

Sinte Gleska University

Nursing Department

Student Handbook

2025-2026

Revised December 2024



Table of Contents

Table of Contents.....	1
Acknowledgement of Receiving Handbook.....	2
Program Information.....	3
Mission/Purpose/Philosophy Statements.....	4
NAPNES Standards/Code of Ethics.....	5
Program Outcomes & Competencies.....	6-8
Caring Agreement/Honor Code... ..	9
Professional Behavior.....	10-11
Violation of Honor Code.....	11-12
Acknowledgement of Honor Code/Professional Behavior.....	13
Admission/Progression/Readmission/Dismissal Policies.....	14-16
Criminal Background Checks and Drug Screens/Immunization requirements.....	17
Attendance/Clinical Policy/Clinical Sites.....	18
Uniform Policy.....	19

Sinte Gleska University

Nursing Program

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Nursing Student Handbook

This certifies that I have received the Sinte Gleska University Nursing Student Handbook. I hold myself fully responsible for the information in it.

Student Name (print)

Student Signature

Date

Welcome to Sinte Gleska University (SGU) and to the SGU Department of Nursing. We hope that the future will be a stimulating and fulfilling experience for you. Your program of study is a relatively short period in your lifetime, but could be the most important. The time and energy that you devote to conscientious study will have a direct relationship to your success. Study hard, meet new friends, and enjoy the journey!

“Nursing is a progressive calling. Year by year nurses have to learn new and improved methods, as medicine and surgery and hygiene improve. Year by year nurses are called upon to do more and better than they have done.”

Florence Nightingale

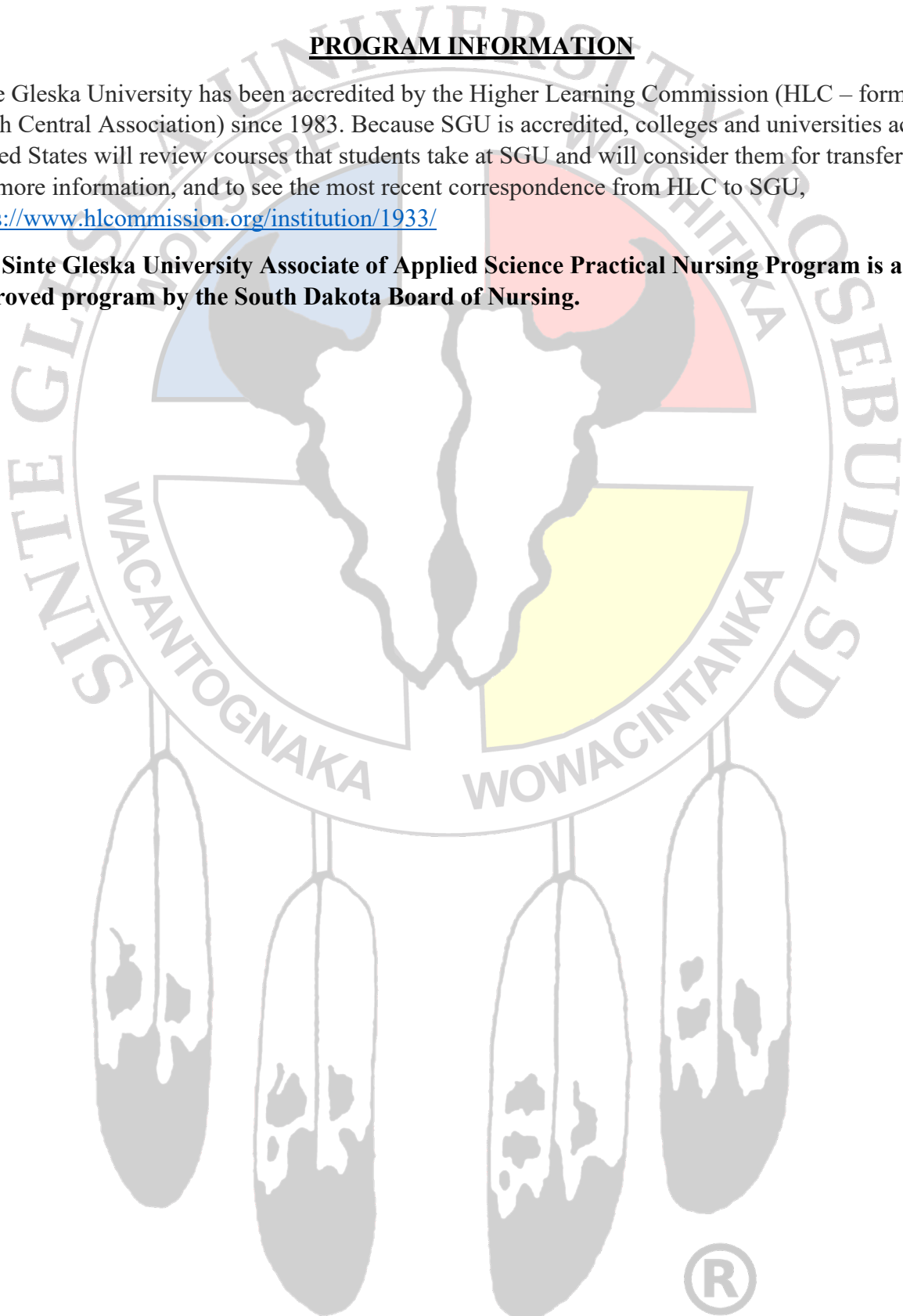
This student handbook has been compiled by the faculty to provide you with information pertinent to the SGU Nursing Program. It should be used in conjunction with the SGU Student Handbook and Undergraduate Catalog.

