The material provided in this handbook supplements information included in publications about school policies at Saint Martin's University. Each student is expected to be familiar with the policies and academic regulations of the University. Changes will be implemented when necessary to improve the learning environment and in response to changes made by the university, associations, agencies, regulators or accreditors.
SAINT MARTIN’S UNIVERSITY MISSION STATEMENT

Saint Martin’s University (SMU) is a Catholic Benedictine institute of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor.

Saint Martin’s students learn to make a positive difference in their lives and in the lives of others through the interaction of faith, reason, and service.

The university honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.

RN-to-BSN MISSION STATEMENT

The nursing program at Saint Martin’s University is dedicated to making a positive difference in the lives of its students and others through the core values of faith, reason, service and community. It empowers its students to pursue lifelong learning, accomplishment and fulfillment as nurses and human persons.

NATIONAL ACCREDITATION

The baccalaureate program at Saint Martin’s University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

WASHINGTON STATE APPROVAL

The RN-to-BSN program at Saint Martin’s University is approved by the Washington State Nursing Care Quality Assurance Commission (http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NursingEducation/NursingPrograms/ProgramLists).

RN-to-BSN CURRICULUM GOALS

The nursing program is committed to providing an academic environment congruent with its mission and that of the university. Rooted in the liberal arts, its curriculum cultivates creativity and the ability to communicate and pursue ideas; critical thinking and independent inquiry; academic excellence; the formation of sound ethical judgments; and service to humanity. The program prepares nurses to:

- provide evidence-based care for a diverse and aging population that contributes to safe and high quality patient outcomes
- face the challenges associated with working with new technology and informatics
- create innovative changes to improve the delivery of health care
• promote interprofessional collaboration
• understand the research process and translate evidence into practice
• provide leadership in the workplace, community and profession
• influence policies, laws and regulations that promote nursing practice and improve the health care system

### Outcomes Expected of Graduates of the RN-to-BSN Program

Graduates of the RN-to-BSN Program at Saint Martin’s University will be able to demonstrate the following competencies.

- Integrates knowledge from a liberal arts and sciences education into nursing practice
- Provides leadership to foster high quality health care, improve patient safety, and develop initiatives to enable healthcare system change
- Translates research into evidence-based practice
- Uses informatics, patient care technologies and electronic tools across the continuum of health care settings to promote nursing practice and quality patient care
- Demonstrates knowledge of healthcare policy and the legal, economic, political and sociocultural factors at the local, state, national and global levels that affect the healthcare system and nursing profession
- Communicates and collaborates effectively to facilitate inter-professional patient-centered care
- Applies principles of health promotion and disease prevention to improve the health of individuals and populations
- Develops professional and ethical values that guide decision-making
- Practices with individuals, families, groups, communities and populations across the lifespan and the continuum of care, with respect for cultural diversity and the autonomy of the individual who is a full partner in decision-making.

### The Essentials of Baccalaureate Education

The following section is quoted from the American Association of Colleges of Nursing’s *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

The *Essentials* document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These *Essentials* address the key stakeholders’ recommendations and landmark documents such as the IOM’s recommendation for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever-changing and complex healthcare environment.

Revised July 2017
Essentials I-IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I-VIII. The time needed to accomplish each Essential will vary, and each Essential does not require a separate course for achievement of the outcomes.

- **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**
  - A solid base in liberal education provides the cornerstone for the practice and education of nurses.

- **Essential II: Basic Organizational and System Leadership for Quality Care and Patient Safety**
  - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

- **Essential III: Scholarship for Evidence Based Practice**
  - Professional nursing practice is grounded in the translation of current evidence into one’s practice.

- **Essential IV: Information Management and Application of Patient Care Technology**
  - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
  - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
  - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

- **Essential VII: Clinical Prevention and Population Health**
  - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

- **Essential VIII: Professionalism and Professional Values**
  - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

- **Essential IX: Baccalaureate Generalist Nursing Practice**
  - The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

RN-to-BSN PROGRAM PRE-REQUISITES AND ADMISSIONS PROCESS

Admission Requirements:
- Be admitted to Saint Martin’s University
- Hold an associate degree or diploma in nursing
- Complete a successful nursing program interview
- Hold an unrestricted Washington State Registered Nurse license (applicants currently enrolled in a nursing program may be offered provisional admission, pending passage of the NCLEX-RN which must be completed by the end of the first semester of enrollment).
- Competitive GPA, with a minimum of a grade of C in each nursing core and prerequisite courses verified by official transcripts by the first semester start date. Prerequisites may be completed at any accredited college or university. A transfer credit evaluation determines courses needed to be completed.

