



## PREFACE

Linfield University is an equal opportunity employer in faculty and staff recruitment and hiring.  
Linfield University and Linfield Good

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# SECTION I: CURRICULUM

## Overview

The Vision, Mission and Philosophy of the Good Samaritan School of Nursing are derived from the University Mission Statement and provide a foundation upon which the curriculum is structured. The Good Samaritan School of Nursing provides a quality education derived from a liberal arts foundation, learning theories, and evidence-based nursing practice, supplemented by content from other disciplines.

The Good Samaritan School of Nursing prepares graduates to act as providers of direct and indirect care, designers/coordinators/managers of care, and leaders of the nursing profession to meet the health needs of multidimensional individuals and families, groups, communities, and populations in a diverse and multicultural society. Analytical, critical, and creative thinking, as well as intuitive processes are developed as a basis for independent and collaborative

several different options to meet these six credits including four elective nursing courses. This program allows students to be successful while balancing work an academics with scheduled

Program Outcomes

Approved: 04/06/2009

- NURS 372 Trauma Informed Care, 3 credits– Summer semester

## Course Lead Model





semester when taking NURS 476. Please note that the Linfield application process found in the RN to BSN Central needs to be completed first. Once the application process with Linfield is approved, plans with the organization can be confirmed.

RN to BSN Central is made available to students once they are enrolled in the program. This is where students complete their orientation to the program and find all the resources available to you, as well as information about NURS 476 and Service Learning.

## SECTION II: ORGANIZATIONAL STRUCTURE AND STUDENT INVOLVEMENT

### Organizational Structure

The Dean of Nursing : chief academic officer of Linfield Good Samaritan School of Nursing and provides vision and leadership while representing the interests of the School of Nursing. The Dean of Nursing assures the orientation, supervision, and evaluation of Nurse Educator Associates through delegation of appropriate faculty.

The Associate Dean of Nursing collaborates with the Dean of Nursing and Associate Dean of Clinical Education in the administration of the Good Samaritan School of Nursing. The Associate Dean of Nursing serves as the Search Committee Chair for faculty positions.

The Associate Dean of Clinical Education collaborates with the Dean of Nursing and the Associate Dean of Nursing in the administration of the Good Samaritan School of Nursing. Additionally, provides oversight for clinical education and works in association with program directors, clinical course coordinators, simulation coordinators, CFC, and ELC Manager to facilitate clinical experiences for students.

The Director of Clinical Education provides oversight for clinical education in the pre-licensure programs. The Director works in association with program directors, clinical course coordinators, simulation coordinators, Clinical Facilities Coordinator, and Experiential Learning Center Manager to facilitate clinical experiences for students.

The Director of Nursing Academic Operations assists the Dean, Associate Deans, and Program Directors to oversee the implementation of policies, procedures, and strategic communications.

The Experiential Learning Center (ELC) Manager is responsible for the operations of the Experiential Learning Center (nursing labs), with the assistance of the ELC staff and collaboration with Clinical Course Coordinators and the Simulation Coordinator.

The Administrative Specialist and Administrative Assistant assist faculty, staff, and students, along with handling a variety of administrative projects.

orientation, and engagement across programs and the Linfield community. To foster holistic advising, the academic advisor, program directors, faculty advisors and faculty work with students to support their academic plan and provide referrals to student services as needed.

Clinical Course Coordinators orient, supervise and evaluate Nurse Educator Associates' (adjunct clinical instructors) teaching clinical courses.

Simulation Coordinator oversees the implementation of the simulation program working collaboratively with faculty and ELC staff.

Adjunct Clinical Instructors are hired to teach in clinical courses in the program meeting qualifications for facilitating learning in clinical settings.

RN to BSN Service -Learning Coordinator facilitates the service learning experiences for RN to BSN students and serves as the Course Lead for the Integrated Experiential Learning (IEL) course. The Service-Learning Coordinator orients, mentors, and evaluates the adjunct instructor(s).

