clinical facilities, case study assignments, simulations, or professional papers. Students should be aware that all planned makeup activities must be completed to pass the course. If clinical/lab make-ups are needed the student may be charged the actual cost for individual instruction. If other students will be attending the clinical/lab makeup experience, the charge will be divided among the group.

Religious Excuse

Students who wish to be excused to observe religious/cultural events must submit a letter from their spiritual leader to accommodate the change. Reasonable accommodations will be made. The student will be responsible for all content and for making up missed clinical/lab hours.

Graduation Requirements

The faculty of the School of Nursing is charged with the responsibility for educating students as well as determining the capacity of every student for professional competency and responsibility. The School, therefore, has established requirements that must be met prior to graduation. A student will be recommended for degree conferral provided the following are met:

- Satisfactory completion of all required course work and all graded and non-graded course work, rotations (required and elective), assignments and projects designated by the program. Minimal satisfactory completion is a grade of at least a C (73%) in each course and no outstanding U grades or a grade which is Unsatisfactory or Incomplete.
- Has earned a cumulative GPA at TUN of 2.3 or greater for undergraduate students.
- Overall satisfactory rating on professionalism throughout the student's enrollment in the program.
- Has fulfilled all legal and financial obligations to Touro University Nevada.

STUDENT SERVICES

Please refer to the University Catalog for information on these topics: Advisement and Counseling, Faculty Mentors/Advisors, Student Tutor Program/Office of Learning Assistance, Student Counseling, Student Identification, Name Tags, Leave of Absence,
Military Leave of Absence, Criminal Background Check Policy, and other University policies pertaining to student issues.

Drug Testing Policy

The School of Nursing adheres to the stipulations and guidelines of the Drug Testing Policy available through the Office of Student Services. Students must test clear of identified chemicals prior to assignment to clinical experiences, and at all times during the academic program. See appendix for policy.

Student Employment

The School of Nursing curriculum is rigorous and requires the presence of the student at all classes and rotations. Many hours are committed to sitting in the classroom with additional hours dedicated to self study. The program discourages students from employment that prohibits academic success while enrolled in the program. Additionally, the program does not recognize employment as an acceptable excuse for lack of attendance or failure. Students in the pre-licensure program are highly discouraged from employment.

Advisement and Counseling

Advisement is an integral element in the growth of a student. Although it can take the form of mentoring, it is also essential in identifying elements that would impede the student's progress. Counseling of the student may also be required from time to time should issues arise. It is the responsibility of both the student and faculty member to ensure that regular meetings for advisement occur. Likewise, both parties have the same responsibility should academic or personal issues arise requiring counseling. Each student, upon matriculation, will be assigned an advisor by the Director from within the nursing faculty. Students will meet with their advisors at least once per semester. Faculty advisors will place written documentation of each meeting in the students SON file.

STUDENT GRIEVANCES

There may be an occasion that a student has a grievance against a faculty member, the program, or the administration. These grievances must be addressed.

Grievance Against a Faculty Member

If a student has a grievance against a faculty member, the student is encouraged to confer with that member. Should this prove to be unbeneificial or the student does not feel comfortable in doing so, the student should present the grievance to his/her advisor. The advisor will then confer with the faculty member and Director. The course faculty will be advised. Final decision on resolution of the grievance will be made by the Director with appeal to the Dean of College of Health and Human Services.
Grievance Against the School of Nursing

If a student has a grievance against the School of Nursing, the student is to confer with the Director. Should this prove to be unbeneﬁcial or the student does not feel comfortable in doing so, the student should present the grievance to the Dean of College of Health and Human Services.

Grievance Against The Administration

Should a student have a grievance against the administration (Program Director, College Dean, Bursar, Registrar, Financial Aid and Admissions) the student should attempt to discuss the problem directly with the individual and if unsatisfactory, the supervisor of the person.

The student is encouraged to resolve the problem at the lowest level. Appeal of a decision is always to the next level. If the grievance is elevated beyond the local institution, an appeal would be made to the Provost of Touro University Western Division.

TUITION REFUND

It is the policy of the School of Nursing and the institution that students be informed of the tuition refund schedule should a student elect to withdraw from the program.

It is the responsibility of the Bursar and Dean of Students to insure the accuracy of the schedule. A student wishing to withdraw from classes must notify the Office of the Registrar by filling out an Add/Drop form. If the application is approved, the following refund schedule will apply:

- Before the opening of class: 100% of tuition
- During the first week of classes: 90% of tuition
- During the second week of classes: 75% of tuition
- During the third week of classes: 50% of tuition
- During the fourth week of classes: 25% of tuition
- After fourth week of classes: No refund

- Please note that as of the summer 2000 semester, new Federal Regulations went into effect when a Title IV funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she must pay the proportionate amount noted above before leaving the College. The withdrawal date is the date that the Dean of Students receives written notice of withdrawal, i.e., a completed Official Withdrawal Form. In cases of
academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.

TRANSFER CREDIT AND CREDIT BY EXAMINATION

The curriculum is carefully integrated. Many courses depend on other courses to complete the learning experience. Additionally, the program values the professional growth of the student which is augmented by being an integral part of the class.

The School of Nursing realizes that some candidates for admission may have had coursework or life experiences similar to those that are included in the curriculum. Consideration for transfer credit or the opportunity for credit by examination will be reviewed on a case-by-case basis.

STUDENT WITHDRAWAL

It is the policy of the School of Nursing and the institution that all students, regardless of the reason, should follow the same procedure for withdrawal from the program. This will ensure that all students are treated the same way without prejudice, are informed of the same implications regarding his/her decision, and that all obligations are met. There are two types of withdrawal, voluntary and directed.