Admission Process
- Complete an application for admission to Saint Martin’s University as a transfer student
- Submit one official copy of transcripts from every college attended
- Submit a completed FAFSA form for financial aid
- Successful RN-to-BSN program interview
- Upon admission to the RN-to-BSN program, a background clearance check is required, as well as completion of requirements for practicum placement

RN-to-BSN PROGRAM REQUIREMENTS

Graduation Requirements for Bachelor of Science in Nursing degree:
- 120 total semester hours (includes accepted transfer credits)
- Residency- At least 30 semester hours of course work completed at Saint Martin’s University. A maximum of 96 semester hours (144 quarter hours) will be accepted in transfer toward fulfillment of requirements for the baccalaureate degree.
- Thirty semester hours of upper division credit will be awarded, based on verification of successful completion of the NCLEX-RN examination.
- SMU General Education Core courses, nursing core and elective courses may be taken simultaneously.

The program will be tailored as much as possible to meet the needs and interests of each student, taking into account the number and nature of credits accepted for transfer. Either part-time or full-time enrollment is possible.
SMU General Education Core (42 semester hours)
Information about general education requirements, most of which may be satisfied by transfer credit, is found in the Academic Policies and Procedures section of the university's catalog.

SMU Nursing Core Courses (21 semester hours)
Each core nursing course is offered at least once a year. Pre-requisite or co-requisite course requirements may be taken out of sequence if, in the judgment of the program director or advisor, will significantly enhance the learning experience of the student.

- NUR 310 Health Policy (3)
- NUR 350 Translating Research into Evidence-Based Practice (3)
- NUR 370 Ethical Issues in Health Care (3)
- NUR 410 Promoting Population Health in the Community (2)
- NUR 411 Promoting Population Health in the Community Practicum (1)
- NUR 430 Leadership for Advancing Health (3)
- NUR 450 Care Coordination and Interprofessional Collaboration (3)
- NUR 490 Capstone (3)

Approved Elective Courses (6 semester hours)
Students may take an elective not listed if, approved by the program director or advisor.

- BA 303 Labor/Management Relations (3)
- BA 340 Human Relations in Management (3)
- NUR 320 Traditional Chinese Medicine and Evidence-Based Practice (3)
- NUR 330 Practicum at Shanghai University of Traditional Chinese Medicine (3)
- NUR 340 Global Health (1-6)
- PHL 301 Ethics (3)
- PSY 330 Psychology of the Family (3)
- PSY 343 Health Psychology (3)
- PSY 353 Drugs and Society (3)
- PSY 387 Body Image and Eating Disorders (3)
- PSY 440 Grief and Loss (3)
- SOC 302 Sex, Race and Disability (3)
- SOC 303 Sociology of Aging (3)
- SOC 396 Intercultural Communication (3)
- THR 211 Acting I (3)
Nursing Course Descriptions

NUR 310     Health Policy (3)
Examination of health policy and its significance to practice. Overview of policy analysis, legislative and regulatory processes and issues such as health care reform, health care costs, Medicare and Medicaid, and health insurance. Principles of access, equity, affordability, and social justice in health care delivery. Students participate in the legislative, regulatory and political processes.

NUR 320     Traditional Chinese Medicine and Evidence-Based Practice (3)
Introduction to traditional Chinese medicine and the evidence base for its effectiveness. Comparison of US and Chinese health systems. Offered in collaboration with Shanghai University of Traditional Chinese Medicine.

NUR 330     Practicum at Shanghai University of Traditional Chinese Medicine (3)
Study of health care and traditional Chinese medicine at the Shanghai University of Traditional Chinese Medicine. NUR 320 is highly recommended prior to taking NUR 330.

NUR 340     Global Health (1-6)
International courses, practica or service-learning projects that promote an understanding of global responses to health problems. May be repeated for credit.

NUR 350     Translating Research into Evidence-Based Practice (3)
Integration of the research process and methods with elements of evidence-based practice to promote patient-centered, safe and effective care. Incorporation of informatics into the research process and the delivery of patient care.