As a student enrolled in the Department of Nursing, you are an integral part of Sinte Gleska University with rights and responsibilities found in the Sinte Gleska Student Handbook.

PROGRAM INFORMATION

Sinte Gleska University has been accredited by the Higher Learning Commission (HLC – formerly the North Central Association) since 1983. Because SGU is accredited, colleges and universities across the United States will review courses that students take at SGU and will consider them for transfer. For more information, and to see the most recent correspondence from HLC to SGU, <https://www.hlcommission.org/institution/1933/>

The Sinte Gleska University Associate of Applied Science Practical Nursing Program is an approved program by the South Dakota Board of Nursing.



Mission Statement for SGU Nursing

The Mission of the SGU nursing department is to prepare caring and conscientious practical nurses who are capable of providing for the healthcare needs of all people. We strive to create a learning environment where knowledge is sought, studied, and shared; where nursing is taught and learned in a culture of caring. Sinte Gleska University Nursing reflects the cultural heritage and traditional virtues of the Lakota Sioux to include woohitika (bravery), wacantognaka (generosity), woksape (wisdom), and wowacintanka (fortitude).

Purpose Statement

The purpose of the Sinte Gleska Nursing Program is to respond to the emerging health care needs of the individual, particularly on the Rosebud Reservation. Practical nursing will play an integral role in helping to provide access to health care facilities including hospitals, clinics, assisted living communities, and skilled nursing facilities. Practical nurses will provide care that is within the standards of practice and demonstrate safe, competent and legal/ethical practice.

Philosophy Statement

Consistent with the philosophy of the institution, the practical nursing administration and faculty will work to create a climate in which students are motivated to maximize the use of their talents and abilities. To provide an environment that is conducive to learning, teachers and students will share mutual respect. Theory and Clinical experiences will be correlated and taught in a logical sequence to maximize understanding. Practical nursing is an integral component of the nursing profession and provides a solid foundation for nursing education programs. Nursing education supports continuation of self-development and maintenance of competency by active involvement in continuing education.

“There is but one secret to success: NEVER give up.”

Ben Nighthorse Campbell



NAPNES STANDARDS

NAPNES has set the standards for nursing practice of LP/VN's since 1941. The following standards represent the foundation for the provision of safe and competent nursing practice. Competency implies knowledge, understanding and skills that transcend specific tasks and is guided by a commitment to ethical/legal principles.