Voluntary: All students considering voluntary withdrawal must first meet with his/her advisor to discuss the consequences of such an action. The student must then submit in writing to the Director a request for withdrawal. Once the request is accepted, the student will complete a University approved withdrawal form and obtain the signatures of the College Dean, Bursar, Registrar, and Financial Aid office. The student will be responsible for settling any financial obligations with the institution in accordance with established institutional policies.

The student will be made aware that once the request for withdrawal is accepted, should he/she wish to continue in the program he/she would have to re-apply and that acceptance is not guaranteed. Should the student be re-accepted, past course work may not necessarily transfer. Copies of transcripts for completed coursework will be made available to the student upon request.

Directed: A directed withdrawal may be a consequence of failure to satisfactorily move forward (progress) toward program completion either academically or professionally. The decision to direct the student to withdraw is made by the Director based on the recommendation of the Student Progression Committee. The Director will inform the student in writing of the decision and will then inform the Dean, Bursar, Registrar, and Financial Aid office of the withdrawal. The student will be responsible for settling any financial obligations with the institution in accordance with established institutional policies.
In order to be re-instated, the student will have to re-apply and acceptance is not guaranteed. Copies of transcripts for completed coursework will be made available to the student upon request.

**STUDENT HEALTH INSURANCE**

It is the policy of the University that all students are required to have personal health insurance coverage sufficient to cover illness and injury. This insurance is to be in place at the time of matriculation and maintained throughout the program. The University will charge a student for the cost of medical insurance unless the student provides proof of medical insurance coverage. The University accepts no liability for injuries or illness that occurs during the didactic or clinical phase of training.

**STUDENT HEALTH CARE**

It is the policy of the University that Nursing students shall have access to the same student health services that are available to students enrolled in other courses of instruction. The University will inform the students during orientation of the availability of student health services.

**STUDENT IMMUNIZATIONS**

It is an entrance requirement to Touro University Nevada that all students have proof of immunity to measles, mumps, rubella, and varicella by laboratory evidence or immunization. It is also a requirement that all students complete the Hepatitis A and B series and/or have proof of immunity by laboratory evidence. TB/PPD skin testing, or chest x-ray and counseling when applicable, is required of all students upon entry to the Program, and annually.

The Clinical Coordinator shall ensure that all students have current immunization status. Proof of immunization and TB skin testing, and any X-rays or counseling, for all students is kept on file at in the School of Nursing.

**TECHNOLOGY AND ACCESS TO TECHNOLOGY INCLUDING TUN LIBRARY**

Students will be given an identification number upon enrollment at Touro University Nevada. At that time, the student will have access to the internal web system of Touro University Nevada. Students will be given an official University email address which will be used to transmit official information from faculty and administration to the students. Students are required (at least twice weekly) to check for messages in this email account.
Students will be expected to utilize the Blackboard learning platform to download class materials, syllabi, and to participate in discussions/communications as required. Students are able to print onto library and computer lab printers using their print card.

Library academic literature resources will be used to access professional literature for assignment completion and to fulfill course literature review assignments. Library staff and personnel are available to assist in literature reviews, but are not to be used as a substitute for learning literature search skills.

Wireless and cable access to intranet and internet is available to the student throughout the TUN campus. If a student experiences difficulty accessing wireless or cable-based intra-internet service, the student should notify the “HelpDesk” service immediately. MAC computers are not supported by the TUN IT Department or the HelpDesk. Students are advised that a PC compatible computer is required during standardized testing sessions. Students should obtain recommended computer specifications from the University IT Department.

**STANDARD PRECAUTIONS**

It is the policy of the SON that prior to the beginning of clinical rotations students are required to review specific guidelines on the standard precautions and prevention and control of blood-borne pathogens as mandated by OSHA. The clinical coordinator will schedule a mandatory block of instruction on OSHA guidelines and requirements prior to students rotating to clinical sites. All clinical students must pass a written exam on precautionary measures pertaining to blood borne pathogens prior to the start of clinical rotations. The student is responsible for following OSHA Guidelines for standard precautions at all times, including the use of gloves, care of sharp objects, use of eye wear, protective clothing, and other precautionary measures as appropriate. See appendix for policy.

**PROFESSIONAL CONDUCT IN THE CLINICAL SETTING**

It is the policy of the School of Nursing that students will observe confidentiality, personal integrity, and demeanor appropriate to the clinical setting. Students must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to entering the clinical setting and must comply with all HIPAA guidelines throughout their education. Students will also be expected to behave in a way that is truthful and honest, accept responsibility for their actions, and work diligently to correct identified deficiencies. Any action that calls into question the student's behavior or potential capabilities as a student and future nursing professional will be reviewed. Those behaviors viewed to be examples of professional misconduct are listed below.
• Conveying confidential patient information outside the confidential space of the practice setting without authorization by an individual faculty member or clinical supervisor.
• Falsifying or presenting fictional patient information as real to fulfill requirements for work assigned by individual faculty members or clinical supervisors.
• Failing to meet mandated attendance requirements in assigned clinical assignments without prior faculty or supervisor authorization.
• Disrupting the clinical pursuits of fellow students, faculty, or clinical supervisors, or infringing upon the privacy, rights, or privileges of other persons.
• Any behavior or action that prevents the student from qualifying for licensure as a Registered Nurse in the state of Nevada.
• Pushing, striking, physically assaulting, or threatening any member of the student body, faculty, staff, or any patient or their family members.
• Altering, transferring, forging or in any way misusing an identification card, internet address, or other identification of an affiliated clinical facility participating in the education of students of the School of Nursing.
• Using, possessing or distributing narcotics, amphetamines, barbiturates, marijuana, hallucinogens, other dangerous, controlled drugs or medications requiring prescription but not prescribed by a licensed provider.
• Possessing or consuming alcoholic beverages or exhibiting drunken behavior in any form on the premises of clinical practice sites affiliated with program activities or consuming alcoholic beverages immediately prior to clinical study.
• Possessing, storing or discharging firearms or dangerous weapons in any academic related setting.
• Exhibiting conduct which is lewd, indecent, or obscene, or which is patently offensive to the prevailing standards of an academic community or clinical practice setting.
• Any exhibition of any of the above behaviors by enrolled students may result in immediate removal from the educational setting, and may lead to dismissal.

