



School of Nursing
RN to B.S. in Nursing Student Handbook
2017-2018

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1. Introduction

1.1 Letter from Faculty

Regent University RN to B.S. in Nursing students,

It is our pleasure and honor to welcome you to Regent University. You have made a great investment in your future by selecting a school that will give you the high-quality, Christ-centered education necessary to bring innovative solutions to the field of nursing. We offer a supportive, collaborative environment to enhance your success as you progress through our program.

This handbook is a very important resource designed to provide you with information on life as a student at Regent University. Our highly trained faculty and staff will support you every step of the way and help you get the most out of your experience here.

Graduates of this program represent the future of nursing and are well-prepared to improve the care of the patients we serve.

We extend our best wishes for a dynamic and rewarding educational experience. Thank you for being a part of Regent's mission to prepare Christian leaders for lives of significant purpose and service.

God's blessings,

Regent University Nursing Faculty

1.2 Purpose of the Handbook

The information in this RN to B.S. in Nursing Student Handbook is intended to provide you with the current policies and guidelines important to your success as an undergraduate student in the RN to B.S. in Nursing Program at Regent University. The policies and procedures and other information contained within this handbook are in compliance with and are supplements of the Regent University Student Handbook, Regent University College of Arts & Sciences Undergraduate Catalog, and other Regent University policies as specified.

Every reasonable effort has been made to ensure the accuracy, reliability, and completeness of the policies and guidelines found in the handbook. However, if any discrepancies exist between the information in the handbook and the official College of Arts & Sciences Undergraduate Catalog or other Regent University policies, the information in the official policies shall take precedence.

All students are responsible for following the policies and procedures in the RN to B.S. in Nursing Student Handbook. The plans, policies and procedures described in this handbook are subject to change by the College of Arts & Sciences at any time without prior notice. Per the student expectations and communications policy outlined in the handbook, students will be notified via email of changes and are responsible for remaining up-to-date.

1.3 Regent University RN to B.S. in Nursing Mission Statement

Mission

Regent University's nursing program exists to create a dynamic community of learning to develop exceptionally prepared nurses who will lead to improve health outcomes locally and globally. We promote excellence in teaching, research, service, and practice with a primary focus in faith integration and Christian leadership to change the world. We are committed to being purposeful, caring, disciplined, and celebrative with each student who enters our program.

Vision

The vision of Regent University's nursing program is to be a premier nursing program dedicated to cultivating Christian leaders in the field of nursing to improve health outcomes both locally and globally.

1.4 Regent University Nursing Philosophy

The philosophy of the Regent University nursing program is consistent with the mission, vision, and core values of Regent University in fostering Christian leaders to change the

world in the discipline of nursing. The philosophy addresses the concepts of the nursing metaparadigm: patient, environment, health, and nursing. Additionally, it addresses learning. These pillars of nursing education and nursing practice reflect the views of the faculty regarding learning, teaching, and specifically nursing education.

Person

The person is multidimensional and encompasses the physical, emotional, social and spiritual components of the individual that is receiving nursing care. A holistic approach is necessary to care for the patient in body, mind and soul and extends to the family and community. The patient is valued and is to be treated with respect and dignity and should be empowered to manage their own health and retain the right to make informed decision about their healthcare. Regent students value each individual as a creation of God complete with a giftedness to serve their unique purpose.

Environment

The environment represents external and internal influences for the patient and student. The external environment goes beyond surrounding physical parameters to include historical, political, economic, cultural, and spiritual influences. Individual experiences and perceptions form the internal environment. Thus, there is a relationship between the health of the patient and the quality of their environment, both externally and internally. It is important that the patient responds and adapts to their environment in order to achieve healthy outcomes. Likewise, it is important that the student responds and adapts to their learning environment in order to master their student outcomes. Regent University's nursing program seeks to support a healthy learning environment, with emphasis on spiritual adaptation and enlightenment, as an essential element in promoting wellness in student development and patient outcomes.