## SECTION III: STUDENT RECOGNITION AND AWARDS

### RN to BSN Senior Honors in Nursing Award

The RN to BSN nursing faculty members vote to honor one Registered Nurse student with the RN to BSN Senior Honors in Nursing Award for every 25 RN to BSN students in the graduating class. The following criteria will be used to determine eligibility for this award:

- A cumulative grade point average of 3.500 based on required nursing courses completed at Linfield College.
- Exceptional performance in clinical practice as a provider of direct and indirect nursing care, designer/coordinator/manager of care, and member of the nursing profession based on the following criteria:
  - Synthesized theoretical and empirical knowledge from nursing, scientific, and humanistic disciplines to diagnose and treat human responses to actual or potential health problems throughout the lifespan.
  - Used critical, analytical and creative thinking, as well as, intuitive processes as a basis for decision making in the application of the nursing process.
  - Actualized professional nursing roles to meet the health needs of multidimensional individuals and families, groups, communities, populations and/or systems in a continually evolving diverse and multicultural society.
  - Evaluated research findings, applied them to professional nursing practice and identified researchable problems.
  - Functioned independently and collaboratively in providing nursing care that supported the worth and dignity of clients and their efforts toward self-determination in health care.
  - Demonstrated accountability for conduct consistent with professional nursing standards based on an integration of professional values with ethical and legal considerations.
  - Used leadership skills and knowledge of social systems to influence changes necessary for the health and welfare of society. (Achievement may be demonstrated in the clinical setting, college, or community).



## Right to Rescind Admission Policy

A disciplinary matter or criminal conviction, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made, may affect the University's decisions regarding admission, enrollment, or course of study. Linfield University reserves the right to rescind admission or enrollment in such circumstances. In addition, because offers of admission and enrollment are based upon a record of academic achievement, Linfield reserves the right to rescind admission or enrollment upon receipt of a final college school transcript or most recent college transcript reflecting a significant decline in academic performance or showing that specific program prerequisites have not been met. Finally, if an application misrepresents any information, for any reason, admission or enrollment may be rescinded at the University's discretion.

## Co-Admission

Linfield University recognizes a co-









the Chair of Student Policy and Progression Committee.