STUDENT APPEARANCE

The School of Nursing contends that professional demeanor is reflected in the appearance of the student. Therefore, a dress code will be enforced.

General Dress Code for Clinical and Labs

Students may not wear any pierced jewelry except in the ears. No bracelets or raised rings are allowed. Tattoos must be concealed. Each student must have one watch with a second hand, worn on the wrist. No perfume, cologne or after shave is allowed. Students must appear at clinical well groomed and clean. Nails will be clean and cut short. Shoes must be closed toe and heel; when wearing white uniform pants, shoes must also be white and undergarments must be appropriate as to not be visible through the uniform pants. All students must wear their royal blue scrubs and pants and white coat as required by the clinical site with identification to include their name, program, and indication that they
are a Touro University Nevada Nursing student. Anything deterring from a professional appearance is prohibited.

Bandage scissors, stethoscopes, goggles, penlights (all required), and hemostats (highly recommended) will be taken by the student to clinical experiences.

Hair will be neat, clean, and well controlled. Students with shoulder length or longer hair must have their hair secured off the shoulder to prevent hair from interfering with clinical procedures.

Due to the potential risk of infection to patients from artificial nails, direct care providers may not wear artificial nails. Polish must be clear and clean, if worn.

Any infraction of this policy will be brought to the attention of the student by any member of the School of Nursing and will result in an unsatisfactory clinical grade for the day. Should the student fail to remediate, the infraction will be brought in writing to the Director who will then counsel the student. Inappropriate attire in the clinical setting will cause removal from that setting until the student corrects his/her dress/appearance.

Community and Mental Health Experiences Uniform Policy

Street clothes with a 3/4 length or full length white lab coat may also be worn for selected learning experiences, such as trips to the hospital to select patients, post-partum home visits, and trips to health care offices, laboratories, and some community agencies. During Mental Health rotations, students are to dress in casual business attire which reflects the high standards of the Nursing Program. Jeans, shorts, extremely casual pants, such as painter’s pants, fatigues, T-shirts, sweatshirts/pants, revealing attire, and “fad” clothing items are not permitted. Nails, jewelry, and makeup should be discreet, and name tags are to be worn at all times. Hair should be neat, clean, and well-controlled; beards or mustaches should be neatly trimmed.

Clinical instructors will advise students of any additional dress requirements or recommendations pertinent to each course. If the instructor deems the student’s attire or personal appearance to be inappropriate, the student may not be permitted to remain at the clinical setting and will receive an unsatisfactory grade for the day.

Use of PPE

Students will be required to wear Personal Protective Equipment (PPE) when appropriate in the clinical setting.

Identification Badges and Professional Conduct
The Touro University Identification (ID) badge and any clinical facility ID badge should only be worn while on the Touro campus, during classes, and in the clinical setting. They should never be worn outside of these circumstances.

Alcohol consumption is prohibited during school or clinical hours. Failure to comply with this prohibition will result in disciplinary action. All infractions will result in the notification of the Director of the School of Nursing and the Dean of Student Services. Professional conduct is an expectation at school, in the classroom, in the skills lab, and outside of school in all clinical and community settings.

**NURSING HEALTH REQUIREMENTS**

To enter into and to complete Nursing School, students must be able to meet the emotional and physical requirements of the Touro University Nevada, School of Nursing.

**Emotional Requirements**

The student must have sufficient emotional stability to perform under stress produced by both academic study and the performance of nursing care in real patient situations while being observed by the faculty and other healthcare personnel.

**Physical Requirements**

Students are required to travel to agencies, hospitals, and homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding environment. The following physical requirements are necessary to participate in the clinical courses in nursing:

1. **Speech:** Ability to speak clearly in order to communicate with staff, healthcare providers, and patients; need to be understood on the telephone.
2. **Vision:** Sufficient to make physical assessments of patients and equipment; to read.
3. **Hearing:** Sufficient to accurately hear on the telephone, to be able to hear through the stethoscope to discriminate sounds.
4. **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.
5. **Health:** Nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the School of Nursing reduce this risk for nursing students but do not eliminate it entirely. Students with impaired or deficient immune systems may be at risk for contracting serious diseases. A health history and physical examination is required by the Nursing School. Students are encouraged to maintain a healthy lifestyle. Students with pre-existing conditions, which may impair their functions, are strongly advised to wear an appropriate medical alert bracelet and notify the clinical faculty. Pregnant students must provide a letter from their health care provider stating that it is safe to participate in all aspects of the nursing program in which they are enrolled.
6. **Mobility:** Applicants and students must possess adequate mobility to function in the role of the bedside nurse, including, but not limited to, stooping, bending, lifting, and moving quickly.