Health

Health is a dynamic, multidimensional phenomenon that occurs on a wellness to illness continuum. It is influenced by a patient's body, mind, and spirit. The two concepts, wellness and illness, are mostly self-defined, allowing for individualized perceptions of health. Wellness is sought throughout the process of healing; therefore, wellness promotion and healthy patient goals are an integral element in nursing and patient education. Healing is an active process that is patient driven by perception, subjective information, and objective, physical evidence. It is therefore important to recognize the autonomy of patients in the healing process. Regent University's nursing program seeks to support the process of health and improving patient outcomes through creating a learning environment that emphasizes the three parts of the person and the definition of healing based on patient autonomy and world-view perspectives.

Nursing

Nursing is a multifaceted healthcare profession that seeks to enhance the quality of life for individuals, families and communities. Through coordinated care, nurses effectively promote health and prevent illness. Regent University's nursing program seeks to develop caring, service-minded nurses who believe nursing is a calling and a ministry of healing.

Learning

Learning is a continuous, life-long process that occurs at any developmental level and is evidenced by consistent changes in behavior. Students bring previous life experiences to the learning environment. These previous experiences influence the student's attitudes and motivation to learn. To facilitate learning, Regent University nursing faculty serve as teachers, resources, mentors, and professional role models for students. Faculty use a variety of teaching and learning strategies to facilitate the student's practice of professional and advance nursing. The goal of nursing education at Regent University is to assist the students to think critically, solve problems creatively, integrate faith in the decision-making process, and practice nursing from a caring perspective. The post-licensure BS student is prepared to function as a generalist in diverse roles, in a variety of settings, use culturally sensitivity, and adhere to the standards of professional practice guidelines. Their focus is on developing expertise in leadership and advance nursing roles to the meet the health and educational needs of the patient, community, and overall profession.

1.5 Overview of the RN to B.S. in Nursing Program

The RN to B.S. in Nursing curriculum consists of 120 credit hours: 46+ credits of general education requirements, 37 or more credits of elective hours, and 30 credit hours of RN to B.S. in Nursing curriculum. Transfer credit may be applied to the non-nursing courses for previous coursework. All coursework is offered in an asynchronous online format. As per the standards set forth by the Commission on Collegiate Nursing Education, students are required to complete clinical/project hours in three nursing courses: NURS 310 Professional Health Assessment, NURS 330 Nursing Leadership and Management Practices, and NURS 430 Community and Public Health Strategies.

The nursing program is designed to provide individuals with a broad educational background, which integrates the Christian faith, liberal arts, behavioral and social sciences as well as nursing. The curriculum for the nursing program at Regent University is directly derived from the stated purpose, philosophy, student learning outcomes, and the *Essentials for Baccalaureate Education* set forth by the Commission on Collegiate Nursing Education (CCNE). The *Essentials for Baccalaureate Education* provide a framework for practice and a conceptual approach to the nursing curriculum.

1.6 Program Learning Outcomes

The graduate of the Regent University baccalaureate nursing program will be able to:

- PLO 1. Deliver professional care that integrates faith, ethics, and morality in the art of nursing practice through caring behaviors and service-minded approaches. **(Essential VIII)**
- PLO 2. Deliver professional nursing care that is theologically, philosophically and scientifically informed from the arts, humanities, biological and social sciences. **(Essential I)**
- PLO 3. Evaluate current research and translate findings to provide evidence-based nursing care. **(Essential III)**
- PLO 4. Utilize information technology into the decision making required in providing safe, quality patient-centered care in healthcare settings. **(Essential IV)**
- PLO 5. Evaluate and apply legal aspects of healthcare policy, finance and regulatory environments locally, nationally, globally to ensure safe, quality patient-centered care. **(Essential V, VIII)**
- PLO 6. Communicate and collaborate, interprofessionally, in providing safe, quality patient-centered care. **(Essential VI)**
- PLO 7. Apply principles of prevention and health promotion in providing care to individuals, families, groups and communities. **(Essential VII)**
- PLO 8. Engage, professionally, with diverse and multicultural stakeholders in providing safe, quality nursing care. **(Essential II, VIII, IX)**