The LPN provides Individual and Family Centered Nursing Care by:

1. Utilizing appropriate knowledge, skills and abilities.
2. Utilizing principles of the nursing process in meeting specific patient needs in diversified health care settings.
3. Maintaining appropriate written documentation and utilizing effective communication skills with patients, family, significant others and members of the health care team.
4. Executing principles of crisis intervention to maintain safety.
5. Providing appropriate education to patients, family, and significant others to promote health, facilitate rehabilitation and maintain wellness.
6. Serving as a patient advocate protecting patient rights.

The LPN fulfills the Professional Responsibilities or the Practical Nurse by:

1. Applying the ethical principles underlying the profession.
2. Following legal requirements.
3. Following the policies and procedures of the employing facility
4. Cooperating and collaborating with all members of the healthcare team to meet the needs of family-centered nursing care.
5. Assuming accountability for his/her nursing actions.
6. Seeking educational opportunities to improve knowledge and skills.
7. Building post-licensure skills to assure and increase continuing competence.

Code of Ethics

The Licensed Practical Nurse Shall:

1. Consider as a basic obligation, the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility for his/her actions and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.

10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

SGU Department of Nursing Program Outcomes & Competencies

According to the NAPNES Standards of Practice, at the end of this program, students will demonstrate the following program outcomes and competencies:

- A. **Professional Behaviors-** Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent LPN. Competencies which demonstrate this outcome include:
1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LPN nurse practice act of the specific state in which licensed.
 2. Utilize educational opportunities for lifelong learning and maintenance of competence.
 3. Identify personal capabilities and consider career mobility options.
 4. Identify own LPN strengths and limitations for the purpose of improving nursing performance.
 5. Demonstrate accountability for nursing care provided by self and/or directed to others.
 6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
 7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical nurse in the delivery of health care.
 8. Serve as a positive role model within healthcare settings and the community.
 9. Participate as a member of a practical nursing organization.
- B. **Communication-** Effectively communicate with patients, significant support person(s), and members of the interdisciplinary healthcare team. Incorporate interpersonal and therapeutic communication skills. Competencies which demonstrate this outcome include:
1. Utilize effective communication skills when interacting with clients, significant others, and members of the inter disciplinary health care team.
 2. Communicate relevant, accurate, and complete information.
 3. Report to appropriate healthcare personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
 4. Maintain organizational and client confidentiality.
 5. Utilize information technology to support and communicate the planning and provision of client care.
 6. Utilize appropriate channels of communication.

C. **Assessment-** Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions. Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, function, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observation/measurements, health care team members, family, significant others, and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate members of the healthcare team.

D. **Planning-** Collaborate with the registered nurse or other members of the healthcare team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been attained:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person, as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LPN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LPN.

E. **Caring Interventions-** Demonstrate a caring and empathetic approach to the safe, therapeutic, and individualized care of each client. Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person (s).
4. Provide competent, safe, therapeutic and individualized nursing care in a variety of settings.

5. Provide a safe physical and psychosocial environment for the client and significant other(s).
 6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical nursing practice.
 7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
 8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
 9. Instruct client regarding individualized health needs in keeping with the licensed practical nurse's knowledge, competence, and scope of practice.
 10. Recognize client's right to access information and refer requests to appropriate person(s).
- F. **Managing-** Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP). Competencies which demonstrate this outcome has been attained:
1. Assist in coordination and implementation of an individualized plan of care for clients.
 2. Direct aspects of client care to qualified UAP's commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LPN.
 3. Supervise and evaluate the activities of UAP's and other personnel as appropriate within the state's legal and regulatory framework for the scope of practice the LPN as well as the facility policy.
 4. Maintain accountability for outcomes of care directed to qualified UAP's.
 5. Organize nursing activities in a meaningful and cost-effective manner when providing nursing care for individuals or groups.
 6. Assist the client and significant support person(s) to access available resources and services.
 7. Demonstrate competence with current technologies.
 8. Function within the defined scope of practice for the LPN in the healthcare delivery system at the direction of a registered nurse, licensed physician, or dentist.

As approved and adopted by NAPNES Board of Directors May 6, 2007. (Copyright 2007)

CARING AGREEMENT

The parts of a **CARING Agreement** are as follows:

C-Commitment.....Affirmation of both parties to resolve difficulty.