**REQUIREMENTS FOR CLINICAL PLACEMENTS**

Students must meet all the requirements listed below, or other requirements that may be imposed by any clinical facility. It is the student’s responsibility to be aware of the requirements, including expiration dates for malpractice insurance, CPR certification, immunizations/tests required on a recurring basis, maintenance of healthcare insurance, and other requirements of specific clinical facilities that may change from time to time. Failure to meet these requirements by the first day of clinical may result in the student being withdrawn from the School of Nursing.

**Tuberculosis Screening**

Tuberculosis skin tests (PPD) are required at entrance (can be completed within three months prior to entrance) into the School of Nursing and annually thereafter. Tine tests are not acceptable. An exit TB screening test is strongly recommended but is not mandatory. Students with a positive reaction will require an evaluation by the healthcare provider in charge of Tuberculosis Screening. A two-step test is required initially.

**Immunization Requirements**

Students are required to submit proof of immunization status.

**Measles/Mumps/Rubella Immunization**

Students born on or after January 1, 1957, must provide proof of immunity to measles (rubeola) and rubella by immunization or a positive antibody titer. Individuals, who received immunization for MMR between 1963 and 1967, or received immunization prior to 12 months of age, are considered unvaccinated and must receive two MMRs (MRs), one month apart.

**Diphtheria-Tetanus**

Current immunization required with evidence of booster given within the past ten (10) years. Note: It is important your healthcare provider clearly state if your injection was part of a series or a "booster."

**Polio**

Proof of immunization against polio must be documented by immunization records and/or a statement from a healthcare provider. Immunization must consist of three (3)
oral and/or injected polio vaccines. A booster is required if third dose was given prior to
the fourth birthday. A waiver may be given only if records cannot be located. A letter
must be submitted to the Medical Director requesting waiver, stating when the polio
vaccination was received.

Hepatitis A and B

The School of Nursing requires immunization for Hepatitis A and B upon entry. This
may be reimbursed by the student’s private insurance carrier.

NO STUDENT WILL BE ALLOWED TO ENTER THE CLINICAL AREA AS
PART OF THEIR COURSE REQUIREMENTS WITHOUT EVIDENCE OF ALL
REQUIREMENTS LISTED IN THIS SECTION (above and below).

STUDENTS SHOULD NOT RECEIVE ANY IMMUNIZATION UNTIL THEY
HAVE HAD A PPD (Tuberculosis Screening). Immunizations and PPD may be
given together, but immunizations cannot be given before the PPD. Recently
administered live virus vaccines can cause false negative PPD results.

CPR Certification

All nursing students are required to have current American Heart Association Healthcare
Provider CPR certification and provide proof prior to entry into the program. Students
are required to maintain current certification throughout the program.

Professional Liability Insurance

Students enrolled in clinical courses are covered by a blanket professional liability
insurance policy provided by Touro University Nevada. Student insurance does not
cover the RN who is in practice outside of a course requirement.

Personal Health Insurance

All nursing students must carry personal health insurance throughout the program of
study. Contact the Office of Student Services for the information on an available program
for students.

Background Checks

All students enrolled in the School of Nursing must pass a Level I criminal background
check and drug screen. A criminal background may prevent a student from progressing in
the program or receiving licensure as a Registered Nurse. Students are required to update
the Director of the School of Nursing of any issue that could potentially impact their
ability to qualify for Nevada State Board of Nursing Licensure throughout their
education.
Latex Allergies

The increase in the occurrence of latex allergy is related to increased exposure of the population to latex products, as well as increased recognition of allergy to latex. Health care professionals are among the high-risk populations because of their repeated exposure to latex. If a student is aware of a latex allergy, it is the student’s responsibility to inform all faculty of each course that the student is enrolled in that the student has a latex allergy. This must be done at the beginning of each semester in order to ensure the goal of minimizing the student’s exposure to latex to avoid current reaction (short-term) and increased sensitization. (Long-term)

Promotion of Student Success in the SON

Students in all pre-licensure courses must receive a C (73%) or better in each course and an overall GPA of 2.3 or better. Students must refer to individual syllabi for grading of specific assignments

Students who have unsatisfactory progress in clinical, practicum, or labs must meet with their professor. Together, the student and the professor will design outcomes and interventions to facilitate the student’s success. Meetings will continue on an as needed basis.
POLICY FOR CONTROL OF INFECTIOUS DISEASES

Care of Patients/ Clients with Infectious Disease by Students:
Nurses have traditionally cared for patients with communicable diseases, despite some personal risk secondary to exposure to these illnesses. Professional concern for patients has been a factor in placing the clients’ needs as primary in the nurse’s priorities. Therefore, students must be cognizant of general infectious disease control techniques, for both their safety and the safety of the patients/clients with whom they work. Students must be knowledgeable of practice standard blood and body-fluid precautions, as well as the Standard Operating Procedures (SOPS) for control of infectious diseases as developed and defined by the agencies in which they are assigned for their clinical practice. These SOPS should be developed in accordance with OSHA Standards. Clinical experiences for students will be only in facilities whose infectious disease control policies and procedures are based on standard blood and body fluid precautions.

1. Clinical Practice Issues for Students

   a. Students need to develop work practices based on the assumption that all body fluids and tissues are infectious.

   b. All students will be cautioned verbally, and in the students’ handbook, of risk factors associated with providing care for patients with communicable/infectious diseases.

   c. When caring for any patient, nursing students will follow prescribed agency and school policies to protect themselves from occupational exposure to an infectious disease.

   d. Pregnant students and those who might be immuno-compromised, should be advised of their right to take a Leave of Absence (LOA) from the nursing program until they are no longer at risk.