NUR 370     Ethical Issues in Health Care (3)
Analysis of ethical theories and their application to problems confronted in healthcare practice. Philosophical considerations are applied in resolving ethical dilemmas and promoting the values of altruism, autonomy, human dignity, integrity, and social justice.

NUR 410     Promoting Population Health in the Community (2)
Examination of public health nursing and community health concepts to promote health and prevent disease for individuals, families, groups, communities and populations. Partnerships with community members, agencies and health systems are emphasized. Must be taken concurrently with NURS 411.

NUR 411     Promoting Population Health in the Community Practicum (1)
Application of public health nursing and community health concepts for the promotion of individual, family, group, community and population health through group work and a field experience. Inter-professional collaboration is encouraged. Must be taken concurrently with NURS 410.

NUR 430     Leadership for Advancing Health (3)
Application of leadership theories to develop skills, competencies and a personal leadership style
required to advance health and the nursing profession. Strategies for collaboration with healthcare professionals to redesign healthcare systems and diffuse change.

**NUR 450  Care Coordination and Interprofessional Collaboration (3)**
Analysis of the role of nurses as care coordinators to promote safe, quality, cost-effective care and resources and of factors that affect the ability of nurses to provide care coordination. Exploration of strategies for interprofessional collaboration to promote team-based, patient-centered care.

**NUR 490  Capstone (3)**
An integrative experience that synthesizes learning in the core nursing curriculum. Students select a practice or policy problem, design a project to study or remedy the problem and, when possible, implement the project. Involves collaboration with a mentor. Prerequisites: NUR 310, 350, 370, 410, 411, 430, and 450.

### STUDENT GRIEVANCE PROCESS

Saint Martin’s University is committed to the internal resolution of disputes arising between members of the university community. The university encourages its community members to resolve their disputes at the earliest and most informal stage. When informal resolution is not possible, every member of the university community has the right to file a grievance and have it addressed fairly.

The university respects the freedom of the individuals and the rights of the group. To create a positive and welcoming community, the university has specific policies to resolve grievances. These policies are detailed in the Student Handbook: Code of Conduct and Policies, and the Saint Martin’s University Student Supplemental Grievance Policy.

Administrative procedures, such as Direct Resolution, Supervisor Resolution, and Administrative Resolution may be implemented to address grievances between students and members of the university’s faculty, staff or administration. They shall apply to all grievances other than grade disputes, allegations of academic dishonesty, sexual harassment/sexual misconduct, and student conduct issues covered by the Student Code of Conduct.

If a student and respondent fail to resolve a grievance, the student should discuss his or her concerns with the respondent’s supervisor or department chair, who is responsible for taking action as necessary and appropriate. If this effort to resolve the grievance is unsuccessful, or it appears ill-advised or otherwise inappropriate, the grievant may complete a “Student Supplemental Grievance Policy Form” found at [http://www.stmartin.edu/CurrentStudents/](http://www.stmartin.edu/CurrentStudents/). This should be submitted to the Dean of Students or the Vice President for Academic Affairs depending on the circumstances.

After receiving notification of the formal grievance, the Dean of Students or the Vice President for Academic Affairs may review relevant files or records and consult with the grievant, the respondent(s), witnesses and other individuals, in an attempt to resolve the matter and to determine whether further action is warranted.

### ACADEMIC DISHONESTY

Academic integrity and ethical behavior are the expectation for students in the RN-to-BSN program. Academic dishonesty includes but is not limited to:

- Assisting another student on examinations, tests, quizzes or other assignments, or receiving assistance from a student without permission of the instructor.
- Using unauthorized materials for assistance during examinations, tests, quizzes or other assignments.
- Plagiarism. Plagiarism is the act of using the words and ideas of others without giving proper credit. Common varieties of plagiarism include:
  - Having another individual write a paper or take an examination for a student.
  - Directly quoting material without using quotation marks or proper indentation.
  - Not giving credit for another person’s original ideas and organization.