A-Assessment.....Identification of the specific problem or difficulty to resolve.

R-Realities..... Student and faculty perceptions of problem, causes, contributing factors, etc. Realities also include consequences if difficulty is not resolved.

I-Improvements needed..... Specific plan to resolve difficulty.

N-Notes.....Any additional information, dates for consultations, etc.

G-Gains made, Goal Achieved

CARING IS ESSENTIAL TO NURSING AND NURSING EDUCATION. CARING IS THE HEART OF NURSING; CARE IS POWER; CARE IS ESSENTIAL TO HEALING AND WELL - BEING; CARING IS CURING; AND CARE IS THE CENTRAL AND DOMINANT FOCUS OF NURSING AND TRANSCULTURAL NURSING DECISIONS AND ACTIONS.

From Leininger- Holistic Health/Illness/Death; 2006

HONOR CODE

The commitment to academic integrity rests upon four pillars: Honesty, Respect, Responsibility, and Trust.

Honesty- Exercising daily commitment to truthful thoughts and actions. Bringing honor to oneself by acting and speaking truthfully and sincerely.

Respect- A commitment to be tolerant of others, their views and values. It means having high regard for one's own well-being, as well as that of others. A commitment to behaving respectfully. Attending all classes on time, contributing to discussions, meeting academic deadlines, and performing to the best of one's ability. Extending thoughtfulness and understanding to others.

Responsibility- Commitment to duty, including assigned duties and those for which one volunteers. An obligation to the ownership of one's work, deeds, words, and actions. Personal accountability to do the right thing. Taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion.

Trust- Faith that others will act in a forthright manner. Reliance on the integrity, ability and character of others. A mutual relationship between students and faculty that enhances the learning environment.

“It does not require many words to speak the truth.”

Chief Joseph

“Lose your temper and lose a friend. Lie and you lose yourself.”

Hopi Proverb

PROFESSIONAL BEHAVIOR

The classroom is a professional setting. With any professional setting, the following behaviors demonstrate the commitment to professional standards of conduct:

1. Attending each class.
2. Arriving on time and being properly prepared.
3. Staying within the classroom for the entire class time.
4. Turning off cell phones or pagers unless your instructor says that you may use them.
5. Abstaining from side bar conversations with classmates.
6. Being attentive and respectful to the faculty presenting the class
7. Being respectful to all of SGU faculty and staff.
8. Being attentive and respectful to classmates discussing cases, questions, or issues that may have come up during class.
9. Notifying the instructor well in advance if the student will be late, unable to attend, or unable to meet class requirements.

The following behaviors are expected of each student at all times:

1. Demonstrate responsibility and accountability.
2. Apply knowledge of legal and ethical aspects.
3. Respond appropriately to constructive criticism.
4. Demonstrate self-direction.
5. Comply with instructions.
6. Adhere to and respect the procedures and protocols of clinical sites.

The following behaviors are considered unprofessional:

1. Violation of the American Nurses Association Code of Ethics.
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>
2. Inaccurately recording, falsifying or altering records or assignments.
3. Photocopying patient medical records or removing medical records
4. Reporting to the clinical site unprepared.

5. Performance impairment due to lack of sleep, illness, emotional instability, or the influence of drugs or alcohol.
6. Administering medication or treatment in a negligent manner or without permission.
7. Disclosing confidential information.
8. Discrimination
9. Use of profanity.
10. Violations of dress code.
11. Intentionally damaging, stealing or removing materials or equipment from SGU or clinical sites.
12. Leaving clinical sites during assigned time without permission.
13. Any form of dishonesty.
14. Violation of any policies of Sinte Gleska University and/or clinical sites.
15. The nursing department's policy includes expectations regarding the dignified use of **social media** platforms. We intend to prevent and address instances of bullying and harassment by pre-nursing and nursing students. Social media bullying includes, but is not limited to, any unwelcome online behavior that causes harm, fear, or distress to individuals. This encompasses activities such as cyberbullying, harassment, intimidation, or the dissemination of harmful content through social media channels. The following behaviors are strictly prohibited:
 - Threats or intimidation
 - Harassment or stalking
 - Spreading false information
 - Hate speech or discriminatory language
 - Posting or sharing explicit or inappropriate contentIndividuals found in violation of this policy may face consequences, including but not limited to:
 - Verbal or written warning
 - Educational interventions
 - Disciplinary actions, such as probation, suspension, or expulsion or dismissal from a program
 - Barred entry into a program due to past behavior
16. It is recommended that you familiarize yourself with the *Sinte Gleska University Student Handbook* regarding **abusive behavior or conduct** directed at or toward students, staff, faculty or other University personnel; breach of peace conduct, relationship violence, and stalking, among other behaviors.