2. Caring for HIV-Infected Patients/Client

   a. HIV (Human Immunodeficiency Virus) infected patients are an example of patients with infectious diseases who will not be denied services or nursing care because of their illness.

   b. Nursing students will be assigned to care for patients regardless of the patients’ diagnoses, and so may be assigned to care for HIV infected or AIDS patients. As with all patients, nursing care will be provided, using agency guidelines and standard precautions to prevent occupational exposure to HIV/AIDS.

Overview of Blood-borne Pathogens
There are two types of blood-borne pathogen exposure. In the first type, the natural barrier of intact human skin is broached by a sharp blood-contaminated object such as a needle, staple, or medical instrument. In general, large-bore needles that have been in direct contact with blood are considered more hazardous than small-bore needles used to administer subcutaneous injections. In the second type, non-intact skin, eyes or mucous membrane become soiled or splashed with blood or blood-containing secretions such as peritoneal fluids, pericardial fluids, synovial fluids and amniotic fluids. Other secretions (i.e., feces, urine, sweat, vomit) are considered infectious only if they contain blood.

The risk of exposure is low, even when a nurse cares for an infectious client. The risk of contracting illness following exposure varies from organism to organism and must be assessed at time of exposure by a member of the blood-borne surveillance team at the institution at which the exposure occurred. This assessment will be made by a member of the team, based on the information submitted on the official exposure form.

After sustaining any exposure, however small, the following steps should be taken:

1. Cleanse.
   a. skin should be washed immediately with antibacterial soap, and blood should be squeezed from the site, if possible
   b. eyes should be rinsed with clear water for at least 5 minutes

2. Notify. Notify the blood-borne pathogen exposure team at the institution immediately.

3. Document. Fill out the exposure form required by the hospital, either on-line or hard copy.

4. Identify. If directed to do so, draw labs on the client and send with the appropriate blood-borne pathogen paperwork.

Special Note
For exposure to HIV positive secretions, 24-hour access to the blood-borne pathogen team is provided within the hospital system. Individual hospitals maintain different lines of access. Drug therapy for HIV exposure is available 24 hours a day. Follow individual hospital protocols for leaving special information.
For exposure to hepatitis C, although there is no CDC-recommended prophylaxis, serial lab draws will be scheduled.
All exposures are offered lab draws over a mix-month period. HIV and hepatitis C are followed for a full year.
Students with ARC, AIDS or HIV Sero-Positivity:

1. Health Clearance

a. All students entering the Nursing Program must comply with the health clearance requirements of the Division of Nursing.

b. In accordance with non-discriminatory policies, students who are HIV positive will be admitted to the Nursing Program and allowed to attend clinical.

c. Students need not notify the Division of Nursing if they are HIV positive. **However, they must be cognizant of their ethical responsibility for the safety of those they care for in the clinical area. In this light, HIV positive students will provide nursing care following the guidelines for health professionals who are HIV positive as set forth by the Center for Disease Control. (CDC, 1987)**

d. Students who are HIV-infected are encouraged to seek health advice and support from either the CSUS Health Center, or an appropriate community health agency, regarding their own health as well as the best way to protect the health of their patients.

e. Students who are HIV positive should be aware that they may exhibit a false negative PPD test, and are encouraged to seek additional medical consultation regarding follow-up screening for Tuberculosis.

Faculty Responsibilities Related to Students Exposed to and/or Harboring HIV/AIDS and/or Other Infectious Diseases:

1. University Policy Regarding HIV/AIDS

a. The Division of Nursing complies with the University Policy which prohibits exclusion of students with ARC/AIDS, or who are HIV positive.

2. Responsibilities Related to Clinical Practice

a. Faculty will abide by agency policies relative to AIDS and other infections.

b. Faculty are responsible for apprising students of current agencies’ policies relative to infectious disease control.

c. Faculty are responsible to assure that all students adhere to Standard Precautions for handling of blood and body fluids, and that students have access to materials necessary for adherence to such precautions.
d. Faculty will assure that during on-campus lab experiences with procedures which include the handling of body fluids, students will do self-testing when possible, or if the procedure is performed on another student, students will use gloves and other protective attire.

3. Responsibilities Related to Occupational Exposure by Students

If a student is exposed to blood or other body fluids of a patient during clinical the following should be done:

a. The student must inform the clinical instructor and nursing manager/supervisor immediately.

b. The clinical instructor is responsible for informing the Division Chair of the incident as soon as possible and for completing an incident report, to include the date and time of exposure, circumstances of the exposure, amount and type of fluid or material involved, and presumed severity of the exposure.

c. Faculty must follow the formal process outlined in agency policy and the Division-Agency contract, regarding such incidents.

d. If treatment/expenses are not addressed in the above documents:
   - Send student to the Student Health Center or an appropriate community agency for follow-up tests.
   - If student carries personal health insurance, he/she may prefer to see a private physician for tests and medical recommendations.

e. Faculty will strongly encourage medical follow-up for students who have incurred an occupational exposure from patients who are at high risk for HIV or are HIV positive.

1. After an occupational exposure for a student, the source individual should be evaluated to determine the possible need for the exposed student to receive prophylaxis against any infectious disease such as Hepatitis B, HIV-seropositivity. **Confidentiality of the source individual should be maintained at all times.**

2. Management of students after an occupational exposure that may place them at risk of acquiring an infection should follow the guidelines as established by the Center for Disease Control and the Public Health System to include:

1) Students need to be strongly urged to seek medical consultation regarding the exposure.
2) If not previously immunized with hepatitis B vaccine, hepatitis B immune globulin may be indicated, particularly if the source individual is found to be positive for hepatitis B surface antigen (HBsAg).