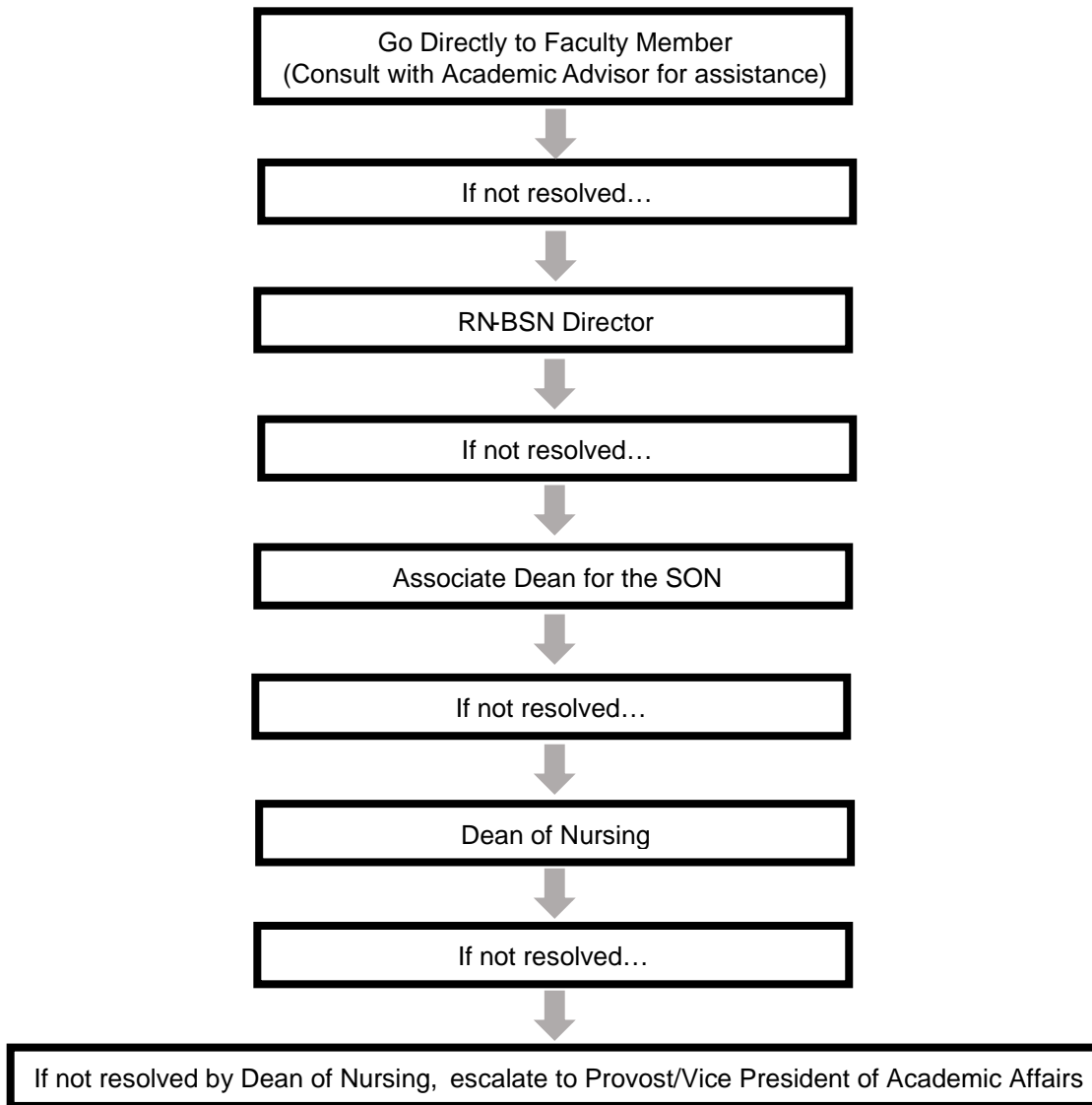
- The RN to BSN director in consultation with the RN-BSN faculty and Academic Advisor evaluates the application.
- The Academic Advisor verifies the accuracy of the letter related to course work.
- The decision for readmission is based on the student demonstrating insight into why they were not successful and a well-

## Policy: Administration: Academic Grievance Procedure

Revised: 08/08/2013; 2/12/18; Adapted for RN-BSN Program: Approved Feb. 14, 2022

Academic grievances concerning teaching and learning should be settled as close to the level of student-

## Process for RN- BSN Communication of Academic Grievance





must include the following:

- 1.

### General Information :

Social media are defined as mechanisms for communication and information gathering/sharing designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not



- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

#### Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

#### Procedure and Considerations

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Think twice before posting or sharing. If you are unsure about posting something or responding to a comment, you are unsure about posting something or responding to a comment.

## Email Etiquette: Writing an email to faculty and/or staff

1. Only use your Linfield email address. This marks the message as legitimate. It provides the faculty/staff with information about whom the email is from in the Linfield system.
2. Always use the subject line. Inform the faculty/staff of the purpose of the email.
3. Start with a Salutation
  - a. Salutations that are acceptable: "Hello", "Hi", or address the Professor by title. Do not start with "Hey"
4. Using the honorific or person's title communicates respect for the faculty's position.
  - a. Professors have years of experience and education and should be addressed as such. Address the person as Dr. if the faculty member has a PhD, EdD, DNP or other earned doctorate, otherwise use the term Professor.
  - b. Use a formal salutation with the professor's full last name: Example: Dr. Brown-Hayden or Professor Brown-Hayden. The only exception to this is if you have received an email from the professor where that person used an informal salutation such as "Dr. K".
  - c. Never use a first name unless you have explicit permission to do so by that faculty person.
5. The reason for your email.
6. Remember that you are representing yourself as a professional in your email.
7. The tone of the email should be professional, courteous, and civil.
  - a. Do not use slang, text language, emoticons, or offensive terms in your email.
  - b. Do not write in all uppercase letters or overuse an exclamation point as it will make it appear that you are over-exaggerating your tone of voice.
8. Keep the email short and concise.
9. Use spell check and proofread your message.
10. Sign off from your email.
  - a. Sign your email or bring closure to it with a simple, "Thank you" or "Sincerely."