VIOLATIONS OF THE HONOR CODE

Instructors' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, he/she is responsible for checking his/her understanding with the instructor.

Violations of the Honor Code include but are not limited to the following:

Cheating: In copying, a student is taking the work of another, either on homework, or on a test, and claiming it as his/her own. At Sinte Gleska University cheating includes but is not limited to:

1. Copying and or offering homework verbally, in written form, or by electronic means.
2. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.

3. Pressuring other students to violate the Honor Code.
4. Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
5. Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not bear the burden for the entire group assignment.)
6. Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.

Plagiarism: The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

1. Submitting images and/or documents in whole or in part from the Internet without citation of the sources(s).
2. Copying another's work.
3. Using another's ideas without proper citations.
4. Incorporating portions of another's writing within the context of your own work.
5. Failing to acknowledge a source of information
6. Using "unique" phrases without citations.
7. Using graphics, charts, diagrams, illustrations without citations.

Disciplinary action for any academic violations will be addressed according to the *SGU Student Handbook*.

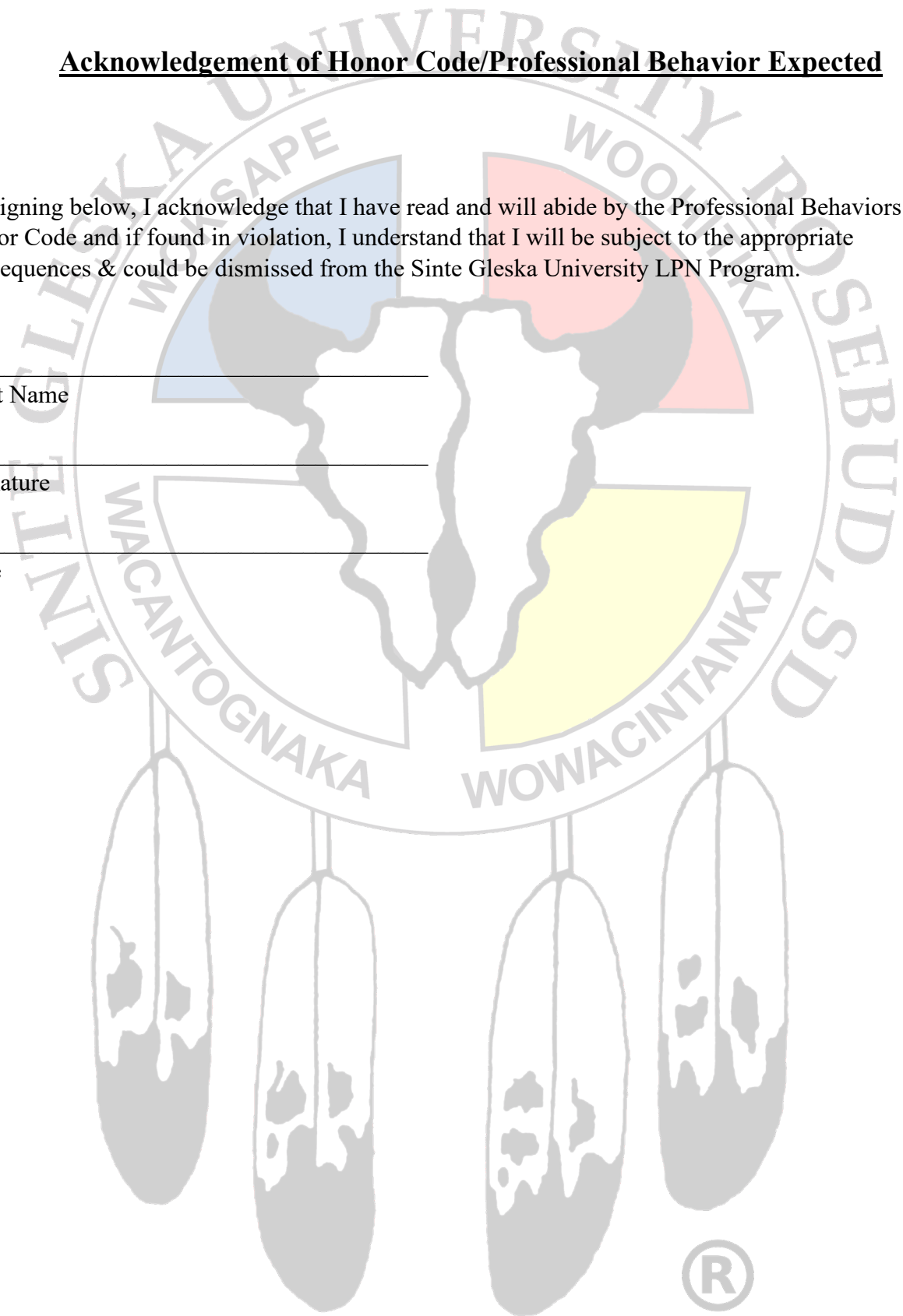
Acknowledgement of Honor Code/Professional Behavior Expected