1.7 Alignment of General Education to Student Learning Outcomes

The nursing curriculum outcomes are consistent with the core curriculum outcomes of the University in the College of Arts and Sciences. The required supporting courses in the humanities, history, and social sciences provide the nursing student with a broad knowledge base which provide the basis for building life skills, as well as a basis for a career in nursing. Outcomes for the College of Arts and Sciences are discussed on page 55 of the [Student Handbook](#) and include the following: Biblical Worldview, Cultural Perspective Competency, Critical Thinking and Analysis Competency, Written and Oral Communication, Quantitative and Scientific Literacy Competency, and Christian Leadership Competency. The curriculum plan follows a logical sequence, building on levels of increasing complexity and previous knowledge through sequenced prerequisite general education courses prior to entering into the nursing (NURS) curriculum. The general education courses are aligned with and contribute to the students' successful achievement of the RN to BS in Nursing Program outcomes as noted in the table below.

Supporting General Education Courses	RN to BS in Nursing Program Learning Outcomes	University College of Arts and Science Outcomes
GENE 100—Making of the Christian Mind GENE 402— The Making of a Christian Leader	PLO 1.1. Deliver professional care that integrates faith, ethics, and morality in the art of nursing practice through caring behaviors and service-minded approaches.	Biblical Worldview Competency
MAT 201- Math Stats BIOL 201 and 202 – Anatomy and Physiology I & II BIOL 210—Nutrition BIOL 215—Microbiology CHE 101—Chemistry	PLO 1.2. Deliver professional nursing care that is theologically, philosophically and scientifically informed from the arts, humanities, biological and social sciences.	Critical Thinking and Analysis Competency
PSY 201 – Introduction to Psychology PSY 202: Developmental Psychology	PLO 1.7 Apply principles of prevention and health promotion in providing care to individuals, families, groups and communities. PLO 1.8 Engage, professionally, with diverse and multicultural stakeholders in providing safe, quality nursing care.	Cultural Perspective Competency
ENG 101: English I ENG 102: English II	PLO 1.4. Utilize information technology into the decision making required in providing safe, quality patient-centered care in healthcare settings. PLO 1.6 Communicate and collaborate, interprofessionally, in providing safe, quality patient-centered care.	Written and Oral Communication Competency
MAT 201—Math Stats ENG 102—English II	PLO 1.3. Evaluate current research and translate findings to provide evidence based nursing care.	Quantitative and Scientific Literacy Competency
GENE 100—Making of the Christian Mind GENE 402— The Making of a Christian Leader	PLO 1.1. Deliver professional care that integrates faith, ethics, and morality in the art of nursing practice through caring behaviors and service-minded approaches	Christian Leadership Competency

1.8 Student Governance

The Undergraduate RN to BS in Nursing Activities and Handbook Council (NAHC) serves as a liaison between the nursing program's Director, administrators, faculty, staff, and students. The council provides undergraduate nursing student's input regarding the procedures, activities, and evaluations of the nursing program. If you have questions regarding the NAHC, please contact the nursing program's Director of Nursing, Dr. Kraft, at pkraft@regent.edu.