3) If the source individual is known to be HIV-seropositive or refuses testing, the student should be evaluated clinically and serologically for HIV infection:
   a) As soon as possible after the exposure (baseline)
   b) If seronegative, should be retested periodically for a minimum of 6 months after the exposure (e.g., 6 weeks, 12 weeks, and 6 months after exposure).

4) The student should also be advised to report and seek medical evaluation for any acute illness occurring during the follow-up phase, particularly if characterized by fever, rash, myalgia, fatigue, malaise, or lymphadenopathy.
   a. During the follow-up period, especially the first 6-12 weeks after the exposure, students who may have been exposed to HIV infection or hepatitis B, should follow Public Health Service recommendations for prevention or transmission of HIV, to include refraining from blood, semen or organ donations, and abstaining from, or using measures to prevent HIV transmission during, sexual intercourse. (CDC, 1987)
   b. Data from animal and human studies are inadequate at this time to establish the efficacy or safety of zidovudine for prophylaxis after occupational exposure to HIV.

5) Exposed students should discuss the use of prophylactic medication with their physician.

6) Exposed students and their physician should take into consideration most recent guidelines for use of zidovudine after an occupational exposure as published in MMWR (Morbidity and Mortality Weekly Report).
   a. During all phases of follow-up, confidentiality of the student will be protected.
   b. Any student involved in an occupational exposure incident should be advised of sources of counseling and/or support if needed.
Criminal Background Check Policy

Background checks for accepted applicants for admission and enrolled students at Touro University Nevada.

I. Purpose
To establish a policy and procedure for conducting background check(s) on enrolled students, and others who come into contact with patients/clients as part of their educational program requirements.

II. Applicability
This policy shall apply to all enrolled students at Touro University Nevada who come into contact with patients/clients as part of their educational program requirements.

III. Policy
A. Individuals to whom this policy applies will be required to have Level I and, where applicable, Level II background check(s) performed by a consumer reporting agency engaged by Touro University Nevada with results deemed favorable by Touro University Nevada and/or a clinical training facility (where such individuals may rotate) as a condition of continued enrollment. Enrollment may be terminated based upon the results of the background check(s).

B. Individuals to whom this policy applies must complete the online process for ordering a background check. Failure to declare a conviction may interfere with clinical placement, progression in the program and subsequent license to practice. Touro University Nevada will provide the enrolled student a copy of the document entitled “A Summary of Your Rights Under the Fair Credit Reporting Act”.

C. The Level I background check shall include a Social Security Number trace to confirm past residences and a criminal background search based on all areas of past residence. The search shall involve all types of criminal offense, including all matters related thereto, extending up to seven (7) years. In addition, the Level I background check shall also include, but not be limited to: Violent Sex Offender and Predator Registry search; the Office of Inspector General list of excluded individuals/entities; the General Services Administration’s list of parties excluded from Federal programs; the U.S. Treasury, Office of Foreign Assets Control, and the List of Specially Designated Nationals.

The Level II background check for students who are licensed shall include the above and also shall include: Education Verification (highest level); Professional License Verification; Certifications & Designation Check;
and Professional Disciplinary Action Search. The Level II may also include a Department of Motor Vehicle Driving History.

Certain clinical training facilities may, in addition to the above Level I background check, require a Level II background check and/or Nevada Department of Law Enforcement and/or Federal Bureau of Investigation fingerprint criminal background check. The results of the background check(s) will be given to Touro University Nevada and the clinical training facilities.

Enrollment may be terminated, or a visiting student refused clinical placement based upon the results of the Level I and, where applicable, Level II background check(s).

D. The omission of required information or false or misleading information provided by the individual may result in denial or rescission of admission, disciplinary action or dismissal.

E. Touro University Nevada will inform enrolled students by means of either an announcement in the admissions application, catalog, student handbook, bulletin and/or other materials stating that background check(s) will be performed.

As a condition of admission and continued enrollment, students will be required to obtain background check(s). Students will be required by Touro University Nevada to obtain a background check through the authorize agent, where appropriate, and to permit the results to be provided by the consumer reporting agency to Touro University Nevada and/or to the clinical training facilities. If the background check(s) reveal information of concern which Touro University Nevada may deem unfavorable, they will provide the or enrolled student a copy of the report and the document entitled *A Summary of Your Rights Under the Fair Credit Reporting Act*, and request the individual to provide a detailed written explanation of the information contained in the report along with appropriate documentation, (i.e., police reports). This information must be returned to Touro University Nevada within ten (10) business days of the date the communication is sent to the student or another date specified by Touro University Nevada in its communication with the student. If the results of the background check(s) are not deemed favorable by Touro University Nevada and, where appropriate by the clinical training facilities, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the admission may be denied or rescinded, the student may be disciplined or dismissed, or his/her enrollment terminated. Touro University Nevada may also independently seek to obtain additional
information, such as a copy of the original criminal charge in order to corroborate the individual’s explanation. Student shall be required to provide any release or consent forms to Touro University Nevada for such purpose.

Touro University Nevada, as represented by Touro University Colleges and Schools will review the report and the accepted applicant’s/enrolled student’s explanation, and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, the relationship between the duties performed as part of the college’s/school’s educational program and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the accepted applicant in the application materials. If a college or school deems the background check information (including any relevant materials provided by the student) unfavorable, or if the information received indicates that the accepted applicant/enrolled student is in any way unable to meet the requirements for completion of the program, an offer of admission may be denied or rescinded, or an enrolled student may be disciplined or dismissed. Unresolved criminal charges in the background check or failure by the individual to provide additional documentation as required may necessitate postponement of Touro University Nevada’s final decision pending the outcome of the matter.