By signing below, I acknowledge that I have read and will abide by the Professional Behaviors and Honor Code and if found in violation, I understand that I will be subject to the appropriate consequences & could be dismissed from the Sinte Gleska University LPN Program.

Print Name

Signature

Date



ADMISSION-PROGRESSION-READMISSION-DISMISSAL POLICY

Overall GPA must be 3.0 or higher for consideration of admission to the Nursing Program.

To apply for admission, the student must have completed the following courses, or their equivalents:

BI 151 Biology 1

BI 223 Anatomy/Physiology

EN 101 Freshman English I

MA 120 Math Essentials *or* **MA 150** College Algebra

LL 101 Lakota Language

LS 253 Lakota History & Culture

PN 150 Medical Terminology

PN 105 Certified Nursing Assistant

Requirements

The following classes **MUST** be passed with a “B” or higher.

- Biology 1
- Anatomy and Physiology
- Medical Terminology
- Certified Nursing Assistant

All of the above general education classes or prerequisites must be completed before admission to the nursing program.

Application Procedure

Students will be tentatively selected once a year any time prior to **May 15th** to begin the nursing program in the fall. The application procedure involves the submission of the following:

1. Completed application form by **March 15th**.
2. Attach three work or personal references.
3. Minimum overall GPA of 3.0. for all post-high school course work.
4. Personal essay
5. References (3)
6. If a student’s ACT score is less than 18, or more than 5 years old, the Test of Essential Academic Skills (TEAS) is required.
 - When required, the TEAS must be taken and passed with a 60% score or greater by **June 30th**.
 - Check out the TEAS study guide from the nursing department.
 - **Arrange studies to be done with a tutor by appointment until June 15th** and prior to TEAS testing which is to be done by **June 30th**.

The initial TEAS will be paid for by the Nursing Department. However, if a repeat test is required, the student will be responsible for the cost.

The Nursing Department reserves the right to deny admission based on the best interest of the profession. Failure to disclose previous or pending legal convictions may lead to denial of admission. Falsification and/or lack of integrity will be considered grounds for dismissal from the Sinte Gleska University Nursing Program. ***Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice.** The licensure requirements and subsequent procedures are exclusive rights and responsibilities of the South Dakota Board of Nursing, which regulates the practice of nursing.

Progression

Progression in the nursing program requires a minimum grade of a “B” in all nursing and science courses. All pre-nursing and nursing courses with a grade below “B” must be repeated with an outcome of a “B” grade or higher in order to progress. **Example:** If a student receives a C in Anatomy & Physiology, the student may not progress in the nursing major. Individual course syllabi explain the expectations for the completion of each course.