Functions

- To foster communication among administrators, faculty, staff, and students through structured meetings and dialogue.
- To read and review the RN to BS in Nursing Student Handbook and suggest corrective revisions.
- To identify and promote resources and support systems which will facilitate all RN to BS in nursing student's successful completion of the baccalaureate program.
- To provide opportunities for involvement in community and university service.
- To promote links among all RN to BS in Nursing Students to foster better communication and cohesiveness. Membership
- Membership shall be initially established on a volunteer basis.
- Once the council grows to beyond five members, elective process to identify a president, vice president, secretary, a junior class representative, and a senior class representative will be implemented.
- An advisor from the teaching staff will be selected as the faculty and administration representative.
- Membership are valid throughout the student's duration in the RN to BS in Nursing Program. Recruitment
- Students are made aware of the NAHC in NURS 301: Transitions in Nursing course through an email correspondence and Blackboard Collaborate session.
- Students who are interested should email the faculty advisor.
- An informative letter is sent to the interested student and membership is established.

2. Policies for Admission, Progression, & Retention

2.1 Admission to the RN to B.S. in Nursing Program

To be considered for admission to the RN to B.S. in Nursing program of study, prospective students must meet the following qualifications:

- Adhere to all policies and procedures outlined in the current Regent University Arts & Sciences Undergraduate Catalog unless otherwise stated.
- Hold an unencumbered, active, and current Registered Nurse license
- Provide official transcripts from prior coursework documenting a GPA of 2.5 or higher
- Report no previous documented failures in an RN to BSN or RN to B.S. in Nursing program.

2.2 Progression and Retention Policy

To successfully progress through the RN to B.S. in Nursing program of study and graduate on time, current students must meet the following criteria:

- An overall GPA of 2.0 must be maintained to continue in the nursing major.
- If a student achieves a failing grade (e.g., achieves a grade of “D” or below) in a nursing lecture or clinical/project course, he/she must repeat that course when it is next offered to remain in the program.
- A student can have no more than one repeat of any science course.
- If a student repeats a nursing lecture or clinical/project course and fails (e.g., achieves a grade of “D” or below) the student is automatically dropped from the program and cannot enroll in any nursing courses.
- If a student fails a lecture and/or corresponding laboratory, the student will be required to repeat the failed course or lab and audit the corresponding course or lab.
- WF will be treated as an unsuccessful attempt in all nursing courses.
- Students can only enroll in a nursing course twice.
- Students dismissed after two nursing failures are eligible to apply for readmission after 2 years.

2.3 Course Sequencing

The RN to B.S. in Nursing courses at Regent University are built and offered in a Tier system to foster student learning and facilitate best outcomes. Courses in Tier One must be successfully completed prior to registering and taking Tier Two courses. NURS 301 Transitions to Professional Nursing is the foundation course for the program and is the required first nursing course.

Tier One

NURS 301
NURS 305
NURS 307
NURS 310

Tier Two

NURS 330
NURS 410
NURS 430
NURS 440
NURS 498

3. Graduation Requirements

All requirements for a Bachelor of Science (B.S) in Nursing degree must be met. In addition, a grade of C- or better must be earned in each nursing course. Students must follow the Regent University policy for Intent to Graduate and fulfill all Regent University requirements for graduation.

In order to qualify for graduation, baccalaureate degree candidates must complete all the requirements on the following checklist and any listed within the University catalog. A student deficient in any area will not receive a diploma until the requirement is complete.

- Submit a completed Graduation Application to the Registrar by the posted deadline.
- Successfully complete a minimum of 120 semester hours of credit (includes transfer credit from pre-licensure nursing program).
- Complete all required coursework with a minimum of C- or better.
- Fulfill all financial obligations to Regent University.

4. RN to B.S. in Nursing Policies and Procedures

4.1 Performance and Competency Standards

Students who wish to qualify for admission and progression in the nursing program must meet both academic requirements and performance standards. Academic requirements are described elsewhere in this handbook and in the Regent University College of Arts & Sciences Undergraduate Catalog. A student must, with or without reasonable accommodation, satisfy the Program Learning Outcomes (see table below).

Other Essential Behavioral Attributes: Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment. The student must demonstrate responsibility and accountability for actions as a student of Regent University and also as a developing professional nurse.

