

Herzing University
May 2024 Undergraduate Catalog
Addenda

- **ADDENDUM, effective July 1, 2024, Herzing University has implemented the following Nursing Clinical Policy.**

Herzing University Nursing Clinical Policy

Herzing University recognizes the importance of providing students with meaningful clinical experiences as part of their education. In order to facilitate these experiences, the university has established guidelines regarding reasonable travel distances to clinical sites.

Purpose: This policy outlines requirements and procedures established to ensure that students are prepared for and successfully placed in clinical experiences that contribute to the achievement of their program learning outcomes. Requirements include student fulfillment of competency standards, professionalism, and safety prior to clinical placement.

Scope: This policy applies to all students enrolled in pre- and post- licensure nursing programs.

Policy Statement: The University is committed to providing clinical education experiences that are integral to the development of students in health-related programs. To ensure clinical readiness and appropriate placement, compliance with the following policies is required.

1. Pre-requisite Coursework

- Students must complete and pass all required pre-requisite coursework and requisite clinical compliance activities, including successful completion of a clinical readiness course, as required.

2. Health and Safety

- Students must provide proof of current immunizations, or approved exemption documentation, as required by the program of study and the clinical site and remain compliant throughout the duration of enrollment.
- Students must complete a health assessment, including physical examination, tuberculosis screening, and any other tests required by the clinical site.
- Students must provide proof of current Basic Life Support (BLS) certification for healthcare providers.

3. Background Check and Drug Screening

- Students must undergo a criminal background check and drug screening prior to clinical placement. The results must meet the standards required by the clinical site and the University.
- Any findings that may impact student eligibility for clinical placement will be reviewed on a case-by-case basis by the program administrator, University officials, and if warranted, clinical partners.

- Failure to meet the standards of the criminal background check and drug screening may result in additional checks or screenings being conducted to ensure compliance. Students are responsible for costs associated with additional checks or screenings due to not meeting standards.

4. Professionalism and Conduct

- Students must adhere to the professional standards and code of conduct as defined by the program and the University catalog, as well as the clinical site.
- Incidents of unprofessional behavior or academic dishonesty as identified by either Herzing University and/or staff employed by clinical partner may result in disciplinary action in accordance with university policy including, but not limited to, dismissal from the clinical assignment, the program of study, and/or the University.

5. Clinical Placement Process

- The University will coordinate clinical placements in collaboration with affiliated clinical sites.
- Students must submit required documentation and clinical related requests by the specified deadlines.
- Placements are assigned based on availability, student needs, and site requirements. While the University will make every reasonable effort to accommodate student requests for specific placements, specific placements cannot be guaranteed.

6. Reasonable Distance for Travel

- Herzing University is committed to clinical placement at clinical sites that are **geographically accessible from either the Herzing University campus the student attends or from the residence they disclosed at enrollment**, depending upon clinical availability.
- Level of specificity in program type, required experience and hours, and location (rural versus urban) may impact reasonable distance to travel to a clinical site.
- If the student's residence information changes after enrollment, it is the student's responsibility to disclose the change in address by updating their records with the University. The updated residence will be used for determining travel distance. Untimely updating of records may result in students being required to maintain travel distances from the most current address on file.
- Students residing in rural areas where healthcare providers are less prevalent may be required to travel further than the established reasonable distance guidelines to fulfill clinical requirements.

- Expectations for clinical experience distance are established for students residing in approved states at the time of enrollment. Students who move to non-approved states may be unable to continue enrollment.

7. Student Option for Extended Travel

- Students may elect to travel a distance greater than that defined by Herzing University as a reasonable distance to facilitate a clinical placement request. Approval of such requests is at the discretion of the University.
- Any additional costs associated with extended travel, such as transportation and lodging, will be the responsibility of the student.
- Prior to committing to an extended travel distance for a clinical experience, students must obtain approval from the appropriate academic administrator.
- Approval will be granted based on factors such as the educational value of the clinical experience and alignment with course requirements, safety considerations, availability of resources, and the University's ability to provide clinical oversight.