In the following situations a student may not continue in the nursing program:

1. Failure of the same course twice.
2. Failure of two or more nursing courses
3. Failure or withdrawal from the same nursing course twice.
4. Unsatisfactory competency in meeting critical clinical objectives and/or a cumulative total of five failures.
5. Has not passed the offered BLS/CPR
6. Immunizations are not up to date.

The student must successfully complete each nursing course by meeting the following criteria.

1. Earn a cumulative average of 80% on all assignments, exams/quizzes, finals
2. Earn a B or 80% average on all written clinical assignments.
3. Successfully complete all skills/laboratory assignments.
 - If a student has not successfully demonstrated the essential elements of a skill in two attempts he or she is not allowed to perform a skill in the clinical setting until having demonstrated competence in that skill in the laboratory setting.
 - If a student demonstrates difficulty with a specific skill in the clinical area, a course instructor can request that the student return to the laboratory to practice and demonstrate competency in that skill.
4. Complete all components of the course successfully.
5. Earn a satisfactory mid-term and final clinical evaluation.

Grading Scale in All Nursing Courses

A=90-100=4 grade points

B=80-89=3 grade points

C=70-79=2 grade points

F=69 or less

Academic Probation per SGU Student Handbook

Students will be placed on Academic Probation due to failure to earn the minimum grade point average requirements determined for successful class standing and the academic program. Students who are subject to Academic Probation may not register for more than 12 credit hours (or four courses) per semester. If placed on Academic Probation, students will remain on Academic Probation status until they meet the minimum cumulative grade point average requirements determined for successful class standing.

Students who make satisfactory progress, but fail to earn the minimum cumulative grade point average requirements for successful class standing, will continue to be on Academic Probation for one semester. Students who do not make satisfactory progress while placed on Academic Probation will be subject to Academic Suspension. Please refer to the Financial Aid section of the SGU Handbook for information on how Suspension affects funding.

Dismissal per SGU Nursing

The following circumstances will lead to dismissal from the classroom, clinical setting or program to include:

1. Failure to achieve a grade of “B” or higher in all nursing, clinical rotations, and science work. The clinical written assignments must be completed with an 80% or higher.
2. Unprofessional conduct which includes excessive absences and tardiness in the classroom, labs and clinical sites.
3. Performance or negligence, which may cause physical or emotional jeopardy in the academic or clinical areas.
4. Failure to immediately report a client/care error to the clinical instructor.
5. Being under the influence of alcohol or other drugs while in academic or clinical areas.
6. Fraudulent or untruthful charting in a medical record.
7. Dishonesty, e.g., stealing from the college or clinical agency, plagiarizing papers, cheating on exams, incivility, or any display of lack of integrity will be grounds for dismissal.
8. Failure to protect client confidentiality.
9. Failure to uphold the contract if placed on academic probation.

Readmission,

Students seeking readmission to PN 210/215 and PN 102 after failing or dropping, must submit a new nursing application to be considered with the applicant pool.

Graduation

Students not completing requirements for their Sinte Gleska Nursing program cohort year will not graduate from the program that year.

Final grades must be turned into the Registrar’s Office by the deadline each semester for credits to be applied to transcripts.

Criminal Background Checks and Drug Screens

Sinte Gleska University Nursing Program is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students in the nursing program. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screens. Failure to comply will result in denial of acceptance or dismissal from the program. SGU Nursing reserves the right to conduct periodic scheduled and/or random drug testing of students.

IMMUNIZATION REQUIREMENTS

Measles/Mumps/Rubella Students who do not have evidence of measles immunization will be required to complete the vaccination or to have a rubella titer done to show immunity. A record of two shots of MMR is required and, if necessary, a Rubella titer or MMR booster are required.

Chicken Pox Titer- Students must verify that they have had Chicken Pox through immunization record or a titer. Those who have not had Chicken Pox are encouraged to have the Chicken Pox immunization.

Tetanus/Diphtheria/Pertussis or Tdap- If just the Td was given, you must wait to get the Tdap two years from the time the TD shot was received. Tdap is recommended every 10 years.