Program Learning Outcomes

PLO 1.1. Deliver professional care that integrates faith, ethics, and morality in the art of nursing practice through caring behaviors and service-minded approaches. (Essential VIII)
PLO 1.2. Deliver professional nursing care that is theologically, philosophically and scientifically informed from the arts, humanities, biological and social sciences. (Essential I)
PLO 1.3. Evaluate current research and translate findings to provide evidence based nursing care. (Essential III)
PLO 1.4. Utilize information technology into the decision making required in providing safe, quality patient-centered care in healthcare settings. (Essential IV)
PLO 1.5 Evaluate and apply legal aspects of healthcare policy, finance and regulatory environments locally, nationally, globally to ensure safe, quality patientcentered care. (Essential V, VIII)
PLO 1.6 Communicate and collaborate, interprofessionally, in providing safe, quality patient-centered care. (Essential VI)
PLO 1.7 Apply principles of prevention and health promotion in providing care to individuals, families, groups and communities. (Essential VII)
PLO 1.8 Engage, professionally, with diverse and multicultural stakeholders in providing safe, quality nursing care. (Essential II, VIII, IX)

Meeting the program learning outcomes are assessed through successful completion of discussions, quizzes, presentations and professional papers.

4.2 Disability Services

Regent University and the nursing program strive to make courses and facilities as accessible as reasonably possible for all individuals. Please visit the Disability Services website at <https://www.regent.edu/community-spiritual-life/disability-services/> for further information.

4.3 Grading Scale for Theory and Clinical/Project Courses

The following grading scale will be used for all NURS courses at Regent University:

Grade	Percentage	Quality Points	Meaning of Grade
A	93–100	4.00	Superior
A-	90-92	3.67	
B+	87-89	3.33	
B	83-86	3.00	Good
B-	80-82	2.67	
C+	77-79	2.33	
C	73-76	2.00	Satisfactory
C-	70-72	1.67	
D+	67-69	1.33	
D	63-66	1.00	Poor
D-	60-62	0.67	
F	0-59	0.00	Failing

4.4 Preceptor and Affiliation Information

The nursing program at Regent University will utilize preceptors in the monitoring of student experience within clinical settings. Faculty, not preceptors, will be responsible for student evaluation. For the purposes of Regent University’s RN to BS in Nursing program, preceptor is defined as one who meets the criteria to facilitate the learning process in the clinical setting with the responsibility of serving as a practitioner and mentor for role acclimation. Preceptors are not responsible for evaluating students and serve as a mediator between communicating the student’s performance and helping the student to reach the pre-established clinical goals for the assigned course.

Preceptor Requirements

- Must hold a BSN or BS in Nursing or Higher.

- Must be actively employed in the specified fields.
- Must have an un-restricted, active RN license.
- Must be willing to adhere to mutually established goals/objectives of the course.
- Must be willing to offer the necessary 30 clinical hours required to complete NURS 330 and NURS 430.
- Must actively work with the patient population to ensure efficient role orientation for the student.

4.5 Project Requirements

To complete the nursing curriculum, students within the RN to B.S. in Nursing are required to complete clinical/project hours in NURS 310, NURS 330, and NURS 430. Students will enter clinical/project courses at different times according to their individualized degree plans. Prior to entering these courses, students will be directed to the Clinical Clearance Coordinator and their instructor to ensure all proper documentation is complete prior to obtaining clinical hours.

4.6 Fees

Complio

The School of Nursing requires students to enroll in American Databank's electronic service (Complio) that provides electronic management of student screenings as required by Regent University. The cost of Complio services is \$186. Complio is both FERPA and HIPAA compliant. Components of Complio include a background check, drug screen, CPR certification, immunizations, and signed program forms (including verification of meeting program technical standards). All forms are available for download (See Appendix A for additional information).

Students will be required to maintain current documentation in Complio throughout program progression.