F. Touro University Nevada will consider background check report(s) that were originally performed for educational or employment purposes at another institution or agency, if these background check report(s) were performed within one year of beginning the clinical experience for the current academic term for students enrolled at Touro University Nevada, and if these background check report(s) were as comprehensive as those performed by the consumer reporting agency engaged by Touro University Nevada. These reports must be sent directly from the consumer reporting agency or institution for which the background check was performed to Touro University Nevada. Touro University Nevada reserves the right to request additional background check(s) performed by a consumer reporting agency engaged by Touro University Nevada.

G. If an accepted applicant’s admission is rescinded, or an enrolled student is subject to an adverse action/dismissal based on information obtained from a background report, the accepted applicant or enrolled student will be advised of the name and address of the consumer reporting agency that furnished the report and of the right to dispute the accuracy or completeness of any information contained in the report by contacting the
consumer reporting agency directly. ("Summary of Your Rights Under the Fair Credit Reporting Act.")

H. If Touro University Nevada decides, based upon the individual’s written explanation and documentation about information contained in a background check(s), that the results of the check are deemed favorable then the individual shall be informed that Touro University Nevada’s positive decision is not a guarantee that any State will accept the individual as a candidate for registration, permit or licensure.

I. Background check reports will be maintained securely, confidentially and separately from an admission file or a student’s academic file, and shall be maintained for a period of time established by Touro University Nevada’s policy.

J. Annually, following the initial background check(s), students will be asked to provide a certification relating to any convictions, guilty pleas or no contest pleas to any criminal offense statement, other than a minor traffic violation.

K. Touro University Nevada reserves the right to update and amend this policy at any time.
Drug Testing Policy
Revised 3/5/2008

Purpose:

I. To establish policies and procedures whereby Touro University Nevada shall implement a drug free workplace and academic environment consistent with Federal and State law; including the terms and conditions whereby clinical faculty and students are required to pass a drug screening that conforms with the standards set by the affiliated clinical sites of Touro University Nevada.

Policy:

II. Scope
1. Students of Touro University Nevada, including all enrolled students in the College Osteopathic Medicine, School of Occupational Therapy, School of Nursing, and School of Physician Assistant Studies, and any student enrolled at another academic institution while serving an internship, affiliation or similar association on the premises of a clinical facility affiliated with Touro University Nevada who require a drug screen
2. All clinical faculty who supervise students in a clinical facility affiliated with Touro University Nevada who require a drug screen.
3. Exception: Clinical faculty who have through a previous agreement with the affiliated site met the requirements to secure hospital privileges.

III. Definition
1. Illegal Drug – Any drug defined as illegal under Federal or State law or any drug for which a prescription is required and where no prescription has been issued to the student or clinical faculty member for a valid and specific purpose.

IV. General Policy
1. Students assigned by Touro University Nevada to a clinical site as part of their educational program and clinical faculty who supervise students in a clinical setting are required to be screened for drugs.
2. The cost incurred for the initial drug screen will be the responsibility of Touro University Nevada providing that the drug screen is performed at the facility designated by the University. Drug screens performed at any another facility will not be reimbursable. Subsequent confirmatory testing following an initial positive result will be at the student’s expense.
3. Drug screens must be scheduled at least 1 month before the commencement of the clinical experience (preceptorship) and/ or service to the affiliated clinical site to allow sufficient time for processing, but no longer than 2 months before the clinical rotation. Students may not begin clinical rotations without completion of the drug screen process.
4. The results of the drug screen will be sent directly to the Student Health Services Director for the appropriate program. The SHS Director will review the results. A positive result on the drug screen will generate a scheduled appointment for the student with the SHS Director to discuss the result and any course of action. Following evaluation by the SHS Director, the SHS Director will notify the appropriate Associate Dean or School Director, and College Dean and recommend a plan of medical action.

IV. Drug and Alcohol Screening
1. The drug screening will test for the following substances:
   a) Alcohol
   b) Amphetamines
   c) Barbiturates
   d) Benzodiazepines
   e) Cocaine
   f) Marijuana
   g) Methadone
   h) Opiates (Propoxyphene)
   i) PCP
   j) Quaaludes

2. Where a test for alcohol or illegal drugs performed on an enrolled student or supervising clinical faculty member is positive, that person shall be promptly advised of the outcome of the test by the Medical Director and offered the opportunity for further confirmatory testing at the student or faculty member’s expense. Repeat testing will be done immediately and meet the standards of chain of custody. If the affected person declines the opportunity to be retested, the results of the initial test shall be deemed conclusive.

3. No person shall be compelled by use of force to submit to a physical examination to detect the presence of an illegal drug or alcohol because of behavior, including submission to a blood, urine or other screening procedure. However, a refusal to comply shall be considered insubordination and subject the affected person to possible dismissal according to the Student Handbook in the case of a student and the Touro University Nevada Faculty Handbook for clinical faculty.

4. No enrolled student or clinical faculty member shall be exempt from the terms and conditions of this policy on the ground that he or she is suffering from a drug or alcohol addiction or habituation.

5. Touro University Nevada reserves the right to request random testing for drugs or alcohol based on behavior.

VI. Confidentiality of Testing and Test Results
1. All test results and written authorizations to perform tests shall be treated confidentially, and stored in a secure area of the SHS Director’s Office.
2. All samples of urine shall be drawn at the lab designated by the University in accordance with accepted standards for an un-witnessed sample.