More information about Academic Dishonesty can be found in Section 2 of the Saint Martin’s University Academic Catalog, and Policies and Procedures pg. 72 at: [http://www.stmartin.edu/academics/catalog/SMUCatSec2.pdf](http://www.stmartin.edu/academics/catalog/SMUCatSec2.pdf) and in the Saint Martin’s University Student Handbook, pg. 15 at: [http://www.stmartin.edu/studentservices/pdf/studenthandbook.pdf](http://www.stmartin.edu/studentservices/pdf/studenthandbook.pdf)

### PROGRAM REQUIREMENTS

**Current RN License** - Licensure will be verified through the Washington State Department of Health by the Nursing program staff. An RN license must be unencumbered and current while enrolled in the RN-to-BSN program. New graduates must obtain a RN license to be fully admitted to the program by the end of the first semester of enrollment.

**Criminal Background** - Students are required to submit a criminal background check via Castle Branch as a condition for admission to the RN-to-BSN program. Students will be provided with a form to complete to authorize the background check.

**Conviction/Criminal History Form** - Students are required to complete forms required for implementation of the Washington State Child Abuse and Adult Abuse Information Law (CAAL) and related Department of Health regulations. This includes completion of a Washington State Patrol criminal background check. All background information will be kept confidential.

Revised July 2017
DOCUMENTED DISABILITY STATEMENT

Students with disabilities are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student with a disability and feel you may require academic accommodations, contact SMU Disability Support Services (DSS) Office located in O’Grady Library within the first two weeks of the term to request reasonable accommodations. More information can be found at https://www.stmartin.edu/academics/academic-resources/disability-support.

PRACTICUM REQUIREMENTS

Transportation
Practicum placements are arranged throughout the region. Students are responsible for their own transportation to and from practicum sites.

Practicum Appearance Standards
Students are expected to adhere to the dress requirements of the agency to which they are assigned for practicum experiences. Personal cleanliness and hygiene are essential both to portray a professional appearance, and to safeguard the health of clients, agency staff, and other students. All clothing worn should “fit” the individual and not be too tight or overly expose shoulders, chest or abdomen. Students who smoke should have no detectable odor of smoke on their person when in an agency setting.

Body Art
Tattoos or other body art should be covered as much as possible in the agency setting.

Jewelry
Two small earrings per ear are allowed. They should not be hoops or otherwise prone to being pulled or to catch on objects. No other piercing should be visible during practicum experiences. Facial and mouth jewelry are not to be worn in the agency setting at any time. This includes, but is not limited to, rings or studs of eyebrows, nose, lips, and tongue.

Nails
Artificial nails are not permitted during direct contact with health clients in any clinical setting. This includes wraps, inlays, decals, and artificial nails. Natural nails are to be clean and less than one-quarter inch beyond the fingertip when in contact with health clients. Nail polish, if worn, must be clear in color and not chipped or cracked.

Name Badge
As a representative of Saint Martin’s University, a name badge must be worn when you are functioning under the auspices of Saint Martin’s University if requested by the agency. Information regarding purchase of the name badge will be distributed to all students prior to registration for practicum.

Verifications
Verifications and completed forms required by an agency or the University must be on file and approved before students may engage in a practicum.

All students, including RN-BSN students, must complete a “Student Immunization History & Emergency Information” Form. These forms must be completed and submitted to the Student Health Center upon enrollment. The Student Health Center will assist students to access immunization records through the
Washington Immunization Data Base if they were born and/or raised in Washington State. Military Veterans will be exempt but must show proof of service and be listed as a veteran in the Saint Martin’s system. Military spouses and dependents are not exempt.

Screening
Screening for tuberculosis, if required by an agency, must be conducted once every two years unless an agency requires it more frequently.

Tuberculosis Screening
Required Records: Result of testing with specific induration findings, HCP, signature, address, dates of administration and interpretation. The new one-step TST OR QuantiFERON TB Gold test is required. If there is no history of TB screening or it has been more than 12 months since the last TST, a 2-step TST is required. Measurement of induration, if present, must be reported in millimeters along with the lapsed time between test placement and reading, usually 48-72 hours. If a student tests positive, a follow-up evaluation and possible treatment are indicated. Reports of a treatment plan and the use of a prophylactic drug therapy, if prescribed, must be documented. Absence of clinical disease must be verified by a health care provider (HCP).

Immunizations
Each student should be prepared to meet these immunization requirements when required by an agency or the University.

Meningitis Vaccine
All students living on campus must have a meningitis vaccine. If living on campus, contact the Student Health Center for specific requirements.

Hepatitis B Vaccine

Required Records: Dates of each injection and positive antibody titer with HCP signature and address.