4.7 Substance Abuse Policy

The substance abuse policy of the nursing program is consistent with that of the University. The Regent University nursing program is committed to maintaining a healthy and drug and alcohol-free environment for the safety of our students, faculty and staff, visitors, and patients. The program believes that each nursing student has a personal obligation to practice health conscious behaviors intended to foster clear and rational decision making as well as function in a safe and therapeutic manner throughout the program. Our patients' safety is paramount; this concern serves as the foundation of the Substance Use Policy. Use, possession or distribution of illegal drugs, impairment while in the educational setting, and/or abuse of drugs or alcohol that impacts

a student's ability to operate in the nursing program will subject a student to dismissal from the program (see Regent University [Student Handbook](#)).

Drug testing is required prior to beginning clinical coursework into the RN to B.S. in Nursing program and is to be completed by the nursing program's procedure. Additional information can be found on Complio and within the Clinical Field Placement Guide.

4.8 Unsafe and Unethical Nursing Practice

The safety of the students, faculty and staff, and patients is of utmost importance to Regent University and the Regent University nursing program. Any behavior that is deemed unsafe or unethical will immediately be addressed by the nursing program and Regent University. The nursing program will follow the discipline procedures as outlined in the Regent University Handbook: *The Student Discipline Process* (pg. 37).

4.9 Academic Integrity/Plagiarism

All students are expected to adhere to the Regent University Honor Code which can be found within the Student Handbook at https://www.regent.edu/admin/stusrv/student_handbook.cfm . Each examination, paper and other written or electronically submitted assignment is submitted pursuant to the Honor Code Policies on Plagiarism.

4.10 Confidentiality and Privacy in Practice (HIPAA)

HIPAA - Health Insurance Portability and Accountability Act- "The Department of Health and Human Services and all other health care agencies must ensure their customers (ex: clients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected health information they collect, maintain, use, or transmit is protected" (Federal Register, 2003, p1). Individual clinical sites may require students to attend their own HIPAA training sessions.

All students of the Department of Nursing are required to sign the HIPAA form and upload to Complio.

4.11 Leave of Absence Policy

The Regent University nursing program faculty understand that students may have to take a leave of absence due to family emergencies, military obligations, and other situations beyond the student's control. The nursing program follows the *Leave of Absence* policy outlined in the Regent University Student Handbook.

4.12 Communication Policy

The Regent University nursing program maintains open and clear communication with all students and constituents. As such, it is the policy to update students on changes via their Regent University email address. As outlined in this handbook, students are expected to check their email on a regular basis.

Necessary changes to curriculum will be communicated and approved via the University's Curriculum and Instruction Review Committee (CIRC).

5. Student Expectations

5.1 Student Responsibilities

It is the responsibility of Regent University nursing student to adhere to the Regent University Code of Conduct and to the policies and procedures described in this Handbook. It is the student's responsibility to periodically check the student handbook for changes and updates.

5.2 Online Learning Responsibilities/ Email Etiquette

Regent University RN to B.S. in Nursing students must also demonstrate academic readiness and technological proficiency.

- **Academic Readiness-** It is the responsibility of the student to have those supplies necessary to participate in the online environment and clinical setting. This includes but is not limited to a computer, secure internet connection and Microsoft Word software.
- **Technology Proficiency-** All Regent University students should demonstrate a minimum level of technological proficiency to be successful in the online environment. The Help Desk is available to students via telephone at 757-352-4076.
- **Email Etiquette** – Students are expected to read, and when appropriate, respond to emails within 24 hours. Email will be utilized as the standard mode of communication and will be utilized to disseminate changes. All email communication will use the student's Regent University email address.

5.3 Course expectations

Courses will be delivered on the online learning platform Blackboard. Student engagement and attendance will be closely monitored by the instructor. Assessments will include (but are not limited to) dialogues, quizzes/tests, case studies and presentations. It is the responsibility of the student to access the course at least once weekly to be considered present. Attendance and participation policies are clearly outlined in course syllabi.