Polio Immunization- Students are required to report Polio immunization.

Hep B- 3 dose series or titer required. A Hepatitis B titer is recommended. Test for anti-HBs or HbsAB (antibodies to HBV surface antigen) should be performed 1-2 months after completion of the vaccination series. Those that do not seroconvert should be revaccinated with a full series with the titer repeated 1-2 months after the last immunization. If after a second series, titers remain below 10 mIU/mL, the person is considered at risk for acquiring HBV.

Flu vaccination- yearly

Covid 19- Clinical site requirement.

TB test (two-step process for TB immunization initially, then one TB test per year after that.) OR QuantiFERON-TB Gold Test: (QFT-G) blood test. Students with a known history of a positive TB skin test: Need to provide documentation of the results of chest X-ray and treatment. The student will complete a symptom checklist annually.

Meningococcal (meningitis) vaccine- Recommended for students living in college dormitories who have not been immunized previously or for college students under 25 years of age who wish to reduce their risk.

ATTENDANCE POLICY

Learning labs and clinical attendance are MANDATORY. All skills lab and clinical absences or deficiencies must be made up within the semester and instructor's schedule if feasible, staffing allows, and makeup is approved. Otherwise, an unsatisfactory grade will be given and the entire course failed.

Class:

Classroom attendance is expected and will be monitored. Three absences in a row or a total of 5 absences per semester is cause for dismissal. (For extenuating circumstances, contact your instructor.)

The student is responsible for notifying the appropriate instructor if he/she will be absent. Absence from an exam without prior notification will result in a zero for that exam

The student is responsible for rescheduling any missed assignments or missed experiences.

Clinical:

Students may not attend clinical after working the night shift in any employment setting.

Clinical experiences are required. There is a rotation schedule for assigned areas. Absence from a clinical experience without prior notification will result in an unsatisfactory clinical evaluation. Makeup experience is dependent on factors such as staffing, the clinical site's approval, scheduling, and the instructor's availability.

Clinical Sites:

Facilities that may be used for clinical experiences include the following: Avera St. Mary's at Pierre, Avera Behavioral Health at Sioux Falls, Cherry County Hospital at Valentine, NE.; Bennett County Hospital and Rural Health Clinic at Martin, Winner Regional Healthcare System, Rosebud Indian Health Service (IHS), Oyate Health Center, Rapid City, and Horizon Healthcare at Mission. Facilities may be added or not used in any given year.

Uniform Policy

The SGU student nurse uniform is representative of the University and of the nursing profession. The uniform is part of what the public perceives as the compassionate, competent, knowledgeable care giver. It is therefore, essential that it be freshly cleaned and well fitted in keeping with the dignity of the wearer.

1. The uniform, currently, shall consist of black SGU scrubs with SGU patch above L pocket. Turtle necks or long-sleeved shirts may be worn underneath and should be neutral in color.
2. SGU name badge must be visible on lanyard.
3. Shoes should be close-toed and clean.
4. No gum chewing or sunflower seeds in the clinical setting.
5. Avoid the use of fragrances.
6. Hair should be clean and worn above the collar when in uniform.
7. Wedding and engagement rings may be worn. Other jewelry should be avoided.
8. All body piercing jewelry should be removed prior to entering the clinical setting. Ear piercing is the exception to that rule. Small stud earrings may be worn with a limit of two per ear. No loop or dangling earrings.
9. Fingernails should be short and unpolished. No artificial nails.
10. Tattoos must be covered in the clinical setting.
11. Students must meet the requirements of the facility where they attend clinical in addition to the SGU nursing uniform policy.
12. Students must abide by SGU Smoke & Tobacco Free Campus policy, as well as the Non-smoking policy per facility for clinical experiences. Students should not smoke while in uniform.
13. Uniforms should be worn for **clinical experiences only** and always with highest standard of behavior.

Nursing faculty are available at clinical, in the laboratory, in the classroom, and for meetings on days as written in syllabi and/or by appointment in their offices or online. In a caring partnership, respect for time is important. Please make an appointment with any of them if you would like assistance or need to discuss a matter of concern.