Remember that anything that goes on the Internet is forever. Do not send an email you will regret in the future or that many lead to negative consequences, even if those consequences do not appear serious at first glance. Additional information may be found on Purdue Owl at [https://owl.purdue.edu/owl/general\\_writing/academic\\_writing/email\\_etiquette.htm](https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette.htm)

## Learning Support Services

Learning Support Services (LSS) facilitates and supports access and inclusion for students with disabilities. Students with disabilities are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who believe they may have a disability should contact the Linfield University LSS office as early as possible in order to request a reasonable accommodation for a disability.

Documentation of the disability is required, and providing such documentation is the student's responsibility. Reasonable Accommodations are based on the impact of one's disability and determined on a case-by-case basis.

## Linfield Good Samaritan School of Nursing Online Course Expectations

- Students are expected to read the course syllabus, assignment expectations, course calendar, announcements, and all other course materials at the beginning of the course and periodically throughout the term.
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learning support services for assignment assistance.

- In online courses, student identification is confirmed through their CatNet ID and secured password. Plagiarism can be checked using the website: [www.turn-it-in.com](http://www.turn-it-in.com).

## Nursing Student Technology Recommendations

The Linfield Good Samaritan School of Nursing (SON) relies on the use of computer technologies for student learning and testing. Students who do not have adequate technology resources may not be able to complete course expectations. Therefore, all students, in either face-to-face or online courses, are recommended to have or purchase a Mac or PC Laptop that meets the minimum specifications outlined below. For students enrolled in fully online courses [RN to BSN and MSN programs] a desktop computer with similar minimum specifications will meet the requirements.

### Hardware

It is recommended that students have or purchase a Mac or PC laptop as they start the program. This should be their primary device for online and in-person courses. If a student has general questions about the recommendation, please contact the School of Nursing at [son@linfield.edu](mailto:son@linfield.edu). If the student has specific questions about technology, please contact Information Technology Services at [pdxsupport@linfield.edu](mailto:pdxsupport@linfield.edu).

NOTE: Chromebooks, Kindles, Smartphones (e.g., iPhone), iPads (and other iOS Devices), Android tablets, and eReaders do NOT meet the minimum requirements for the programs. While these devices may provide adequate functionality for many course-related activities, they are not an acceptable alternative to the requisite computer.

### Laptop Recommendations

It is recommended that the laptop has the following minimum specifications:

- Intel i5 processor
- 8GB Memory
- 802.11AC 5GHz wireless network card
- 250GB SSD
- Operating systems:
  - Windows 10
  - Mac OS Catalina (10.15) Recommended Accessories

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Internet Service Recommendation – Access to high-

development.

## Practicum Policies (Service Learning in the RN to BSN program)

Procedure for reporting incidents that occur during nursing clinical/practicum  
The agency's incident report is to be completed, as well as a Linfield Good Samaritan School of Nursing Clinical Incident Report.

## Policies of the Clinical Agency

Students are expected to comply with the policies of the clinical agency or organization in which they are completing their service learning. This includes, but is not limited to, policies related to client confidentiality and the photocopying of any part of the client's medical record, social media use, drug testing, immunizations, and/or criminal background checks.

## Professional Liability Insurance

Students participating in direct care clinical activities are required to have professional liability insurance coverage. Fees paid to Linfield University during NURS 476 will be used to cover appropriate liability insurance.

## SECTION V: LINFIELD UNIVERSITY POLICIES AND PROCEDURES

Please refer to the current Linfield University Catalog and Student Policy guide for all policies and procedures, including but not limited to: academic integrity, petitions and grievances, academic standing, etc.