5.4 Clinical expectations

Students are expected to obtain 45 clock hours (equivalent 1 credit hour) in three RN to B.S. in Nursing courses: NURS 310, NURS 330, and NURS 430. Students must receive clinical clearance from the Clinical Clearance Coordinator and maintain compliance within Complio prior to obtaining clinical hours. Preceptor verification and affiliation agreements will be maintained by the School of Nursing.

6 Student Rights

6.1 Student Evaluations

At the end of each course, students are given the opportunity to evaluate the course and the instructor/s. Evaluations will be reviewed by faculty and administrators. Evaluations will be used to continually improve the program.

6.2 Access to Student Records (FERPA)

FERPA is a Federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Please see: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Faculty must have documented written permission from a student before they can speak to a parent/spouse regarding the student's education record or academic progress.

6.3 Academic Advising

Students will be assigned an academic advisor upon admission to the University. The advisor and nursing faculty collaborate to foster the best experience possible for the student.

6.4 Student Grievance Procedure

Student appeals and grievances must follow the procedures as outlined in the Regent University Student Handbook (pg. 50).

Student Signature Page

I, _____, have read the RN to B.S. in Nursing Student Handbook in its entirety. I understand that I am bound to the policies and procedures outlined in the handbook and those in the University Catalog and Regent University Student Handbook.

I have read and understand the Progression and Retention Policy _____ (initial)

I have read and understand that while didactic courses are in an asynchronous online format, per CCNE requirements, I must complete clinical hours in NURS 310, NURS 330, and NURS 430 _____ (initial)

I have read and understand the necessity of medical clearance prior to obtaining clinical hours. Medical clearance will be documented on Complio and reviewed by the Clinical Clearance Coordinator _____ (initial)

I understand that a background check and drug screening will be complete prior to obtaining clinical hours. _____ (initial)

Student Name

Student Signature

Date

February 2, 2018

Appendix A – Complio Letter

Dear Regent University Nursing Student,

You are receiving this letter because you will soon begin courses that have required project/clinical hours. Your readiness to begin clinical courses will be verified through both the Clinical Clearance Coordinator and your instructor. You cannot begin your first practicum course until you have completed all the requirements. **Please contact the nursing department (by phone or email) before you subscribe to Complio or complete the background and drug screen, so we can plan when it would be best for you to begin the process.**

We are pleased to offer students support in completing the pre-practicum requirements through American Data Bank services/Complio (i.e. the background check with fingerprinting and the 10-panel drug screen). Complio supports students in the submission of their pre-practicum requirements. Just as there are mandatory requirements in an employment setting, students have requirements which must be met prior to obtaining practicum hours. Regent nursing students will be **required** to obtain a Complio student account and pay the \$186 account creation fee prior to beginning your clinical placement. Please contact me if you have questions or concerns regarding this requirement.

On Complio, you must upload documentation of the following:

- MMR
- Hepatitis B titer/series ·Tdap
- PPD skin test/TB
- Varicella titer/series
- Current BLS certification
- Malpractice insurance

Additionally, you must print, sign, and upload the following documents (found on Complio):

- HIPAA form
- Release of Information
- Criminal Background Check Release of Information
- Drug Testing Policy
- Progression Policy
- History and Physical Form

You will find all the instructions and prompts that you need in the Clinical Field Placement Guide. I suggest that you review the guide in its entirety.

All students are required to complete the background check and 10-panel drug screen. The landing page for the background check, drug screen and Complio is <http://regentnursingcompliance.com/>. Please only use this link. Background checks, drug screens, and Complio are all good for one year. Once we have determined the best time for you to begin the process, please ensure all documentation is submitted as soon as possible to ensure adequate processing time.

We are pleased to have support available to help students through this process. I wish you much success as you complete your Bachelors of Science in Nursing. Let me know if you have any questions!

February 2, 2018

Blessings,
Clinical Clearance Coordinator
Regent University
School of Nursing