3. Disclosure of test results of current or past impairment of a person covered by this policy shall be governed by and limited to:
   a. Federal and State laws requiring or prohibiting disclosure, (e.g. Health Care Quality Improvement Act);
   b. A need-to-know basis within Touro University Nevada;
   c. Upon the valid order of a court or government agency.

VII. Program Continuation and Progression

1. If dismissal is recommended for a student as a result of a drug test, the student can consult with the Dean of Students and appeal to the Dean of the College in which the student is enrolled. A leave of absence can be granted by the Dean with written stipulations for the potential return of the student.

2. Further drug testing can be required as a stipulation for return and continuance.

3. If additional drug testing indicates further substance abuse, a student will be expelled from the University.
Request for Excused Absence  
Please submit completed form to the Director of the School

Today’s Date: _____/_____/_____

Student’s Name: __________________________ Program: __________________________
Phone #: ( ) __________________________ E-Mail: __________________________

Reason for Absence:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date(s) of Absence: _______________________________________________________

Faculty: □ Approve    □ Disapprove
 Signature________________________ Date______________ Course____________________

Faculty: □ Approve    □ Disapprove
 Signature________________________ Date______________ Course____________________

Faculty: □ Approve    □ Disapprove
 Signature________________________ Date______________ Course____________________

Faculty: □ Approve    □ Disapprove
 Signature________________________ Date______________ Course____________________

Plans for missed assignments or field experience:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attach additional page if needed

For Office Use Only

School Director: __________________________ Date______________ Dean,
CHHS: __________________________ Date______________
FAQs About the Student Health Fee

1. What does the annual student health fee cover? The fee covers the costs for student drug screenings, review, record maintenance, and certification to necessary outside parties of immunizations, and one well check examination in the academic year by a primary care physician in the Touro University Nevada patient Clinic.

2. Do I require a health insurance policy to cover catastrophic illnesses or hospitalization?
   Yes. Each student is required to have health insurance to cover those rare circumstances where they may become more seriously ill. Proof of such coverage is a requirement to matriculate. At the time of registration, if a student does not have such a policy, they will be required to purchase a policy provided by an independent agency through the University. A health insurance policy must remain in effect throughout the time that you are a Touro University Nevada student.

3. What do I need to do if I become injured or ill while in class or at Touro University – Nevada?
   Notify your instructor or an identified faculty or staff person that you are ill and need assistance. If none is available, notify the Office of Student Affairs by telephone, Ext. 1750. Alternatively, you may go to the Student Affairs Office and notify the Dean of Students or his/her designee of your situation. As a last resort, notify the COM Dean’s Office, Ext. 1785 or the CHHS Dean’s Office, Ext. 4756. If the illness requires emergency care, e.g., laceration while in the anatomy lab, immediate first aid may be provided by the faculty member in charge and you may be instructed to visit the closest health care facilities for care or return to the campus clinic. If there is any doubt about the seriousness of the injury or illness, the student or faculty should contact Ron Hedger, D.O. at Ext. 1818, Paul Kalekas, D.O. at Ext. 1820, David Park, D.O. at Ext. 1772 or Mitchell Forman, D.O. at Ext. 1785 during normal business hours for assistance. The Administration will make every effort to assist you in being transported to that health care facility for care. If the injury or illness is deemed more serious or life-threatening, emergency service, i.e., 911, will be notified.

4. What is the Employee Assistance Plan (EAP)?
   The Anthem EAP program is a resource that can assist you with a variety of issues including:
   - Marital/relationship or family problems
   - Alcohol or drug issues
   - Feelings of overwhelming loss or grief
   - Financial concerns
• Depression or anxiety
• Legal concerns
• Elder care or child care
• Times of crisis or difficulty

5. How do I access the EAP?
All students are covered under this program which is sponsored by Anthem. It is voluntary and confidential and available to you & household members. Services are available 24 hours a day, 7 days a week. You may access this service by calling 800-865-1044. If you have questions regarding the EAP, contact Lisa Ross in Human Resources or call 777-1757 for assistance.
Please provide the information requested below and return the form to the Dean of Students’ office. You will be notified by mail when a tutor has been assigned to you. If you have any additional questions, contact the Dean of Students’ office.

Today’s Date: _____/_____/_____

Student’s Name: __________________________ Program: ___________

Address: ________________________________ Class of: ___________

City, ST, Zip: ________________________________

Phone # : ( ) ___________ E-Mail: ____________________________

I would like to request a tutor for the following subjects:

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I hereby confirm that I am requesting assistance for subjects in which I am currently a grade below 80%. If, in the event my average becomes 80% or better, I understand that I may not be eligible for the tutor program and may be removed from the TUN Student Tutor Program to accommodate other students.

___________________________ / ______/_______
Student’s Signature Date

___________________________ / _______/_______
Student Affairs Approval Signature Date

To be completed by Office:

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<td><strong>Standardized Exam Completed:</strong></td>
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<tr>
<td><strong>Weaknesses Identified on Standardized Exam:</strong></td>
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| **Plan for Remediation:** |  |

By signing below, I acknowledge the faculty member listed above has reviewed the test results on this exam, suggested a remediation plan, and stressed the importance of completing the remediation prior to the date stated. I agree that I will seek guidance from the assigned course faculty and/or the assigned faculty advisor if I need help or have questions.

| **Student Signature:** |  |
| **Date:** |  |

| **Faculty Advisor Signature:** |  |
| **Date:** |  |