The series of three injections must be spaced as follows: Dose one and two, one month apart; dose three, six months after dose one. A positive titer is required after all three doses. If the titer is negative the vaccine series must be repeated. The student will be allowed to participate in the practicum during the repeat series. A student will be considered a non-responder to the vaccination after 2 complete vaccine series and a negative titer. A student may submit a waiver to decline vaccination.

Tetanus-Diphtheria-Pertussis (Tdap)

Required Records: Date of immunization with HCP signature and address.

Tdap immunization or booster within the last 10 years. (Td is not accepted.)

Measles / Mumps / Rubella (MMR)

Required Records: Date of two immunizations with HCP signature and address or positive titers with HCP signature and address.

At least one dose is recommended for adults born in 1957 or later who are ≥ 18 years of age if there is no serologic proof of immunity or documentation of a dose given on or after the first birthday. Adults in high-risk groups, which include health care workers, must receive a second dose. Persons born before 1957 are considered immune.

Polio

Required Records: Dates of immunizations with HCP signature and address.

A series of Sabin (oral) polio with booster after age four; or, if over 18 years of age and did not have or did not complete an initial series, a completed series of the eIPV (enhanced potency inactivated polio-virus vaccine) is required.
Chickenpox / Varicella

Required Records: Date of two immunizations for positive titer with HCP signature and address.

It is necessary to provide documentation of a positive antibody titer or two vaccinations. History of disease is not accepted.

Additional Immunizations

It is the student’s responsibility to meet all immunization requirements specified by an agency. If students participate in international field experiences, additional immunizations may be required. The Center for Disease Control and Prevention Travel Advisory Guidelines for the specific region or country will be used to determine requirements.

CPR – If required by an agency, students must hold certification in the American Heart Association - Health Care Provider Course (2 year certification). Other CPR courses are not accepted. Present a CPR card with the expiration date to the Nursing Program office. This certification must be current during the time of the practicum.

HIPAA – If an agency requires Health Insurance Portability and Accountability Act training, this will be completed through the agency.

Additional Requirements – Students must adhere to any additional practicum placement requirements specified by individual clinical agencies.

LIABILITY INSURANCE

The university carries liability insurance which extends coverage to students working off site on their practicum as Saint Martin’s University students. Students may wish to consider personal liability insurance when participating in a practicum.

Nursing Program Social Media Statement

Saint Martin’s University’s Nursing Program welcomes and encourages the responsible use of social media and electronic technologies such as e-mail, Facebook, Linked-in, YouTube, Twitter or other virtual hubs where users interact. We embrace social media sites as access venues to help reach out to and stay connected with different constituencies, such as students, alumni, donors and community partners. We also use the sites to help enhance and engage learning. We are excited about these resources and want to make certain that students, faculty and staff in the Nursing Program are aware of guidelines in using social media appropriately.

Guidelines:

1. Be accurate and transparent: Use good judgment about content. Cite resources appropriately. If you post inaccurate information, then correct it quickly. Think twice about the content you are about to post and double check EVERYTHING with respect to accuracy, spelling and grammar.
2. **Respect other’s privacy:** Any posting on any forum needs to be considered public. The posts are in the public realm, and are not appropriate for the discussion or dissemination of private matters.

3. **Practice professional communication:** Follow all applicable University policies, ANA code of Ethics ([http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html](http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html)) and other appropriate policies governing sharing personal information, including HIPPA etc. Do not include private information about the Nursing Program, University staff or students. Do not post content or otherwise speak on behalf of the university unless authorized to do so.

4. **Understand how your role may impact how others interpret what you say:** Do not post any content that is threatening, obscene, profane, racist, sexist, encouraging of unethical or unprofessional behavior, a violation of intellectual property rights, copyright laws, or is otherwise injurious. **Be respectful.** Social media sites are often not the best forums for raising grievances that may be better addressed in other ways or handled privately. When negative statements are posted, it can be perceived as disrespectful and be interpreted as incivility, bullying or lateral violence. If you are upset about something, take some time and then respond. Use good “netiquette”.

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**SAINT MARTIN’S UNIVERSITY’S STUDENT HANDBOOK**

A PDF version of Saint Martin’s University’s Student Handbook can be found on at: [http://www.stmartin.edu/studentservices/pdf/studenthandbook.pdf](http://www.stmartin.edu/studentservices/pdf/studenthandbook.pdf)