8. Accessibility Considerations

- Herzing University is committed to ensuring that all students have equitable access to clinical experiences. Students with accessibility concerns related to travel distances, or clinical placement, should contact the University Title IX/ADA Coordinator to submit a formal request for accommodations as outlined in the catalog.

9. Orientation and Training

- Students must attend all mandatory pre-clinical orientation sessions and training programs as required by the program and the clinical site. Failure to complete pre-clinical orientation sessions or clinical requirements may result in delays or forfeiture of clinical placement opportunities.
- Students must complete all site-specific training modules and orientation, including electronic medical records (EMR) training, infection control protocols, and confidentiality agreements.

10. Evaluation

- Students are evaluated regularly during their clinical placements. Evaluations will include assessments of clinical skills, professionalism, and adherence to site and University policy and procedures.
- Students must receive satisfactory evaluations to continue in their clinical placements and progress in their programs.

Responsibilities

- **Students:** Comply with all requirements outlined in this and all related policies, including attendance, attire, and professional behavior expectations, meet all deadlines, and maintain communication with program, clinical site, and the University.
- **University:** Provide guidance and support to students. Ensures that students have met all pre-requisite coursework and requirements are met. Facilitate placement process.
- **Clinical Sites:** Collaborate with the University to provide appropriate learning experiences that support student achievement of course learning objectives and program learning outcomes.

Approved Breaks

Clinical Guidance Process/Approved Breaks

- Students have a critical responsibility to follow the clinical placement process. This is vital for maintaining academic and clinical schedules.
- Failure to follow established steps or supply missing information can lead to disruptions, such as changes to the student's academic schedule or the necessity of taking an Approved Break.
- An Approved Break is a temporary period of non-enrollment for which a student may apply to take for up to 16 weeks within a 12-month period. Students will not need to apply to re-enter upon returning if all conditions are met (see the Approved Break Policy under Academic Information in the catalog).
- The Clinical Guidance Process highlights the importance of compliance to prevent delays in educational progress and ensure a smooth and continuous clinical experience.

Appeal Process

Students who are denied placement or face removal from a clinical placement may appeal the decision in writing in accordance with standard University appeals policy as stated in the catalog. Herzog University is unable to overturn the decision of a clinical site to dismiss a student from that site.

Academic Appeal

If mitigating or extenuating circumstances exist, a student may appeal a dismissal from the University by submitting an Academic Appeal Form to the appropriate academic administrator prior to the deadline stated in the dismissal notification. Valid circumstances include a serious injury or illness, death of a relative or other special circumstance. The appeal must be submitted in writing and provide an explanation of the circumstance that caused the unsatisfactory academic performance and how the student has overcome the circumstance.

The campus Director of Campus Operations/Academic Dean for Online Learning will be the chairperson of the Satisfactory Academic Progress Committee and is responsible for appointing other campus administrators to the committee. The Committee will consider all the facts of the appeal and will provide a decision. All decisions on academic appeals are final.

If the appeal is approved, the student will be reinstated and placed on probation, and provisions of the University's probation policy will apply. An approved academic appeal is valid for reinstatement for two semesters following the approval date, unless otherwise stated by the Director of Campus Operations/Academic Dean for Online Learning. A student who attempts to return more than two semesters after the appeal was approved, may be required to re-appeal. Normally, a dismissal of a student that has been denied an appeal is final. However, in rare cases, a dismissed student may appeal

again at a later date if there has been a significant change in the student's situation that would strongly indicate the student could be successful if allowed to return to the University. If the petition of appeal is approved, the student will be reinstated on probation, and provisions of the University's probation policy will apply. In addition to the grade received, the length of time since the course was taken may be considered in certain course areas, to ensure that the content is still applicable.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and relevance to the needs of students and clinical education programs.

By enrolling in clinical education programs at Herzing University, students agree to adhere to the guidelines outlined in this policy and all related policies.